

ABAQULUSI MUNICIPALITY



PROVISION OF VERGE MAINTENANCE IN VRYHEID CENTRAL AND SURROUNDING AREAS FOR THE PERIOD OF 36 MONTHS

TENDER NO: 8/2/1/530

NAME OF THE COMPANY	
BID AMOUNT OVER 36 MONTHS:	
PHYSICAL ADDRESS	
POSTAL ADDRESS:	
CONTACT NUMBER	
EMAIL ADDRESS:	
CSD NUMBER:	

NO BID WILL BE ACCEPTED FROM THE PERSON IN THE SERVICE OF THE STATE



**EXPANDED PUBLIC WORKS PROGRAMME
CONTRIBUTING TO A NATION AT WORK**

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MBD 1

T1.1: INVITATION TO TENDER**TENDER 8/2/1/530: PROVISION OF VERGE MAINTENANCE IN VRYHEID CENTRAL, AREAS OF ABAQULUSI LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

Tenders are hereby invited from contractors for verge maintenance in Vryheid Central and surrounding areas, as specified by the Municipality for a period of thirty six (36) months.

ABAQULUSI LOCAL MUNICIPALITY HEREBY INVITES BIDS FROM SUITABLE QUALIFIED AND EXPERIENCED SERVICE PROVIDERS FOR THE FOLLOWING SERVICE.

Tender Number	Notice no	Project Name	TECHNICAL ENQUIRIES	EVALUATION CRITERIA =70%	CLOSING DATE	TIME
8/2/1/530		PROVISION OF VERGE MAINTENANCE IN VRYHEID CENTRAL AND SURROUNDING AREAS OF ABAQULUSI LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS	Community Services Department CONTACT DETAILS: Ms z Gumbi zgumbi@abakulusi.gov.za or (034) 982 2133	Tenderer's Experience=20 Experience of Key Personnel=20 Plant and Equipment=60	15/10/2024	12:00

Bids documents will be self-downloaded from E-tender Portal (www.e-tenders.gov.za) as from the **12 SEPTEMBER 2024**.

Sealed Bid documents marked with the relevant "Bid Name and Bid Number" must be deposited in the Bid box at the Abakulusi Local Municipality offices no later than 12:00 pm on A SPECIFIED DATE ON THE TABLE, where after all Bids will be opened to the public. Telegraphic, faxed and late tenders will not be accepted and the Municipality shall not be held responsible for any couriered and posted document.

CONDITIONS:

- The above tenders will be evaluated of completeness, compliance, functionality and price make sure all required information is submitted with the bid document.
- No awards will be made to a person, who is not registered on the Central Supplier Data base
- The security service provider to comply with the Security Industry Regulation Act (SIRA)
- The Security service provider to comply with the SA Firearms Act.
- No awards will be made to a person, who is in the service of the state
- No awards will be made to a person, if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state, and / or
- No awards will be made to a person, who is an advisor or consultant contracted with the Municipality or municipal entity
- Fill in all the Municipal Bidding Documents (MBD'S) failure to do so will automatically disqualify.
- Fully Completed all the MBD'S on the tender document
- Fully completed tender document (bidder will be disqualified for incomplete document)
- Service Providers should be on Municipal Data Base if not please collect data base forms at SCM Office or down load them from Municipal website (www.abaqulusi.gov.za) and submit them with your bid document.
- Late bids will not be accepted,
- This tender will be valid for a period of 90 days after the closing date
- This tender must only be submitted on the documentation provided by Abaqulusi Municipality (Original document)
- Failure to comply with these conditions will result in immediate disqualification of the bid.

- The Municipality reserves the right to withdraw any invitation to bid and / or to re- advertise or to reject any bid or to accept a part of it.
- The municipality does not bind itself to accept the lowest bid or award a contract to the bidder scoring the highest number of points.

MINIMUM REQUIREMENTS

The following documents have to be attached:

- Central Supplier Data base registration report (Detailed)to claim special goals
- Valid copy of company registration document
- IF above R10m, an audited three-year AFS must be provided
- Proof of vehicle ownership or lease agreement
- Proof of financial stability from bank
- CV's and certificates of personnel
- Proof of compliance with COID ACT
- Proof of registration certificate / agreement / powers of attorneys
- Proof of Unemployment Insurance Fund
- Proof of insurance cover
- If joint venture, certified copy of venture agreement
- SARS PIN or Tax Clearance certificate must be submitted
- Certified B- BBEE Certificate from registered accountant is required or original Sworn Affidavit from Commissioner of Oath.
- Relevant experience with reference letter must be provided
- A Certified current account in terms of water and electricity / rates and taxes obtainable from your local municipality must be submitted not older than three months or lease agreement
- Certified copies of identity documents of directors and owners of the company must be submitted

For more SCM enquiries please contact Supply Chain Management office at scm@abaqulusi.gov.za.

No bids will be accepted from a person in the service of the state and whose Tax Matters are non-compliant

The Abaqulusi Local Municipality does not bind itself to accepting the lowest, or any bid, either wholly or in part or give any reason for such action.

SP DLAMINI

MUNICIPAL MANAGER

Notice No: 46/2024

To be advertised on newspaper, e-tender portal, municipal website and notice boards

T1.2: CERTIFICATE OF ATTENDANCE AT CLARIFICATION MEETING

This is to certify that (tenderer).....

was represented by the person(s) named below at the compulsory meeting held for all tenderers at

the site meeting on (date)..... starting at (time)

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the Site of the Works and its surroundings and / or matters incidental to doing the work specified in the Tender Documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the tender. I / We also acknowledge that I / we have examined the Site Data made available by the Employer (including related information).

Particulars of person(s) attending the meeting:

Name:Signature:

Capacity:

Name:Signature:

Capacity:

Attendance of the above person(s) at the meeting is confirmed by the Employer's representative, namely:

Name: Signature:

Capacity: Date and Time:

No Tender will be accepted if the service provider didn't attend the compulsory site meeting.

STAMP

T1.3: TENDER CONDITIONS AND INFORMATION

1.2.1 General and Special Conditions of Contract

The General Conditions of Contract (GCC) as well as Special Conditions of Contract (SCC) forming part of this set of tender documents will be applicable to this tender in addition to the conditions of tender.

Where the GCC and SCC are in conflict with one another, the stipulations of the SCC will prevail.

1.2.2 Acceptance or Rejection of a Tender

The Municipality reserves the right to withdraw any invitation to tender and/or to readvertise or to reject any tender or to accept a part of it.

The Municipality does not bind itself to accepting the lowest tender or the tender scoring the highest points.

1.2.3 Validity Period

Bids shall remain valid for 90 (ninety) days after the tender closure date.

1.2.4 Cost of Tender Documents

Payment for tender documents, if specified, must be made by a crossed cheque payable to the

Municipality of Abaqulusi Local. These costs are non-refundable.

1.2.5 Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Municipality's

Accredited Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to prospective suppliers who are not registered on the Database.

1.2.6 Completion of Tender Documents

(a) The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender. Section 5: DECLARATION must be completed and signed by the authorised signatory and returned. Failure to do so will result in the disqualification of the tender.

