



## CLUSTER

HUMAN SETTLEMENT, ENGINEERING AND ETA

## UNIT

ETHEKWINI TRANSPORT AUTHORITY

## DEPARTMENT

PUBLIC TRANSPORT

### **PROCUREMENT DOCUMENT: GOODS / SERVICES**

Documents can be obtained either in hard copy or electronic format, issued by the eThekweni Municipality:

- Electronically downloaded documentation is obtainable from the National Treasury's eTenders website or the eThekweni Municipality's Vendor Portal. The entire document should be printed and suitably bound by the tenderer.
- Hard copy versions can be obtained from the Employer upon payment of the non-refundable tender charge.

**Tender No:** 1T-4560

**Title:** PROVISION OF A DIAL-A-RIDE MIDI-BUS TAXI TYPE SERVICES FOR SPECIAL NEEDS PASSENGERS (PERSONS WITH DISABILITIES) WITHIN THE ETHEKWINI MUNICIPALITY BY THE ETHEKWINI TRANSPORT AUTHORITY

### **CLARIFICATION MEETING AND QUERIES**

**Clarification Meeting:** There will be no clarification meeting.

**Queries can be addressed to:**

**General / Contractual:** Babalwa Latha; Tel: 031 322 2963; eMail: Babalwa.latha@durban.gov.za

**Technical:** Babalwa Nyoka; Tel: 031 311 57751; eMail: Babalwa.nyoka@durban.gov.za

### **DELIVERY OF TENDERS**

Sealed Tenders, addressed to the City Manager and marked with the Tender Number, are to be placed in the Tender Box located in the ground floor foyer of the Municipal Buildings, 166 KE Masinga Road (Old Fort Rd), Durban (and not any other municipal department), no later than:

**Closing Date:** Friday, 09 September 2022

**Time:** 11:00am

If registered on the eThekweni Municipality's Vendor Portal, tender submissions can be made electronically.

**FACSIMILE, eMAIL or POSTED TENDERS WILL NOT BE ACCEPTED**

**Issued by:**

ETHEKWINI MUNICIPALITY

**Deputy Head:** PUBLIC TRANSPORT

**Issued:** April 2021

**Document Version:** 02/03/2022

**NAME OF TENDERER:** .....

**Tender Price:** R .....

**VAT Registered:** YES / NO  
(circle applicable)

## **PROCUREMENT DOCUMENT (Goods / Services)**

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**THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(Failure to do so may result in your tender being disqualified)**

Name of Tenderer: .....

Postal Address: .....

Street Address: .....

E-Mail Address: .....

Telephone Number:


-


-


Cell phone Number:

Facsimile Number:

**Circle / Tick  
Applicable**

Is your entity registered on the eThekweni Municipality's supplier database? YES / NO

If YES insert your PR Number: ..... PR .....

Is your entity registered on the National Treasury Central Supplier Database (CSD)? YES / NO

If YES insert your MAAA Number: ..... MAAA .....

Is your entity VAT registered? YES / NO

• If YES insert Vat Registration Number: ..... .....

Has an original and valid **Tax Clearance Certificate** (MBD 2) been attached? YES / NO

Has a **Declaration of Interest** (MBD 4) been submitted? YES / NO

Has a **Declaration for Procurement Above R10 Million** (MBD 5) been submitted? YES / NO

Has a **B-BBEE Status Level Verification Certificate** (MBD 6.1) been submitted? YES / NO

If YES, who was the certificate issued by?

- An accounting officer as contemplated in the Close Corporation Act.
- A verification agency accredited by the South African National Accreditation System (SANAS).
- A registered auditor.
- Sworn Affidavit.


Has a **Declaration Certificate for Local Production and Content for Designated Sectors** (MBD 6.2) been submitted? YES / NO

Has a **Declaration of Bidder's Past SCM Practices** (MBD 8) been submitted? YES / NO

Has a **Certificate of Independent Bid Determination** (MBD 9) been submitted? YES / NO

**Are you the accredited representative** in South Africa for the goods / services / works offered? If YES, enclose proof. YES / NO

Signature of Tenderer: ..... Date: .....

Name / Surname: ..... (in block capitals)

Capacity under which this tender is signed: .....

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## **SECTION 2 : CONDITIONS OF TENDER – (Goods / Services : June 2019)**

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### **SPECIAL / ADDITIONAL CONDITIONS OF TENDER**

## **STANDARD CONDITIONS OF TENDER (Goods / Services)**

### **1. DEFINITIONS**

#### **General:**

- (1) Defined words / phrases are printed in *Italic font*.
- (2) Definitions apply to the singular as well as the plural.
- (3) Any reference to the masculine gender shall be taken to include the feminine and any reference to the feminine gender shall be taken to include the masculine.
- (4) The words “bid” and “tender”, and “bidder” and “tenderer” can be used interchangeably.
- (5) All definitions as defined in the ***General Conditions of Contract*** are applicable to these ***Standard Conditions of Tender***. These definitions include:
  - “Closing time”
  - “Contract”
  - “Contract Price”
  - “Corrupt practice”
  - “Countervailing duties”
  - “Country of origin”
  - “Day”
  - “Delivery”
  - “Delivery ex stock”
  - “Delivery into consignees store or to his site”
  - “Dumping”
  - “Force majeure”
  - “Fraudulent practice”
  - “GCC”
  - “Goods”
  - “Imported content”
  - “Local content”
  - “Manufacture”
  - “Order”
  - “Project site”
  - “Purchaser”
  - “Republic”
  - “SCC”
  - “Services”
  - “Supplier”
  - “Tort”
  - “Turnkey”
  - “Written” or “in writing”
- (6) **Bid or Tender:** The offer submitted in respect of an invitation to submit such an offer.
- (7) **Bidder or Tenderer:** An entity (company, close corporation, partnership, joint venture, sole proprietor) which submits a *bid/tender*.
- (8) **Municipality:** The eThekweni Municipality, as represented by the duly authorised delegate, official or committee.
- (9) **SCT:** Special Conditions of Tender (found in Section 3).
- (10) **Week:** A period of seven (7) consecutive *days*.
- (11) **Material Deviation:** A material deviation or qualification is one which, in the *Municipality’s* opinion, would:
  - (a) Detrimentally affect the scope, quality, or performance of the services or supply identified in the Scope;
  - (b) Significantly change the *Municipality’s* or the *Tenderer’s* risks and responsibilities under the contract; or
  - (c) Affect the competitive position of other *Tenderers* presenting responsive *tenders*, if it were to be rectified.

### **2. CONDITIONS OF TENDER & CONTRACT**

The specification will be governed by the ***Standard Conditions of Tender*** (Goods and Services), ***Special Conditions of Tender (SCT)***, ***General Conditions of Contract (GCC)*** (Government Procurement General Conditions (July 2010), as amended by National Treasury Circular 52 dated 30 July 2010), the ***Special Conditions of Contract (SCC)***, the ***Occupational Health and Safety Act*** (Act No. 85 of 1993), and the ***eThekweni Code of Conduct***.

#### **Complete Acceptance of Conditions**

Unless otherwise expressly stipulated in a letter covering the *tender*, every *Tenderer* shall be deemed to have waived, renounced, and abandoned any conditions printed or written upon any stationery used for the purpose of, or in connection with, the submission of their *tender*, which are in conflict with the ***General Conditions of Contract*** and ***Special Conditions of Contract***. *Tenderers* are advised that any *material divergences / qualifications* from the official Conditions or Specification will render their *tenders* liable to disqualification.

### **3. TENDER INFORMATION**

#### **(1) General**

- (a) *Tenders* will be liable for rejection unless made out on the official tendering documentation.
- (b) Any alterations effected upon any of the tendering documents must be clearly shown by means of a hand written (black, non-erasable ink), or typed, entry and must be signed in full by the *Tenderer*. **The use of correction fluid is not permitted.**
- (c) *Tenderers* may submit alternative solutions that, in the *Tenderer’s* opinion, are to the *Municipality’s* advantage economically and technically. Full technical details of the alternative *tender(s)* shall be submitted with the tender documents. Alternative *tender(s)* shall be submitted separately.

#### **(2) Obtaining Tender Documentation**

All tenders must be submitted on official tender documentation issued (either in hard copy or in electronic format) by the eThekweni Municipality. Electronically downloaded documentation (obtainable free of charge) should be printed and bound by tenderer. Hard copy versions are available as indicated on the tender notice, for the non-refundable tender charge as indicated in the ***SCT*** (payment by Bank Cheques (where the Drawer of the Cheque is the Bank) OR cash). Tender documents must be collected no later than 3 days prior to close of tender.

#### **(3) Queries Relating to this Tender**

Queries can be directed to the person / Department as stated in the ***SCT***.

#### **(4) Briefing Session (Clarification Meeting)**

Details of the briefing session are stated in the ***SCT***. Failure to attend a ***compulsory*** briefing session will invalidate the *tender*. *Tenderers* must sign the attendance list in the name of the tendering entity. Tenders will only be evaluated from those tendering entities appearing on the attendance list.

**(5) Closing Date and Delivery of Tender Submissions**

Sealed *tenders* made out on the enclosed Official Tender Form, which shall be signed by or on behalf of the *Tenderer*, and addressed to the Head: Supply Chain Management Unit, marked with the appropriate Tender number, must be placed in the **Tender Box** as stated in the *SCT* not later than the **date and time** as stated in the *SCT*, where after they will be opened publicly.

All tender documents **must** be placed directly into the Tender Box and should not be delivered to any other Municipal Department. *Bidders* are advised that *tenders* submitted by post, fax or email **will not** be considered. All couriered documents must be placed directly into the Tender Box and should not be delivered to any other Municipal Department.

Any *tender* received after the closing date and time stated for the receipt thereof **shall not** be accepted for consideration and shall be returned to the *Tenderer*.

**(6) Tender Validity and Withdrawal of Tenders**

*Tenders* must hold good until 16:00 of the 5th week following the date on which *tenders* are opened, or during such other period as may be specified in the *SCT*. The *Municipality* may, during the period for which *tenders* are to remain open for acceptance, authorize a *Tenderer* to withdraw their *tender* in whole or in part on condition that the *Tenderer* pays to the *Municipality* on demand, a sum of one thousand Rand (R1,000.00). The *Municipality* may, if it thinks fit, waive payment of such sum in whole or in part.

