



## TENDER DOCUMENT

<b>TENDER NO</b>		17/2025	
<b>TENDER DESCRIPTION</b>		APPOINTMENT OF A PANEL OF THREE (3) CONTRACTORS TO PERFORM MAINTENANCE OF POWER TRANSFORMERS AT VARIOUS SUBSTATIONS FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN BASIS	
<b>CLOSING DATE</b>	30/03/2026	<b>CLOSING TIME</b>	12:00
<b>POSTAL ADDRESS:</b> JB Marks Local Municipality Attention: Supply Chain Management Unit P O Box 113 Potchefstroom, 2520  <i>Clearly mark the Bid envelope with the bid number and title on the face of the envelope</i>  <i>Any tenders couriered to be submitted in the Municipality's Bid Box, any bids sent to the wrong recipient other than being submitted in the Bid Box will not be considered</i>		<b>TO BE SUBMITTED AT:</b> The Bid Box at the Records Office, Room 315 Third Floor, Municipal Building Dan Tloome Civic Centre C/O Sol Plaatjie Ave & Wolmarans Street Potchefstroom 2520	
<b>ATTENTION:</b>  FINANCIAL DIRECTORATE SUPPLY CHAIN MANAGEMENT UNIT JB MARKS LOCAL MUNICIPALITY POTCHEFSTROOM		A bid posted or couriered (at sender's risk) to the Municipality, PO Box 113, Potchefstroom, 2520, in good time so as to reach the Municipality before the above mentioned closing date and clearly indicated attention supply chain management unit, may be accepted on condition that it is place in the correct Bid box before the closing time, it being understood that the Council disclaims any responsibility for seeing that such bids are in fact lodged in the bid box.	
<b>SUMMARY FOR TENDER OPENING PURPOSES</b>			
NAME OF SERVICE PROVIDER: _____			
CENTRAL SUPPLIER DATABASE NO: _____			
CIDB GRADING (4 EP AND ABOVE): _____ (CRS no.)			
<b>TOTAL BIDDING PRICE (INCLUDING VAT)</b>			
Total Bidding Price (Including VAT)		R	
<b>VALIDITY PERIOD:</b> <b>120 DAYS AFTER THE BID CLOSURE</b>			
<b>CONTACT DETAILS FOR</b>			
Bidding procedures and documents		Bid Scope and specifications	
Mr. B Sekolopo Boitshepo Tel: (018) 299 5162 E-mail: <a href="mailto:bsekolopo@jbmmarks.gov.za">bsekolopo@jbmmarks.gov.za</a>		Mr Katlego Matshogo Tel: 082 813 4418 E-mail: <a href="mailto:katlegom@jbmmarks.gov.za">katlegom@jbmmarks.gov.za</a>	

## CHECKLIST

Please ensure that the following forms have been completed and signed and all documents, as requested, are attached to the tender document:

DESCRIPTION OF DOCUMENT	DOCUMENT NO	YES	NO
Bid Conditions and Information			
Invitation to bid and details of the bidder	MBD 1		
Terms and Reference			
Current Municipal Certificate / Lease Agreement			
Pricing schedule – firm prices (purchases)	MBD 3.1		
Form of Offer and Acceptance			
Declaration of Interest	MBD 4		
Preference points claim form for preference points for Specific Goals	MBD 6.1		
Formal contracts for services	MBD 7.1		
Declaration of bidder's past supply chain management practices	MBD 8		
Certificate of independent bid determination	MBD 9		
Authority of Signatory			
General Conditions of contract and Bid Requirements			
Annexure A: Past Experience			

**Please sign on Completion.**

\_\_\_\_\_  
**NAME OF THE BIDDER**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

## BID CONDITIONS AND INFORMATION

### 1 Agreement

The successful bidder will be expected to sign the Contract Form (Part 1) of this bid document within 90 days of the date of notification by the JB Marks Local Municipality that his/her bid has been accepted.

### 2 Completion of Bid Documents

- (a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- (b) Bid documents may not be retyped or altered in any way.

### 3 Alteration or Qualification of Bid

No unauthorised alteration of this set of bid documents will be allowed. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before closing date.

### 4 Authorised Signatory

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorizing the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorized to sign it for and on behalf of the bidder.

### 5 Submission of Bid

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the **Tender Box at the JB Marks Local Municipality by not later than 12h00 on 30/03/2026**
- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.

### 6 Opening, Recording and Publications of Bids Received.

- Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents.
- Names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out aloud.
- Bids received in time recorded and entered in a register which is open for public inspection.

### 7 Tax Clearance Certificate

- a. A **valid Tax Compliance Status** must accompany the bid documents.  
The onus is on the bidder to ensure that the JB Marks Local Municipality has a **Tax Compliance Status** on record and obtain confirmation from the Supply Chain Management Unit of the JB Marks Local Municipality.
- b. Bids not supported by a **valid Tax Compliance Status**, as an attachment to the bid documents will be invalidated.
- c. In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate **valid Tax Compliance Status**.

### 8 Evaluation of Bids

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid documents.

### 9 Acceptance or Rejection of a Bids

The JB Marks Local Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The JB Marks Local Municipality does not bind itself to accepting the lowest bid.

### 10 Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online ([www.csd.gov.za](http://www.csd.gov.za)) and verify their company information at JB Marks Local Municipality Supply Chain Unit. The JB Marks Local1 Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

### 11 Site / Information Meetings None

### 12 Stamp and Other Duties

The successful bidder will be liable for all duties and costs on legal documents resulting in the establishment of a contract and for the surety and retentions.

### 13 Language of Contract

The contract documents will be compiled in English and the English versions of all referred documents will be taken as applicable.

- 14 Procurement Policy**  
Bids will be awarded in accordance with the Preferential Procurement Regulations, 2001 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2022.
- 15 Expenses Incurred in Preparation of Bid**  
The JB Marks Local Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.
- 16 Wrong Information Furnished**  
Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the JB Marks Local Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.
- 17 Validity Period**  
*Bids shall remain valid for **120 days** after the bid closure date.*
- 18 General and Special Conditions of Contract**  
The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.
- 19 Municipal Rates, Taxes and Charges**  
The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.
- 20 Contact with Municipality after Bid Closure Date**  
Bidders shall not contact the JB Marks Local Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded. If a bidder wishes to bring additional information to the notice of the JB Marks Local Municipality, it should do so in writing to the JB Marks Local Municipality. Any effort by the firm to influence the JB Marks Local Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

**PART A**  
**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (JB MARKS LOCAL MUNICIPALITY)</b>					
<b>BID NUMBER:</b>	17/2025	<b>CLOSING DATE:</b>	30/03/2026	<b>CLOSING TIME:</b>	12:00
<b>DESCRIPTION:</b>	APPOINTMENT OF A PANEL OF THREE (3) CONTRACTORS TO PERFORM MAINTENANCE OF POWER TRANSFORMERS AT VARIOUS SUBSTATIONS FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN BASIS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD 7.1)</b>					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT ROOM 315, THIRD FLOOR, MUNICIPAL BUILDING, DAN TLOOME CIVIC CENTRE