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

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

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

1.2.7 Compulsory Documentation

1.2.7.1 Tax Clearance Certificate

- (a) A valid original Tax Clearance Certificate must accompany the bid documents unless the bidder is registered on the Accredited Supplier Database of the Municipality and the Municipality has a valid original Tax Clearance Certificate for the bidder on record. The onus is on the bidder to ensure that the Municipality has an original Tax Clearance Certificate on record. If the South African Revenue Services (SARS) cannot provide a valid original Tax Clearance Certificate; the bidder must submit a letter from SARS on an original SARS letterhead that their tax matters are in order.
- (b) In the case of a Consortium/Joint Venture every member must submit a separate Tax Clearance

Certificate with the bid documents unless the member is registered on the Accredited Supplier Database of the Municipality and the Municipality has a valid original Tax Clearance Certificate for the member on record.

(c) If a bid is not supported by a valid original Tax Clearance Certificate, either as an attachment to the bid documents or on record in the case of suppliers registered on the Supplier Database of the Municipality, the Municipality reserves the right to obtain such document after the closing date to verify that the bidder's tax matters are in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

1.2.8 Other Documentation

1.2.8.1 Construction Industry Development Board (CIDB) (If applicable)

When applicable, the bidder's CIDB registration number must be included with the tender. The Municipality will verify the bidder's CIDB registration during the evaluation process.

1.2.8.2 Municipal Rates, Taxes and Charges

(a) A certified copy of the bidder's and those of its directors municipal accounts (for the Municipality where the bidder pays his account) for the month preceding the tender closure date must accompany the tender documents. If such a certified copy does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such documents after the closing date to verify that their municipal accounts are in order.

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

(c) If a bidder rents their premises, proof must be submitted that the rental includes their municipal rates and taxes or municipal charges and that their rent is not in arrears.

1.2.9 Authorised Signatory

(a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.

(b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

(c) If such a copy of the Resolution does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such document after the closing date to verify that the signatory is in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

1.2.10 Site / Information Meetings

(a) Site or information meetings, if specified, are compulsory. Bids will not be accepted from bidders who have not attended compulsory site or information meetings. Bidders that arrive after the advertised time the meeting starts will not be allowed to attend the meeting or to sign the attendance register. If a bidder is delayed, he must inform the contact person before the meeting commence and will only be allowed to attend the meeting if the chairperson of the meeting as well as all the other bidders attending the meeting, give permission to do so.

(b) All partners or the leading partner of a Joint Venture must attend the compulsory site or information meeting.

1.2.11 Samples

Samples, if requested, are to be provided to the Municipality with the tender document.

1.2.12 Quantities of Specific Items

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

1.2.13 Submission of Tender

(a) The tender must be placed in a sealed envelope, or envelopes when the two-envelope system is

specified, clearly marked with the tender number, title as well as closing date and time and placed in the tender box at the Abaqulusi Municipality (corner High and Mark streets, Vryheid) not later than **12:00 on 15 OCTOBER 2024** or be mailed to reach the Tender Box, Abaqulusi Local Municipality, PO Box 57, Vryheid, 3100 before the specified closing date and time.

(b) Faxed, e-mailed and late tenders will not be accepted. Tenders may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.

1.2.14 Expenses Incurred in Preparation of Tender

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

tender.

1.2.15 Contact with Municipality after Tender Closure Date

Bidders shall not contact the Abaqulusi Local Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded. If a bidder wishes to bring additional information to the notice of the Abaqulusi Local Municipality, it should do so in writing to the Abaqulusi Local Municipality. Any effort by the firm to influence the Abaqulusi Local Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

1.2.16 Opening, Recording and Publications of Tenders Received

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

(b) Details of tenders received in time will be recorded in a register which is open to public inspection.

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

1.2.17 Evaluation of Tenders

Tenders will be evaluated in terms of their responsiveness to the tender specifications and requirements as well as such additional criteria as set out in this set of tender documents. The procedure for the evaluation of responsive tenders is Method 2: Financial Offer and Preferences.

Tenders will be evaluated as follows:

All proposals will be evaluated on functionality with a maximum score of 100 quality points. All proposals failing to score the minimum score of 70% will be rejected.

Tenders passing quality will then be evaluated using Method 2.

The Functionality criteria and maximum score in respect of each criteria are as follows:

EVALUATION CRITERIA	PERCENTAGE WEIGHTING
Tenderer's Experience	20
Experience of Key Personnel	20
Plant and Equipment	60
TOTAL	100

The scoring of Tenderers will be in accordance to score cards contained in Section T2 under T2.1.7

FURTHERMORE,

$$\text{Tenderer's score} = \frac{\text{Tenderer's Points Sc}}{\text{Total possible point}} \times 100$$

Only tenderers scoring 70% or more for the quality (functionality) scorecard included in T2.1.7 will be eligible for further evaluation

NB: bidders to attach completion certificates or letters from clients confirming current ongoing contracts

1.2.18 Procurement Policy

Bids will be awarded in accordance with the Preferential Procurement Regulations, 2017 pertaining to

the Preferential Procurement Policy Framework Act, No 5 of 2000 and its amendments as well as the Municipality's Supply Chain Management Policy.

1.2.19 Contract

(a) The successful bidder will be expected to sign the agreement in Section 6 of this bid document. The signing of both Parts of Section 6 of this bid document signifies the conclusion of the contract. The Municipality, at its discretion, may request the signing of an additional Service Level Agreement which, together with the signed tender document, will constitute the full agreement between the Municipality and the successful bidder.

1.2.20 Subcontracting

(a) The Contractor shall not subcontract the whole of the Contract.

(b) Except where otherwise provided by the Contract, the Contractor shall not subcontract any part of the Contract without the prior written consent of the Municipality, which consent shall not be unreasonably withheld.

(c) The contractual relationship between the Contractor and any subcontractors selected by the Contractor in consultation with the Municipality in accordance with the requirements of and a procedure contained within the Scope of Work, shall be the same as if the Contractor had appointed the subcontractor in terms of paragraph (b) above.

(d) Any consent granted in accordance with paragraph (b) or appointment of a subcontractor in accordance with paragraph (c) shall not imply a contract between the Municipality and the subcontractor, or a responsibility or liability on the part of the Municipality to the subcontractor and shall not relieve the Contractor from any liability or obligation under the Contract and he shall be liable for the acts, defaults and neglects of any subcontractor, his agents or employees as fully as if they were the acts, defaults or neglects of the Contractor, his agents or employees.

(e) The Contractor shall not be required to obtain such consent for –

(i) the provision of labour, or

(ii) the purchase of materials which are in accordance with the Contract,
or

(iii) the purchase or hire of Construction Equipment.

1.2.21 Language of Contract

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

1.2.22 Extension of Contract

The contract with the successful bidder may be extended should additional funds become available.

1.2.23 Stamp and Other Duties

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

1.2.24 Wrong Information Furnished

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

1.2.25 Past Practices

(a) The bid of any bidder may be rejected if that bidder or any of its directors have abused the municipality's supply chain management system or committed any improper conduct in relation to such system.

(b) The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors influenced or tried to influence any official or councillor with this or any past tender.

