

# TENDER DOCUMENT



| Project Name                                                                                                               | Project Number       |
|----------------------------------------------------------------------------------------------------------------------------|----------------------|
| SUPPLY, DELIVERY AND INSTALLATION OF X6 HIGH MAST LIGHTS AT SECOND BEACH, MPANTU, MAMPUBE, NTAUFUFU, LUQHOQWENI, BAMBISANA | PSJLM-ENG 2020/21 62 |

Contact : Engineering and Planning Services

Tel : (047) 564 1207/8 Fax : (047) 564 1206

COMPANY NAME

TENDER AMOUNT  
IN WORDS (VAT  
INCLUSIVE)

THE TOTAL FULL PRICE OFFER INCLUDING VALUE ADDED TAX IS:

R\_\_\_\_\_ (In figures)

CONTACT PERSON

CONTACT NUMBER

EMAIL ADDRESS

## **VERY IMPORTANT NOTICE ON DISQUALIFICATIONS:**

***BY SUBMITTING THE BID THE BIDDER UNDERTAKES TO ABIDE BY THE TERMS AND CONDITIONS OF THIS TENDER INCLUDING BUT NOT LIMITED TO THE RULES OUTLINED BELOW***

- A bid not complying with the requirements stated hereunder will be regarded as not being an “Acceptable bid”, and as such will be rejected.
- “Acceptable bid” means any bid which, in all respects, complies with the conditions of bid and specifications as set out in the bid documents, including conditions as specified in the Preferential Procurement Policy Framework Act (Act 5 of 2000) and related legislation and regulations, in terms of which provision is made for this policy.
- In this document and other documents referred to but not attached, the following words are synonymous with each other.
  - a. CLIENT, EMPLOYER, PORT ST JOHNS LOCAL MUNICIPALITY, MUNICIPALITY
  - b. BID, TENDER AND VARIATIONS THEREOF
  - c. JOINT VENTURE / CONSORTIUM
  - d. TENDERER, BIDDER, CONTRACTOR

### **1. FULL DESCRIPTION OF THE TENDER**

**1.1** Port St Johns Local municipality would like to appoint a competent service provider registered on the national Central Supplier Database, for the **SUPPLY, DELIVERY AND INSTALLATION OF X6 HIGH MAST LIGHTS AT SECOND BEACH, MPANTU, MAMPUBE, NTAFUFU, LUQHOQWENI AND BAMBISANA.**

## **2. RULES FOR BIDDING**

BY SUBMITTING THE BID THE BIDDER UNDERTAKES TO ABIDE BY THE TERMS AND CONDITIONS OF THIS TENDER INCLUDING BUT NOT LIMITED TO THE FOLLOWING RULES:

1The appointed service provider is not allowed to subcontract.

2.1 Only locally produced or locally manufactured high mast lights with a stipulated minimum threshold for local production and content will be considered.

2.2 The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.

2.3 All Bidders submitting bids as part of a consortium or joint venture must submit separate central supplier database reports per each company.

2.4 Bidders may ask for clarification on these bid documents or any part thereof up to close of business week before the deadline for the submission of the bids.

2.5 The municipality reserves the right to return late bid submission unopened.

2.6 Bidders may not contact the municipality on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.

2.7 Bidders must attach proof of parties involved in the joint venture.

2.8 The Bid document must be properly signed by a party having the authority to do so, according to the example of “Authority or Signatory”

2.9 Bidders will be disqualified if Municipal rates and taxes or municipal service charges owed by the bidder or any of its directors to the municipality or municipal entity, are in arrears.

2.10 Bidders will be disqualified if:

2.10.1 Any bidders who during the last five years has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after a reasonable written notice

was given to that bidder that performance was unsatisfactory or appears on the register / database of defaulters.

2.10.2 they are bankrupt or being wound up, are having their affairs administered by the courts,

2.10.3 Have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

2.10.4 Are guilty of misrepresentation in supplying the information required in the document as a condition of participation in the procurement procedure or fail to supply this information;

2.1 The accounting officer must ensure that irrespective of the procurement process followed, no award may be given to a person –

2.1.1 Who is in the service of the state, or;

2.1.2 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; or;

2.1.3 Who is an advisor or consultant contracted with the municipality in respect of contract that would cause a conflict of interest?

2.2 Bid offers will be rejected if the bidder or any of his/ her directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector and all bids would be subjected to vetting.

2.3 It must be noted that Port St Johns Local Municipality has the sole right to either subtract or add vehicle features subsequent to an agreement with the winning service provider/tenderer from time to time!

2.4 Failure by the bidder to disclose with the bid submission any form of conflict of interest including disclosure on a person(s) who is in the service of the state or any immediate blood relative in the service of the state will lead to disqualification.

2.5 Bids received by telegram, fax or e-mail will not be considered. Late bids shall neither be accepted nor considered.

- 2.6 The municipality is not liable for any documents delivered via courier companies and by post. No official is going to sign the receipt of the tender document.
- 2.7 Tender documents must be submitted in a sealed envelope clearly marked with the project name and number.
- 2.8 Fully completed and signed tender documents must be deposited into the tender box located at Town Hall Building, at the Reception Area.



## **SUPPLY, DELIVERY AND INSTALLATION OF X6 HIGH MAST LIGHTS AT SECOND BEACH, MPANTU, MAMPUBE, NTAUFUFU, LUQHOWENI AND BAMBISANA.**

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## T1.1 BID NOTICE AND INVITATION TO BID

### **INVITATION TO BID FOR CONSTRUCTION OF THREE DIFFERENT ACCESS ROAD AND SUPPLY , DELIVERY AND INSTALLATION OF X6 HIGH MAST LIGHTS AT SECOND BEACH,MPANTU,MAMPUBE ,NTAFUFU,LUQHOQWENI & BAMBISANA**

| BID NO.                | Project name                                                                                                                       | PLACE & TIME                                                               | CIDB          | BID CLOSING DATE | BRIEFING AND SITE INSPECTION DATE                                                                                                                      |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| PSJLM – MIG-2020/21-59 | Construction of Bukhwezini access road                                                                                             | Port St. Johns Municipal Offices<br><b>Reception Area Closing@11H00 AM</b> | 5CE or higher | 30-07-2021       | 08/07/2021<br>Time 10:00 AM from the Municipal Sport Ground and will move to various site at 10:15.AM <b>NB: Covid Protocols Must Be Observed.</b>     |
| PSJLM – MIG-2020/21-60 | Construction of Ndayini access road                                                                                                | Port St. Johns Municipal Offices<br><b>Reception Area Closing@11H00 AM</b> | 4CE or higher | 30-07-2021       | 08/07/2021                                                                                                                                             |
| PSJLM – MIG-2020/21-61 | Construction of Ngqwaleni access road                                                                                              | Port St. Johns Municipal Offices<br><b>Reception Area Closing@11H00 AM</b> | 4CE or higher | 30-07-2021       | 08/07/2021                                                                                                                                             |
| PSJLM-ENG 2020/21 62   | Supply, Delivery and Installation of 6 High Mast lights at 2 <sup>nd</sup> Beach, Mpantu, Mampume, Ntafufu, Luqhoqweni & Bambisana | Port St. Johns Municipal Offices<br><b>Reception Area Closing@11H00 AM</b> | 4EP or higher | 30-07-2021       | 06/07/2021<br><br>Time 10:00 AM from the Municipal Sport Ground and will move to various site at 10:15.AM <b>NB: Covid Protocols Must Be Observed.</b> |

Bid Document containing details and requirements of these projects will be available from 07/07/2021 for Construction of access road and on the 06/07/2021 for HIGH Mast electrification at **Port St Johns Municipal Finance Offices**, upon payment of a non- refundable fee of 549.67 per document (either in cash or by means of EFT made payable to Port St Johns Municipality). Municipal banking details are obtainable at revenue office. If etenders website is working tender document will be also uploaded on etenders website [www.etenders.gov.za](http://www.etenders.gov.za).

