

BID INVITATION

APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF PHYSICAL SECURITY GUARDING SERVICES FOR A PERIOD OF 36 MONTHS

BID NO: SRVM-006/2023

BIDDER :
BID PRICE :
CLOSING DATE: 28 June 2023
CLOSING TIME: 10:00AM

PREPARED BY : Sundays River Valley Municipality
: 23 Middle Street, Kirkwood 6120



Sundays River Valley
Municipality

042 230 7700

078 266 6230

srvm@srvm.gov.za

@sundaysrivervalley

www.srvm.gov.za

23 Middle Street, Kirkwood, 6120

P.O. Box 47, Kirkwood, 6120



TABLE OF CONTENTS

SECTION A: TENDERING PROCEDURE

Invitation to bid (MBD 1).....	3
Bid Advert.....	6
Tender Conditions.....	8
Specifications	9

SECTION B: RETURNABLE DOCUMENTS

MBD 4	Declaration of Interest (In the Service of the State).....	12
MBD 6.1	Preference Points claim form	16
MBD 6.2	Declaration Certificate for local production and content for designated sectors	21
MBD 8	Declaration of Bidder's Past SCM Practices	26
MBD 9	Certificate of Independent bid determination.....	28
Resolution to sign		32

SECTION C: THE CONTRACT

MBD 7.2	Contract Form- Rendering of Service.....	33
General Conditions of Contact.....		36

MBD 1**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	SRVM -006/2023	CLOSING DATE:	28 June 2023	CLOSING TIME:	10:00AM
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF PHYSICAL SECURITY GUARDING SERVICES FOR A PERIOD OF 36 MONTHS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID
BOX SITUATED AT (STREET ADDRESS

Sunday's River Valley Municipality					
Supply Chain Office					
23 Middle Street					
Kirkwood					
6120					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) 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 /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? NO ☐ YES ☐
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? NO ☐ YES ☐
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? NO ☐ YES ☐
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? NO ☐ YES ☐
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? NO ☐ YES ☐
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED

DATE:



SUNDAYS RIVER VALLEY LOCAL MUNICIPALITY

**APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF PHYSICAL SECURITY
GUARDING SERVICES FOR A PERIOD OF 36 MONTHS**

BID INVITATION

BID NO: SRVM 006/2023

Sundays River Valley Municipality requests quotations from interested suitable service providers for the **provision of physical security guarding services to allocated SRVM premises and locations for the period of 36 months.**

Completed bid documents are to be placed in a sealed envelope endorsed **Appointment of Service Provider for the provision of physical security guarding service for the period of 36 months SRVM-006/2023** must be deposited in the Bid Box, at the offices of the Sundays River Valley Municipality, Supply Chain Office, No. 23 Middle Street, Kirkwood not later than **28 June 2023 at 10h00 AM.**

TENDERS WILL BE EVALUATED INTERMS OF THE 80/20 PREFERENTIAL POINT SYSTEM AS PER PREFERENTIAL PROCUREMENT REGULATION ,2022.

Evaluation Criteria	Points
Price	80
Specific Goals	20
Total	100

SUPPLIERS/SERVICE PROVIDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- [a] Sundays River Valley Municipality Supply Chain Management Policy will apply;
- [b] Sundays River Valley Municipality does not bind itself to accept the lowest BID or any other BID and reserves the right to accept the whole or part of the BID;
- [c] Bids which are late, incomplete, unsigned and uninitialed tender document or submitted by facsimile or electronically, will not be accepted.
- [d] Price(s) quoted must be valid for at least ninety (90) days from the date of your offer.
- [e] Price(s) quoted must be firm and must be inclusive of VAT.
- [f] A firm delivery period must be indicated.
- [g] **The following compulsory documents must be submitted with the tender.**
 - 1. Valid Tax Clearance Certificate- OR Status Pin.

2. B-BBEE Certificate **Original or Certified copy.**
 3. Certified ID Copies of Entity's Director(s).
 4. Completed MBD forms -1, 4, 6.1, 8 & 9.
 5. Company registration Documents.
 6. Municipal statement of Rates or Billing Clearance not older than three months or Lease Agreement
- [i] Suppliers must be registered on the Central Supplier Database.
 - [j] PSIRA Accredited Certification
 - [k] COIDA Compliance certificate/letter
 - [l] Valid proof of public liability Insurance
 - [m] Valid proof of UIF compliance (Certificate / letter)

Failure to submit any of the above requested documents will invalidate your Bid and it will not be evaluated further.