(c) The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors offered, promised or granted any official or any of his/her close family members, partners or associates any reward, gift, favour, hospitality or any other benefit in any improper way, with this or any past tender.

1.2.26 Enquiries

Enquiries in connection with this tender, prior to the tender closure date, may be addressed to Ms Zibuyile Gumbi at telephone (034) 982 2133 or by e-mail to zdgumbi@abaqulusi.gov.za

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T2: RETURNABLE DOCUMENTS AND SCHEDULES

T2.1 LIST OF RETURNABLE DOCUMENTS

The tenderer must complete the following returnable documents:

Document

T2.1.1 Record of addenda to tender documents

T2.1.2 Certificate of Authority

T2.1.3 Compulsory Enterprise Questionnaire

T2.1.4 Returnable Declarations & Forms

MBD4 Declaration of interest

MBD 5 Declaration for Procurement above R10 Million
(VAT Included)

MBD 6.1 Empowerment and Preferential Points
Allocation

MBD8 Declaration of bidder's past supply chain
management practices

MBD 9 Certificate of independent bid determination

ALM 1 Special Conditions for Sub-Contracting

T2.1.5 Schedule of plant and equipment

T2.1.6 Schedule of the Tenderer's experience

T2.1.7 Quality Scorecard

T2.1.8 Schedule of key personnel

T2.1.9 Curriculum vitae of key personnel

T2.1.1 Tenderer's financial standing

0

T2.2 LIST OF RETURNABLE DOCUMENTS**2. Other documents required only for tender evaluation purposes**

T2.2.1 CSD

T2.2.2 Proof of compliance with COID Act

T2.2.3 Registration certificate / Agreement / Powers of Attorney
/
I.D. Document

T2.2.4 Unemployment Insurance Fund

T2.2.5 Municipal Account not older than three months

T2.2.6 Authorised Signatory

T2.2.7 Valid or Original Tax Clearance Certificate

T2.2.8 Annual Financial Statements

3. To be incorporated into contract

T2.3.1 Insurance cover to be effected by the contractor

C1.1 FORM OF OFFER AND ACCEPTANCE

- C1.2 CONTRACT DATA
- C1.3 FORMS OF SECURITIES
- C2.1 PRICING DATA
Bill of Quantities
- C3 SPECIAL CONDITIONS AND SCOPE OF CONTRACT
- C4 SITE INFORMATION
- C5 GENERAL CONDITIONS OF CONTRACT (July 2010)
<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

NOTE: The Tenderer is required to complete each and every schedule listed above to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the tenderer. Failure of a tenderer to complete the schedules and forms to the satisfaction of the employer will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The Enterprise Declaration Affidavit must be endorsed by a commissioner of oaths. All information supplied must be current and valid. Proposed or imminent changes to a Tenderer's status may be mentioned but the declarations must reflect current circumstances.

T2.1.1 Record of Addenda to Tender Documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Attach additional pages if more space is required.

Signed _____ Date _____

Name _____ Position _____

Tenderer _____

T2.1.2 Certificate of Authority

Indicate the status of the Tenderer by ticking the appropriate box hereunder. The Tenderer must complete the certificate set out below for the relevant category.

(I) COMPANY	(II) CLOSE CORPORATION	(III) PARTNERSHIP	(IV) JOINT VENTURE	(V) SOLE PROPRIETOR

(I) Certificate For Company

I,, chairperson of the Board of Directors of
, hereby confirm that by
 resolution of the Board (copy attached) taken on,
 Mr/Ms, acting in the capacity of
, was authorized to sign all documents
 in connection with the tender for Contract No. 8/2/1/530 and any contract
 resulting from it on behalf of the company.

Chairman:

As Witnesses: 1.....

2.....

Date:

(II) Certificate For Close Corporation

We, the undersigned, being the key members in the business trading as

.....

..... hereby authorize Mr/Ms , acting in
the capacity of

....., to sign all documents in
connection with the

tender and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note :This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.

(III) Certificate For Partnership

We, the undersigned, being the key partners in the business trading as,

....., hereby authorize Mr/Ms
.....,

acting in the capacity of , to sign all
documents in connection

with the tender and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note :This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

(IV) Certificate For Joint Venture

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Joint Venture

and hereby authorise Mr/Ms

, authorised signatory of the company

. , acting in the capacity of

lead partner, to sign all documents in connection with the tender offer

and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature. Name Designation
		Signature. Name Designation
		Signature. Name Designation
		Signature. Name Designation

Note: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Joint Venture as a whole.

(V) Certificate For Sole Proprietor

I,, hereby confirm that I am the sole owner of
the Business

trading as

Signature of Sole owner:

As Witnesses:

1.....

2.

Date:

T2.1.3 Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, **separate** enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Proof of CSD registration ie MA xxxxxxxxx
number.....

SARS Tax Compliance status Pin number

Section 6: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

☐ a member of any municipal council ☐ an employee of any provincial department, national or

- ☐ a member of any provincial legislature
☐ a member of the National Assembly or the National Council of Province
☐ a member of the board of directors of any municipal entity
☐ an official of any municipality or municipal entity
- provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
☐ a member of an accounting authority of any national or provincial public entity
☐ an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*Insert separate page if necessary

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- ☐ a member of any municipal council
☐ a member of any provincial legislature
☐ a member of the National Assembly or the National Council of Province
☐ a member of the board of
- ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
☐ a member of an accounting

directors of any municipal entity ☐ an official of any municipality or municipal entity	authority of any national or provincial public entity ☐ an employee of Parliament or a provincial legislature
---	---

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*Insert separate page if necessary

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to verify the tax compliance status from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed Date

Name Position

Enterprise
name

T2.1.4 Returnable Declarations & Forms

Forms for Completion by the Tenderer included in this section are:

Form No.	Form Title	Description
MBD 4	Declaration of Interest	Form to be completed by the Tenderer
MBD 5	Declaration of Procurement above R10m	Form to be completed by the Tenderer
MBD 6.1	Preference points claim form in terms of the Preferential Procurement Regulations 2017 B-BBEE Certificate	Form to be completed by the Tenderer Tenderer to attach certificate
MBD 7.2	Contract Form – Rendering of Services	Form to be completed by the Tenderer
MBD 8	Declaration of bidder's past supply chain management practices	Form to be completed by the Tenderer
MBD 9	Certificate of Independent Bid Determination	Form to be completed by the Tenderer
ALM 1	Special Conditions for Sub-Contracting	Form to be completed by the Tenderer

Note:

Failure to complete the forms in full, and failure to have the enterprise declaration affidavit endorsed by a commissioner of oaths will lead to the Tender being considered non-responsive.

All information supplied must be current and valid. Proposed or imminent changes to a Tenderer's status may be mentioned but the declarations must reflect current circumstances.

MBD 4: DECLARATION OF INTEREST**DECLARATION OF INTEREST**

1. No bid 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 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 and/or take an oath declaring his/her interest.
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 Company Registration

Number.....

3.4 Tax Reference

Number.....

3.5 VAT Registration

Number.....

3.6 Are you presently in the service of the state*

YES / NO

3.6.1 If so, furnish

* 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;

(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.

particulars.....