**When downloaded from etenders documents are uncontrolled and the responsibility lies with the bidder to ensure that the print out is in line with the Authorized Version on the system.**

Completed proposal and supporting documentation must be placed in a **sealed envelope** clearly marked on the outside of the envelope with bid details of project it is meant for, e.g.: **PSJLM- ENG-2020/21- 62 Supply, Delivery and Installation of 6 High Mast lights at 2<sup>nd</sup> Beach, Mpantu, Mampume, Ntafufu, Luqhoqweni & Bambisana**

The envelope must be dropped in the marked bid box placed at the Reception at Port St. Johns Municipal offices, Erf 257 Main Street, no later than **11:00 AM** on the date as mentioned above. All the received bids will be opened in public at the same time and date.

All SCM related enquiries shall be directed to N.Baleni within normal office hours at **(047) 564 1207/8** or [nbaleni83@gmail.com](mailto:nbaleni83@gmail.com), Technical Enquiries shall be directed to Mr. Kwape on 082 798 5785 or [thabokwape@yahoo.com](mailto:thabokwape@yahoo.com).

**Price & Preferential Policy**

|                                      |              |                                                                                      |
|--------------------------------------|--------------|--------------------------------------------------------------------------------------|
| Price                                | : 80         | Points                                                                               |
| B-BBEE Status Level of Contribution* | : 20         | Points (Ref: Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations) |
| <b>TOTAL</b>                         | <b>: 100</b> | <b>Points</b>                                                                        |

**BIDDERS MUST SUBMIT THE FOLLOWING:**

- Service provider must be registered on CSD and submit a detailed CSD report or CSD supplier Number.
- Must attach CIDB CRS Number.
- Valid rates clearance statement which is not older than 90 days obtained from your respective municipality or a lease agreement signed by both parties. If exempted please attach letter of exemption from your respective municipality's revenue office as proof that the bidder as per the municipality's valuation roll does not own any property which is not later than 90 days.
- Compliance Tax pin for verification on SARS
- A certified copy B-BBEE certificate for joint ventures B-BBEE Must be combined and certified, B-BBEE Certificate must be SANAS approved or a signed sworn affidavit with original stamp from commission of oath not older than 3 months.
- Attach Latest full financial statements prepared by Accredited Accountants which is registered with relevant accounting body and must be signed by accountant and service provider
- Any other information to support the project must be provided
- All other information is contained on the tender document
- In the case of a joint venture, each company must attach each document for each company a detailed CIDB compliant joint venture agreement must be submitted indicating the level of involvement and responsibilities of each joint venture partner must be submitted. individual partners are to comply and submit all relevant documents
- Failure to comply / complete the tender document and all the supplementary information will result in bidder being deemed non-responsive.
- Late, telegraphic, facsimile, incomplete or unsigned bids will not be considered.
- Bidders will be assessed on functionality and price in accordance with the municipality Supply Chain Management Policy and in terms of Preferential Policy Framework Act 2000(Act No.5 of 2000) as explained above.
- Proposal are to hold good for a period of 90 days (validity of bid) from the date of bids closing.
- If communication is not received from Port St Johns Municipality within 90 days of the bid, consider your bid as non- responsive.

- For electrification Projects Bidders must attach and Sign **MBD6.2 and ANNEXURE C**

Port St. Johns Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or any part of the bid or cancel the Bid.

**ISSUED BY:**

**Mr H.T Hlazo**  
**Municipal Manager**

## **T1.2 BID DATA**

The **Standard Conditions of Bid** makes several references to the bid data for details that apply specifically to this bid. The bid data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of bid.

| Clause number                                     | Data                                                                                                                                                                                                                                                          |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.1.1<br>ACTIONS                                  | The Employer is:<br>The Municipal Manager<br>Port St Johns Local Municipality<br>257 Main Street<br>Port St Johns 5120                                                                                                                                        |
| F.1.4<br>COMMUNICATION<br>AND EMPLOYER'S<br>AGENT | The Employer's Agent is:<br>Name: Port St Johns Local Municipality<br>Address: 257 Main Street<br><br>Tel: 047 564 1207/8                                                                                                                                     |
| F.2.1 ELIGIBILITY                                 | Companies that fit all the requirements of this bid as specified.                                                                                                                                                                                             |
| F.2.12<br>ALTERNATIVE<br>TENDER OFFERS            | <i>No alternative bid is to be accepted!</i>                                                                                                                                                                                                                  |
| F.2.13.2<br>SUBMITTING A<br>TENDER OFFER          | The <b><u>whole original</u></b> bid document, <b>as issued by the Municipality</b> , shall be submitted. <b>No copies will be accepted.</b><br>Bids may only be submitted on the Bid documentation issued by the municipality                                |
| F.2.14<br>CLOSING DATE & TIME                     | DATE: 30/07/2021<br>TIME : <b>11H00</b><br><br>It is the responsibility of the tenderer to ensure that their tender is complete and reaches the correct address by the designated deadline.<br><b>Late, faxed or e-mailed tenders will not be considered.</b> |
| F.2.15<br>TENDER OFFER<br>VALIDITY                | 1. The employer will have up to 90 days (working days) from the closing date within which to consider submitted bids.<br>2. The successful bidder will have up to 5 days to respond to the service offer.                                                     |

| Clause number                                      | Data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>F.1.10<br/>CERTIFICATES AND<br/>ATTACHMENTS</p> | <p>The bidder is required to attach the following <b>Valid documents</b> to the tender Document:</p> <ul style="list-style-type: none"> <li>(a) Service provider must be registered on CSD and submit a detailed CSD report or CSD supplier Number.</li> <li>(b) Must attach CIDB CRS Number.</li> <li>(c) Valid rates clearance statement which is not older than 90 days obtained from your respective municipality or a lease agreement signed by both parties. if exempted please attach letter of exemption from your respective municipality's revenue office as proof that the bidder as per the municipality's valuation roll does not own any property which is not later than 90 days.</li> <li>(d) Compliance Tax pin for verification on SARS</li> <li>(e) A certified copy B-BBEE certificate for joint ventures B-BBEE Must be combined and certified, B-BBEE Certificate must be SANAS approved or a signed sown affidavit with original stamp from commission of oath not older than 3 months.</li> <li>(f) Attach Latest full financial statements prepare by Accredited Accountants which is registered with relevant accounting body and must be signed by accountant and service provider</li> <li>(g) Any other information to support the project must be provided</li> <li>(h) All other information is contained on the tender document</li> <li>(i) In the case of a joint venture, each company must attach each document for each company a detailed CIDB compliant joint venture agreement must be submitted indicating the level of involvement and responsibilities of each joint venture partner must be submitted. individual partners are to comply and submit all relevant documents</li> <li>(j) Failure to comply / complete the tender document and all the supplementary information will result in bidder being deemed non-responsive.</li> <li>(k) Late, telegraphic, facsimile, incomplete or unsigned bods will not be considered.</li> <li>(l) Bidders will be assessed on functionality and price in accordance with the municipality Supply Chain Management Policy and in terms of Preferential Policy Framework Act 2000(Act No.5 of 2000) as explained above.</li> <li>(m) Proposal are to hold good for a period of 90 days (validity of bid) from the date of bids closing.</li> <li>(n) If communication is not received from Port St Johns Municipality within 90 days of the bid, consider your bid as non- responsive.</li> <li>(o) For electrification Projects Bidders must attach and Sign <b>MBD6.2 and ANNEXURE C</b></li> <li>(p) Joint venture/consortium agreements (if applicable);</li> </ul> |