<b>SUPPLIER INFORMATION</b>					
<b>NAME OF BIDDER</b>					
<b>POSTAL ADDRESS</b>					
<b>STREET ADDRESS</b>					
<b>TELEPHONE NO</b>	<b>CODE</b>		<b>NUMBER</b>		
<b>CELLPHONE NO</b>					
<b>FACSIMILE NO</b>	<b>CODE</b>		<b>NUMBER</b>		
<b>E-MAIL ADDRESS</b>					
<b>VAT REGISTRATION NO</b>					
<b>TAX COMPLIANCE STATUS</b>	<b>TCS PIN</b>		<b>OR CSD NO:</b>		
<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/ SERVICES/WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/ SERVICES/WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
<b>TOTAL NUMBER OF ITEMS OFFERED</b>			<b>TOTAL BID PRICE</b>	R	
<b>SIGNATURE OF BIDDER</b>			<b>DATE</b>		
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
<b>DEPARTMENT</b>	<b>SUPPLY CHAIN UNIT</b>		<b>CONTACT PERSON</b>	Mr Katlego	
<b>CONTACT PERSON</b>	Mr B Sekolopo		<b>TELEPHONE NO</b>	082 813 4418 / 084 917 8467	
<b>TELEPHONE NO</b>	(018) 299 5162		<b>FACSIMILE NO</b>		
<b>FACSIMILE NO</b>			<b>E-MAIL ADDRESS</b>	katlegom@jbmarks.gov.za	
<b>E-MAIL ADDRESS</b>	bsekolopo@jbmarks.gov.za				

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

#### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

#### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

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

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

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

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

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

<b>SUPPLY CHAIN MANAGEMENT UNIT</b>	<b>JB MARKS LOCAL MUNICIPALITY</b>			
	<b>FORMAL TENDER</b>			
	<b>ADVERTISED ON</b>		<b>LOCAL CIRCULATING NEWSPAPER; MUNICIPAL NOTICE BOARD; MUNICIPAL WEBSITE &amp; E-PUBLICATION</b>	
	<b>TENDER NO</b>		<b>17/2025</b>	
<b>TENDERS ARE HEREBY INVITED FOR THE</b>	<b>APPOINTMENT OF A PANEL OF THREE (3) CONTRACTORS TO PERFORM MAINTENANCE OF POWER TRANSFORMERS AT VARIOUS SUBSTATIONS FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN BASIS</b>			
<b>PUBLISHED DATE</b>	<b>12/02/2026</b>	<b>CLOSING DATE</b>	<b>30/03/2026</b>	
<b>CLOSING TIME</b>	<b>No later than 12:00 am, tender will be opened immediately thereafter, in public at the JB Marks Local Municipality</b>			
<b>AVAILABILITY OF TENDER DOCUMENTS</b>				
Tender documents are obtainable from <b>Office 104, First Floor, Municipal Building, Dan Tloome Complex</b> during office hours (Mondays to Thursday 08:00 – 16:30 and Fridays 08:00 – 13:30) <b>Tel:</b> (018) 299 5160; <b>Fax</b> (018) 294 8203; <b>E-mail:</b> bsekolopo@jbmarks.gov.za		Printed copies of the tender documents are obtainable at a non-refundable fee, payable to a cashier at JB Marks Local Municipality, Revenue Section, Ground Floor, Municipal Building, Dan Tloome Complex.		
<b>DATE AVAILABLE</b>	<b>12/02/2026</b>	<b>NON- REFUNDABLE FEE:</b>	<b>R600.00 or Free download from E- Tender</b>	
<b>TENDER SUBMISSION RULES</b>				
<p>1. Tenders are to be completed in accordance with the conditions and tender rules contained in the tender document</p> <p>2. Tender document &amp; supporting documents must be placed in a sealed envelope clearly marked "<b>TENDER 17/2025: APPOINTMENT OF A PANEL OF THREE (3) CONTRACTORS TO PERFORM MAINTENANCE OF POWER TRANSFORMERS AT VARIOUS SUBSTATIONS FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN BASIS</b>" must be deposited in the tender box of the JB Marks Local Municipality, Supply Chain Management Unit, Wolmarans Street, Potchefstroom</p> <p>3. Tenders may only be submitted on the tender document issued by the Municipality</p> <p>4. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the tender document</p> <p>5. Important note: A valid Tax Clearance Certificate and certified copies of directors and owners identity documents must be submitted with the tender documentation</p> <p>6. VAT must be included in all prices</p> <p>7. No late tenders, tenders per facsimile or – e-mail and tenders per post will be accepted.</p> <p>8. Council reserves the right to accept any tender or part thereof, and with the increase in price of any of the commodities, its purchase of those commodities from the specific tenderer will be considered and to determine the period of tenders to be awarded</p> <p>9. It will be required from service providers to register on the Central Supplier Database (CSD) from the website <a href="https://secure.csd.gov.za">https://secure.csd.gov.za</a></p> <p>10. Tenders will not be considered should the prerequisites not met.</p>				
Tenders will be evaluated and adjudicated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000), Regulations 2022, and the JB Marks LocalMunicipality Supply Chain Management Policy, where <b>80</b> points will be allocated in respect of price and <b>20</b> points in respect of Specific Goals.				
<b>Compulsory Briefing Session</b> Date: Time: Venue:				
<b>Preferential Procurement Regulations, 2022 – Local Content Requirement</b>		<b>None</b>		
<b>ANY ENQUIRIES REGARDING BIDDING PROCEDURES MAY BE DIRECTED TO</b>				
<b>Section:</b>	<b>Supply Chain Management</b>	<b>Section:</b>	<b>Technical Services: Electricity</b>	
<b>Contact Person</b>	<b>Mr B Sekolopo</b>	<b>Contact Person</b>	<b>Mr Katlego Matshogo</b>	
<b>Tel</b>	<b>018 299 5162</b>	<b>Tel</b>	<b>082 813 4418 / 084 917 8467</b>	
<b>E-mail</b>	<b><a href="mailto:bsekolopo@jbmarks.gov.za">bsekolopo@jbmarks.gov.za</a></b>	<b>E-mail</b>	<b><a href="mailto:katlegom@jbmarks.gov.za">katlegom@jbmarks.gov.za</a></b>	
<b>AUTHORISED BY:</b>	<b>MUNICIPAL MANAGER: MR K KUMBE</b>	<b>NOTICE NO</b>	<b>16/2025</b>	<b>SPEAKERS OFFICE (ACHIEVES)</b>



## **TENDER SPECIFICATIONS:**

Service providers are hereby invited to submit tenders for the **APPOINTMENT OF A PANEL OF THREE (3) CONTRACTORS TO PERFORM MAINTENANCE OF POWER TRANSFORMERS AT VARIOUS SUBSTATIONS FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN BASIS.**

This tender will commence after the appointment, or if later, the effective date of implementation will be negotiated with the successful tenderer(s) on the same conditions as stipulated.

