CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

WPQ NUMBER: Q 2026/043

WEBSITE MAINTENANCE AND SUPPORT ON A MONTH-TO-MONTH BASIS

COMPANY NAME: ……...……

POSTAL ADDRESS: ……...……...……...

……..……

……..…….

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Financial Services
Supply Chain Management
Tel: 086 126 5263

Table of Contents

A. FORMAL WRITTEN PRICE QUOTATION NOTICE 3
B. GENERAL CONDITIONS AND INFORMATION 4
C. NATIONAL TREASURY - GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT 15
D. APPLICATION OF PREFERENCE POINT SYSTEM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 26
E. INVITATION TO BID - MBD1 27
F. SPECIAL CONDITIONS OF CONTRACT AND TERMS OF REFERENCE 29
G. FORM OF OFFER 43
H. ACCEPTANCE 45
I. QUESTIONNAIRE 46
J. DECLARATION OF INTEREST – (MBD 4 B) 47
K. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (MBD 6.1) 52
L. CONTRACT FORM – PURCHASE OF GOODS/WORKS OR RENDERING OF SERVICES (MBD 7.1 or 7.2) 56
M. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES – MBD 8 58
N. CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9) 60
O. MUNICIPAL RATES AND SERVICES 62
P. AUTHORITY FOR SIGNATORY 63
Q. CREDIT ORDER INSTRUCTION 64
R. COMPULSORY DOCUMENTATION / CHECKLIST 65
S. CAPABILITY OF BIDDER 66

A. FORMAL WRITTEN PRICE QUOTATION NOTICE

Formal Written Price Quotations are hereby invited for website maintenance and support on a month-to-month basis.

Technical enquiries regarding this bid can be directed to Abdul Gabier at telephone no. 021 888 5171

Closing date: 11:00 on Wednesday, 01 July 2026.

Quotation documents, in English, are available free of charge on the websites: www.capewinelands.gov.za or https://etenders.treasury.gov.za. Alternatively, hard copies of the document are obtainable from the offices of the Supply Chain Management Unit, Cape Winelands District Municipality at 29 Du Toit Street, Stellenbosch.

All prospective bidders must ensure that they are registered and accredited on the CWDM's Supplier Database and the Central Supplier Database.

Duly completed quotation documents must be enclosed in a sealed envelope and endorsed with the relevant quotation number and description on the envelope/s. The sealed bids must be placed in the official tender box of the District Municipality's offices at 29 Du Toit Street, Stellenbosch on the above-mentioned time and dates.

Quotations will be opened to the public as soon as possible after this closing time.

HF PRINS
MUNICIPAL MANAGER

B. GENERAL CONDITIONS AND INFORMATION

Inviting of written price quotations by the Cape Winelands District Municipality (CWDM), all relevant bid documentation, submitting of bids by prospective bidders, evaluation / awarding of formal written price quotations and all subsequent contractual responsibilities regarding supply and delivery of goods and/or services, will be managed in terms of and MUST comply with:-

- Chapter 11 of the Municipal Finance Management Act, 2003 (Act no.56 of 2003);
- Municipal Supply Chain Management Policy of the CWDM;
- Supply Chain Management: A guide for Accounting Officers of Municipalities (Guide for AO's);
- Any relevant Regulations / Circulars issued by the National Treasury, from time to time, and
- Any Special Conditions detailed in this Contract (SCC) – *referring to, but not limited to: paragraphs **B.1.** - **17.** and **C** to **P**.*

Where the GCC and SCC are in conflict with one another, the stipulations of the SCC will prevail (chapter 4.5.2.9 – Guide for AO's)

1. Acceptance or Rejection of a Quotation

The Municipality reserves the right to withdraw any invitation to quotation and/or to re-advertise or to reject any tender or to accept any tender in whole or part.

The Municipality does not bind itself to accepting the lowest quotation or the tender scoring the highest points.

The Municipality reserves the right to accept more than one quotation (in the event of a number of items being offered).

2. Validity Period

The fact and action of handing in a tender to the Municipality is accepted as a contract between the Municipality and the bidder whereby such a tender remains valid and available for a period of 180 days, calculated from the closing date as advertised for the written price quotation, for acceptance, or non-acceptance by the Municipality. The bidder undertakes not to withdraw, or alter, the quotation during this period.
The period of validity may be extended by the SCM Department, provided that the original bid validity period has not expired and that all bidders are given an opportunity to extend such period. Any such extension shall be agreed to by a bidder in writing. Bidders who fail to respond to such a request before the validity of their bid expires, or who decline such a request shall not be considered further in the bid evaluation process. All bidders who indicated the acceptance of the extension of the bid validity period, bids will be considered for evaluation purposes.

3. Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Municipality's Accredited Supplier Database to register without delay on the prescribed form.

It will be expected from Suppliers to update registration details every 12 months from date of registration. Payment will not be effected if supplier information is outdated.

The Municipality reserves the right not to award bids to prospective suppliers who are not registered on the Database.

4. Completion of Bidding Documents

The official formal written price quotation document must be completed in BLACK ink and any corrections to the official formal written price quotation document must also be made in BLACK ink and signed by the bidder.

Any formal written price quotation document received with correction fluid (Tippex) corrections shall be disqualified.

The complete original formal written price quotation document must be returned. Missing pages will result in the disqualification of the tender.

Any ambiguity has to be cleared with contact person for the tender before the tender closure.

5. Authorised Signatory

A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.

A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

If such a copy of the Resolution does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such document after the closing date to verify that the signatory is in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

6. Site / Information Meetings

Site or information meetings, if specified, may be compulsory/non-compulsory. Bids will not be accepted from bidders who have not attended compulsory site or information meetings. Bidders that arrive 15 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting or to sign the attendance register. If a bidder is delayed, he must inform the contact person before the meeting commence and will only be allowed to attend the meeting if the chairperson of the meeting as well as all the other bidders attending the meeting, give permission to do so.

All partners or the leading partner of a Joint Venture must attend the compulsory site or information meeting.

7. Quantities of Specific Items

If formal written price quotations are called for a specific number of items, the Municipality reserves the right to change the number of such items to be higher or lower. The successful bidder will then be given an opportunity to evaluate the new scenario and inform the Municipality if it is acceptable. If the successful bidder does not accept the new scenario, it will be offered to the second-placed bidder.

8. Expenses Incurred in Preparation of Tender

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

9. Contact with Municipality after Bid Closure Date

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

10. Opening, Recording and Publications of Formal Written Price Quotations Received

Formal Written Price Quotations will be opened on the closing date immediately after the closing time specified in the tender documents. The names of the bidders, and if practical, the total amount of each bid and of any alternative bids will be read out aloud.

Telexed, faxed or e-mailed tenders will not be accepted.

The formal written price quotation documents should be carefully completed, and no errors will be condoned after tenders have been opened.

The Bidder will be liable to take out **forward cover** to barricade him/her against fluctuation of the exchange rate in the event of importing any component, related to the quotation, from a country dealing in currency other than that of South Africa.

11. Evaluation of Formal Written Price Quotations

Formal Written Price Quotations will be evaluated in terms of their responsiveness to the tender specifications and requirements as well as such additional criteria as set out in this set of tender documents.

12. Subcontracting

The Contractor shall not subcontract the whole of the contract.

Except where otherwise provided by the Contract, the Contractor shall not subcontract any part of the Contract without the prior written consent of the Municipality, which consent shall not be unreasonably withheld.

Any consent granted or appointment of a subcontractor shall not imply a contract between the Municipality and the subcontractor, or a responsibility or liability on the part of the Municipality to the subcontractor and shall not relieve the Contractor from any liability or obligation under the Contract and he shall be liable for the acts, defaults and neglects of any subcontractor, his agents or employees as fully as if they were the acts, defaults or neglects of the Contractor, his agents or employees.

13. Extension of Contract

The contract with the successful bidder may be extended should additional funds become available.

14. Past Practices

The bid of any bidder may be rejected if that bidder or any of its directors have abused the municipality's supply chain management system or committed any improper conduct in relation to such system.

The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors influenced or tried to influence any official or councilor with this or any past tender.

The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors offered, promised or granted any official or any of his/her close family members, partners or associates any reward, gift, favors, hospitality or any other benefit in any improper way, with this or any past tender.

15. Persons in the service of the state

Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

16. Specific Goals in terms of section 2 (1) (d) (i) and (ii) of the Preferential Procurement Policy Framework Act

16.1 Broad-based black economic empowerment (B-BBEE) status level certificates

Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies of the original, *not a photo-copy of another certified copy* thereof together with their bids, to substantiate their B-BBEE rating claims.

Bidders who do not submit B-BBEE Status Level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but should not be disqualified from the bidding process. They will score points out of 90 or 80 for price only and zero (0) points for B-BBEE.

A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.

Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.