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.1.11<br>OPENING OF BID<br>SUBMISSIONS      | <p>The time and location for opening of the bid offers:<br/>Immediately after the closing time <b>11H00</b> on the closing date <b>30/07/2021</b></p> <p>Location of Tender Box : Port St Johns Local Municipality- Town Hall. 257 Main Street; Port ST Johns, 5120</p> <p>Any bid received after the deadline for submission of bids prescribed, will be rejected and/or remain unopened.</p>                                                              |
| F.1.12<br>TWO-ENVELOPE SYSTEM                | A two-envelope procedure will <b>not</b> be followed.                                                                                                                                                                                                                                                                                                                                                                                                       |
| F.1.12<br>ARITHMETICAL ERRORS                | <p>a) Where there is a discrepancy between the amounts in figures and in words, the amount in figures shall govern.</p> <p>b) If bills of quantities (or schedule of quantities or schedule of rates) apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, <u>the rate shall govern and the line item total shall be corrected.</u></p>                                                         |
|                                              | <p>c) Where there is an error in the total of the prices either as a result of corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall be adjusted to reflect the arithmetically correct summation of corrected line item totals.</p> <p>Consider the rejection of a tender offer if the tenderer does not accept the correction of the arithmetical errors in the manner described above.</p> |
| F.1.13<br>EVALUATION OF BID<br>OFFERS        | <p>The preference procedure for evaluation of responsive bid offers shall be the <b>80/20</b> point preference system.</p> <ul style="list-style-type: none"> <li>- where 80 points will be allocated in respect of price</li> <li>- 20 points will be allocated towards targeted goals</li> <li>- Note: All bids will be evaluated for functionality before the evaluation on 80/20 point system</li> </ul>                                                |
| F.1.14<br>ACCEPTANCE OF BID<br>OFFER         | Bids containing any one or more of the errors or omissions, or bids not having complied with any one of the required bid conditions as detailed in this bid document, shall not be considered and shall automatically be rejected.                                                                                                                                                                                                                          |
| F.1.15<br>PROVIDE COPIES OF THE<br>CONTRACTS | The number of paper copies of the signed contract to be provided by Port St Johns Municipality is <b>one</b> .                                                                                                                                                                                                                                                                                                                                              |

|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>ADDITIONAL CONDITIONS APPLICABLE TO THIS BID</p> | <p>The additional conditions of bid are:</p> <ol style="list-style-type: none"> <li>1 The Employer may also request that the bidder provide written evidence on the adequacy of financial, labour and other resources for carrying out the contract.</li> <li>2 The Employer reserves the right to appoint a firm of chartered accountants and auditors and/or execute any other financial investigations on the financial resources of any bidder. The bidder shall provide all reasonable assistance in such investigations.</li> <li>3 The bidder shall be required to complete the Form of Offer and Acceptance (C1.1) and Bills of Quantity.</li> <li>4 The bid document shall be submitted as a whole and shall <b>not</b> be submitted in parts.</li> <li>5 <b>List of returnable documents (PART T2) must be completed in full.</b> (i.e.: A bidder's company profile <b>will not</b> be used by the PSJLM to complete PART T2 on behalf of the bidder)</li> </ol> <p><b>NB: If PART T2 is not completed in full by the bidder, the offer will be rejected.</b></p> |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Bid Data in detail F.1 Standard Conditions of the Bid

### F.1.1 Actions

The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly with openness and transparency.

### F.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

### F.1.3 Interpretation

F.1.3.1. the tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

F.1.3.2. these conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

F.1.3.3 For the purposes of these conditions for the calling of expressions of interest, the following definitions apply:

a) Comparative offer means the tenderer's financial offer after the factors of non-firm prices, all unconditional discounts and any other tendered parameters that will affect the value of the financial offer have been taken into consideration

b) Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and

c) Fraudulent practice means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels.

#### **F.1.4 Communication and employer's agent**

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be read, copied and recorded. Writing shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

#### **F.1.5 The employer's right to accept or reject any tender offer**

F.1.5.1 The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection, but will give written reasons for such action upon written request to do so.

F.1.5.2 The employer may not, subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers re-issue a tender covering substantially the same scope of work within a period of three months.

### **F.2 Tenderer's obligations**

#### **F.2.1 Eligibility**

Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his/ her principals, is not under any restriction to do business with the employer.

#### **F.2.2 Cost of tendering**

Accept that the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer to satisfy requirements.

It is a term of this bid that the employer is indemnified from any liability arising or accruing from expenses or damages or losses incurred by the bidder including in the event the employer opts to cancel or discontinue the bidding process of this tender.

#### **F.2.3 Check documents**

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

#### **F.2.4 Confidentiality and copyright of documents**

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

The distribution of the tender documents is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose. Tenderers are required to treat the details of all documents supplied in connection with the tender process as private and confidential. All responses to this invitation to tender will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the tenderer except in so far as is specifically required for the consideration and evaluation of the response or as may be required under law.

#### **F.2.5 Reference documents**

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

#### **F.2.6 Acknowledge addenda**

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

#### **F.2.7 Clarification meeting**

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting are stated in the tender data.

#### **F.2.8 Seek clarification**

Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing date stated in the tender data.

#### **F.2.9 Insurance**

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is required to seek adequate cover for covering liability that may ensue while delivering vehicles to the employer.

#### **F.2.10 Pricing the tender offer**

F.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes, Value Added Tax (VAT), and other levies payable to the successful tenderer, such duties, taxes and levies being those applicable fourteen (14) days before the closing time stated in the tender data.

F.2.10.2 Provide rates and prices that are fixed for the duration of the contract, payable after delivery of the vehicles, subject to inspection by the Employer. F.2.10.3 State the rates and prices in South African Rand.

F.2.10.4 The municipality has limited resources and bids must be competitive, with market related pricing, as this will be one of the deciding factors in the final award of the contract.

### **F.2.11 Alterations to documents**

Not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid or TIPPEX are prohibited.

### **F.2.12 Alternative tender offers**

F.2.12.1 Submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements of the tenderer proposes.

F.2.12.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

### **F.2.13 submitting a tender offer**

F.2.13.1 Submit a tender offer to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

F.2.13.2 Return all returnable documents to the employer after completing them in their entirety.

F.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English.

F.2.13.4 Sign the original copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state; which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

F.2.13.5 Seal the original package marking the package as "ORIGINAL"

F.2.13.6 Seal the original tender offer package in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

F.2.13.7 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

### **F.2.14 Information and data to be completed in all respects**

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, will be regarded by the employer as non-responsive.

### **F.2.15 Closing Time**

F.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. The employer shall not accept tender offers submitted by telegraph, facsimile or e-mail.

F.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

### **F.2.16 Tender Offer Validity**

F.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

F.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period.

### **F.2.17 Clarification of tender offer after submission**

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (Or both).

No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

**Note: Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.**

### **F.2.18 Provide other material**

F.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), referencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

### **F.2.19 Inspections, tests and analysis**

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

**F.2.20 Submit securities, bonds, policies, etc.**

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

**F.2.21 Check final draft**

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

**F.2.22 Return of other tender documents**

If so instructed by the employer, return all retained tender documents within twenty eight (28) days after the expiry of the validity period stated in the tender data.

**F.2.23 Certificates**

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

**F.3 The employer's undertakings****F.3.1 Respond to clarification**

Respond to a request for clarification received up to five (5) working days before the tender closing time stated in the Tender Data and notify all tenderers who drew procurement documents.

