



**JOE GQABI ECONOMIC DEVELOPMENT AGENCY**  
**27 Dan Pienaar Avenue, Aliwal North, 9750**  
**Telephone 051 023 0600**  
*Vision led and output driven*

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<b>Bid Description</b>	<b>REQUEST FOR EXPRESSION OF INTEREST FOR REGISTRATION FOR A PANEL OF CONTRACTORS CIDB GRADE 3-5 FOR A PERIOD OF 3 YEARS</b>
<b>Bid number</b>	<b>JOGEDA/SCM/05/2024/25</b>
<b>Name of Bidder</b>	
<b>Tax Number</b>	
<b>CSD Registration Number</b>	
<b>SARS Pin</b>	
<b>CIDB(CRS) Registration Number</b>	
<b>Closing Date</b>	<b>18 June 2025</b>
<b>Closing Time</b>	<b>14H00</b>
<b>Briefing session</b>	<b>26 May 2025@Eureka hall @11H00 27 May 2025@ LadyGrey Town hall @11H00 29 May 2025@ Maclear Town community hall @11H00</b>
<b>Bid Validity Period</b>	<b>120 Days</b>
<b>Tender Box Address</b>	<b>JoGEDA no. 27 Dan Pienaar Avenue Aliwal North 9750</b>

- The **MBD 1** and all other application forms attached as **Part 5** must be completed and signed in the original that is in ink.
- Forms with photocopied signatures or other such reproduction of signatures will be rejected.
- Bids by telegram facsimile or other similar apparatus will not be acceptable for consideration

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**PART1****PART A****MBD1****INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>					
BID NUMBER:	JoGEDA/SCM/05/2024/25	CLOSING DATE:	18 June 2025	CLOSING TIME:	14H00
DESCRIPTION	REQUEST FOR EXPRESSION OF INTEREST FOR REGISTRATION FOR A PANEL OF CONTRACTORS CIDB GRADE 3-5 FOR A PERIOD OF 3 YEARS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE		R
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE</b>	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b>	

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

**NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

.....

.....

.....

## **PART 2**

### **CONDITIONS OF BID**

#### **1. BACKGROUND**

- The Joe Gqabi Economic Development Agency (JoGEDA) is an entity assigned the responsibility of identifying, assessing, consolidating, facilitating and promoting economic development and investment projects for and on behalf of the entire Joe Gqabi District.

#### **2. OFFER AND SPECIAL CONDITIONS**

- Without detracting from the generality of clause below, bidders must submit a completed and signed Invitation to Bid form (MBD1) and requisite bid forms attached as (Part 5) with its bid. Bidders must take careful note of the special conditions.
- All bids submitted in reply to this invitation to bid should incorporate all the forms, parts, certificates and other documentation forming part of this invitation to bid, duly completed and signed where required (failure to submit complete document will lead to disqualification).
- In the event that any form or certificate provided in Part 5 of this document to bid does not have adequate space for the bidder to provide the requested details, the bidder should attach an annexure to such form or certificate on which the requested details should be provided and the bidder should refer to such annexure in the form or certificate provided
- Failure to complete any part of this document will render the submission invalid and will be disqualified.

#### **3. CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS**

##### **CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS**

- Bids must be delivered/ couriered to No. 27 Dan Pienaar, Springs, Aliwal North to the bid box on or before **18 June 2025 at 14H00.**
- No faxed/mailed submissions will be accepted only delivered /couriered submission will be accepted.
- Late submissions will be disqualified.

#### **4. ENQUIRIES**

- Only written queries will be replied to for record purposes, on or before the **11 June 2025** so all queries to be emailed to Ms. Sive Mgoloza at: [scmjogeda@jogeda.co.za](mailto:scmjogeda@jogeda.co.za).
- JoGEDA will endeavor to inform bidders of the progress until conclusion of the tender and all raised queries shall be responded to within **three (3) days**.

#### **5. DECLARATION OF INTEREST**

- The bidder should submit a duly completed and signed declaration of interest (MBD 4) together with the bid.
- The declaration of interest is attached as an Annexure on PART 5 of this document

## **6. DECLARATION OF BIDDER'S PAST SCM PRACTICES**

- The bidder must complete the declaration and sign accordingly to submit with the bid. The declaration of bidder's past supply chain management practices (MBD 8) is attached as an Annexure on PART 5 of this document.

## **7. PREFERENTIAL POINTS CLAIM FORM IN TERMS OF THE PPR OF 2022.**

- The bidder must complete the preferential points claim form (MBD 6) and sign accordingly to submit with the bid. The preferential points claim form is attached as an Annexure on PART 5 of this document

## **8. CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- The bidder must complete the certificate of independent bid determination and sign accordingly to submit with the bid. The certificate of independent bid determination (MBD 9) is attached as an Annexure on PART 5 of this document.

## **9. PARTNERSHIPS AND LEGAL ENTITIES**

- In the case of the bidder being a partnership, all certificates reflecting the names, identity numbers and address of the partners, members or directors (as the case may be) must be submitted with the bid.

## **10. OBTAINING BID DOCUMENTS**

- Bid documents will only be available on the JoGEDA website [www.jogeda.co.za](http://www.jogeda.co.za) and e-Tender portal at [www.etenders.gov.za](http://www.etenders.gov.za) and [www.cidb.org.za](http://www.cidb.org.za)

## **11. ACCEPTANCE OF BIDS**

- The JoGEDA does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the municipal entity.

## **12. VALIDITY**

- Bid documentation submitted by the bidder will be valid and open for acceptance for a period of (120) calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

## **13. CONSORTIUM**

- It is recognized that bidders may wish to form consortia to provide the Services.
- A bid in response to this invitation to bid by a consortium shall comply with the following requirements.
- It shall be signed so as to be legally binding on all consortium members;

- One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;
- The lead member shall be the only authorized party to make legal statements, communicate with the JoGEDA and receive instructions for and on behalf of any and all the members of the consortium;
- A copy of the agreement entered into by the consortium members shall be submitted with the bid.
- The lead member must comply with all the requirements of the bid.
- Preference points will be only awarded when a consolidated BBBEE Certificate is submitted

#### **14. JOINT VENTURE**

- It is recognized that bidders may wish to form a Joint Venture to provide the Services.
- A bid in response to this invitation to bid by a Joint Venture shall comply with the following requirements:-
- It shall be signed so as to be legally binding on all Joint Venture members;
- One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the Joint Venture members;
- The lead member shall be the only authorized party to make legal statements, communicate with the JoGEDA and receive instructions for and on behalf of any and all the members of the Joint Venture;
- A copy of the agreement entered into by the Joint Venture members shall be submitted with the bid.
- The lead member must comply with all the requirements of the bid.
- Preference points will be only awarded when a consolidated BBBEE Certificate is submitted

#### **15. NON-DISCLOSURE, CONFIDENTIALITY AND SECURITY**

- The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a “need to know” basis with the approval of the JoGEDA. In the event that the bidder is appointed pursuant to this invitation to bid such bidder may be subject to security clearance prior to commencement of the Services.