A brief outline of the history and practice profile must be provided with specific reference to experience in the following areas of specialisation, namely:

### **SPECIFICATION & SCHEDULE/BILL OF QUANTITIES**

#### **SPECIFICATIONS**

**APPOINTMENT OF A PANEL OF THREE (3) CONTRACTORS TO PERFORM MAINTENANCE OF POWER TRANSFORMERS AT VARIOUS SUBSTATIONS FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN BASIS**

#### 1. Scope

The works in short include to establish a panel of three suitable service providers for maintenance of power transformer of up to 30 MVA, the maintenance that typically requires oil analysis, temperature monitoring, load management, cleaning, tightening of connections, bushing inspection, and comprehensive testing, all adhering to the South African National Standards (SANS) and IEC 60076 standards, with specific frequency depending on the transformer size, location, and operating conditions

#### 2. Normative references

The following standards and specifications contain provisions that, through reference in the text, constitute requirements of this standard. At the time of publication the editions indicated were valid. All standards and specification are subject to revision and parties to agreements based on this standard are encouraged to investigate the possibility of applying the most recent editions of the standards and specification listed below.

South African Occupational health and safety act (as amended), Act no. 85 of 1993

NRS 029, Current transformers for rated a.c. voltages from 36 kV up to and including 420 kV (Maximum voltage for equipment) NRS 054, Power Transformers

NRS 079: Mineral insulating oils (uninhibited and inhibited)

SANS 555: Unused and reclaimed mineral insulating oil for transformers and switchgear

SANS 60076-1: Power Transformers – Part 1: General

SANS 60076-2: Power Transformers– Part 2: Temperature rise

SANS 60076-3: Power Transformers– Part 3: Insulation level and dielectric tests

SANS 60076-4: Power Transformers– Part 4: Guide to lightning impulse and switching impulse test  
Power transformers and reactors

SANS 60076-5: Power Transformers– Part 5: Ability to withstand short circuit

SANS 60076-10: Power Transformers– Part 10: Determination of sound levels

SANS 60076-7: Power Transformers– Part 7: Loading guide for oil immersed power transformers

SANS 60137, Insulated Bushings for alternating voltages above 1000V

SANS 1400: Environmental systems – Requirements with guidance for use

JB Marks Local Municipality prefer to standardize on some of the equipment. Where applicable, the equipment has been specified as such within those specifications. Wherever the term standard is used in this specification, this shall mean the latest JB Marks Local Municipality / international / national standard in the following order of priority:

Wherever the term goods, material and/or equipment is used it shall mean new, unused and of the most recent or current models, incorporating all recent improvements in design and materials, tested in accordance with the required standard.

### 3. Definitions and Abbreviations

The following definitions and abbreviations in the above documents shall apply to this standard.

- |      |      |   |   |
|------|------|---|---|
| 3.1  | NRS  | : | National Rationalization of Specifications.           |
| 3.2  | SANS | : | South African National Standards                      |
| 3.3  | IEC  | : | International Electrotechnical Commission             |
| 3.4  | IEEE | : | Institute of Electrical and Electronic Engineers Inc. |
| 3.5  | BS   | : | British Standard                                      |
| 3.6  | PCB  | : | Polychlorinated biphenyl's                            |
| 3.7  | DGA  | : | Dissolved gas analysis                                |
| 3.8  | FAT  | : | Factory acceptance testing                            |
| 3.9  | SAT  | : | Site acceptance testing                               |
| 3.10 | JBLM | : | JB Marks Local Municipality                           |

#### 4. Workshop repair works

##### 4.1 Testing Facilities

The workshop testing facilities shall be accredited by SANAS or equivalent body. The facility shall be ISO 9001 and 14001 accredited. The contractor shall be responsible to supply, deliver and install all equipment, and material required to execute the work, even though not specifically referred to in this specification and shall ensure that all the necessary test facilities, machinery, and equipment required for the successful execution of the workshop repairs are available, calibrated and in working condition at all times.

- 4.2 Repair work of transformers in the contractor's workshop may include the following: The Contractor shall be responsible to supply, deliver and install all equipment and material required to execute the work, even though not specifically referred to in this specification and shall ensure that all the necessary field test facilities and equipment required for the successful execution of onsite repairs are available and in working condition at all times. Only after electrical tests and oil analysis have been conducted and test certificate issued can the transformer be handed over to JB Marks's Electrical Department

The allowable work to be done on site shall include:

1. Re-gasketing,
2. Tap changer repairs,
3. Gasket leaks sealing, Sealing of leaking gaskets
4. Oil purification [regeneration],
5. Oil replacement,
6. Oil drainage and top up and
7. Dehydrating Breather Maintenance/Service
8. Changing of Silica Gel Desiccant
9. Fans and fan motors service/maintenance and replacement
10. Oil circulation pumps and motors service/maintenance and replacement
11. Conservator inspection and Service
12. Buchholz Inspection and Service
13. Winding Temperature Indicator Test and Service
14. Oil Temperature Indicator Test and Service

All electrical testing shall be carried out in the presence of the "JB Marks's" Authorized representatives. All testing shall be in accordance to the IEC/SANS standards and Tests will be conducted with fully assembled Transformer with its own spares and equipment. JB Marks electrical department shall arrange outage requirements

- 4.3 In order to get rid of decomposed oil content (carbon) and sludge, the coils, core and the tank of each transformer shall be washed with suitable flusing agents.

## 5. Transformer Oil

- 5.1 The contractor shall test the oil from the transformer that has failed in service to determine the cause of failure and to ensure that the oil is not contaminated with PCB's.
- 5.2 The contractor shall drain oil from the existing transformer.
- 5.3 The contractor shall provide a SANS 555 report and full DGA and moisture analysis of the oil filled into the refurbished transformer.
- 5.4 The method of sampling the insulating oil shall comply to IEC 60475.
- 5.5 The method statement of disposing the transformer oil shall be supplied with the oil.

## 6. Transformer Bushings

- 6.1 New transformer bushings shall comply with the requirements of SANS 60137.
- 6.2 The minimum creepage distances of the new bushings shall match that of the old bushings.
- 6.3 The clearances between phase to earth and phase to phase shall be in accordance with specification SANS 60076-3.