**F.3.2 Issue Addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven (7) days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who drew documents.

**F.3.3 Return late tender offers**

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

**F.3.4 Opening of tender submissions**

F.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

F.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened, the total of his prices, preferences claimed and time for completion, if any, for the main tender offer only.

F.3.4.3 Make available the record outlined in F.3.4.2 to all interested persons upon a formal request.

### **F.3.5 Two-envelope system**

F.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

F.3.5.2 Evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the quality evaluation more than the minimum number of points for quality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any preferences claimed. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for quality.

### **F.3.6 Non-disclosure**

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

### **F.3.7 Grounds for rejection and disqualification**

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

### **F.3.8 Test for responsiveness**

F.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a. Complies with the requirements of these Conditions of Tender,
- b. Has been properly and fully completed and signed, and
- c. Is responsive to the other requirements of the tender documents.

F.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a. Detrimentially affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b. Change the Employer's or the tenderer's risks and responsibilities under the contract,

- c. Affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

### **F.3.9 Arithmetical errors**

F.3.9.1 Check responsive tender offers for arithmetical errors, correcting them in the following manner:

- a. Where there is a discrepancy between the amounts in figures and in words, the amount in figures shall govern.
- b. If bills of quantities (or schedule of quantities or schedule of rates) apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the rate shall govern and the total shall be corrected.
- c. Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the rate shall govern and the tenderer will be asked to revise selected item prices to achieve the tendered total of the prices.

F.3.9.2 Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of his/ her arithmetical errors in the manner described in F.3.9.1.

### **F.3.10 Clarification of a tender offer**

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

### **F.3.11 EVALUATION METHODOLOGY**

- In addition to all items highlighted under Page 2 titled **“Very Important Notice on Disqualifications”**, the tenders will be evaluated in terms of the Municipality Supply Chain Management policy, Preferential Procurement Framework Act (Act 5 of 2000) and its regulations as enacted in 2001.
- Tenders will be evaluated using the 80/20 points allocation system. The total points out of a possible maximum of 100 will be calculated using various formulae to calculate price as well as for preferential procurement.

### **F.3.13 Acceptance of tender offer**

F.3.13.1 Accept tender offer only if the tenderer complies with the legal requirements stated in the Tender Data.

F.3.13.2 Notify the successful tenderer of the employer's acceptance of his/her tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period. Providing the form of offer and acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the employer and the successful tenderer as described in the form of offer and acceptance.

### **F.3.14 Notice to unsuccessful tenderers**

After the successful tenderer has acknowledged the employer's notice of acceptance, the employer will publicise a list of successful bidders on the municipal website

### **F.3.14 Municipality's right to accept or reject any or all Bids**

*The municipality reserves the right to:*

- Accept or reject any bid;
- Annul the tender process and reject all bids at any time prior to contract award;
- Award the contract to one or more bidders; without thereby incurring any liability to the affected Bidder or bidders.
- Accept one or more bids submissions.
- Reject all bids submitted.
- Request further information from any bidder after the closing date.
- Cancel this bid or any part thereof any time, or
- Award this bid or any part thereof to any one or more bidders.
- Vary the site or number of sites and/or guards due to operational or budgetary requirements.

### **F.3.15. Prepare contract documents**

Revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- addenda issued during the tender period,
  - inclusion of the returnable documents,
  - other revisions agreed between the employer and the successful tenderer, and
- the schedule of deviations attached to the form of offer and acceptance, if any.

### **F.3.16 Issue final contract**

Prepare and issue the final draft of contract documents to the successful tenderer for acceptance within fourteen (14) days after the date of the employer's signing of the form of offer and acceptance (including the schedule of deviations, if any). Only those documents that the conditions of tender require the tenderer to submit, after acceptance by the employer, shall be included.

### **F.3.17 Provide copies of the contracts**

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

#### **4. List of attachments required for Evaluation Purposes**

The bidder is required to attach the following **valid documents** to the tender Document:

- a) The recent up-to-date central supplier data (CSD) registration report detailing all compliance requirements; [Last verified between the **advert date** and the **closing date**];
- b) The Master registration number or Tax compliance status pin (or valid copy of tax clearance certificate).
- c) Copy of up to date municipal rates and service charges statement (not in arrears for more than three months), if renting a lease agreement and owner's copy of up to date municipal rates and service charges (not in arrears for more than three months). If the bidder is operating where municipal rates are not applicable, a copy proof of residence from the traditional authority must be submitted (Not older than three months).
- d) CIDB Grading of 4EP or Higher
- e) Occupational Health and Safety letter issued by the Department of Labour Republic of South Africa in respect to the Electrical Installation Regulation Registration 6(4).
- f) Letter of Good Standing issued by the Department of Labour in respect to the Compensation for Occupational Injuries and Diseases Act 130 of 1993 (as amended).
- g) Joint venture/consortium agreements (if applicable);
- h) Submit the above documents (a to f) for each company if bidding as a joint venture;

#### **5 EVALUATION METHODOLOGY**

##### **5.1 Bid Evaluation guideline**

This bid will be evaluated and adjudicated in terms of the following criteria:

- 1. Bid will evaluated in terms of the following stages:**

##### **Evaluation on local content and functionality**

## **5.1 Stage 1: Evaluation on local content**

Attach only local produced or local manufacture for High Mast Lights with a stipulated minimum threshold for local production and content.

### **Pre-requisite:**

- Bidder must attach letter from the manufacture in regard to the local production and content.
- Bidder must attach Occupational Health and Safety letter issued by Department of Labour in respect with Electrical Installation Regulation Registration 6 (4).
- Bidder must attach letter of good standing issued by the Department of Labour in respect to the Compensation for Occupational Injuries and Disease Act no.130 of 1993 as (amended).

**NB: Letters must be signed and be in a letterhead of the organization and be commissioned not later than 3 months, If exempted attach authorization letter from DTI)**

**(Failure to attach the required pre-requisite will lead the bidder to be disqualified.)**

Bidders are require to complete the form of offer and acceptance

Under local content stage of evaluation, the following should be completed and duly signed, bidders must meet the minimum threshold of local content as required by the national treasury for street lighting steel poles (high mast lights).

- MBD 6.2
- Annex C
- Authorization /Exemption letter by the DTI (where applicable)

Local Content formula

$$LC = [1 - x / y] * 100$$

Where

X is the imported content in Rand

Y is the bid price in Rand excluding value added tax (VAT)

## **5.2 Stage of Evaluation**

### **□ Guidelines for Evaluation using the Weighting method**

- a. Score sheets will be prepared and provided to panel members to evaluate the bids.
- b. The score sheet should contain all the criteria and the weight for each criterion as well as the values to be applied for evaluation as indicated in the bid documents.

- c. Each panel member should after thorough evaluation independently award his / her own value to each individual criterion.
- d. Score sheets should be signed by panel members and if necessary, written motivation may be requested from panel members where vast discrepancies in the values awarded for each criterion exist.
- e. If the minimum qualifying score for functionality is indicated as a percentage in the bid documents, the percentage scored for functionality may be calculated as follows:
  - i. The value awarded for each criterion should be multiplied by the weight for the relevant criterion to obtain the score for the various criteria;
  - ii. The scores for each criterion should be added to obtain the total score; and
  - iii. The following formula should be used to convert the total score to percentage for functionality:

$$Ps = (So/Ms) \times 100 \text{ Where:}$$

**Ps** = percentage scored for functionality by bid under consideration

**So** = total score of bid under consideration

**Ms** = maximum possible score [the highest score by any bidder]

The percentage of each panel member should be added and divided by the number of panel members to establish the average percentage obtained by each bidder for functionality.