Technical Enquiries related to this bid can be directed to siboniles@srvm.gov.za or 042 2307775.

SCM enquires can be directed to phelokazin@srvm.gov.za or 042 230 7777.

NOTE: A detailed specification and bid forms can be downloaded from the Sundays River Valley Municipality website or E-tender website or can be requested from SCM Office vuvub@srvm.gov.za or siyat@srvm.gov.za or siyan@srvm.gov.za or 042 230 7778/7777/7743.

Mr. T. Klaas
Municipal Manager



Sundays River Valley Municipality

TERMS OF REFERENCE

BACKGROUND

Sundays River Valley Local Municipality requires service providers who are security cleared and certified in terms of Private Security Industry Regulatory Authority (PSIRA) to provide physical security guarding services with option of armed response services to Sundays River Valley Local Municipality Sites, as a contingency, on a 24-hour basis and as and when required.

Sundays River Valley Local Municipality is committed to providing a safe and secure work environment in all its sites/buildings and ensuring compliance with Access Control to Premises and Vehicle Act, 53 of 1985 and Minimum Physical Security Standards (MPSS) through provision of effective security services.

The services are currently needed 24 hrs./7 days a week, including public holidays. The service shall include but not limited to the following:

- Patrolling of premises.
- Access control.
- Screening/Scanning of people and vehicles.
- Assets movement monitoring.
- Personnel and members of the public escorted where required.

- Protection services (including protest reaction team) and general crime prevention measures.
- Threat and Risk Assessment (TRA) Report of each of the twenty-eight (28) sites. The appointed bidder will be expected to review and align the TRA report as situation changes.
- Develop and implement Contingency Plan
- Installation and maintaining of patrolling, visitor's management non-contact access control system, intruder warning/alarm systems and X-ray and walk-through metal detectors if and when as needed.

The successful Bidder(s) will be required to perform or deliver the Services for a period of thirty-six (36) months on 24 hours, 7 days a week, 365 days a year, including public holidays. The main objective of the acquisition of the Services is to protect Sundays River Valley Local Municipality assets, facilities, and people.

A. OBJECTIVES OF THIS BID

The objective of this Bid is to appoint suitable Bidders within the security industry with

B-BBEE status levels 1, 2 and 3 who will, amongst others:

- 1.1.1 Be registered as a security service provider with the Private Security Industry Regulatory Authority (PSIRA).
- 1.1.2 Deliver a quality and professional security service that is value-for-money to Sundays River Valley Local Municipality.
- 1.1.3 Provide properly trained and registered Security Officers, as per the PSIRA requirements.
- 1.1.4 Provide honest and properly screened Security Response Officers.
- 1.1.5 Professionally manage Security Response Officers assigned to respond to Sundays River Valley Local Municipality Sites in the relevant region.
- 1.1.6 Assume full liability for direct damages, as well as indirect / consequential / special damages incurred by Sundays River Valley Local Municipality due to the malicious, intentional, fraudulent, reckless, or grossly negligent acts or a breach of the confidentiality provisions of the Service Level Agreement by the contracted Bidder(s); and
- 1.1.7 Comply with the Firearms Control Act, 2000 (Act No. 60 of 2000).

B. SERVICES' SCOPE OF WORK

- 1.2 The security company contracted shall employ every lawful means to prevent loss of life, property, equipment, etc. like damage, theft, explosion and fire, sabotage, espionage and other occurrences by keeping the following security services:
- 1.2.1 Access Control: shall include and not limited to monitoring entering and exiting of vehicles, employees/pedestrians into SRVM premises including the removal of SRVM assets and property.
 - 1.2.2 Always explain to visitors that firearms are not permitted and that they must be declared when entering SRVM premises.
 - 1.2.3 Patrolling duties: shall include and not limited to the physical patrolling of SRVM's premises, report any incidents and/or deviations and ensure they are recorded in the Occurrence Book. (Every hour).
 - 1.2.4 Guarding duties: shall include and not limited to physical guarding of SRVM premises, assets and properties.
 - 1.2.5 Protection duties: shall include and not limited to escorting of all service providers/personnel and SRVM staff as and when required.
 - 1.2.6 Assistance with labour unrest: shall include and not limited to provision of additional security officers during labour unrest, or as and when required.
 - 1.2.7 Key Control: shall include and not limited to safekeeping of keys, opening and locking of entrances/doors in line with SRVM's requirements and/or policy. SRVM shall hold the service provider responsible for losses that occur because of lack of key control by the security guards.
 - 1.2.8 Alarm system & response: shall include and not limited to arming and disarming the building on agreed timeframes, responding to raised alarms & immediately notify Site Supervisor, who must immediately notify the Security Unit at SRVM.
 - 1.2.9 Communication System: provision of radio link of existing alarm system to the
 - 1.2.10 Registers & documents management: Develop and update registers, in consultation with SRVM, and handle any unauthorised items as per security procedures and issue necessary documentation.
 - 1.2.11 Incidents Management: Conduct investigations within seven (7) days and submit report within fifteen (15) days.
 - 1.2.12 Occurrence Books: Complete OB every hour and OB to remain within 's SRVM's property.

- 1.2.13 Compliance: valid PSIRA identification cards, name tags, firearm competency certificates, firearm permits must be carried whilst on duty and comply with all approved security related legislation, code of conduct and procedures

C. FUNCTIONAL CRITERIA

- 1.3 The municipality reserves the right to amend the quantities prior to finalization of a Service Level Agreement with the successful bidder.

1.3.1 Compulsory requirements

- 1.3.1.1 The bidder must be registered with PSIRA (attach valid PSIRA certificate for the company)
- 1.3.1.2 The bidder must attach a valid proof of COIDA compliance (Certificate/Letter).
- 1.3.1.3 The bidder must attach a valid proof of UIF compliance (Certificate / letter).
- 1.3.1.4 At least one of the Directors of the bidder must possess and submit a valid PSIRA Grade A certificate.
- 1.3.1.5 The bidder must attach a valid proof of public liability Insurance.

1.3.2 Company experience

Bidders must provide verifiable references of having performed satisfactorily on at **least three (3) similar contracts over the past five (5) years**. A similar contract will be any contract for the provision of security services that required the deployment of 10 or more Security Personnel, this to include Local Government, Government Sector Departments, Government Parastatal.

1.3.3 Uniforms and equipment

- 1.3.3.1 The bidder must provide verifiable evidence of its ability to provide the following to security guards:
 - Full corporate uniform (trouser, shirts, skirt, pullover, jersey, blazers and black shoes).

- Torches
- Licensed 2-way radio issued to each guard.
- Incident registers (1 per building)
- Access registers
- Handheld metal detectors
- Pocket Books
- Pens
- Handcuffs
- Batons
- Name tags

1.3.4 Security guards / supervisors

The bidder must provide evidence of its ability to deploy security guards and supervisors that meet the following minimum criteria:

Roles	Qualifications	Experience
Supervisor/s	Minimum: Senior Certificate/Grade 12 and PSIRA grade B certificate. Firearm competency certificate	Minimum: 3 years' experience in security supervision.
Security Officers	PSIRA GRADE C certificate	Proof of security related training or orientation.

Summary of number of security guards required. See Part G for details.

Roles	Day Shift): Mon - Fri (06h00-18h00) including Weekends & Public holiday	(Night Shift): Mon-Fri (18h00-06h00) including Weekends & Public holiday
Supervisor/s	2	2

Security Officers	25	40
-------------------	----	----

Quantities are indicative and may change prior to finalization of a service level agreement between Sundays River Valley Local Municipality and the appointed bidder.

D. SECURITY SERVICES (WORK METHODOLOGY)

1.4 The prospective service provider will provide security services and should adhere to the following, namely:

- 1.4.1 Security personnel must conduct patrol along the perimeter fence around SRVM's office blocks 24/7 and record all patrols in the occurrence book in a detailed manner.
- 1.4.2 Conduct building inspection and patrol and check all SRVM's vehicles from 18h00 – 06h00 and 06h00-18h00
- 1.4.3 All parked SRVM vehicles must be recorded daily in the register to be provided.
- 1.4.4 All visitors/contractor's vehicles entering and leaving SRVM premises must be registered and searched.
- 1.4.5 Security personnel at the check point/gate must ensure that all electronic equipment and firearms are declared and recorded in the register.
- 1.4.6 Security personnel must ensure that all firearms are declared and kept in the gun safe.
- 1.4.7 Security personnel must perform their duties in line with the Control Access to Public Premises Vehicles Act. 1985 (Act 53 of 1985) and any other relevant legislation.
- 1.4.8 Security personnel at the check point/gate must ensure that all SRVM staff produces their access cards with ID photos when entering the premises.
- 1.4.9 Security personnel on site must ensure that all incidents are recorded in the Occurrence book and reported immediately to the Site supervisor, who in turn must report immediately to the Security Unit at SRVM.
- 1.4.10 All prescribed patrols conducted must be reported in the Occurrence Book. (Not all in order or in good condition/Alfa India Omega – be specific.)
- 1.4.11 Patrols must be done in accordance with the guard monitoring system, which must be functional and in good working order always.
- 1.4.12 Intervals between patrols must not be longer than 30 minutes including the guarding system patrols. Ad-

hoc/unplanned patrols must also be conducted daily.

1.4.13 Patrols must not be done in the same sequence/duration. Time and route must be rotated.

1.4.14 During patrols the Security personnel should ensure that:

1.4.14.1 If there are any windows open should be recorded in the occurrence book, per floor and office block.

1.4.14.2 All SRVM vehicles parked in the premises and outside after working hours should be checked and monitored.

1.4.14.3 All vehicles leaving the premises must be stopped at check point/gate and the Security guards must search the vehicle and ensure that all SRVM vehicle drivers produce approved vehicle trip authorizations.

1.4.14.4 Ensure that no suspicious person wanders between vehicles parked inside and outside.

1.4.15 Inside office premises, guards will be deployed as follow:

1.4.15.1 Security guards to be stationed around main entrance/reception areas and must be fully conversant in English, as they will be interacting with SRVM clients & stakeholders on a daily basis;

1.4.15.2 All electronic equipment entering/leaving the office block should be recorded;

1.4.15.3 All visitors entering the premises must complete the visitors register and ensure that the host come and collect the visitor;

1.4.15.4 The Supervisor and the security guards are prohibited from reading documents or records in offices or the unnecessary handling thereof. No information concerning SRVM's activities may be furnished to the public or media by the service provider or any of his/her employees; and

1.4.15.5 The Supervisor and the security guards should sign an undertaking in which they declare that they will refrain from any action which might be to the detriment to SRVM.

E. MANAGEMENT

1.4.16 The service provider area's manager must ensure that security personnel have relevant training and qualifications as per PSIRA grading requirements.

1.4.17 The Service Provider's Area Manager must ensure that regular meetings with SRVM's Security Unit are conducted on a monthly basis and relevant reports are produced and submitted on time. Address all

complaints raised by SRVM within 12 hours or as agreed.

- 1.4.18 The Site Supervisor must ensure that all incidents are recorded in the Occurrence Book correctly.
- 1.4.19 The Area Manager must ensure that the field supervisors visit the site twice per shift. (Work Methodology)
- 1.4.20 The Area Manager must ensure that SRVM security personnel have access to guarding patrol report and weekly activity report.
- 1.4.21 The management of the security service provider must ensure that all security personnel are complying with the Fire Arm Control Act of 2 of 2000 (Compliance)
- 1.4.22 The security guards must report on duty 15 minutes before the shift start and site supervisor must ensure that proper handover is done and recorded when changing shifts.
- 1.4.23 The security personnel must wear corporate uniform (not combat) and they must be provided with rain coats and umbrellas for rainy seasons.
- 1.4.24 In the event of an incident on site the responding time should be 15 minutes and Area Manager/ Supervisor must conceal the scene of incident.
- 1.4.25 All security breach incidents which occurred on site e.g. break-ins and theft must be investigated by the service provider and submit a preliminary report to SRVM within seven (7) days and final report within thirty (30) days. The service provider will be liable for any loss due to negligence or due to failure by posted guards/security personnel to carry out their assigned duties and/or implement standard operating procedures.

F. SECURITY GUARDS COMPLEMENT AND HOURS OF SERVICE

ITEM NO	FACILITY NAME/REFERENCE	(Day Shift): Mon - Fri (06h00-18h00) including Weekends & Public holiday	(Night Shift): Mon-Fri (18h00-06h00) including Weekends & Public holiday	GIS COORDINATE GRIDS
1	PATERSON WTW	1	2	33°26'31.6"S 25°57'57.1"E

ITEM NO	FACILITY NAME/REFERENCE	(Day Shift): Mon - Fri (06h00-18h00) including Weekends & Public holiday	(Night Shift): Mon–Fri (18h00-06h00) including Weekends & Public holiday	GIS COORDINATE GRIDS
2	PATERSON WWTW	1	2	33°26'15.1"S 25°59'06.3"E
4	LANGBOS RESERVOIR	1	2	33°29'36.4"S 25°41'17.2"E
6	CAESARS WTW	1	2	33°32'01.6"S 25°42'50.4"E
7	CAESARS SPS.	1	2	33°32'01.6"S 25°42'50.4"E
8	MID SPS.	1	2	33°32'30.5"S 25°41'53.5"E
9	VALENCIA SPS.	1	2	33°33'17.1"S 25°41'31.4"E
12	BERSHEBA RESERVOIR.	1	2	33°24'37.8"S 25°32'12.2"E
13	ENON BERSHEBA WWTW	1	2	33°24'07.7"S 25°32'47.0"E
15	KIRKWOOD WTW.	1	2	33°23'34.2"S 25°26'54.9"E
16	KIRKWOOD WWTW.	1	2	33°24'23.8"S 25°28'35.7"E
17	SONOP SPS.	1	2	33°24'33.8"S 25°26'39.2"E
19	TRAFFIC DEPARTMENT	2	0	33°24'04.2"S 25°26'32.9"E
21	KIRKWOOD LIBRARY	1	0	33°24'04.2"S 25°26'32.9"E
22	ENON SATELLITE OFFICE	1	2	33°23'36.6"S 25°32'45.8"E
23	NOMATHAMSANGQA SATELLITE OFFICES	1	2	33°31'57.0"S 25°42'47.9"E
24	PATERSON SATELLITE OFFICES	1	2	33°26'15.8"S 25°57'36.8"E
25	VALENCIA SATELLITE OFFICE	1	2	33°33'20.1"S 25°41'38.1"E

ITEM NO	FACILITY NAME/REFERENCE	(Day Shift): Mon - Fri (06h00-18h00) including Weekends & Public holiday	(Night Shift): Mon-Fri (18h00-06h00) including Weekends & Public holiday	GIS COORDINATE GRIDS
26	KIRKWOOD ADMINISTRATIVE OFFICE	4	4	33°24'04.2"S 25°26'32.9"E
27	KIRKWOOD SWIMMING POOL	1	2	33°24'04.2"S 25°26'32.9"E
28	KIRKWOOD FIRESTATION	1	2	33°24'04.2"S 25°26'32.9"E
	<u>TOTAL REQUIRED</u>	<u>25</u>	<u>40</u>	

G. SECURITY GUARDS SERVICE COSTING

Bidders can use their own format for costing.

Description	Grade	Quantity	Rate		Total Cost Per Annum (VAT incl.)
			Per Guard	Per Month	
Security Guards (Day Shift): Mon - Fri (06h00-18h00)	C	25	R	R	R
Site supervisor (Day Shift): Mon - Fri (06h00-18h00)	B	2	R	R	R
Security Guards (Day Shift): Saturday (06h00-18h00)	C	25	R	R	R
Site Supervisor (Day Shift): Saturday (06h00-18h00)	B	2	R	R	R

Description	Grade	Quantity	Rate		Total Cost Per Annum (VAT incl.)
			Per Guard	Per Month	
Security Guards (Day Shift): Sunday & Public Holidays (06h00-18h00)	C	25	R	R	R
Site Supervisor (Day Shift): Sunday & Public Holidays (06h00-18h00)	B	2	R	R	R
Security Guards (Night Shift): Mon– Fri (18h00-06h00)	C	40	R	R	R
Site Supervisor (Night Shift): Mon– Fri (18h00-06h00)	B	2	R	R	R
Security Guards (Night Shift): Saturday (18h00-06h00)	C	40	R	R	R
Site Supervisor	B	2	R	R	R
Security Guards (Nightshift): (18h00-06h00) Sunday & Public holiday	C	40	R		
Site supervisor (Nightshift) (18h00-06h00) Sunday & Public holiday	B	2	R	R	R
Security Aids/Equipment & Other Overhead Costs				R	R
(please specify all items to be provided & quantity)					

Description	Grade	Quantity	Rate		Total Cost Per Annum (VAT incl.)
			Per Guard	Per Month	
Extras: Specify/list them (if any) + quantity			R		R
			R		
			R		
			R		
			R		
Total Cost: Year 1 (VAT inclusive)					R
Total Cost: Year 2 , including escalation (VAT incl.)			Escalation Percentage ____%		R
Total Cost: Year 3 , including escalation (VAT incl.)			Escalation Percentage ____%		R

SECTION B

RETURNABLE DOCUMENTS

DECLARATION OF INTEREST

1. No application will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may submit a database application. In view of possible allegations of favouritism, should the resulting registration, award 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:

3.2 Identity Number:

3.3 Position occupied in the Company (Director, trustee, shareholder).....

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all the directors/ trustees/shareholders member, 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

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

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;

3.8.1 If yes, furnish particulars.....

.....

.....

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

1.9.1 If yes, furnish particulars.

.....

.....

-
- (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.

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

3.10. Do you, have any relationship (family, friend, other) with persons in Sundays River Valley Municipality and who may be involved with the evaluation and or adjudication of this bid (in terms of the services you intend to render to Sunday River Valley Municipality? **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, principal shareholders or stakeholders in the 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, principal shareholders or stakeholders in service of the state?

YES / NO

3.13.1 If yes, furnish particulars.

.....

.....

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

3.14.1 If yes, furnish particulars.

.....

.....

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

Full Name	Identity Number	State Employee Number

.....
Authoring Signature

.....
Date

.....
Full name Capacity

.....

.....
Witness

.....
Witness

CERTIFICATION

I, THE UNDERSIGNED (NAME)

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to 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).

1.21.2

a) 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; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific goals

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

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and B-BBEE must not exceed	100

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINT AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

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

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender (LED)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)	What must be submitted to claim the points.
Within Sundays River Valley Local Municipality's area of jurisdiction		10			Proof of address signed by ward Councilor / Lease Agreement.
Within Sarah Baartman District Municipality's area of jurisdiction		8			Proof of address signed by ward Councilor / Lease Agreement
Within Eastern Cape province		6			Proof of address signed by ward Councilor / Lease Agreement
Within South Africa		4			Proof of address signed by ward Councilor / Lease Agreement
Outside South Africa		2			Proof of address signed by ward Councilor / Lease Agreement

Table 2: B-BBEE for the tender points claimed are indicated per the table below.

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

BID DECLARATION

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

B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF THE TABLE ABOVE

- (i) B-BBEE Status Level of Contributor: . =(maximum of 10 points)
(Points claimed must be in accordance with the table reflected above and must be substantiated by relevant proof of B-BBEE status level of contributor)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm.....

4.4 Company registration number:

4.5 TYPE OF COMPANY/ FIRM

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

- ☐ Non-Profit Company
☐ State Owned Company
[TICK APPLICABLE BOX]

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

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

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court 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 ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all 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 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

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

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

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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

RESOLUTION TO SIGN

Signatory for companies shall confirm their authority thereto by attaching a duly signed and dated copy of the relevant resolution of the boards of directors to this form.

An example is given below:

By resolution of the board of directors passed at a meeting held on

Mr/Mrs. whose signature appears below, has been duly authorised

to sign all documents in connection with the Bid for Contract No. and any Contract that may arise there from on behalf of (name of Bidder in block capitals)

SIGNED ON BEHALF OF THE COMPANY:

IN HIS/HER CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1

2.....

THE CONTRACT

MBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

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

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

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

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

.