## 7. Workshop Facility Requirements

- 7.1 Facility for un-tanking and disassembly should have an overhead crane and the capacity of the crane must be sufficient to lift total weight of the fully assembled transformer.
- 7.2 De-tanking of the transformer outside the workshop is not acceptable.
- 7.3 The workshop must have the following facilities
  - 7.3.1 A facility for drying out the transformer active parts.
  - 7.3.2 A boiler shop to repair and alteration to the tank and pipes of the transformer.
  - 7.3.3 A facility to change the insulation between the transformer energised parts and the transformer metal tank.
  - 7.3.4 A facility to replace the insulation between windings of the transformer and between the windings and the core.
  - 7.3.5 A facility to repair bushings .
  - 7.3.6 Acid bath for radiators to remove solid deposits.
  - 7.3.7 Sandblasting and respray facility.
  - 7.3.8 Auxiliary wiring facility.
  - 7.3.9 Test bay for carrying out transformer routine testing. The tenderer must indicate if transformer tests will be carried out by third party. A memorandum of understanding with the testing facilities must be furnished with tender.
  - 7.3.10 Core winding facility with winding machines to cater for various winding configurations. No metal works must take place in this facility.

- 7.3.11 The workshop shall have oil testing facility. In the case that the tenderer outsources the services for testing of the transformer oil, a memorandum of understanding with facility must be furnished with the tender.
- 7.4 Tenderers must indicate any repair work or routine test that will be outsourced.
- 7.5 Tests to be conducted shall include the following:
- 7.5.1 Winding resistance test
  - 7.5.2. Ratio test
  - 7.5.3 Phase displacement
  - 7.5.4 Insulation resistance
  - 7.5.5 Polarity index (PI)
  - 7.5.6 No load test (eddy current loss +hysteresis loss) + (Load losses and Impedance)
  - 7.5.7 Zero Sequence Impedance (Only in YY windings)
  - 7.5.8 Induced over voltage with partial discharged (PD) (running concurrently)
  - 7.5.9 Capacitance and Tan delta
  - 7.5.10 SFRA (swept frequency response analysis)
  - 7.5.11 Separate-source voltage Withstand test
  - 7.5.12 Lightning impulse withstand Full and Chopped wave
  - 7.5.13 Temp rise at rated I (Amp)
  - 7.5.14 DGA
  - 7.5.15 Noise measurement test (acoustic)
  - 7.5.16 Bushing tests
  - 7.5.17 Build in CT's
  - 7.5.18 Over Pressure Test
- 7.6 Only after electrical, mechanical tests and full oil analysis, SANS 555 and paper DP results have been conducted and test reports issued can the transformer be handed over to Electrical Section. It shall be however noted that before final hand over ,the Electrical Section might also carry out their own quality control tests and inspections checks and any concerns and issues shall be reverted back to the Contractor for rectification.
- 7.7 Transformer colours
- The refurbished transformer colour shall comply fully to original paint before refurbishment.
- 7.8 Documentation to be submitted with every repaired transformer
- 7.8.1. A copy of all Factory Acceptance Test reports shall be provided.
  - 7.8.2. A copy of all Site Acceptance Test reports shall be provided.
  - 7.8.3. A copy of the warrantee period and agreement

7.8.4. Impact recordings.

7.8.5. Dry-keep and DGA service and calibration certificates.

## 7.9 Warranty Period

A written one-year warranty based from time of energizing for all refurbished transformers shall be provided.

## 7.10 Off-site [workshop] refurbishment / repairs

### 7.10.1 Transformer inspection and tests

The contractor shall perform a visual inspection; perform electrical tests and analysis of oil samples to prove the severity of the transformer performance. The contractor shall write a report to JB Marks explaining the state of the transformer, the conclusion and recommendations

JB Marks Electrical Department shall at any time carry out progress inspections to ensure that proper quality control measures are followed.

### 7.10.2 Dismantling, removal and transportation

JB Marks Electrical Department shall isolate, disconnect and earth the transformer and handover to the contractor. JB Marks Electrical Department shall ensure that all protection and control circuitry has been made safe and electrically disconnected, to be proved to "dead" in the

presence of the appointed contractor. The Contractor shall dismantle and remove all transformer loose parts, neatly pack on site in order to prepare the transformer for rigging out of the transformer bay (on site). All rigging work shall only be undertaken by a qualified [trade tested and certified] rigger as per SAQA regulations. All rigging equipment, mobile as well as workshops, shall be load tested and certified. The certificates shall be available at all times. The Contractor shall rig and remove the transformer from the transformer bay (on site) onto a suitable vehicle, prepare the transformer and all removable and non-removable accessories for transport to RLM JB Marks Electrical Department via the rotatable process.

### 7.10.3 Storage

Storage of up to a maximum of 3-6 months after hand over shall be provided by the Contractor at his premises where after normal storage rates shall apply. The appointed contractor shall ensure that the necessary long term storage specifications and standards are met.

### 7.10.4 Transportation to the designated site

The Contractor shall ensure that the transformer is delivered to JB Marks Electrical Department designated site and all accessories shall be stored in crates, clearly marked and the description of each item well defined. All transformer oil openings to be tightly sealed off with 6mm [minimum] thick steel blanking plates and gaskets, Suitable sleepers (wood) shall be supplied to place the transformer onto where transformer plinth is not available. The Contractor should also ensure that all accessories accompany the transformer to its destination, and a clearly documented audit trail provided. Electronic Impact Recorders shall be installed when transporting the transformer from the workshop to a specified site. Pre transport sampling shall be recorded and again once offloaded at the designated site. These records are to form part of the official hand over and commissioning documentation at the end of the project.

- **Applicability**

This document is applicable to all contractors and suppliers conducting contractual activities for and on behalf of JB Marks LM.

- **Appointments**

The contractor and its appointed sub-contractor must make the relevant legislative and non-statutory appointments, which must be maintained valid for the entire contract duration.

All appointees shall be suitably trained and found to be competent for the responsibilities there are assigned for.

Copies of all relevant appointments and the relevant competence certificates must be kept in the relevant SHE file.

- **Insurance**

The contractor and all its appointed sub-contractor(s) shall be registered with an appropriate compensation commissioner and have a valid letter of good standing from commissioner. The contractor is responsible for ensuring the Letter of Good Standing is valid for the entire duration of the project/contract. A copy of the letter of Good Standing must be kept in the SHE file.

- **Induction**

An initial induction shall be done with key personnel to familiarize them with the requirements on site and for compiling the SHE file.

Once labourers are appointed JW will conduct an induction on SHE requirements, and the contractor is also required to conduct their company specific induction

- **Submission of Safety File**

once appointed the contractor can submit their safety file for approval.

Approval will be granted when the critical items have been sufficiently addressed.

- **Risk Assessment**

Every Contractor who has been appointed contractually to conduct work for JB Marks LM shall do compile a baseline risk assessment prior to starting with work, subject to the approval of the Client.

Thereafter the task-based risk assessments will be done daily with every task being done.