## **Stage 2: Evaluation on functionality**

Under functionality, Bidders must achieve a minimum of 50 of required points for functionality (quality) in order to be considered for further evaluation in stage 2\_(Evaluation on Price and BBBEE). Bidders that score less than 50 of required points\_will be disqualified:

**Maximum Functionality = 60**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>PROJECT NAME: SUPPLY, DELIVERY AND INSTALLATION OF X6 HIGH MAST LIGHTS AT SECOND BEACH, MPANTU, MAMPUBE, NTAUFUFU, LUQHOQWENI AND BAMBISANA ON BEHALF OF THE PORT ST JOHNS LOCAL MUNICIPALITY.</b>                                                                                                                                                                                                                                                                                                                                                                                   | <b>Maximum Points</b> |
| <b>PROJECT METHODOLOGY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>0</b>              |
| <p>A Detailed plan for the implementation of the entire project will be required which will full outlined the below activities:</p> <ol style="list-style-type: none"> <li>1. All the procedures to be followed for the implementation, supply and delivery.</li> <li>2. Key milestones.</li> <li>3. Duration of each milestones.</li> <li>4. Project definition document.</li> </ol> <p>Note: The above items will assist the municipality to access feasibility of the proposed solution points will be provided for the plan as it may form part of the Service level Agreement.</p> |                       |

| CAPACITY ANALYSIS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <p><b>1. Company's Experience.</b></p> <p>Attach at least a maximum of four (4) appointment letters &amp; completion certificates (not orders) <b>specifically</b> for the <b>design/installation of high mast lights projects within the municipal environment or any organ of state of value greater than R3 million</b></p> <p>Attach Completion letters must state the Project description, Duration of the Project and the Bid Number which must be the same as the one showing on the Appointment letter and it must be certified with stamp not older than 3 months date of certification. Appointment letters stating the same description , Amount and Bid number as per the Recommendation letter.( In order to attain points )</p> <p><b>2. Personnel Experience: CV and certified certificates should be attached.</b></p> <p>(a) Project Manager with proven experience at least a minimum of ten (10) year experience in Municipal Electrical works projects with a bachelor degree in Electrical Engineering and Project Management. Project Management must be employed by the bidding company and must have experience with Electrical Works.</p> <p>(b) Site OHS (Safety Officer) SAMTRAC Qualification with proven at least five (5) year experience in Electrical environment within Municipal Projects. <b>Five (5) maximum points will be allocated.</b></p> | <p>20 points (5 points per project)</p> <p>12</p> <p>05</p> |
| <p>(c) Site Operational Supervisor with proven at least five (5) years' experience in Electrical environment with an Electrical qualification and Electrical trade. <b>Five (8) maximum points will be allocated.</b></p> <p><b>3. Company Plant and Equipment's registration certificates should be attached even if hired a letter of Intent must be attached and be commissioned not more than 3 months with logbook and valid registration from where the plant hired</b></p> <p>(a) One (1) Crane truck (attach logbook with Enatis valid registration with book combined to attain points).</p> <p>(b) Two (2) LDV bakkies (Attach logbook with Enatis valid registration with book combined to attain points)</p> <p><b>Note:</b> The certificate of completion must be on a letterhead of the client, must be addressed to the contractor who was awarded the contract and must include the tender/service order number and contract amount and the Duration of the Contract. The Letter of Completion must be signed and dated by an official from the client.</p> <p><b>NB – Kindly note that completion letters will be verified from the clients. Awarded contingent upon the assessed level of risk involved.</b></p>                                                                                                                                                 | <p>08</p> <p>10</p> <p>5 (2.5 points per LDV)</p>           |
| <b>Total functionality Points</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>60</b>                                                   |

## 5. EVALUATION METHODOLOGY

### 6.1 Evaluation on Price 80/20 and BBBEE status

#### a. Financial offer and evaluation on price points

- Score Bid evaluation points for financial offer.
- Confirm that Bidders are eligible for the BBBEE claimed, and if so, score Bid evaluation points for BBBEE.
- Calculate total Bid evaluation points (Price points plus BBBEE points)
- Rank Bid offers from the highest number of Bid evaluation points to the lowest.
- The bidder obtaining the highest number of total points will be awarded the contract.
- Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- Points scored must be rounded off to the nearest 2 decimal places.
- In the event that two or more bids have scored equal total points, the successful bids must be the one scoring the highest number of preference points for B-BBEE.
- However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for BBBEE, the successful bid must be the one scoring the highest score for functionality.
- Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

#### b. Price formula

$$Np = \frac{80[1 - (Pt - Pmin)]}{Pmin}$$

- Where: Np = the number of bid/tender adjudication points awarded for price.
- Pt = the bid/tender sum (corrected if applicable) of the responsive bid under consideration.
- Pmin = the bid/tender sum (corrected if applicable) of the lowest responsive tender/bid.

### c. Scoring for BBBEE

- Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2017, which stipulate a 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million
- Bidders must attach certified copies of BBBEE to claim BBBEE points. Failure to attach the valid BBBEE points shall not disqualify the Bidder from further evaluation; but only points will be forfeited.

#### **B-BBEE Status Level of Contributor Number of points (80/20 system)**

| <b>B-BBEE Status Level of Contributor</b> | <b>Number of Points (80/20system)</b> |
|-------------------------------------------|---------------------------------------|
| <b>1</b>                                  | <b>20</b>                             |
| <b>2</b>                                  | <b>18</b>                             |
| <b>3</b>                                  | <b>14</b>                             |
| <b>4</b>                                  | <b>12</b>                             |
| <b>5</b>                                  | <b>8</b>                              |
| <b>6</b>                                  | <b>6</b>                              |
| <b>7</b>                                  | <b>4</b>                              |
| <b>8</b>                                  | <b>2</b>                              |
| <b>Non-compliant contributor</b>          | <b>0</b>                              |



**PROJECT NAME: SUPPLY, DELIVERY AND INSTALLATION OF X6 HIGH MAST LIGHTS AT SECOND BEACH, MPANTU, MAMPUBE, NTAUFUFU, LUQHOQWENI AND BAMBISANA.**

**ART T2 LIST OF RETURNABLE DOCUMENTS**

*The bidder must complete the following returnable documents.*

- T2.1 RETURNABLE SCHEDULES REQUIRED FOR BID EVALUATION PURPOSES .....
- T2.2 OTHER DOCUMENTS REQUIRED FOR BID EVALUATION PURPOSES .....
- T2.3 RETURNABLE SCHEDULES THAT WILL BE INCORPORATED IN THE CONTRACT .....
- T2.4 OTHER DOCUMENTS THAT WILL BE INCLUDED IN THE CONTRACT .....

**NOTE:**

Although the documents under Part T2 is headed “Returnable Documents” in line with the CIDB model, these are not the only documents to be returned together with the bid. **All** the documents indicated on Part T1 must be completed and signed where applicable and submitted as a **complete set of documents**.