.....

3.7 Have you been in the service of the state during the previous twelve months? **YES / NO**

3.7.1 If so, furnish particulars.....

.....

3.8 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

3.8.1 If so, furnish particulars.

.....
.....

3.9 Are you, aware of any relationship (family, friend, other) between a 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

3.9.1 If so, furnish particulars

3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?
YES / NO

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?
YES / NO

3.11.1 If so, furnish particulars.

.....
.....

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 Tenderer
.....**MBD 5****MBD 5: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (VAT INCLUDED)****For all procurement expected to exceed R10 million (VAT included), bidders must complete the following questionnaire:****1 Are you by law required to prepare annual financial statements for auditing?****YES / NO****1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.**
.....

.....

2. If the bidder is not required by law to prepare annual financial statements for auditing, they shall be required to furnish their Annual Financial Statements –

- i. for the past three years , or
- ii. since their establishment if established during the past three years

Do you have any outstanding undisputed commitments for municipal services towards a municipality or any other service provider in respect of which payment is overdue for more than 30 days? **YES / NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....

.....

- 3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

YES / NO

3.1 If yes, furnish particulars

.....

.....

- 4 Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

YES / NO

4.1 If yes, furnish particulars

.....

.....

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

NB: Failure to complete, sign and provide the required supporting documentation will result in elimination of the tender

MBD 6.1

MBD8

MBD8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 The bid of any bidder may be disregarded if that bidder, or any of its directors have–
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.

- 2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as 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 National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register, enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

MBD 9

MBD 9: 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 (MBD9) 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.

MBD 9

MBD9: 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

NB: Failure to complete and sign this form will result in the elimination of the tender

ALM 1 – SPECIAL CONDITIONS FOR SUB-CONTRACTING

This tender is subjected to the following Conditions in addition to any other conditions stipulated and made part of this tender as described hereunder. By signing this document, the tenderer agrees to comply with all conditions hereunder in the event of being successful.

NB: Tender submissions indicating non-acceptance of these conditions will be eliminated

A. Sub-contracting

1. Preference in respect of sub-contracting must be given to Black Women Owned (BWO), Black Youth Owned (BYO) or Black Owned enterprises (BOE) or a combination of all who are at level 1 BBBEE
2. The successful tenderer is required to sub-contract a minimum of 30% of the total contract value to entities that are BWO or BYO or BOE or a combination of all. (In this respect, ALM reserves the right to acknowledge a sub-contractor as one who provides only labour to execute the nominated scope of work or one who is a bona fide contractor and able to carry out the work by providing all labour and materials)
3. The successful contractor must submit periodic reports to the Manager: Environmental Services as follows:
 - Name of sub-contractor and BBBEE status
 - Scope of work issued to the sub-contractor
 - Value of the work issued (auditable)
 - Assistance provided to the sub-contractor e.g., acquisition of materials, machinery and tools
 - Performance of the sub-contractor
4. Upon completion of the project, the contractor is required to provide a final report to ALM on skills acquired, description and value of work performed as well as their overall performance.

B. Skills transfer

It is an absolute requirement that the successful tenderer empowers the appointed sub-contractor through the transfer of skills. In this regard skills transfer plan must be submitted prior to commencement of the project.

I / we representing the tenderer hereunder agree to the above conditions in the event of being successful.

Name of tenderer: _____

Authorised
signatory_____ **Date**_____

T2.1.5 Schedule of Plant and Equipment

The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my / our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signed Date

Name Position

T2.1.6 Schedule of the Tenderer's Experience

The following is a statement of work of similar nature recently successfully executed by myself / ourselves:

Notes: Failure to submit proof of completion certificates or letters from client will result in the forfeiture of all points for that relevant project.

EMPLOYER: CONTACT PERSON AND TELEPHONE NUMBER	NATURE OF WORK	VALUE OF WORK (inclusive of VAT)	DATE COMPLETED OR EXPECTED TO BE COMPLETED

Signed

Date

Name

Position

T2.1.7 QUALITY SCORECARD

Points for quality must be entered here by the Tenderer based on the following Quality Scorecard. Only Tenderers scoring 70% or more for quality will be considered eligible for evaluation.

Tenderers should supply supporting information to prove points claimed where it's not available in other Returnable Schedules.

The Functionality criteria and maximum score in respect of each criteria are as follows:

EVALUATION CRITERIA	PERCENTAGE WEIGHTING
1. Tenderer's Experience	20
2. Experience of Key Personnel	20
3. Plant and Equipment	60
TOTAL	100

The scoring of Tenderers will be in accordance to score cards contained in the following tables

FURTHERMORE,

$$\text{Tenderer's score} = \frac{\text{Tenderer's Points Score}}{\text{Total possible points (100)}} \times 100$$

1. **Criteria:** Experience Applicable to last 5 years only: **Maximum Score = 20**

	List below up to 5 contracts of similar work undertaken as main contractor within the last 5 years. Projects listed must be selected from those listed in previous Section T2.1.6					5 PONITS PER CONTRACT	Points	Score (S)
	Contract	Value	Reference					
			Name	Organisation	Tel N°			
1.1								
1.2								
1.3								
1.4								
1.5								
1.6	Possible Full Points =					20		
1.7	Actual Points Obtained S1 =							

Note: 1. Similar work (or Project) means management of waste collections.

3. Criteria: Experience of Key Personnel:**Maximum Score = 20**

	Proposed key Personnel	Experience	Points	Score (S)
3.1	Project Manager/Manager Name:	Relevant Qualifications, Nat. Diploma, BTech, BSc (Environmental or Waste Management)	7	
		Years of appropriate experience (score one of the categories)	<1	0
			1 to 4	1
			5 to 10	2
			>10	3
3.2	Foreman/Supervisor Name:	Relevant Tertiary Qualifications: Nat. Senior Cert. or higher	2	
		Years of appropriate experience (score one of the categories)	<1	0
			1 to 4	1
			5 to 10	2
			>10	3
3.3	Health and Safety Officer Name:	Relevant Tertiary Qualifications: Accredited Health & Safety Compliance Certificate	2	
		Years of appropriate experience (score one of the categories)	<1	0
			1 to 4	1
			5 to 10	2
			>10	3

	Proposed key Personnel	Experience	Points	Score (S)
		categories)		
3.5	Possible Full Points =			20
3.6	Actual Points Obtained S3 =			

Note: Curricula Vitae to be attached in Section T: Key Personnel of T2.1.9

Years of appropriate experience means experience in the related field

Certified copies of Qualifications to be attached if points are claimed.

