

# UMZIMVUBU LOCAL MUNICIPALITY PROVINCE OF THE EASTERN CAPE



**UMZIMVUBU**  
LOCAL MUNICIPALITY

## INFRASTRUCTURE & PLANNING DEPARTMENT

### PHEPHENI SPORTS FACILITY – PHASE 2

**CONTRACT No.: UMZ/2022-23/INFRA/MIG/001**

@

**EmaXesibeni  
Bidder**

**Name:** .....

**CIDB Grading:** .....

**Total of the prices inclusive of value added tax: R** .....

***BIDDER'S CLOSURES AT THE OFFICES OF: UMZIMVUBU LOCAL MUNICIPALITY OFFICES KWABHACA AT 12H00 ON THURSDAY THE 23<sup>rd</sup> February 2023***

Documents are to be delivered by hand in the tender box as no faxed copies will be acceptable; the box is situated at 'Reception' of Umzimvubu Municipality, **Dabula Street, Mount Frere.**

***NO LATE SUBMISSION WILL BE CONSIDERED***

Issued and by:  
UMZIMVUBU LOCAL MUNICIPALITY  
Dabula Street  
MOUNT FRERE  
5090

Municipal Manager : G.P.T. Nota  
Telephone : 039 – 255 8500

Technical Inquiries:

  
**MATAYA**  
SPECIALIST  
ENGINEERS

Cell. : +27 (0) 82 714 4400  
Email : admin@mataya.co.za



**EXPANDED PUBLIC WORKS PROGRAMME  
CONTRIBUTING TO A NATION AT WORK**

UMZIMVUBU LOCAL MUNICIPALITY  
CONTRACT NO. UMZ/2022-23/INFRA/MIG/001  
FOR  
PHEPHENI SPORTS FACILITY – PHASE 2

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## DOCUMENT CHECKLIST

This document checklist is provided to assist the tenderer.

	ITEMS	CHECKED
1	Returnable Schedules in Section T2.2	<input type="checkbox"/>
2	Correct Tender Offer carried forward to <b>Form of Offer and Acceptance</b> and the Form of Offer duly completed and signed.....	<input type="checkbox"/>
3	Schedule of Quantities:	
	i) Completed in <b>BLACK INK</b> only.....	<input type="checkbox"/>
	ii) Corrections crossed out and initialled .....	<input type="checkbox"/>
4	Contract specific data provided by the Contractor .....	<input type="checkbox"/>

## **T1: TENDERING PROCEDURES**

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**T1.1 TENDER NOTICE AND INVITATION TO TENDER**



## UMZIMVUBU LOCAL MUNICIPALITY

# ADVERT DATE: 06 February 2023

Project Name	Briefing Meeting and Venue	Ward	CIDB Grading	Site Inspection Date	Time	Contract Number	CLOSING DATE
EmaXesibeni Extension 6 Services	EmaXesibeni Hall	28	5CE or Higher	13 February 2023	10:00Am	UMZ/2022-23/INFRA/CAP/030	22 February 2023
Semeni Access Road Maintenance	KwaBhaca Offices Dabula Street	19	3 CE or Higher	15 February 2023	13:H00	UMZ/2022-23 /INFRA/CAP/ 025	22 February 2023
Phepheni Sports Facility – Phase 2	EmaXesibeni Hall	01	5CE or Higher	13 February 2023	10:H00	UMZ/2022-23/ INFRA/MIG/001	23 February 2023
Construction of Chithwa Recreational Park – Phase 1	EmaXesibeni Hall	28	4GB or Higher	13 February 2023	10:H00	UMZ/2022-23/ C&CS/009	23 February 2023
Construction of Shooting Range	KwaBhaca Offices Dabula Street	18	4GB of Higher	14 February 2023	10H00	UMZ/2022-23/C&CS/ PS/006	24 February 2023

**MANDATORY DOCUMENTS TO BE SUBMITTED, FAILURE TO DO SO WILL RESULT IN THE BID BEING DEMEED TO BE NON-RESPONSIVE.**

Umzimvubu Local Municipality Supply Chain Management policy will apply. A confirmation from SARS with a verification pin, **copy of company Registration/Founding Statement/CIPC Document**. JV Agreement for Joint venture must be attached. 80/20 evaluation criteria where 20 points will be allocated to specific goal: 10 points for companies owned by youth and 5 points for 100% Black ownership and 5 points for 100% Female ownership. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Original Certified ID Copies of Managing Directors/ Owners. Fully completed Compulsory submission of MBD forms 4, 6.1, 8 and 9 and Billing Clearance certificate or Statement of Municipal Accounts. Bid documents will be available **on Etender Portal for free to be downloaded and those that needs hard copies will be available at municipal offices at a fee of R451 to cover printing** as from date of advert for each project; only cash or bank guaranteed cheques made payable to Umzimvubu Local Municipality will be accepted. Compulsory submission of audited Annual Financial statements. **No couriered, faxed, e-mailed and late tenders will be accepted. Certification of documents must be within a period of 90 days. Bidders must be registered on CSD and provide confirmation of registration. Compulsory site briefing sessions will be held as per the dates provided on the table above.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant of appointment. All tenders must be deposited in the tender box situated at Umzimvubu Local Municipality Offices **at Dabula Street KwaBhaca Eastern Cape 5090, (30°54'30.8"S28°58'53.4"E), not later than 12h00 noon** as per above table, where they will be opened in public. All tenders must be clearly marked "Name of the project indicated above. **The municipality will not make any award to a person or persons working for the state.**

### PRE-QUALIFICATION

All bids will be subjected to a pre-qualification and will be required to achieve a minimum of 60 points to be evaluated further.