**4. RETURNABLE SCHEDULES, FORMS, CERTIFICATES**

Each *Tenderer* shall complete fully and accurately the following documents and submit these documents with the *tender*:

- (1) **Authority of Signatory:** In terms of Clause 4(10)(c) of the Conditions of Tender.
- (2) **Declaration of Municipal Fees:** Only those *Bidders* whose municipal fees are fully paid, or those that have concluded acknowledgement of debt agreements with the *Municipality*, are eligible to *tender*.  
All *Bidders* must sign the Declaration of Municipal Fees returnable form, declaring that their municipal fees are in order or that acknowledgement of debt agreements have been concluded, and include the relevant account numbers in the declaration. Failure to include account numbers or sign will invalidate the *tender*. The completion of the declaration is also applicable to *Bidders* outside of the eThekweni Municipal Area.
- (3) **Declaration with respect to the Occupational Health and Safety Act:** Acceptance of undertaking in terms of the Occupational Health and Safety Act (Act 85 of 1993) and the relevant Regulations.
- (4) **Consolidated Municipal Bidding Documents** (which includes):
  - (a) **MBD 2:** Tax Clearance Certificate Requirements: *Bidders* are to include with their tender submission a valid (at time of tender closing), tax clearance certificate OR Tax Clearance Status PIN, which has sufficient validity to ensure that the tender process is adequately covered. Non-submission, or submission of an expired certificate/TCS PIN, will preclude *Bidders* from the tender process.
  - (b) **MBD 4:** Declaration of Interest: All *Bidders* are to sign the Declaration of Interest wherein they declare any relationship that may exist with an official of the *Municipality* involved in the evaluation process.

Regulation 44 of the Supply Chain Management Regulations states that a *Municipality* or *Municipal Entity* may not make any award to a person:

- (i) Who is in the service of the state;
- (ii) If that person is not a natural person, of which any Director, Manager, Principal, Shareholder or Stakeholder is a person in the service of the state; or
- (iii) Who is an advisor or consultant contracted with the *Municipality* or *municipal entity*.

Should a contract be awarded and it is subsequently established that Regulation 44 has been breached, the *Municipality* shall have the right to terminate the contract with immediate effect.

- (c) **MBD 5:** Declaration for Procurement Above R10 Million (if applicable): For all procurement expected to exceed R10 million (all applicable taxes included), tenderers must complete this questionnaire.
- (d) **MBD 6.1:** Preference Points Claim Form: For the awarding of Preference Points, *Bidders* are required to complete the attached MBD 6.1 form and return it with their tender submission. Failure on the part of a tenderer to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Sworn Affidavit for an EME, or sworn affidavit for a QSE (in line with the revised BBBEE codes of Good Practice), together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.  
The *Municipality* reserves the right to require of a tenderer, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the *Municipality*.
- (e) **MBD 6.2:** Declaration Certificate for Local Production and Content for Designated Sector: If this tender is subject to "Local Content and Production", the tenderer must complete and sign MBD 6.2 and attach Annexure C (of SATS 1286:2011).
- (f) **MBD 8:** Declaration of Bidders Past Supply Chain Management Practices Form: This form 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.
- (g) **MBD 9:** Certificate of Independent Bid Determination: Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms if it involves collusive tendering or tender rigging. In order to give effect to this, the Certificate of Bid Determination must be completed and submitted with the tender.



**(5) Official Tender Form** (see Section 9)**(a) Legal Status of Tenderer**

It is essential for the purpose of entering into a legal contract that *Bidders* state on the Official Tender Form, under "Name and Address of Tenderer", their full legal status:

- (i) the full registered name of the company making a *tender*; or
- (ii) if the *Tenderer* is a person conducting business under a recognised trading name then:
  - State the name of the person(s);
  - State recognised trading name; and
  - State whether an owner, co-owner, proprietor, etc.

**(b) Signing of Official Tender Form**

Failure of a *Tenderer* to complete, in its entirety, and sign the Official Tender Form will invalidate the *tender*.

**(c) Authority of Signatory**

*Bidders* are to complete and sign the Authority of Signatory returnable document, and attach the required additional documents.

**(d) Differences or Discrepancies**

Should there be any difference or discrepancy between the prices or price contained in the Official Tender Form and those contained in any covering letter from the *Tenderer*, the prices or price contained in the Official Tender Form shall prevail.

**(6) Any additional Schedules, Forms, or Certificates as stated in the SCT.****5. INFORMATION TO BE SUPPLIED REGARDING SUB-CONTRACTORS**

*Bidders* are to state in their *tenders*, or covering letters, whether, if the contract were to be awarded to them, the whole of the work would be executed by them in their own workshop / factory. If the answer is in the negative, they are required to state which part(s) would be handed to sub-contractors and the name and address of such sub-contractors.

**6. SAMPLES**

*Bidders* may be required to state where samples of the full range of products can be inspected or be required to submit samples for inspection prior to the closing date of the *tender*.

**7. MANUFACTURERS**

The names of the manufacturers of the goods or equipment offered must be stated in the *tender*.

*Bidders* who are not manufacturers, accredited distributors, or agents must provide a valid agreement / Joint Venture Agreement, entered into with the manufacturer, accredited distributors, or agents, with their submission. This agreement must meet all the requirements as laid down in the *tender* document, and must cover the contract period.

**8. CLARIFICATION**

The Head: Supply Chain Management Unit, or an authorized representative, may request clarification or further information on any aspect of the *tender*. The *Tenderer must* supply the requested information within the time specified. Failure to comply will render the *tender* non-responsive.

**9. PRICING**

*Bidders* would be precluded from this *tender* if their pricing structure deviates from the Official Tender Form.

**(1) Nett Prices**

All prices shall be quoted in South African currency (Rand) after deduction of any brokerage or discount allowed to the Municipality.

**(2) Unit Prices**

*Bidders* shall quote only one price in respect of each item. Such price is to hold good for the full duration of the contract period, being subject to variation only in accordance with specified criteria, as stated in the *Conditions of Contract*.

**(3) Firm Tenders**

*Bidders* may submit firm prices for each 12 month period. These prices shall be free from all fluctuations, including any statutory increases.

**(4) Value Added Tax (V.A.T)**

Prices exclusive and inclusive of VAT must be stated separately on the Official Tender Form.

**10. ESTIMATED QUANTITIES**

The estimated quantities are set out in Section 8 : Bill of Quantities / Schedule of Rates/Activities which forms part of the official tender documents. The quantities are stated purely for the information of the *Bidders* and are in order to ascertain an estimated total contract price. The *Supplier* will, however, be bound to supply whatever quantity or quantities the *Municipality* may actually require, and may be in excess or less than the estimated quantities stated.

**11. DELIVERY, RISK, PACKAGES, ETC**

- (1) Unless otherwise provided, all goods are to be supplied only against the form of order issued by the *Municipality*.
- (2) *Bidders* shall quote a unit price which shall include delivery to the specified delivery point, as stated in the *SCT*.
- (3) The risk in all goods purchased by the *Municipality* under the contract shall remain with the *Supplier* until such goods shall have been duly delivered.
- (4) *Bidders* shall clearly state the period within which delivery will be made after receipt of the official order, as this may be material in the adjudication of the *tender*.

**12. RATES OF EXCHANGE**

- (1) Where the goods are imported the *Supplier* shall, within seven days of date of official Purchase Order, arrange through their bankers for the foreign commitment to be covered forward down to the Rand in order to fix the rate of exchange. The *Supplier* shall notify the *Municipality* as soon as possible thereafter regarding the rate which has been fixed on such forward exchange.

Any increase or decrease between the basic rate of exchange as at a date seven days prior to the date of closing of *tenders* and that existing at the date of establishment of the forward exchange cover within the period stipulated above shall be paid or deducted by the Municipality. Upon the failure of the *Supplier* to arrange forward exchange cover, the *Supplier* shall be liable should there be any increase in the basic rate of exchange occurring after the last mentioned date.

The bank charges incurred in obtaining the forward exchange cover shall be for the *Municipality's* account.

- (2) The *Supplier* shall on request:
- Submit documentary proof of the rate of exchange; and
  - When an adjustment is claimed in terms of this sub-clause, whether by the *Supplier* or the *Municipality*, submit documentary proof to the satisfaction of the Deputy City Manager: Treasury in respect of such claim.

**13. IMPORT PERMITS**

- In order to minimise special importation, *Bidders* should, where possible, have recourse to local suppliers and / or manufacturers.
- Bidders* must state whether their *tender* is dependent upon the issue of a special import permit or whether they are able to supply the goods by making use of the import facilities available to them.
- In the event of a *tender* being dependent upon the issue of a special import permit, application for such special import permit shall be made by the *Tenderer*, unless otherwise provided for in the *SCT*.

**14. EVALUATION PROCESS**

The procedure for evaluation of responsive Tender Offers will be in accordance with the eThekweni Municipality's current SCM Policy and the Preferential Procurement Policy Framework Act (5 of 2000), and the Preferential Procurement Policy Framework Act Regulations (January 2017).

**Details of additional evaluation criteria, if applicable, are stated in the *SCT*.**

Evaluation points for price and preference will only be calculated for *Bidders* who comply with the contractual and technical specification, and if applicable, have attained the minimum Functionality Score as stated in the *SCT*.

The evaluation process of responsive *tenders* will be as follows:

- Score each *tender* in respect of the financial offer made and preferences claimed (if any);
- Calculate the total number of evaluation points ( $T_{EV}$ ) in accordance with the following formula:  
 $T_{EV} = N_{FO} + N_P$  where:  $N_{FO}$  : is the number of evaluation points awarded for the financial offer; and  $N_P$  : is the number of evaluation points awarded for preferences claimed.
- Rank *tenders* from the highest number of evaluation points to the lowest.
- Recommend the *Tenderer* with the highest number of evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- Rescore and re-rank all *Bidders* should there be compelling and justifiable reasons not to recommend the *Tenderer* with the highest number of evaluation points, and recommend the *Tenderer* with the highest number of evaluation points, unless there are compelling and justifiable reasons not to do so, and the process set out in this sub-clause is repeated.

**(1) Evaluation points awarded for the financial offer:**

The financial offer will be scored using the formula:

$$N_{FO} = W \left( 1 - \frac{P - P_m}{P_m} \right)$$

Where the value of W is:

- 90** where the financial value inclusive of VAT of all responsive *tenders* received have a value in excess of R 50,000,000; OR  
**80** where the financial value inclusive of VAT of one or more responsive *tenders* offers have a value that equals or is less than R 50,000,000;
- P<sub>m</sub>** is the comparative offer of the most favourable comparative offer; and
- P** is the comparative offer of the *tender* offer under consideration.

**(2) Evaluation points awarded for preference:**

Up to 100 minus W (see (1) above) tender evaluation points will be awarded for preference to *Bidders* who attain the BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points where W = 90	Number of Points where W = 80
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-Compliant Contributor	0	0

**15. BRIBERY AND COMMUNICATION WITH COUNCILLORS / OFFICIALS****(1) Bribery**

No *Tenderer* shall offer, promise or give to any person or person connected with a *tender* or the awarding of a contract, any gratuity, bonus or discount etc, in connection with the obtaining of a contract.

