



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH
CONTRACT)**



UMZIMKHULU LOCAL MUNICIPALITY

PROPOSAL NUMBER: ULM-CORP 008/22

**REQUEST FOR PROPOSAL:
APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR MAINTENANCE & REPAIRS OF
MUNICIPAL FLEET, PLANT AND EQUIPMENT**

CATEGORIES

- Category 1 –Heavy plant and machinery
- Category 2–Light motor vehicles and Equipment
- Category 3 -Supply and fit of fleet tyres and batteries
- Category 4- Supply and delivery of fleet oils and plant cutting edges

TENDER CATAGORY: _____

TENDER AMOUNT: _____

IN WORDS: _____

The Municipal Manager
uMzimkhulu Local Municipality
169 Main Street
Private X 53
uMzimkhulu
3297
Tel: 039 259 5000 Fax: 039 259 0427

NAME OF SERVICE PROVIDER :

CONTACT PERSON :

TELEPHONE :

FAX :

ADDRESS :

CSD Registration of a Number:

SARS PIN :

CRS Number (if applicable)

TENDER CLOSES: 12h:00 29 JULY 2022



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH
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**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH
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Annexure A:

TENDER NOTICE



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH
CONTRACT)**

**ADVERTISEMENT
UMZIMKHULU LOCAL MUNICIPALITY**

**Date issued 23/06/2022.
KZN435/21/22/017/CORP**

**RE-INVITATION TO TENDER
UMZIMKHULU LOCAL MUNICIPALITY**

uMzimkhulu Municipality hereby invites reputable and experienced Service providers to respond on the projects below:

TENDER NAME	PROPOSAL NUMBER	BRIEFING DATE
APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-month Contract)	ULM-CORP 008/22	05/07/2022@ 10h:00 am
<u>CATEGORIES</u> 1. Category 1 –Heavy plant and machinery 2. Category 2–Light motor vehicles and Equipment 3. Category 3 -Supply and fit of fleet tyres and batteries 4. Category 4- Supply and delivery of fleet oils and plant cutting edges		

Tender documents will be available on the municipal website (www.umzimkhululm.gov.za) and will also be available from the cashier at **169 Main Street, uMzimkhulu, 3297 upon the non-**



APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH CONTRACT)

refundable payment of R300 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 28th of June of 2022; cut-off time for buying documents is the 05th of July 2022, 15 minutes for briefing session.

Due to Covid-19, non-compulsory briefing sessions will be hosted on **Microsoft Teams**.

Link: https://teams.microsoft.com/join/19%3ameeting_OWY4ZWlwNDUzM2MxYi00NGNjLTjhZGQtYWYyZTUzMTUxNGJl%40thred.v2/0?context=%7b%22Tid%22%3a%220b200945-5c17-4d9b-8755-251336e11857%22%2c%22Oid%22%3a%2218edb9ca-0252-4765-887f-ce63ddecb3da%22%7d

Invalid or non-submission of the following documents will render the Tenderer disqualified, BBBEE points will not be allocated if the Certificate is not submitted.

- Registered on Central Suppliers Database (CSD) attach proof of Registration.
- Valid BBBEE certificate with SANAS logo and verified by agencies accredited by SANAS / Commissioned SWORN Affidavit
- MBD 4, 8 & 9 -
- Municipal rates and services certificate / statement / billing for the directors, owners, shareholders of the company to confirm that Municipal rates are not in arrears for more than 90 days or.
- Attach valid lease agreement if the company is leasing the office space.
- Attach a valid lease agreement if the director is leasing accommodation.
- Attach affidavit if the account is under your parents, siblings, grandparents, and you are not paying any Municipal rates.
Copy of a marriage certificate if Municipal account in under your spouse.
- Certificate of Authority" to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head. (Example is provided in the Tender document)

80/20 Preference Point System will be used on the following project and functionality will be considered. uMzimkhulu Local Municipal SCM policy will apply.



APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH CONTRACT)

Second Phase

EVALUATION CRITERIA –CATEGORY 1(ONE)

EVALUATION CRITERIA			
Project : Maintenance and repairs municipal fleet			
Category : Heavy plant and machinery			
Minimum Threshold: 59% / 65 points			
Contract period: 36 months			
Evaluation Aspect	Criteria	Points	Verification method
<u>Relevant experience</u> Maintenance and repairs heavy plant and machinery diesel works	Number of successfully completed similar Contracts with traceable references: similar type <u>score</u> 4 Projects =20 2-3 Projects =10	20	Appointment letters or Valid referral letters
<u>Expertise</u>	<u>Key Personnel</u> The service provider must accompany its proposal with key project personal structure in support of the business and certified copies of qualifications as follows	20	<u>Project manager</u> CV, Certified copy of ID and Certified copy of national Diploma in project management <u>Admin support</u> CV, Certified Copy of ID and Certified copies of Grade 12 certificate <u>Heavy plant diesel Mechanic</u> CV, Certified Copy of ID and Certified copy of diesel mechanic certificate N2/N3 <u>Auto Electrician</u> CV, Certified copy of id And Certified copy of auto electrician trade/certificate N2/N3