4. Criteria: Plant and Equipment:**Maximum Score = 60**

4.	Key Plant and Equipment owned by the tenderer and directors – proof of ownership must be attached to claim points	Points	Score (S)
4.1.	Brush cutters x 12 Vryheid central and surrounding/Municipality property	5	
4.2	Chain saws x 4	15	
4.3	Tractors and slashers x 3	5	
4.4	Bucket truck to cut long trees x 1	15	
4.5	Truck/bakkie to transport cut trees and grass x 1	15	
4.6	Key Plant & equipment to be hired by the tenderer – letter and proof of ownership of plant hire company to be attached to claim points		
4.7	Tractors and slashers x 4	0	
4.8	Chain saws x 4	2	
4.9	Tractors and slashers x 3	1	
4.10	Bucket truck to cut long trees x 1	2	
4.11	Truck/bakkie to transport cut trees and grass x 1	0	
4.12	No Proof of ownership or commitment from plant hire company attached	0	
	Possible Full Points =	60	
	Actual Points Obtained S4 =		

Note: Schedule of Plant and Equipment to be attached to Section T: Schedule of Plant and Equipment of T2.1.7 together with proof of ownership which should be registered in the company or directors' names. Failure to provide proof of ownership will result in 0 scoring for the plant item.

Total Score for Quality

	Criteria	Possible Full Points	Actual Points Obtained
1	Experience applicable to past 5 years	20	S1=
2	Experience of Key Personnel	20	S3=
3	Plant and Equipment	60	S4=
	Total Possible Points	100	Total Points Obtained = % Ta =

Note: Only Eligible for Evaluation if Ta ≥ 70%

T2.1.8 Key Personnel

In terms of the Project Specification and the Conditions of Tender, unskilled workers may only be brought in from outside the local community if such personnel are not available locally.

The Tenderer shall list below the personnel which he intends to utilize on the Works, including key personnel which may have to be brought in from outside if not available locally.

CATEGORY OF EMPLOYEE	NUMBER OF PERSONS					
	Key Personnel, part of the Contractor's Organisation		Key Personnel to be imported if not Available Locally		Unskilled Personnel to be recruited from Local Community	
	HDI	NON-HDI	HDI	NON-HDI	HDI	NON-HDI
Project Managers						
Foremen, Quality Control and Safety Personnel						
Supervisor, etc						
Artisans and other Skilled workers						
Plant Operators						
Unskilled Workers						
Others:						

SIGNATURE: DATE:

(of person authorized to sign on behalf of the Tenderer)

T2.1.9 Curriculum Vitae of Key Personnel

(PLEASE NOTE THAT IF SEPARATE CVS ARE ATTACHED, USE THE FORMAT PROVIDED BELOW)

Curriculum Vitae of Key Personnel (Project Manager)

Provide separate forms for each position listed in Form: Key Personnel

Name:		Date of birth:
Profession:		Nationality:
Qualifications:		
Professional Registration Number:		
Name of Employer (firm):		
Current position:		Years with firm:
<u>Employment Record:</u>		
Company	Period	Capacity
<u>Experience Record Pertinent to Required service: (Please list the projects, value and year)</u>		
Project Name	Value	Year

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....
Signature of person named in the schedule

.....
Date

Curriculum Vitae of Key Personnel (Foreman/Supervisor)

Provide separate forms for each position listed in Form: Key Personnel

Name:		Date of birth:
Profession:		Nationality:
Qualifications:		
Professional Registration Number:		
Name of Employer (firm):		
Current position:		Years with firm:
<u>Employment Record:</u>		
Company	Period	Capacity
<u>Experience Record Pertinent to Required service: (Please list the projects, value and year)</u>		
Project Name	Value	Year

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....
Signature of person named in the schedule

.....
Date

Curriculum Vitae of Key Personnel (Health & Safety Officer)

Provide separate forms for each position listed in Form: Key Personnel

Name:		Date of birth:
Profession:		Nationality:
Qualifications:		
Professional Registration Number:		
Name of Employer (firm):		
Current position:		Years with firm:
<u>Employment Record:</u>		
Company	Period	Capacity
<u>Experience Record Pertinent to Required service:</u>		
Project Name	Value	Year

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....
Signature of person named in the schedule

. Date.....

T2.1.10 Tenderer's Financial Standing

The Tenderer must provide with his tender a bank rating, certified by his banker, to the effect that he will be able to successfully complete the contract at the tendered amount within the specified time for completion.

However, should the Tenderer be unable to provide a bank rating with his tender, he shall state the reasons as to why he is unable to do so, and in addition provide the following details of his banker and bank account that he intends to use for the project.

I / We furnish the following information and hereby authorise the Employer to approach the Bank for a reference.

Name of Account holder

Name of Bank: Branch:

Account number..... Type of account.....

Telephone number : Facsimile number:.....

Name of contact person (at bank):
.....

Failure to provide either the required bank details or a certified bank rating with his tender, will lead to the conclusion that the Tenderer does not have the necessary financial resources at his disposal to complete the contract successfully within the specified time for completion.

I / We agree, if required, to furnish a copy of the latest audited set of financial statements together with my / our Director's and Auditors' report for consideration by the Employer.

The Employer undertakes to treat the information thus obtained as confidential, strictly for the use of evaluation of the tender submitted by the Tenderer.

SIGNATURE: DATE:
(of person authorized to sign on behalf of the Tenderer)

T2.2 LIST OF OTHER RETURNABLE DOCUMENTS

<u>Document</u>	<u>Page</u>
2. Other documents required only for tender evaluation purposes	
T2.2.1 CSD	52
T2.2.2 Proof of compliance with COID Act	53
T2.2.3 Registration certificate / Agreement / Powers of Attorney / I.D. Document	54
T2.2.4 Unemployment Insurance Fund	55
T2.2.5 Municipal Account not older than three months	56
T2.2.6 Authorised Signatory	57
T2.2.7 Valid or Original Tax Clearance Certificate	58
T2.2.8 Annual Financial Statements	60

T2.2.1 Contractor's Certificate of Registration with CSD

The Tenderer shall attach hereto the Contractor's Certificate of Registration with CSD.

Failure to submit the certificate with the tender document will lead to the conclusion that the Tenderer is not registered with the CSD and therefore not eligible to tender.

T2.2.2 Proof of Compliance with COID Act

The Tenderer must attach hereto proof of compliance with the relevant requirements of the compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).

T2.2.3 Registration Certificate / Agreement / Powers of Attorney /ID Document (if Applicable)

Important note to Tenderer: Registration Certificates for Companies, Close Corporation and Partnerships, or Agreements and Powers of Attorney for Joint Ventures, or ID Document for Sole Proprietor, all as referred to in the foregoing forms and in T2.1 must be inserted here.

T2.2.4 Unemployment Insurance Fund

The tenderer must attach hereto proof of registration with the Unemployment Insurance Fund.

T2.2.5 Municipal Account not older than three months

(a) A certified copy of the bidder's and those of its directors municipal accounts (for the Municipality where the bidder pays his account) for the month preceding the tender closure date must accompany the tender documents. If such a certified copy does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such documents after the closing date to verify that their municipal accounts are in order.

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

(c) If a bidder rents their premises, proof must be submitted that the rental includes their municipal rates and taxes or municipal charges and that their rent is not in arrears.