**(2) Communication, Councillors and Officials**

A *Tenderer* shall not in any way communicate with a member of the *Municipality* or with any official of the *Municipality* on a question affecting any contract for the supply of goods or for any work, undertaking or services which is the subject of a *tender* during the period between the closing date for receipt of *tenders* and the dispatch of the written notification of the *Municipality's* decision on the award of the contract; provided that a *Tenderer* shall not hereby be precluded:

- (a) At the request of the Head: SCM Unit, or an authorized representative, from furnishing him with additional information or with a sample or specimen for testing purposes or otherwise from giving a demonstration so as to enable the recommendation to the Bid Committee on the award of the contract to be formulated;
- (b) From obtaining from the Head : SCM Unit, or an authorised representative, information as to the date upon which the award of the contract is likely to be made, or, after the decision upon the award has been made by the *Municipality* or any Committee to which the *Municipality* has delegated its powers, information as to the nature of the decision or such information as was publicly disclosed at the opening of *tenders* or from submitting to the Accounting Officer in writing any communication relating to their *tender* or the award of the contract or a request for leave to withdraw their *tender*; and
- (c) Provided further that nothing contained herein shall be construed so as to prevent information being sought and obtained from an Official in regard to any decision taken at an open Municipal meeting, or any Committee to which the *Municipality* has delegated its powers.

A contravention of subsection (1) and / or (2), or an attempt to contravene such subsection, shall be reported to the Accounting Officer, who may on receipt of such report disqualify the *tender* of the *Tenderer* concerned.

**16. NEGOTIATIONS WITH PREFERRED BIDDERS**

The *Municipality* reserves the right to invoke Regulation 24 of Municipal Finance Management Act if required.

- (1) The Accounting Officer may negotiate the final terms of a contract with *Bidders* identified through a competitive tendering process as preferred *Bidders*, provided that such negotiation:
  - Does not allow any preferred *Tenderer* a second or unfair opportunity;
  - Is not to the detriment of any other *Tenderer* ; and
  - Does not lead to a higher price than the *tender* as submitted.
- (2) Minutes of such negotiations must be kept for record purposes.
- (3) Such negotiation may be delegated by the Accounting Officer.

**17. CANCELLATION OF TENDER PROCESS**

The municipality is entitled to cancel the tender at any time before the award of a tender and the decision to cancel the tender shall be published in the same manner in which the original tender invitation was advertised. The Municipality shall, in no way, be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this bid.

**18. ACCEPTANCE OF BID**

- (1) The *Municipality* does not bind itself to accept the lowest or any *tender*, and reserves the right to accept the whole or any part of a *tender* to place orders.
- (2) The *Municipality* reserves the right to accept more than one technically and contractually compliant *tender* for part or the whole of the contract and to place orders on the price and availability.
- (3) *Bidders* shall not bind the *Municipality* to any minimum quantity per order.
- (4) The successful *Tenderer* (s) shall be bound to provide any quantities stipulated in the specification.
- (5) Tenders will only be accepted on condition that:
  - (a) The *tender* is signed by a person authorised to sign on behalf of the *Tenderer* .
  - (b) A valid (at time of close of tenders), original, Tax Clearance Certificate is included with the *tender* submission, which has sufficient validity to ensure the process is adequately covered;
  - (c) A *Tenderer* who submitted their *tender* as a Joint Venture has included an acceptable Joint Venture Agreement and a B-BBEE Certificate pertaining to the Joint Venture with their *tender*.
- (6) Financial Standing: The Head: Supply Chain Management reserves the right to require *Bidders* to submit evidence that their financial standing is adequate to meet their obligations under the contract should they be successful.
- (7) Change of Ownership or Major Policy: Where it is known to a *Tenderer* that a change in ownership or major policy (of the tendering entity) will occur, or is likely to occur, during a specified contract period, the scope and effect thereof must be fully defined in a covering letter to be submitted with the *tender*.
- (8) Purchase of Goods From Other Sources: Nothing contained in this contract shall be held to restrain the *Municipality* from purchasing from persons other than the *Supplier*, any of the goods described or referred to in this contract, if it shall in its discretion think fit to do so.
- (9) Capability and Breach of Contract: Tenderers that do not have the capability of undertaking this enquiry in terms of the requirements of the contract or have been in breach of contract previously will not be considered.

**19. PAYMENT and FACTORING**

Payment will be as per the **Conditions of Contract**.

Payment will be made only to the *Supplier(s)*. Factoring arrangements will not be accepted.

**20. APPEALS**

In terms of Regulation 49 of the Municipal Supply Chain Management Regulations persons aggrieved by decisions or actions taken by the *Municipality*, may lodge an appeal within 14 days of the decision or action, in writing to the *Municipality*. The appeal (clearly setting out the reasons for the appeal) and queries with regard to decision of award are to be directed to the office of the City Manager, attention:

Ms. S. Pillay, P.O. Box 1394, Durban, 4000;  
eMail: Simone.Pillay@durban.gov.za.

## **SECTION 3: SPECIAL / ADDITIONAL CONDITIONS OF TENDER**

### **3.1 SPECIAL CONDITIONS OF TENDER (SCT)**

The **Standard Conditions of Tender** (Goods / Services) make several references to the **Special Conditions of Tender** (SCT) for details that apply specifically to this tender. The **Special Conditions of Tender** shall have precedence in the interpretation of any ambiguity or inconsistency between it and the **Standard Conditions of Tender**.

Each item below is cross-referenced to the clause in the **Standard Conditions of Tender** to which it mainly applies.

#### **SCT 3(1) TENDER INFORMATION: General**

The tender document comprises of a cover page and 70 pages. If an electronic version is downloaded from the internet the entire document is to be printed on A4 sized paper and appropriately bound.

#### **SCT 3(2) TENDER INFORMATION: Obtaining Tender Documentation**

Documents can be obtained either in hard copy or electronic format, issued by the eThekweni Municipality:

- Electronically downloaded documentation is obtainable from the National Treasury's eTenders website or the eThekweni Municipality's Vendor Portal. The entire document should be printed and suitably bound by the tenderer.
- Hard copy versions can be obtained from the Employer, upon payment of the non-refundable tender charge of R 1000 (payment by Bank Cheques (where the Drawer of the Cheque is the Bank) OR cash).

#### **SCT 3(3) TENDER INFORMATION: Queries Relating to this Tender**

General and Contractual Queries are to be directed to:

**Babalwa Latha; Tel: 031 322 2963; eMail: Babalwa.latha@durban.gov.za**

Technical Queries are to be directed to:

**Babalwa Nyoka; Tel: 031 311 57751; eMail: Babalwa.nyoka@durban.gov.za**

#### **SCT 3(4) TENDER INFORMATION: Briefing Session**

**There will be no clarification meeting.**

#### **SCT 3(5) TENDER INFORMATION: Closing Date and Delivery of Tender Submissions**

Sealed Tenders, addressed to the City Manager and marked with the Tender Number, are to be placed in the Tender Box **located in the ground floor foyer of the Municipal Buildings, 166 KE Masinga Road (Old Fort Rd), Durban** (and not any other municipal department), no later than: **Friday, 09 September 2022 at 11:00am.**

If registered on the eThekweni Municipality's Vendor Portal, tender submissions can be made electronically via URL: <https://ethekwinivendor.durban.gov.za/tenders/availabletenders/>

**SCT 3(6) TENDER INFORMATION: Tender Validity and Withdrawal of Tenders**

Tenders must hold well until 16:00 of the **12th week** following the date on which tenders are opened.

**SCT 4(6) RETURNABLE SCHEDULES, FORMS, CERTIFICATES**

There are no additional returnable schedules, forms, certificates.

**SCT 11(2) DELIVERY, RISK, PACKAGES, ETC**

N/A

**SCT 13 IMPORT PERMITS**

N/A

**SCT 14 EVALUATION PROCESS**

Functionality is to be used as a threshold. Tender offers that fail to score the minimum number of evaluation points for Functionality will be rejected as non-responsive.

The evaluation criteria for measuring Functionality are:

- The minimum number of evaluation points for Functionality is 70.

Criteria	Sub-Criteria
Tenderer's experience	Experience of service provider in conveyance of passengers through charter services/contracted services/transporting people with disabilities
Experience of Key Personnel	<b>Operations Manager:</b> to manage the operations of the Dial a Ride Services. Will be responsible for the overall operations and representing the service provider/s (JV partners) in formal engagements and correspondence with the client and client stakeholders. Is expected to have vast experience as outlined in the evaluation schedule.
	<b>Transport Scheduler:</b> to manage the scheduling of vehicles with due consideration for the size of the fleet. Is expected to have vast experience as outlined in the evaluation schedule.
Methodology	Transport Operational Plan detailing the approach of conveyance of people with disabilities, sequencing of the activities and timelines. Include call centre and scheduling strategies.

- Each Criteria will be assessed in terms of five indicators – no response, poor, satisfactory, good and very good. Scores of 0, 40, 70, 90 or 100 will be allocated to no response, poor, satisfactory, good and very good, respectively.

- The prompts for judgment and the associated scores used in the evaluation of Functionality shall be as per the following schedules:

FUNCTIONALITY and Prompts for Judgement	MAXIMUM SCORE
<b>STAGE 1</b>	
<b>1. Approach and Methodology</b>	<b>30</b>
<p>Does the proposal clearly demonstrate a good understanding of the project requirements?</p> <p>a.1 Are all key deliverables distinctly identified and adequately addressed?</p> <p>a.2 Does the service provider demonstrate a sound project management methodology?</p> <p>a.3 Does the service provider demonstrate sound transport operations, scheduling and transporting people with disabilities approach?</p> <p>a.4 Does the allocation of professional personnel time and budget percentage to the operation of the project inspire confidence?</p> <p>o <b>Nil</b> – No submission (score 0%; 0 points)</p> <p>o <b>Poor (score 40%)</b> – The proposal shows limited understanding of the brief and project, and does not cover all elements of the scope and requirements.</p> <p>o <b>Satisfactory (score 70%)</b> – The brief is well understood, clearly articulated, and key components are adequately addressed.</p> <p>o <b>Good (score 90%)</b> – The proposal clearly demonstrates an understanding of the project's brief. The full required scope has been included.</p> <p>o <b>Very good (score 100%)</b> - A unique proposal that is strongly aligned to and identifiable with the project. The full required scope has been included and the product offering has the potential to leave lasting legacy in precinct management.</p>	
<b>2. Key Personnel - Expertise and Experience</b>	<b>30</b>
<p>The following personnel will be required:</p> <p>Operations Manager (15 pts)</p> <p>Public Transport Scheduler (15 pts)</p> <p>Do the key personnel have relevant and sufficient experience and expertise (5 years' relevant experience or more; indicated through attachment of a proven track record of similar projects)?</p> <p>o <b>Nil</b> – No submission (score 0%)</p> <p>o <b>Poor (score 40%)</b> – The team has limited experience in projects of similar nature (less than 5 years' relevant experience)</p> <p>o <b>Satisfactory (score 70%)</b> – The tenderer has relevant experience in projects of similar nature (5 - 8 years relevant experience)</p> <p>o <b>Good (score 90%)</b> – The tenderer has good experience in projects of similar nature (between 9 – 10 years relevant experience).</p> <p>o <b>Very good (score 100%)</b> – The tenderer has extensive experience in projects of similar nature (Greater than 10 years relevant experience)</p>	
<b>2. Company/Service Provider – Experience</b>	<b>40</b>
<p>Does the service Provider have relevant and sufficient experience and expertise (5 years' relevant experience or more for each project; indicated through attachment of a proven track record of projects of <u>similar nature</u>**)?</p> <p>**Similar nature: Conveyance of passengers through charter services/contracted transport services/transporting of people with disabilities.</p> <p>o <b>Nil</b> – No submission (score 0%)</p> <p>o <b>Poor (score 40%)</b> – The tenderer has limited experience in projects of similar nature (less than 3 Projects of a similar nature)</p> <p>o <b>Satisfactory (score 70%)</b> – The tenderer has relevant experience in projects of similar nature (3 to 5 Projects of a similar nature)</p> <p>o <b>Good (score 90%)</b> – The tenderer has good experience in projects of similar nature (between 6 – 8 projects of a similar nature).</p> <p>o <b>Very good (score 100%)</b> – The tenderer has extensive experience in projects of similar nature (9 or more projects of a similar nature).</p>	
<b>TOTAL</b>	<b>100</b>