EmaXesibeni Extension 6 Services		Construction of Shooting Range		Phepheni Sports Facility – Phase 2		Construction of Chithwa Recreational Park – Phase 1	
Maximum Points to be scored	Criteria	Maximum Points to be scored	Criteria	Maximum Points to be scored	Criteria	Maximum Points to be scored	Criteria
40	Company experience.	40	Company Experience	40	Company Experience	40	Company Experience
40	Key personnel experience.	20	Key Personnel experience	15	Plant Equipment	20	Key Personnel experience
				25	Key Personnel experience		
20	Sound Methodology	40	Sound Methodology	20	Technical Capacity	40	Sound Methodology
100		100		100			

NB: Semeni Access Road Maintenance does not have functionality.

**ENQUIRIES:** All SCM related enquiries can be directed to Manager SCM at: (039) 255 8500 and Technical Enquiries to: Manager I & P Tel: 039 255 8500 Fax: 039 255 0167, other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

**GPT NOTA | MUNICIPAL MANAGER**

## **T1.2 TENDER DATA**

**T1.2 TENDER DATA**

The Tender Data shall be read with the Standard Conditions of Tender in order to expand on the Tenderer's obligations and the Employer's undertakings in administering the tender process in respect of the project under consideration.

The Tender Data hereafter shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of Tender Data given below is cross-referenced to the relevant clause in the Standard Conditions of Tender. The Conditions of Tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement, as printed in Board Notice 94 of 2006 in the Government Gazette No. 29138 of 2006 dated 18 August 2006.

The Standard Conditions of Tender make several references to the Tender Data which specifically applies to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender. Each item of Tender Data given below is cross-referenced to the relevant clause in the Standard Conditions of Tender.

**Tender Data Applicable to this Tender**

<b>Clause Number</b>	<b>Data / Wording</b>
<b>F.1.2</b>	<p>The <b>Tender Documents</b> consist of the following:</p> <p>(a) This <b>Project Document</b>, which contains the following:</p> <p><b>PART T1: TENDERING PROCEDURES</b></p> <p>T1.1 Tender Notice and Invitation to Tender</p> <p>T1.2 Tender Data</p> <p><b>PART T2: RETURNABLE DOCUMENTS</b></p> <p>T2.1 List of Returnable Documents</p> <p>T2.2 Returnable Schedules</p> <p><b>PART C1: AGREEMENTS AND CONTRACT DATA</b></p> <p>C1.1 Form of Offer and Acceptance</p> <p>C1.2 Contract Data</p> <p>C1.3 Form of Guarantee</p> <p>C1.4 Agreement in terms of Section 37(2) of the Occupational Health and Safety Act No. 85 of 1993</p> <p>C1.5 Transfer of rights</p> <p><b>PART C2: PRICING DATA</b></p> <p>C2.1 Pricing Instructions</p> <p>C2.2 Schedule of Quantities</p> <p><b>PART C3: SCOPE OF WORKS</b></p> <p>C3.1 Standard Specifications</p> <p>C3.2 Project Specifications</p> <p>C3.3 Particular Specifications</p> <p><b>PART C4: SITE INFORMATION</b></p> <p>C4.1 Locality Plan</p> <p>C4.2 Example of Contract Signboard Details</p> <p>C4.3 Drawings</p> <p>(b) <b>Drawings</b> (Attached under Page C 4.3)</p>