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

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

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

GENERAL CONDITIONS OF CONTRACT

A. TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packaging
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment 17.prices
18. Increase/Decrease of Quantities
19. Contract amendments
20. Assignment
21. Subcontracts
22. Delays in the provider's performance
23. Penalties
24. Termination for defaults
25. Dumping and countervailing duties
26. Force Majeure
27. Termination for insolvency
28. Settlement of disputes
29. Limitation of liability
30. Governing language
31. Applicable law
32. Notices
33. Taxes and duties
34. Transfer of contracts
35. Amendment of contracts

GENERAL CONDITIONS OF CONTRACT

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 **"Contract"** means the written agreement entered into between the purchaser and the provider, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 **"Contract price"** means the price payable to the provider under the contract for the full and proper performance of his contractual obligations.
- 1.4 **"Corrupt practice"** means the offering, giving, receiving, or soliciting of any thing of the value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 **"Day"** means calendar day.
- 1.8 **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.9 **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10 **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the provider bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the R.9A.
- 1.12 **"Force majeure"** means an event beyond the control of the provider and not involving the provider's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 **"GCC"** means the General Conditions of Contract.
- 1.15 **"Goods"** means all of the equipment, machinery, and/or other materials that the provider is required to supply to the purchaser under the contract.
- 1.16 **"Imported content"** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as land 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.
- 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 provider covered under the contract.
- 1.25 **"Written" or "in writing"** means hand written 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 (excluding professional services related to the

building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise 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 Invitations to bid are usually published in locally distributed news media and in the institution's website.

4. Standards

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

5. Use of contract documents and information; inspection

5.1 The provider shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The provider shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the provider's performance under the contract if so required by the purchaser.

5.4 The provider shall permit the purchaser to inspect the provider's records relating to the performance of the provider and to have them audited by the auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

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

6.2 When a provider developed documentation/projects for the municipality or municipal entity, the intellectual, copy and patent rights or ownership or such documents or projects will vest in the municipality or municipal entity.

7. Performance Security

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the success 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 provider's failure to complete his obligation 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 terms:
 - (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
 - (b) A cashier's certified cheque.
- 7.4. The performance security will be discharged by the purchaser and returned to the providers not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligation, unless otherwise specified.

8. Inspections, tests analyses

- 8.1. All pre-bidding testing will be for the account
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organisation acting on behalf of the purchaser.
- 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 analyse referred to in clause 8.2 & 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 provider.
- 8.6.** Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7.** Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.
- 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. Packaging

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

10. Delivery and documents

- 10.1.** Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the provider in accordance with the terms specified in the contract.

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.

12. Transportation

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

13. Incidental services

- 13.1. The provider may be required to provide any or all of the following services, including additional services, if any:
- 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 manual 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 provider of any warranty obligations under this contract; and
 - e. training of the purchaser's personnel, at the provider's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2. Prices charged by the provider for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the provider for similar services.

14. Spare parts

- 14.1. As specified, the provider may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the provider:
- (a) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract, and
 - (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 provider warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The provider further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required

by the purchaser's specifications) or from an act or omission of the provider, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

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.

15.3 The purchaser shall promptly notify the provider in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the provider, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the provider under this contract shall be specified

16.2 The provider shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the provider.

16.4 Payment will be made in Rand unless otherwise stipulated

17. Prices

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

18. Increase/decrease of quantities

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

19. Contract amendments

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

20. Assignment

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

21. Subcontracts

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

22. Delays in the provider's performance

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

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

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

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

22.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without 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 provider's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the provider.

23. Penalties

23.1 Subject to GCC Clause 25, if the provider fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a

penalty, a sum calculated on the delivered price of the delayed good or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

24. Termination for Default

24.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the provider, may terminate this contract in whole or in part:

(a) if the provider fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the provider fails to perform any other obligation(s) under the contract; or if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

24.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.

25. Anti-Dumping and Counter-Vailing Duties and Rights

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

26. Force Majeure

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

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

27. Termination for Insolvency

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

28. Settlement of Disputes

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

28.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the provider may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

28.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

28.4 Notwithstanding any reference to mediation and / or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract.

29. Limitation of Liability

29.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the provider shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the provider to pay penalties and / or damages to

(b) the aggregate liability of the provider to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

30. Governing Language

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

31. Applicable Law

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

32. Notices

32.1 Every written acceptance of a bid shall be posted to the provider concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

32.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

33. Taxes and Duties

33.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

33.2 A local provider shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the contracted goods to the purchaser.

33.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

34. Transfer Of Contracts

34.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.

35. Amendment of Contracts

35.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.