FUNCTIONALITY and Prompts for Judgement	MAXIMUM SCORE
<b>STAGE 2</b>	
Price: overall budget of the project	80
BEE: empowerment status	20
<b>GRAND TOTAL</b>	<b>100</b>

### 3.2 ADDITIONAL CONDITIONS OF TENDER (ACT)

#### ACT 1 ELIGIBILITY – CSD REGISTRATION

Tenderers are required to be registered on the National Treasury Central Supplier Database (CSD) as a service provider. In the case of a Joint Venture, this requirement will apply individually to each party in the Joint Venture. Tenderers not so registered, at time of closing of tenders, will not be eligible to submit tenders.

The Tenderer's CSD Supplier Number (starting with "MAAA") is to be provided in the relevant portions of the tender submission.

Tenderers who wish to register on the CSD may do so via web address <https://secure.csd.gov.za>.

#### ACT2. CONTRACT PARTICIPATION GOALS (CPG)

The tenderer will be required to sub-contract a minimum of 30% of the contract value to 51% Black owned enterprises from the targeted groups who fall within the following categories:

- People with Disability (PWD),
- Military Veterans,
- Youth and Women

Black-owned enterprise must be from persons who are from the Priority Population Group as defined in eThekweni Municipality Supply Chain Management Policy. The service provider must ensure that at least 30% of the monthly contract be outsourced to priority groups.

Any bidder not meeting this requirement will be considered non-responsive & accordingly the bid will be disqualified.

A CPG implementation Plan must be submitted together with this tender, demonstrating how the above CPG will be achieved.

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## **SECTION 4: RETURNABLE TENDER DOCUMENTS**

The required returnable documents are as detailed in [Section 2 \(Clause 4\)](#): “Returnable Schedules, Forms, Certificates” of the Conditions of Tender / Special Conditions of Tender.

The Tender Form can be found in [Section 9](#): “Official Tender Form”, and any additional schedules, forms, certificates can be found in [Section 10](#): “Annexures”.



**a) AUTHORITY OF SIGNATORY**

Reference is made to the Conditions of Tender: [Clause 4\(5\)\(c\)](#).

Indicate the status of the tenderer by ticking the appropriate box hereunder.

COMPANY		CLOSE CORPORATION		PARTNERSHIP		JOINT VENTURE		SOLE PROPRIETOR	
Refer to Notes at the bottom of the page									

I / We, the undersigned, being the Chairperson (Company), Member(s) (Close Corporation), Partners (Partnership), Sole Owner (Sole Proprietor), Lead Partner (JV), in the company / business trading as:

.....

hereby authorise Mr/Mrs/Ms .....

acting in the capacity of .....

to sign all documents in connection with the tender for Contract No. [1T-4560](#) and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**Notes**

**The following documents must be attached to the back inside cover to this procurement document:**

If a Company : a "Resolution of the Board" in this regard.

If a Joint Venture : a "Power of Attorney" signed by the legally authorised signatories of all the partners to the Joint venture.



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**c) DECLARATION WITH RESPECT TO THE OCCUPATIONAL HEALTH AND SAFETY ACT**

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**Definitions**

The Act: The Occupational Health and Safety Act No 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No 181 of 1993), and any associated / applicable Regulations.

**Declaration by Tenderer**

1. I, the undersigned, hereby declare and confirm that I am fully conversant with the Act.
2. I hereby declare that my company has the competence and the necessary resources to safely carry out the work / supply / services under this contract in compliance with the Act, and the Employer's / Purchaser's / Client's Health and Safety Specifications.
3. I hereby undertake, if my tender is accepted, to provide on request a suitable and sufficiently documented Health and Safety Plan which plan shall be subject to approval by the Employer / Purchaser / Client.
4. I hereby confirm that adequate provision has been made in my tendered rates to cover the cost of all resources, actions, training and all health and safety measures envisaged in the Act, and that I will be liable for any penalties that may be applied by the Employer / Purchaser / Client for failure to comply with the provisions of the Act.
5. I agree that my failure to complete and execute this declaration to the satisfaction of the Employer / Purchaser / Client will mean that I am unable to comply with the requirements of the Act and accept that my tender will be prejudiced and may be rejected at the discretion of the Employer / Purchaser / Client.

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
(of person authorised to sign on behalf of the Tenderer)

**d) CONSOLIDATED MUNICIPAL BIDDING DOCUMENTS**

The following SECTIONS are required to be completed as part of this procurement document

<u>Section</u>	<u>Description</u>	<u>Required?</u>
<b>A</b>	General Enterprise Information .....	Yes
<b>B</b>	MBD2: Tax Clearance Certificate Requirements .....	Yes
<b>C</b>	MBD4: Declaration of Interest .....	Yes
<b>D</b>	MBD5: Declaration for Procurement Above R10 Million .....	Yes
<b>E</b>	MBD6.1: Preference Points Claim Form ITO the Preferential Regulations .....	Yes
<b>F</b>	MBD6.2: Declaration Certificate for Local Production and Content for Designated Sectors.....	Yes
<b>G</b>	MBD8: Declaration of Bidder's Past SCM Practices .....	Yes
<b>H</b>	MBD9: Certificate of Independent Bid Determination .....	Yes
<b>I</b>	Confirmations, Authorities, Certifications, Acknowledgements and Signatures .....	Yes

**NOTES**

- MSCM Regulations: "in the service of the state" means to be:
  - a member of –
    - any municipal council;
    - any provincial legislature; or
    - the national Assembly or the national Council of provinces;
  - a member of the board of directors of any municipal enterprise;
  - an official of any municipality or municipal enterprise;
  - an employee of any national or provincial department, national or provincial public enterprise or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
  - a member of the accounting authority of any national or provincial public enterprise; or
  - an employee of Parliament or a provincial legislature.
- "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.
- Includes price quotations, advertised competitive bids, limited bids and proposals.
- Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

Ref	Description	Complete as Applicable
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**SECTION A : GENERAL ENTERPRISE INFORMATION**

- 1.0 Full Name of bidder or his or her representative
- 1.1 ID Number of bidder or his or her representative
- 1.2 Position occupied in the enterprise
- 2.0 Name of enterprise:
- 2.1 Tax Reference number, if any:
- 2.2 VAT registration number, if any:
- 2.3 CIDB registration number, if any:
- 2.4 Company registration number, if applicable:
- 2.5 Close corporation number, if applicable:
- 2.6 Supplier reference number (PR), if any:
- 2.7 South African Revenue Service Tax Compliance Status PIN :
- 2.8 National Treasury Central Supplier Database registration number

PR:
MAAA:

- 3.0 The names of all directors / trustees / shareholders / members / sole proprietors / partners in partnerships, their individual identity numbers and state employee numbers must be indicated below. In the case of a joint venture, information in respect of each partnering enterprise must be completed and submitted

Full Name	Identity No.	State Employee No.	Personal income tax No. *
Use additional pages if necessary			

Ref	Description	Complete or Circle Applicable
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**SECTION B : MBD 2 : TAX CLEARANCE CERTIFICATE REQUIREMENTS**

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1.0 In order to meet this requirement bidders are required to complete the TCC 001 : "Application for a Tax Clearance Certificate" form and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2.0 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3.0 The original Tax Clearance Certificate must be submitted together with the bid (attached to the inside back cover of this procurement document). Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4.0 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5.0 Copies of the TCC 001 : "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6.0 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).
- 7.0 Notwithstanding Clauses 1.0 to 6.0 above: Since 18 April 2016, SARS has introduced a new Tax Compliance Status System (TCS). As part of this enhanced system, tenderers can now submit a Tax Compliance Status PIN instead of an original Tax Clearance Certificate (TCC). This TCS PIN can be used by third parties to certify the taxpayer's real-time compliance status. This number, if available, is to be entered in Item 2.7 of Section A of these consolidated Municipal Bidding Documents.  
For further particulars please contact your nearest SARS branch, or call the SARS Contact Centre on 0800 00 7277, or log onto SARS eFiling.

**Attach a valid Tax Clearance Certificate OR Tax Compliance Status PIN, issued by the TCS System of the South African Revenue Service, to the inside back cover of this procurement document**

**SECTION C : MBD 4 : DECLARATION OF INTEREST**

**No bid will be accepted from 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 or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

1.0	Are you presently in the service of the state? If yes, furnish particulars : .....	YES	NO
2.0	Have you been in the service of the state for the past twelve months? If yes, furnish particulars : .....	YES	NO
3.0	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? If yes, furnish particulars : .....	YES	NO
4.0	Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? If yes, furnish particulars : .....	YES	NO
5.0	Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? If yes, furnish particulars: .....	YES	NO
6.0	Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? If yes, furnish particulars: .....	YES	NO
7.0	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? If yes, furnish particulars: .....	YES	NO
8.0	The names of all directors / trustees / shareholders / members / sole proprietors / partners in partnerships, their individual identity numbers and state employee numbers are indicated in <b>SECTION A</b> .		