ATTACHED TO THIS PAGE CERTIFIED COPY OF RECENT MUNICIPAL ACCOUNT OR RELEVANT PROOF OF RATES AND TAXES

T2.2.6 Authorised Signatory

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.
- (c) If such a copy of the Resolution does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such document after the closing date to verify that the signatory is in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

ATTACHED TO THIS PAGE A COPY OF RECORDED RESOLUTION FOR AUTHORISED SIGNATORY

T2.2.7 Valid or Original Tax Clearance Certificate (MBD 2)

(a) A valid original Tax Clearance Certificate must accompany the bid documents unless the bidder is registered on the Accredited Supplier Database of the Municipality and the Municipality has a valid original Tax Clearance Certificate for the bidder on record. The onus is on the bidder to ensure that the Municipality has an original Tax Clearance Certificate on record. If the South African Revenue Services (SARS) cannot provide a valid original Tax Clearance Certificate; the bidder must submit a letter from SARS on an original SARS letterhead that their tax matters are in order.

(b) In the case of a Consortium/Joint Venture every member must submit a separate Tax Clearance Certificate with the bid documents unless the member is registered on the Accredited Supplier Database of the Municipality and the Municipality has a valid original Tax Clearance Certificate for the member on record.

(c) If a bid is not supported by a valid original Tax Clearance Certificate, either as an attachment to the bid documents or on record in the case of suppliers registered on the Supplier Database of the Municipality, the Municipality reserves the right to obtain such document after the closing date to verify that the bidder's tax matters are in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

ATTACHED TO THIS PAGE A VALID ORIGINAL TAX CLEARANCE CERTIFICATE

MBD 2

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4 In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party must submit a separate Tax Clearance Certificate.

5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.

6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

T2.2.8 Annual Financial Statements

For all procurement expected to exceed R10 million (all applicable taxes included), the tenderer must attach hereto copies of audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

T2.3.2 Insurance Cover to be effected by the Contractor

The Contractor and his subcontractors shall, in terms of the Contract Data, effect the insurances detailed in conditions of contract.

The prescribed documents (or other satisfactory intention to provide cover) in respect of these insurances shall be **attached hereto** and shall include but not be limited to:

- a) Insurance of Plant;
- b) Insurance under provisions of the COID Act;
- c) Common Law Liability Insurance for an amount not less than that stated in the Project Information Schedule;
- d) Motor Vehicle Liability Insurance; and
- e) Any additional insurances deemed necessary for items not insured in terms of the insurance effected by the Employer.

Should the Contractor, within the prescribed period, not submit the required documents, the municipality will be entitled to withhold payment certificates in terms of the contract until the Contractor has complied with these requirements.

C – AGREEMENT AND CONTRACT DATA

FORM OF OFFER (AGREEMENT)**THE TENDERER IS TO COMPLETE AND SIGN THE FORM OF OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

CONTRACT 8/2/1/530 VERGE MAINTENANCE IN VRYHEID CENTRAL AREAS AND SURROUNDINGS OF ABAQULUSI LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the contract data

The Contract shall be completed within

Thirty- Six (36)

months of the Commencement Date.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

.....

..... RAND (in words);

R (in figures)

This offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

THE OFFERED RATES ARE FIRM

This offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature(s) _____

Name(s) _____

Capacity _____

**For the
Tenderer** _____
(Name and address of organisation)

**Name and
signature of
witness** _____ **Date** _____

FORM OF ACCEPTANCE**THE EMPLOYER IS TO COMPLETE AND SIGN THE FORM OF ACCEPTANCE**

By signing this part of the Form of Offer and Acceptance, **the Employer** identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in

- Part 1 Agreement and Contract Data, (which includes this Agreement)
- Part 2 Pricing Data
- Part 3 Special conditions and scope of Contract
- Part 4 Site Information

and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representative(s) of both parties.

The Tenderer shall within **fourteen (14) days** after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the employer's agent (whose details are given in the Contact Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after, the date of this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now the Contractor) within **five days** after the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute binding contract between the parties.

FOR EMPLOYER OFFICIAL USE ONLY

Signature(s)

Name(s)**Capacity**

Municipal Manager

**For the
Employer**

*AbaQulusi Municipality, Main Office Building, c/o Mark &
High Streets, Vryheid 3100*

(Name and address of organisation)

**Name and
signature of
witness****Date**

Contract Data

PART 1: DATA PROVIDED BY THE EMPLOYER

CONDITIONS OF CONTRACT

The GCC and the Special Conditions and Scope of Contract stipulated elsewhere in this document will apply.

CONTRACT SPECIFIC DATA

The following contract specific data are applicable to this Contract:

Information		
The name of the Employer is Abaqulusi Municipality Contact person is: Ms Z Gumbi		
The Pricing Strategy is Re-measurement Contract.		
The address of the Employer is:		
Physical	Postal	
Abaqulusi	PO Box 57	Tel: 034 982 2133
Municipality	Vryheid	Fax: 034 980 9637
Main Office	3100	
Building, c/o		
Mark & High		
Streets, Vryheid		
3100		
	Email:	'information@abaqulusi.gov.za'
The documentation required before commencement with Works execution are:		
• Approved Health and Safety File (Clause 4.3) • Initial programme (Clause 5.6) • Guarantee from Bank or Insurance Company (Clause 6.2) – N/A • Insurance of Construction Machinery Plant (Clause 8.6) • Insurance of Motor Vehicle Liability (Clause 8.6) • Insurance of the works (Clause 8.6) – N/A • Signed Notification to the Department of Labour • Construction Permit where applicable		
The time to submit the Contract documentation required before commencement of the Works is 14 days.		
The effect of changes in prices or law on the amounts due shall be adjusted on the following basis:		
a)	No price adjustment over the first 12-month period of the Contract.	
b)	On the 12-month anniversary date of the signing of the agreement the rates shall be adjusted by twelve-month year on year CPI index (as published in the monthly bulletin P0141.1 of statistics South Africa)	

Information
ruling on the 12-month anniversary date of the signing of the Agreement and fixed at this value for the following 12-month period. Subsequent 12-month periods shall be dealt with on a similar basis.
Following the introduction of legislation affecting the articles of the South African Special Risks Insurance Association (SASRIA) , insurance cover for loss or damage to the Works caused by any event defined as a risk in terms of the insurance offered by SASRIA, will be provided under a certificate issued by SASRIA.
Public Liability Insurance which will provide indemnity against legal liability in the event of accidental death of or injury to third party persons and/or loss or damage to third party property arising directly from the execution of the Contract and occurring during the period of Insurance with a limit of indemnity of R10 million in respect of all claims arising from any one occurrence or series of occurrences consequent on or attributable to one source or original cause.
The adjudication board shall consist of one member.
The determination of disputes shall be by arbitration

PART 2: DATA PROVIDED BY THE CONTRACTOR

Information		
The name of the Contractor is		
.....		
The address of the Contractor is:		
Physical	Postal	Tel:
.....		
.....		Fax:
.....		
.....		
.....		Email:
.....		
.....		
.....		