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
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			NB/ ALL PERSONNEL ARE REQUIRED AND ALL CERTIFIED COPIES MUST BE WITHIN 3 MONTHS
<u>Company capacity and capability</u>	2.Business location The service provider location will be taken into account therefore points will be given to business located within the radius of 20-60km from uMzimkhulu municipality <u>Score</u> within 20-60km radius =40 from 60-120km radius =20 3.Field Service vehicle ownership Service provider or company must submit its company field service vehicles proof of owner ship <u>Score</u> Own vehicles- =10 leased vehicles =5	50	<u>Business location</u> Business address in company's letterhead Field Service vehicle Vehicle logbook Vehicle lease agreement
<u>Project methodology</u>	Project implementation Company to prepare a clear and sound project implementation description covering all aspects in the scope of work <u>Scores</u> -covers all aspects six (06) = 20 -Partially covered (Provided limited information) = 10	20	Methodology/project description 1. General project description 2. Turnaround time 3. Callout fee 4. Travel fee p/km 5. Labor rate per hour 6. Monthly equipment inspections Reporting

NB: It is compulsory for a bidder to score not less than 50% per segment in the above table.
Even if the bidder has scored the 59% of threshold but scores less than 50% on one or more of
the segments above the bidder will be non-responsive

NB: On key personnel the bidder must score 100%

THE ABOVE " NB " APPLIES ON CATEGORY 1 FUNCTIONALITY



APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH CONTRACT)

EVALUATION CRITERIA –CATEGORY –TWO

EVALUATION CRITERIA Project : Maintenance and repairs municipal fleet Category: Light motor vehicles and Equipment Minimum Threshold: 66% 50 points Contract period: 36 months			
Evaluation Aspect	Criteria	Points	Verification method
<u>Relevant experience</u> Provide Scheduled preventative maintenance and corrective maintenance -repairs to municipal fleet as per project requirement	Number of successfully completed similar Contracts with traceable references: similar type <u>score</u> 5 projects =20 At least 3-4 projects =10	20	Appointment letters or Valid referral letters
<u>Expertise</u>	Key personnel The company must have the key personnel to be able to perform the required service effectively Diesel mechanic =5 Auto electrician =5 Admin clerk =5	15	Diesel mechanic Cv, Certified copy of Id and Certified copy of N2/N3 Diesel or petrol mechanic certificate Auto electrician Cv, Certified copy of ID and certified copy of N2 motor trade test certificate Admin clerk Cv, Certified copy of Id document and Certified copy of Matric senior certificate NB:ALL PERSONELL ARE REQUIRED AND ALL CERTIFIED COPPIES MUST BE WITHIN 3 MONTHS



APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH CONTRACT)

<u>Accreditation</u>	Accreditation Company must have a membership of south Africa automotive body retail motor industry (RMI)	10	Attached certified copy RMI certificate
<u>Project Methodology</u>	Prepare a clear and sound project description on maintenance motor and equipment. 1) Turnaround times 2) Labour per hour 3) Tow callout fee 4) Tow rate per (km) 5) Callout fee 6) Roadside assist callout fee 7) Travel per (km) 8) Other services handling fee (...%) Covered all aspects =20 Partially covered (Provided limited information) =10	20	Attach Detailed project methodology
<u>Company Capacity and capability</u>	Towing and recovery vehicles Company must have its own rollback tow truck 5ton or 8ton with proof or ownership or vehicle lease agreement contract Score Own vehicles =10 leased vehicles =5	10	Vehicle logbooks Vehicle lease agreement

NB: It is compulsory for a bidder to score not less than 50% per segment in the above table. Even if the bidder has scored the 66% of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive

NB: On key personnel and Accreditation the bidder must score 100%

Service provider must score the minimum points required on category **two above** to qualify for the second stage (**workshop inspection**)

NB. The light motor vehicle (category2) will require workshop inspection/verification

THE ABOVE " NB " APPLIES ON CATERGORY 2 FUNCTIONALITY

Second stage of evaluation on (category 2)

Service providers must score 100% /68 points on the stage below (Workshop Inspection)



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH
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	Scores
Policies and Procedures	2
OH&S Policy displayed	2
Approved first-aid kit and eye-wash equipment available	2
Injury register provided and maintained	2
Emergency contact numbers prominently displayed	2
Unauthorized persons prohibited from entering workshop areas	2
Standard Operating Procedures (SOP's) for workshop activities	2
'If you are injured' poster displayed in workplace	
Manual Handling	
Information and Guidance Material on identifying and controlling Manual	2
Mechanical aids used to lift heavy or awkward items	2
Toolboxes mobile for ease of moving around workshop area	2
Workshop areas	
All exits clear and accessible	2
Toilets and showers provided and clean	2
Kitchen facilities provided and adequate	2
Adequate lighting provided	2
Fire extinguishers provided, maintained and accessible	2
Hearing protection and audiometric testing provided and records kept as per Noise Regulations	2



APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH CONTRACT)

Equipment:	2
Compressors inspected and serviced regularly	
Power tools inspected and serviced regularly	2
Parts stored in appropriate areas with racking, shelves, etc.	
No goods stored on top of internal offices/buildings unless designed for load bearing purposes	2
Eye protection provided where needed	2
Guards fitted to equipment where required, i.e. bench grinders, compressor pulleys, etc.	
No electrical equipment used in 'wet' areas of workshop	2
Welding screens available and used	
Tire inflation cages available and used	
All lifting equipment inspected regularly, e.g. chains, slings	
Chemicals	
All dangerous goods/hazardous substances stored and labelled appropriately	2
Material Safety Data Sheets available for all chemicals:	2
Dangerous goods/Hazardous substances register kept and maintained	
Appropriate personal protection equipment/training provided for employees	2
when using dangerous goods/hazardous substances	2



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
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Waste oils and other products disposed of appropriately	2
Housekeeping	
Workshop floor free of slips and trips hazards	2
Fluid spills cleaned up immediately	2
Rubbish not stored near flammable substances	2
Spill-containment equipment available	2
All tools and equipment stored appropriately	2
Air lines, hoses, and tools clear of floor surfaces	
Gas cylinders stored and secured appropriately	2
Metal rubbish bins provided and emptied on a regular basis	2
Clothing laundered in an appropriate manner	2
Total points	68