#### **16. NO RIGHTS OR CLAIMS**

- Receipt of the invitation to bid does not confer any right on any party in respect of the Services or in respect of or against the JoGEDA. The JoGEDA reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party’s participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party. Accordingly, parties have no rights, expressed or implied, with respect to any of the Services as a result of their participation in the bid process.
- The JoGEDA, nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to bid or the subsequent submission of a bid in response to this invitation to bid in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and

howsoever incurred by bidders in connection with or arising out of the bid process.

## **17. ACCURACY OF INFORMATION**

- The information contained in the invitation to bid has been prepared in good faith. The JoGEDA nor any of their respective directors, advisors, officers, employees, agents, representatives make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to bid, or any other written or oral information made available in connection with the bid and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.
- This invitation to bid may not contain all the information that may be required to evaluate a possible submission of a response to this invitation to bid. The bidder should conduct its own independent analysis of the operations to the extent required to enable it to respond to this bid.

## **18. COMPETITION**

- Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.
- In general, the attention of bidders is drawn to Section 4(1) (iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive bidding.
- If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation they are encouraged to discuss their position with the competition authorities before submitting a response.
- Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.

## **19. RESERVATION OF RIGHTS**

- Without limitation to any other rights of the JoGEDA (whether otherwise reserved in this invitation to bid or under law), the JoGEDA expressly reserves the right to: -
- Request clarification on any aspect of a response to this invitation to bid received from the bidder, such requests and the responses to be in writing;
- Amend the bidding process, including the timetables, closing date and any other date at its sole discretion;
- Reject all responses submitted by bidders and to embark on a new bid process;
- The municipal entity may request the shortlisted bidders to present their proposals to the Bid Committee;
- To verify information provided for references to claim points;
- To disqualify any tender/bidder who misrepresented information to claim point

**NB ONLY JoGEDA conditions provided in this document will be applicable; no bidders' conditions will be considered/accepted)**





## INVITATION TO BID

### **REQUEST FOR EXPRESSION OF INTEREST FOR REGISTRATION FOR A PANEL OF CONTRACTORS CIDB GRADE 3-5 FOR A PERIOD OF 3 YEARS.**

**BID NUMBER: JoGEDA/SCM/05/2024/25**

The Joe Gqabi Economic Development Agency (JoGEDA), a Municipal Entity of the Joe Gqabi District Municipality (JGDM), hereby invites suitably experienced contractors to express their interest to be in the panel of contractors from various disciplines in the built environment such as civil, mechanical, electrical, building works. The aim of this bid is to invite contractors with **Grades 3-5 CIDB** grading to register on the panel of contractors with JoGEDA for a period of 3 years. The panel will be updated on an annual basis, wherein contractors that have been confirmed by JoGEDA to be on the panel for 3 years will be given an opportunity to update their information should there be changes that JoGEDA needs to update.

Acceptance of any Bid shall not constitute a binding contract between the Employer and the successful bidder. Rather it shall imply that the bidder has qualified to be a member of the panel and upon successfully submission of bids based on the Requests for Proposals or Quotations sent out on a rotational basis to the panel members for various assignments periodically and the subsequent acceptance and appointment to the assignment, the Employer and bidder will enter into a contract.

Bids will be evaluated on pre-qualification requirements and functionality, bids that score less than 40 out of 80 points on functionality will be considered as non-responsive. Completed EOI documents must be placed in a sealed envelope clearly marked "**EXPRESSION OF INTEREST FOR REGISTRATION FOR PANEL OF CONTRACTORS CIDB GRADE 3-5 – BID NO.: JOGEDA/SCM/05/2024/25**" and should be hand submitted on or before the closing date to the following address: Joe Gqabi Economic Development Agency at 27 Dan Pienaar Ave, Aliwal North, 9750, not later than **14H00 on 11 June 2025**. No emailed, faxed submissions will be accepted only hand delivered or couriered submissions will be accepted. A Non-compulsory briefing session will be held as details on the cover page.

For further enquiries contact Ms. Sive Mgoloza at [scmjogeda@jogeda.co.za](mailto:scmjogeda@jogeda.co.za) no later than 11 June 2025

Bid conditions are detailed in the bid document. Failure to comply with the bid conditions will invalidate your bid. The entity reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. **CONDITIONS OF BID NB ONLY JoGEDA conditions provided in this document will be applicable; no bidders' conditions will be considered/ accepted.**

DR V. MARAMBANA

CHIEF EXECUTIVE OFFICER

## PART 4

### TERMS OF REFERENCE

#### EXPRESSION OF INTEREST FOR REGISTRATION FOR A PANEL OF CONTRACTORS GRADE 3-5 FOR A PERIOD OF 3 YEARS

##### 1. PURPOSE

- JoGEDA invites prospective contractors to submit an Expression of Interest (EOI) for the establishment of its contractor database. The aim is to have a ready pool of contractors who can be invited to submit pricing proposal or quotation for infrastructure work as and when required by the agency. It must be noted that work is NOT guaranteed for contractors that qualify to be in the database.
- The scope of work requires the contractor to select the CIDB grading and category for which they prefer to be prequalified in. The bidder is limited to a maximum of two categories, where three or more are selected the first two will be considered.

The CIDB Grading is as follows:

R	CIDB grading status												
	Please tick only TWO Grade OR only TWO area of specialization e.g. 3 CEPE or 5 GB												
3 000 000	3	CE	CEPE	EB	EBPE	GB	GBPE	ME	MEPE	SO	SOPE	SQ	SQPE
6 000 000	4	CE	CEPE	EB	EBPE	GB	GBPE	ME	MEPE	SO	SOPE	SQ	SQPE
10 000 000	5	CE	CEPE	EB	EBPE	GB	GBPE	ME	MEPE	SO	SOPE	SQ	SQPE

NB: Bidders may only apply for two CIDB grading category

- The restriction that bidders may only apply for two CIDB grading categories for Grade 3-5 is to prevent a single entity from dominating multiple categories, and thus promote fair competition among contractors and ensure an equitable distribution of opportunities. Additionally, it helps mitigate the risk of non-performance, as bidders are less likely to overextend themselves and fail to deliver due to excessive workload.

##### 2. BRIEF BACKGROUND ABOUT THE PROJECT SHOULD BE INCLUDED

- The Joe Gqabi Economic Development Agency (JoGEDA), a Municipal Entity of the Joe Gqabi District Municipality (JGDM), hereby invites suitably qualified contractors for the establishment of a database of contractors in the CIDB grading designation 3-5 for a period of 3 years.

