



**Amatola**  
Water · Amanzi

**BID DOCUMENT**

**BID NO. AW2022/23/29**

**BID DESCRIPTION**

**APPOINTMENT OF A PANEL OF OCCUPATIONAL  
HEALTH AND SAFETY PRACTITIONERS FOR A  
PERIOD OF THREE (3) YEARS**

**CLOSING DATE**

**26 OCTOBER 2022 AT 11H00 AM**

**NO EMAILED SUBMISSION WILL BE ACCEPTED**

**BIDDER TO COMPLETE**

<b>COMPANY NAME</b>	
<b>CSD NUMBER</b>	

ISSUED AND PREPARED BY: AMATOLA WATER

PRIVATE BAG X3

VINCENT

5217

Tel: +27 43 707 3700

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**SECTION A**  
**TENDERING INVITATION, PROCEDURE,**  
**SPECIFICATION AND PRICING**

## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR THE APPOINTMENT OF A PANEL OF OCCUPATIONAL HEALTH AND SAFETY PRACTITIONERS FOR A PERIOD OF THREE (3) YEARS**

BID NUMBER:	<b>AW2022/23/29</b>	CLOSING DATE:	<b>26 October 2022</b>	CLOSING TIME:	<b>11:00 AM</b>
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**DESCRIPTION APPOINTMENT OF A PANEL OF OCCUPATIONAL HEALTH AND SAFETY PRACTITIONERS FOR A PERIOD OF THREE (3) YEARS**

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX LISTED BELOW**

**Reception area of Amatola House**

**6 Lancaster Road**

**Vincent**

**East London**

**THE BID BOX IS AVAILABLE FOR BIDS TO BE DEPOSITED BETWEEN 08:00AM – 16:00PM FROM MONDAY TO FRIDAY.**

**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		<b>OR</b>	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>		AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	<input type="checkbox"/>		A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		

		<input type="checkbox"/>	A REGISTERED AUDITOR	
			NAME:	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER	.....	DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)				
TOTAL NUMBER OF ITEMS OFFERED				
TOTAL BID PRICE (ALL INCLUSIVE)				
<b>BIDDING PROCEDURE AND SCM ENQUIRIES MAY BE DIRECTED TO:</b> <a href="mailto:nndlamlam@amatolawater.co.za">nndlamlam@amatolawater.co.za</a>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b> <a href="mailto:angwalangwala@amatolawater.co.za">angwalangwala@amatolawater.co.za</a>		
<b>ONLY WRITTEN QUERIES VIA EMAIL WILL BE ATTENDED TO</b>				
PUBLIC ENTITY	AMATOLA WATER			
CONTACT PERSON	Ms. N Ndlamla - Lead Demand Specialist	CONTACT PERSON	Ms. A Ngwalangwala –SHEQ Specialist	
E-MAIL ADDRESS		E-MAIL ADDRESS		
	<a href="mailto:nndlamlam@amatolawater.co.za">nndlamlam@amatolawater.co.za</a>		<a href="mailto:angwalangwala@amatolawater.co.za">angwalangwala@amatolawater.co.za</a>	

**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. **BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.**
- 1.4. **WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.**
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR 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 TAX COMPLIANCE STATUS (TCS) 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](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 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 BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  
 YES  NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  
 YES  NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  
 YES  NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  
 YES  NO

**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE 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.**

## TENDER NOTICE AND INVITATION TO TENDER

**BID NO: AW2022/23/29**

### **APPOINTMENT OF A PANEL OF OCCUPATIONAL HEALTH AND SAFETY PRACTITIONERS FOR A PERIOD OF THREE (3) YEARS**

Amatola Water Board is a state-owned, South African water utility established in November 1997 and is mandated to render water services to water sector institutions, to local government and other customers in the Eastern Cape.