Ref	Description	Complete or Circle Applicable
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**SECTION D : MBD 5 : DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)**

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

1.0	Are you by law required to prepare annual financial statements for auditing?	YES	NO
	If YES, you will be required to submit audited annual financial statements (on request during the tender evaluation period) for the past three years or since the date of establishment if established during the past three years.		
2.0	Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?	YES	NO
	If NO, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.		
	If YES, provide particulars on a letterhead. (Attach this letter to the back inside cover of this procurement document).		
3.0	Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	YES	NO
	If YES, provide particulars on a letterhead. (Attach this letter to the back inside cover of this procurement document).		
4.0	Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	YES	NO
	If YES, provide particulars on a letterhead. (Attach this letter to the back inside cover of this procurement document).		

**SECTION E : MBD 6.1 : PREFERENCE POINTS CLAIM ITO THE PREFERENTIAL REGULATIONS**

Preference points for this tender shall be awarded as per the Tender Data and the Preferential Procurement Regulations (2017). Failure on the part of a tenderer to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Sworn Affidavit for an EME, or sworn affidavit for a QSE (in line with the revised BBEE codes of Good Practice), together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed. The Employer reserves the right to require of a tenderer, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the Employer.

**DECLARATION**

1.0	B-BBEE Status Level of Contribution claimed:	
	Will any portion of the contract be sub-contracted?	YES NO
	If YES, indicate:	
	(i) what percentage of the contract will be subcontracted?	
	(ii) the name of the sub-contractor?	
	Name : .....	
	(iii) the B-BBEE status level of the sub-contractor?	
	(iv) whether the sub-contractor is an EME?	YES NO

The undersigned, certify that the B-BBEE status level of contribution indicated in paragraph 1.0 above qualifies the company / firm for preference points and acknowledges that the remedies as per Clause 14 of the Preferential Procurement Regulations (2017) shall apply.

**Attach a B-BBEE Verification Certificate to the inside back cover of this procurement document**

Ref	Description	Complete or Circle Applicable
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## SECTION F : MBD 6.2 : DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1.0 General Conditions

- 1.1 Preferential Procurement Regulations, 2017 (Regulation 8) makes provision for the promotion of local production and content.
- 1.2 Regulation 8.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3 Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5 The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:  

$$LC = [1 - x / y] * 100$$

Where : x is the imported content in Rand  
y is the bid price in Rand excluding value added tax (VAT).

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as required in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.
- 1.6 A bid may be disqualified if –
  - (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
  - (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

### 2.0 Definitions

- 2.1 "bid" includes written price quotations, advertised competitive bids or proposals;
- 2.2 "bid price" price offered by the bidder, excluding value added tax (VAT);
- 2.3 "contract" means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4 "designated sector" means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5 "duly sign" means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6 "imported content" means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7 "local content" means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8 "stipulated minimum threshold" means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9 "sub-contract" means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

- 3.0 The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
.....	..... %
.....	..... %
.....	..... %



Ref	Description	Complete or Circle Applicable
4.0	Does any portion of the services, works or goods offered have any imported content?	YES NO
4.1	<p>If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement of the bid.</p> <p>The relevant rates of exchange information is accessible on <a href="http://www.reservebank.co.za">www.reservebank.co.za</a>.</p> <p>Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):</p> <p>US Dollar : <input type="text"/> Pound Sterling : <input type="text"/> Euro : <input type="text"/> Yen : <input type="text"/> Other : <input type="text"/></p> <p>NB: Bidders must submit proof of the SARB rate (s) of exchange used.</p>	
5.0	Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?	YES NO
5.1	<p>If yes, provide the following particulars:</p> <p>(a) Full name of auditor: .....</p> <p>(b) Practice number: ..... (c) Telephone number: ..... Cell number: .....</p> <p>(d) Email address: .....</p> <p>(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)</p>	
6.0	Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Accounting Officer / Accounting Authority provide directives in this regard.	

### **LOCAL CONTENT DECLARATION**

(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (Close Corporation, Partnership or Individual)

.....  
IN RESPECT OF BID No:

.....  
ISSUED BY: (Procurement Authority / Name of Municipality / Municipal Entity)

NB 1 - The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

NB 2 - Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below. Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned in Section H of these Consolidated MBD returnable questionnaires ( comprising 8 pages), do hereby declare the following:

- (a) The facts contained herein fall within my own personal knowledge.
- (b) I have satisfied myself that:
- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
  - (ii) the declaration templates have been audited and certified to be correct.
- (c) The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

(a) Bid price, excluding VAT (y) .....	R
(b) Imported content (x), as calculated in terms of SATS 1286:2011 .....	R
(c) Stipulated minimum threshold for local content (paragraph 3 above).....	%
(d) Local content %, as calculated in terms of SATS 1286:2011 .....	%

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

Ref	Description	Complete or Circle Applicable
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**SECTION G : MBD8 : DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

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

The bid of any bidder may be rejected if that bidder, or any of its directors have:

- abused the municipal entity's supply chain management system or committed any improper conduct in relation to such system;
- been convicted for fraud or corruption during the past five years;
- wilfully 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 for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

In order to give effect to the above, the following questions must be answered.

1.0	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?	YES	NO
	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 ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.		
	If yes, furnish particulars : .....		
2.0	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)?	YES	NO
	The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page.		
	If yes, furnish particulars : .....		
3.0	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	YES	NO
	If yes, furnish particulars : .....		
4.0	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	YES	NO
	If yes, furnish particulars : .....		
5.0	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	YES	NO
	If yes, furnish particulars : .....		

**SECTION H : MBD9 : CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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:

- take all reasonable steps to prevent such abuse;
- 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
- 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.

The following 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.

In order to give effect to the above, the following Certificate of Bid Determination must be completed and submitted with the bid. The undersigned, in submitting the accompanying bid, in response to the invitation for the bid do hereby make the following statements that I certify to be true and complete in every respect:

- I have read and I understand the contents of this Certificate;
- I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

Ref	Description	Complete or Circle Applicable
3.0	I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;	
4.0	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;	
5.0	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: <ul style="list-style-type: none"> <li>has been requested to submit a bid in response to this bid invitation;</li> <li>could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and</li> <li>provides the same goods and services as the bidder and/or is in the same line of business as the bidder.</li> </ul>	
6.0	The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium <sup>3</sup> will not be construed as collusive bidding. (Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.	
7.0	In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding: <ul style="list-style-type: none"> <li>prices;</li> <li>geographical area where product or service will be rendered (market allocation);</li> <li>methods, factors or formulas used to calculate prices;</li> <li>the intention or decision to submit or not to submit, a bid;</li> <li>the submission of a bid which does not meet the specifications and conditions of the bid;</li> <li>bidding with the intention not to win the bid.</li> </ul>	
8.0	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.	
9.0	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.	
10.0	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.	

## SECTION I : CONFIRMATIONS, AUTHORITIES, CERTIFICATIONS, ACKNOWLEDGEMENTS and SIGNATURES

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

- Confirms that the contents of these Consolidated MBD returnable questionnaires ( comprising 8 pages) are within my personal knowledge and are to the best of my belief both true and correct;
- Confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercise, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- Confirms that no partner, member, director or other person, who wholly or partly exercise control over the enterprise, has within the last five years been convicted of fraud or corruption;
- Confirms that I/we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the bidders or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- Certify that the B-BBEE status level of contribution indicated in Section E : Item 1.0 qualifies the enterprise for preference points and acknowledges that the remedies as per Clause 13 of the Preferential Procurement Regulations (2011) shall apply. In the event of a contract being awarded as a result of points claimed, the enterprise may be required to furnish documentary proof to the satisfaction of the employer that the claims are correct;
- Accept that, in addition to cancellation of a contract, action may be taken against me should these declarations prove to be false.

Signed ..... Date .....

Name ..... Position .....

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## **SECTION 5: CONDITIONS OF CONTRACT**

### **GOVERNMENT PROCUREMENT: CONDITIONS OF CONTRACT (July 2010)**

The **Conditions of Contract** are the **General Conditions of Contract** as published by the National Treasury titled "Government Procurement: General Conditions of Contract (July 2010)", as amended by National Treasury Circular 52 dated 30 July 2010, hereinafter referred to as **GCC**.

### **THE NATIONAL TREASURY**

**Republic of South Africa**



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### **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

July 2010

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**1. Definitions**

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignee 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**.

**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.

**18. 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. 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:
- 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;
  - if the supplier fails to perform any other obligation(s) under the contract; or
  - if the supplier, in the judgement 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 If a restriction is imposed, the purchaser 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 purchaser;
  - 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 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 favourable 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 wilful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
  - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29. Governing language**

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

**30. Applicable law**

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

**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 Of 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.

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## **SECTION 6: SPECIAL / ADDITIONAL CONDITIONS OF CONTRACT**

The **Conditions of Contract** make reference to the **Special Conditions of Contract (SSC)** for details that apply specifically to this bid. The **Special Conditions of Contract** shall have precedence in the interpretation of any ambiguity or inconsistency between it and the **Conditions of Contract**.

Each item below is cross-referenced to the clause in the **Conditions of Contract** to which it mainly applies.

### SCC 1.1 **CONTRACT**

This contract will commence as soon as the letter of award is issued for the duration of 12 months.

### SCC 1.2 **INSURANCE**

The service provider must ensure that there is adequate insurance and public liability cover against all risks that may arise in the execution of the service.

### SCC 1.3 **PAYMENT**

The Contractor shall submit to the Department concerned a detailed account which shall reflect the identifying number of each item / service. Payment will be made on this account when checked and substantiated by the authorised official.

Payment for goods received and accepted by the Municipality shall be made no later than 30 days after submission of invoice or claim, provided however that all the terms of the contract are duly complied with.

Payment will be made only to the supplier. Factoring arrangements will not be accepted.

### SCC 1.4 **PRICES**

Prices are fixed for the 12-month period(s) as specified on the Official Tender Form.

### SCC 1.5 **PENALTIES**

The Employer may impose penalties for non-compliance to the provisions of the contract. Penalties will be spelt out in the contract to be entered into with the successful service provider.

### SCC 1.6

## **ADDITIONAL CONDITIONS OF CONTRACT**

### ACC1 **PERFORMANCE MONITORING & ASSESSMENT OF SERVICE PROVIDERS**

For contract awards that are greater than R10m, the Contractor shall be subjected to "Performance Monitoring" assessments in terms of the applicable Section of the Council's current Supply Chain Management Policy.

**ACC2      SATISFACTORY PERFORMANCE**

The supplier shall employ for the purpose of this contract only such personnel as are careful and competent and the Municipality shall be at liberty to object to and require the supplier to remove from the job forthwith any person, including supervisory staff, employed by the supplier who, in the opinion of the Municipality, misconducts himself/herself or is incompetent or negligent in the proper performance of his/her duties and such person shall not again be employed upon this contract without the permission of the Municipality.