## **T2.1 RETURNABLE SCHEDULES REQUIRED FOR BID EVALUATION PURPOSES**

### **CONTENTS**

FORM 2.1.1: SIZE OF ENTERPRISE AND CURRENT WORKLOAD

FORM 2.1.2: CERTIFICATE OF AUTHORITY FOR JOINT VENTURE (WHERE APPLICABLE)

FORM 2.1.3: SCHEDULE OF PREVIOUS WORK CARRIED OUT BY BIDDER

FORM 2.1.5: FINANCIAL REFERENCES

FORM 2.1.6: DETAILS OF ALTERNATIVE BIDS SUBMITTED

FORM 2.1.7: AMENDMENTS & QUALIFICATIONS BY BIDDER

**[PLEASE NOTE: IT IS COMPULSORY FOR ALL FORMS TO BE COMPLETED. WRITE N/A ACROSS THE TABLE IF NOT APPLICABLE. ANNEX SIGNATURE EVEN IF YOU WROTE N/A]**

**FORM 2.1.1      SIZE OF ENTERPRISE AND CURRENT WORKLOAD**

[please attach Annual report for the Previous financial year]

- a) Total Turnover in the previous financial year? R\_\_\_\_\_ b)  
c) Estimated turnover for current financial year? R\_\_\_\_\_

**List your current contracts (IF ANY) and obligations [maximum]:**

| Description | Location | Value (R) | Start date | Duration | Expected completed date |
|-------------|----------|-----------|------------|----------|-------------------------|
|             |          |           |            |          |                         |
|             |          |           |            |          |                         |
|             |          |           |            |          |                         |
|             |          |           |            |          |                         |
|             |          |           |            |          |                         |

**FORM 2.1.2 CERTIFICATE OF AUTHORITY FOR JOINT VENTURE [WRITE N/A IF NOT APPLICABLE]**

**PLEASE ATTACHED A CERTIFIED COPY OF THE CERTIFICATE**

**FORM 2.1.3      SCHEDULE OF PREVIOUS WORK CARRIED OUT BY BIDDER**  
**[N.B. COMPULSORY: TO BE USED FOR EVALUATION PURPOSES]**

Provide the following information on **relevant previous experience**. Indicate comparable projects of similar or larger size. This information is material to the award of the Contract.

**Give a minimum of two (2) names and telephone numbers and e-mail address per reference. Please provide latest contact details.**

| CLIENT NAME<br>AND PLACE WHERE<br>PROJECT<br>WAS IMPLEMENTED | TEL NO &<br>EMAIL<br>ADDRESS | DESCRIPTION OF WORK | CONTRACT<br>VALUE<br>(R) | DURATION<br>CONTRACT<br>PERIOD |
|--------------------------------------------------------------|------------------------------|---------------------|--------------------------|--------------------------------|
|                                                              | _____<br>_____               |                     |                          |                                |
|                                                              | _____<br>_____               |                     |                          |                                |
|                                                              | _____<br>_____               |                     |                          |                                |

| CLIENT NAME<br>AND PLACE WHERE<br>PROJECT<br>WASIMPLEMENTED | TEL NO &<br>EMAIL<br>ADDRESS | DESCRIPTION OF WORK | CONTRACT<br>VALUE<br>(R) | DURATION<br>CONTRACT<br>PERIOD |
|-------------------------------------------------------------|------------------------------|---------------------|--------------------------|--------------------------------|
|                                                             | <hr/> <hr/>                  |                     |                          |                                |
|                                                             | <hr/> <hr/>                  |                     |                          |                                |
|                                                             | <hr/> <hr/>                  |                     |                          |                                |

| CLIENT NAME<br>AND PLACE WHERE<br>PROJECT<br>WAS IMPLEMENTED | TEL NO &<br>EMAIL<br>ADDRESS        | DESCRIPTION OF WORK | CONTRACT<br>VALUE<br>(R) | DURATION<br>CONTRACT<br>PERIOD |
|--------------------------------------------------------------|-------------------------------------|---------------------|--------------------------|--------------------------------|
|                                                              | <div></div> <div></div> <div></div> |                     |                          |                                |
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| CLIENT NAME<br>AND PLACE WHERE<br>PROJECT<br>WAS IMPLEMENTED | TEL NO &<br>EMAIL<br>ADDRESS | DESCRIPTION OF WORK | CONTRACT<br>VALUE<br>(R) | DURATION<br>CONTRACT<br>PERIOD |
|--------------------------------------------------------------|------------------------------|---------------------|--------------------------|--------------------------------|
|                                                              | <hr/> <hr/>                  |                     |                          |                                |
|                                                              | <hr/> <hr/>                  |                     |                          |                                |
|                                                              | <hr/> <hr/>                  |                     |                          |                                |

| CLIENT NAME<br>AND PLACE WHERE<br>PROJECT<br>WAS IMPLEMENTED | TEL NO &<br>EMAIL<br>ADDRESS | DESCRIPTION OF WORK | CONTRACT<br>VALUE<br>(R) | DURATION<br>CONTRACT<br>PERIOD |
|--------------------------------------------------------------|------------------------------|---------------------|--------------------------|--------------------------------|
|                                                              | <hr/> <hr/>                  |                     |                          |                                |
|                                                              | <hr/> <hr/>                  |                     |                          |                                |
|                                                              | <hr/> <hr/>                  |                     |                          |                                |

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**4 SCHEDULE OF PROPOSED SUB-CONTRACTORS**

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**[IF NOT WRITE N/A ACROSS THE TABLE]**

Provide details on all sub-contractors you intend utilising for this contract

| Type of work to be used for              | a<br>% of contract | Name of subcontractor                       | b<br>% HDI ownership | c = a x b<br>Total contribution to HDI ownership |
|------------------------------------------|--------------------|---------------------------------------------|----------------------|--------------------------------------------------|
|                                          |                    |                                             |                      |                                                  |
|                                          |                    |                                             |                      |                                                  |
|                                          |                    |                                             |                      |                                                  |
|                                          |                    |                                             |                      |                                                  |
|                                          |                    |                                             |                      |                                                  |
|                                          |                    |                                             |                      |                                                  |
|                                          |                    |                                             |                      |                                                  |
| <b>Total % of contract subcontracted</b> |                    | <b>Total contribution of HDI ownership:</b> |                      |                                                  |

## **5 FINANCIAL REFERENCES**

### **FINANCIAL STATEMENTS (delete which is not applicable)**

I/We \_\_\_\_\_ (name of authorized representative

Confirm that we have attached a copy of the latest financial statements together with my/our Directors' and Auditors' report.

### **DETAILS OF BIDDING ENTITY'S BANK**

**If the bidder is a Joint Venture or partnership, the information requested below is required for each member / partner.**

I/ We hereby authorise the Employer to approach all or any of the following banks for the purposes of obtaining a financial reference:

| <b>DESCRIPTION OF<br/>BANK DETAIL</b>     | <b>BANK DETAILS APPLICABLE TO<br/>BIDDER</b> |
|-------------------------------------------|----------------------------------------------|
| Name of bank                              |                                              |
| Contact person                            |                                              |
| Branch name & code                        |                                              |
| Street address                            |                                              |
| Bank Telephone<br>number                  | (     )                                      |
| Account number                            |                                              |
| Type of account, (i.e.<br>cheque account) |                                              |

*Attach Bank letter with Company Bank Rating*

---

**6      DETAILS OF ALTERNATIVE BIDS SUBMITTED**  
**[WRITE N/A ACROSS THE TABLE IF NOT APPLICABLE]**

See condition of bid.

| DESCRIPTION |
|-------------|
|             |

**FORM 2.1.7 AMENDMENTS AND QUALIFICATIONS BY BIDDER**  
**[WRITE N/A ACROSS THE TABLE IF NOT APPLICABLE]**

See condition of bid

Attach additional information on a separate sheets and initial all of them

| PAGE | DESCRIPTION |
|------|-------------|
|      |             |



**PROJECT NAME: SUPPLY, DELIVERY AND INSTALLATION OF X6 HIGH MAST LIGHTS AT SECOND BEACH, MPANTU, MAMPUBE, NTAUFUFU, LUQHOQWENI AND BAMBISANA.**