	<p>(c) <b>‘General Conditions of Contract for Construction Works – New Edition 2015’</b> issued by the South African Institution of Civil Engineering (abbreviated title ‘General Conditions of Contract 2015’- GCC 2015). This document is obtainable separately and Tenderers shall obtain their own copy.</p> <p>(d) <b>‘The COLTO Standard Specifications for Road and Bridge Works for State Road Authorities 1998 edition’</b>. This document is obtainable separately and Tenderers shall obtain their own copy.</p> <p>(e) <b>‘The Occupational Health and Safety Act No 85 and Amendment Act No 181 of 1993, and the Construction Regulations 2003’ (Government Gazette No 25207 of 18 July 2003, Notice No R1010)</b>. This document is obtainable separately and Tenderers shall obtain their own copy.</p> <p>In addition Tenderers are advised, in their own interest, to obtain their own copies of the following Acts, Regulations and Standards referred to in this document as they are essential for the Tenderer to become acquainted with the basics of construction management, the implementation of preferential construction procurement policies, and participation of targeted enterprises and labour:</p> <p>(i) The Construction Industry Development Board Act No. 38 of 2000 as amended and the Regulations in terms of the CIDB Act 38 of 2000, Government Notice No 692 of 9 June 2004.</p>
<b>F.1.4</b>	<p>The Accounting Officer is :</p> <p>Name : Mr G.P.T. Nota Tel: (039) 255 8500 Fax: (039) 255 0167/1893 E-mail: <a href="mailto:Nota.Tobela@umzimvubu.gov.za">Nota.Tobela@umzimvubu.gov.za</a></p>
<b>F.2.1</b>	<p>A Tenderer will not be eligible to submit a tender if:</p> <p>(a) the Contractor submitting the tender is under restrictions or has principals who are under restriction to participate in the Employer’s procurement due to corrupt or fraudulent practices;</p> <p>(b) the Tenderer does not have the legal capacity to enter into the contract;</p> <p>(c) the Contractor submitting the tender is insolvent, in receivership, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of the foregoing;</p> <p>(d) The Tenderer does not comply with the legal requirements stated in the Employer’s procurement policy;</p> <p>e) The Tenderer cannot demonstrate that he possesses the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, personnel, experience and reputation to perform the contract;</p> <p>(f) The Tenderer cannot provide proof that he is in good standing with respect to duties, taxes, levies and contributions required in terms of legislation applicable to the work in the contract.</p>

	<p>Only Tenderers meeting the Construction Industry Development Board (CIDB) contractor grading designation of <b>5CE or Higher</b>, as defined in the Regulations (01 June 2004 as amended) in terms of the CIDB Act 38 of 2000, are eligible to submit tenders for this contract:</p> <p>In terms of the Umzimvubu Municipality Supply Chain Management Policy Guideline, all suppliers of goods and services to the Umzimvubu Municipality are required to register on the Database.</p> <p>(1) Application forms may be obtained by phoning <b>039 255 8500</b></p>
<b>F.2.7</b>	There will be no arrangements for the compulsory Clarification Meeting, however service providers may visit the site as per the coordinates provided.
<b>F.2.8</b>	Change 'five working days' to 'seven working days'. Working days shall be from Monday to Friday and shall exclude all gazetted public holidays.
<b>F.2.10</b>	All tenderers must be registered for Value Added Tax (VAT) with the South African Revenue Services (SARS).
<b>F.2.12</b>	The requirements are as described in <b>Clause 1212 'ALTERNATIVE DESIGNS AND OFFERS'</b> of 'The COLTO Standard Specification for Road and Bridge Works for State Road Authorities 1998 edition'.
<b>F.2.13</b>	<p><b>F.2.13.3</b> Tender offers shall be submitted as an original only. Under no circumstances whatsoever may the tender forms be retyped or redrafted. Photocopies of the original tender documentation may be used, but an original signature must appear on such photocopies.</p> <p><b>F.2.13.5</b> The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are:</p> <p><b>Location of Tender Box:</b> In the Foyer, Umzimvubu Local Municipality</p> <p><b>Physical Address:</b> Dabula Street, Mount Frere</p> <p><b>Identification Details:</b> PHEPHENI SPORTS FACILITY – PHASE 2 Contract No. UMZ/2022-23/INFRA/MIG/001</p> <p><b>F.2.13.6</b> A two-envelope system will <b><u>not be followed</u></b>.</p>
<b>F.2.15</b>	<p>The closing time for submission of Tender Offers is: <b>12h00 Thursday 23<sup>rd</sup> February 2023</b></p> <p>Telegraphic, telephonic, telex, facsimile, electronic, e-mailed and late tenders will not be accepted.</p>
<b>F.2.16</b>	The tender offer validity period is <b>90 days</b> from the closing time for submission of tenders.
<b>F.2.19</b>	Access shall be provided for inspections and testing by personnel acting on behalf of the Employer.

<b>F.2.22</b>	This is not applicable.
<b>F.2.23</b>	The certificates as required in the Returnable Schedules and Forms must be provided with the tender for each party to a consortium / joint venture.
<b>F.3.1</b>	Change 'five working days' to 'seven working days'. Working days shall be from Monday to Friday and shall exclude all gazetted public holidays.
<b>F.3.2</b>	Change 'seven days' to 'five working days'. Working days shall be from Monday to Friday and shall exclude all gazetted public holidays.
<b>F.3.4</b>	<p>The time and location for opening of the tender offers are:  Time: <b>12h00</b> Date: <b>Thursday 23<sup>rd</sup> February 2023</b>  Location / Venue: Umzimvubu Local Municipality Reception,  Kwabhaca (Mount Frere).</p>
<b>F.3.5</b>	A two-envelope system will <b><u>not be followed</u></b> .
<b>F.3.11</b>	<b>Evaluation of tender offers</b>
<b>F.3.11.1</b>	The procedure for evaluation of responsive Tender Offers will be Method 2: Financial offer and preferences.
<b>F.3.11.2</b>	<p>The procedure for the evaluation of responsive tenders is Method 2 (Price and Preferences). The weighting of tender price and preferences of the tenderer will be done by way of a point system:  For contracts not exceeding a potential value of R50 000 000-00</p> <ul style="list-style-type: none"> <li>• 80 points are assigned to price; and</li> <li>• 20 points are assigned to BBBEE status.</li> </ul> <p>The total points for Price and BBBEE points must add up to 100 points. The financial offer will be scored using Formula:</p> <p><b><u>Formula for scoring the Tender Price</u></b></p> $P_p = A \times \left(1 - \frac{P_t - P_{min}}{P_{min}}\right)$ <p>Where</p> <p><b>P<sub>p</sub></b> = Preference points for price of tender under consideration;  <b>A</b> = Points allocated to price (maximum 90 or 80);  <b>P<sub>t</sub></b> = Rand value of tender under consideration; and  <b>P<sub>min</sub></b> = Rand value of the lowest acceptable tender.</p> <p><b><u>B-BBEE Level Points (10 points)</u></b></p> <p><b>Determination of Scores</b>  Entities that meet the set target for a particular element will get a full score. For entities whose tendered and verified targets are less than the set ones, the score shall be on a pro-rata basis. The typical formula that could be used in calculating the scores is as per the SCM Policy of the Umzimvubu Local Municipality.</p>