- **Safe Working Procedures/Method Statement**

The following method statements / safe working procedures must be compiled:

- Fall protection plan, emergency procedure, waste management plan, incident investigation procedure
- Repair of Plumbing (Method statement)

- **Working on Heights**

A competent person must compile a fall protection plan for all tasks which will be done at elevated position.

- The requirements as per the Construction regulations for working at heights shall be always complied with by the contractor.
- The fall protection plan shall be specific to the work that will be conducted at elevated position and proper provision must be made for rescue of employees at heights.
- Fall protection plan must include fall risk assessment detailing proper controls to be implemented.
- All employees who their duties entail working at heights must be declared medically fit by an Occupational Health Practitioner for working at heights.
- Employees who will be working at heights must be trained by a competent service provider for working at heights and must be trained on use of fall prevention/arrest devices to be used at heights.
- Employees working at height must be trained on the latest approved fall protection plan before work commences at height.

- **Medical Screening Requirements**

The contractor shall ensure that a medical surveillance programme is implemented for all employees.

- The medical examination shall be conducted in line with the employee job profile/job description.
- A valid medical fitness certificate must be submitted together with the SHE File for approval for all employees who will be doing work for Johannesburg Water.
- Any employee(s) who are declared conditionally fit must be provided with employment which does not aggravate their medical condition as to endanger themselves or other employees.
- the following tests shall be done:
  - Audiograms.
  - A cardio-respiratory examination
  - Lung function tests.
  - Eye/ sight tests.
  - A general physical examination.
  - A review of previous medical history.
  - Blood pressure tests
  - Glucose tests
  - Vaccinations (Hepatitis A & Typhoid)

- **Toolbox Talk**

The contractor shall ensure they conduct toolbox talks with their employees on a weekly basis and records of these must be kept in the SHE file.

The objective of toolbox talks should be to communicate relevant site information to assist in improvement of occupational health and safety performance.

Employees must acknowledge the receipt of toolbox talks and this record must also be kept in the SHE file.

- **Personal Protective Equipment (PPE)**

Contractor must issue their employees SABS approved PPE. A copy of the PPE issue register signed by the employee issued with the PPE must be kept in the SHE file.

Contractor supervisors are required to conduct continuous inspections of the PPE issued to their employees to ensure that they are still in good condition to be used by the employee or they still comply with manufacture requirements.

The contractor is responsible for ensuring that employees are trained on the safe use of the PPE issued to them, how to maintain it and the limitations of the PPE.

**NO SHORTS OR DRESSES WILL BE ALLOWED ON SITE**

- **Workplace Signage**

Appropriate symbolic signage must be displayed where it is required by legislation.

Appropriate warning, mandatory and information signs must be placed where required.

All signs must comply to SANS/SABS requirements.

Contractors shall use mandatory and prescribed symbolic safety signs at their lay down and site areas.

- **Incident Reporting and Investigation**

All incidents shall be reported to the Client before the end of the shift or within 24hrs of occurrence.

Section 24 incidents shall be reported to DOL using the prescribed format.

The contractor shall develop an incident management procedure and communicate with all employees.

- **Notification of Construction Works**

The contractor shall notify the DOL in the prescribed format of the intended work prior to work.

- **Compliance Monitoring**

Weekly inspections and monthly audits will be conducted on site.

- **Completion**

Upon completion of the project the SHE file shall be returned to the Client for retention and close out.

Completion Certificate will be issued by the Client.

The JB Marks LM reserves the right to increase or decrease the quantity.

**NOTE: SUCCESSFUL BIDDERS MUST PROVIDE THEIR OWN EQUIPMENT.**

The following compulsory documents must be accompanied with the tender or proposals and failure to provide such documentation shall constitute automatic disqualification:

1. Authority of Signatory – (For JV the lead Contractor must be the one with the higher CIDB Grading)
2. CIDB Grading – (For JV submit consolidated CIDB grading)
3. CSD Report – (For JV submit both Companies CSD and must be compliant)
4. CK documents
5. Rates and taxes – For all director(s) and Companies
6. Tax compliance and status

**FUNCTIONALITY EVALUATION REQUIREMENTS**

This has been covered by the panel of Contractors. ***The service provider must attach the Appointment letter and Acceptance into the Panel***

All bids that achieved the minimum threshold for functionality will be evaluated further in terms of 80/20 Preference Point System.

The following special conditions is applicable to the evaluation of this Tender:

- The Client reserves the right not to award to the lowest bidder.

**PRICING EVALUATION REQUIREMENTS:**

- Adjudication of Tenders will be using a point 80/20 Preference Point System.
- The client using the system as set out in the Preferential Procurement Regulations 2022 will adjudicate responsive Tenders. Points are awarded on the basis of:

All bids that achieve the minimum threshold for functionality (acceptable bids) will be evaluated further in terms of 80/20 preference point system as follows:

**SUPPLY CHAIN POLICY USING 80/20 PREFERENCE POINT SYSTEM**

		MAXIMUM POINTS TO BE ALLOCATED	POINTS CLAIMED BY	ALLOCATED POINTS
PRICE AND COMPETENCE GOALS (80 POINTS)	PRICE	80		
	SUB TOTAL	80		
EQUITY PROMOTION GOALS (20 POINTS)				
	SPECIFIC GOALS	20		
	SUB TOTAL	20		
	TOTAL	100		

**Functionality table:**

A weighted criteria with a possible maximum points has been set for Functionality. ***The prospective bidders to be on the panel must score 28 points or above of the functionality points.***

**50 points for functionality** will apply for this tender and will be evaluated as follows:

**Functionality table:**

ITEM NO.	QUALITY ASSESSMENT CRITERIA	NOTES	MAXIMUM POINTS ALLOCATED
1	RELATED EXPERIENCE ON SIMILAR PROJECTS	<p>Previous work done, having implemented similar contracts R2 million and above: Points will be allocated as follows: (10 points available)</p> <p>One contract of the same nature (7 points)</p> <p>2 contracts of the same nature (15 points)</p> <p>3 contracts of the same nature (25 points)</p> <p>Copy of appointment letters <b>must</b> be attached to earn points</p>	25
2	FACILITY REQUIREMENTS	<p>Indication of the workshop facility (100 square meters) requirements and test equipment availability (10 points)</p> <p>Maximum points if the workshop facility requirements and test equipments for the project are owned by bidder - 2 points</p> <p>Half points if the workshop facility requirements and test equipment are hired – 1 point.</p> <p><b>N.B profile to be attached of the company workshop depicting all required facilities and test equipment</b></p> <p><u>List Type of Equipment</u></p> <p>A Facility for drying out the transformer active parts. (2)</p> <p>A boiler shop to repair and alteration to the tank of the transformer and sanblasting (2)</p> <p>A facility to change the insulation between the transformer energised parts and the transformer metal tank and to repair bushings (2)</p> <p>Oil sampling and testing bay (2)</p> <p>A bay to conduct electrical tests (2)</p>	10