## **T2.2 OTHER DOCUMENTS REQUIRED FOR BID EVALUATION PURPOSES**

### **CONTENTS**

FORM 2.2.1 DECLARATION

FORM 2.2.2 DECLARATION OF INTEREST

FORM 2.2.3 MBD 9

FORM 2.2.4 MBD 6.2 and ANNEX C

### **FORM 2.2.1 DECLARATION:**

I/ We, the undersigned:

- (a) Bid to provide to PORT ST JOHNSLOCAL MUNICIPALITY (PSJLM) with 6x High Mast Lights described both in this and the other Schedules to this Contract to which I shall annex my signature;
- (b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this bid document, regarding execution of duties;
- (c) Further agree to be bound by those conditions, set out in, "PARTS T1; T2; C1; C2; and C3", attached hereto, should this bid be accepted;
- (d) Confirm that this bid may only be accepted by Port St Johns Local Municipality by way of a duly authorised Letter of Acceptance within fourteen (14) days from the date of appointment;
- (e) Declare that we are fully acquainted with the Bid document and Schedules and the contents thereof and that we have signed the Bill of Quantities and completed the Returnable Schedules and declarations, attached hereto;
- (f) Declare that all amendments to the bid document have been initialled by the relevant authorised person and that the document constitutes a proper contract between MLM and the undersigned;
- (g) Certify that the item/s mentioned in the bid document, qualifies/qualify for the preference(s) shown;
- (h) Acknowledge that the information furnished is true and correct;
- (i) Accept that in the event of the contract being awarded as a result of preference claimed in this bid document, I may be required to furnish documentary proof to the satisfaction of MLM that the claims are correct. If the claims are found to be inflated, MLM may in addition to any other remedy it may have, recover from the company or me all costs, losses or damages incurred or sustained by MLM as a result of the award of the contract and/or cancel the contract and claim any damages which MLM may suffer by having to make less favourable arrangements after such cancellation;
- (j) Declare that no municipal rates and taxes or municipal service charges owed by the bidding company or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears; and
- (k) Declare that I have not failed to perform satisfactorily during the last five (5) years on a previous contract with the Municipality, Municipal entity or any other organ of state, after written notice was given to me that my performance was not satisfactory.

**[PLEASE SIGN ON BEHALF OF THE BIDDER]**

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**Authorised Signature:** \_\_\_\_\_

**Name of Bidding Entity:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**As witness:** \_\_\_\_\_

## **FORM 2.2.2      DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state including in instances of non-directors of the entity and also those who may be sub contracting.**
- 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 with honesty and submitted with the bid.**

**Full Name:** \_\_\_\_\_

**Identity Number:** \_\_\_\_\_

**Tax Number:** \_\_\_\_\_

**VAT Number:** \_\_\_\_\_

**3.1 Are you presently in the service of the state<sup>□</sup> YES / NO \_\_\_\_\_**

<sup>□</sup> SCM 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

If yes, furnish particulars \_\_\_\_\_

**3.2 Have you been in the service of the state for the past twelve (12) months? YES /NO**

If yes, furnish particulars \_\_\_\_\_

3.3 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**

If yes, furnish particulars \_\_\_\_\_

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

If yes, furnish particulars \_\_\_\_\_  
\_\_\_\_\_

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

If yes, furnish particulars \_\_\_\_\_  
\_\_\_\_\_

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.**

SHOULD THE INFORMATION REQUIRED ON THIS FORM NOT DULY BE SUPPLIED,  
THIS BID WILL BE AUTOMATICALLY REJECTED.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Company Name

**FORM 2.2.3 CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- a) This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- b) 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).<sup>2</sup>
- c) Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - i. Disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - ii. Cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- d) 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.
- e) In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 Institution)

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

I certify, on behalf of

---

(Name of Bidder)

that:

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 purpose
- 6.
- 7.
- 8.
9. s 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:
  - has been requested to submit a bid in response to this bid invitation;
  - could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - provides the same goods and services as the bidder and/or is in the same line of business as the bidder
10. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

11. 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 bidding with the intention not to win the bid.
12. 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.
13. 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.

**<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

14. 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.

**[PLEASE SIGN BELOW ON BEHALF OF THE BIDDER]**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Name of Bidder**

## **DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### **1. General Conditions**

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as required in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

1.6. A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

## 2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
- 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct

importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

**3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

| <u>Description of services, works or goods</u> | <u>Stipulated minimum threshold</u> |
|------------------------------------------------|-------------------------------------|
| _____                                          | _____ %                             |
| _____                                          | _____ %                             |
| _____                                          | _____ %                             |

**4. Does any portion of the services, works or goods offered have any imported content?**

*(Tick applicable box)*

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

- 4.1. If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on **[www.reservebank.co.za](http://www.reservebank.co.za)**.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

| <b>Currency</b> | <b>Rates of exchange</b> |
|-----------------|--------------------------|
| US Dollar       |                          |
| Pound Sterling  |                          |
| Euro            |                          |
| Yen             |                          |
| Other           |                          |

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

5.1. If yes, provide the following particulars:

- (a) Full name of auditor: .....  
(b) Practice number: .....  
(c) Telephone and cell number: .....  
(d) Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Accounting Officer / Accounting Authority provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY:** (Procurement Authority / Name of Municipality / Municipal Entity):  
.....

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at

least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names), do hereby declare, in my capacity as ..... of .....(name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

|                                                                    |   |
|--------------------------------------------------------------------|---|
| Bid price, excluding VAT (y)                                       | R |
| Imported content (x), as calculated in terms of SATS 1286:2011     | R |
| Stipulated minimum threshold for local content (paragraph 3 above) |   |
| Local content %, as calculated in terms of SATS 1286:2011          |   |

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

(d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Local Content Declaration - Summary Schedule

**Note:** VAT to be excluded from all calculations

[illegible]

**Signature of tenderer from Annex B**

Date: \_\_\_\_\_



**PROJECT NAME: SUPPLY, DELIVERY AND INSTALLATION OF X6 HIGH MAST LIGHTS AT SECOND BEACH, MPANTU, MAMPUBE, NTAUFUFU, LUQHOQWENI AND BAMBISANA.**

**T2.3 RETURNABLE SCHEDULES THAT WILL BE INCORPORATED IN THE CONTRACT**

**CONTENTS**

FORM 2.3.1 RECORD OF ADDENDA TO BID DOCUMENTS

**FORM 2.3.1 RECORD OF ADDENDA TO BID DOCUMENTS**  
**[WRITE N/A ACROSS THE TABLE IF NOT APPLICABLE]**

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

|    | Date | Title or Details |
|----|------|------------------|
| 1  |      |                  |
| 2  |      |                  |
| 3  |      |                  |
| 4  |      |                  |
| 5  |      |                  |
| 6  |      |                  |
| 7  |      |                  |
| 8  |      |                  |
| 9  |      |                  |
| 10 |      |                  |

Attach additional pages if more space is required.

**[PLEASE SIGN BELOW FOR THE BIDDING COMPANY]**

Signature of Authorized person: \_\_\_\_\_ Date: \_\_\_\_\_

Name of authorized person: \_\_\_\_\_ Position: \_\_\_\_\_

**PART T3: TENDER SPECIFICATIONS**

**6. FULL DESCRIPTION OF THE TENDER**

Port St Johns Local municipality would like to appoint a competent service provider registered on the national Central Supplier Database for the **PROJECT NAME: SUPPLY, DELIVERY AND INSTALLATION OF X6 HIGH MAST LIGHTS AT SECOND BEACH, MPANTU, MAMPUBE, NTAUFUFU, LUQHOQWENI AND BAMBISANA.**

Note: Unless otherwise specified, the material shall be in accordance with the specifications listed in the Bill of Quantity.