**Total Scores for Price and B-BBEE Status**

The points scored for a tenderer in respect of Price must be added to the points scored for B-BBEE Status. Only the tender with the highest number of points may be selected, except in those instances identified in the SCM Policy Framework of the Umzimvubu Municipality.

**PRE-QUALIFICATION REQUIREMENTS**

**Bidders should take note of the below Pre-evaluation criteria.**

Tender offers that score less than **60 (sixty) points** out of **100 (hundred) points** in respect of the following Pre evaluation eligibility criteria will be regarded as non- responsive and be excluded from further evaluation. Fraudulently obtained attachments will automatically lead to dismissal of the bidder.

DESCRIPTION	DELIVERABLES	SCORING CRITERIA	POINTS ALLOCATED
<b>Company Experience:</b>			<b>Max 40 points</b>
The Tenderer must list similar contracts matching the subject project's scope of work that have been satisfactorily and substantially (at least completed as a prime contractor, joint venture member, management contractor or sub-contractor within a period of past <b>5 Years</b> from the closing date of tender submission. One or two contracts listed shall comprise of the required quantities of work completed satisfactorily and certified by the Engineer. Where a combination of two projects or in the case of joint ventures, the value of contracts completed by its members can be combined and shall be treated as one contract to determine whether the requirement of the minimum scope of a single contract has been met, but each contract combined or performed by each member of joint venture shall exceed fifty percent (50%) of the minimum quantity of a single contract as required.			
Tenderer has experience in one or two similar projects (Sportsfield) with minimum Contract value of <b>R 5 Mil</b>	Submission of the contract reference returnable, completed for contracts executed by the tenderer. One or two reference letters signed and stamped for one or two completed contracts with appointment letters and project completion certificates	1. Two similar projects completed with a Contract value of <b>R 5 Million</b> or more	40
		2. One similar projects completed with a Contract value of <b>R 5 Million</b> or more	20
DESCRIPTION	DELIVERABLES	SCORING CRITERIA	POINTS ALLOCATED
<b>Plant and Equipment:</b>			<b>Max 15 points</b>
This will be assessed against a minimum number of different types of plant and equipment required to successfully complete the project within the stipulated construction period as determined by the engineer.			
Access to plant may be in a form of ownership, hire or leasing arrangements, orders etc. A letter of intent from hiring or leasing companies stating the number and type of plant and equipment on which arrangement has been made must be submitted. Any changes to the lease/hire agreement must be approved by the Municipality prior commencement.			
<b>NB. Full points allocated will awarded to plant that owned and ONLY 50% of points allocated will be awarded to equipment leased/hired.</b>			

<b>Proof of ownership on equipment indicated above must be submitted with the bid document. Failing to submit will result in disqualification of points.</b>				
<b>Consultants Estimation</b>				
<b>(A) Plant and equipment required</b>	<b>Points allocation</b>	<b>(B) Minimum Plant required</b>	<b>(C) Bidder Plant own</b>	<b>(D) Bidder Plant hire</b>
Grader (140G or equivalent)	3	1		
Tipper Truck (6 – 10m3)	2pts per truck (4)	2		
10 Ton Roller Compactor (smooth)	2	1		
Water Tanker	2	1		
Excavator (20-ton minimum)	2	1		
TLB (4X4)	2	1		
<b>Key personnel experience</b>				<b>Max 25 points</b>
The tenderer must have in its permanent employment key personnel as listed below, who meet the minimum requirements as stipulated. Alternatively, the tenderer shall provide a signed undertaking from an organisation having the required personnel, stating that they will undertake the necessary work on behalf of the tenderer in terms of a sub-consultant agreement. Such undertaking must be attached and secured to the tender document.				
Experience & Expertise of project team, CV's of the key personnel.	Submission of CV's with Certified Certificates of key personnel must be attached to claim points	<b>Site Agent:</b> Qualifications ( B-Tech, B Eng, BSC Civil) 10+ years' experience in similar projects  Qualifications (Diploma) 5+ years' experience in similar projects  <b>OHS Officer</b>  OHS Officer: Diploma in Occupational Health & Safety	15   5   10	
<b>Technical Capability</b>				<b>Max 20 points</b>
The Tenderer shall submit a letter from a Registered Financial Service Provider (registered with the FSB) confirming that the Tenderer has the financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated for this tender and submit a sound methodology to demonstrate a clear understanding of the scope of work.				
Tenderer must submit a sound methodology upon submission of tender	Methodology submitted to cover the following sub headings: - Organogram - Execution plan	Points will be allocated as follows:  Organogram  Execution plan	Max. Points per criterion  5  5	