C2 : PRICING DATA

C2 PRICING DATA

Pricing Instructions

GENERAL PREAMBLE TO THE BILL OF QUANTITIES

- a) Measurement and payment shall be in accordance with the Specifications and the Scope of Works.
- b) It will be assumed that prices included in the bills of quantities are based on Acts, Ordinances, Regulations, By-laws, International Standards and National Standards that were published 28 days before the closing date for tenders. (Refer to www.stanza.org.za or www.iso.org for information standards).
- c) Where the Scope of Work requires other information to be provided, all costs associated therewith are deemed to have been provided for and included in the unit rates and sum amount tendered such items.
- d) An item against which no price is entered will be considered to be covered by the other prices or rates in the Pricing Schedule. A single lump sum will apply should a number of items be grouped together for pricing purposes.
- e) Unless otherwise stated, items are measured net in accordance with the drawings, and no allowance is made for waste.
- f) The quantities set out in the Bill of Quantities are the estimated quantities of the Contract Works, but the Contractor shall be required to undertake whatever quantities may be directed by the Manager from time to time. The Contract Price for the completed Works shall be computed from the actual quantities of work done, valued at the relevant unit rates and/or prices.
- g) Reasonable compensation will be received where no pay item appears in the Pricing Schedule in respect of work required in terms of the Contract and which is not covered in any other pay item.
- h) The rates and/or prices to be inserted in the Bill of Quantities are to be the full inclusive prices for the work described under the several items. Such rates and/or prices shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents, as well as overhead charges and profit. Reasonable charges shall be inserted as these shall be used as a basis for assessment of payment for additional work that may have to be carried out.

- i) A price or rate is to be entered against each item in the Bill of Quantities, whether the quantities are stated or not. An item against which no price is entered will be considered to be covered by the other prices or rates in the Schedule.
- j) The short descriptions of the items of payment given in the Pricing Schedule are only for the purposes of identifying the items. More details regarding the extent of the work entailed under each item appear in the Scope of Work

- k) The units of measurement described in the Bill of Quantities are metric units. Alternatives used are as follows:

mm	=	millimetre
h	=	hour
m	=	metre
kg	=	kilogram
km	=	kilometre
t	=	ton (1000kg)
m ²	=	square metre
No.	=	number
m ² pass	=	square metre pass
sum	=	lump sum
ha	=	hectare
MN	=	meganewton
m ³	=	cubic metre
MN.m	=	meganewton-metre
m ³ km	=	cubic metre-kilometre
P C sum	=	Prime Cost sum
l	=	litre
Prov sum	=	Provisional sum
kl	=	kilolitre
%	=	percent
MPa	=	megapascal
kW	=	kilowatt

- l) For the purpose of this Bill of Quantities, where applicable, the following words shall have the meanings hereby assigned to them:

Unit : The unit of measurement for each item of work as defined in the Scope of Works.

Quantity: The number of units of work for each item.

Rate : The agreed payment per unit of measurement.

Amount : The product of the quantity and the agreed rate for an item.

Lump sum : An agreed amount for an item, the extent of which is described in the Bills of Quantities but the quantity of work of which is not measured in any units.

m) Arithmetical errors in the Bill of Quantities shall be corrected in accordance with Clause F3.9 of the Conditions of Tender. Should there be any discrepancy between rates and/or prices written in the Assessment Schedule and the Bill of Quantities, the latter shall govern.

n) The Bill of Quantities shall be completed by hand in **BLACK PEN INK**.

Special payment conditions

This clause shall be read in conjunction with the 'Penalties' clause(s). Where the penalty clause shall always receive precedence over this clause, should it be found that duplicative financial corrective measures exist.

Materials and equipment

The Employer shall not provide any works material and equipment, as this shall be provided by the Operator and deemed to have been included in his provided activity rates or prices.

Contract Price Adjustment

The effect of changes in prices or law on the amounts due shall be adjusted on the following basis:

- a) No price adjustment over the first 12-month period of the Contract.
- b) On the 12-month anniversary date of the signing of the agreement the rates shall be adjusted by twelve-month year on year CPI index (as published in the monthly bulletin P0141.1 of statistics South Africa) ruling on the 12-month anniversary date of the signing of the contract.

C2.2 BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	FIXED MONTHLY CHARGE				
1.1	Monthly charge based on work done for Provisioning of Plant, Personnel, OHS and Equipment required to achieve the scope of work.	month	12		
	Carry to summary Page – Item 1	TOTAL FOR SECTION 1			

2	CUTTING PER AREA	UNIT	QTY	RATE	AMOUNT
	Cutting as per special conditions and scope of contract				
	Carry to Summary Page – Item 2	TOTAL FOR SECTION 2			

4	DAILY RATES	UNIT	QTY	RATE	AMOUNT
	Provision of labour and plant (all inclusive) to cut verge by instruction of the Manager. This item is non-routine work that may or may not be undertaken.				
4.1	Unskilled labourer	DAY	1		Rate only
4.2	Supervisor	DAY	1		Rate only
4.3	*... ..		1		Rate only
4.4	*... ..		1		Rate only
4.5	*... ..		1		Rate only
4.6	*... ..		1		Rate only

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*Note: The tenderer can add other sub-items should there be a need to do so.

SUMMARY

ITEM	DESCRIPTION	ANNUAL AMOUNT
1	MONTHLY CHARGE BASED ON WORK PERFORMED	
2	CUTTING PER AREA	
A. TOTAL FOR YEAR ONE (EXCL. VAT)		
10% ESCALATION FOR YEAR TWO		
B. TOTAL FOR YEAR TWO INCL. ESCALATION		
10% ESCALATION FOR YEAR THREE		
C. TOTAL FOR YEAR THREE INCL ESCALATION		
SUBTOTAL FOR THREE YEARS (A+B+C)		
15% VAT		
GROSS TOTAL (Carry to Form of Offer Page – C1.1)		

C3 : SPECIAL CONDITIONS AND SCOPE OF CONTRACT

SECTION C3: SPECIAL CONDITIONS AND SCOPE OF CONTRACT

1. INTRODUCTION

AbaQulusi Municipality has established a need to appoint a contractor (Service Provider) to render a verge maintenance management in Vryheid Central and surroundings:

2. SPECIAL CONDITIONS

- 2.1. This contract will be awarded for a period of three (3) years from date of appointment.
- 2.2. The Contractor will have offices or will establish offices with a fixed address during the contract period within the jurisdiction of the Abaqulusi Municipality
- 2.3. It is the responsibility of the Contractor at all times to have the necessary number of employees, vehicles and any other equipment that may be needed to render the service satisfactorily.
- 2.4. The Contractor will only employ labour who are resident in the area as indicated in clause 2 above. Should this requirement not be upheld, the municipality may have the right to terminate the agreement.
- 2.5. It is the responsibility of the Contractor to have an alternative plan ready in case of any problems that may occur.
- 2.6. The Municipality reserves the right to cancel the contract if the service is not provided to its satisfaction or if any of the contract conditions are breached. A notice will be given to the Contractor, in writing, to correct the non-compliance within five (5) days. If the Contractor still does not comply, the Municipality reserves the right to take the necessary measures to deliver the service. This will be for the cost of the Contractor.
- 2.7. The Contractor must indemnify the Municipality from any actions, lawsuits, proceedings, claims, demands, costs, damages and expenses that may occur or be brought against the Municipality in rendering this or as a result of rendering this service.
- 2.8. Payment will be made within 30 days after the work has been completed to the satisfaction of the Manager: Environmental Services.
- 2.9. The tender may be awarded to one (1) or more contractor.
- 2.10. The Contractor must adhere to the Occupational Health and Safety Act no. 85 of 1993 as amended. An approved Safety Plan must be submitted by the Contractor within ten (10) working days of the commencement of the contract.
- 2.11. The municipality and the Contractor will enter into a service level agreement which will form part of this contract.