The company must have fully equipped mechanical workshop or credit facility account with the following companies/agencies

Toyota south Africa

Mecededez Benz south Africa

Ford south Africa

Nissan south Africa

The above listed dealers must be within 20-120km radius from uMzimkhulu municipality



APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH CONTRACT)

Evaluation criteria – Category 3 (Three)

EVALUATION CRITERIA			
Project : Maintenance and repairs municipal fleet Category : Light motor vehicles and Equipment Project description: Supply and fit fleet tires and car batteries Minimum points: 50% /10 points Contract period: 36 months			
Evaluation Aspect	Criteria	Poi nts	Verification method
Project Methodology Provide clear project implementation method for both passenger and commercial fleet tyre facility	Company must be fully equipped tyre fitment facility for light motor vehicles and commercial/yellow plant with the following equipment 1) Tyre changer machine 2) Wheel balancing machine 3) 3D wheel alignment machine 4) Car lifting equipment 5) Own transport and personnel for field service <u>Covered all aspects -20</u> Partially covered all aspects but Provided limited information -10	20	Project implementation plan or Methodology must be on a company letterhead accompanied by tire fitment center business profile subject for inspection prior appointment.

NB : The service provider must at least meet 50% on the above table

THE ABOVE “ NB ” APPLIES ON CATERGORY 3 FUNCTIONALITY

CATEGORY 4- Supply and delivery of fleet oils and plant cutting edges



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
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(Service provider must meet the specification)

Service description	Motor category/equipment	Other services
Supply and delivery of Greasing tools Grader cutting edges Teeth and ripper Transmission oil Grease Antifreeze coolant Hydraulic oil As when required by the municipality.	Plant and machinery only	-Service and repairs of machine greasing system

120 days Price Validity

CONTACT DETAILS

All Technical enquiries shall be directed to:

Attention : Mr. A. Chiya
Telephone : (039) 259 5027
Fax No : (039) 259 0427
Email Address : chiyaa@umzimkhululm.gov.za

SCM Compliance enquiries shall be directed to:

Attention : Miss O. Basi
Telephone : (039) 259 5034
Fax No. : (039) 259 0427
Email Address : basio@umzimkhululm.gov.za

Closing date

Bid documents in a sealed envelopes clearly indicating the **Bid number and Bid Name**, must be deposited in the tender box of uMzimkhulu Local Municipality, located at 169 Main Street, uMzimkhulu, 3297 reception area, not later than **12h: 00, 29th of July 2022** Telegraphic, telex, telephone, electronic, facsimile, and late tenders will not be accepted.

Tenders may only be submitted on the tender documentation provided by the municipality.
The uMzimkhulu Municipality Council does not bind itself to accept the lowest bidder.
uMzimkhulu Municipality Supply Chain Management policy will apply.

**K.V. NYAMELA
ACTING MUNICIPAL MANAGER**



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
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Annexure B:
TOR: / Specification



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH
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TERMS OF REFERENCE

uMzimkhulu Municipality is looking for Appointment of Clusters of service providers for Repairs and Maintenance of Municipal Fleet Plant and Equipment

PROJECT NAME: Appointment of cluster of service providers for maintenance and repairs of uMzimkhulu municipality fleet for period of 36 months

Cluster of service providers for



APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH CONTRACT)

1. Maintenance of heavy vehicles category one (1)
2. Maintenance of light motor vehicles ...category Two (2)
3. Supply and fit fleet tires and car batteries category Three (3)
4. Supply and delivery of plant oils and cutting edges category Four (4)

Contract period	3 years/36 months
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BACKGROUND

uMzimkhulu local municipality invites a cluster of services providers to be appointed from each category from qualified businesses and persons to provide proposals for Maintenance and repair of municipal light motor, heavy, plant machinery and equipment also to attend to other services like supply and deliver of parts, tyres, and towing services.

SCOPE OF WORK

This project comprises of four categories for maintenance and repairs of municipal fleet as mentioned in above paragraph, The bidders are required to render the required services to uMzimkhulu municipality for both in yellow plant and light motor vehicles mainly the following services.

1. Preventative maintenance (planned, interval and conditional based)

Service provider will be required to undertake as when required to regular, routine maintenance of municipal fleet to help keep equipment up and running, preventing any unplanned downtime and expensive costs from anticipated equipment failure. This will therefore require careful planning and scheduling of maintenance on equipment before an actual problem occurs as well as keeping accurate records of past inspections and servicing reports.

1. Corrective Maintenance (emergency and unplanned)

The service provider will also be required to undertake any corrective measures to ensure excellent maintenance is performed to return equipment to proper working order. Depending on the context of its use it may refer to maintenance due to a breakdown, or maintenance identified through a condition monitoring program.



APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH CONTRACT)

5. Category 1 –Heavy plant and machinery

Service description	Vehicle category	Other services
Scheduled mechanical preventative and corrective maintenance of yellow plant, heavy vehicles, power generators and equipment.	Yellow plant Heavy trucks Power generators Hydraulics	Preparation of Cor/Cof

6. Category 2–Light motor vehicles and Equipment

Service description	Motor category/equipment	Other services
Provide Scheduled preventative maintenance and corrective maintenance-repairs to municipal fleet as per requirement	Light vehicles Power tools Small equipment Lawn mowers Grass cutting machines Chain saws Water pumps	- Prepare Cor/Cof - Towing & recovery - Motor insurance access fee handling

7. Category -Supply and fit of fleet tyres and batteries

Service description	Motor category/equipment	Other services
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**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
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Supply and fitting Plant and vehicle Tyres Batteries Electrical accessories As when required by the municipality.	Plant and machinery Light motor vehicles Small equipment Heavy trucks	- On site tyre repairs - On site battery replacement

8. Category- Supply and delivery of fleet oils and plant cutting edges

Service description	Motor category/equipment	Other services
Supply and delivery of Greasing tools Grader cutting edges	Plant and machinery only	Service and repairs of machine greasing system
Teeth and ripper Transmission oil Grease Antifreeze coolant Hydraulic oil As when required by the municipality.		



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
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Approval of Terms of Reference

Signed by and on behalf of the uMzimkhulu Municipality by K.V. Nyamela in
her/his capacity as Acting Municipal Manager, she/he is being duly authorized
thereto and warranting such authority, at uMzimkhulu on the 28 day of
June 2022 Signature [Signature] HOD/
DELEGATED OFFICIAL TO SIGN



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
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Annexure C:
Evaluation Criteria



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH
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First Phase of the Evaluation (SCM Compliance)

1. The suppliers must be registered on CSD
2. Submit Tender Document
3. The suppliers must submit CSD Registration Number & SARS PIN
4. Valid BBBEE certificate with the SANAS logo and verified by agencies accredited by SANAS / commissioned affidavit
5. MBD Forms (relevant)



APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH CONTRACT)

6. Municipal rates and services certificate / statement / billing for the directors , owners , shareholders and for the company to confirm that Municipal rates & services are not in arrears for more than 90 days

7. "Certificate of Authority" to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head example is provided on the document.

NB: In the event of a mistake having been made it shall be crossed out in ink and be accompanied by a full signature at each alteration. The Municipality reserves the right to reject the tender if corrections are not made in accordance with the above. (usage of correction pen is not permitted)

Second Phase of Evaluation

EVALUATION CRITERIA –CATEGORY 1(ONE)

EVALUATION CRITERIA			
Project : Maintenance and repairs municipal fleet			
Category : Heavy plant and machinery			
Minimum Threshold: 59% / 65 points			
Contract period: 36 months			
Evaluation Aspect	Criteria	Points	Verification method
<u>Relevant experience</u> Maintenance and repairs heavy plant and machinery diesel works	Number of successfully completed similar Contracts with traceable references: similar type <u>score</u> 4 Projects =20 2-3 Projects =10	20	Appointment letters or Valid referral letters
Expertise	Key Personnel The service provider must accompany its proposal with key project personal structure in support of the business and certified copies of qualifications as follows Project manager = 5 points Admin support = 5points Diesel mechanic =5 points Auto electrician = 5 points	20	<u>Project manager</u> CV, Certified copy of ID and Certified copy of national Diploma in project management <u>Admin support</u> CV, Certified Copy of ID and Certified copies of Grade 12 certificate



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
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			<u>Heavy plant diesel Mechanic</u> CV, Certified Copy of ID and Certified copy of diesel mechanic certificate N2/N3 <u>Auto Electrician</u> CV, Certified copy of id And Certified copy of auto electrician trade/certificate N2/N3 NB/ ALL PERSONNEL ARE REQUIRED AND ALL CERTIFIED COPIES MUST BE WITHIN 3 MONTHS
<u>Company capacity and capability</u>	2.Business location The service provider location will be taken into account therefore points will be given to business located within the radius of 20-60km from uMzimkhulu municipality <u>Score</u> within 20-60km radius =40 from 60-120km radius =20 3.Field Service vehicle ownership Service provider or company must submit its company field service vehicles proof of owner ship Score Own vehicles- =10 leased vehicles =5	50	<u>Business location</u> Business address in company's letterhead Field Service vehicle Vehicle logbook Vehicle lease agreement



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
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CONTRACT)**

<u>Project methodology</u>	Project implementation Company to prepare a clear and sound project implementation description covering all aspects in the scope of work <u>Scores</u> -covered all aspects six (06) = 20 -Partially covered (Provided limited information) = 10	20	Methodology/project description 7. General project description 8. Turnaround time 9. Callout fee 10. Travel fee p/km 11. Labor rate per hour 12. Monthly equipment inspections Reporting
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NB: It is compulsory for a bidder to score not less than 50% per segment in the above table. Even if the bidder has scored the 59% of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive

NB: On key personnel the bidder must score 100%

THE ABOVE " NB " APPLIES ON CATERGORY 1 FUNCTIONALITY



APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH CONTRACT)

EVALUATION CRITERIA –CATEGORY –TWO

EVALUATION CRITERIA Project : Maintenance and repairs municipal fleet Category: Light motor vehicles and Equipment Minimum Threshold: 66% 50 points Contract period: 36 months			
Evaluation Aspect	Criteria	Points	Verification method
<u>Relevant experience</u> Provide Scheduled preventative maintenance and corrective maintenance-repairs to municipal fleet as per project requirement	Number of successfully completed similar Contracts with traceable references: similar type <u>score</u> 5 projects =20 At least 3-4 projects =10	20	Appointment letters or Valid referral letters
<u>Expertise</u>	Key personnel The company must have the key personnel to be able to perform the required service effectively Diesel mechanic =5 Auto electrician =5 Admin clerk =5	15	Diesel mechanic Cv, Certified copy of Id and Certified copy of N2/N3 Diesel or petrol mechanic certificate Auto electrician Cv, Certified copy of ID and certified copy of N2 motor trade test certificate Admin clerk Cv, Certified copy of Id document and Certified copy of Matric senior certificate NB:ALL PERSONELL ARE REQUIRED AND ALL CERTIFIED COPPIES MUST BE WITHIN 3 MONTHS