		<ul style="list-style-type: none"> <li>- Programme of works</li> <li>- Health and Safety Measures</li> </ul>	Programme of works Cashflow projections Health and Safety Measures	2.5 2.5 5	
	<b>Maximum Total Points</b>			<b>100</b>	
<b>F.3.13</b>	<p><b>F.3.13.1</b> The legal requirements for acceptance of the tender offer are:</p> <ul style="list-style-type: none"> <li>(a) <b>Tender Defaulters Register</b> - the Tenderer or any of its principals is <u>not</u> listed on the register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.</li> <li>(b) <b>Abuse of the SCM System</b> - the Tenderer has <u>not</u> abused the Employer's Supply Chain Management System and has <u>not</u> been given a written notice to the effect that he has failed to perform on any previous contract.</li> <li>(c) <b>Declaration</b> - the Tenderer has indicated and declared whether or not a spouse, child or parent of the Tenderer is in the service of the State.</li> <li>(d) <b>Fraud and Corruption</b> - the Employer is satisfied that the Tenderer or any of his principals have <u>not influenced</u> the tender offer and acceptance by the following criteria:               <ul style="list-style-type: none"> <li>(i) having offered, promised or given a bribe or other gift or remuneration to any person in connection with the obtaining of this Contract;</li> <li>(ii) having acted in a fraudulent or corrupt manner in obtaining this Contract;</li> <li>(iii) having approached an officer or employee of the Employer or the Employer's Agent with the object of influencing the award of a Contract in the Tenderer's favour;</li> <li>(iv) having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from Tendering for this Contract or as to the amount of the Tender to be submitted by either party;</li> <li>(v) having disclosed to any other person, firm or company other than the Employer, the exact or approximate amount of his proposed Tender.</li> </ul> </li> </ul> <p>The Employer may, in addition to using any other legal remedies, repudiate the Tender offer and acceptance and declare the Contract invalid should it have been concluded already.</p>				
<b>F.3.18</b>	<p>The number of paper copies of the signed contract to be provided by the Employer is <b>one (1)</b>.</p>				

## **T2. RETURNABLE DOCUMENTS**

**T2: RETURNABLE DOCUMENTS****T2.1 LIST OF RETURNABLE DOCUMENTS**

1. This Project Document must be submitted as a whole and shall not be taken apart or altered in any way whatsoever. The following schedules and forms are contained in this document and are to be properly completed as required:
  - a) Returnable Schedules in T2.2.
  - b) C1.1 Form of Offer and Acceptance, A. Offer, on page C3.
  - c) Contract Specific Data Provided by the Contractor in C1.2.2 Part B.
  - d) Pricing Data in C2.2: Schedule of Quantities.



**T2.2 RETURNABLE SCHEDULES**

A	CERTIFICATE OF ATTENDANCE (Not Compulsory).....	T17
B	RECORD OF ADDENDA TO TENDER DOCUMENTS.....	T18
C	COMPULSORY ENTERPRISE QUESTIONNAIRE .....	T19
D	CERTIFICATE OF AUTHORITY .....	T21
E	PLANT AND EQUIPMENT.....	T26
F	EXPERIENCE OF TENDERER .....	T27
G	PROPOSED SUB CONTRACTORS .....	T28
H	KEY PERSONNEL .....	T29
I	DEVIATIONS AND QUALIFICATIONS .....	T30
J	CONTRACTOR'S HEALTH AND SAFETY DECLARATION .....	T31
K	TAX VERIFICATION PIN.....	T33
L	PREFERENCING SCHEDULE (FOR CONTRACT PARTICIPATION GOALS).....	T34
	MBD 4.....	T35
	MBD 6.1 .....	T38
	MBD 8.....	T45
	MBD 9.....	T47

NOTE: The Tenderer is required to complete each and every schedule and form listed above to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the Tenderer. Failure of a Tenderer to complete the schedules and forms to the satisfaction of the Employer may lead to rejection on the grounds that the tender is not responsive.

**A. CERTIFICATE OF ATTENDANCE (Not Compulsory to be signed as this will be checked on-site inspection attendance register)**

This is to certify that (*Tenderer*) .....

of (*address*) .....

..... was represented by the person(s) named below at the compulsory clarification meeting held for all tenderers **at the Umzimvubu Local Municipality offices, EmaXesibeni (Mount Ayliff) on Monday 13<sup>th</sup> February 2023 starting at 10h00.**

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the site of the works and / or matters incidental to doing the work specified in the tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the tender.