3	ACCREDITATION	<p>Attach valid copy of South African National Accreditation Systems (SANAS) Certificate for Transformer Testing Facility confirming to ISO 17025 (5 points)</p> <p>Attach ISO 9001 Certificate (2 points)</p> <p>A sample of a previously compiled transformer fault/damage report. The name or trademark of the tenderer must appear in the report. (3 points)</p>	10
4	FINANCIAL VIABILITY / BANK RATING	<p>Confirmation Letter from the Bank <b><u>MUST BE ATTACHED</u></b> stating your Company's Financial viability (5 points)</p> <p>Bank Rating A=5</p> <p>Bank Rating B=4</p> <p>Bank Rating C=3</p> <p>Bank Rating D=2</p> <p>Bank Rating E=1</p>	5
		<b>TOTAL</b>	<b>50</b>

**Conditions:**

1. **Functionality – (50 points) Functionality Threshold: 28 points**
2. CIDB grading of 4 EP will be required for this tender.
3. Only the first 3 bidders that are responsive will be appointed into the panel
4. Tenders shall remain valid for a period of 120 days after the closing date.
5. This document did not provide for a pricing schedule. Bidders will be evaluated on functionality and points as prescribed in the current preferential procurement Regulations .

PRICING SCHEDULE – FIRM PRICES (PURCHASES) NOT APPLICABLE

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

<b>NAME OF BIDDER</b>		<b>TENDER NO</b>	<b>17/2025</b>
<b>CLOSING DATE</b>	<b>30/03/2026</b>	<b>CLOSING TIME</b>	<b>12:00</b>

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

- Required by: Mr Katlego Matshogo
  
- At: Potchefstroom
  
- Brand and Model .....
- Country of Origin .....
- Does the offer comply with the specification(s)?\*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....  
\*Delivery: Firm/Not firm
- Delivery basis .....
- 

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

FORM OF OFFER AND ACCEPTANCE

COMPULSORY TO COMPLETE

**TENDER NO. 17/2025: APPOINTMENT OF A PANEL OF THREE (3) CONTRACTORS TO PERFORM MAINTENANCE OF POWER TRANSFORMERS AT VARIOUS SUBSTATIONS FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN BASIS**

OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**TENDER 17/2025: APPOINTMENT OF A PANEL OF THREE (3) CONTRACTORS TO PERFORM MAINTENANCE OF POWER TRANSFORMERS AT VARIOUS SUBSTATIONS FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN BASIS**

The Supplier, identified in the acceptance signature block, has examined the documents listed in the Tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of Tender. By the representative of the Supplier, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Supplier offers to perform all of the obligations and liabilities of the contractor under the contract, including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of Tender identified in the Tender data. **AS PER PRICING SCHEDULE** This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance, and returning one copy of this document to the supplier before the end of the period of validity stated in the Tender data, whereupon the supplier becomes the party named as the contractor in the contract identified in the Tender data.

Signature(s) .....

Name(s) .....

Capacity .....

Company Name .....

Address .....

.....

.....

**ACCEPTANCE**

By signing this part of the form of offer and acceptance, the employer identified below accepts the supplier's offer. In consideration thereof, the employer shall pay the supplier the amount due in accordance with the conditions of quote identified in the Tender data. Acceptance of the supplier's offer shall form an agreement between the employer and the supplier upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

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

Signature(s) .....

Name(s) .....

Capacity .....

For the  
Employer .....

.....

(Name and address of organization)

Date: .....

CERTIFICATE OF ATTENDANCE AT CLARIFICATION MEETING

**CERTIFICATE OF ATTENDANCE AT CLARIFICATION MEETING**

I/We representing \_\_\_\_\_ declare that I/we have attended the compulsory Clarification meeting on the date certified below.

I/We further certify that I/we are satisfied with the description of the works and the explanations given by the Engineer at the meeting.

Signature of Tenderer: \_\_\_\_\_

This will certify that the above-mentioned Tenderer attended the compulsory site meeting on the date certified below.

\_\_\_\_\_  
**SIGNATURE OF EMPLOYER  
REPRESENTATIVE**

\_\_\_\_\_  
**DATE**

**DECLARATION OF INTEREST**

<b>1.</b>	No bid will be accepted from persons in the service of the state.	
<b>2.</b>	Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.	
<b>3</b>	<b>In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</b>	
<b>3.1</b>	Full Name of bidder or his / her representative: .....	
<b>3.2</b>	Identity number: .....	
<b>3.3</b>	Position occupied in the Company (director, trustee, shareholder?): .....	
<b>3.4</b>	Company Registration Number: .....	
<b>3.5</b>	Tax Reference Number: .....	
<b>3.6</b>	VAT Registration Number: .....	
<b>3.7</b>	The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers (where applicable) must be indicated in paragraph 4 below.	
<b>3.8</b>	Are you presently in the service of the state?*	Yes / No
	If yes, furnish the following particulars:	
<b>3.8.1</b>	Name of person / director / trustee / shareholder member: .....	
	Name of state institution at which you or the person connected to the bidder is employed: .....	
	Position occupied in the state institution: .....	
	Any other particulars: ..... .....	



<b>3.14</b>  <b>3.14.1</b>	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?  If yes, furnish particulars:..... .....	Yes / No	
<b>4. Full details of directors / trustees / members / shareholders</b>			
<b>THE FOLLOWING INFORMATION IS <u>COMPULSORY</u> TO COMPLETE</b>			
Full Name	Identity Number	Individual Tax Number for each Director	State Employee Number / Persal Number
The contract will be automatically cancelled if there is a conflict of interest which is not disclosed by the bidder.			

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of the bidder**

<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 or 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 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 exercise control over the company.

## PREFERENCE POINTS CLAIM FORM

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Specific Goals.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS 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

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

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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 PREFERENCE POINT SYSTEMS

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

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 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for 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	Number of points allocated (80/20 system) (To be completed by the organ of state)	Proof of Documents	Number of points (To be completed by the tenderer)
1. HDI (BLACK PERSON)	7	1. CERTIFIED ID COPY TO PROOF AGE	
2. YOUTH	2	2. CERTIFIED ID COPY AND CSD MUST BE USED AS PROOF OF GENDER	
3. FEMALE	3	3. CERTIFIED ID COPY	
4. DISABLED	2	4. A MEDICAL REPORT AND FUNCTIONAL ASSESSMENT REPORT BY A MEDICAL PRACTITIONER MEDICAL REPORT AND FUNCTIONAL ASSESSMENT REPORT, BY A MEDICAL PRACTITIONER RECOGNISED BY SASSA, CONFIRMING YOUR DISABILITY	
5. JB MARKS	4	5. MUNICIPAL WATER & LIGHTS ACCOUNT OR LEASE AGREEMENT OLDER THAN 6 MONTHS WITH PROOF OF PAYMENT TO LANDLORD	
6. DR KK	2	6.MUNICIPAL WATER & LIGHTS ACCOUNT OR LEASE AGREEMENT OLDER THAN 6 MONTHS WITH PROOF OF PAYMENT TO LANDLORD	
<b>TOTAL SPECIFIC GOALS</b>	<b>20</b>	<b>TOTAL</b>	

**NB. The contractor must attach proof**

## DECLARATION WITH REGARD TO COMPANY/FIRM

a. Name of company/firm.....

b. Company registration number: .....

c. 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]

d. 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:** .....