### **3. EXTENT OF WORK**

- Contractors who qualify to be on the panel will be invited to respond to request for quotations based on project scope, complexity, and specification. Successful bidder's practical knowledge and experience of Construction Works in line with the key areas as defined below is sought:

#### **3.1 ENGINEERING WORKS (CE)**

Particularly related to the construction, roads, refurbishment and rehabilitation of the following ~~types~~ of works but not limited to below list:

- Reservoir
- Roads
- Housing
- Dam, tunnels, canal
- Water and Sanitation
- Construction of Waterborne Ablution block
- Pump stations
- Waste Water Treatment Plants (WWTP's),
- Water Treatment Plants (WTP's)
- Pipelines (Raw water; Potable water and Sewer Mains), etc

This will also include maintenance of municipal water reticulation and sewer collection networks, as well as treatment optimization of existing wastewater and water treatment facilities.

#### **3.2 MECHANICAL ENGINEERING WORKS (ME)**

Particularly related to the construction and refurbishment of the following types of works but not limited to below list:

- Hydro-mechanical equipment (incl. pump stations)
- Pipe work
- Cranes and lifting equipment
- Passenger lifts
- Corrosion control specialists
- Testing and certifying of all mechanical equipment
- Design and draughting of mechanical equipment
- Review of mechanical designs and drawings
- Compilation and supply of Operation and Maintenance manuals
- Pumps
- Pipelines
- Waste handling systems
- Water treatment systems.

### **3.3 ELECTRICAL ENGINEERING WORKS (EB/EP)**

- Particularly related to the construction and refurbishment of the works mentioned above undersections a. and b., which is applicable to the electrical engineering works.

### **3.4 GENERAL BUILDING WORKS (GB)**

Particularly related to the construction and refurbishment of the following types of works but not limited to below list:

- i. General Repairs, Renovations and Additions
- ii. Clinic
- iii. Schools
- iv. Water and Sanitation
- v. Housing
- vi. Commercial, residential and Industrial
- vii. Pump stations
- viii. Construction of VIP Toilets

### **3.5 SPECIALIST WORKS**

Particularly related to the construction of the following types of works but not limited to below list:

- i. SQ: The development, extension, installation, repair, removal, alteration, dismantling or demolition of fencing, fencing installation, etc
- ii. SO: The development, extension, installation, renewal, removal, alteration, or dismantling or demolition of water installations and soil and waste water drainage associated with buildings (wet services and plumbing).

## **4. PERFORMANCE MONITORING & REPORTING**

- Delivery periods, where indicated must be adhered to. The bidder will be required to submit mandatory reports to the agency, the frequency and dates thereof to be stipulated and agreed upon by the parties upon the awarding of the Bid.
- Site inspections will be conducted to monitor compliance with project specifications. JoGEDA reserves the right to terminate the contract due to non-performance.

## **5. PAYMENT TERMS**

- A valid tax invoice, along with proof of completed work and any other required documentation as agreed upon by the parties upon the awarding of the bid, must be submitted before payment processing.
- Submitted claims will be processed and forwarded to Joe Gqabi District Municipality or the end user client upon receiving a valid tax invoice. Payment to the service provider will be made after JoGEDA has

received the corresponding funds from the Municipality.

## **6. CONSTRUCTION COMPLIANCE & LEGAL OBLIGATIONS**

- The service provider must comply with construction building regulations, environmental laws, and labour laws and shall be responsible for obtaining any necessary permits and approvals.

## **7. OBTAINING BID DOCUMENTS**

- Bid documents will be available only on the JoGEDA website ([www.jogeda.co.za](http://www.jogeda.co.za)), e-Tender portal ([www.etenders.gov.za](http://www.etenders.gov.za)) and the CIDB website ([www.cidb.org.za](http://www.cidb.org.za)).

## **8. LATE BIDS**

- Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).
- All dates and times in this bid are South African standard time. Any time or date in this bid is subject to change at JOGEDA's discretion. The establishment of a time or date in this bid does not create an obligation on the part of JOGEDA to take any action or create any right in any way for any bidder to demand that any action be taken on the date established.
- The bidder accepts that, if JOGEDA extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

## **9. AWARDING OF BID**

- The bid will be awarded to the bidders who are responsive in terms of Compliance and Functional Evaluation.

## **10. RESPONSE FORMAT (SUBMISSION OF BIDS)**

- The bids must be submitted in the prescribed format. Standard bidding documents attached with terms of reference should be filled in (not re-typed).
- The bidders are required to submit One (1) copy in total, consisting of (1) hard copy only
- Service providers are required to submit all the above in one envelope if submission is via courier services.
- Cover Page must clearly indicate the bid reference number, description and the service provider name.
- The documents below must be completed and submitted with the bid (Failure to comply with this requirement will result in your bid being disqualified)
- Use of Tippex and erasable ink will render the bid non responsive.

## **11. PRESENTATION / DEMONSTRATION**

- No presentation and demonstration will be held.

## **12. COUNTER CONDITIONS**

- Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

### **13. BRIEFING SESSIONS**

- A Non-compulsory briefing session will be held as tabled below: -

#	Dates	Venue	Time
1.	26 May 2025	Eureka Hall	11H00
2.	27 May 2025	Lady Grey Town Hall	11H00
3.	29 May 2025	Maclear Town Hall	11H00

### **14. ENQUIRIES**

- Enquiries may be directed to: Supply Chain Management. Only written queries will be replied to for record purposes, all queries to be forwarded to Email: scmjogeda@jogeda.co.za
- Queries should be written on the letter with the company letterhead. The queries shall be responded to within 3 working days.
- Queries received after the 11 June 2025 shall not be responded to.
- JoGEDA will endeavor to inform bidders of the progress until conclusion of the tender.

### **15. DUE DILIGENCE**

- JOGEDA reserves the right to conduct due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

### **16. SELECTION AND EVALUATION CRITERIA**

- JoGEDA targets contractors of CIDB grade 3 to 5. All bids that comply with the Pre-qualification requirements will be evaluated further for functionality as per score card of the bid.
- The following selection process will be followed:
  - a) Pre-qualification requirements
  - b) Functionality - The minimum qualifying score for functionality will be **45 of 80** points as tabled below. All bids that fail to achieve the minimum qualifying score will be disqualified.
    - Detailed functionality criteria are summarized below:
      - Company experience (35 points)-This refers to the completed projects in each category selected.
      - Director (s) Qualifications (30 points)
      - Proof of access to skilled staff (15 points)

## 17.1 MANDATORY REQUIREMENTS

- All submitted bids will be evaluated for prequalification and failure to comply with below mentioned instruction will lead to a disqualification. For compliance purposes only fully completed and signed documents will be considered.