SCOPE OF CONTRACT

3. GRASS CUTTING

- 3.1. Cutting of grass in the contracted areas
- 3.2. Sidewalks and pavements to be cleaned and treated with grass chemicals
- 3.3. Trimming trees (CBD, residential areas and any other site identified by the municipality)
- 3.4. Removing and cutting of trees damaged by storms/other circumstances.
- 3.5. Removing and cutting of trees (posing danger to any infrastructure)
- 3.6. Treating of termites

4. AREAS:

- 4.1. Vryheid central, Industrial Area, Lakeside, Bhhekuzulu, Sasko,
- 4.2. Municipal Buildings (including Libraries, Halls and museums)
- 4.3. All sports fields
- 4.4. Sidewalks and pavements (Vryheid CBD, Vryheid town residential areas, Sasko, Lakeside and Bhhekuzulu)
- 4.5. All parks

5. EQUIPMENTS AND VEHICLES

- 5.1. Brush cutters x 12
- 5.2. Chain saws x 4
- 5.3. Tractors and slashers x 3
- 5.4. **Bucket truck to cut long trees x 1**
- 5.5. **Truck/bakkie to transport cut trees and grass x 1**

6. PLANT, VEHICLES AND EQUIPMENT

- 6.1. The Service Provider must at all times provide his own transport and plant and for this purpose have available at all time, plant and equipment suitable for the verge maintenance.

6.1.1. At least the above-mentioned equipment for day-to-day service per area and

- 6.2. The vehicles must be complying with all legal requirements, maintained in good working order and in a strictly roadworthy condition, and kept clean and neat at all times.
- 6.3. Company should provide the proof of ownership of the plants, vehicles and equipment and the roadworthy certificate. Failing to provide such information, will result in automatic disqualification.

- 6.4. Companies who do not have at their disposal, suitable machinery/equipment to perform the service must attach a separate statement to their bid giving details of capital or financial facilities available and a letter from an approved financial institution must be handed in setting out full details of finance available for the purchase or rental of suitable plant.
- 6.5. The municipal name, logo and user department name must be prominently displayed on both sides of all plant and vehicles.
- 6.6. All plant and equipment must be licence in Abaqulusi (eg. NV registration plate numbers).
- 6.7. The Service Provider must present all of the vehicles to be used on the contract to the Manager Environmental Services or delegated official for inspection and approval before utilising them on the sites.

7. CONTRACTOR'S WORKERS

- 7.1. The Contractor shall at all times employ competent workers. Any worker that in the opinion of the Manager: Environmental Services is not competent shall, if required by the Manager: Environmental Services be removed by the Contractor and replaced.
- 7.2. All workers (excluding supervisor) permanently employed on this Contract including any temporary replacements during their leave of absence shall wear overalls or dust-coats with the words reflecting the company's name clearly shown across the back of the overalls or dust-coats.

8. COMPANY'S PERMANENT SITE MANAGER – REFERRED TO AS: COMPANY'S MANAGER

- 8.1. It is essential that the Contract is properly managed and supervised.
- 8.2. The Company shall keep a competent Manager (with Environmental or Waste Management qualifications) on Site during the Contract period and any instruction given to him by the Municipal Manager shall be deemed to be given to the Contractor. The Contractor's Manager shall be responsible for the management and supervision of the verge maintenance Contract and shall have a vehicle dedicated to his use for the purpose of supervising the contract works.
- 8.3. The Company Manager shall be contactable via cell phone at all times during normal working hours. The Contractor's Manager must also report to the Municipal Manager's office at times determined by the Manager: Environmental Services. The Company shall have both the cell phone and landline in addition to his communication arrangements.

8.4. Penalties may be applied when the Contractor is uncontactable and where the Company fails to attend site meetings arranged by the Manager: Environmental Services or his representative.

9. HEALTH AND SAFETY

- 9.1. The contractor shall comply with all the requirements of the occupational health and safety act no. 85 of 1993 (as amended)
- 9.2. It is a condition of the contract that a responsible person be nominated, by the contractor, who shall at all times take full responsibility for compliance with the provisions of the Occupational Health and Safety Act No. 85 of 1993 (as amended).
- 9.3. The contractor will be required to complete and submit to the Manager: Environmental Services, on a weekly basis the Safety Health and Environmental Registers, weekly operation plan and report including the plastic distribution plan. All workers engaged on the Contract shall be suitably attired and equipped in accordance with the requirements of the Occupational Health and Safety Act. In addition, all workers engaged in the verge maintenance with rubber/PVC gloves, as well as rain suits for inclement weather.
- 9.4. All workers engaged in the disposal of dead animals must be issued with disposable gloves and masks.

10. MINIMUM WAGES

- 10.1. All employees engaged on this Contract shall be paid no less than the minimum wage as stipulated in the Conditions of Contract.
- 10.2. The Bidder's attention is drawn to the fact that they should make provision in their Bid prices for all costs associated with meeting the minimum conditions of employment such as leave pay, U.I.F. payments and Workmen's compensation payments.

11. PENALTIES

- 11.1. The following penalties shall where and when applicable be deducted from any monies due to the Service Provider:

Item	Description	Penalty
11.1.1	Late commencement of service if not reported beforehand	R2 000 per calendar day to a maximum of R50 000 per month
11.1.2	Spillage from vehicle or plant	R2 000 per incident per day to a maximum of 50 000 per month
11.1.3	Using a vehicle which does not comply to the requirements as stipulated	R10 000 per day to a maximum of R100 000 per month

	elsewhere in this document	
11.1.4	A vehicle being driven by a person not in possession of the necessary driving permits	R2 000 per day
11.1.5	Service provider not attending compulsory site meetings	R1 000 per incident
11.1.6	Workers not properly attired in correct clothing and in terms of health and safety	R1 000 per day
11.1.7	Deliberate disposal of refuse, litter, grass cuttings etc in open, manholes etc	R3 000 per incident

12. SITE MEETINGS AND REPORTING

- 12.1. The appointed Service Provider will attend monthly site meetings as instructed by the Manager Environmental Services or his delegated official.
- 12.2. These meetings are compulsory, and the Service Provider will submit reports in the required format beforehand or at the meeting.
- 12.3. A weekly collection schedule must be submitted in writing to the Manager: Environmental Services. This report must be submitted on a monthly basis.
- 12.4. The Contractor or a representative must report to the Manager: Environmental Services on a daily basis in order to collect complaints that were received from the public

13. DAMAGE TO SERVICES AND INFRASTRUCTURE

- 13.1. The Service Provider will report any damages to services and property caused by his staff in the execution of the contract to the Manager Environmental Services or his delegated official within 24 hours.
- 13.2. The repair of and cost of the damages caused by the Service Provider's staff will be borne by the Service Provider and repairs must be actioned within 7 (seven) days after the incident.

**C4 GENERAL CONDITIONS OF CONTRACT
AS ISSUED BY NATIONAL TREASURY**