**ACC3      OCCUPATIONAL INJURIES AND DISEASES ACT**

This act replaces the Workmen's Compensation Act:

**The supplier shall, before commencement of work, produce documentary proof to the Deputy Municipal Manager, Treasury: Finance that he has complied in all respects with the provisions of the Occupational Injuries and Diseases Act.** The supplier undertakes that he/she will perform and comply with all provisions of the Occupational Injuries and Diseases Act and more particularly that he/she will render all returns and pay all assessments for which he/she is liable in terms of such Act.

**ACC4      DAMAGE TO PERSONS AND PROPERTY**

- (1) The supplier **shall** indemnify and keep indemnified the Council against any claim for death, injury, damage or loss to any person or property whatsoever in respect thereof or in relation thereto.
- (2) The supplier enters into this contract as an independent contractor and shall be solely liable in respect of any claim for death, injury, damage or loss to any person or property whatsoever in respect thereof or in relation thereto.

**ACC5      RATE OF EXCHANGE VARIATION**

Where the goods are imported the Contractor shall within seven days of date of Official Purchase Order, arrange through his bankers for the foreign commitment to be covered forward down to the Rand in order to fix the rate of exchange. The Contractor shall notify the Municipality as soon as possible thereafter regarding the rate which has been fixed on such forward exchange. The forward cover shall be from a reputable South African bank. The Contractor is to confirm with the employer prior to placing forward cover if the service provider is acceptable.

Any increase or decrease between the basic rate of exchange as at 12:00 on the date of close of the bid and that existing at the date of establishment of the forward exchange cover within the period stipulated above shall be paid or deducted by the Municipality. Upon the failure of the Contractor to arrange forward exchange cover, the Contractor shall be liable should there be an increase in the basic rate of exchange occurring after the last-mentioned date.

The bank charges incurred in obtaining the forward exchange cover must be included in the Tenderer's bid.

**ACC6      SERVICE PROVIDER OFFICE REQUIREMENTS**

The service provider must have, for the duration of the contract, a local presence (within the geographical eThekweni boundary).

ACC7

### **EMPOWERMENT REQUIREMENT**

#### **Option 1**

eThekweni municipality has, in the SCM policy, made accommodation for subcontracting to designated groups, where possible, which are defined as follows:

- c) an EME or QSE which is at least 51% owned by black people;
- d) an EME or QSE which is at least 51% owned by black people who are youth;
- e) an EME or QSE which is at least 51% owned by black people who are women;
- f) an EME or QSE which is at least 51% owned by black people with disabilities;
- g) an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
- h) a co-operative which is at least 51% owned by black people;
- i) an EME or QSE which is at least 51% owned by black people who are military veterans;
- j) an EME or QSE.

It is a condition of contract that a minimum of 30% of the work must be sub-contracted to one or more of the above targeted entities.

#### **Option 2**

It is a condition of tender that the tendering entity must constitute a joint venture with a qualifying company from one of the following designated groups:

- (a) an EME or QSE;
- (b) an EME or QSE which is at least 51% owned by black people;
- (c) an EME or QSE which is at least 51% owned by black people who are youth;
- (d) an EME or QSE which is at least 51% owned by black people who are women;
- (e) an EME or QSE which is at least 51% owned by black people with disabilities;
- (f) an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
- (g) a cooperative which is at least 51% owned by black people;
- (h) an EME or QSE which is at least 51% owned by black people who are military veterans; or
- (i) more than one of the categories referred to in paragraphs (a) to (h).

The shareholding split of the JV shall be as follows:

- a) The lead partner must hold a maximum of 70% share of the JV;
- b) The empowerment partner must hold a minimum of 30% of the JV.

Both parties of the JV must be registered on the CSD and on the Municipality's vendor portal, in their individual capacities.

An agreement of intent to form a JV must be submitted at the time of tender.

Both parties of the JV must satisfy the evaluation criteria specified in SCT14, in their individual capacity.

The tenderer shall, at the time of tender, indicate the composition of the 30%, by indicating the resource allocation application to the main partner and the empowerment partner.

ACC8

**EMPOWERMENT REQUIREMENT: CPG PENALTY**

Failure to meet the contract participation goal shall result in the application of penalties, at the discretion of the Employer, payable in Rands, equal to one and a half times the difference between the tendered and achieved participation goals multiplied by the Award Value and divided by one hundred.

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**SECTION 7: SCOPE AND SPECIFICATION OF REQUIRED SUPPLY / SERVICES**

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**1. SCOPE OF SERVICES AND SPECIFICATION**

The eThekwini Municipality is dedicated to providing a quality transport service to its constituents, the Tenderers are advised to study this document carefully so that the extent of the eThekwini Municipality's expectations are conceptualised and executed in the servicing of the contract.

The key objectives of the project are:

- To provide a limited Special Transport Service that will supply public transport to Special Needs Passengers (People with disabilities) who are not able to use other forms of public transport due to their disabilities. Passengers will be assessed for eligibility to use the service by the Operator in consultation with the eThekwini Municipality. The operator must set up and maintain a database of eligible passengers.
- To date the services are rendered with 10 (ten) midi-bus type vehicles on a Dial-a-Ride basis and 1 (one) spare vehicles, where approved & registered passengers are picked up and dropped off from a kerb (origin to destination).
- This service is a requirement as across eThekwini, persons with disabilities face a constant stream of obstacles to mobility and access including poorly designed footways, long travelling distances, obscure transport information, dangerous road crossing and inaccessible buses, mini-bus taxis, trains and public transport facilities

**2. AREA OF SERVICE**

The Dial-a-Ride service shall operate within the boundaries of eThekwini Municipality.

The roads to be used by the vehicle will generally be asphalt surfaced roads or maintained gravel roads. Some of the roads will have irregularities and speed humps which will affect vehicular traffic, especially of vehicles with low ground clearance.

Limited competitive modes of accessible public transport are currently available to passengers with disabilities within some parts of the City. However further accessible public transport services for a different category of special needs users is a necessary requirement throughout the City.

### **3. ROUTES**

The service is demand responsive. As such, there are no fixed routes, which the vehicles will follow for the period of the contract. However, during morning and evening peaks and for some trips to hospitals and clinics, repeat bookings will be accepted from passengers. In such circumstances, vehicles may be able to operate a service equivalent to a fixed route service; until such time that the booking requirements change.

The Operator shall select routes such that no passenger's route deviates from their most appropriate route by more than a detour lasting 30 minutes in order to collect other passengers.

During the course of the contract the City may require that some of the vehicles operate on fixed routes if the demand is sufficiently high and constant. Table 6 gives an indicative monthly kilometres figure using January 2020 as the base month, this figure may fluctuate in the event of necessary route deviations or a change in the origin and destinations of registered passengers. An indicative database of route origins is detailed in Figure 2 of this report.

### **4. OPERATING LICENCES**

In the provision of the services, operating licenses shall be required. The operating licenses will be obtained by the City from the Provincial Regulatory Entity (PRE) and the operator will be required to submit all necessary documents (e.g. valid tax clearance certificate, driver documentation, etc) to apply for the operating licenses.

### **5. COLLECTION, CARRIAGE AND SETTING DOWN OF PASSENGERS**

The service shall be a kerb-to-kerb service, i.e. the passenger will be collected or set down at a point on the footpath / shoulder of the road nearest to the booked point of collection or setting down, which the driver considers safe to do so. The driver will not be required to assist the passengers from inside their house or edge of property to the collection or setting down point. However, the driver will be expected to assist the passenger to mount kerbs where no dropped kerb is available. The driver will also be expected to operate the power lift, assist ambulant passengers into / out of the vehicles and to use the vehicle's side step if they request such help.



The driver shall be responsible for securing passengers using wheelchairs and their wheelchairs within the vehicle by use of the appropriate passenger and wheelchair restraint systems provided in the vehicle.

The driver shall also ensure that all restraint systems are safely stowed when not in use.

During the trip the driver shall record the following details:

- Trip start and end times
- Trips start and end odometer readings
- No Shows and Cancelations
- Number of passengers
- Fares collected
- Location and actual time of pick up / setting down of passengers and odometer reading.

This information shall be recorded either manually or using an electronic logging device.

Drivers shall wait for five minutes for each passenger, unless it has been established from the control centre that the booking has been cancelled.

## **6. SERVICE TIMES**

The service shall operate on weekdays (Mondays to Fridays), weekends (Saturdays and Sundays) and on Public Holidays and shall both be demand responsive and scheduled based. Unless otherwise agreed with the City, the Operator shall generally allow for the first passenger of the day to be collected, if necessary, at their pick-up point no later than 05:00. The service shall generally operate until 19:00. However, the Operator must ensure that at least 30% of the vehicle fleet will be available to operate from 19:00 till 24:00.

Should, in the opinion of the City, the need exist to extend the time beyond these times, the Representatives of the City will instruct the Operator accordingly.

The Operator shall ensure that the service is available to passengers throughout the entire day and the driver shift changes do not prevent bookings being taken and fulfilled.

The Operator shall ensure that all booked passengers are set down before the service is concluded for the day.

## 7. FARES

The Operator shall charge the passengers a concessionary fare for their journey. The level of the fare charged will be in line with the fare structure as detailed below:

DISTANCE	PEAK FARE	OFF PEAK FARE
0-25km	R12-00	R8-00
26-40 km	R18-00	R12-00
>40km	R24.00	R16-00

The operator must collect the fare from the passenger as either cash when collecting the passenger at their pick-up point or through monthly payments that are invoiced to the passengers by the Operator. The onus of collecting the fares shall be on the Operator and all fares collected shall be paid over to the eThekweni Municipality as a deduction on the Operator's monthly payment claim.

Fare increases will need to be approved by the City.

## 8. PRIVATE HIRE AND CONTRACTS

Operators are welcome to operate charter services on an ad-hoc basis if buses are available. The cost and revenue for these charter services will be for the Operator's own account. The onus will be on the Operator to determine whether a trip is classified as a charter or a normal service. In general, a charter service will be for groups of person's operating in off peak times where vehicles are available. All charter service must have a forward and return trip

## 9. REQUEST FOR TRAVEL BY REGISTERED USERS

- i) The city will set up, maintain the database for travel and share with the operator.
- ii) The Operator will schedule requests for travel as per the schedule received from the city to accommodate as many requests for travel as possible
- iii) When requests for travel cannot be accommodated, the city will inform the passenger of such and suggest alternative times when the passenger can be accommodated.
- iv) Passengers with no contact number must contact the city call Centre, at least 72 hours in advance of their requested time of travel, to establish if their request has been accommodated.