If an institution is already in possession of a valid and original or certified copy of a bidder's B-BBEE Status Level Verification Certificate that was obtained for the purpose of establishing the database of possible suppliers for price quotations or that was submitted together with another bid, it is not necessary to obtain a new B-BBEE Status Level Verification Certificate each time a bid is submitted from the specific bidder.

Such a certificate may be used to substantiate B-BBEE rating claims provided that the closing date of the bid falls within the expiry date of the certificate that is in the institution's possession.

Each time this provision is applied, cross-reference must be made to the B-BBEE Status Level Verification Certificate already in possession for audit purposes.

AOs / AAs must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:

Bidders other than EMEs

- Verification agencies accredited by SANAS; or
- Registered auditors approved by IRBA (until the expiration of the period prescribed by the DTI

Bidders who qualify as EMEs

- Sworn affidavit signed by the EME representative and attested by a Commissioner

of oaths.

VALIDITY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATES

Verification agencies accredited by SANAS

These certificates are identifiable by a SANAS logo and a unique BVA number.
Confirmation of the validity of a B-BBEE Status Level Verification Certificate can be done by tracing the name of the issuing Verification Agency to the list of all SANAS accredited agencies. The list is accessible on **http://www.sanas.co.za/directory/bbee_default.php**.

The relevant BVA may be contacted to confirm whether such a certificate was issued.

As a minimum requirement, all valid B-BBEE Status Level Verification Certificates should have the following information detailed on the face of the certificate:

- The name and physical location of the measured entity;
- The registration number and, where applicable, the VAT number of the measured entity;
- The date of issue and date of expiry;
- The certificate number for identification and reference;
- The scorecard that was used (for example QSE, Specialized or Generic);
- The name and / or logo of the Verification Agency;
- The SANAS logo;
- The certificate must be signed by the authorized person from the Verification Agency; and
- The B-BBEE Status Level of Contribution obtained by the measured entity.

Registered auditors approved by IRBA

The format and content of B-BBEE Status Level Verification Certificates issued by registered auditors approved by IRBA must -

- Clearly identify the B-BBEE approved registered auditor by the auditor's individual registration number with IRBA and the auditor's logo.
- Clearly record an approved B-BBEE Verification Certificate identification reference in the format required by the SASAE;
- Reflect relevant information regarding the identity and location of the measured entity.
- Identify the Codes of Good Practice or relevant Sector Codes applied in the determination of the scores.
- Record the weighting points (scores) attained by the measured entity for each scorecard element, where applicable, and the measured entity's overall B-BBEE Status Level of Contribution; and
- Reflect that the B-BBEE Verification Certificate and accompanying assurance report issued to the measured entity is valid for 12 months from the date of issuance and reflect both the issuance and expiry date.

Confirmation of the validity of a B-BBEE Status Level Verification Certificate can be done by tracing the name of the issuing B-BBEE approved registered auditor to the list of all approved registered auditors. The list is accessible on **http://www.thedti.gov.za** and / **http://www.irba.co.za**.

The relevant approved registered auditor may be contacted to confirm whether such a certificate was issued.

Accounting officers as contemplated in section 60(4) of the CCA;

These certificates will be issued on the accounting officer's letterhead with the accounting officer's practice number and contact number clearly specified on the face of the certificates.

The content of B-BBEE Status Level Verification Certificates issued by accounting officers as contemplated in the CCA is detailed in paragraph 4.8.5 below.

VERIFICATION OF B-BBEE LEVELS IN RESPECT OF EMEs

In terms of the Generic Codes of Good Practice, an enterprise including a sole propriety with annual total revenue of R10 million or less qualifies as an EME.

In instances where Sector Charters are developed to address the transformation challenges of specific sectors or industries, the threshold for qualification as an EME may be different from the generic threshold of R10 million. The relevant Sector Charter thresholds will therefore be used as a basis for a potential bidder to qualify as an EME.

- For example, the approved thresholds for EMEs for the Tourism and Construction Sector Charters are R2.5 million and R1.5 million respectively.
- An EME automatically qualifies as a level 4 contributor with B-BBEE recognition level of 100% in terms of the Codes of Good Practice.
- An EME with at least 51% black ownership qualifies as Level 2 Contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.
- An EME with 100% black ownership qualifies as a Level 1 contributor with B-BBEE level of 135% in terms of the Codes of Good Practice.
- An EME that is regarded as a specialized enterprise with at least 75% black beneficiaries qualifies as Level 1 contributor with B-BBEE level of 135% in terms of Codes of Good Practice.
- An EME that is regarded as a specialized enterprise with at least 51% black beneficiaries qualifies as a Level 2 contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.
- An EME is required to submit a sworn affidavit confirming their annual total revenue of R 10 million or less and level of black ownership to claim points
- An EME that is regarded as a Specialized Enterprise, is required to submit a sworn affidavit confirming their annual turnover/ allocated budget/ gross receipt of R 10 million or less and level of percentage of black beneficiaries to claim points
- An EME may be measured in terms of the QSE scorecard should they wish to maximize their points and move to a higher B-BBEE recognition level. It is in this context that an EME may submit a B-BBEE verification certificate.

ELIGIBILITY AS QUALIFYING SMALL ENTERPRISES (QSE)

The Codes define a QSE as any enterprise with annual total revenue of between R10 million and R50 million.

- A QSE with at least 51% black ownership qualifies as a Level 2 contributor.
- A QSE with 100% black ownership qualifies as a Level 1 Contributor.
- A QSE that is regarded as a specialized enterprise with at least 75% black beneficiaries qualifies as a Level 1 contributor with B-BBEE level of 135% in terms of the Codes of Good Practice.
- A QSE that is regarded as a specialized enterprise with at least 51% black beneficiaries qualifies as a Level 2 contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.
- A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R 50 million and level of black ownership or a B-BBEE level verification certificate to claim points
- A QSE that is regarded as a specialized enterprise is required to submit a sworn affidavit confirming their annual turnover/ budget/ gross receipt of R 50 million or less and level of percentage of black beneficiaries or a B-BBEE level verification certificate to claim points

16.2 LOCALITY

The programmes of the RDP (published in Government Gazette No. 16085 dated 23 November 1994) relevant to this Municipality in the context of preferential procurement specific goals are the promotion of enterprises located in a specific district for work to be done or services to be rendered in that District and the promotion of enterprises located in a specific province for work to be done or services to be rendered in that province.

Bidders are required to submit the following in order to attain preference points for the promotion of this specific goal:

- **Municipal account in the name of the tenderer not older than 90 days.**
- **Lease agreement where the tenderer is the lessee; or**
- **An official letter from the bank confirming the registered business address of the tenderer.**

IN ORDER TO BE AWARDED PREFERENCE POINTS, ANNEXURE I. QUESTIONNAIRE AND ANNEXURE L. PREFERENCE POINTS CLAIM FORM (MBD 6.1), MUST BE COMPLETED - FAILURE TO COMPLY WITH THE ABOVEMENTIONED WILL RESULT IN NO PREFERENCE POINTS BEING AWARDED

17. Application

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.

Where applicable, special conditions of contract may be laid down and included to cover specific supplies, services or works.

Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

18. Standards

The goods supplied or the services rendered shall conform to the standards mentioned in the bidding documents and specifications.

19. Information and Inspection

The service provider shall not, without the District Municipality's prior written consent, disclose the agreement, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the District Municipality in connection therewith, to any person other than a person employed by the service provider in the performance of the agreement. 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.

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

20. Governing Language

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

21. Payments

Payments shall be made by the District Municipality within **thirty (30**) calendar days of receiving the relevant **invoice / statement provided** by the supplier.

Payment will be made in Rand unless otherwise stipulated.

22. Prices and Evaluation of bids

Prices charged by the service provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the service provider in this Tender.

The Bidder will be liable to take out forward cover to barricade him/her against fluctuation of the exchange rate in the event of importing any component, related to the tender, from a country dealing in currency other than that of South Africa.

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING:

- Compliance to specifications
- Value for money
- Capability to execute the contract
- PPPFA & associated regulations

23. Termination for default

The District Municipality, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, may terminate this agreement in whole or in part:

If the service provider fails to deliver any or all of the goods within the period(s) specified in the agreement.

If the service provider fails to perform any obligation(s) under the contract; or

. If the service provider in the judgment of the District Municipality, has engaged in corrupt or fraudulent practices in competing for or in executing the contract

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

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

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

Any restriction imposed on any person by the District Municipality will, at the discretion of the District Municipality, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control

over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the District Municipality actively associated.

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

The name and address of the supplier and / or person restricted by the District Municipality;
The date of commencement of the restriction;
. The period of restriction; and
The reasons for the restriction

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

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

24. Termination for Insolvency

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

25. Settlement of Disputes

If any dispute or difference of any kind whatsoever arises between the District Municipality and the service provider 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.

If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the District Municipality or the service provider 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.

Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
Notwithstanding any reference to mediation and/or court proceedings herein, the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

The District Municipality shall pay the service provider any monies due for goods delivered and/or services rendered according to the prescripts of the contract.