**Particulars of person attending the meeting:**

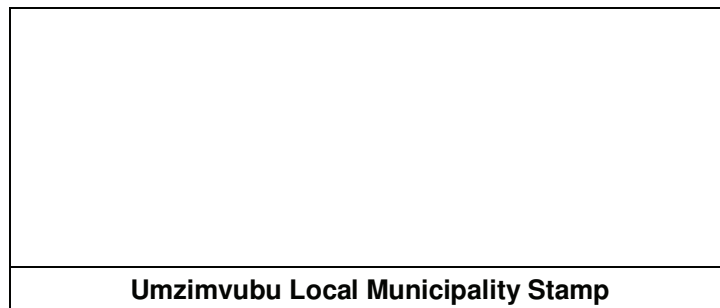
Name: ..... Signature: .....

Capacity: .....

**Attendance of the above person at the meeting is confirmed by the Employer's agent, namely:**

Name: Z. Qwane Signature: .....

Capacity: PROJECT MANAGER Date and Time: .....



**B. RECORD OF ADDENDA TO TENDER DOCUMENTS**

I / We confirm that the following communications received from the Employer or his representative before the date of submission of this tender offer, amending the tender documents, have been taken into account in this tender offer and are attached hereto.

ADDENDUM No.	DATE	DESCRIPTION

***Please attach all Addenda to this page***

SIGNATURE: .....

DATE: .....

*(Of person authorised to sign on behalf of the Tenderer)*

**C. COMPULSORY ENTERPRISE QUESTIONNAIRE**

The following particulars must be furnished. In the case of a joint venture, **separate** enterprise questionnaires in respect of each partner must be completed and submitted.

**Section 1: Name of enterprise:** .....

**Section 2: VAT registration number, if any:** .....

**Section 3: CIDB registration number, if any:** .....

**Section 4: Particulars of sole proprietors and partners in partnerships**

Name*	Identity number*	Personal income tax number*

\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

**Section 5: Particulars of companies and close corporations**

Company registration number .....

Close corporation number .....

Tax reference number .....

**Section 6: Record of service of the state**

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently serving or has served within the last 12 months as any of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |   |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |   |

**If any of the above boxes are marked, disclose the following:**

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

\*insert separate page if necessary

**Section 7: Record of spouses, children and parents in the service of the state**

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently serving or has served within the last 12 months as any of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |   |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |   |

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

\*insert separate page if necessary

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

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, 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;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise, has within the last five years been convicted of fraud or corruption;
- iv) 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 tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Enterprise  
name \_\_\_\_\_

**D. CERTIFICATE OF AUTHORITY**

The tenderer must indicate the enterprise status by ticking the appropriate box hereunder.

(I) SOLE PROPRIETOR	(II) CLOSE CORPORATION	(III) PARTNERSHIP	(IV) COMPANY	(V) JOINT VENTURE

The tenderer must complete the relevant certificate/s set out hereafter or must provide a certificate authorising the signatory on behalf of the enterprise(s).

**(I) CERTIFICATE FOR SOLE PROPRIETOR**

I....., hereby confirm that I am the sole owner of the

business trading as:.....

**Specimen Signature of Sole Owner:** .....

**Date:** .....

**In the case of a Joint Venture, this certificate must be completed by all Joint Venture partners that are Sole Proprietorships.**

**(II) CERTIFICATE FOR CLOSE CORPORATION**

I / We, the undersigned, being the key members in the business trading as.....  
 ..... hereby authorise Mr/Ms ....., acting in  
 the capacity of ....., to sign all documents in connection  
 with the tender for Contract No. .... and any contract resulting from it on our  
 behalf.

**Signatures of Members:**

NAME	ADDRESS	SIGNATURE	DATE

**Note:** *This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.*

**Specimen Signature of Signatory:** .....

**Date:** .....

**In the case of a Joint Venture, this certificate must be completed by all Joint Venture partners that are Close Corporations.**

**(III) CERTIFICATE FOR PARTNERSHIP**

We, the undersigned, being the key partners in the business trading as .....

.....

hereby authorise Mr/Ms .....

acting in the capacity of ....., to sign all documents in connection with the

tender for Contract No. .... and any contract resulting from it on

our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**Note:** *This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.*

**Specimen Signature of Signatory:** .....

**Date:** .....

**In the case of a Joint Venture, this certificate must be completed by all Joint Venture partners that are Partnerships.**



**(IV) CERTIFICATE FOR COMPANY**

I ....., chairperson of the Board of Directors

of ....., hereby confirm that by resolution of the Board

(copy attached) taken on ..... 20.....,

Mr/Ms ....., acting in the capacity of

....., was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

**Signature of Chairman:** .....

**Specimen Signature of Signatory:** .....

**Date:** .....

**In the case of a Joint Venture, this certificate must be completed by all Joint Venture partners that are companies.**

**(V) CERTIFICATE FOR JOINT VENTURE**

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize

Mr/Ms .....,

authorized signatory of the company .....

acting in the capacity of Lead Partner, to sign all documents in connection with the tender offer for,

Contract No. .... and any contract resulting from it on our behalf. This

authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of

all the partners to the Joint Venture.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME AND CAPACITY

**Note:** *This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Joint Venture as a whole.*

**Specimen Signature of Signatory:** .....

**Date:** .....

**E. PLANT AND EQUIPMENT**

**Note:** Each partner to a Joint Venture is to provide the information required below with respect to his company's contribution to the plant and equipment resourcing of the Joint Venture.