### **INVITATION AND SCOPE OF WORK**

Suitably experienced and qualified service providers are invited to respond to this bid invitation for the

<b>Bid Number</b>	<b>Bid Name</b>	<b>Scope of Work</b>	<b>Bid Closing Date and Time</b>
<b>AW2022/23/29</b>	<b>APPOINTMENT OF A PANEL OF OCCUPATIONAL HEALTH AND SAFETY PRACTITIONERS FOR A PERIOD OF THREE (3) YEARS</b>	Amatola Water is hereby inviting all the suitably qualified service providers with detailed knowledge of health and safety requirements at all levels, with the capability to design, compile, implement and manage the health and safety requirements for a construction project from Initiation, briefing to project close out.	<b>26 October 2022 at 11:00 am</b>

### **BID PUBLICATION**

An open competitive bidding process is to be followed. A bid invitation will be published in the regional newspaper, Amatola Water website and National Treasury Website(e-tender). Tender documents shall be downloaded for free from the Amatola Website ([www.amatolawater.co.za](http://www.amatolawater.co.za)) on **Wednesday, 05 October 2022 at 10:00am.**

### **EVALUATION CRITERIA**

This bid will be evaluated in three (3) stages:

**Stage One:** Compliance Screening/ Administrative Compliance

**Stage Two:** Functionality

**Stage Three:** PPPFA



**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:**

Maximum points on price	-	<b>80 points</b>
Maximum points for BBEE	-	<b>20 points</b>
<b>TOTAL</b>	-	<b>100 points</b>

**BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- The 2017 Preferential Procurement Policy Framework Act 2000 (PPPFA) principles shall apply, whereby submissions will be evaluated accordingly to the provisions of the Act.
- Broad Based Black Economic Empowerment (B-BBEE) Status will be scored in accordance with the DTI Codes of Good Practice and bidders must submit their original and valid B-BBEE status level certificate or a certificate issued by a registered auditor, accounting officer (as contemplated in section 60 (4) of the Closed Corporation Act, 1984) or an accredited verification agency in order to be eligible for B-BBEE points.
- Amatola Water does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or portion of a tender.
- Tenders which are late, incomplete, unsigned or submitted electronically will not be accepted.
- All tenders are to remain valid for a period of 12 weeks from the closing date of the submission.
- A Tax Compliance status PIN (an original valid SARS certificate) must be submitted with the tender document in order to be considered.

**BID SUBMISSION**

The original completed bid documents and all supporting documents (in a separate file), must be submitted in a sealed envelope or parcel endorsed with the Bid Number and Bid Description as detailed in the Tender Data. The sealed envelope must be deposited in the Bid/Tender Box located in the reception area of **Amatola House, 6 Lancaster Rd, Vincent, East London**, prior to the time and date indicated in the bid notice and the Tender Data. The bid submissions will be opened in public shortly the closing time.

**BID ENQUIRIES**

No telephonic enquiries relating to this tender will be entertained. All enquiries regarding this tender must be in writing only and must be directed to: Ms N. Ndlamla - E-mail: [nndlamla@amatolawater.co.za](mailto:nndlamla@amatolawater.co.za)

**Dr Linda Makuleni**

**Interim Chief Executive Officer**

*Amatola Water supports transformation through Preferential Procurement and tenders will be awarded in accordance with Amatola Water's Supply Chain Management Policy.*

## **SPECIAL TENDER CONDITIONS**

### **1. DEFINITIONS**

The word "Bidder/Tenderer" in these conditions shall mean and include any firm of Contractors, Suppliers, Service Providers or any company or body incorporated or unincorporated.

### **2. BID SUBMISSION**

The original completed bid documents must be submitted in a sealed envelope endorsed with the Bid Number and Bid Description as detailed in the Tender Data. The sealed envelope must be deposited in the Bid/Tender Box, located in the reception area of **Amatola Water, 6 Lancaster Road, Vincent, East London**, not later than the time and date specified on the cover page and SBD 1 of this bid.

### **3. PERIOD OF VALIDITY FOR BIDS AND WITHDRAWAL OF BID AFTER CLOSING DATE**

All Bids must remain valid for a period of 90 (ninety) days from the closing date as stipulated in the Bid document.

### **4. AUTHORITY TO SIGN BID DOCUMENTS**

In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the Amatola Water at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the articles of the entity.

### **5. LATE BIDS**

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).

**Form A must be completed. Failure to complete Form A will invalidate your bid.**

### **6. JOINT VENTURE REQUIREMENTS**

**DEFINITION:- "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.

Should a group of companies/firms and/or interested parties wish to enter into a joint venture / consortium agreement the following minimum requirements must be met: -

- a. A properly signed copy of the joint venture/consortium agreement must be attached.
- b. Each member of the joint venture/consortium's taxes must be in order.
- c. After the award of a contract to a joint venture/consortium, the successful joint venture group or consortium must provide a combined joint venture/consortium Tax Clearance Certificate.
- d. After the award of a contract to a joint venture/consortium, the successful joint venture group or consortium must provide the details of the joint venture / consortium banking details.
- e. A trust, consortium or joint venture will qualify for points of their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- f. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

**THE JOINT VENTURE/CONSORTIUM AGREEMENT MUST CONTAIN THE FOLLOWING: -**

- a. Who the managing member will be.
- b. Who the signatory of authority will be.
- c. How the joint venture/consortium share of profit will be split.
- d. The bank account details where payments will be deposited into.
- e. The agreement must be signed by all parties.
- f. The agreement must be certified by a Commissioner of Oaths.
- g. The postal and physical address where all correspondence will be sent to

**7. OBLIGATIONS OF THE SERVICE PROVIDER:**

The successful bidder and preferred service provider shall:

- 1.1 Abide by the Service Level Agreement concluded and act as a partner to Amatola Water.
- 1.2 Provide all relevant information necessary to the achievement of the above.
- 3.3 Respond within reasonable time to decisions that need be made, support required and any other matters that may need resolving in order not to delay the operations of Amatola Water.

**8. CONDITIONS OF TENDER**

- I. Submission of this proposal signifies the applicant's acceptance of the conditions as laid down in this document, unless clearly stated otherwise.
- II. Any expense incurred by the applicant in preparing and submitting this proposal will be for the applicant's account.
- III. Amatola Water reserves the right not to accept any proposal and cancel the bid as and when the need arises.
- IV. The contractor must provide references on Form B that the company has undertaken projects of a similar nature.
- V. Failure to comply with the above requirements will result in submitted proposals being disqualified.

## **BID SPECIFICATION**

# **APPOINTMENT OF A PANEL OF OCCUPATIONAL HEALTH AND SAFETY PRACTITIONERS FOR A PERIOD OF THREE (3) YEARS**

### **1. BACKGROUND AND INTRODUCTION**

Amatola Water (AW) is a state-owned water utility established in November 1997 and is mandated to render water services to water sector institutions, local government and other customers in the Eastern Cape.

Amatola Water intends to appoint a Panel of Construction Health and Safety Agencies for a period three (3) years, as and when required in terms of the Construction Regulations, 5(5) 2014, of the Occupational Health and Safety Act (Act 85 of 1993) for various construction projects.

The appointment of an Agent from the Panel will be valid for the duration of a project it is appointed for and in any event usually for a period not exceeding 3 years. The appointed Construction Health and Safety Agencies will be responsible for the health and safety of construction projects on behalf of Amatola Water.

Construction Health and Safety Agencies are hereby invited to submit information about their firms and a detailed project proposal, with respect to services as Construction Health and Safety Agents in terms of Regulation 5 of the Construction Regulations 5(5),2014. The "Construction Health and Safety Agent" is defined in the Construction Regulations, 2014 as any person who acts as a Construction Health and Safety representative for a client.

### **2. OBJECTIVES OF THE PROJECT**

Amatola Water is looking for services of qualified and experienced Construction Health and Safety Agents for all related construction projects for their primary and secondary business projects throughout the Eastern Cape. Health & Safety Agents must be registered as a Professional Construction Health & Safety Agent (PRCHSA) with South African Council for Project and Construction Management Professions (SACPCMP) applicable since 1<sup>st</sup> August 2015.

### **3. SCOPE OF WORKS**

A Construction Health and Safety Agent shall be expected to demonstrate detailed knowledge of health and safety requirements at all levels, with the capability to design, compile, implement and manage the health and safety requirements for a construction project from Initiation and Briefing to Project Close-out.

#### **4. DESCRIPTION OF PROPOSED PROJECTS**

The Construction Health and Safety Agent will be utilised on various water and sanitation related projects. These projects will be spread over the entire Amatola Water geographic area and may include, but not limited to, construction projects of the following disciplines:

- Water reticulation pipe installation
- Bulk water pipe installation
- Reservoir construction
- Sewer treatment plant construction
- Water treatment plant construction
- Sanitation

#### **5. DUTIES AND RESPONSIBILITIES OF THE OHS AGENT**

- a) The appointed Construction Health and Safety Agent is expected to perform on behalf of Amatola Water, all duties of the Client as stipulated in terms of Regulation 5 as reflected in the Construction Regulations, 2014:
- b) A client must—
- c) Prepare a baseline risk assessment for an intended construction work project
- d) Prepare a suitable, sufficiently documented and coherent site specific health and safety specification for the intended construction work based on the baseline risk assessment contemplated in paragraph (a);
- e) Provide the designer with the health and safety specification contemplated in paragraph (b);
- f) Ensure that the designer takes the prepared health and safety specification into consideration during the design stage;
- g) Ensure that the designer carries out all responsibilities contemplated in regulation 6 (Duties of designer);
- h) Include the health and safety specification in the tender documents;
- i) Ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures;
- j) Ensure that the principal contractor to be appointed has the necessary competencies and resources to carry out the construction work safely;
- k) Take reasonable steps to ensure co-operation between all contractors appointed by the client to enable each of those contractors to comply with these Regulations;
- l) Ensure before any work commences on a site that every principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Page 3 of 9 Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993);
- m) Appoint every principal contractor in writing for the project or part thereof on the construction site;
- n) Discuss and negotiate with the principal contractor the contents of the principal contractor's health and safety plan contemplated in regulation 7(1) (Duties of the principal contractor and contractor), and must thereafter finally approve that plan for implementation;
- o) Ensure that a copy of the principal contractor's health and safety plan is available on request to an employee, inspector or contractor;

- p) Take reasonable steps to ensure that each contractor's health and safety plan contemplated in regulation 7(1)(a) (Duties of the principal contractor and contractor) is implemented and maintained;
- q) Ensure that periodic health and safety audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days;
- r) Ensure that a copy of the health and safety audit report contemplated in paragraph (o) is provided to the principal contractor within seven calendar days after the audit;
- s) Stop any contractor from executing a construction activity which poses a threat to the health and safety of persons which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site;
- t) Where changes are brought about to the design or construction work, make sufficient health and safety information and appropriate resources available to the principal contractor to execute the work safely; and
- u) Ensure that the health and safety file contemplated in regulation 7(1)(b) (Duties of the principal contractor and contractor) is kept and maintained by the principal contractor.
- v) Where a Client requires additional work to be performed as a result of a design change or an error in construction due to the actions of the Client, the Client must ensure that sufficient safety information and appropriate additional resources are available to execute the required work safely.
- w) Where a fatality or permanent disabling injury occurs on a construction site, the client must ensure that the contractor provides the provincial director with a report contemplated in section 24 of the Act, in accordance with regulations 8 and 9 of the General Administrative Regulations, 2013, and that the report includes the measures that the contractor intends to implement to ensure a safe construction site after the aforementioned incident as far as is reasonably practicable.
- x) Where more than one principal contractor is appointed as contemplated in sub-regulation (1)(k), the client must take reasonable steps to ensure cooperation between all principal contractors and contractors in order to ensure compliance with these Regulations.
- y) Where a construction work permit is required as contemplated in regulation 3(1) (Application for construction work permit), the client must, without derogating from his or her health and safety responsibilities or liabilities, appoint a competent person in writing as an agent to act as his or her representative, and where such an appointment is made the duties that are imposed by these Regulations upon a client, apply as far as reasonably practicable to the agent so appointed.

**6. Tasks that will form part of the duties of the Occupational Health and Safety Agent are listed below:**

1. Provide the contractor with a template for the health and safety file.
2. Prepare and submit the application for the construction work permit at least 30 days before the work is due to start to the applicable provincial director of the Department of Labour.

3. The appointed Construction Health and Safety Agent shall perform inspections on behalf of the Client as frequently as specified and as necessary, and shall communicate to the Client the inspection findings by way of an audit report and inspection reports which will be included in the monthly report of the Agent's tasks completed during the month.

The inspections are to include:

3.1 Monitoring of all tasks against the approved Health and Safety Plan.

3.2 Weekly monitoring that all people working on site have undergone the prescribed health and safety induction training, prior to the commencement of any construction work on site and ensuring that people were informed in a language they fully understand.

3.3 Monitoring that the Contractor's Safety Officer keeps on site all the required safety documentation and safety registers stated in the Occupational Health and Safety Act. Ensure that all relevant regulations are completed and updated on a daily basis, and kept on site for by the Contractor.

3.4 Stop the contractor from executing any construction work not in accordance with the Designer's brief for health and safety aspects.

3.5 Informing the Client of any non-conformances on site and of the severity of the violations in a monthly non-conformances report with due dates given to the Contractor to rectify said non-conformances in accordance with the severity of such transgressions.

The audit reports must include the relevant stipulations of the approved Safety Plan and the Construction Regulations to which the non-compliance is raised, an executive summary entailing a short description of non-compliances as well as recommended corrective actions and timelines to resolve the non-compliance. All non-compliances as well as the risks involved and what the Contractor did to resolve these non-compliances must be indicated in the Health and Safety file.

4. Ensure that all Contractors appointed by the Principal Contractor are registered and in good standing with the Compensation Commissioner or with a licensed compensation insurer prior to work commencing on site.
5. Ensure that the Contractor sign the latest version of Safety Manual Agreement prior to the commencement of any construction work.
6. Perform incident and accident investigations where necessary.
7. Prepare a revised construction project health and safety risk profile. Prepare specifications and cost estimates/budgets where there is scope of work changes.
8. The Construction Health and Safety Agent will submit a monthly report to the (insert institution name) in which the audits done per Principal Contractor will be discussed and summarised, with suggested solutions for problems encountered on site. The monthly report shall also indicate which nonconformances were resolved, which resulted in stoppage of the work (if applicable) and which resulted in penalties to be applied (if applicable).

9. The Construction Health and Safety Agent will conduct monthly meetings with the Client to discuss the above-mentioned report. These meetings must be minuted by the Agent and submitted to the Client.
10. Prepare and submit the consolidated construction project health and safety close - out report and ensure that the Health and Safety files are submitted back to the Client on completion of a project.
11. The Construction Health and Safety Agent will also be responsible to ensure that the Contractor complies with and adheres to all other aspects of the Occupational Health and Safety Act (Act 85 of 1993), including all relevant and applicable Regulations of the abovementioned Act as well as all amendments to the Act and abovementioned Regulations.



## **BID CRITERIA FOR EVALUATION**

Bidders must submit all required documents indicated hereunder with the bid documents at the closing, date and time of the bid. During this evaluation phase, bidder's responses will be evaluated based on the documents submitted under mandatory requirements. The bid document must be completed in all respects in non-erasable ink. Bids must be submitted on original bid documents. Bid documents must remain intact and no portion may be detached. **Any bid that does not meet these requirements will be disqualified and will be considered as non-responsive.**

The received bid proposals will be evaluated in three stages to arrive to the final phase of bid award, and the phases will be as follows:

### **STAGE 1 – COMPLIANCE SCREENING / ADMINISTRATIVE COMPLIANCE**

In this phase all bids received will be verified for compliance and completeness of the submitted proposal per the below set of requirements. Bidders who fail to comply with the below requirements will be eliminated and bidders who comply with the below progresses to the next phase.

The following declaration forms must be completed and signed in full:

**SBD 1:** Invitation to Bid

**SBD 3.1:** Pricing Schedule

**SBD 4:** Bidder's Disclosure

**FORM A: AUTHORITY TO SIGN:** In the case of a Bid being submitted on behalf of a company, close corporation, or partnership, evidence must be submitted to the Amatola Water at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors.

**FORM B:** Schedule of previous similar contracts satisfactorily completed.

### **STAGE 2 – FUNCTIONALITY CRITERIA**

Only bidders who meet the minimum score (70 points) criteria below will be considered and failure to comply will render your bid non-responsive:

Points will be allocated as per the table below:

No.	Functionality Criterion	Benchmark	Score	Points scored
1	<b>Professional Construction Health and Safety Agent (Pr. CHSA) registered with the South African Council for Project and Construction Management Professions (SACPCMP)</b>	Produced professional registration in good standing.	35	35
		No registration	0	

2	<b>Experience of the Company</b> Provide a list of similar projects conducted by the bidding company. Use the <b>Form B</b> template to provide a list of similar projects with start and completion dates (attach reference letters must have a contact person, contact numbers & email address).	= 10 or more similar projects		25	25
		6 – 9 similar projects		15	
		<6 similar projects		10	
		No similar projects provided		0	
3	<b>Experience of the Senior OHS Practitioner (Project Leader)</b> The Senior Occupational Health and Safety (OHS) Practitioner must be a <b>Professional Construction Health and Safety Agent (Pr. CHSA)</b> registered with the South African Council for Project and Construction Management Professions (SACPCMP) with recognized and appropriate Construction Health and Safety qualifications. Certified Copies of qualifications and registration with SACPCMP must be submitted along with: <ul style="list-style-type: none"> <li>• CV</li> <li>• List of similar projects with start and completion dates</li> </ul>	= 7 or more similar projects		20	20
		4 – 6 similar projects		10	
		< 3 similar projects		05	
		Zero similar projects, No CV submitted, No list of similar projects, or No proof of SACPCMP membership		0	
4	<b>Experience of the Project Team Members</b> The bidding entity must provide at least two (2) OHS team members (construction health and safety practitioners) with work experience on the H&S work. Provide the following supporting documents: <ul style="list-style-type: none"> <li>• Provide copies of CVs</li> <li>• Provide proof of qualifications</li> <li>• Proof of professional membership (SACPCMP)</li> </ul>	1 <sup>st</sup> Team Member	More than 5 years' work experience	10	10
			3-5 years' work experience	7	
			Less than 3 years' work experience	3	
			No proof of professional membership, No CV submitted, or No proof of employment submitted	Non-responsive	
		2 <sup>nd</sup> Team Member	More than 5 years' work experience	10	10

<ul style="list-style-type: none"> <li>Each team member must have a minimum of three (3) years' working experience</li> <li>Provide proof of employment in the form of payslips or appointment letter or employment contract</li> </ul>	3-5 years' experience	7	
	Less than 3 years' work experience	3	
	No proof of professional membership, No CV submitted, or No proof of employment submitted	Non-responsive	
<b>TOTAL POINTS</b>		<b>100</b>	
<b>Minimum points to be obtained</b>		<b>70</b>	

**STAGE 3 – PRICE AND PREFERENCE 80/20**

Bidders are required to complete the preference claim form (SBD 6.1) and must submit their valid BBBEE status level verification certificate or certified copy of sworn affidavit at the closing date and time of the bid in order to claim the BBBEE status level points.

Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a BBBEE status level certificate from an accredited verification agency or affidavit will be considered for preference points, failure on the part of the bidder to comply with the above will be deemed that preference points for BBBEE status level are not claimed and therefore be allocated zero (0)

<b>PRICE AND PREFERENCE (BBEE)</b>	
Price	80%
BBBEE	20%
<b>Total Points for price and BBBEE</b>	<b>100</b>

***The lowest or any bid will not necessarily be accepted, and your bid may be accepted in part or as a whole.***

# **SECTION B: RETURNABLE DOCUMENTS**

**The following documents must be completed in full and submitted with this bid:**

SBD 1: Invitation to Bid

FORM A: AUTHORITY TO SIGN DOCUMENTS

FORM B: schedule of previous similar contracts satisfactorily completed.

SBD 4: Bidder's Disclosure

SBD 3.1: Pricing Schedule: Firm prices

SBD 3.2: Pricing Adjustments: Non- firm prices

**The following documents must be submitted with this bid:**

- CSD and Tax Verification PIN
- B-BBEE VERIFICATION CERTIFICATE
- JOINT VENTURE AGREEMENT (IF APPLICABLE)

**FORM A: AUTHORITY TO SIGN DOCUMENTS**

The person listed below are duly authorised/ delegated to sign all documents in connection with the tender offer and any contract resulting from it on our behalf by virtue of the Articles of Association/Resolution of the Board of Directors.

Details of authorised/ delegated person

**NAME**

**SIGNATURE**

**DATE**

**WITNESSES:**

1.

**NAME**

**SIGNATURE**

**DATE**

2.

**NAME**

**SIGNATURE**

**DATE**



**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

**SBD 4**

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.
- 3.7

<sup>2</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.





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

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

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

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2 a) The value of this bid is estimated to be below R50 000 000 (all applicable taxes included) and therefore the .....**80/20**..... preference point system shall be applicable; or

b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

### 2. DEFINITIONS

- (a) "**B-BBEE**" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "**B-BBEE status level of contributor**" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

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

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18

3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

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

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

6.1 B-BBEE Status Level of Contributor: = ..... (maximum of 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**7. SUB-CONTRACTING**

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

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

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

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

**8.2** VAT registration number: .....

**8.3** Company registration number: .....

**8.4** TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5** DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....  
.....

**8.6** COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that

person's conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

- 1. ....
- 2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)  
DATE: .....  
.....  
ADDRESS .....  
.....

## **SECTION C:**

# **PRICING INSTRUCTIONS, PRICING SCHEDULE AND CONTRACT**

### **PRICE INSTRUCTIONS AND ESCALATION**

The following pricing schedules must be completed in full:

**SBD 3.1: Pricing Schedule: Firm prices**

**SBD 3.2: Pricing Schedule: Non- firm prices (Not Applicable)**

**NB: If there are any unconditional discount offers, kindly attach a schedule that will indicate where those discounts are applied from.**

**Failure to fully complete the pricing instructions will invalidate your bid. All line items should be completed.**

**No claim in respect of any price escalation will be considered by the Amatola Water unless it is specifically stated in the Pricing Schedule that the Bid is subject to price escalation.**

**When escalation is claimed for during the contract period, proof of such escalation must be furnished and the calculation itself must be submitted to corroborate such proof. Escalation will only be calculated on the official index figures supplied by the Department of Statistics or the Price Controller, which ever may be applicable.**

**All orders placed will be based on the current Bid prices. It is the responsibility of the Bidder to inform Amatola Water of any escalation prior to implementation of the escalated price. Failure to do so will negate any such claims.**

### **VALUE ADDED TAX**

**In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total.**

**VAT must be included in the Bid price but must be shown separately.**

**Non-VAT vendors must not include VAT in their bid price**

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

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

Name of Bidder.....Bid number.....

Closing Time .....11:00am ..... Closing date: .....

**OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.**

Item no.	Description	Unit	RATE	AMOUNT
1	Prepare baseline risk assessment and safety specification	sum		
2	Application of construction work permit	Sum		
3	Attend 1 monthly progress meeting	Each		
4	Perform site audit & Inspection	Each		
5	Travelling to & from site (ad hoc)	Km		
6	Disbursement and printing	sum		
7	Close out	sum		
	<b>SUB-TOTAL</b>			
	VAT@15%			
	<b>TOTAL</b>			

**Total must be transferred to SBD 1, failure to do so will lead to the bid/RFQ being disqualified**

Required by:

- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)?
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery:

Amatola Water

.....  
 .....N/A.....  
 .....N/A.....  
 \*YES/NO  
 .....  
 \*Firm/not firm



**PRICE ADJUSTMENTS**

**A NON-FIRM PRICES SUBJECT TO ESCALATION**

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V) Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....      Index..... Dated.....      Index..... Dated.....  
 Index..... Dated.....      Index..... Dated.....      Index..... Dated.....

2. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. e.g. Labour, transport etc.)	PERCENTAGE OF BID PRICE

**PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

<b>PARTICULARS OF FINANCIAL INSTITUTION</b>	<b>ITEM NO</b>	<b>PRICE</b>	<b>CURRENCY</b>	<b>RATE</b>	<b>PORTION OF PRICE SUBJECT TO ROE</b>	<b>AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD</b>
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

<b>AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:</b>	<b>DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE</b>	<b>DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE</b>	<b>DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE</b>

## CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
  
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder’s past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
  
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
  
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
  
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
  
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

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

**CONTRACT FORM - RENDERING OF SERVICES**  
**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

- 1 .....
- ....
- 2 .....

## **GENERAL CONDITIONS OF CONTRACT**

The General Conditions of Contract (GCC) for construction works (The South African Institution of Civil Engineering 3<sup>rd</sup> edition of August 2015).