26. Applicable Law

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

27. Notices

Every written acceptance of a bid and any other notices shall be posted to the service provider concerned 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;

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.

28. Taxes and duties

A service provider shall be entirely responsible for all taxes, duties, license fees, etc., of the contracted goods to the District Municipality.

No contract shall be concluded with any tenderer whose tax matters are not in order.

No contract shall be concluded with any tenderer whose municipal rates and taxes and municipal services charges are in arrears.

29. Value-added tax (VAT) on invoices

Tax invoices are to comply with the requirements as contained in the Value Added Tax Act, 1991 (Act No 89 of 1991). The content of the invoice must contain information as prescribed by the Act.

It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.

The amended Value Added Tax Act, 1991 (Act No 89 of 1991) requires that a Tax Invoice for supplies in excess of R3,000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.

Where the value of an intended contract will exceed R 1 000 000.00 (R1 Million) it is the bidder's responsibility to be registered with the South African Revenue Services (SARS) for VAT purposes in order to be able to issue tax invoices. CWDM will deem the price above R 1 000 000.00 (R1 Million) to be VAT inclusive even if it is indicated that no VAT is charged. Please ensure that provision is made for VAT in these instances.

The VAT registration number of the District Municipality is 4700193495.

30. Tax Clearance Certificate

A copy of a Tax Compliance Status Pin, printed from the South African Revenue Service (SARS) website, must accompany the bid documents. The onus is on the bidder to ensure that their tax matters are in order with SARS.

In the case of a Consortium/Joint Venture every member must submit a separate Tax Compliance Status Pin, printed from the SARS website, with the bid documents.

If a bid is not supported by a Tax Compliance Status Pin as an attachment to the bid documents, the Municipality reserves the right to obtain such documents after the closing date to verify that the bidder's tax matters are in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

The Tax Compliance Status Pin will be verified by the Municipality on the SARS website.

31. Municipal Rates, Taxes and Charges

A certified copy of the bidder's and those of its directors municipal accounts (for the Municipality where the bidder pays his account) for the month preceding the tender closure date must accompany the tender documents. If such a certified copy does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such documents after the closing date to verify that their municipal accounts are in order.

Any bidder which is or whose directors are in arrears with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities for more than three months and have not made an arrangement for settlement of same before the bid closure date will be unsuccessful.
If a bidder rents their premises, proof must be submitted that the rental includes their municipal rates and taxes or municipal charges and that their rent is not in arrears.

32. Construction Industry Development Board (CIDB) (If applicable)

When applicable, the bidder's CIDB registration number must be included with the tender. The Municipality will verify the bidder's CIDB registration during the evaluation process.

33. Letter of Good Standing from the Commissioner of Compensation

I A Letter of Good Standing that is **valid on closing date** of the bid from the Department of Employment and Labour or any institution that is licensed to carry out the business of insurance of its members against liabilities in accordance with the provisions of the COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (Act No. 130 of 1993) or a copy thereof must accompany the bid documents. The Letter of Good Standing (valid at closing date) can alternatively be submitted on a date as mutually agreed upon between the bidder and the Cape Winelands District Municipality. Failure to provide proof of a valid Letter of Good Standing within a mutually agreed upon timeframe from the Department of Employment and Labour or any institution that is licensed to carry out the business of insurance of its members against liabilities, will result in a bidder not being considered for further evaluation purposes. A Letter of good standing for "tender purposes" (valid at closing date) from the Department of Labour will also be accepted.

34. Protection Of Personal Information

In submitting any information or documentation requested in this tender document, or any other information that may be requested pursuant to this tender, you are consenting to the processing by the Cape Winelands District Municipality or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, 2013 (Act No 4 of 2013) and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify the Cape Winelands District Municipality against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.

C. NATIONAL TREASURY - GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

The purpose of this document is to:

(a) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
(b) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.
(c) The General Conditions of Contract will form part of all bid documents and may not be amended.
(d) Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC will prevail

1. DEFINITIONS

The following terms shall be interpreted as indicated:

1.1 **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.

1.2 **"Contract"** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 **"Contract price"** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 **"Corrupt practice"** means the offering, giving, receiving, or soliciting of 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 goods are so delivered and a valid receipt is obtained.

1.11 **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 **”Force majeure”** means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 **“GCC”** means the General Conditions of Contract.

1.15 **“Goods”** means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 **“Imported content”** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.

1.17 **“Local content”** means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.

1.18 **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 **“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 **“Project site,”** where applicable, means the place indicated in bidding documents.

1.21 **“Purchaser”** means the organization purchasing the goods.

1.22 **“Republic”** means the Republic of South Africa.

1.23 **“SCC”** means the Special Conditions of Contract.

1.24 **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 **“Supplier”** means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.

1.26 **“Tort”** means in breach of contract

1.27 **“Turnkey”** means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.

1.28 **“Written” or “in writing”** means hand-written in ink or any form of electronic or mechanical writing.

2. APPLICATION

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. GENERAL

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

3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

4. STANDARDS

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

5. USE OF CONTRACT DOCUMENTS AND INFORMATION INSPECTION

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

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

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

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

6. PATENT RIGHTS

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

6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

7. PERFORMANCE SECURITY

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

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

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

(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.

8. INSPECTIONS, TESTS AND ANALYSES

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

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

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

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

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

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

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

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. PACKING

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

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

10. DELIVERY AND DOCUMENTS

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

11. INSURANCE

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

12. TRANSPORTATION

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

13. INCIDENTAL SERVICES

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

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

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;

(b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. WARRANTY

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

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

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

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

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

16. PAYMENT

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

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

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

16.4 Payment will be made in Rand unless otherwise stipulated.

16.5 Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. It is a requirement of this contract that

the amount of value-added tax (VAT) must be shown clearly on each invoice. The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.

17. PRICES

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

8. VARIATION ORDERS

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. For construction related goods, services and/or infrastructure project, contracts may be expanded or varied by not more than 20%. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. ASSIGNMENT

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

20. SUBCONTRACTS

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

21. DELAYS IN THE SUPPLIER'S PERFORMANCE

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

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

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

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

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the

contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. PENALTIES

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

23. TERMINATION FOR DEFAULT

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

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) If the supplier fails to perform any other obligation(s) under the contract; or

(c) If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

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

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

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

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

(i) The name and address of the supplier and / or person restricted by the purchaser;

(ii) The date of commencement of the restriction

(iii) The period of restriction; and

(iv) The reasons for the restriction

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

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

24. ANTIDUMPING AND COUNTERVAILING DUTIES AND RIGHTS

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

25. FORCE MAJEURE

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

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

26. TERMINATION FOR INSOLVENCY

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

27. SETTLEMENT OF DISPUTES

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

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

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

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

(a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) The purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

28. LIMITATION OF LIABILITY

28.1 Except in cases of criminal negligence or 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.

31. NOTICES

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

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

32. TAXES AND DUTIES

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

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

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. TRANSFER OF CONTRACTS

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

34. AMENDMENT OF CONTRACTS

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

35. PROHIBITION OF RESTRICTIVE PRACTICES

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

35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 0f 1998.

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

D. APPLICATION OF PREFERENCE POINT SYSTEM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

Regulation No. 2721 of 20 4 November 2022 provide for a preference points system. The applicable **80/20** preferential points system as set out in Preferential Procurement Regulations 2022 will be used to evaluate individual tenders.

80/20 Preference point system [(for acquisition of goods or services for a Rand value equal to or above R30 000 and up to R50 million) (all applicable taxes included)]

The points are awarded as follows:

- 80 points is awarded for the **lowest price** if it complies with the Tender / Formal Written Price Quotation conditions.
- Additional points are awarded for the following specific goals:
  - **B-BBEE status level of contributor** and **"Locality"**
- 50% of the 20/10 points will be allocated to promote the goal of B-BBEE status level of contributor and points will be allocated in terms of the B-BBEE scorecard as follows:

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
1	50% of 20	50% of 10
2	50% of 18	50% of 9
3	50% of 16	50% of 8
4	50% of 12	50% of 5
5	50% of 8	50% of 4
6	50% of 6	50% of 3
7	50% of 4	50% of 2
8	50% of 2	50% of 1
Non-compliant contributor	0	0

- 50% of the 20/10 points will be allocated to promote the specific goal of locality. Points will be allocated as follows:

No.	Requirement	Number of Points
1	Procurement under the 80/20 preference points system where the enterprise head office or primary place of business or regional or satellite office is located within the boundaries of the Cape Winelands District Municipal Area	**5**
2	Procurement under the 90/10 preference points system where the enterprise head office or primary place of business or regional or satellite office is located within the boundaries of the Cape Winelands District Municipal Area	**2.5**
3	Procurement under the 80/20 preference points system where the enterprise head office or primary place of business or regional or satellite office is located within the boundaries of the Western Cape Province	**5**
4	Procurement under the 90/10 preference points system where the enterprise head office or primary place of business or regional or satellite office is located within the boundaries of the Western Cape Province.	**2.5**

E. INVITATION TO BID - MBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CAPE WINELANDS DISTRICT MUNICIPALITY					
Quotation number:	Q 2026/043	Closing date:	01/07/2026	Closing time:	11h00
Description	WEBSITE MAINTENANCE AND SUPPORT ON A MONTH-TO- MONTH BASIS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE TENDER BOX SITUATED AT: 29 DU TOIT STREET, STELLENBOSCH					

SUPPLIER INFORMATION					
Name of bidder					
Postal address					
Street address					
Contact person					
Telephone number	Code			Number	
Cell phone number					
E-mail address					
VAT registration number					
COIDA certificate number					
Tax compliance status	TCS PIN:		**OR**	CSD No:	MAAA

SPECIFIC GOALS IN TERMS OF THIS BID:

- 50% of the 20/10 points will be allocated to promote the goal of B-BBEE status level of contributor and points will be allocated in terms of the B-BBEE scorecard
- 50% of the 20/10 points will be allocated to promote the specific goal of locality and points will be allocated in terms of where the enterprise' head office or primary place of business or regional or satellite office is located

B-BBEE status level verification certificate [tick applicable box]	☐ Yes ☐ No	Proof of Locality [tick applicable box]	☐ Yes ☐ No
B-BBEE status level sworn affidavit [tick applicable box]	☐ Yes ☐ No		

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

Are you the accredited representative in South Africa for the goods / services / works offered?	☐ Yes ☐ No [If yes enclose proof]	**Are you a foreign based supplier for** the goods / services / works offered?	☐ Yes ☐ No [If yes, answer part b:3
Total number of items offered		Total bid price	R
Signature of bidder		Date	
Capacity under which this bid is signed			

TECHNICAL INFORMATION MAY BE DIRECTED TO:	
Contact person	Abdul Gabier
Telephone number	021 888 5171
E-mail address	agabier@capewinelands.gov.za
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED	
Contact person	Colette Springveldt
Telephone number	021 888 5188
E-mail address	colette@capewinelands.gov.za

TERMS AND CONDITIONS FOR BIDDING – PART B

1. BID SUBMISSION:

1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.

1.2. All bids must be submitted on the official forms provided–(not to be re-typed) or online

1.3. This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

2. TAX COMPLIANCE REQUIREMENTS

2.1 Bidders must ensure compliance with their tax obligations.

2.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.

2.3 Application for the tax compliance status (TCS) certificate or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.

2.4 Foreign suppliers must complete the pre-award questionnaire in part b:3.

2.5 Bidders may also submit a printed TCS certificate together with the bid.

2.6 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.

2.7 Where no TCS is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. Is the entity a resident of the republic of South Africa (RSA)? ☐ Yes ☐ No

3.2. Does the entity have a branch in the RSA? ☐ Yes ☐ No

3.3. Does the entity have a permanent establishment in the RSA? ☐ Yes ☐ No

3.4. Does the entity have any source of income in the RSA? ☐ Yes ☐ No

3.5. Is the entity liable in the RSA for any form of taxation? ☐ Yes ☐ No

If the answer is "no" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.

NB: failure to provide any of the above particulars may render the bid invalid.
No bids will be considered from persons in the service of the state.

Signature(s): …….....

Name(s): .....

Capacity for the Tenderer: …….....

Date: .....

F. SPECIAL CONDITIONS OF CONTRACT AND TERMS OF REFERENCE

1. INTRODUCTION

The Cape Winelands District Municipality (CWDM) is seeking to appoint a service provider to provide and manage the hosting, development, maintenance, and support of the official Cape Winelands website on a month-to month basis, www.capewinelands.gov.za.

2. BACKGROUND

The Cape Winelands District Municipality operates a website that has undergone recent upgrades. Legal requirements dictate the regular upload of specific documents at scheduled intervals throughout the year, ensuring public access for comments and contributions as an integral part of our rigorous audit process. Additionally, the website hosts various application forms and essential documents that citizens need to access.

The Cape Winelands District Municipality is committed to guaranteeing that our website remains dynamic, visually appealing, current, informative, and user-friendly for all its users. To achieve this, we are seeking to appoint a service provider capable of managing all aspects of website hosting, ICT infrastructure, and ongoing website support and maintenance. The website runs server centos with OWASP security hardening for MOD security with threat detection with malware scanning and an active firewall. Supports reverse proxy configurations. Spam management, e-mail management, MySQL and Apache web serve.

3. SCOPE OF WORK

The scope of work defines the comprehensive set of tasks and responsibilities that the service provider will undertake to fulfil the Cape Winelands District Municipality's objectives for website hosting, related ICT management, and website support and maintenance. This section outlines the specific services, deliverables, and expectations that the service provider is required to meet to ensure the effective operation, security, and enhancement of the website. The Cape Winelands District Municipality seeks a service provider who can meet these specifications and contribute to the ongoing improvement and optimisation of our online presence.

3.1. Installation of website

The Service Provider is hereby instructed to install and deploy the Municipality's website onto the designated hosting environment/server, ensuring full functionality, integrity, and performance. The Service Provider must note the following specifications of the website to be deployed:

3.1.1. **Website Size**

- The total website size is estimated between 30 GB and 40 GB, including all content, media, and downloadable resources.
- Structural Components

3.1.2. **The website consists of:**

- published departmental sections
- 152 web pages

3.1.3. **Media and Content**

The website includes:

- 23,483 media items (images, videos, embedded content, etc.)
- 1,677 downloadable documents

3.1.4. Installation Requirements

The Service Provider shall:

Ensure complete and accurate migration of all website components, including:

- Web pages
- Media libraries
- Downloadable documents
- Database content (if applicable)
- Maintain data integrity and file structure consistency during transfer and deployment.
- Configure all required dependencies, including:
- Web server (e.g., IIS/Apache/Nginx as applicable)
- Database services (e.g., MySQL, SQL Server, etc.)
- Required runtime environments (e.g., PHP, .NET, CMS platform)

3.1.5. Performance and Configuration

Ensure the hosting environment is adequately resourced to support:

- A website of up to 40 GB
- High volume of media files
- Implement:
- Caching mechanisms (where applicable)
- Optimized file handling for large media libraries
- Ensure acceptable page load performance and responsiveness.

3.1.6. Testing and Validation

The Service Provider must perform:

- Functional testing to confirm:
- All pages load correctly
- Media files display properly
- Downloadable documents are accessible
- Link validation to ensure no broken links exist
- User acceptance readiness prior to handover

3.2. Hosting Specifications

3.2.1. Server

- **Server Type**: High-performance dedicated server or cloud-based infrastructure.
- **Processor**: Multi-core, minimum 8 core processors (e.g., Intel Xeon).
- **RAM (Memory):** At least 32GB of RAM for smooth operation.
- **Storage**: SSD (Solid State Drive) storage for faster data access. 1Terabyte minimum capacity.

3.2.2. **Operating System**: CentOS 7 or greater.

3.2.3. Internet

The hosting provider shall ensure that the data center is provisioned with a minimum network uplink capacity of 1Gbps to guarantee sufficient throughput for municipal web services. The hosting infrastructure must be located within South Africa, to minimize latency and provide optimal response times for local residents. Bandwidth must be provisioned on an unmetered basis, to accommodate significant traffic spikes that may occur during periods of heightened public engagement, such as the publication of tenders, notices, or emergency updates.

3.2.4. Uptime Guarantee

Multiple servers: You will need to have at least two servers that are running copies of your website. If one server fails, the other server(s) must be able to take over and keep your website running.

Load balancer: A load balancer is a device that distributes traffic across multiple servers. This helps to ensure that no one server is overloaded and that your website can handle a high volume of traffic.

Redundant network: You will need to have a redundant network connection to your website. This means that if one network connection fails, the other network connection will be able to keep your website online.
Monitoring system: You will need to have a monitoring system in place to track the status of your servers and network connections. This will help you to identify any problems early on and take corrective action before they cause your website to go down.

3.2.5. Security System:

The hosting environment shall incorporate a minimum set of security and resilience controls to safeguard the municipal website and its associated services. These controls include the mandatory implementation of SSL certificates to enforce HTTPS connections, deployment of a Web Application Firewall (WAF) to mitigate threats such as SQL injection and cross-site scripting, provision of Distributed Denial of Service (DDoS) protection to ensure service availability, and the execution of automated daily backups with secure off-site storage. Detailed specifications and compliance requirements are outlined in subsequent sections.

3.2.5.1. Robust Firewall:

Implementation of a strong firewall to safeguard against unauthorized access and cyberattacks. Implementation of a strong firewall to safeguard against unauthorized access and cyberattacks.

The firewall must have:
LFD and config server security
Packet filtering: Packet filtering inspects each network packet and allows or denies it based on predetermined rules. The rules can be based on the source and destination IP addresses, the port numbers, and the type of traffic.
Stateful inspection: Stateful inspection inspects the state of each network connection. This allows the firewall to block attacks that exploit vulnerabilities in network protocols.
Intrusion detection and prevention: Intrusion detection and prevention systems (IDS/IPS) to detect and block malicious traffic. IDSs/IPS monitor network traffic for suspicious activity and can generate alerts or block traffic if they detect a threat.
Application layer firewall: An application layer firewall (WAF) will protect the website from web-based attacks, such as SQL injection and cross-site scripting. WAFs can inspect HTTP traffic and block malicious requests.
SSL/TLS Encryption: Utilization of Secure Sockets Layer (SSL) or Transport Layer Security (TLS) encryption for ensuring data privacy and secure communication.
Intrusion Detection and Prevention System (IDPS): Continuous

monitoring and proactive protection against intrusions, including real-time threat detection and prevention.
Regular Security Patching: Timely installation of security patches and updates to maintain system integrity and protect against vulnerabilities.
DDoS Mitigation: Comprehensive protection against Distributed Denial of Service (DDoS) attacks to ensure uninterrupted website availability.
24/7 Monitoring: Continuous monitoring of the hosting environment for any suspicious activities or anomalies.
Anti-Spam: Implementation of anti-spam measures to reduce the risk of spam-related security threats.
Auto SSL: Automated SSL certificate management for enhanced security and ease of use.
Malware Detection:
Implementation of malware detection mechanisms to identify and mitigate malicious software.
User Isolation:
Isolation of user accounts to enhance security and prevent privilege escalation.
Symlink Protect:
Protection against symbolic link (symlink) attacks to safeguard server resources.
Imunet: Deployment of Imunify360 for comprehensive security, including advanced threat detection and mitigation.
Scalability: The system should be scalable to accommodate increasing resource demands while maintaining security measures.
IP Blacklisting Protection: Measures in place to prevent unauthorized access and protect against IP-based attacks.
UPS Power: Uninterruptible Power Supply (UPS) system to ensure the availability of power and prevent service interruptions.
Power Generators: Backup power generators for extended power outage resilience.

3.2.5.2. Data Backup and Disaster Recovery Procedures:

Regular Back-ups: Daily backups must be made. The backups must be delivered to the CWDM head office in Stellenbosch once a week.

Data Restoration: Ability to quickly restore data in case of accidental deletion or data loss ability to restore data within two (2) hours of request.

Disaster Recovery Plan: Documented disaster recovery plan outlining steps to recover the website in case of a catastrophic event. The plan must provide a solution that can be implemented within eight (8) hours of request.

3.2.5.3. Domain Name Management Responsibilities:

Domain Registration and Renewal: Register and manage domain names on behalf of the Cape Winelands District Municipality. Ensure timely domain renewal to prevent expiration.
DNS Management: Manage Domain Name System (DNS) settings

to point to the hosting server.
Domain Transfer Assistance: Assist in domain transfers, if necessary, ensuring seamless transition.
Subdomain Management: Set up and manage subdomains as required for different website sections or services.
SSL Certificate Management: Install and manage SSL certificates for secure HTTPS connections.

3.3. SOFTWARE SPECIFICATIONS

While software upgrades happen as needed, the service providers must ensure compatibility with the Cape Winelands District Municipality's current system features:

3.3.1. WordPress Website Features

Mandatory requirements for accessibility include LiteSpeed, LS Cache, FTP Access, CGI, Softaculous App Installer, PHP 5.6 & PHP7.1x, MariaDB, Flash Support, .htaccess, HTTP/2 enabled.
Fully Managed Service. Domain Transfer.
Development Site (DevSecOps) for testing plugins and migration to the Live environment.
Management and Transfer of the current website to the hosted environment.

3.3.2. Email Features

MX Record Control.
Email Forwarding.
Email Aliases.
Auto-Responders.
POP3.
IMAP.
Webmail.
Catchall.
SPF Records.

3.3.3. Site Administration

Email Control Panel.
Website Control Panel.
DNS Control Panel.
PHPMyAdmin or equivalent
Password Protect Folders.
CRON Jobs.
Custom Error Pages.
Site Stats.
Web File Manager.

3.4. Website Management and Support

3.3.1 Content Development

3.3.1.1 Design and application of suitable images, banners, pop-ups, buttons, and other visual aids suitable for the website and related digital platforms.
3.3.1.2 Attendance at events as required to create suitable digital content.
3.3.1.3 Ensuring that the overall corporate identity of the Cape Winelands District Municipality is maintained throughout the website for design consistency.

3.3.1.4 Collaborating with the organization to ensure brand taglines, logos, and promotional material adhere to guidelines.
3.3.1.5 Ensuring that the website content complies with copyright and data protection laws.

3.3.2 Maintenance of the Website

3.3.2.1 Updating website software as required.
3.3.2.2 Ensuring website aesthetics do not hamper page load speed and advising on changes to ensure high-speed website uploads.
3.3.2.3 Advising on methods to ensure search engine optimization (SEO) and making required adaptations.
3.3.2.4 Managing the website's backend for navigation, appearance, and device-appropriate display.
3.3.2.5 Word Press Developer, WordPress developer skills; HTML5, CSS, JavaScript, and cybersecurity proficiency.
3.3.2.6 Parts of the WordPress skill set include back-end development, Bootstrap, SQL. Plug-in development. jQuery and My SQL.
3.3.2.7 Joomla Proficiency in PHP, HTML, CSS and Joomla Frameworks.

3.3.3 Plugins and applications:

Maintain a plugin catalogue that describes:

3.3.3.1 Plugin name, Description, expiry date, company details of the plugin
3.3.3.2 Purchasing licensed plugins and applications as required for effective website operation.
3.3.3.3 An additional order for the purchasing of plugins/applications that cost more than R50 000.00 will be consulted before the order is approved.
3.3.3.4 Should any suggested plugins/applications exceed R100 000 due process to purchase will be followed.
3.3.3.5 Maintaining and renewing licenses for plugins and applications.

3.3.3.6 Measuring and monitoring website and social media traffic statistics, providing Monthly and Quarterly in-depth website analytics and user/visitor reports.
3.3.3.7 Maintaining links between the Cape Winelands District Municipality's social media sites and the website, reporting quarterly.
3.3.3.8 Making ad hoc changes to folders, tabs, menus, etc., especially related to campaigns, awareness drives, and other projects.
3.3.3.9 Developing edited/custom templates for content management.

3.5. Support of the Website

3.4.1 Uploading various documents supplied by departments to ensure legislative compliance, including images, and videos.
3.4.2 Brainstorming and suggesting new ways to improve traffic by tapping into new platforms and channels.
3.4.3 Development of online forms and applications.
3.4.4 Advising the Municipality on new and applicable innovations to enhance website usability.
3.4.5 Providing ongoing training and support to the Website Steering Committee as requested.

3.6. Technical Support for Social Media

3.5.1 Supporting and integrating the CWDM's Social Media platforms for seamless integration.

3.5.2 Managing the support and integration of any new social media platforms into the website and on other required systems.

4. DELIVERABLES

4.1. Install the website application
4.2. The service provider is required to provide a verified server for hosting of the website.
4.3. The service provider is required to provide a verified firewall
4.4. The service provider is required to provide hosting of the website (DNS and internet access).
4.5. The service provider is required to provide backups of the website.
4.6. Responds to requests, queries, challenges within a 4-hour period, unless otherwise agreed upon in writing by the municipality and the service provider.
4.7. Confirms completion of the job request via e-mail to requestor
4.8. Attendance, in person or representative of the quarterly website steering committee meeting; normally held in Stellenbosch or Worcester
4.9. Attendance at events as required, in order to create suitable digital content.
4.10. Supplies monthly and quarterly reports on Website analytics

5. EVALUATION CRITERIA AND AWARD

5.1. This Written Price Quotation will be evaluated on two primary criteria: services and capability.

5.2. **Services** refer to deliverables that must be provided in accordance with predefined technical standards, such as hardware, hosting infrastructure, and security configurations.

5.3. **Services**

5.3.1. The services are mentioned in section 3 as follows:

- Hosting
  - Servers
  - Internet
  - Uptime guarantee
  - Security System
  - Firewall

- Tenderers are obliged to complete the attached Returnable Schedule for the hosting (Returnable Schedule A) and submit it together with their tender documents.

- Bidders must complete the prescribed RETURNABLE SCHEDULE to indicate their ability to provide ALL of the required services per deliverable. Should a bidder not be able to provide all the services listed per deliverable, such bidder will be regarded as non-responsive.

5.4. **Capability** refers to aspects that require a best-effort approach, including content development, ongoing website support, and other auxiliary services that enhance the functionality and usability of the municipal website.

5.5. **Capability**

5.5.1. Bidders are required to submit evidence that demonstrate their expertise and experience in respect of capability in order to obtain relevant points during the functionality evaluation process.

5.5.2. Please note that a bidder has to score a minimum number of 12 points for functionality to qualify for further evaluation.

5.5.3. Bids that fail to obtain the minimum qualifying score of 12 out of 23 for expertise will be regarded as unacceptable bids and will not be evaluated further in terms of price and the preferential point system.

5.5.4. Expertise table below must be completed and the evidence for the scores must be included or delivered with 5 working days from request.

5.6. **The following documents and URLS must be submitted with the completed Written Price Quotation for evaluation purposes:**

5.4.1 The service provider is to indicate that they can designate a suitably qualified, or experienced system administrator within their organisation who can support a multiuser computing environment and will ensure continuous, optimal performance of IT services and support systems. The service provider must submit copies of tertiary qualifications in Information Technology/Engineering, a Diploma of Information Technology or a bachelor's degree majoring in information technology or equivalent.

5.4.2 The service provider is to indicate that they can designate a specific, suitably qualified, or experienced individual within their organisation to manage the website maintenance, content development and design and supply copies of tertiary qualifications, (Diploma or Degree) or suitable experience in any of the following fields: Communications, Graphic Design, Multi-media studies/etc. or have a minimum of 10 years' experience in graphics and or multimedia, to show capability in this field.

5.4.3 The service provider is required to demonstrate technical capability by providing either:

- **Current website URLs** of live websites they have developed and maintained, which must include the following functionalities:
  - Integrated chatbot (automated user assistance)
  - Online application form (data capture capability)
  - Click-through navigation (interactive linking functionality)

OR

- A **URL to a specifically created demonstration website** showcasing the same functionalities:
  - Integrated chatbot
  - Online application form
  - Click-through navigation

5.4.4 Proof of their ability to render the services of hosting of enterprise websites with 1000+ registered users.

5.7. The description of the functionality criteria and the maximum number of evaluation points allocated to each is explained in the table below.

5.8. The total score for functionality will be the sum of the maximum scores for the individual criteria and total 20 points.

5.9. The minimum score for functionality is 12. Offers which score less than the minimum score of 12 for functionality will be rejected.

Expertise Description	Points Allocation	
1. The service provider is to indicate that they can designate a suitably qualified, or experienced system administrator within their organisation who can support a multiuser computing environment and will ensure continuous, optimal performance of IT services and support systems. The service provider must submit copies of tertiary qualifications in Information Technology/Engineering, a Diploma of Information Technology or a bachelor's degree majoring in information technology or equivalent. **The quotation submission should include the contact details and CV with copies of qualifications in specified studies of the designated person/s, who will attend to requests.**	Designated person, qualification, and two years' experience	5
	Designated person, qualification and one year's experience	4
	Designated person, with 10 years' experience in web design or software development	3
	Designated person, qualification, and no experience	2
	Designated person, no qualification or experience.	1
Sub-total:		/5
2. The service provider is to indicate that they can designate a specific, suitably qualified, or experienced individual within their organisation to manage the website maintenance, content development and design and supply copies of tertiary qualifications, (Diploma or Degree) or suitable experience in any of the following fields: Communications, Graphic Design, Multi-media studies/etc. or have a minimum of 10 years' experience in graphics and or multimedia, to show capability in this field. **The quotation submission should include the contact details and CV with copies of qualifications in specified studies of the designated person/s, who will attend to requests.**	Designated person, qualification, and two years' experience	5
	Designated person, qualification and one year's experience	4
	Designated person, with 10 years' experience in graphic design	3
	Designated person, qualification, and 1 years' experience	2
	Designated person, no qualification or experience	1
Sub-total:		/5
3. The service provider is required to demonstrate technical capability by providing either: • **Web Application** they have developed and maintained, which must include the following functionalities:	2X URLs Provided – **Current Web application URLs** contain: Bot, online application form with database, Click through.	5

○ Integrated chatbot that communicates through the chatbot API (automated user assistance) ○ Online application form where data is saved to a database (data capture capability) ○ Click-through navigation (interactive linking functionality) **This demonstration will form part of the evaluation of the bidder's capability to deliver the required website services.**	1X URLs Provided – **Current Web application URLs** contain: Bot, online application form with database, Click through.	4
	1X specifically created web application with: click through, online application form and database.	3
	1X URL Specifically Created Website with: click through	2
	1X URL to Website, no Bot, no click through and no online application forms	1
Sub-Total:		/5
4. Proof of their ability to render the services of hosting of enterprise websites with 1000+ registered users. **The bidder must provide the URL as proof.**	Hosting 4 enterprise website with 1000 registered users	5
	Hosting 3 enterprise website with 1000 registered users	4
	Hosting 2 enterprise website with 1000 registered users	3
	Hosting 1 enterprise website with 1000 registered users	2
	Hosting 0 enterprise website with 1000 registered users	1
Sub-Total:		/5
TOTAL:		/20
Total in %		

5.5 The Cape Winelands District Municipality reserves the right to award the quotation to a single service provider.

5.6 Service providers should ensure that prices quoted are inclusive of all disbursements. i.e., transport to and from meetings, events, including transport, accommodation, food etc.

5.7 The costs quoted will be applied to the average usage of quotation per contract as per 5.9

5.8 Service providers should ensure that prices quoted are inclusive of all disbursements required to provide the services

5.9 In order to assist Service Providers in pricing please note:

- The figures below that indicate the average number of hours requested in the contract, July 2024 – 31 March 2025 and will be used for evaluation purposes only.

- The Cape Winelands District Municipality cannot guarantee that the same

number of hours will be required in future as it may differ from project to project.

- The table below aims to enable the service provider to submit costs aligned to current needs.

AVERAGE USAGE OF QUOTATION PER CONTRACT

Nr	Item	Unit cost	Average units	Total Cost incl. VAT
1.	Website support: (web, designer/developer)	**/Hour**	20 Hours/Month	
2.	Content management (uploading content using existing CMS)	**/Hour**	20 Hours/Month	
3.	Security services during a breach	**/Hour**	4 Hours /Month	
4.	Website Support, managing of documents, up loading, information editing etc.	**/Hour**	17 Hours/Month	
5.	Event Support (attendance, photographer, video production)	**/Hour**	8 Hours/Month	
6.	Content development, Graphic and Video design	**/Hour**	15 Hours/Month	
7.	Email hosting	**/Month**	12 hours/Months	
8.	Management of server	**/Month**	4 Hours/Months	
9.	Security Services Firewall	**/Month**	6 Months	
10.	Domain name registration	**/Annum**	1/ Annum	
11.	Hosting Cost including data usage (uncapped)	**/Months**	1 /Months	
12.	Administrative fee added to cost of plug-in/license/application.	**% cost of** Applications/Plug Ins	R 10 000 Applications/Plug Ins	
13	Install Cape Winelands website	**/Hour**	30 Hours	

6. LOGISTICAL REQUIREMENTS

6.1 This contract will run a on a month-to-month basis but not exceeding 12 months

6.2 All requests will be submitted in writing.

6.3 The service provider is to respond to the service requests:

- Confirming that the job request has been received and to whom the job has been allocated, and,
- The job request should be allocated a job number.
- Once the job is complete, an email to the requestor confirming that the job is complete is to be sent.

7. REMUNERATION

7.1 No part or advance payments will be made.

7.2 Invoicing will take place monthly.

7.3 All invoices must be accompanied by a time sheet listing completed jobs and a breakdown of time spent on each job/request.

SAMPLE OF TIME SHEET REQUIRED WITH INVOICE (FICTIOUS NUMBERS)

Job number	Activity	Date	Requestor	Time	Total Time in Minutes/hour	Total (R)	Vat included
Job 001	Uploaded Video	25 Jan 2024	John Smith	9:05 – 9:20	15	150.00	R172.50
Job 002	Changing banners on Landing page	26 Jan 2024	Jane Doe	10:30 – 11:15	45	450.00	R517.50
Job 003	Designing New Banner	28 Jan 2024	Betty van der Merwe	8:30 - 11:00	150	1 500,00	R1725.00
				Sub Totals	210	2 100.00	R2 415.00
Monthly Costs							
Security Services Firewall						32.00	36.80
Management of Server						50.00	57.50
E-mail Hosting						50.00	57.50
					Sub Totals	2 232.00	2 566.80
Annual Costs							
Domain name registration						2 500.00	2 875.00
Hosting Cost including data usage (uncapped)						6 600.00	7 590.00
					Totals:	4732	5441

8. PROTECTION OF PERSONAL INFORMATION

8.1 In submitting any information or documentation requested above or any other information that may be requested pursuant to this quotation, service providers are consenting to the processing by the Cape Winelands District Municipality, or its stakeholders of their personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) and Regulations promulgated thereunder ("POPI Act").

8.2 Further, service providers declare that they have obtained all consents required by the POPI Act or any other law applicable. Thus, service providers hereby indemnify the Cape Winelands District Municipality against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that they submit.

9. PRICING INSTRUCTIONS

9.1 For proper evaluation purposes it is obligatory that the prescribed pricing schedule must be completed in full and signed. Alternative pricing schedules will not be accepted. Cognisance should be taken that alternative pricing schedules submitted under SECTION G: FORM OF OFFER may result in incorrect values utilized for price evaluation purposes due to unintentional administrative oversight.

9.2 If a service provider stipulates VAT in their pricing schedule and are not registered for VAT, the price that will be used for evaluation purposes will be the price as submitted. If the service provider is awarded the contract, and the service provider has not registered as a VAT vendor after the award of the bid, the District Municipality will pay the price excluding VAT in line with the Value-Added Tax *Act*, 1991 (Act No 89 of 1991).

9.3 The successful service provider will not be allowed to submit any claims for an increase to the amounts tendered or any additional payments during the contract period.

9.4 Service providers should ensure that prices quoted are inclusive of all disbursements. i.e., transport to and from meetings, including transport, accommodation, purchasing of plug-ins and the maintenance of these licenses, as well as any additional applications that may be advised to optimise the functioning of the website.

RETURNABLE SCHEDULE A HOSTING

Tenderers are obliged to complete the attached Returnable Schedule for the hosting (Returnable Schedule A) and submit it together with their tender documents.

Bidders must complete the prescribed RETURNABLE SCHEDULE to indicate their ability to provide ALL of the required services per deliverable. Should a bidder not be able to provide all the services listed per deliverable, such bidder will be regarded as non-responsive.

REQUIREMENTS		Able to provide services?				COMMENT
1	Servers	**Yes**		**No**		
2	Internet	**Yes**		**No**		
3	Uptime guarantee	**Yes**		**No**		
4	Security System	**Yes**		**No**		
5	Firewall	**Yes**		**No**		
6	Hosting	**Yes**		**No**		

G. FORM OF OFFER

OFFER

The Cape Winelands District Municipality, identified in the acceptance signature block, has solicited offers to enter into a Contract in respect of the following works:

Q 2026/043: WEBSITE MAINTENANCE AND SUPPORT ON A MONTH-TO- MONTH BASIS

The bidder, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the Conditions of Tender and offers to perform all of the obligations and liabilities under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount of be determined in accordance with the conditions of contract identified in the Conditions of Contract.

By the representative of the bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the bidder offers to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount of be determined in accordance with the conditions of contract identified in the Conditions of Contract.

For proper evaluation purposes it is essential that this specific pricing schedule be completed in full and signed. Alternative pricing schedules will not be accepted

This offer may be accepted by the Cape Winelands District Municipality by signing the Acceptance part of this form of offer and acceptance and returning one copy of this document to the bidder before the end of the period of validity Stated in the Conditions of Tender, whereupon the bidder becomes the party named as the Service Provider in the Conditions of Contract.

Signature(s): .....

Name(s): .....

Capacity for the Tenderer: …….....

Name of organization……...……

Name and Signature of Witness: ..... Date: .....

For proper evaluation purposes it is essential that this specific pricing schedule be completed in full and signed. Alternative pricing schedules will not be accepted.

WEBSITE DEVELOPMENT, DESIGN, SUPPORT and MAINTENANCE					
Nr	Item	Unit	Rate in Rands (Excluding VAT)	+VAT (15%)	Price (Including VAT)
1.	Website support: (web, designer/developer)	**/Hour**			
2.	Content management (uploading content using existing CMS)	**/Hour**			
3.	Security services during a breach	**/Hour**			
4.	Website Support, managing of documents, up loading, information editing etc.	**/Hour**			
5.	Event Support (attendance, photographer, video production)	**/Hour**			
6.	Content development, Graphic and Video design	**/Hour**			
7.	Email hosting	**/Month**			
8.	Management of server	**/Month**			
9.	Security Services Firewall	**/Month**			
10.	Domain name registration	**/Annum**			
11.	Hosting Cost of environment described in section 3 including data usage (uncapped)	**/Months**			
12.	Administrative fee added to cost of plug- in/license/application.	**% cost of** Applications/Plug Ins			
13	Install Cape Winelands website application as per section 3	**/Hour**			

NAME OF SERVICE PROVIDER: _____ _____

SIGNED ON BEHALF OF SERVICE PROVIDER: _____ _____

DATE: _____ _____

H. ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderers offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the Conditions of Contract identified in the contract that is the subject of this agreement.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to, and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorized representative(s) of both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

ACCEPTANCE (to be completed by the Cape Winelands District Municipality)	
Q 2026/043: WEBSITE MAINTENANCE AND SUPPORT ON A MONTH-TO- MONTH BASIS	
Ms I Barnard Executive Director: Corporate Services	Date
Witness	Date

I. QUESTIONNAIRE

List all partners / members / directors of this enterprise			
Van / Surname / Ifani	**Voornaam / First name / Amagama**	**ID Nr./No. Inombolo**	**State Employee Number**

NB! To claim Preference points a certified copy of your Balanced Broad-Based Black Economic Empowerment Score Card and proof of locality must be submitted with the **MBD 6.1 Claim Form**.

Vir meer inligting besoek: / For more information please visit: / Inkcukach ezithe vetshe uzakuzifumana aph:

The Department of Trade and Industry: http://bee.thedti.gov.za/
South African National Accreditation System: http://www.sanas.co.za/directory.php
Independent Regulatory Board of Auditors: http://irba.co.za/index.php

Name of Business/Entity:
……

1	Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **race**.	**%**
2	Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **gender**	**%**
3	Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **disability**.	**%**
Please Circle your answer below:		
4	Is your business established within the area of jurisdiction of the District Municipality?	In / Out
5	Is your business established within the area of jurisdiction of the Western Cape Province?	In / Out

J. DECLARATION OF INTEREST – (MBD 4 B)

(On behalf of the company and its directors/ members/ trustees/ principle shareholders[2])

1. No bid/database registration will be accepted from persons in the service of the state[1].

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid/database registration. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid/database registration in respect of owners/shareholders[2] of the company.

3.1	Full Name of bidder or his or her representative	
3.2	Identity Number (person submitting this declaration)	
3.3	Position occupied in the Company (official/director/trustee/shareholder[2]):	
3.4	Company Registration Number	
3.5	Tax Reference Number	
3.6	VAT Registration Number	
3.7	The names of all directors/ members/ trustees/ principle shareholders, their individual identity numbers, personal tax reference numbers and state employee numbers must be indicated in paragraph 4 below	

3.8	Are you or any director/ member/ trustee/ principle shareholder presently in the service of the state?	Yes	No
3.8.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.		

SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.9	Have you or any director/ member/ trustee/ principle shareholder been in the service of the state for the past twelve months?	Yes	No
3.9.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.		

SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.10	Do you or any director/ member/ trustee/ principle shareholder have any relationship (family, friend, other) with persons in the service of the state and/or who may be involved with the evaluation and/or adjudication of this or any other prospective bid?	Yes	No
3.10.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.		

SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.11	Are you aware of any relationship (family, friend, other) between you or any director/ member/ trustee/ principle shareholder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this or any other prospective bid?	Yes	No
3.11.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.		

SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.12	Is any spouse, child or parent of the company's directors/ members/ trustees/ principle shareholders or stakeholders in the service of the state?	Yes	No
3.12.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.		

SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.13	Do you or any director/ member/ trustee/ principle shareholder/ stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.	Yes	No
3.13.1	If yes, furnish particulars. …… ……		

3.14	Is the supplier or any director/ member/ trustee/ principle shareholder listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?	Yes	No
3.14.1	If yes, furnish particulars. …… ……		

3.15	Is the supplier or any director/ member/ trustee/ principle shareholder 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)?	Yes	No
3.15.1	If yes, furnish particulars. …… ……		

3.16	Was the supplier or any director/ member/ trustee/ principle shareholder convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
3.16.1	If yes, furnish particulars. …… ……		

3.17	Does the supplier or any director/ member/ trustee/ principle shareholder owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
3.17.1	If yes, furnish particulars. …… …… The municipality may not do business with individuals/businesses, including that of all the owners/partners/members/directors, whose municipal rates and taxes and/or service charges are in arrears for more than three (3) months unless arrangements have been made with the municipality to settle such arrears. Refer to SCM Regulation 38*(d)*. (Certified copies of your *most current* accounts/statements and/or proof of any arrangement to be submitted ***every three*** months – provide individual information in the schedule under par. 4.		

3.18	Was any contract between the supplier and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
3.18.1	If yes, furnish particulars. …… ……		

4	***MFMA Circular No 62 of July 2013*** require bidders to submit the names of their directors/ trustees/ shareholders, their individual identity numbers, personal tax reference numbers and employee numbers of those who are in the service of the state as defined in the Municipal Supply Chain Management Regulations as part of their bid submissions. ***A <u>shareholder</u> is defined as a person who <u>owns</u> shares in the company and is actively involved in the management of the company or business, and exercises control over the company.***					
	Full name of directors / trustees / shareholders	**Identity Number**	**% Share-holding in company**	**Personal Tax Reference Number**	**State Employee Number (Persal)**	**Municipal rates & services account numbers (3.17.1)** *Municipal clearance or most recent service account must be attached as evidence*
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

I, the under signed, certify that the information furnished on this declaration form is true and correct. I accept that my/my company's bid/registration may be rejected and in addition to the rejection that action may be taken against me/ my company should this declaration prove to be false.