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

- (a) **Details of major Plant and Equipment that is owned by me / us and is immediately available for this contract:**

DESCRIPTION ( <i>type, size, capacity, etc.</i> )	QUANTITY	YEAR OF MANUFACTURE

*Attach additional pages if more space is required*

- (b) **Details of major Plant and Equipment that will be hired or acquired for this contract if my/ our tender is accepted:**

DESCRIPTION ( <i>type, size, capacity, etc.</i> )	QUANTITY	HOW ACQUIRED	
		HIRE/ BUY	SOURCE

*Attach additional pages if more space is required*

The Tenderer undertakes to bring onto site without additional cost to the Employer any additional plant not listed but which may be necessary to complete the contract within the specified contract period.

SIGNATURE: .....

DATE: .....

(of person authorised to sign on behalf of the Tenderer)

Note: 1. Each partner to a Joint Venture is to provide the information required below with respect to his company's contribution to the experience of the Joint Venture.

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

[illegible]

SIGNATURE: .....

(of person authorised to sign on behalf of the Tenderer)

I/We hereby notify you that it is my/our intention to employ the following subcontractors for work under this contract. If I/we am/are awarded a contract I/we agree that this notification does not change the requirement for me/us to submit the names of proposed subcontractors in accordance with the requirements of the contract for such appointments.

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

NAMES AND ADDRESSES OF PROPOSED SUBCONTRACTORS	NATURE AND EXTENT OF WORK TO BE SUBCONTRACTED	PREVIOUS EXPERIENCE WITH SUBCONTRACTOR

***Attach additional pages if more space is required***

SIGNATURE: .....

DATE: .....

(of person authorised to sign on behalf of the Tenderer)

**H. KEY PERSONNEL**

The Tenderer must insert in the spaces provided below a list of the key personnel in the Joint Venture to be employed in the construction of the Works together with a resumé of their experience with particular reference to the construction of similar Works.

The Tenderer shall attach the curriculum vitae of the listed key personnel to the next page.

*(The compiler to indicate the designations that will be required for the project)*

DESIGNATION	NAMES	PROJECT TYPE	VALUE OF WORK	YEAR COMPLETED
Site Agent	Name: ..... ..... Qualification.: .....			
OHS Officer	Name: ..... ..... Years' Experience: .....			
Other Specify: ..... .....	Name: ..... ..... Years' Experience: .....			
Other Specify: ..... .....	Name: ..... ..... Years' Experience: .....			

**Attach additional pages if more space is required**

SIGNATURE: .....

DATE: .....

*(of person authorised to sign on behalf of the Tenderer)*

**I. DEVIATIONS AND QUALIFICATIONS**

Should the Tenderer wish to make any deviation from or any qualification to the Special Conditions of Contract, Specifications, Schedule of Quantities, or Drawings, or should he wish to qualify the tender in any way, he shall indicate the proposals clearly hereunder or alternatively on photocopies of the original tender documentation which shall be attached to this page.

SECTION	PAGE	DEVIATION OR QUALIFICATION, INCLUDING REFERENCE CLAUSE OR ITEM NUMBER

***Attach additional pages if more space is required***

SIGNATURE: .....

DATE: .....

*(of person authorised to sign on behalf of the Tenderer)*

**J. CONTRACTOR'S HEALTH AND SAFETY DECLARATION**

In terms of Clause 4(4) of the OHS Act 1993 Construction Regulations 2003 (referred to as "the Regulations" hereafter), a Contractor may only be appointed to perform construction work if the Employer is satisfied that the Contractor has the necessary competencies and resources to carry out the work safely in accordance with the Occupational Health and Safety Act No 85 of 1993 and the OHS Act 1993 Construction Regulations 2003.

To that effect a person duly authorised by the tenderer must complete and sign the declaration hereafter in detail.

**Declaration by Tenderer**

1. I the undersigned hereby declare and confirm that I am fully conversant with 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 the OHS Act 1993 Construction Regulations 2003.

2. I hereby declare that my company has the competence and the necessary resources to safely carry out the construction work under this contract in compliance with the Construction Regulations and the Employer's Health and Safety Specifications.

3. I propose to achieve compliance with the Regulations by one of the following:

(a) From my own competent resources as detailed in 4(a) hereafter: ..... **\*Yes / No**

(b) From my own resources still to be appointed or trained until competency is achieved, as detailed in 4(b) hereafter: ..... **\*Yes / No**

(c) From outside sources by appointment of competent specialist subcontractors as detailed in 4(c) hereafter: ..... **\*Yes / No**

(\* = delete whatever is not applicable)

4. Details of resources I propose:

*(Note: Competent resources shall include safety personnel such as a construction supervisor and construction safety officer as defined in Regulation 6, and competent persons as defined in the OHS Act 1993 Construction Regulations 2003, as applicable to this contract)*

(a) Details of the competent and qualified key persons from my company's own resources, who will form part of the contract team:

NAMES OF COMPETENT PERSONS	POSITIONS TO BE FILLED BY COMPETENT PERSONS



- (b) Details of training of persons from my company's own resources (or to be hired) who still have to be trained to achieve the necessary competency:

(i) By whom will training be provided? .....