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
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CONTRACT)**

<u>Accreditation</u>	Accreditation Company must have approved by retail motor industry (RMI)	10	Attached certified copy RMI certificate
<u>Project Methodology</u>	Prepare a clear and sound project description on maintenance motor and equipment. 9) Turnaround times 10) Labour per hour 11) Tow callout fee 12) Tow rate per (km) 13) Callout fee 14) Roadside assist callout fee 15) Travel per (km) 16) Other services handling fee (...%) Covered all aspects =20 Partially covered (Provided limited information) =10	20	Attach Detailed project methodology
<u>Company Capacity and capability</u>	Towing and recovery vehicles Company must have its own rollback tow truck 5ton or 8ton with proof or ownership or vehicle lease agreement contract Score Own vehicles =10 leased vehicles =5	10	Vehicle logbooks Vehicle lease agreement

NB: It is compulsory for a bidder to score not less than 50% per segment in the above table. Even if the bidder has scored the 66% of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive

NB: On key personnel and Accreditation the bidder must score 100%

Service provider must score the minimum points required on category **two above** to qualify for the second stage (**workshop inspection**)

NB. The light motor vehicle (category2) will require workshop inspection/verification

THE ABOVE " NB " APPLIES ON CATERGORY 2 FUNCTIONALITY

Second stage of evaluation on (category 2)



APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND MAINTANANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH CONTRACT)

**Service providers must score 100% /68 points on the stage below (Workshop
Inspection)**

	Scores
Policies and Procedures	2
OH&S Policy displayed	2
Approved first-aid kit and eye-wash equipment available	2
Injury register provided and maintained	2
Emergency contact numbers prominently displayed	2
Unauthorized persons prohibited from entering workshop areas	2
Standard Operating Procedures (SOP's) for workshop activities	2
'If you are injured' poster displayed in workplace	
Manual Handling	
Information and Guidance Material on identifying and controlling Manual	2
Mechanical aids used to lift heavy or awkward items	2
Toolboxes mobile for ease of moving around workshop area	2
Workshop areas	
All exits clear and accessible	2
Toilets and showers provided and clean	2
Kitchen facilities provided and adequate	2
Adequate lighting provided	2
Fire extinguishers provided, maintained and accessible	2
Hearing protection and audiometric testing provided and records kept as per Noise Regulations	2



APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH CONTRACT)

Equipment:	2
Compressors inspected and serviced regularly	
Power tools inspected and serviced regularly	2
Parts stored in appropriate areas with racking, shelves, etc.	
No goods stored on top of internal offices/buildings unless designed for load bearing purposes	2
Eye protection provided where needed	2
Guards fitted to equipment where required, i.e. bench grinders, compressor pulleys, etc.	
No electrical equipment used in 'wet' areas of workshop	2
Welding screens available and used	
Tire inflation cages available and used	
All lifting equipment inspected regularly, e.g. chains, slings	
Chemicals	
All dangerous goods/hazardous substances stored and labelled appropriately	2
Material Safety Data Sheets available for all chemicals:	2
Dangerous goods/Hazardous substances register kept and maintained	
Appropriate personal protection equipment/training provided for employees	2
when using dangerous goods/hazardous substances	2
Waste oils and other products disposed of appropriately	2
Housekeeping	



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH
CONTRACT)**

Workshop floor free of slips and trips hazards	2
Fluid spills cleaned up immediately	2
Rubbish not stored near flammable substances	2
Spill-containment equipment available	2
All tools and equipment stored appropriately	2
Air lines, hoses, and tools clear of floor surfaces	
Gas cylinders stored and secured appropriately	2
Metal rubbish bins provided and emptied on a regular basis	2
Clothing laundered in an appropriate manner	2
Total points	68

The company must have fully equipped mechanical workshop or credit facility account with the following companies/agencies

Toyota south Africa

Mercedes Benz south Africa

Ford south Africa

Nissan south Africa

The above listed dealers must be within 20-120km radius from uMzimkhulu municipality



APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND MAINTANENCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH CONTRACT)

Evaluation criteria – Category 3 (Three)

EVALUATION CRITERIA			
Project : Maintenance and repairs municipal fleet Category : Light motor vehicles and Equipment Project description: Supply and fit fleet tires and car batteries Minimum points: 50% /10 points Contract period: 36 months			
Evaluation Aspect	Criteria	Points	Verification method
Project Methodology Provide clear project implementation method for both passenger and commercial fleet tyre facility	Company must be fully equipped tyre fitment facility for light motor vehicles and commercial/yellow plant with the following equipment 6) Tyre changer machine 7) Wheel balancing machine 8) 3D wheel alignment machine 9) Car lifting equipment 10) Own transport and personnel for field service	20	Project implementation plan or Methodology must be on a company letterhead accompanied by tire fitment center business profile subject for inspection prior appointment.
	<u>Covered all aspects</u> -20 Partially covered all aspects but provided limited information -10		

NB : The service provider must at least meet 50% on the above table

THE ABOVE " NB " APPLIES ON CATERGORY 3 FUNCTIONALITY



APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH CONTRACT)

CATEGORY 4- Supply and delivery of fleet oils and plant cutting edges

(Service provider must meet the specification)

Service description	Motor category/equipment	Other services
Supply and delivery of Greasing tools Grader cutting edges Motor grader Teeth and ripper Transmission oil Grease Antifreeze coolant Hydraulic oil As when required by the municipality.	Plant and machinery only	-Service and repairs of machine greasing system

80/20 Score Points

- Preferential Goals 80points

Price 20BBBEE

Price

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

TOTAL POINTS 100

General terms of specification

Compulsory briefing : No

Closing date : 1 April 2022

Discussion on the terms of reference

- Duration of the project – 36 Months (3 years)
- Tendered amount must be firm include vat.
- Requirement (specified on the specification)
- Price must be Validity for 120 days



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH
CONTRACT)**

SCM COMPLIANCE ANNEXURE: A

- Attach proof that you are registered on Central Suppliers Database (CSD)



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH
CONTRACT)**

SCM COMPLIANCE ANNEXURE: B

- Attach Valid BBBEE certificate / Commissioned Sworn affidavit



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
MAINANTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH
CONTRACT)**

SCM COMPLIANCE ANNEXURE: C

Sign MBD 4, 8 & 9



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH
CONTRACT)**

SCM COMPLIANCE ANNEXURE: D

-Attach Updated Municipal rates statement for the company not in arrears for more than 90 days / Valid lease Agreement / affidavit when you operate at Home

Based on the protection of personal information ACT 4 of 2013, came into effect on the 1st of July 2021. Service providers must attach recent municipal rates and taxes statement for the company due to POPIA.



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH
CONTRACT)**

SCM COMPLIANCE ANNEXURE: E

- Attach Municipal rates statement for the directors not in arrears for more than 90 days
 - or
 -
- attach a valid lease agreement if the director is leasing residential Property
-
- or
- attach affidavit if the Municipal Account is under your parents or siblings and they are responsible for paying Municipal rates (if the address is same as your) and attach the copy of the Municipal rates for the above mentioned
- or
- attach copy of a marriage certificate if Municipal account in under your spouse

Based on the protection of personal information ACT 4 of 2013, came into effect on the 1st of July 2021. Service providers must attach recent municipal rates and taxes statement for its directors and due to POPIA.



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH
CONTRACT)**

SCM COMPLIANCE ANNEXURE: F

Attach Certificate of Authority" to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a
Company letter head
(example is provided on Form B)



APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH CONTRACT)

Tender Conditions

- The Municipality may request clarity pertaining the Proposal / response if it's not clear.
- Presentation may be required for Clarity purposes,
- An award to tender / quotation may be subjected to price negation with the preferred tenderers
- Use of correction pen is prohibited.
- The Municipality may request price confirmation on goods / material that has price fluctuation and service providers must respond within the stipulated time.
- The municipality may request extension of validity period.



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH
CONTRACT)**

ANNEXURE D

MBD Forms

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)			
BID NUMBER:		CLOSING DATE:	
DESCRIPTION			

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)

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	Budget & Treasury Office : SCM Unit	CONTACT PERSON	
CONTACT PERSON	L Mngonyama	TELEPHONE NUMBER	
TELEPHONE NUMBER	039 259 5055	FACSIMILE NUMBER	
FACSIMILE NUMBER	039 259 0427	E-MAIL ADDRESS	
E-MAIL ADDRESS	mngonyamal@umzimkhululm.gov.za		

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE DOCUMENT PROVIDED
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)? ☐ YES ☐ NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

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

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

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

Name of Bidder.....	Bid Number.....
Closing Time	Closing Date

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	--

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

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

** all applicable taxes" includes value- added tax, if a VAT vender

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 / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state? **YES / NO**
 - 3.8.1 If yes, furnish particulars.

.....

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 the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months?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:

.....
.....

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

Full Name	Identity Number	State Employee Number	Owner of the company (yes / no)	Share percentage of the Comp

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

a) The value of this bid is estimated to 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) B-BBEE Status Level of Contributor.

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

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

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 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

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

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

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

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

1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

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

Any QSE		
---------	--	--

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated:

.....

Registered Account Number:

Stand Number:.....

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

8.9 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 contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
 ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

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

Js367bW

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 consortium^a 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.

^a 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

Js9141w 4



**APPOINTMENT OF CLUSTER OF SERVICE PROVIDERS FOR REPAIRS AND
MAINTENANCE OF MUNICIPAL FLEET, PLANT AND EQUIPMENT (36-MONTH
CONTRACT)**

ANNEXURE E

RETUNABLE DOCUMENT



PRICING SCHEDULE

Supply and fit Tyres and car batteries

ITEM NO.	TYRE SIZE	DESCRIPTION AND BRAND NAME OF NEW TYRES	INDICATE CROSS-PLY(C) OR RADIAL-PLY(R)	UNIT PRICE (INCLUDING OF VAT)
1	155/80/12	New		
2		Puncture		
3		Tube		
4	155/80/13	New		
5		Puncture		
6		Tube		
7	165/80/13	New		
8		Puncture		
9		Tube		
10	175/65/14	New		
11		Puncture		
12		Tube		
13	185/14	New		
14		Puncture		
15		Tube		
16	185/60/14	New		
17		Puncture		
18		Tube		
19	185/65/14	New		
20		Puncture		
21		Tube		
22	185/65/15	New		
23		Puncture		
24		Tube		
25	195/14	New		
26		Puncture		
27		Tube		
28	195/65/15	New		



ITEM NO.	TYRE SIZE	DESCRIPTION AND BRAND NAME OF NEW TYRES	INDICATE CROSS-PLY(C) OR RADIAL-PLY(R)	UNIT PRICE (INCLUDING OF VAT)
29		Puncture		
30		Tube		
31	205/55/16	New		
32		Puncture		
33		Tube		
34	205/65/15	New		
35		Puncture		
36		Tube		
37	215/15	New		
38		Puncture		
39		Tube		
40	245/75/15	New		
41		Puncture		
42		Tube		
43	245/70R16	New		
44		Puncture		
45		Tube		
46	700/16	New		
NB/ Bidders to ignore rethread sections municipal vehicles or plant does not use rethread tyres				
47		Rethread Own Casing		
48		Stock Rethread		
49		Repair With Rethread		
50		Repair Only		
51		Puncture		
52		Tube		
53	750/16	New		
54		Retread Own Casing		
55		Stock Retread		
56		Repair With Retread		
57		Repair Only		



ITEM NO.	TYRE SIZE	DESCRIPTION AND BRAND NAME OF NEW TYRES	INDICATE CROSS-PLY(C) OR RADIAL-PLY(R)	UNIT PRICE (INCLUDING OF VAT)
58		Puncture		
59		Tube		
60	825/16	New		
61		Retread Own Casing		
62		Stock Retread		
63		Repair With Retread		
64		Repair Only		
65		Puncture		
66		Tube		
67	825/20	New		
68		Retread Own Casing		
69		Stock Retread		
70		Repair With Retread		
71		Repair Only		
72		Puncture		
73		Tube		
74	900/16	New		
75		Retread Own Casing		
76		Stock Retread		
77		Repair With Retread		
78		Repair Only		
79		Puncture		
80		Tube		
81	900/20	New		
82		Retread Own Casing		
83		Stock Retread		
84		Repair With Retread		
85		Repair Only		
86		Puncture		
87		Tube		



ITEM NO.	TYRE SIZE	DESCRIPTION AND BRAND NAME OF NEW TYRES	INDICATE CROSS-PLY(C) OR RADIAL-PLY(R)	UNIT PRICE (INCLUDING OF VAT)
88	1000/20	New		
89		Retread Own Casing		
90		Stock Retread		
91		Repair With Retread		
92		Repair Only		
93		Puncture		
94		Tube		
95	1100/20	New		
96		Retread Own Casing		
97		Stock Retread		
98		Repair With Retread		
99		Repair Only		
100		Puncture		
101		Tube		
102	11R22.5	New		
103		Retread Own Casing		
104		Stock Retread		
105		Repair With Retread		
106		Repair Only		
107		Puncture		
108		Tube		
109	12R22.5	New		
110		Retread Own Casing		
111		Stock Retread		
112		Repair With Retread		
113		Repair Only		
114		Puncture		
115		Tube		
116	12.5/80/18	New		
117		Retread Own Casing		



ITEM NO.	TYRE SIZE	DESCRIPTION AND BRAND NAME OF NEW TYRES	INDICATE CROSS-PLY(C) OR RADIAL-PLY(R)	UNIT PRICE (INCLUDING OF VAT)
118		Stock Retread		
119		Repair With Retread		
120		Repair Only		
121		Puncture		
122		Tube		
123	14/28	New		
124		Retread Own Casing		
125		Stock Retread		
126		Repair With Retread		
127		Repair Only		
128		Puncture		
129		Tube		
130	14.5/20	New		
131		Retread Own Casing		
132		Stock Retread		
133		Repair With Retread		
134		Repair-Only		
135		Puncture		
136		Tube		
137	16/70/20	New		
138		Retread Own Casing		
139		Stock Rethread		
140		Repair With Rethread		
141		Repair Only		
142		Puncture		
143		Tube		
144	315/80/22.5	New		
145		Rethread Own Casing		
146		Stock Rethread		
147		Repair With Rethread		



ITEM NO.	TYRE SIZE	DESCRIPTION AND BRAND NAME OF NEW TYRES	INDICATE CROSS-PLY(C) OR RADIAL-PLY(R)	UNIT PRICE (INCLUDING OF VAT)
148		Repair Only		
149		Puncture		
150		Tube		
151	11L 4.1/4.5/4.0	New		
152		Retread Own Casing		
153		Stock Retread		
154		Repair With Retread		
155		Repair Only		
156		Puncture		
157		Tube		

WHEEL BALANCING/ALIGNMENT

ITEM NO	ITEM	DESCRIPTION	UNIT PRICE
158	Wheel Balancing	Vehicles Less Than 3 Ton	
159	Wheel Balancing	Vehicles More Than 3 Ton	
160	Wheel Alignment	Vehicles Less Than 3 Ton	
161	Wheel Alignment	Vehicles More Than 3 Ton	
ITEM NO	ITEM	DESCRIPTION	UNIT PRICE
162	Gaiter	No 1	
163		No 2	
164		No 3	
165		No 4	
166		No 5	
167		No 6	
168	Flaps	One Size	



BATTERIES

ITEM NO	SIZE	DEPOSITE OF OLD BATTERY	UNIT PRICE
169	610		
170	611		
171	612		
172	615		
173	616		
174	618		
175	621		
176	622		
176	628		
177	630		
178	631		
179	636		
180	638		
181	639		
182	643		
183	646		
184	647		
185	650		
186	651		
187	652		
188	654		
189	657		
190	668		
191	669		
192	674		
193	657		
194	680		
195	683		
196	685		
197	689		
198	695		
199	696		
100			
101			
102			
103			
104			
105			
106			



LABOUR

DESCRIPTION	RATE PER HOUR
Labour fee - working hours	
Labour fee - after hours	
Labour fee - Sundays / Public holidays	
Travel fee per Kilometre(km)	



PRICE SCHEDULE

Maintenance and repairs of the following equipment: heavy trucks, motor graders, tibs, compactor roller, power supply generators, trailers and earth moving hydraulic excavator

JOB	LABOUR COST					
	Supt	Artisan-Mechanic	Labourer	Total labour cost	spares cost + %	down time
A	A ENGINES					
	1 Engine oil change with filter					
	2 Renew all filters					
	3 Clean fuel pump filter bowl					
	4 Adjust valve clearance					
	5 Replace 'V' belts					
	6 Replace radiator, hoses & cowling					
	7 Replace fuel lines					
	8 Replace and set spark plugs					
	9 Set timing					
	10 Work on fuel system (rate/hour)					
B	CLUTCH & TRANSMISSION					
	Grease prop shaft U-Joints & slip joints					
	Renew prop shaft bolts					
	Renew gearbox oil					
	Adjust clutch free play					
	Replace complete clutch					
	Skim fly wheel					
	Replace pilot bearing					
C	FRONT AXLE & STEERING					
	Grease kingpins					
	Work on steering system, shackle pins & bushes-springs, centre bolt and hanger brackets (rate/hour)					
	Renew power steering oil					



	Replace hub seals, grease pack & adjust wheel bearings					
D	REAR AXLE & DIFF					
	Repair Diff lock operation					
	Renew oil					
	Work on shackle pins & bushes springs, centre bolt and hanger brackets (rate/hour)					
E	CHASSIS					
	Replace and secure rivets on cross member					
	Secure stabilizers					
	Secure fuel tank and brackets					
F	ELECTRICAL					
	Align head lights					
	Secure and replace faulty wiring					
	Replace faulty relays and switches					
G	LUBRICATION					
	Grease all nipples					
	Replace grease nipples					
H	BRAKES					
	Strip and replace brakes					
	Adjust brakes & handbrake					
I	BODY					
	Replace door handles and locks					
	Repair window regulators					
J	OVERHAUL					
	Complete engine overhaul					
	Complete gearbox overhaul					
	Complete diff overhaul					
K	LABOUR RATE FOR					



	CONTINGENCY / MISCELLANEOUS					
	Superintendent					
	Artisan					
	Labourer					
L	BREAKDOWNS					
	Call out fee – Normal working hours					
	Call out fee – after hours					
	Travel – Rand/km					

HYDRAULICS SERVICE & REPAIRS

JOB	LABOUR COST					
	Supt	Artisan	Labourer	Total Labour Cost	Spares Cost + %	Down Time
	Servicing of Cylinder					
	Servicing of hydraulics pump					
	Servicing of all sizes of hydraulics valves					
	Servicing and repairing of all sizes of hydraulics pipes					
	Servicing and repairing all hydraulics pipe fittings					
	Servicing and repairing of all wiring connected to the hydraulics system					
	Issuing the Safety Certificate on the Crane and Cheery picker trucks					
	Work on hydraulic system (rate/hour)					



RETURNABLE DOCUMENT

FORMS TO BE COMPLETED BY THE BIDDER:

Bidders shall note that completed Forms A, B, C, D, & E must be included in the proposal.

The information contained on these forms, plus the supporting documentation will be used in the evaluation of the proposals.



FORM A:

CERTIFICATE OF ATTENDANCE AT THE CLARIFICATION MEETING

This is to certify that

.....Representative of (Service
Provider)

.....of
(address)

telephone number

.....(.....).....

fax number(.....).....

e-mail(.....).....

attended the clarification meeting on (date)

.....
I CERTIFY that I am satisfied with the description of the work and explanations given by
the said Employer's Representative and that I understand perfectly what is required in
compiling my proposal.

CONSULTANT'S REPRESENTATIVE: (Signature)

EMPLOYER'S REPRESENTATIVE: (Signature).....

FORM B:

CERTIFICATE OF AUTHORITY FOR SIGNATURE

1. CONSULTANT



- 1.1 A "Certificate of Authority" to sign all documents in connection with this proposal and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached to this page. **An example is given below.**

2. JOINT VENTURE

2.1 The document of formation of the Joint Venture shall be attached to this page.

- 2.2 A "Certificate of Authority" to sign all documents in connection with this Bid and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Boards of Directors of each member of the Joint Venture and shall be attached to this page.

A CERTIFICATE OF AUTHORITY FOR SIGNATORY

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

Mr/Ms....., whose signature appears below, has been duly authorised to sign all documents in connection with this Request for Proposals and any contract which may arise there from on behalf of

(Name of company or JV - block capitals).....

SIGNED ON BEHALF OF THE COMPANY (signature).....

IN HIS/HER CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1.....

2.....



FORM C:

RELEVANT EXPERIENCE

Employer (Name, Tel. No. or Fax No.)	Details of Project	Value of Work (fees)	Year

Continued overleaf... - /



FORM C: RELEVANT EXPERIENCE (Continued)

Employer (Name, Tel. No. or Fax No.)	Details of Project	Value of Work (fees)	Year

Failure to provide the necessary information will compromise the proposal.

SIGNED ON BEHALF OF THE CONSULTANT

.....



FORM D:

BANK DETAILS

The Consultant shall provide details of banking details which shall be applicable to this contract. In the case of a joint venture, a collective joint venture account shall be provided, and details provided below shall be of the joint venture account.

Bank Details - Bank Name:

Address:

Account Number:

Contact Person:

Tel No.:

Fax No.:

Auditor Details - Firm Name:

Address:

Firm Number:

Contact Person:

Tel No.:

Fax No.:

SIGNED ON BEHALF OF THE CONSULTANT:

.....



Annexure F:

PROPOSED FEE STRUCTURE
(To be prepared and attached by Bidder)