.....

.....

.....

**CONTRACT FORM – PURCHASE OF GOODS / SERVICES**

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

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

I the undersigned (Full names ..... ) duly authorized thereto hereby undertake to supply all or any of the goods and/or services described in the attached bidding documents to **JB Marks Local Municipality** (the Local Municipality) in accordance with the requirements and specifications stipulated in bid number **17/2025: APPOINTMENT OF A PANEL OF THREE (3) CONTRACTORS TO PERFORM MAINTENANCE OF POWER TRANSFORMERS AT VARIOUS SUBSTATIONS FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN BASIS** at the price/s quoted. The offer/s remains binding upon me/ the Company/ Close Corporation and open for acceptance by the **Municipality** during the validity period indicated and calculated from the closing time of bid.

1. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
    - Declaration of interest;
    - Declaration of bidder’s past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)

I confirm hereby that I have examined and read the above documents and declare that I am/ the Company/ Close Corporation is bound by the conditions contained in it.

2. I confirm that I have satisfied myself as to the correctness and validity of the bid; that the price(s) and rate(s) quoted cover all the goods and/or services specified in the bidding documents; that the price(s) and rate(s) cover all my/the Company’s/Close Corporation’s obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own or the Company’s/Close Corporation’s risk.
3. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/the Company/Close Corporation under this agreement as the principal liable for the due fulfilment of this contract.
4. I declare that I/the Company/Close Corporation have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
5. I confirm that I am duly authorised to sign this contract.

NAME OF PERSON/ COMPANY/ CLOSE CORPORATION TO WHOM THE TENDER/BID WAS AWARDED (PRINT)

(i) (Sole Supplier) (Full names..... (Identity Nr) .....

(ii) (Registered name of Company/ Close Corporation).....

(Registration Nr.).....) and herein represented by ....., in

his/ her capacity as .....duly authorised thereto **according to a Directors/ Members resolution of which a copy is attached)**

**SIGNED AT** ..... **ON THIS** ..... **DAY OF** ..... **2025**

**SIGNATURE**.....

**CAPACITY**.....

<p><b>WITNESSES</b></p> <p>1.....</p> <p>2.....</p>
---

**CONTRACT FORM – PURCHASE OF GOODS / WORKS**

**PART 2 (TO BE FILLED IN BY THE MUNICIPALITY)**

I \_\_\_\_\_ in my capacity as \_\_\_\_\_ accept your bid under reference number **17/2025: APPOINTMENT OF A PANEL OF THREE (3) CONTRACTORS TO PERFORM MAINTENANCE OF POWER TRANSFORMERS AT VARIOUS SUBSTATIONS FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN BASIS** dated ..... for the supply of goods/services indicated hereunder and/or further specified in the annexure(s).

1. An official order indicating delivery instructions is forthcoming.
2. I undertake to make payment for the goods/services delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

<u>ITEM NO.</u>	PRICE (ALL APPLICABLE TAXES INCLUDED)	<u>BRAND</u>	DELIVERY PERIOD	SPECIFIC GOALS	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT  (if applicable)

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

**SIGNED AT..... ON THIS ..... DAY OF .....2025**

**SIGNATURE** .....

NAME (PRINT)     **KW KUMBE**  
                          **MUNICIPAL MANAGER**

OFFICIAL STAMP

**WITNESSES**

1.....

2.....

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

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

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

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract. .
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD9) must be completed and submitted with the bid:

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I,..... the undersigned, in submitting the accompanying bid: **17/2025: APPOINTMENT OF A PANEL OF THREE (3) CONTRACTORS TO PERFORM MAINTENANCE OF POWER TRANSFORMERS AT VARIOUS SUBSTATIONS FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN BASIS** in response to the invitation for the bid made By **JB MARKS LOCAL MUNICIPALITY**

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

I certify, on behalf of: \_\_\_\_\_ that:

**(Name of Bidder)**

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....

**Signature**

.....

**Position**

.....

**Date**

.....

**Name of the Bidder**

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



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## General Conditions of Contract

### **1. Definitions**

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the provider, 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 provider under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 "Day" means calendar day.
  - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the provider bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12 "Force majeure" means an event beyond the control of the provider and not involving the provider'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 provider 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 provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

**General Conditions of Contract**

	<p>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.</p> <p>1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.</p> <p>1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.</p> <p>1.20 “Project site,” where applicable, means the place indicated in bidding documents.</p> <p>1.21 “Purchaser” means the organization purchasing the goods.</p> <p>1.22 “Republic” means the Republic of South Africa.</p> <p>1.23 “SCC” means the Special Conditions of Contract.</p> <p>1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the provider covered under the contract.</p> <p>1.25 “Written” or “in writing” means hand-written in ink or any form of electronic or mechanical writing.</p>
<b>2. Application</b>	<p>2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
<b>3. General</b>	<p>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.</p> <p>3.2 Invitations to bid are usually published in locally distributed news media and in the institution’s website.</p>
<b>4. Standards</b>	<p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
<b>5. Use of contract documents and information; inspection.</b>	<p>5.1 The provider 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 provider 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.</p>

<b>General Conditions of Contract</b>	
	<p>5.2 The provider shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>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 provider's performance under the contract if so required by the purchaser.</p> <p>5.4 The provider shall permit the purchaser to inspect the provider's records relating to the performance of the provider and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p>
<b>6. Patent rights</b>	<p>6.1 The provider 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.</p> <p>6.2 When a provider developed documentation / projects for the municipality or municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality or municipal entity.</p>
<b>7. Performance security</b>	<p>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.</p> <p>7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the provider's failure to complete his obligations under the contract.</p> <p>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:</p> <p>(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or</p> <p>(b) a cashier's or certified cheque.</p> <p>7.4 The performance security will be discharged by the purchaser and returned to the provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified.</p>
<b>8. Inspections, tests and analyses</b>	<p>8.1 All pre-bidding testing will be for the account of the bidder.</p> <p>8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.</p> <p>8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.</p>

**General Conditions of Contract**

	<p>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.</p> <p>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 provider.</p> <p>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.</p> <p>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 provider 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 providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.</p> <p>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.</p>
<b>9. Packing</b>	<p>9.1 The provider 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.</p> <p>9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.</p>
<b>10. Delivery and documents</b>	<p>10.1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the provider in accordance with the terms specified in the contract.</p>
<b>11. Insurance</b>	<p>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.</p>
<b>12. Transportation</b>	<p>12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.</p>
<b>13. Incidental services</b>	<p>13.1 The provider may be required to provide any or all of the following services, including additional services, if any:</p> <ul style="list-style-type: none"><li>(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;</li><li>(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;</li><li>(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;</li></ul>

**General Conditions of Contract**

	<p>(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 provider of any warranty obligations under this contract; and</p> <p>(e) training of the purchaser's personnel, at the provider's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.</p> <p>13.2 Prices charged by the provider 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 provider for similar services.</p>
<b>14. Spare parts</b>	<p>14.1 As specified, the provider may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the provider:</p> <p>(a) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract; and</p> <p>(b) in the event of termination of production of the spare parts:</p> <p>(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and</p> <p>(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</p>
<b>15. Warranty</b>	<p>15.1 The provider 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 provider 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 provider, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.</p> <p>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.</p> <p>15.3 The purchaser shall promptly notify the provider in writing of any claims arising under this warranty.</p> <p>15.4 Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.</p> <p>15.5 If the provider, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.</p>
<b>16. Payment</b>	<p>16.1 The method and conditions of payment to be made to the provider under this contract shall be specified.</p> <p>16.2 The provider 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.</p>

<b>General Conditions of Contract</b>	
	<p>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 provider.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated.</p>
<b>17. Prices</b>	17.1 Prices charged by the provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the provider in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.
<b>18. Increase / decrease of quantities</b>	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 provided that there is no escalation in price.
<b>19. Contract amendments</b>	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.
<b>20. Assignment</b>	20.1 The provider shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
<b>21. Subcontracts</b>	21.1 The provider shall notify the purchaser in writing of all subcontracts awarded under these contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.
<b>22. Delays in the provider's performance</b>	22.1 Delivery of the goods and performance of services shall be made by the provider 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 provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider 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 provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider'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.
	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 provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.
	<p>22.4 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.</p> <p>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 provider'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 provider.</p>
<b>23. Penalties</b>	23.1 Subject to GCC Clause 25, if the provider 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.
<b>24. Termination for default</b>	24.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the provider, may terminate this contract in whole or in part:

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	<p>(a) if the provider 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 22.2;</p> <p>(b) if the provider fails to perform any other obligation(s) under the contract; or</p> <p>(c) if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.</p> <p>24.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.</p> <p>24.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.</p> <p>24.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.</p> <p>24.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.</p> <p>24.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:</p> <p>(i) the name and address of the supplier and / or person restricted by the purchaser;</p> <p>(ii) the date of commencement of the restriction;</p> <p>(iii) the period of restriction; and</p> <p>(iv) the reasons for the restriction.</p> <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p> <p>24.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.</p>
<p><b>25. Anti-dumping and counter-vailing duties and rights</b></p>	<p>25.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the provider to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the 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.</p>

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<p><b>26. Force Majeure</b></p>	<p>26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider 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.</p> <p>26.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider 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.</p>
<p><b>27. Termination for insolvency</b></p>	<p>27.1 The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.</p>
<p><b>28. Settlement of Disputes</b></p>	<p>28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>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 provider may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.</p> <p>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.</p> <p>28.4 Notwithstanding any reference to mediation and/or court proceedings herein,          (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and          (b) the purchaser shall pay the provider any monies due the provider for goods delivered and / or services rendered according to the prescripts of the contract.</p>
<p><b>29. Limitation of liability</b></p>	<p>29.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p>(a) the provider 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 provider to pay penalties and/or damages to the purchaser; and</p> <p>(b) the aggregate liability of the provider 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.</p>
<p><b>30. Governing language</b></p>	<p>30.1 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.</p>
<p><b>31. Applicable law</b></p>	<p>31.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.</p>
<p><b>32. Notices</b></p>	<p>32.1 Every written acceptance of a bid shall be posted to the provider 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.</p> <p>32.2 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.</p>

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<b>33. Taxes and duties</b>	33.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.  33.2 A local provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.  33.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
<b>34. Transfer of contracts</b>	34.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.
<b>35. Amendment of contracts</b>	35.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

**BID REQUIREMENTS OF JB MARKS LOCAL MUNICIPALITY**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED. FAILURE TO DO SO MAY RESULT IN THE BID BEING DISQUALIFIED**

**CENTRAL SUPPLIER DATABASE (CSD) NO:**

NAME OF BIDDER:

POSTAL ADDRESS:

STREET ADDRESS:

TELEPHONE: AREA CODE:

NUMBER

FACSIMILE: AREA CODE:

NUMBER

E-MAIL ADDRESS (IF AVAILABLE):

NAME OF CONTACT PERSON:

CELL PHONE NUMBER OF CONTACT PERSON:

Has a tax clearance certificate been submitted

Yes / No

Income Tax Number

Name of taxpayer

Identity number of taxpayer (if applicable)

Employer's PAYE registration number (if applicable)

Company or CC Registration No

Are you the accredited representative in South Africa for the goods / services offered by you?

YES NO / NOT APPLICABLE

AUTHORISED SIGNATURE:

NAME:

CAPACITY:

DATE:



## REQUIRED DOCUMENTATION

### **A PUBLIC COMPANY or SECTION 21 COMPANY**

A certified copy of the company's Certificate of Incorporation (CM3).

If any changes had occurred in the board of Shareholders or Directors of the company since registration, a certified copy of the amended Certificate of Incorporation regarding the changes that were registered in the office of the Registrar of Companies must be obtained.

*In the case of a Company, a resolution from the directors that the person who is appointed to sign the tender and SLA document is authorized to act on behalf of the Company. The full names, identity number and his/ her capacity must be included in the resolution.*

### **A CLOSE CORPORATION**

A certified copy of the Close Corporation's registration document. (CK1 & CK2).

*If any changes had occurred in the Membership of the Close Corporation since registration, a certified copy of the amended Registration Certificate regarding the changes in membership that were registered in the office of the Registrar of Companies must be obtained. In the case of a Close Corporation, a resolution from the members that the person who is appointed to sign the tender and SLA document is authorized to act on behalf of the Close Corporation. The full names, identity number and his/ her capacity must be included in the resolution.*

### **A TRUST**

A certified copy of the Trust deed (document) as well as a letter of authority in the case of business trust.

### **A PARTNERSHIP**

A certified copy of the Partnership Agreement.

### **A SOLE PROPRIETOR**

A certified copy of the Owner's ID document.

In all cases, a valid Tax Clearance certificate is required.

Where necessary certified copies of other relevant registration certificates pertaining to the business as required by legislation.

The above documentation did not include necessarily all the documentation that may be needed by the Supply Chain department which must also be requested.