**10. THE FOLLOWING CONDITIONS OF TRAVEL SHALL APPLY TO THE SERVICE:**

- i) Only persons registered by the city are eligible to use the service. The Operator is obligated to pick up persons who are in the database and any amendments thereto.
- ii) The service shall generally operate from 05:00 until 19:00 seven days a week.
- iii) In order to improve efficiency of the service to all passengers, it may be necessary for the city to reschedule a passenger's travel request in consultation with the operator so as to co-ordinate the trip with other passengers. Should this be necessary, the city shall inform operator and passengers within twenty-four (24) hours of the taking of the travel request.
- iv) Collections and settling-down will be kerb-to-kerb on asphalt roads or maintained gravel roads. The location of the stop shall be determined by the driver of the vehicle based upon safety considerations. A driver shall wait a maximum of 5 minutes after the booking time for passengers if they are not present as the vehicle arrives.

- v) At all times, passengers that are conveyed in their wheelchairs shall be restrained within the vehicle by a passenger restraint system and their wheel chair restrained by a restraint system. The passenger is responsible for ensuring that their wheelchair is adequate to withstand the forces transferred to the chair by the system when correctly secured.
- vi) If the passenger and wheelchair restraint systems in use by the Operator require the type of wheelchair or the amount of the passenger's upper body control to be known, the passengers shall inform the city of these facts at the time of making a travel request. If the correct system is not available, the travel request should not be accepted
- vii) All other passenger are to be able to be restrained within the vehicle by a safety-belt as required by the Road Traffic Act.
- viii) A driver is required to provide reasonable assistance to a passenger if requested to do so. As a passenger's disability may not be obvious to the driver, the passengers shall request assistance when needed. Drivers shall be ready to provide such assistance into and out of vehicles where it can reasonable be provided. This provision shall not apply where there are overriding reasons (for example personal security or the safety of other passengers) why such help should not be provided. It is anticipated that such occasions will be rare. Assistance shall not include lifting a passenger which includes physical contact.
- ix) Carers may accompany passengers and will be charged the same fare.
- x) Guide dogs will be permitted on the vehicles at no additional charge.
- xi) Passengers must inform the city if they have made alternative travel arrangements, for whatever reason, if they have been booked on a trip.
- xii) The operator will be required to ensure that the existing database of users as approved by the city is utilized as the basis for the scheduling of the service on a daily basis.

The above conditions of bookings may change as the service develops and the Operator shall respond according to the City's instructions.

## 11. VEHICLES

The vehicles shall be used as passenger carriers, equipped with specialist equipment to serve both ambulatory and/or passengers using wheelchairs as demand requires, conveying them comfortably, safely and economically.

The current fleet comprises the vehicles shown in the table below and the vehicles operate from a depot that is provided by the eThekweni Municipality.

Table 1 Current Vehicles and Capacity

Type of Vehicle	Number of Vehicles	Passengers using wheelchairs	Seated Passengers
Mercedes Sprinter	11	3	2

Passengers will not be permitted to sit on any seat next to the driver. The side door of all vehicles shall be fitted with a fold away step to assist ambulant passengers. All vehicle floor-coverings shall be slip-resistant. All seats shall be fitted with seat belts.

## 12. OWNERSHIP

Although the Operator has possession, use and enjoyment of the Vehicles for the duration of the Agreement, ownership and all rights, title and interest in the Vehicles shall at all times vest in the eThekweni Municipality.

The Operator will not be entitled to acquire ownership of any or all the Vehicles, or retain possession thereof for any reason whatsoever without the consent of eThekweni Municipality

Upon termination of the Agreement entered into by the Operator and eThekweni Municipality, the Operator shall immediately return the Vehicles to the eThekweni Municipality. Should the Operator fail to do so, penalties as provided by eThekweni Municipality, will be payable.

The Operator must not alienate, pledge or encumber the Vehicles, nor cede, assign, sublet or in any way make over its rights and/or obligations under the Agreement, without the prior written consent of the eThekweni Municipality.

### **13. OBLIGATIONS OF THE OPERATOR IN RELATION TO VEHICLE UTILISATION**

The Operator shall:

- 13.1. use the Vehicle for the purpose for which it was designed and solely in terms of the provisions of the Agreement to be entered into by the Operator and eThekweni Municipality;
- 13.2. ensure that all instructions or specifications relating to the use of the Vehicles, are complied with, particularly instructions relating to the running-in of the Vehicle, engine speeds and road speeds;
- 13.3. ensure that no paint, mark, decal, transfer or other identification is placed on (or once there, removed from) the Vehicle without the eThekweni Municipality's prior written approval;
- 13.4. not permit the Vehicle to be operated by any person other than an authorised driver in possession of the correct code of license for the relevant Vehicle;
- 13.5. be liable for all costs, damages and/or any loss suffered, which are not covered by any insurance or maintenance contract as a result of an unlicensed driver or unauthorised driver driving the Vehicle in breach of the provisions of the Agreement entered into by the Operator and eThekweni Municipality;
- 13.6. not use or permit any Vehicle to be used for any illegal or hazardous purpose or in any manner that would invalidate any insurance policy relating to the Vehicle, held either by the Operator in its own name or an insurance policy held by the eThekweni Municipality.
- 13.7. not be allowed to advertise, whether for gain or not, anything on the Vehicle except with the express prior written permission of the eThekweni Municipality;
- 13.8. bear the onus of providing the eThekweni Municipality with a reconciled balance of all vehicles, on a daily basis and at a time determined by the eThekweni Municipality. A Vehicle that has been brought to a workshop designated by the eThekweni Municipality for requisite attention, shall be reconciled by the Operator together with the eThekweni Municipality and the workshop concerned;
- 13.9. ensure that it keeps track of the Vehicles and immediately reports to the eThekweni Municipality should any Vehicle go missing;

- 13.10. upon request by the eThekweni Municipality, deliver any Vehicle for inspection by the eThekweni Municipality, or for maintenance to the designated workshop or agent of the eThekweni Municipality, alternatively, permit the eThekweni Municipality or a Representative to inspect any Vehicle at such time and place as may be specified, from time to time and/or informed by the Service Schedule. In the event of the relevant workshop or servicing centre move the venue of its maintenance operation, the Operator will be consulted;
- 13.11. not permit the Vehicle to be seized or attached under any legal process and shall keep it free of any lien, hypothec or attachment of whatever nature, filing where necessary any application to Court to protect the asset of the eThekweni Municipality. The Operator shall be liable for all court costs related thereto, including the costs of the eThekweni Municipality in the event of the eThekweni Municipality having to be joined in any proceedings.
- 13.12. ensure strict compliance with all its obligations under the Agreement entered into by the operator and eThekweni Municipality
- 13.13. exercise the highest degree of skill, care and diligence in respect of the execution of the Agreement entered into by the Operators and eThekweni Municipality and the use of the Vehicles and operate the Dial-A-Ride service strictly in accordance with the specifications laid down in the Main Contract and any other relevant law, to the satisfaction of the eThekweni Municipality;
- 13.14. at all times cooperate with the designated maintenance inspectors, representative and/or officials of the eThekweni Municipality so as to ensure adherence to all maintenance contracts and/or any other matter relating to the Vehicles;
- 13.15. in addition to any statutory obligations plus any obligations flowing from any maintenance contract and/or insurance obligations, within 24 (twenty four) hours of its occurrence, report any accident to the eThekweni Municipality's City Fleet call centre - 0800cfleet. This must be followed by a written report containing full details of the occurrence within 48 (forty eight) hours of the occurrence;
- 13.16. The Operator shall also ensure at all times that all reasonable and necessary steps are taken to mitigate any loss;
- 13.17. display identification stickers or decals on Vehicles used in the providing the Dial-A-Ride service if requested to do so by the eThekweni Municipality;
- 13.18. ensure that every Vehicle is equipped and identified in accordance with the specifications for the Vehicle or as stipulated in the Main Contract. The destination and shift number shall be correctly displayed at the front of each Vehicle for every trip;
- 13.19. be liable for all fuel costs, including cost for fuel used during maintenance and repairs. Furthermore, the Operator is obliged to provide a detailed account of fuel consumption per Vehicle and measurement of distance travelled, properly captured. The Operator shall use 50 ppm fuel.
- 13.20. Where such fuel is, despite the Operator's reasonable endeavours and best efforts unavailable, then the Operator shall immediately inform the eThekweni Municipality of such unavailability, at the earliest time possible, and the parties shall thereafter convene and resolve the matter.
- 13.21. The eThekweni Municipality may undertake random quality fuel tests to verify the quality of the fuel in the Vehicles. If it is found that incorrect fuel is used at any time, a penalty shall be levied on the Operator.

- 13.22. ensure that all pre-trip and after trip procedures as stipulated by the eThekweni Municipality and/or the Representative, from, time to time, are strictly adhered to;
- 13.23. ensure that the Vehicles are washed and cleaned regularly and are kept in a neat and presentable manner. The Operator shall keep a record of the dates and times when the Vehicles are washed and these shall be signed by an authorized representative of the Operator and made available, upon request to the eThekweni Municipality and/or its Representative.
- 13.24. The Operator shall obtain the prior written approval of the eThekweni Municipality's City Fleet Unit in respect of the type of chemicals to be used to wash the Vehicles in order to prevent damage to the paintwork and branding, and shall comply with all instructions or directives that may be issued from time to time by the eThekweni Municipality or the Representative in respect of the washing of the Vehicles.
- 13.25. keep the Vehicles under its care and control at all times whilst the Vehicles are in its possession.
- 13.26. save as otherwise directed by the eThekweni Municipality or the Representative, ensure that all Vehicles remain, when not in use, on the premises of the eThekweni Municipality and checks may be undertaken by the eThekweni Municipality.
- 13.27. ensure that the Vehicles are used and operated in such a manner so as to ensure that the Vehicles will be returned to the eThekweni Municipality on termination of the Agreement entered into by the Operator and eThekweni Municipality, in the condition they were delivered, fair wear and tear excluded, it being noted that the eThekweni Municipality is responsible for the maintenance of the Vehicles;
- 13.28. ensure that all its staff entrusted with the driving of the Vehicles, drive the Vehicles in a manner that is not negligent and/or reckless and that special due care is exercised when operating any Vehicle at all times. The eThekweni Municipality reserves the right to request the Operator not to use a certain driver where reasonable grounds exist;

#### 14. SCHEDULLING OF VEHICLES

Scheduling of all vehicles and the selection of appropriate routes shall be the responsibility of the Operator using a qualified scheduler with a minimum experience of 5 years. It shall generally ensure the optimal use of the vehicles based upon the following conditions which are given in order of preference:

- collects and set down passengers on time;
- maximises the number of passengers carried per day;
- minimises the cost of the service to the Employer;
- minimises penalties payable by the Operator thereby maximising the quality of service (safety, time keeping, cleanliness etc.) provided to the passenger;



- 
- prioritises the carriage of residents of the City above others;
  - Prioritize for persons currently in employment in peak time
  - provides equity of service throughout the City;
  - provides for Special Events in the eThekweni Metropolitan area with prior approval from the city.

The scheduling will be monitored by the City. Should the City consider that the Operator is not scheduling the vehicles effectively, the City may instruct the Operator to improve the scheduling and impose penalties in such instances where the scheduling has been considered inefficient.

The waybill for each vehicle must be submitted 3 business days (business day means any other day than a Saturday, Sunday or official public holiday) before the actual scheduled date of operation of the vehicles to the City. Failure to submit the waybills timeously will result in penalties. Since the service may run on a demand basis minor adjustment to the waybill may be accepted.

## **15. VEHICLE DEPOTS AND PARKING**

The provision and maintenance of the vehicles and the depots shall be the responsibility of the City. The eThekweni Transport Authority will provide one depot facility in the Central region. The operator must provide his own office space. The vehicles will be maintained by the City.

## **16. COMPLAINTS**

The city will handle complaints and will set up a monthly steering engagement with the operator to address the complaints received.

## **17. TRAINING OF OPERATIONAL STAFF AND DRIVERS**

In addition to normal technical training, the Operator must ensure that all drivers and schedulers receive training in proper customer care and the specific requirements of people with special needs. The training programme must be approved by the City.

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The programme shall meet the following requirements:

- i) All training to be provided by qualified trainers.
- ii) Training modules specifically compiled for each of the operational staff categories (drivers / schedulers) including:
  - a) Customer care (based on passenger charter);
  - b) A component to specifically address special needs of disabled passengers.

First aid practices.

- iii) Minimum initial training of 7½ hours and refresher modules of at least 2 hours every six months
- iv) Awarding of certificates on successful completion.
- v) Dedicated budget provision
- vi) The funding for this training must be included in this offer.

## **18. TELEPHONE SWITCHBOARD EQUIPMENT**

The Operator shall provide and arrange telephone equipment for its own use. The Operator must ensure that its telephone equipment is of a reasonable standard and that the City is able to contact the Operator without undue difficulty.

## **19. CALL CENTRE EQUIPMENT REQUIREMENTS**

The provision of the call Centre will be the responsibility of the city. The operator will be obligated to schedule the passengers in line with the travel request that are submitted to the city.

## **20. SUBMISSION OF OPERATING DATA**

### **20.1. Duty Numbers**

Prior to the commencement of each week's service, the Operator shall submit to the Representative a complete list of proposed dedicated driver duties for that week.

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The list shall also show which vehicles are to be used and that status of the within the vehicle.

## 20.2. Trip Information to be submitted

Details of trip information shall be provided on a daily basis by the Operator to the City.

The information shall be presented both in digital and paper format and contain at least the information required within the following examples of table layout:

- Table 1: Driver's Waybill
- Table 2: No Shows Report
- Table 3: Daily Passenger Trips and Vehicle Operating Statistics

The Operator shall provide the City Representative on a monthly basis the following information:

- Employment Opportunities created by contract per month
- Breakdown of staff in terms of males, females, youth, persons with disabilities
- Total number of days worked per staff category
- Total wages/salaries paid to labour

The quantity of travelled kilometres and the times of departure from the depot/intermediate points shall be substantiated by a copy of the daily trip data prepared by the fleet monitoring system.

Each month, the Operator shall summarise the information that has been submitted on a daily basis to the City. This report, duly signed by the Operator, together with the completed electronically-based daily trip data, shall be submitted to the City not later than five (5) days after the end of the month. The report will constitute the passenger and distance travelled claim for checking the monthly claim form.

## 21. MONITORING OF THE SERVICE

The Operator shall charge the passengers an agreed fare for their journey. The level of the fare will be reviewed annually and will require the approval of the eThekweni Transport Authority. The onus of collecting the fares shall be on the Operator and all fares collected shall be retained by the Operator.

A supervising and monitoring firm may be appointed by the eThekweni Transport Authority to monitor the services provided by the Operator and certify the Operator's monthly payment claims. The powers and duties of the Firm will be executed by a representative appointed by the Firm and approved by the Employer. Alternatively, the Employer may undertake these duties itself.

## **22. TRANSITION TO THE NEW OPERATOR**

In order to assist the transition of the operation of the service from the existing operator to the new operator, the Operator shall:

- a) Place its staff that will be responsible for scheduling with the scheduling staff of the existing operator for a minimum period of three (1) week before the Commencement Date.
- b) Ensure that its drivers accompany the existing drivers during their daily trips for a minimum period of three (1) week before the Commencement Date.

The Operator must take over at least 70% of the driver personnel from the existing Operator. It is imperative that there is not a break in the delivery of DAR service. It is envisaged that with a new operator, there may be a transition period in terms of which the new operator, amongst others would train the drivers (and other staff) on the new routes.

**REPORTS REQUIRED****TABLE 1: DRIVER WAYBILL**

DATE												SHIFT START									
DRIVER												SHIFT END									
START KM												END KM									
Name	Reg#	Contact#	Disab	TO	P.Time	START KM	END KM	A.TIME	PICK UP	FARE	D. TIME	DROP OFF AND PICK UP POINT	FARE	P.TIME	START KM	END KM	A.TIME	DROP OFF	D.TIME	FARE TOTAL	

CODES	CODES
TO	DISABILITY
SO=SOCIAL	W=WHEELCHAIR
W=WORK	EW=ELECTRIC WHEELCHAIR
H=HOSPITAL	B=BLIND
D=DIALYSIS	D=DIALYSIS
SH=SHOPPING	SH=SHOPPING
O=OTHER	O =OTHER

**TABLE 2: NO SHOW REPORT**

WEEK:			NO SHOW CANCELLATION REPORT				
NAME	REG#	CONTACT#	PICKUP ADDRESS	Drop off	A.TIME	NS	REASON

**TABLE 3: DAILY PASSENGER REPORT**

DAILY PASSENGER REPORT			DATE			PREPARED BY					
DAR NO	DRIVER	NO-SHOWS	ACTUAL P/UP	W/CHAIR	SEATED	TOTAL	FARE	FUEL	KM/IN	KM OUT	TOTAL KM
1											
2											
3											
4											
5											
TOTAL PER DAY											

## DAILY REPORTS TO BE ATTACHED

1. ACCIDENT REPORTS
2. VEHICLE INSPECTION REPORT
3. INDUSTRIAL STRIKE (IF APPLICABLE)
4. NUMBER OF VEHICLES AFFECTED BY STRIKE (IF APPLICABLE)
5. DESCRIPTION OF COMPLAINTS RECEIVED AND HOW THEY WERE RESOLVED

### .3.19 INFORMATION ABOUT THE EXISTING CONTRACT

#### C.3.19.1 Operating Statistics

##### C.3.19.1.1 Trip purpose

Table 4: Trip Purpose of current DAR users

Trip Purpose	Passengers	% of total trips
School	54	40%
Work	67	49%
Social	4	3%
Hospital	11	8%
<b>Total</b>	<b>136</b>	<b>100%</b>

##### C.3.19.1.2 Fares

Table 5: Fare structure and levels

DISTANCE	PEAK FARE	OFF PEAK FARE
0-25km	R12-00	R8-00
26-40 km	R18-00	R12-00
>40km	R24.00	R16-00

Table 6: Distance travelled by the DAR fleet passengers carried in February 2020

Total KM	Total Bus Fares
3589	R4 655
5707	R5 150
6585	R5 220
4078	R3 602
5481	R4 020

6365	R3 460
6070	R2 895
6365	R4 190
5152	R2 652
6187	R3 820
6841	R4 050



**SECTION 8: BILL OF QUANTITIES / SCHEDULE OF RATES / ACTIVITIES**

Item	Description / Item Code	Unit of Measure	Estimated Quantity Required	Price excluding VAT		VAT		Price including VAT	
				R	c	R	c	R	c
1									
2									
3									
4									
5									
6									
7									
8									
9									
...									
Total of Prices (carried forward to the Tender Form):									

**SECTION 9: OFFICIAL TENDER FORM**

**Part A: OFFER BY TENDERER** - In response to **Tender Number : 1T-4560** I / we hereby offer to supply the goods / services detailed hereunder in accordance with the Technical Specification, and subject to the Standard and Special Conditions of Tender (Goods/Services), and General and Special Conditions of Contract, which accompanied your Tender (with which I / we acknowledge myself / ourselves to be fully acquainted) at the price stated below, or in the case of individual rates are indicated in Section 8 : Bill Of Quantities / Schedule of Rates / Activities.

QUOTATION PRICE EXCLUSIVE OF VAT	VAT AMOUNT	QUOTATION PRICE INCLUSIVE OF VAT
R	R	* R
* AMOUNT IN WORDS (incl. VAT): .....		

I / We hereby agree that this tender will hold good and remain open for acceptance as specified in the Conditions of Tender or during such other period as may be specified in the Special Conditions of Tender.

eThekwini Vendor Portal Registration Number:

PR

C.S.D Registration Number:

MAAA

S.A.R.S Pin Number:

**Completion of the following is compulsory. Failure to declare the following will invalidate your offer.**

**Declaration of Interest**

Are any of the entity's directors, managers, principle shareholder or stakeholders currently in the service of the state or have been in the service of the state in the past twelve (12) months?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is any spouse, child or parent of the entity's directors, managers, principle shareholder or stakeholder currently in the service of the state or have been in the service of the state in the past twelve (12) months?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of entity's member	Position in Entity	Name of Relative (if applicable)	Name of State Institution	Nature of Relationship	
Do you or any other directors, managers, principle shareholder or stakeholder of your entity have any relationship (spouse, family, friend, associate) with persons in the service of the state and/or who may be involved with the evaluation of this quotation? If yes please furnish particulars below				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of entity's member	Position in Entity	Name of Relative (if applicable)	Name of State Institution	Nature of Relationship	

Refer to the Consolidated MBD Documents in Section 4(d) for the definition of "in service of the State"

\* Signature :

\* Name (capitals):

Date:

Capacity:

\* Name of Business:

Tel:

Address:

Fax:

\* Denotes Mandatory Information

**Failure to complete the Mandatory Information and sign this Tender Form will invalidate the tender**

**Part B: ACCEPTANCE BY PURCHASER** - The Purchaser, as represented by the following Official, hereby accepts the Tenderer's offer in terms of the Conditions of Tender, Specifications, and Conditions of Contract.

Signature:

Name (capitals):

Date:

Capacity:

## **MANDATORY CRITERIA**

The tenderers will be checked if they meet the mandatory requirements. Any tenderer that does not meet any of the mandatory requirement will be deemed non-responsive.

All responsive tender offers will then be evaluated in accordance with eThekweni Municipality's current SCM Policy, the Preferential Procurement Policy Framework Act (5 of 2000), and the Preferential Procurement Policy Framework Act Regulations (January 2017) using an 80/20 preference point system.

## **MANDATORY REQUIREMENTS**

1. The tenderer must have adequate insurance and public liability cover against all risks that may arise in the conveyance of the passengers and proof must be submitted as part of the bid.