## PRE – QUALIFICATION REQUIREMENTS

- Failure to comply with the below mentioned pre-qualification instructions may lead to disqualification

**\*A bid will not be disqualified from the bidding process**

No.	Item/description	Yes/No
1	POPIA Compliance	
2	Invitation to Bid (MBD 1)	
3	Tax Clearance Certificate (SARS PIN) (MBD 2)	
4.	Declaration of Interest (MBD 4 )	
5	*Preference Points Claim Forms (MBD 6.1)	
6.	Past Supply Chain Practices (MBD 8)	
7.	Certificate of Independent Bid Declaration (MBD 9)	
8	Active registration with CIDB Grade 3-5.	
9.	Authority to sign a bid	
10.	*General Condition of Contracts	
11.	*Terms of references	
12.	Company Registration documents & Directors ID documents	
13.	JV or Consortium Agreement where applicable must be attached	
14.	For proof of Address please bring <b>one</b> of the following: <ul style="list-style-type: none"> <li>- Municipal account not later than 90 days;</li> <li>- Municipal Clearance certificate</li> <li>- Lease agreement and sworn affidavit confirming lease agreement</li> <li>- Proof of address from the ward councilor or municipality and sworn affidavit for village residents only.</li> </ul>	
15.	The Service Provider must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za">https://secure.csd.gov.za</a> to obtain your vendor number. Submit proof of	

	registration.	
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**a. FUNCTIONALITY EVALUATION CRITERIA**

- The bidder must obtain the minimum points required in each criterion tabled below, failure to do so the bid will be declared non-responsive.
- A bidder that scores less than 45 out of 80 for CIDB Grade 3 to 5 will be regarded as submitting a non-responsive bid and will be disqualified.
- All necessary documentation must be submitted for the bid committees to make an informed decision. Absence of supporting documents may cause the bidder to lose points. Evaluation will be based on the information provided by the bidder.

Detailed functionality criteria are summarized below

Criteria	Description	Functionality Rating	Evidence	Scores (Max Points)	Scores (Min Points)
1. Construction Related Experience of the Company	Points will be allocated based on proof of completed projects in the past 5 years and must be in line with selected CIDB categories. NB: The bidder will be assigned to the selected CIDB category based on the submitted experience	<ul style="list-style-type: none"> <li>• 5 completed projects = 35 points</li> <li>• 4 completed projects = 30 points</li> <li>• 3 completed projects = 25 points</li> <li>• 2 completed projects = 20 points</li> <li>• 1 completed project = 15 points</li> <li>• 0 completed project = 0-point</li> </ul>	(a) Relevant Completion Certificates that are company stamped <b>or</b> (b) Reference form that are company stamped and signed by client or principal agent <b>or</b> (c) Reference letters that are company stamped and signed by client or principal agent with clear completed similar projects details  <b>(Refer to annexure E)</b>	<b>35</b>	<b>20</b>
2. Director (s) Qualification	Points will be allocated based on the submission of the required Qualifications details (In the case where bidder has more than one director, points will be allocated to the most qualified director.)	<ul style="list-style-type: none"> <li>• (NQF Level 4) Standard 10 or grade 12 = 15 Points.</li> <li>• (NQF Level 6) National Diploma Cert = 20 Points.</li> <li>• Any Qualification above = 30</li> </ul>	Proof of Certified directors Qualifications   <b>(Refer to annexure F)</b>	<b>30</b>	<b>15</b>

Criteria	Description	Functionality Rating	Evidence	Scores (Max Points)	Scores (Min Points)
3.Proof of access to skilled staff	Points will be allocated based on the submission of Proof of staff complement to be allocated for the programme.	<ul style="list-style-type: none"> <li>• Site Agent: 5 Points</li> <li>• OHS Officer: 5 points</li> <li>• Foreman: 5 Points</li> </ul> <b>(See detailed criteria below)</b>	<ul style="list-style-type: none"> <li>• Curriculum Vitae &amp;</li> <li>• Certified copies of qualification of skilled staff</li> </ul> <b>(Refer to annexure G)</b>	15	10
<b>Total number of points:</b>				<b>80</b>	<b>45</b>

**Proof of access to skilled staff detailed functionality rating continues**

- Point scoring for evaluation of skilled staff member is max 15 points
- Bidder must submit evidence of all the above-mentioned skilled staff.

Position	Site Agent	Foreman	OHS Officer
Points	Below is indicated the level of experience for each key staff member for scoring		
1 Point	Matric with 1 year construction experience or NQF level 4 TVET with 1 year construction experience	Matric with 2 years construction experience or NQF level 4 TVET with min 2 years construction experience	Samtrac or equivalent qualification with 1 year experience in construction.
	National Diploma in Built Environment with 0-6 months construction experience.	NQF level 2 TVET with 3 years construction experience	
3 Points	Matric with 3 years construction experience or NQF level 4 TVET with 3 years construction experience	Matric with 4 years construction experience or NQF level 4 TVET with 4 years construction experience	Samtrac or equivalent qualification with at least 2 years' experience in construction.
	National Diploma in Built Environment with 2 years construction experience	NQF level 2 TVET with 5 years construction experience	
5 Points	Matric with min 4 years construction experience or NQF level 4 TVET with min of 4 years construction experience	Matric with min of 5 years construction experience or NQF level 4 TVET with min of 5 years' construction experience	Samtrac or equivalent qualification with at least 3 years' experience in construction.
	National Diploma in Built Environment with min of 3 years construction experience	NQF level 2 TVET with more than 5 years' experience.	
<b>Total Score</b>			<b>15 Points</b>

**PART 5**

**ANNEXURE A-R**

**FAILURE TO COMPLETE ALL RELEVANT FORM SWILL LEAD TO YOUR BID BEING REJECTED**

## **ANNEXURE A**

### **POPIA COMPLIANCE**

**CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF INFORMATION ACT, 4 OF 2013 (POPIA),  
FOR STAKEHOLDERS EXTERNAL TO THE JOGEDA**

## **2. INTRODUCTION**

- The Protection of Personal Information Act, 4 of 2013, (POPIA) regulates and controls the collection, storage, use, transfer, and processing of a person's (in some instances a juristic person's) Personal Information. In terms of the POPI Act, the Joe Gqabi Economic Development Agency (JoGEDA) has a legal duty to process a person's Personal Information in a lawful, legitimate and responsible manner.
- The JoGEDA does and will from time-to-time process Personal Information. In terms of POPIA all persons, including any JoGEDA employee and/or partner who collects, manages, processes, transfers, stores and/or retains such Personal Information, whether held under a document, recording or in any other format, has a responsibility to process such information in accordance with the provisions under POPIA. In order to discharge this duty, the JoGEDA as the responsible party requires your express and informed permission to process your Personal Information for the purpose of procurement activities.