(ii) When will training be undertaken? .....

(iii) List the positions to be filled by persons to be trained or hired: .....

.....

.....

- (c) Details of competent resources to be appointed as subcontractors if competent persons cannot be supplied from own company:

Name of proposed subcontractor: .....

Qualifications or details of competency of the subcontractor: .....

.....

.....

5. I hereby undertake, if my tender is accepted, to provide, before commencement of the works under the contract, a suitable and sufficiently documented Health and Safety Plan in accordance with Regulation 5(1) of the Construction Regulations, which plan shall be subject to approval by the Employer.
6. I confirm that copies of my company's approved Health and Safety Plan, the Employer's Safety Specifications as well as the OHSA 1993 Construction Regulations 2003 will be provided on site and will at all times be available for inspection by the Contractor's personnel, the Employer's personnel, the Engineer, visitors, and officials and inspectors of the Department of Labour.
7. I hereby confirm that adequate provision has been made in my tendered rates and prices in the schedule of quantities to cover the cost of all resources, actions, training and all health and safety measures envisaged in the OHSA 1993 Construction Regulations 2003, and that I will be liable for any penalties that may be applied in terms of the said Regulations (Regulation 30) for failure on the Contractor's part to comply with the provisions of the Act and the Regulations.
8. I agree that my failure to complete and execute this declaration to the satisfaction of the Employer will mean that I am unable to comply with the requirements of the OHSA 1993 Construction Regulations 2003, and accept that my tender will be prejudiced and may be rejected at the discretion of the Employer.

SIGNATURE: .....

DATE: .....

*(of person authorised to sign on behalf of the Tenderer)*

**K. TAX VERIFICATION PIN**

The tenderer is to attach an original Tax Verification Pin issued by the South African Revenue Services (SARS) to this page.

Failure to submit original and valid Tax Verification Pin may invalidate the tender.

**L. PREFERENCING SCHEDULE (DIRECT PREFERENCES)**

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 & THE CONTRACT FORM – RENDERING OF SERVICES.

MBD 4.....	T36
MBD 6.1.....	T39
MBD 8.....	T46
MBD 9.....	T48

MBD 4

**DECLARATION OF INTEREST**

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

3.1 Full Name: .....

3.2 Identity Number: .....

3.3 Company Registration Number: .....

3.4 Tax Reference Number: .....

3.5 VAT Registration Number: .....

3.6 Are you presently in the service of the state **YES / NO**

3.6.1 If so, furnish particulars.

.....  
.....3.7 Have you been in the service of the state for the past Twelve months? **YES / NO**

3.7.1 If so, furnish particulars.

.....  
.....

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

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

3.8.1 If so, furnish particulars.

.....

.....

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

YES / NO

3.9.1 If so, furnish particulars.

.....

.....

3.10 Are any of the company’s directors, managers, principle shareholders or stakeholders in service of the state?

YES / NO

3.10.1 If so, furnish particulars.

.....

.....

3.11 Are any spouse, child or parent of the company’s directors Managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.11.1 If so, furnish particulars.

.....

.....

CERTIFICATION

I, THE UNDERSIGNED (NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## MBD 6.1

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

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 reference point system shall be applicable; or
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:
- |  | POINTS |
|--|--------|
| <b>PRICE</b>   | 80     |
| <b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>                | 20     |
| <b>Total points for Price and B_BBEE must not exceed</b> | 100    |
- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad- Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes

## 3. POINTS AWARDED FOR PRICE

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

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

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

80/20                      or                      90/10

Where

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



**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

**5. BID DECLARATION**

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

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

- 6.1 B-BBEE Status Level of Contributor: ..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.):

**7. SUB-CONTRACTING**

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

(*Tick applicable box*):

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

- 7.1.1 If yes, indicate:

i)What percentage of the contract will be subcontracted.....%

ii)The name of the sub-contractor.....

.....

iii)The B-BBEE status level of the sub-contractor.....

iv)Whether the sub-contractor is an EME or QSE(

(*Tick applicable box*):

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

v)Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017

Designated Group: An EME or QSE which is at last 51% owned by:	EME <input checked="" type="checkbox"/>	QSE <input checked="" type="checkbox"/>
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium  
☐ One person business/sole propriety  
☐ Close corporation  
☐ Company  
☐ (Pty) Limited  
 [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer  
☐ Supplier  
☐ Professional service provider  
☐ Other service providers, e.g. transporter, etc.  
 [TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated: .....

Registered Account Number: .....

Stand Number:.....

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

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

## WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDER(S)

DATE: .....

ADDRESS .....

.....

.....

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

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).  <b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>

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

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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

MBD 9

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

**MBD 9**

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract

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



**MBD 9**

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder