

TENDER DOCUMENT

TENDER NO SBM 19/21/22

**SUPPLY AND DELIVERY OF CLEANING MATERIAL TO SALDANHA BAY MUNICIPALITY
FOR THE PERIOD 01 APRIL 2022 TO 30 JUNE 2024.**

CLOSING DATE: 21 JANUARY 2021

CLOSING TIME: 12H00

BID DOCUMENTS MAY BE POSTED TO:

Private Bag X12
VREDENBURG
7380

A tender posted (at sender's risk) to THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY, PRIVATE BAG X12, VREDENBURG, 7380 in good time so as to reach the Municipal Manager before the above-mentioned closing date, may be accepted on condition that it is placed in the TENDER box before the closing time, it being understood that the Council disclaims any responsibility for seeing that such tenders are in fact lodged in the tender box.

OR

DEPOSITED IN THE TENDER BOX SITUATED AT (*STREET ADDRESS*)

Buller / Investment Centre
15 Main Road
Ground Floor
VREDENBURG

NB: TENDERS must be properly received and deposited in the above-mentioned tender box on or before the closing date and before the closing time. No late tender offers will be accepted under any circumstances. Tender offers must be submitted in a sealed envelope properly marked in terms of the tender number and tender description as indicated above. If the tender offer is too large to fit into the abovementioned box, please enquire at the public counter opposite the tender boxes for assistance. No tender offers will be accepted via facsimile, email or electronic copies.

TENDERER	
NAME OF TENDERER	
ADDRESS	
TEL NO	
EMAIL FOR CORRESPONDENCE	
CSD DATABASE REG NO*	

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All bids must be submitted on the official bid documents issued by SBM for this bid and not be re-typed.

Do not dismember this Tender Document (do not take it apart or put documents between its pages) and all other documents of the submission must be attached to this Tender Document.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management

Contact Person: Mr. Abri Adonis

Tel: 022 701 6922

Email: abri.adonis@sbm.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION / SPECIFICATIONS MUST BE DIRECTED TO:

Contact Persons: Mr. Marius Smit

Tel: 022 701 7165

email: marius.smit@sbm.gov.za

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CHECKLIST

Please ensure that you have included all the documents listed below and submit it with your tender document as well as ensure that you adhere to the listed requirements. This will ensure that your tender is not deemed to be non-responsive and disqualified

PLEASE TICK BOX ☒ THE LEFT

- ☐ Identity Documents of all those with equity ownership in the organization. In the case of a company please include only those ID documents of the Directors with equity ownership.
- ☐ Company registration forms
- ☐ Certified copy of bidder and Director's municipal account or valid lease agreement.
- ☐ Registration with professional body (If applicable)
- ☐ Samples Provided (If applicable)
- ☐ All relevant sections complete and signed and all pages of tender document initialed by authorized signatory
- ☐ Proof attached that signatory is duly authorized to enter into contractual agreement with Saldanhabay Municipality on behalf of the organization
- ☐ Original or Certified copy of a valid BBBEE certificate
- ☐ Tax compliant status on Central Supplier Database

DECLARATION

I declare that all relevant documentations have been included with the bid document and all the tender conditions have been adhered to.

.....
Name

.....
Signature

.....
Date

.....
Capacity

.....
Name of Firm

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SECTION 1.1 ADVERTISEMENT

MUNISIPALITEIT SALDANHABAAI TENDER SBM 19/21/22

BESKRYWING: VERSKAFFING EN AFLEWERING VAN SKOONMAAKMIDDELS VIR SALDANHABAAI MUNISIPALITEIT VIR DIE PERIODE 01 APRIL 2022 TOT 30 JUNIE 2024.

Tender dokumente is beskikbaar vir aflaai op die eTender publikasie webtuiste www.etenders.gov.za, of kan alternatiewelik afgehaal word by Mnr. Abri Adonis, Hoofstraat 15, Buller/Beleggingsentrum, Vredenburg vanaf **Maandag 06 Desember 2021**.

Indien tenders opgetel word, moet 'n nie-terugbetaalbare tender deposito van R172.50 betaal word aan Saldanhabaai Munisipaliteit. Bewys van betaling moet aangebied word vir die verkryging van tender dokumente.

Navrae kan gerig word aan Mnr. M Smit by epos: marius.smit@sbm.gov.za

Tenders moet in die tenderbus by die Buller/Beleggingsentrum, Grond Vloer, Hoofstraat 15, Vredenburg geplaas word voor **12:00 op 21 Januarie 2021** en moet in 'n geseëde kovert wees waarop daar aan die buitekant duidelik gemerk is die bovermelde tender nommer en beskrywing.

'n Verpligte inligtingssessie sal **Donderdag 9 Desember 2021 om 11H00** plaasvind by die Munisipale Store, Floryn Straat, Vredenburg. Geen grasie periode sal toegelaat word nie. **Die volgende Covid-19 protokol sal toegepas word:**

- **Slegs een verteenwoordiger per tenderaar**
 - **Vooraf keuring: Temperatuur word gemeet en inligting neer gepen**
 - **Sanitasie: Hande was/saniteer voor ingang toegelaat**
 - **Masker: Alle verteenwoordigers moet gesigmaskers dra; geen masker, geen toegang**
- Persoonlike afstand: 1.5m uit mekaar**

Na die sluitingsuur sal die tenders in die publiek oopgemaak word. Enige of die laagste tender sal nie noodwendig aanvaar word nie.

Die **80/20** voorkeur-puntestelsel soos vervat in die Voorkeur Verkrygingsregulasies Nr. R32 van 20 Januarie 2017 (B-BBEE) sal in die beoordeling van hierdie tender gebruik word.

'n Geldige, inkomstebelasting uitklaringsertifikaat soos uitgereik deur die Suid-Afrikaanse Inkomstediens, moet met die tenderdokument ingehandig word, en die tenderaar moet voldoen aan die belastingvoorwaardes op die Sentrale Verskaffers Databasis (CSD).

Mnr. H.F. Mettler
MUNISIPALE BESTUURDER
Munisipaliteit Saldanhabaai
Privaatsak X 12
VREDENBURG
7380

SALDANHA BAY MUNICIPALITY TENDER SBM 19/21/22

DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS FOR SALDANHA BAY MUNICIPALITY FOR THE PERIOD 01 APRIL 2022 TO 30 JUNE 2024.

Tender documents can be downloaded from the eTender publication portal at www.etenders.gov.za, or alternatively can be collected from Mr. Abri Adonis, 15 Main Road, Buller / Investment Centre, Vredenburg from **Monday 06 December 2021**.

If tenders are collected, a non-refundable tender deposit of R172.50 is payable to Saldanha Bay Municipality. Proof of deposit is required for collection of tender documents.

Enquiries can be directed to Mr. M Smit at email: marius.smit@sbm.gov.za

Tenders must be placed in the tender box at the Buller/Investment Centre, Ground Floor, 15 Main Road, Vredenburg, before **12:00 on 21 January 2021** in a sealed envelope upon the outside whereof is clearly marked the above-mentioned tender number and description.

A compulsory briefing session will be held at the Municipal Stores, Floryn Street, Vredenburg on **Thursday 09 December 2021** promptly at **11H00**. No grace period will be allowed. **The following COVID-19 protocol will be applicable:**

- **Only 1 representative per tendering party**
- **Pre-screening: Measuring of temperature and capturing of information**
- **Sanitize: Sanitizing hands before entering**
- **Facial masks: All attendees to wear masks; no mask, no entry**

Social distancing: Keep at least 1.5m apart from other attendees

The tenders shall be opened in public after the closing hour. Any or the lowest tender will not necessarily be accepted.

The **80/20** preference point system as contained in the Preferential Procurement Regulations No. R32 of 20 January 2017 (B-BBEE) will be used in the adjudication of this tender.

A valid, tax clearance certificate from the South African Revenue Services must be supplied with the tender document and the tenderer must be tax-compliant on the Central Supplier Database (CSD).

Mr. H.F. Mettler
MUNICIPAL MANAGER
Saldanha Bay Municipality
Private Bag X 12
VREDENBURG
7380

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SECTION 1.2

TENDER CONDITIONS AND INFORMATION

1.2.1 General and Special Conditions of Contract

The General Conditions of Contract (GCC) as well as Special Conditions of Contract (SCC) forming part of this set of tender documents will be applicable to this tender in addition to the conditions of tender. Where the GCC and SCC are in conflict with one another, the stipulations of the SCC will prevail.

1.2.2 Acceptance or Rejection of a Tender

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender or the tender scoring the highest points.

1.2.3 Validity Period

Bids shall remain valid and binding for a minimum of 90 days after the tender closure date and the validity extend automatically till the contract is signed if validity goes beyond the number of days indicated. The reason for this is to ensure that the tender is valid till appeals were considered, if received.

1.2.4 Cost of Tender Documents

Tender documents can be downloaded from the eTender publication portal at www.etenders.gov.za or alternatively can be collected at a non-refundable tender deposit rate payable to Saldanha Bay Municipality. Payment for tender documents must be made by a crossed cheque, cash or payment into SBM Municipality bank account payable to the SBM Municipality. These costs are non-refundable. No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically.

1.2.5 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. In the event that a tenderer is not yet registered, it is requested that the online registration proceeds with the Central Supplier Database. The Municipality reserves the right not to award tenders to prospective suppliers who are not registered on the Central Supplier Database.

1.2.6 Completion of Tender Documents

(a) The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender. All the pages must

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be initialed by the authorised signatory and returned. Failure to do so will result in the disqualification of the tender.

(b) Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender.

(c) The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.

(d) No unauthorized alteration of this set of tender documents will be allowed. Any unauthorized alteration will disqualify the tender automatically. Any ambiguity has to be cleared with the contact person for the tender before the tender closure.

(e) Tenders must be completed in indelible ink and NO CORRECTION FLUID may be used in the Tender Document. If corrections must be made, a line must be drawn through the correction and it must be initialed.

(f) The bidder should verify regularly on E-tender whether there are any addendums before submission and addendums must be submitted with the tender document.

1.2.7 Compulsory Documentation

1.2.7.1 Income Tax Clearance Certificate

(a) A valid income tax clearance certificate must accompany the bid documents unless the bidder is registered on the Central Supplier Database and are Tax compliant. If the South African Revenue Services (SARS) cannot provide a valid income tax clearance certificate, the bidder must submit a letter from SARS on an original SARS letterhead that their tax matters are in order.

1.2.7.2 Construction Industry Development Board (CIDB)

When applicable, a certified copy of the bidder's registration and grading certificate with the CIDB must be included with the tender. Failure to do so will result in the disqualification of the tender.

1.2.7.3 Municipal Rates, Taxes and Charges

(a) A certified copy of the bidder's municipal account for the month preceding the tender closure date must accompany the tender documents.

(b) Any bidder which is or whose directors are in arrears with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities for more than three months and have not made an arrangement for settlement of same before the bid closure date will be disqualified.

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1.2.8 Authorized 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.

1.2.9 Site / Information Meetings

Site or information meetings, if specified, are compulsory. Bids will not be accepted from bidders who have not attended both compulsory site or information meetings on the specified dates. The attendance registers must be signed for both dates at the Traffic Department.

1.2.10 Samples

Samples, if requested, are to be provided to the Municipality with the tender document and are not returnable.

1.2.11 Quantities of Specific Items

If tenders are called for a specific number of items, Council reserves the right to change the number of such items to be higher or lower. The successful bidder will then be given an opportunity to evaluate the new scenario and inform the Municipality if it is acceptable. If the successful bidder does not accept the new scenario, it will be offered to the second placed bidder. The process will be continued to the Municipality's satisfaction.

1.2.12 Submission of Tender

(a) The tender must be placed in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the tender number, title as well as closing date and time and be

- placed in the **tender box at the Buller/Investment Centre, Ground Floor, 15 Main Road, Vredenburg by not later than 12:00 on Friday 21 January 2021.**

(b) Faxed, e-mailed and late tenders will not be accepted. Tenders 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.

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1.2.13 Expenses Incurred in Preparation of Tender

The Municipality shall not be liable for any expenses incurred in the preparation and submission of the tender.

1.2.14 Contact with Municipality after Tender Closure Date

Bidders shall not contact the SBM 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 SBM Municipality, it should do so in writing to the SBM Municipality. Any effort by the firm to influence the SBM Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

1.2.15 Opening, Recording and Publications of Tenders Received

(a) Tenders will be opened on the closing date immediately after the closing time specified in the tender documents. If requested by any bidder present, the names of the bidders, and if practical, the total amount of each bid and of any alternative bids will be read out aloud.

(b) Details of tenders received in time will be published on the Municipality's website as well as recorded in a register which is open to public inspection.

1.2.16 Evaluation of Tenders

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

1.2.17 Supply Chain Management Policy and Regulations

Bids will be awarded in accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000 as well as the Municipality's Supply Chain Management Policy.

1.2.18 Contract

The successful bidder will be expected to sign the agreement of this bid document within 7 (seven) days of the date of notification by the Saldanha Bay Municipality that his/her bid has been accepted. **The signing of the relevant sections of this bid document signifies the conclusion of the contract. The Municipality, at its discretion, may request the signing of an additional Service Level Agreement which, together with the signed tender document, will constitute the full agreement between the Municipality and the successful bidder.**

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1.2.19 Language of Contract

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

1.2.20 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.

1.2.21 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 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.

1.2.22 Enquiries

Enquiries in connection with this tender, prior to the tender closure date, regarding the Supply Chain Management related aspects, may be addressed to Abri Adonis, Tel: 022 701 6922 or e-mail abri.adonis@sbm.gov.za. Enquiries regarding the specifications may be addressed to Mr. M Smit at email: marius.smit@sbm.gov.za

1.2.23 Submission of Invoices:

The successful bidder(s) to ensure compliance with Section 20(4) of the Value Added Tax (VAT) Act, 89 of 1991.

In terms of Section 20(4) of the Act, the TAX INVOICE(S) received from registered Vat vendors MUST bear the following information:

- The words "TAX INVOCIE" in a prominent place;
- Name, address and VAT registration number of the supplier;
- The name and address: Saldanha Bay Municipality, Private Bag X12, Vredenburg, 7380;
- The Saldanha Bay Municipality VAT registration number: 41001113150;
- Unique VAT invoice number and date of issue;
- Accurate description of goods and/or services;
- Quantity or volume of goods or services supplied; and
- Price and VAT amount and percentage (%).

Failure to comply with abovementioned will result in payments not been made timeously.

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Also take note that Saldanha Bay Municipality will not be liable for any late payments as a result of invalid Tax Invoice submitted by suppliers

I hereby declare compliance with Section 20(4) of the Value Added Tax (VAT) Act, 89 of 1991 and that I am duly authorised to sign on behalf of the company

PRINT NAME

SIGNATURE

DATE

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SECTION 1.3

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

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- 1.11 “Dumping” occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 “Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 “GCC” means the General Conditions of Contract.
- 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 “Project site,” where applicable, means the place indicated in bidding documents.
- 1.21 “Purchaser” means the organization purchasing the goods.

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1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

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5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser

6. Patent rights

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

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

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(b) a cashier's or certified cheque

- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may,

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without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

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

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

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13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) Furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

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

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) In the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may

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develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

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

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18. Contract amendments

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

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under these contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

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- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

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- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, 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 Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

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24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favorable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor 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

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

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- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein;
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
 - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

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

30. Applicable law

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

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31. Notices

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

32. Taxes and duties

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

33. National Industrial Participation (NIP) Programme

- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

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

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34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

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SECTION 2.1**MDB1****INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF
DEPARTMENT/PUBLIC ENTITY)

BID NUMBER: **SBM 19/21/22**
 CLOSING DATE: **21 January 2021**
 CLOSING TIME: **12:00**

**DESCRIPTION: SUPPLY AND DELIVERY OF CLEANING MATERIALS TO SALDANHA
 BAY MUNICIPALITY FOR THE PERIOD 01 JULY 2022 TO 30 JUNE 2024.**

**The successful bidder will be required to fill in and sign a written Contract
 Form (MBD 7.2)**

BID DOCUMENTS MAY BE POSTED TO:

Private Bag X12
 Vredenburg
 Western Cape
 7380

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Buller/Investment Centre
 Ground Floor
 15 Main Road
 VREDENBURG

**Bidders should ensure that bids are delivered timeously to the correct
 address. If the bid is late, it will not be accepted for consideration.**

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-
 TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY
 FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS,
 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE,
 ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
 (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER.....

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CELLPHONE NUMBER

FACSIMILE NUMBER CODE.....NUMBER.....

VAT REGISTRATION NUMBER

HAS AN ORIGINAL TAX CLEARANCE CERTIFICATE BEEN ATTACHED
(MBD 2)? **YES / NO**

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / AFFIDAVIT
BEEN SUBMITTED? (MBD 6.1) **YES / NO**

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT
(CCA).....☐

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION
SYSTEM (SANAS); OR.....☐

A REGISTERED AUDITOR☐

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN
ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS
/ SERVICES OFFERED BY YOU? **YES / NO**
(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER.....

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED.....

TOTAL BID PRICE
(IF APPLICABLE)

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management

Contact Person: Mr. Abri Adonis

Tel: 022 701 6922

Fax: 022 714 1028

E-mail address: abri.adonis@sbm.gov.za

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SECTION 2.2

MBD 2

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

1. In order to meet these requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are Also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each part must submit a separate Tax Clearance Certificate.
- 4 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 5 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

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SECTION 3.1**MBD 4****DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholder's members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

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

3.8.1 If yes, furnish particulars.....

¹MSCM Regulations: "in the service of the state" means to be –

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

²"Shareholder" means a person who owns shares in company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

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

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?..... **YES / NO**

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

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

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

3.12 Are any of the company's directors, trustees, managers, Principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.
.....
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.
.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

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

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4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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SECTION 3.2**MBD 6.1****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

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

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

1. GENERAL CONDITIONS

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

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

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE 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) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

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- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) as amended by Act No 46 of 2013;
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** 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;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of

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section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

- (r) “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18

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3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A bidder who qualifies as an EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 5.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 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 bid.
- 5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)
- (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

Initial _____

8. SUB-CONTRACTING

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

(Tick applicable box)

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

8.1.1 If yes, indicate:

- i) What percentage of the contract will be sub-contracted.....%
- 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.

(Tick applicable box)

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

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of
company/firm:.....

9.2 VAT registration
number:.....

9.3 Company registration
number:.....

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

9.6 COMPANY CLASSIFICATION

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

Initial _____

[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated:

.....

Registered Account Number:

Stand Number:.....

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

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

1. The information furnished is true and correct;
2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
3. In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
4. If the B-BBEE status level of contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

.....

Initial _____

SECTION 3.3

MBD 8

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 as a company or person 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 National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
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)? (To access this Register, enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		

Initial _____

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.5.1	If so, furnish particulars:		

CERTIFICATION

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

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

Signature

Date

Position

Name of Tenderer

Initial_____

DECLARATION OF MUNICIPAL ACCOUNTS OF COMPANY AND DIRECTORS

Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
--	---------------------------------	--------------------------------

The Tenderer must affix proof of Municipal Accounts or valid lease agreements of the company as well as Directors and also complete the addresses of Directors below. If the Bidder has more than 12 Directors, a schedule with addresses must also be attached to the tender document.

Director 1 Address:Mr. / Mrs _____

_____**Director 2 Address:**Mr. / Mrs _____

_____**Director 3 Address:**Mr. / Mrs _____

_____**Director 4 Address:**Mr. / Mrs _____

_____**Director 5 Address:**Mr. / Mrs _____

_____**Director 6 Address:**Mr. / Mrs _____

_____**Director 7 Address:**Mr. / Mrs _____

_____**Director 8 Address:**Mr. / Mrs _____

_____**Director 9 Address:**Mr. / Mrs _____

_____**Director 10 Address:**Mr. / Mrs _____

_____**Director 11 Address:**Mr. / Mrs _____

_____**Director 12 Address:**Mr. / Mrs _____

Initial _____

SECTION 3.4

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.

 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

- 4 This SBD 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 (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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.

Initial_____

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf

of: _____ 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

Initial _____

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 consortium³ 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.

³ 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.

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.

Initial _____

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

Initial_____

SECTION 4.1

Central Supplier Database (CSD)

Paragraph 14(1)(a) of the Municipal Supply Chain Management Policy states that the municipality must keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements. Saldanha Bay Municipality has decided to accept an invitation from Provincial Treasury to join the Western Cape Supplier Database (WCSD) with the view of using one centralized database. However, from 01 July 2016 the Municipality will make use of the Centralised Supplier Database. This decision was taken based on the advantages it holds for our suppliers as well as our organization's procurement processes. All prospective providers of municipal goods and/or services are hereby requested to register their business with the CSD.

The usage of the Centralised Supplier Database came into effect on 01 July 2016. REGISTRATION WILL BE COMPULSORY IN ORDER TO CONDUCT BUSINESS WITH SALDANHA BAY MUNICIPALITY. The database will be used to verify the accreditation of a supplier before an award can be made.

All prospective suppliers should be aware of the amended codes of good practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act as issued by the Minister of Trade and Industry (Gazette No.36928) on 11 October 2013.

Enquiries can be made to Mr. S. Macetyana or Mr. A. Adonis at 022-701 6824.

CSD registration number (if registered):

Initial_____

SECTION 4.2**SPECIAL CONDITIONS OF CONTRACT**

1. All prices quoted will be considered firm for a period of 90 days after tender closing and the duration of the contract. As per paragraph 1.2.3 above.
2. The Tender will be awarded per item. Each item should be quoted in full on all sub-items. In the event that all sub-items are not quoted on, the tenderer will be non-responsive for that specific item.
3. Bids and subsequent deliveries of items by the preferred bidder must be in the prescribed unit size and number of units per pack, for example 100 refuse bags per pack.
4. Preferred bidder must deliver specific item indicated in tender document and quoted on.
5. Delivery must take place within the specified timeframe of 14 days. In the event of the preferred bidder not complying, the contract will be terminated.

Initial_____

SECTION 4.3

DETAILED SPECIFICATIONS AND COMPLIANCE STATEMENTS

INFORMATION TO ALL TENDERERS:

1. The Tender will be awarded per item. Each item must be quoted in full on all sub-items to be considered. In the event that all sub-items are not quoted on, the tenderer will be regarded as non-responsive for that specific item.
2. Data sheets, clearly marked with the item and sub-item numbers it relates to, must be submitted with the tender document for the following items.

SUB ITEM NO	ITEM DESCRIPTION
2.1	DISINFECTANT (PINE)
3.1	HANDCLEAN WITH GRIT 5KG
3.2	GENERAL PURPOSE CLEANER
3.3	CARPET POWDER
4.1	HAND WASHING POWDER
4.2	FABRIC SOFTNER
4.3	LAUNDRY SOAP
5.1	AIRFRESHENER LIQUID
5.2	AIRFRESHENER
6.1	LIQUID HANDSOAP
6.2	BODY SOAP
7.1	DISHWASHING LIQUID
7.2	AMONIATED CLEANER
7.3	BLEACH
8.1	INSECT KILLER 300ML
8.2	SCOURING POWDER
9.1	FLOOR POLISH LIQUID
9.2	FLOOR STRIPPER
10.1	WINDOW CLEANER
10.2	OVEN CLEANER
10.3	FURNITURE POLISH
11.1	TOILET BOWL CLEANER
11.2	TOILET DEO BLOCKS
17.1	DASHBOARD SPRAY FOR VEHICLE

3. Label information in respect of the items listed below and the instructions for the use of the products must be submitted together with the tender document (**compulsory**)

Initial _____

to submit label information). The label information must clearly show whether the product is SABS or SANS approved as well as the composition and instructions for use, and clearly mark to indicate to which item it relates to. The label information provided must be for the items tendered on. Label Information and instructions for use of the following items to be provided:

SUB ITEM NO	ITEM DESCRIPTION
2.1	DISINFECTANT (PINE)
3.1	HANDCLEAN WITH GRIT 5KG
3.2	GENERAL PURPOSE CLEANER
3.3	CARPET POWDER
4.1	HAND WASHING POWDER
4.2	FABRIC SOFTNER
4.3	LAUNDRY SOAP
5.1	AIRFRESHENER LIQUID
5.2	AIRFRESHENER
6.1	LIQUID HANDSOAP
6.2	BODY SOAP
7.1	DISHWASHING LIQUID
7.2	AMONIATED CLEANER
7.3	BLEACH
8.1	INSECT KILLER 300ML
8.2	SCOURING POWDER
9.1	FLOOR POLISH LIQUID
9.2	FLOOR STRIPPER
10.1	WINDOW CLEANER
10.2	OVEN CLEANER
10.3	FURNITURE POLISH
11.1	TOILET BOWL CLEANER
11.2	TOILET DEO BLOCKS
14.1	REFUSE BAGS BLACK
17.1	DASHBOARD SPRAY FOR VEHICLE

4. Prices will be considered fixed for the contract duration and must include supply, delivery to and off-loading at the Municipal Stores, Floryn Street, Marais Industria, Vredenburg. No additional charges will be paid to the supplier.
5. Tenderers must deliver the same product as per the pricing schedule. This includes both in respect of quality and product brands. In the event of the preferred bidder not complying, the contract will be terminated.
6. Delivery must take place within the specified timeframe of 14 days. In the event of the preferred bidder not complying, the contract will be terminated.
7. It is required for bidders to confirm delivery of the specific product within the timeframe as indicated. If not confirmed the tender will be found non-responsive.

Initial _____

8. Note that the average usage should only be used for information purposes and should not be taken into account when submitting prices. It is not an indicative for future needs.
9. No minimum quantity per order will be applicable.
10. The preferred bidder must provide training in the use of the chemicals to be delivered, if required by Saldanha Bay Municipality
11. Compulsory requirements relating to previous experience and capabilities:
- i) Bidders are required to **EXPLICITLY MARK EITHER “COMPLY”, or “DO NOT COMPLY”** on each and every mandatory requirement. Failure to do so will be taken as a **“DO NOT COMPLY”**.
 - ii) Bidders must **SUBSTANTIATE/MOTIVATE** or **PROVIDE PROOF** where required. Failure to do so will be taken as a **“DO NOT COMPLY”**

PREVIOUS EXPERIENCE AND CAPABILITIES-RELATED MANDATORIES:

1.	The bidder must provide proof of experience in the delivery of similar products in terms of a tender with a duration period of at least 12 months to industry within South Africa. The contract must be not older than 36 months.	Comply	Not Comply
Provide relevant proof	Provide at least two duly signed written contactable reference letters or appointment letters on official letterheads from the institutions that utilised the services of the bidder as set out. The reference must contain the following: • Verifiable contact details of the company/ institution as well as the project manager. • Scope of work • Duration of the contract. • Starting and ending dates of contract		

2.	The bidder must have storage facilities for at least 10% of the average usage in the pricing schedule if the bidder is the manufacturer of the product <u>or in the event of items being procured from a supplier, the bidder must have a credit facility with a manufacturer/supplier/distributor that can supply at least 10% of the average usage within the 14 working days specified in the pricing schedule. Saldanha Bay Municipality reserves the right to conduct a site inspection before the contract is awarded.</u>	Comply	Not Comply
Provide relevant proof	• The bidder must provide an address where the manufacturing and storage facility is as well as • proof of ownership or a valid lease for the site and the area in square meters of the storage facility or • A letter from the manufacturer/supplier/distributor indicating the value of the credit facility and the storage size of the manufacturer/supplier/distributor.		

Non-compliance with any of the compulsory requirements above will render your tender non-responsive and will therefore not be evaluated.

Initial _____

SECTION 4.3.1**Specifications and Pricing Schedule**

1. The requirements referred to in the **Specifications and Pricing Schedule** includes the unit size and minimum specifications.
2. **All sub-items in an item must be completed in full to be found responsive for the particular item.** The 13 items will be evaluated separately and awarded per item. Accordingly, tenderers may elect on what items to tender. In the event that a tenderer does not price an item in full (meaning all the sub-items are not priced), the tenderer will be found non-responsive for that item.
3. When tendering on an “equivalent” product the tenderer must submit proof of the product being of equal or superior quality to the specifications of the branded items. The product information must be specifically noted in the column with heading **“Brand of product offered.”** The documentation provided must be clearly marked with the item and sub-item number it relates to. Failure to comply will render the tender non-responsive.

Initial_____

PRICING AND DELIVERY SCHEDULE

ITEM 1									
SUB ITEM NO	ITEM DESCRIPTION	SPECIFICATION	AVERAGE USAGE QUANTITY OVER A 12- MONTH PERIOD (NOTE 1)	UNIT	FIXED UNIT PRICE FOR		YEAR 3 (C) 01/04/2024 TO 30/06/2024	TOTAL PRICE FOR YEAR 1 to 3 (A)+ (B)+(C)	BRAND OF PRODUCT OFFERED.
					YEAR 1 (A) 01/04/2022 TO 31/03/2023	YEAR 2 (B) 01/04/2023 TO 31/03/2024			
1.1	DISH CLOTH	DISH CLOTH – 100 % Cotton Size minimum– 30 CM x 30CM	386 units	each	R	R	R	R	
1.2	DISH TOWEL (THICK)	DISH CLOTH – 100% Cotton, Minimum Size – 40CM x 70 CM	632 units	each	R	R	R	R	
1.3	DUSTERS (RAG YELLOW)	DUSTER CLOTH – 100% Cotton Size – Minimum 30 CM x 30 CM	372 units	each	R	R	R	R	
1.4	DUSTPAN WITH BRUSH	DUSTPAN WITH BRUSH – Standard size for household use. Brush with Nylon Bristles	158 units	each	R	R	R	R	
1.5	POT SCOURER	POT SCOURER - TYPE: Copper coloured UNIT PACKAGE SIZE:15gr SPECIFICATIONS: Goldilocks or equivalent	290 units	each	R	R	R	R	

Initial_____

1.6	SCOURING SPONGES	KITCHEN SCOURER - TYPE: Sponge; Packaging: Pack of 3. SPECIFICATIONS: Dux or equivalent Scourers Heavy Duty Anti-Bacterial Kitchen Scourers.	450 units of 3 per pack	Per pack of 3	R	R	R	R	
1.7	STEELWOOL	HOUSEHOLD STEELWOOL – SPECIFICATIONS: Steel wool for use as an abrasive for cleaning and polishing. 72g/pack	290 units	each	R	R	R	R	
TOTAL PRICE (EXCLUDING VAT)									
15 % VAT TOTAL PRICE (INCLUDING VAT)									

NOTE 1: NOT INDICATIVE OF FUTURE REQUIREMENTS FOR INFORMATION AND EVALUATION PURPOSES ONLY

Initial _____

ITEM 2									
SUB ITEM NO	ITEM DESCRIPTION	SPECIFICATION	AVERAGE USAGE QUANTITY OVER A 12- MONTH PERIOD (NOTE 1)	UNIT	FIXED UNIT PRICE FOR		YEAR TWO (C) 01/04/2024 TO 30/06/2024	TOTAL PRICE FOR YEAR 1 to 3 (A)+ (B)+(C)	FIXED UNIT PRICE FOR
					YEAR 1 (A) 01/04/2022 TO 31/03/2023	YEAR 2 (B) 01/04/2023 TO 31/03/2024			
2.1	DISINFECTANT (PINE)	PINE DISINFECTANT - TYPE: 10 % Pure Pine Oil Liquid Active Ingredient: Benzalkonium Chloride (Alkyl dimethyl benzyl ammonium chloride) UNIT PACKAGE SIZE: 5Lt Plastic Container with Screw Cap; LABEL INFO: Description, Directions, Storage & Safety, Caution, Manufacturer & Expiry Date; Active in ingredient SPECIFICATIONS: Superbac Pine or Equivalent Germicide, Deodorizer and Clean	1000 units of 5 Lt each	each	R	R	R		
TOTAL PRICE (EXCLUDING VAT)									
15 % VAT									
TOTAL PRICE (INCLUDING VAT)									

NOTE 1: NOT INDICATIVE OF FUTURE REQUIREMENTS FOR INFORMATION AND EVALUATION PURPOSES ONLY

Initial _____

Item 3									
SUB ITEM NO	ITEM DESCRIPTION	SPECIFICATION	AVERAGE USAGE QUANTITY OVER A 12-MONTH PERIOD (NOTE 1)	UNIT	FIXED UNIT PRICE FOR		YEAR 3 (C) 01/04/2024 TO 30/06/2024	TOTAL PRICE FOR YEAR 1 AND 2 (A)+ (B) +(C)	BRAND OF PRODUCT OFFERED.
					YEAR 1 (A) 01/04/2022 TO 31/03/2023	YEAR 2 (B) 01/04/2023 TO 31/03/2024			
3.1	HANDCLEAN WITH GRIT 5KG	HAND CLEANER With Silca; UNIT SIZE: 5KG; PACKAGING: Plastic Container with Lid; LABEL SPECIFICATION: HAND CLEANER - TYPE: with Grit; INFO: Description, Directions, Storage & Safety, Manufacturer & Expiry Date; SPECIFICATIONS: Antiseptic and Non- Abrasive.	60 units of 5kg each	each	R	R	R		
3.2	GENERAL PURPOSE CLEANER	ALL PURPOSE CLEANER - TYPE: Alkaline Medium Duty Compound Solvent; UNIT PACKAGE SIZE: 5Lt Plastic Container with Screw Cap; LABEL INFO: Description, Directions, Storage & Safety, Caution, Manufacturer & Expiry Date; SPECIFICATIONS: Heavy-duty general- purpose cleaner, deodorised water based cleaner, DUX or equivalent.	612 units of 5 Lt each	each	R	R	R		
3.3	CARPET POWDER	CARPET DEODORANT - TYPE: Sprinkler Powder; UNIT PACKAGE SIZE: 500gr Plastic container; LABEL INFO: Description, Directions, Storage & Safety, Caution, Manufacturer & Expiry Date; SPECIFICATIONS: Dux or Equivalent.	450 units	each	R	R	R		
TOTAL PRICE (EXCLUDING VAT)									

Initial _____

	15 % VAT		
	TOTAL PRICE (INCLUDING VAT)		

NOTE 1: NOT INDICATIVE OF FUTURE REQUIREMENTS FOR INFORMATION AND EVALUATION PURPOSES ONLY

Initial_____

ITEM 4									
SUB ITEM NO	ITEM DESCRIPTION	SPECIFICATION	AVERAGE USAGE QUANTITY OVER A 12- MONTH PERIOD (NOTE 1)	UNIT	FIXED UNIT PRICE FOR		YEAR 3 (C) 01/04/2024 TO 30/04/2024	TOTAL PRICE FOR YEAR 1 TO 3 (A)+ (B)+(C)	BRAND OF PRODUC T OFFERE D.
					YEAR 1 (A) 01/04/2022 TO 31/03/2023	YEAR 2 (B) 01/04/2023 TO 31/03/2024			
4.1	HAND WASHING POWDER	WASHING POWDER DETERGENT; UNIT PACKAGE SIZE: 2Kg per bag. LABEL INFO: Description, Directions, Storage & Safety, Caution, Manufacturer & Expiry Date; SPECIFICATIONS: Dux or Equivalent Laundry detergent low-foam (for use in automatic and non- automatic domestic washing machines)	1044 units	each	R	R	R	R	
4.2	FABRIC SOFTNER	FABRIC SOFTNER - TYPE: Liquid; UNIT PACKAGE SIZE: 2L Plastic Container with screw cap; LABEL INFORMATION: Description, Directions, Storage & Safety, Caution, Manufacturer & Expiry Date; SPECIFICATIONS: Dux or Equivalent.)	400 units	each	R	R	R	R	
4.3	LAUNDRY SOAP	LAUNDRY SOAP - TYPE: Green GP Bar; UNIT PACKAGE SIZE: 250gr Wrapped Unit; SPECIFICATIONS: Sunlight or Equivalent. General Purpose Soap for General Cleaning, Dishwashing, Laundry Use and for Personal Hygiene.;	469 units	each	R	R	R	R	
TOTAL PRICE (EXCLUDING VAT)									
15 % VAT									
TOTAL PRICE (INCLUDING VAT)									

NOTE 1: NOT INDICATIVE OF FUTURE REQUIREMENTS FOR INFORMATION AND EVALUATION PURPOSES ONLY

Initial _____

ITEM 5									
SUB ITEM NO	ITEM DESCRIPTION	SPECIFICATION	AVERAGE USAGE QUANTITY OVER A 12- MONTH PERIOD (NOTE 1)	UNIT	FIXED UNIT PRICE FOR		YEAR 3 (C) 01/04/2024 TO 30/06/2024	TOTAL PRICE FOR YEAR 1 TO 3 (A)+ (B)+(C)	BRAND OF PRODUCT OFFERED.
					YEAR 1 (A) 01/04/2022 TO 31/03/2023	YEAR 2 (B) 01/04/2023 TO 31/01/2024			
5.1	AIRFRESHENER LIQUID	AIRFRESHNER - TYPE: Liquid; UNIT SIZE: 5Lt Plastic Container with, Screw Cap; LABEL INFORMATION: Description, Directions, Storage & Safety, Caution, Manufacturer & Expiry Date; SPECIFICATIONS: Dux or equivalent.	1320 units of 5Lt each	each	R	R	R		
5.2	AIRFRESHENER	AIRFRESHNER TYPE: Aerosol; UNIT SIZE: 180ml; LABEL INFORMATION: Description, Directions, Storage, Safety, Caution, Manufacturer, Expiry Date; SPECIFICATIONS: Pressurized aerosol, containers marked 'ozone friendly', Glade, or equivalent.	1700 units	each	R	R	R		
TOTAL PRICE (EXCLUDING VAT)									
15 % VAT									
TOTAL PRICE (INCLUDING VAT)									

NOTE 1: NOT INDICATIVE OF FUTURE REQUIREMENTS FOR INFORMATION AND EVALUATION PURPOSES ONLY

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ITEM 6

SUB ITEM NO	ITEM DESCRIPTION	SPECIFICATION	AVERAGE USAGE QUANTITY OVER A 12- MONTH PERIOD (NOTE 1)	UNIT	FIXED UNIT PRICE FOR		YEAR 3 (C) 01/04/2023 TO 30/06/2024	TOTAL PRICE FOR YEAR 1 TO 3 (A)+ (B)+(C)	BRAND OF PRODUCT OFFERED.
					YEAR 1 (A) 01/04/2022 TO 31/03/2023	YEAR 2 (B) 01/04/2023 TO 31/03/2024			
6.1	LIQUID HANDSOAP	HAND SOAP - TYPE: Liquid Antibacterial; UNIT PACKAGE SIZE: 5Lt Plastic Container with Screw Cap; LABEL INFO: Description, Directions, Storage & Safety, Caution, Manufacturer & Expiry Date; SPECIFICATIONS: Anti-micro bacterial Liquid Soap with moisturisers, Sanisoap or equivalent.	225 units of 5 Lt each	each	R	R	R		
6.2	BODY SOAP	HAND-FACE SOAP - TYPE: Bar; UNIT PACKAGE SIZE: 100gr Wrapped Units; PACKAGING: Unit must be wrapped individually; LABEL INFO: Ingredients; SPECIFICATIONS: Dettol or equivalent Toilet Soap for Personal Hygiene and that is Suitable for use by Medical Personnel, but not Speciality.	1540 units	each	R	R	R	R	
TOTAL PRICE (EXCLUDING VAT)									
15 % VAT									
TOTAL PRICE (INCLUDING VAT)									

NOTE 1: NOT INDICATIVE OF FUTURE REQUIREMENTS FOR INFORMATION AND EVALUATION PURPOSES ONLY

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ITEM 7									
SUB ITEM NO	ITEM DESCRIPTION	SPECIFICATION	AVERAGE USAGE QUANTITY OVER A 12-MONTH PERIOD (NOTE 1)	UNIT	FIXED UNIT PRICE FOR		YEAR 3 (C) 01/04/2024 TO 30/06/2024	TOTAL PRICE FOR YEAR 1 TO 3 (A)+ (B)+(C)	BRAND OF PRODUCT OFFERED.
					YEAR 1 (A) 01/04/2022 TO 31/03/2023	YEAR 2 (B) 01/04/2023 TO 31/03/2024			
7.1	DISHWASHING LIQUID	DISHWASHING DETERGENT – TYPE: Liquid; UNIT PACKAGE SIZE: 750ml. LABEL INFO: Description, Directions, Storage & Safety, Caution, Manufacturer & Expiry Date; SPECIFICATIONS: Dux or equivalent to	1682 units	each	R	R	R	R	
7.2	AMONIATED CLEANER	AMMONIATED Must contain: Ethoxylated nonylphenol (Nonyl phenyl polyethylene glycol ether) DETERGENT - TYPE: Liquid; UNIT PACKAGE SIZE: 750ml Plastic Container with seal tight Cap; LABEL INFO: Description, Directions, Storage & Safety, Caution, Manufacturer & Expiry Date; SPECIFICATIONS: Dux or equivalent.	1544 units	each	R	R	R	R	
7.3	BLEACH	HOUSEHOLD BLEACH - TYPE: Regular; UNIT PACKAGE SIZE: 750ml Plastic Containers, with Screw Cap; LABEL INFO: Description, Directions, Storage & Safety, Cautions, Manufacturer, Expiry Date & Active ingredient ACTIVE INGRDIANT: 3.5% Sodium Hypochlorite SPECIFICATIONS: Dux or equivalent.	1 720 units	each	R	R	R	R	
TOTAL PRICE (EXCLUDING VAT)									
15 % VAT									

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TOTAL PRICE (INCLUDING VAT)		
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NOTE 1: NOT INDICATIVE OF FUTURE REQUIREMENTS FOR INFORMATION AND EVALUATION PURPOSES ONLY

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ITEM 8									
SUB ITEM NO	ITEM DESCRIPTION	SPECIFICATION	AVERAGE USAGE QUANTITY OVER A 12- MONTH PERIOD (NOTE 1)	UNIT	FIXED UNIT PRICE FOR		YEAR 2 (B) 01/04/2024 TO 30/06/2024	TOTAL PRICE FOR YEAR 1 TO 3 (A)+ (B)+(C)	BRAND OF PRODUCT OFFERED.
					YEAR 1 (A) 01/04/2022 TO 31/03/2023	YEAR 2 (B) 01/04/2023 TO 31/03/2024			
8.1	INSECT KILLER 300ML	INSECT KILLER – TYPE: Aerosol; UNIT SIZE: 300ml; LABEL INFORMATION: Description, Directions, Storage, Safety, Caution, Manufacturer, Expiry Date; SPECIFICATIONS: Pressurized aerosol, containers marked 'ozone friendly', Raid or equivalent.	1032 units	each	R	R	R	R	
8.2	SCOURING POWDER	SCOURING DETERGENT – TYPE: Powder; UNIT PACKAGE SIZE: 500gr Plastic Container with Cap; LABEL INFO: Description, Directions, Storage & Safety, Caution, Manufacturer & Expiry Date; SPECIFICATIONS: DUX or Equivalent. Specifies Consistency, Odour, Free Alkali, Active Ingredient, Alkaline Salts, Water Insoluble Matter, Abrasive Number, and Fineness of Water Insoluble Matter.	40 units	each	R	R	R	R	
TOTAL PRICE (EXCLUDING VAT)									
15 % VAT									
TOTAL PRICE (INCLUDING VAT)									

NOTE 1: NOT INDICATIVE OF FUTURE REQUIREMENTS FOR INFORMATION AND EVALUATION PURPOSES ONLY

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ITEM 9									
SUB ITEM NO	ITEM DESCRIPTION	SPECIFICATION	AVERAG E USAGE QUANTIT Y OVER A 12- MONTH PERIOD (NOTE 1)	UNIT	FIXED UNIT PRICE FOR		YEAR 1 (C) 01/04/2024 TO 30/06/2024	TOTAL PRICE FOR YEAR 1 TO 3 (A)+ (B)+(C)	BRAND OF PRODUCT OFFERED.
					YEAR 1 (A) 01/04/2022 TO 31/03/2023	YEAR 2 (B) 01/04/2023 TO 31/03/2024			
9.1	FLOOR POLISH LIQUID	FLOOR POLISH – TYPE: Liquid; UNIT PACKAGE SIZE: 5Lt Plastic Container with Screw Cap; LABEL INFO: Description, Directions, Storage & Safety, Caution, Manufacturer & Expiry Date SPECIFICATIONS: Wizard of equivalent	442 units of 5Lt each	each	R	R	R	R	
9.2	FLOOR STRIPPER	FLOOR STRIPPER CLEANER – TYPE: Liquid; UNIT PACKAGE SIZE: 5Lt Plastic Container with Screw Cap; LABEL INFO: Description, Directions, Storage, Safety, Caution, Manufacturer, Expiry Date; SPECIFICATIONS: Wizard or equivalent Ammonia Free, Polymer and wax emulsion stripper.	384 units of 5Lt each	each	R	R	R	R	
TOTAL PRICE (EXCLUDING VAT)									
15 % VAT									
TOTAL PRICE (INCLUDING VAT)									

NOTE 1: NOT INDICATIVE OF FUTURE REQUIREMENTS FOR INFORMATION AND EVALUATION PURPOSES ONLY

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ITEM 10									
SUB ITEM NO	ITEM DESCRIPTION	SPECIFICATION	AVERAGE USAGE QUANTITY OVER A 12- MONTH PERIOD (NOTE 1)	UNIT	FIXED UNIT PRICE FOR		YEAR 3 (C) 01/04/2024 TO 30/06/2024	TOTAL PRICE FOR YEAR 1 TO 3 (A)+ (B)+(C)	BRAND OF PRODUC T OFFERED .
					YEAR 1 (A) 01/04/2022 TO 31/03/2023	YEAR 2 (B) 01/04/2023 TO 31/03/2024			
10.1	WINDOW CLEANER	GLASS CLEANER – TYPE: Liquid; UNIT PACKAGE SIZE: 5Lit Plastic Container with Cap; LABEL INFO: Description, Directions, Storage & Safety, Caution, Manufacturer & Expiry Date; SPECIFICATIONS: Dux or equivalent. Streak free window cleaner, dilute with water.	192 units	each	R	R	R	R	
10.2	OVEN CLEANER	OVEN CLEANER – TYPE: Aerosol Spray; UNIT PACKAGE SIZE: 500ml plastic container with trigger spray; LABEL INFO: Description, Directions, Storage & Safety, Caution, Manufacturer, Expiry Date & active ingredient SPECIFICATIONS: Dux or equivalent ACTIVE INGREDIENT: Sodium hypo chloride	312 units	each	R	R	R	R	
10.3	FURNITURE POLISH	FURNITURE POLISH – TYPE: Aerosol; UNIT PACKAGE SIZE: 300ml Pressurized Galvanised Metal Container; LABEL INFO: Description, Directions, Storage & Safety, Caution, Manufacturer & Expiry Date; SPECIFICATIONS: Pledge or equivalent;	1 189 units	each	R	R	R	R	
TOTAL PRICE (EXCLUDING VAT)									
15 % VAT									
TOTAL PRICE (INCLUDING VAT)									

NOTE 1: NOT INDICATIVE OF FUTURE REQUIREMENTS FOR INFORMATION AND EVALUATION PURPOSES ONLY

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ITEM 11									
SUB ITEM NO	ITEM DESCRIPTION	SPECIFICATION	AVERAGE USAGE QUANTITY OVER A 12-MONTH PERIOD (NOTE 1)	UNIT	FIXED UNIT PRICE FOR		YEAR 3 (C) 01/04/2023 TO 30/06/2024	TOTAL PRICE FOR YEAR 1 TO 3 (A)+ (B)+(C)	BRAND OF PRODUCT OFFERED.
					YEAR 1 (A) 01/04/2022 TO 31/03/2023	YEAR 2 (B) 01/04/2023 TO 31/03/2024			
11.1	TOILET BOWL CLEANER	TOILET BOWL CLEANER – TYPE: Liquid; UNIT PACKAGE SIZE: 5Lt Plastic Container with Screw Cap; LABEL INFO: Description, Directions, Storage & Safety, Caution, Manufacturer & Expiry Date; SPECIFICATIONS: Dux or equivalent Acidic, deodorised cleaner.	382 units of 5 Lt	each	R	R	R	R	
11.2	TOILET DEO BLOCKS	DEODORANT BLOCK; UNIT PACKAGE SIZE: 200gr Blocks Individually Wrapped In Transparent Plastic; PACKAGING: 25 Blocks Per 4.5kg Container; LABEL INFO: Description, Directions, Storage & Safety, Caution, Manufacturer & Expiry Date; SPECIFICATIONS: Deo Blocks or equivalent	169 units of 4.5kg containers	each	R	R	R	R	
Total Price (Excluding VAT)									
15 % VAT									
TOTAL PRICE (INCLUDING VAT)									

NOTE 1: NOT INDICATIVE OF FUTURE REQUIREMENTS FOR INFORMATION AND EVALUATION PURPOSES ONLY

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ITEM 12

SUB ITEM NO	ITEM DESCRIPTION	SPECIFICATION	AVERAGE USAGE QUANTITY OVER A 12-MONTH PERIOD (NOTE 1)	UNIT	FIXED UNIT PRICE FOR		YEAR 3 (C) 01/04/2023 TO 31/03/2024	TOTAL PRICE FOR YEAR 1 TO 3 (A)+ (B)+(C)	BRAND OF PRODUCT OFFERED.
					YEAR 1 (A) 01/04/2022 TO 31/03/2023	YEAR 2 (B) 01/04/2023 TO 31/03/2024			
12.1	MOPS HEAVY DUTY COMPLETE WITH WOODEN HANDLES	MOP HEAVY DUTY WITH WOODEN HANDLE. SIZE: Handle Length 1150mm with 400grm Fan Mop. Used to clean floors	472 units	each	R	R	R	R	
12.2	SOFT BROOMS COMPLETE WITH WOODEN HANDLES	SOFT BROOM WITH WOODEN HANDLE. UNIT PACKAGE SIZE: Broom head 280mm x 70mm wide, Bristles Medium Hard Nylon. Handle Length 1150mm	510 units	each	R	R	R	R	
TOTAL PRICE (EXCLUDING VAT)									
15 % VAT									
TOTAL PRICE (INCLUDING VAT)									

Initial_____

NOTE 1: NOT INDICATIVE OF FUTURE REQUIREMENTS FOR INFORMATION AND EVALUATION PURPOSES ONLY

ITEM 13									
SUB ITEM NO	ITEM DESCRIPTION	SPECIFICATION	AVERAGE USAGE QUANTITY OVER A 12- MONTH PERIOD (NOTE 1)	UNIT	FIXED UNIT PRICE FOR		YEAR 3 (C) 01/04/2024 TO 30/06/2024	TOTAL PRICE FOR YEAR 1 TO 3 (A)+ (B)+(C)	BRAND OF PRODUCT OFFERED.
					YEAR 1 (A) 01/04/2022 TO 31/03/2023	YEAR 2 (B) 01/04/2023 TO 31/03/2024			
13.1	CLEANING RAGS 5KG	Cleaning rags A Grade 5kg 100% cotton T -Shirt material. Packaging 5kg Compressed bags	200 units of 5kg	Per 5kg pack	R	R	R	R	
TOTAL PRICE (EXCLUDING VAT)									
15 % VAT									
TOTAL PRICE (INCLUDING VAT)									

NOTE 1: NOT INDICATIVE OF FUTURE REQUIREMENTS FOR INFORMATION AND EVALUATION PURPOSES ONLY

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ITEM 14									
SUB ITEM NO	ITEM DESCRIPTION	SPECIFICATION	AVERAGE USAGE QUANTITY OVER A 12- MONTH PERIOD (NOTE 1)	UNIT	FIXED UNIT PRICE FOR		YEAR 3 (C) 01/04/2024 TO 30/06/2024	TOTAL PRICE FOR YEAR 1 TO 3 (A)+ (B)+(C)	BRAND OF PRODUCT OFFERED.
					YEAR 1 (A) 01/04/2022 TO 31/03/2023	YEAR 2 (B) 01/04/2023 TO 31/03/2024			
14.1	REFUSE BAGS BLACK	REFUSE BAGS BLACK- Type: Domestic/Garden refuse Unit size: 750mm x 950mm double sealed. PACKAGING: 100 units per pack. SPECIFICATION: 100% recycled material. 40micron thickness.	4483 packs of 100 bags each	100 bags per pack	R	R	R	R	
TOTAL PRICE (EXCLUDING VAT)									
15 % VAT									
TOTAL PRICE (INCLUDING VAT)									

NOTE 1: NOT INDICATIVE OF FUTURE REQUIREMENTS FOR INFORMATION AND EVALUATION PURPOSES ONLY

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ITEM 15									
SUB ITEM NO	ITEM DESCRIPTION	SPECIFICATION	AVERAGE USAGE QUANTITY OVER A 12- MONTH PERIOD (NOTE 1)	UNIT	FIXED UNIT PRICE FOR		YEAR 3 (C) 01/04/2023 TO 30/06/2024	TOTAL PRICE FOR YEAR 1 TO 3 (A)+ (B)+(C)	BRAND OF PRODUCT OFFERED.
					YEAR 1 (A) 01/04/2022 TO 31/03/2023	YEAR 2 (B) 01/04/2023 TO 31/03/2024			
15.1	Towel Rolls Kitchen	260 x 220mm Two ply, 50 sheets per roll, PACKAGING: 2 x rolls p/pack, 12 x 2 roll per bale.	450 bales	bale	R	R	R	R	
TOTAL PRICE (EXCLUDING VAT)									
15 % VAT									
TOTAL PRICE (INCLUDING VAT)									

NOTE 1: NOT INDICATIVE OF FUTURE REQUIREMENTS FOR INFORMATION AND EVALUATION PURPOSES ONLY

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ITEM 16									
SUB ITEM NO	ITEM DESCRIPTION	SPECIFICATION	AVERAGE USAGE QUANTITY OVER A 12- MONTH PERIOD (NOTE 1)	UNIT	FIXED UNIT PRICE FOR		YEAR 3(C) 01/04/2024 TO 30/06/2024	TOTAL PRICE FOR YEAR 1 TO 3 (A)+ (B)+(C)	BRAND OF PRODUCT OFFERED.
					YEAR 1 (A) 01/04/2022 TO 31/03/2023	YEAR 2(B) 01/04/2023 TO 31/03/2024			
16.1	Toilet Paper Rolls	1 Ply, white, Virgin (non-recycled) 100MM X 110MM, 19gsm, 500 sheets p/roll PACKAGING: 48 rolls per bale	450 bales	Bale	R	R	R	R	
TOTAL PRICE (EXCLUDING VAT)									
15 % VAT									
TOTAL PRICE (INCLUDING VAT)									

NOTE 1: NOT INDICATIVE OF FUTURE REQUIREMENTS FOR INFORMATION AND EVALUATION PURPOSES ONLY

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ITEM 17									
SUB ITEM NO	ITEM DESCRIPTION	SPECIFICATION	AVERAGE USAGE QUANTITY OVER A 12- MONTH PERIOD (NOTE 1)	UNIT	FIXED UNIT PRICE FOR		YEAR 3 (C) 01/04/2024 TO 30/06/2024	TOTAL PRICE FOR YEAR 1 TO 3 (A)+ (B)+(C)	BRAND OF PRODUCT OFFERED.
					YEAR 1 (A) 01/04/2022 TO 31/03/2023	YEAR 2 (B) 01/04/2023 TO 31/03/2024			
17.1	DASHBOARD SPRAY FOR VEHICLE	TYPE: aerosol Spray, Unit packaging size ml metal container LABEL INFO, Description, directions, Storage & safety, caution, manufacturer expiry date.	592 units	each	R	R	R	R	
TOTAL PRICE (EXCLUDING VAT)									
15 % VAT									
TOTAL PRICE (INCLUDING VAT)									

NOTE 1: NOT INDICATIVE OF FUTURE REQUIREMENTS FOR INFORMATION AND EVALUATION PURPOSES ONLY

Initial _____

Section 4.4**MBD 7.1****CONTRACT FORM - PURCHASE OF GOODS/WORKS**

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and 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 time of 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);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
 - 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 goods and/or works 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

WITNESSES

1

2.

DATE:.....

Initial_____

CONTRACT FORM - PURCHASE OF GOODS/WORKS**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I.....in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works 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.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

....

2.

Initial_____

Section 4.5**PRICE ADJUSTMENTS**

Bids shall remain valid and binding for a minimum of 90 days after the tender closure date and the validity extend automatically till the contract is signed if validity goes beyond the number of days indicated. The reason for this is to ensure that the tender is valid till appeals were considered, if received.

I accept and approve all of the above.

.....
SIGNATURE OF TENDERER

Failure to accept the automatic extension will render the bid non-responsive. Any bidder may at any time withdraw their bid in writing in which case the bid will not be further considered.

Initial_____

SECTION 4.6**OMMISSIONS, ALTERATIONS AND ADDITIONS**

Initial_____

SECTION 4.7**SCHEDULE OF VARIATIONS FROM SPECIAL CONDITIONS OF CONTRACT**

Should your company ***BE WILLING TO PROVIDE THE 2.5% deduction for payment within 30 days*** as per the payment clause in the Conditions of Contract, then **complete the following.**

YES, my company ***IS WILLING TO HAVE THE 2.5%*** taken off of the payment of the items even though the 2.5% will not be taken into account in the adjudication of the tender.

Tenderer's signature for acceptance of the 2.5% discount
(Only if tenderer wishes to provide the 2.5% discount)

Initial_____

SECTION 4.8

E-PORTAL DECLARATION

It is compulsory to confirm "yes or no" on all line items **Comply**
Yes/NO

The original document collected from the Municipality must be submitted or, if documents are printed from the e-tender website, the original, printed document must be submitted, clearly reflecting all writing and signatures in black ink. Copied documents where the writing and signatures is unclear and/or copied will render the tender non- responsive	
Print the tender document with a quality printer. If the wording is unclear, the document will be discarded	
Printed documents must be <u>binded securely</u> according to page numbers to prevent pages getting lost. Missing pages will render the tender non-responsive.	
The bidder should verify regularly on E-tender whether there are any addendums before submission and addendums must be submitted with the tender document.	
The Price Schedule and All Annexures with compulsory attachments must be binded to the back of the document.	
No alterations of the document will be accepted. Any alterations will disqualify the tender.	
Print the <u>Tender document</u> on <u>both sides</u> to save paper and for standardisation.	

It is compulsory to comply and sign below if the tenderer agrees to the requirements above

I accept and approve all of the above.

.....
SIGNATURE OF TENDERER

Initial_____

SECTION 4.9**SUPPORTING DOCUMENTATION FROM TENDERER**

Note :-

(No pricing or pricing adjustment documentation can be attached to the tender
Any pricing or pricing adjustment documentation which is attached by the tenderer will not be
considered

The schedules supplied by Council must be used for all pricing matters.)

Initial_____