## **3. DEFINITIONS**

- Take note of the following definitions which will be used throughout this document, and which are used in the POPIA.
- "biometrics" means a technique of personal identification that is based on physical, physiological, or behavioral characterization including blood typing, fingerprinting, DNA analysis, retinal scanning and voice recognition;
- "child" means a natural person under the age of 18 years who is not legally competent, without the assistance of a competent person, to take any action or decision in respect of any matter concerning him- or herself;
- "competent person" means any person who is legally competent to consent to any action or decision being taken in respect of any matter concerning a child;
- "consent" means any voluntary, specific and informed expression of will in terms of which permission is given for the processing of Personal Information;
- "data subject" means the person to whom Personal Information relates;
- "operator" means a person who processes Personal Information for a responsible party in terms of a

contract or mandate, without coming under the direct authority of that party;

- "person" means a natural person or a juristic person
  
- **"Personal Information"** means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—
  - information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, color, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
  
  - a) information relating to the education or the medical, financial, criminal or employment history of the person;
  - b) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier, or other particular assignment to the person;
  - c) the biometric information of the person;
  - d) the personal opinions, views, or preferences of the person;
  - e) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
  - f) the views or opinions of another individual about the person; and
  - g) the name of the person if it appears with other Personal Information relating to the person or if the disclosure of the name itself would reveal information about the person.
  
- **"processing"** means any operation or activity or any set of operations, whether or not by automatic means, concerning personal Information, including—
  - a) the collection, receipt, recording, organization, collation, storage, updating or modification, retrieval, alteration, consultation or use;
  - b) dissemination by means of transmission, distribution or making available in any other form; or
  - c) merging, linking, as well as restriction, degradation, erasure or destruction of information;
  
- **"record"** means any recorded information—regardless of form or medium, including any of the following: information produced, recorded or stored by means of any tape-recorder, computer equipment, whether hardware or software or both, or other device, and any material subsequently derived from information reproduced, recorded or stored;
  - a) label, marking or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means;
  - b) book, map, plan, graph or drawing;
  - c) photograph, film, negative, tape or other device in which one or more visual images are embodied so as to be capable, with or without the aid of some other equipment, of being reproduced;
  - d) in the possession or under the control of a responsible party;
  - e) whether or not it was created by a responsible party; and
  - f) regardless of when it came into existence;
  - g)

## Examples of Personal Information include

- A person's name and address (postal and email)
- Date of birth
- Statements of fact (factual statements)
- Any expression or opinion communicated about an individual
- Minutes of meetings, reports
- Emails, file notes, handwritten notes, sticky notes
- Photographs and virtual meeting and CCTV footage if an individual can be identified by the footage
- Employment and student applications
- Spreadsheets and/or databases with any list of people set up by code or student/staff
- Employment number
- Employment or education history
- Special Personal Information Includes:
  - Any information relating to an individual's:
    - Ethnicity
    - Gender
    - Religious or other beliefs
    - Political opinions
    - Membership of a trade union
    - Sexual orientation
    - Medical history
  - Offences committed or alleged to have been committed by that individual
  - Biometric details
  - Children's details

**"responsible party"** means a public or private body or any other person who, alone or in conjunction with others determines the purpose of and means for processing personal information.

## 4. PURPOSE FOR THE COLLECTION

- 3.1 The purpose for the collection of your Personal Information and the reason why JoGEDA requires your Personal Information is to enable JoGEDA to:
- 3.1.1 comply with lawful obligations, including all applicable labour, tax and financial legislation and/or the B-BBEE laws;
  - 3.1.2 to give effect to a contractual relationship as between you and JoGEDA and in order to ensure the correct administration of the relationship;
  - 3.1.3 for operational reasons including the conducting of research;
  - 3.1.4 to protect the legitimate interests of JoGEDA, yourself or a third party;
- All Personal Information which you provide to JoGEDA will only be used for the purposes for which it is collected

## **5. CONSEQUENCES OF WITHOLDING CONSENT OR PERSONAL INFORMATION**

- 4.1 Should you refuse to provide JoGEDA with your Personal Information which is required by JoGEDA for the purposes indicated above, and the required consent to process the aforementioned Personal Information, then JoGEDA will be unable to engage with you or enter into an agreement or relationship with you.

## **6. STORAGE AND RETENTION AND DESTRUCTION OF INFORMATION**

- 5.1 All Personal Information which you provide to JoGEDA will be held and/or stored securely and held for the purpose for which it was collected, as reflected above.
- 5.2 Your Personal Information will be stored electronically in a centralised data base, which, for operational reasons, will be accessible to authorised persons within JoGEDA.
- 5.3 Where appropriate, some information may be retained in hard copy.
- 5.4 In either event, storage will be secure and audited regularly regarding the safety and the security of the information.
- 5.5 Once your Personal Information is no longer required due to the fact that the purpose for which the information was held has expired, such Personal Information will be safely and securely archived for a period of 5 years or longer, especially should this be required by any other law applicable in South Africa. Thereafter, all your Personal Information will be permanently destroyed.

## **7. ACCESS BY OTHERS**

- The JoGEDA may from time to time have to disclose your Personal Information to other parties, and entities regulators and/or governmental officials but such disclosure will always be subject to an agreement which will be concluded between JoGEDA and the party to whom it is disclosing your Personal Information, which contractually obliges the recipient of the Personal Information to comply with strict confidentiality and data security conditions.

## **8. RIGHT TO OBJECT**

- In terms of section 11(3) of POPIA you have the right to object in the prescribed manner to JoGEDA processing your Personal Information. On receipt of your objection JoGEDA will place a hold on any further processing until the cause of the objection has been resolved.



## **9. ACCURACY OF INFORMATION AND ONUS**

- POPIA requires that all your Personal Information and related details, as supplied are complete, accurate and up to date. Whilst JoGEDA will always use its best endeavors to ensure that your Personal
- Information is reliable, it will be your responsibility to advise JoGEDA of any changes to your Personal Information, as and when these may occur.

## **10. ACCESS TO THE INFORMATION BY THE DATA SUBJECT**

- You have the right at any time to ask the JoGEDA to provide you with the details of any of your Personal Information which the JoGEDA holds on your behalf; and the details as to what JoGEDA has done with that Personal Information, Provided that such request is made using the standard section 51 PAIA process, which procedure can be accessed by downloading and completing the standard request for information form, housed under section 51 of the PAIA Manuals which can be found on our website.

## **11. COMPLAINTS**

- You have the right to address any complaints regarding the processing of your Personal Information to the JoGEDASCM Officer at [scmjogeda@jogeda.co.za](mailto:scmjogeda@jogeda.co.za) or you may approach to the Information

## **12. DECLARATION AND INFORMED CONSENT**

- I declare that all Personal Information supplied to JoGEDA is accurate, up to date, is not misleading and that it is complete in all respects. I undertake to immediately advise JoGEDA of any changes to my Personal Information should any of these details change. By providing JoGEDA with my Personal Information, I consent and give the JoGEDA permission to process and further process my Personal Information as and where required and acknowledge that I understand the purposes for which it is required and for which it will be used.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## **ANNEXURE B**

### **AUTHORITY TO SIGN THE BID**

#### **A. COMPANIES**

If a Service provider is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this BID to do so, as well as to sign any contract resulting from this BID and any other documents and correspondence in connection with this BID and/or contract on behalf of the company must be submitted with this BID, that is before the closing time and date of the BID

#### **AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on.....20,  
Mr/Mrs..... (whose signature appears below) has  
been duly authorized to sign all documents in connection with this BID on behalf of

(Name ..... of ..... Company)

.....

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

.....

SIGNED ON BEHALF OF COMPANY:.....(PRINTNAME).....

SIGNATURE OF SIGNATORY: ..... DATE: .....

WITNESSES: 1 ..... DATE:.....

WITNESSES: 2 ..... DATE:.....

#### **B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

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

SIGNATURE..... DATE.....

### C. PARTNERSHIP

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

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

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

hereby authorise .....to sign this BID as well as any contract  
resulting from the BID and any other documents and correspondence in connection with this BID and  
/or contract on behalf of

.....	.....	.....
SIGNATURE	SIGNATURE	SIGNATURE
.....	.....	.....
DATE	DATE	DATE

### D. CLOSE CORPORATION

In the case of a close corporation submitting a BID, a certified copy of the Founding Statement of such corporation shall be included with the BID, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf. By resolution of members at a meeting on

..... 20..... at .....

Mr/Ms ....., whose signature appears below, has been authorised

to sign all documents in connection with this BID on behalf of (Name of Close Corporation)

.....  
.....

SIGNED ON BEHALF OF CLOSE CORPORATION.....(PRINT NAME)

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

SIGNATURE OF SIGNATORY: ..... DATE:.....

WITNESSES: 1..... DATE: .....

WITNESSES: 2..... DATE: .....

## E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the BID, together with the resolution by its members authoring a member or other official of the co-operative to sign the BID documents on their behalf. By resolution of members at a meeting on .....  
20.....

at..... Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this BID on behalf of (Name of cooperative)  
.....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:  
.....

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

SIGNED ON BEHALF OF CO-OPERATIVE:.....

NAME IN BLOCK LETTERS:.....

WITNESSES: 1 ..... DATE:.....

WITNESSES: 2 ..... DATE:.....

## F. JOINT VENTURE

If a Service provider is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this BID to do so, as well as to sign any contract resulting from this BID and any other documents and correspondence in connection with this BID and/or contract on behalf of the joint venture must be submitted with this BID, before the closing time and date of the BID.

### AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners  
on.....20.....

Mr/Mrs....., Mr/Mrs .....

Mr/Mrs.....and Mr/Mrs.....

(whose signatures appear below) have been duly authorised to sign all documents in connection with this BID on behalf of: (Name of Joint Venture).....

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

SIGNED ON BEHALF OF (COMPANY NAME)..... (PRINT NAME)

SIGNATURE:..... DATE:.....

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

SIGNED ON BEHALF OF (COMPANY NAME).....(PRINT NAME)

SIGNATURE:..... DATE:.....

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

SIGNED ON BEHALF OF (COMPANY NAME)..... (PRINT NAME)

SIGNATURE:..... DATE:.....

## **G. CONSORTIUM**

If a Service provider is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this BID to do so, as well as to sign any contract resulting from this BID and any other documents and correspondence in connection with this BID and/or contract on behalf of the consortium must be submitted with this BID, before the closing time and date of the BID.

### **AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the consortium on.....20.....

Mr/Mrs..... (whose signature appear below) have been duly authorised to sign all documents in connection with this BID on behalf of:

(Name of Consortium).....

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

SIGNATURE:..... DATE:.....

**FAILURE TO COMPLY WITH THE FOLLOWING ABOVE MENTIONED INSTRUCTIONS MAY LEAD TO YOUR PROPOSAL BEING REJECTED AUTHORITY TO SIGN A BID**

**GOVERNMENT PROCUREMENT  
GENERAL CONDITIONS OF CONTRACT**

**NOTES**

The purpose of this document

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

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

- The General Conditions of Contract (GCC) will form part of all bid documents and may not
- Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid (if applicable) and will supplement the General Conditions

## **TABLE OF CLAUSES**

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

## **General Conditions of Contract**

The following terms shall be interpreted as indicated:

### **1 Definitions**

- 1.1 "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's store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad markets its goods on its 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 subservice providers) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of



entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place
- 1.18 "Manufacture" means the production of products in a factory using about, 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 ancillaries to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form 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, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3 General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Bid Bulletin. The Government Bid Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **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 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause. 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6 Patent rights**

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

## **7 Performance Security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - a 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
  - a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

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

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or Service Provider shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

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

## **9 Packing**

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

## **10 Delivery and documents**

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

## **11 Insurance**

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

## **12 Transportation**

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

## **13 Incidental Services**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

## **14 Spare parts**

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

- 14.1 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
- 14.2 in the event of termination of production of the spare parts:
- Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - 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 in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of and claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16 Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon 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 in SCC.

## **17 Prices**

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

## **18 Increase/ Decrease of quantity**

- 18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised quantities. The contractor may be approached to reduce the unit price, and such offers may be accepted if there is no escalation in price.

## **19 Contract Amendments**

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

## **20 Assignment**

- 20.1 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.

## **21 Subcontracts**

- 21.1 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.

## **22 Delays in the supplier's performance**

- 22.1 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.
- 22.2 If at any time during performance of the contract, the supplier or its subservice provider(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. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 22.3 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 supplies are required, or the supplier's services are not readily available.
- 22.4 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 without the application of penalties.
- 22.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **23 Penalties**

- 23.1 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.

## **24 Termination for default**

- 24.1 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:
- 24.2 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;
- 24.3 if the Supplier fails to perform any other obligation(s) under the contract; or
- 24.4 if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 24.5 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.

## **25 Anti-dumping and countervailing duties and rights**

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

## **26 Force Majeure**

- 26.1 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.
- 26.2 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
- 26.3 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.

## **27 Termination for insolvency**

- 27.1 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.

## **28 Settlement of Disputes**

- 28.1 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.
- 28.2 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.
- 28.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 28.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 28.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - b) the purchaser shall pay the supplier any monies due the supplier.
- 28.6 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 in SCC.

## **31 Notices**

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.



## **32 Taxes and Duties**

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder.

## **33 Prohibition of Restrictive practices**

- 33.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 33.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 33.3 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.

**TAX CLEARANCE 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. In order to meet this requirement bidders are required to complete in full the valid SARS PIN on the space provided on the cover page as it appears on the company's Tax Clearance Certificate documents **OR**
2. The original Tax Clearance Certificate with a valid SARS PIN must be submitted together with the bid.  
  