……	…….
Signature	Date
……	……
Capacity of Signatory	Name of Bidder/Company/CC Name

MANDATORY SECTION: THIS DECLARATION WILL NOT BE ACCEPTED IF NOT CERTIFIED:

[1] MSCM Regulations: "**in the service of the state**" means to be –
(a) a member of –
(i) any municipal council;
(ii) any provincial legislature; or
(iii) the national Assembly or the national Council of provinces;
(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) an employee of Parliament or a provincial legislature.

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

Commissioner of Oaths

Signed and sworn to before me at ……..……

on this the …… day of …… 20 …. by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

Commissioner of Oaths …….

Position: ……..

Address …….

……

……

Tel: ……..……..……

Apply official stamp of authority on this page:

This document is compulsory, in terms of Regulation 44 of the Supply Chain Management Regulations, to do business with any municipality – If not endorsed by a Commissioner of Oaths, or failure to submit it, will disqualify your business from the acquisitioning process. (Must be submitted annually)

K. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (MBD 6.1)

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

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

---

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

(a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**80**
SPECIFIC GOALS	**20**
Total points for Price and SPECIFIC GOALS	**100**

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) "**Locality"** means an enterprise whose head office or primary place of business or regional or satellite office is located within the boundaries of the Cape Winelands District Municipal Area or Western Cape Province

(d) "**Proof of locality"** means a –

1) municipal account in the name of the tenderer not older than 90 days;

2) lease agreement where the tenderer is the lessee; or
3) an official letter from the bank confirming the registered business address of the tenderer;

(e) "**Proof of B-BBEE status level of contributor"** means the B-BBEE status level certificate issued by an authorised body or person, a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act.

(f) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(g) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(h) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points Allocated. (80/20 system)	Number of points claimed (80/20 system)
	(To be completed by the tenderer)	
B-BBEE status level of contributor	10	
The promotion of enterprises located in the Western Cape Province for work to be done or services to be rendered in that province;	5	
The promotion of enterprises located in the Cape Winelands District Municipal area for work to be done or services to be rendered in that municipal area	5	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……..……..…….

4.4. Company registration number: ……..……...

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

Name and surname …….....

Signature(s) of bidder(s)……

Date……

Address……..……

……

L. CONTRACT FORM –RENDERING OF SERVICES (MBD 7.1 or 7.2)

MBD 7.2 - CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)……. in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number…….. at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

   (i) Bidding documents, *viz*
   - Invitation to bid;
   - Tax clearance certificate;
   - Pricing schedule(s);
   - Filled in task directive/proposal;
   - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
   - Declaration of interest;
   - Declaration of Bidder's past SCM practices;
   - Certificate of Independent Bid Determination;
   - Special Conditions of Contract;

   (ii) General Conditions of Contract; and
   (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

Name	……..		
Capacity	……..		
Signature	……..		
Company name	..……		
Date	……..		
Witness 1	……	Date	……
Witness 2	……	Date	……

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I, Ingrid Barnard, in my capacity as Executive Director: Corporate Services accept your bid under reference number Q 2026/043 dated 01/07/2026 for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

QUOTATION NUMBER & DESCRIPTION	PRICE (ALL APPLICABLE TAXES INCLUDED)	DELIVERY PERIOD	B-BBEE STATUS LEVEL
Q 2026/043: WEBSITE MAINTENANCE AND SUPPORT ON A MONTH-TO- MONTH BASIS			

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

Signed at ……on……..

Name (Print) ……..……..

Signature ……..……..

Witness 1 …… Date ……

Witness 2 …… Date ……

M. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES – MBD 8

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

2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
   - Abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
   - Been convicted of fraud or corruption during the past five years;
   - Willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
   - Been listed in the Register of Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No12 of 2004)

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.		
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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.		
4.2.1	If so, furnish particulars: ……..…… ….. …… …		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?		

4.3.1	If so, furnish particulars: …….....…….. ………		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?		
4.2.1	If so, furnish particulars: …….....…….. ………		
4.3	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?		
4.3.1	If so, furnish particulars: …….....…….. ………		

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.

……... ……..
Signature Date

……. ……..
Position Name of Bidder

N. CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

1. This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
   a. take all reasonable steps to prevent such abuse;
   b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
   c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid rigging.

5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

……
(Bid Number and Description)

in response to the invitation for the bid made by: CAPE WINELANDS DISTRICT MUNICIPALITY do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:……. that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;

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

3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not

affiliated with the bidder, who:

(a) Has been requested to submit a bid in response to this bid invitation;
(b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
(c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium[3] will not be construed as collusive bidding.

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

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

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

……	……..……
Signature	Date
…….	….……..……
Position	Name of Bidder

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

O. MUNICIPAL RATES AND SERVICES

Names of Directors / Partners	Physical residential address of the Directors / Partners	Municipal Account Number	Name of Municipality

NB: Please attach certified copy/copies of the Municipal Account(s)

DECLARATION:

I, the undersigned (name) ……..……..…….……
Certify that the information furnished above is correct. I accept that the state may act against me should this declaration prove to be false.

…… ……..……
Signature **Date**

…… ……..……
Position **Name of Bidder**

….……..

P. AUTHORITY FOR SIGNATORY

We, the undersigned, hereby authorize Mr/Mrs ……...

acting in his/her capacity as ……..……..

of the business trading as ……

to sign all documentation in connection with Tender…….……..

Name of members / directors	Signature	Date

Note: If bidders attached a copy of their Authorized Signatory it is not necessary to complete this form.

Q. CREDIT ORDER INSTRUCTION

It is the policy of the Cape Winelands District Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker's confirmation.

Please attached a letter from your bank confirming your banking details.

I/we hereby request and authorise the Cape Winelands district municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.

I/we understand that a payment advice will be supplied by the Cape Winelands District municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.

I/we further undertake to inform the Cape Winelands District municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days' notice by prepaid registered post.

……	……	……	…..…….….
INITIALS AND SURNAME:	AUTHORISED SIGNATURE:	DATE:	TELEPHONE NUMBER:

R. COMPULSORY DOCUMENTATION / CHECKLIST

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

PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED:	
Form G - Form of offer	**Yes / No**
Form J – Declaration of Interest (MBD 4) Personal declaration from the owner / member(s) / director(s) duly completed and signed?	**Yes / No**
Form K – Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022 (MBD 6.1)	**Yes / No**
Form L – Contract form – Purchase of goods / works or rendering of services MBD 7.1/2	**Yes / No**
Form M - Declaration of bidder's past supply chain management practices – MBD 8	**Yes / No**
Form N - Certificate of Independent Bid Determination (MBD 9)	**Yes / No**
Form O – Municipal Rates and services Is a copy of the bidder's and those of its director's municipal accounts (for the Municipality where the bidder pays his account) for the month preceding the tender closure date attached?	**Yes / No**
Form Q – Authority for Signatory Certified copy of the resolution attached?	**Yes / No**

PLEASE ENSURE THAT ALL DOCUMENTS AS REQUESTED BELOW, ARE ATTACHED TO THE TENDER DOCUMENT:	
Tax Compliance Status number (pin)	**Yes / No**
Company profile indicating relevant project experience and a list of clients for whom these projects were undertaken	**Yes / No**
Valid COIDA certificate	**Yes / No**
CSD registration report	**Yes / No**

FAILURE TO SUBMIT THE FOLLOWING WILL NOT LEAD TO DISQUALIFICATION, BUT THE TENDERER WILL SCORE 0 PREFERENCE POINTS FOR SPECIFIC GOALS DURING THE EVALUATION OF TENDER OFFERS.	
B-BBEE Certificate attached?	**Yes / No**
Proof of Locality **Are the following attached where applicable?** • Municipal account in the name of the tenderer not older than 90 days • Lease agreement where the tenderer is the lessee of an official operating business premise; or • An official letter from the bank confirming the registered business address of the tenderer;	**Yes / No**

I, …….. confirm that all compulsory documents for this tender is duly completed, signed and attached to this document**.**

Signature: …….…… Date: …….……

S. CAPABILITY OF BIDDER

This schedule is to determine the capability of the bidder to execute the contract.

All bidders must provide proof of their ability to render the services applicable to the deliverables as explained in this tender and it must be submitted with the Bid or within a reasonable timeframe to be agreed upon between the Cape Winelands District Municipality and the successful service provider.

Company Name	
Description of project	
Contact person name	
Contact person telephone / cellphone number	
E-mail address	
Value of project	

Company Name	
Description of project	
Contact person name	
Contact person telephone / cellphone number	
E-mail address	
Value of project	

Company Name	
Description of project	
Contact person name	
Contact person telephone / cellphone number	
E-mail address	
Value of project	

Company Name	
Description of project	
Contact person name	
Contact person telephone / cellphone number	
E-mail address	
Value of project	