In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate

## **ANNEXURE E**

### **COMPANY EXPERIENCE**

Attach company experience on similar projects that have been implemented in the past 5 years accompanied with either of the listed below: -

- (a) Relevant Completion Certificates that are company stamped.
- (b) Reference form that are company stamped and signed by client or principal agent.
- (c) Reference letters that are signed and company stamped by client or principal agent, with clear completed similar projects details

**REFERENCE FORM - PROJECT 1**

<b>Project title:</b>	
<b>Bid/Quote no:</b>	

**NOTE: This returnable document must be completed by the person who was the principal agent on infrastructure projects that was completed successfully by the Bidder.**

I, \_\_\_\_\_ (name and surname) of \_\_\_\_\_ (company name)  
 declare that I was the principal agent on the following building construction project successfully  
 executed by \_\_\_\_\_ (name of Bidder):

Project name: \_\_\_\_\_

Project location: \_\_\_\_\_

Construction period: \_\_\_\_\_ Completion date: \_\_\_\_\_

Contract value: \_\_\_\_\_

A. Please evaluate the performance of the Bidder on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

	Very Poor	Poor	Fair	Good	Excellent
	1	2	3	4	5
1. Project performance / time management / programming					
2. Quality of workmanship					
3. Resources: Personnel					
4. Resources: Plant					
5. Financial management / payment of subcontractors / cash flow, etc					

B. Would you consider / recommend this Bidder again:

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

C. Any other comments:

\_\_\_\_\_

D. My contact details are: Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ -mail:

\_\_\_\_\_

Thus signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

Signature of principal agent

COMPANY STAMP

Signature of Bidder

Name of Bidder

Date

## REFERENCE FORM - PROJECT 2

Project title:	
Bid/Quote no:	

**NOTE: This returnable document must be completed by the person who was the principal agent on infrastructure projects that was completed successfully by the Bidder.**

I, \_\_\_\_\_ (name and surname) of \_\_\_\_\_ (company name)  
declare that I was the principal agent on the following building construction project successfully  
executed by \_\_\_\_\_ (name of Bidder):  
Project name: \_\_\_\_\_  
Project location: \_\_\_\_\_  
Construction period: \_\_\_\_\_ Completion date: \_\_\_\_\_  
Contract value: \_\_\_\_\_

B. Please evaluate the performance of the Bidder on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

	Very Poor	Poor	Fair	Good	Excellent
	1	2	3	4	5
1. Project performance / time management / programming					
2. Quality of workmanship					
3. Resources: Personnel					
4. Resources: Plant					
5. Financial management / payment of subcontractors / cash flow, etc					

B. Would you consider / recommend this Bidder again:

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

C. Any other comments:

\_\_\_\_\_

D. My contact details are: Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ -mail: \_\_\_\_\_

\_\_\_\_\_

Thus signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

Signature of principal agent

COMPANY STAMP
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Signature of Bidder

Name of Bidder

Date

**REFERENCE FORM - PROJECT 3**

<b>Project title:</b>	
<b>Bid/Quote no:</b>	

**NOTE: This returnable document must be completed by the person who was the principal agent on infrastructure projects that was completed successfully by the Bidder.**

I, \_\_\_\_\_ (name and surname) of \_\_\_\_\_ (company name)  
 declare that I was the principal agent on the following building construction project successfully  
 executed by \_\_\_\_\_ (name of Bidder):  
 Project name: \_\_\_\_\_  
 Project location: \_\_\_\_\_  
 Construction period: \_\_\_\_\_ Completion date: \_\_\_\_\_  
 Contract value: \_\_\_\_\_

C. Please evaluate the performance of the Bidder on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

	Very Poor	Poor	Fair	Good	Excellent
	1	2	3	4	5
1. Project performance / time management / programming					
2. Quality of workmanship					
3. Resources: Personnel					
4. Resources: Plant					
5. Financial management / payment of subcontractors / cash flow, etc					

B. Would you consider / recommend this Bidder again:

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

C. Any other comments:

\_\_\_\_\_

D. My contact details are: Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ -mail: \_\_\_\_\_

\_\_\_\_\_

Thus signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

Signature of principal agent

COMPANY STAMP
---------------

Signature of Bidder

Name of Bidder

Date

## REFERENCE FORM - PROJECT 4

Project title:	
Bid/Quote no:	

**NOTE: This returnable document must be completed by the person who was the principal agent on infrastructure projects that was completed successfully by the Bidder.**

I, \_\_\_\_\_ (name and surname) of \_\_\_\_\_ (company name)  
declare that I was the principal agent on the following building construction project successfully  
executed by \_\_\_\_\_ (name of Bidder):  
Project name: \_\_\_\_\_  
Project location: \_\_\_\_\_  
Construction period: \_\_\_\_\_ Completion date: \_\_\_\_\_  
Contract value: \_\_\_\_\_

A. Please evaluate the performance of the Bidder on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

	Very Poor	Poor	Fair	Good	Excellent
	1	2	3	4	5
1. Project performance / time management / programming					
2. Quality of workmanship					
3. Resources: Personnel					
4. Resources: Plant					
5. Financial management / payment of subcontractors / cash flow, etc					

B. Would you consider / recommend this Bidder again:

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

C. Any other comments:

\_\_\_\_\_

D. My contact details are: Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ -mail: \_\_\_\_\_

\_\_\_\_\_

Thus signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

Signature of principal agent

COMPANY STAMP
---------------

Signature of Bidder

Name of Bidder

Date

## REFERENCE FORM - PROJECT 5

Project title:	
Bid/Quote no:	

**NOTE: This returnable document must be completed by the person who was the principal agent on infrastructure projects that was completed successfully by the Bidder.**

I, \_\_\_\_\_ (name and surname) of \_\_\_\_\_ (company name)  
declare that I was the principal agent on the following building construction project successfully  
executed by \_\_\_\_\_ (name of Bidder):  
Project name: \_\_\_\_\_  
Project location: \_\_\_\_\_  
Construction period: \_\_\_\_\_ Completion date: \_\_\_\_\_  
Contract value: \_\_\_\_\_

A. Please evaluate the performance of the Bidder on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

	Very Poor	Poor	Fair	Good	Excellent
	1	2	3	4	5
1. Project performance / time management / programming					
2. Quality of workmanship					
3. Resources: Personnel					
4. Resources: Plant					
5. Financial management / payment of subcontractors / cash flow, etc					

B. Would you consider / recommend this Bidder again:

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

C. Any other comments:

\_\_\_\_\_

D. My contact details are: Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ -mail: \_\_\_\_\_

\_\_\_\_\_

Thus signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

Signature of principal agent

COMPANY STAMP
---------------

Signature of Bidder

Name of Bidder

Date



## **ANNEXURE F**

### **QUALIFICATIONS OF THE DIRECTORS**

**Attach the required documents below: -**

- Certified Copies of the Directors qualifications

## ANNEXURE G

### ACCESS TO SKILLED STAFF

Attach the required documents below: -

- Curriculum Vitae &
- Certified copies of qualification of skilled staff (any other relevant supporting documents)

No.	Project Leader	Name	Qualification	Years of Experience	Experience
	Foremen				
	Site Agent				
	OHS or Safety Officer				

## **ANNEXURE H**

### **LETTER OF GOOD STANDING**

Attached hereto is my / our copy of LETTER of good standing with the Compensation for Occupational Injuries and Diseases, e.g. letter of good standing.

(This is not a disqualifying factor)

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 3.1. Full Name of bidder or his or her representative:.....
- 3.2. Identity Number: .....
- 3.3. Position occupied in the Company (director, trustee, Shareholder<sup>2</sup>):.....
- 3.4. Company Registration Number: .....
- 3.5. Tax Reference Number:.....
- 3.6. VAT Registration Number: .....
- 3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8. Are you presently in the service of the state?

YES	NO
-----	----

3.8.1 If yes, furnish particulars. ....

<sup>1</sup>MSCM Regulations: “in the service of the state” means to be –

- (a) a member of – (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

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

3.9 Have you been in the service of the state for the past twelve months? 3.9.1. If yes, furnish particulars.....

YES	NO
-----	----

3.9 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
-----	----

3.9.1. If yes, furnish particulars. ....

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

YES	NO
-----	----

3.9.1. If yes, furnish particulars .....

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

YES	NO
-----	----

3.10.1. If yes, furnish particulars. ....

3.11 Are any spouse, child or parent of the company's directors trustees, managers, principleshareholders or stakeholders in service of the state?

YES	NO
-----	----

3.11.1. If yes, furnish particulars.....

3.12 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.

YES	NO
-----	----

3.14.1 If yes, furnish particulars:.....

## 2 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

### DECLARATION

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

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

STATE MAY REJECT THE BID OR 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 2022**

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

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

**1. GENERAL CONDITIONS**

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

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

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

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

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

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation,

and includes all applicable taxes;

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

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

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

The specific goals allocated points in terms of this tender	Allocation of the 20 points in terms of the 80/20 system	Required proof for specific goals claimed	Tenderer
Black owned enterprise (51% and above)	5	Detailed CSD report demonstrating ethnic group.	
Enterprise located within the Joe Gqabi District Municipality area (10 points)	10	<ul style="list-style-type: none"> <li>-Municipal account not later than 90 days;</li> <li>-Municipal Clearance certificate; or</li> <li>lease agreement and sworn affidavit confirming lease agreement; or</li> <li>- proof of address and sworn affidavit from Councillor for village residents only</li> </ul>	
Enterprise owned by majority black women	2	Detailed CSD report / Certified copy of CIPC demonstrating directorship	
Enterprise owned by majority black youth	2	Detailed CSD report / Certified copy of CIPC demonstrating black youth ownership	
Enterprise owned by majority black disabled person(s)	1	Proof from Registered Medical Practitioner / SARS exemption (ITR-DD Form)/CSD detailed Report	
<b>TOTAL POINTS</b>	<b>20</b>		



## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

### SIGNATURE(S) OF TENDERER(S)

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

## ANNEXURE K

### MBD 8

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

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

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

**CERTIFICATION**

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

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

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

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Standard 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. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a) disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

**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 Institution)

do hereby make the following statements that I certify to be true and complete in every respect: I certify, on behalf of: \_\_\_\_\_ (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
1. 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.
2. 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.
3. 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.
4. 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.
5. 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

## **ANNEXURE M**

### **PROOF OF RESIDENCE**

Please bring one of the following

- Municipal account not later than 90 days;
- Municipal Clearance certificate
- lease agreement and sworn affidavit confirming lease agreement
- proof of address from Concillor and sworn affidavit village residents only

**SWORN AFFIDAVIT**

FULL NAME AND SURNAME																
NAME OF THE COMPANY																
RESIDENTIAL ADDRESS																
ID NUMBER OF THE DIRECTOR	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>															
CONTACT NUMBER																
COMPANY ADDRESS																
WORK CONTACT NUMBER																

State under the oath \_\_\_\_\_  
\_\_\_\_\_

I know and understand the contents of this declaration.  
I have no objections on taking the prescribed oath.  
I consider the prescribed oath to be binding on my conscience.

.....  
**DEPONENT SIGNATURE**

I certify that the above statement was taken by me and that the deponent has acknowledge that he /she knows and understand the contexts of this statement. This statement was sworn to before me and the deponent’s signature was placed thereon in my presence at \_\_\_\_\_ (Place)  
on \_\_\_\_\_ (Day) \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) \_\_\_\_\_ (Time) \_\_\_\_\_

.....  
**COMMISSIONER OF OATH**

<p><b>Insert SAPS / Commissioner’s stamp here</b></p>
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## **ANNEXURE N**

### **REGISTRATION CERTIFICATES**

Attach valid CIDB registration certificates



## **ANNEXURE O**

### **ATTACH A COPY OF CSD REGISTRATION REPORT**

The Service Provider must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. To obtain your vendor number visit

<https://secure.csd.gov.za>.

**Submit CSD report as proof of registration.**

**ANNEXURE P**

**CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

Copy of joint venture agreement (if applicable)

Attached hereto is a signed certified copy of our **notarised** Joint Venture Agreement. Our failure to submit the copy with our tender document will lead to the conclusion that there is no joint venture agreement, and as such, our bid will be disqualified

**(Attach the notarised joint venture agreement**

**CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

This Returnable Schedule is to be completed Enterprises whom submit an agreement as joint ventures.  
We, the undersigned, are submitting this in Joint Venture and hereby authorize Mr/Ms . . . . .  
. . . . .  
. . . . ., authorised signatory of the company . . . . . , acting in the capacity of lead partner, to sign all documents in connection with submission on our behalf.

Name of Enterprise	Address	Duly authorised signatory
Lead Partner:		Signature..... Name ..... Designation .....
		Signature..... Name ..... Designation .....

Signed:..... Date:.....

## **ANNEXURE Q**

### **COMPANY REGISTRATION & DIRECTORS IDENTITY DOCUMENTS**

Attach the registration documents of a Company (in cases of sole proprietor, partnerships and close corporation).  
or the consortium/joint venture with the certified copy of shareholders'/Directors'ID

**ANNEXURE R**

**RECORD OF ADDENDA TO SUBMISSION DOCUMENTS**

Fill in, complete and sign the following form if any changes have been done by JoGEDA or an addendum has been issued to amend the document. Failure to do so it will result to your bid being non-responsive.

**RECORD OF ADDENDA TO SUBMISSION DOCUMENTS**

We confirm that the following communications received from the Employer, amending the submission documents, have been considered in this submission.

ITEM No.	DATE	TITLE OR DETAIL
1		
2		
3		
4		
5		

Attach additional pages if more space is required.

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

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