**6.1 Work Specification**

**Notes:**

- a) All works should be in accordance with the relevant specified specification (WIRING CODE SANS 0225)
- b) All labour cost shall be included in the quoted rate.
- c) High-mast light shall be operated and maintained in the horizontal position by means of a mechanical winch.

**6.2 Preliminaries**

- a) The specific contractor shall supply, deliver and install all relevant electrical apparatus in accordance with the specified wiring code.
- b) All lighting structure must comply with ISO 9001-2000 and SANS Approved and or SABS Compliant.

**6.3 Final site inspection**

All installed high masts will be inspected by a municipal official to authorise and sign off the installation documentation.

**6.4 Payment Processes**

The final invoice will be presented to the municipality with a detail report containing all the communication from the municipality and including clients, supporting documentation

indicating that the high masts were installed in accordance with the Municipality's expectation. Failure to provide this information will result in non-payment.

## **PART C1 PRICING DATA**

### **C1.1 PRICING INSTRUCTIONS**

- 1 The General Conditions of Contract, the Contract Data, the Specifications (including the Project Specifications) and the Drawings shall be read in conjunction with the Bill of Quantities.
- 2 The Bill comprises items covering the Contractor's profit and costs of general liabilities and of the construction of Temporary and Permanent Works.

Although the Bidder is at liberty to insert a rate of his own choosing for each item in the Bill, he should note the fact that the Contractor is entitled, under various circumstances, to payment for additional work carried out.

Clause 8 of each Standardized Specification, and the measurement and payment clause of each Particular Specification, read together with the relevant clauses of the Project Specifications, all set out which ancillary or associated activities are included in the rates for the specified operations.

- 3 Descriptions in the Bill of Quantities are abbreviated and may differ from those in the Standardized and Project Specifications. No consideration will be given to any claim by the Company submitted on such a basis. Should any requirement of the measurement and payment clause of the appropriate Standardized or Project Specification(s) be contrary to the terms of the Bill the requirement of the appropriate Standardized, Project, or Particular Specification as the case may be, shall prevail.
- 4 The amounts and rates to be inserted in the Bill of Quantities shall be the full inclusive amounts to the Employer for the work described under the several items. Such amounts shall cover all the costs and expenses that may be required in and for the and shall cover

**PROJECT NAME: SUPPLY, DELIVERY AND INSTALLATION OF X6 HIGH MAST LIGHTS AT SECOND BEACH, MPANTU, MAMPUBE, NTAUFUFU, LUQHOQWENI AND BAMBISANA. The costs of all general risks, profits, taxes (but excluding value-added tax), liabilities and obligations set forth or implied in the documents on which the Bid is based.**

- 6 The quantities set out in the schedule of quantities are only approximate quantities. The quantities of work finally accepted and certified for payment, and not the quantities given in the schedule of quantities, will be used to determine payments to the contractor.

- 7 An amount or rate shall be entered against each item in the Bill of Quantities, whether or not quantities are stated. An item against which no amount or rate is entered will be considered to be covered by the other amounts or rates in the Bill.

The Bidder shall also fill in a rate against the items where the words "rate only" appear in the amount column. Although no work is foreseen under these items and no quantities are consequently given in the quantity column, the stated rates shall apply should work under these items actually be required.

Should the Bidder group a number of items together and bid one sum for such group of items, the single stated sum shall apply to that group of items and not to each individual item, or should he indicate against any item that full compensation for such item has been included in another item, the rate for the item included in another item shall be deemed to be nil. The stated rates, prices and sums shall, subject only to the provisions of the Conditions of Contract, remain valid irrespective of any change in the quantities during the execution of the Contract. Rates quoted are fixed and quoted in ZAR currency; and shall not in any way be affected by rand/dollar exchange rate or any currency.

- 8 The quantities of work as measured and accepted and certified for payment in accordance with the Conditions of Contract, and not the quantities stated in the Bill of Quantities, will be used to determine payments to the Contractor. The validity of the Contract shall in no way be affected by differences between the quantities in the Bill of Quantities and the quantities certified for payment.
- 9 For the purposes of this Bill of Quantities, 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 Standardized, Project or Particular Specifications                                                                                                        |
| Quantity | : | The number of units of work for each item                                                                                                                                                                                 |
| Rate     | : | The payment per unit of work at which the Bidder bids to do the work. Should be quoted in ZAR currency only                                                                                                               |
| Amount   | : | The quantity of an item multiplied by the bid rate of the (same) item. Should be quoted in ZAR currency only                                                                                                              |
| Sum      | : | An amount bid for an item, the extent of which is described in the Bill of Quantities, the Specifications or elsewhere, but of which the quantity of work is not measured in units. Should be quoted in ZAR currency only |
- 10 The units of measurement indicated in the Bill of Quantities are metric units. The following abbreviations may appear in the Bill of Quantities:
- |          |   |                 |
|----------|---|-----------------|
| No       | = | No              |
| %        | = | Percentage      |
| Prov Sum | = | Provisional Sum |

## PART C1.2 Pricing Structure

### PRICE SHEET – BILL OF QUANTITIES

| Item Number | Description                                                     | Unit | Quantity | Rate | Total Price |
|-------------|-----------------------------------------------------------------|------|----------|------|-------------|
| <b>1.</b>   | <b>DELIVERY</b>                                                 |      |          |      |             |
|             | <b>1.1. Second Beach</b>                                        | Sum  | 1        |      |             |
|             | <b>1.2. Mpantu</b>                                              | Sum  | 1        |      |             |
|             | <b>1.3. Mampube</b>                                             | Sum  | 1        |      |             |
|             | <b>1.4. Ntafufu</b>                                             | Sum  | 1        |      |             |
|             | <b>1.5. Luqhoqweni</b>                                          | Sum  | 1        |      |             |
|             | <b>1.6. Bambisana</b>                                           | Sum  | 1        |      |             |
| <b>2.</b>   | <b>SUPPLY SABS APPROVED OR COMPLIANT.</b>                       |      |          |      |             |
|             | 2.1. Supply 30m Highmast with 10 LED fittings each              | No   | 6        |      |             |
|             | 2.2. HD Bolts & Templates sets                                  | No   | 6        |      |             |
|             | 2.3. Earthing 2 x Earth-Spikes                                  | No   | 6        |      |             |
|             | 2.4. Assembly and erection of mast                              | No   | 6        |      |             |
|             | 2.5. 400 Watts LED Light Fittings                               | No   | 60       |      |             |
|             | 2.6. Excavate and cast concrete foundation (cube test included) | No   | 6        |      |             |
|             | 2.7. Portable double drum winch                                 | No   | 6        |      |             |

|           |                                                                                      |    |   |  |  |
|-----------|--------------------------------------------------------------------------------------|----|---|--|--|
|           | 2.8. Electric Powertool                                                              | No | 1 |  |  |
| <b>3.</b> | <b>INSTALLATION</b><br><br>3.1. Testing & issuing<br>of certificate of<br>Compliance | No | 6 |  |  |

|                            |                                                                                                                                                                                                                                                                                                                                                           |                                        |                                                            |  |            |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------|--|------------|
| <b>4.</b>                  | <b>PRELIMINARY ITEMS</b><br><b>4.1</b> Site Establishment<br><b>4.2</b> CLO Rate R3500 per month<br><br><b>4.3</b> 5 x PSC Members Rate R150 per Site Meeting attended<br><b>4.4</b> Spare globes per High Mass Light per village.<br><b>4.5</b> Labor rate at R220 per day per person per Village.<br><br><b>4.6</b> 1 x Safety Rep Rate R2500 per month | No.<br>No.<br>No.<br>No.<br>No.<br>No. | 1<br>6<br>6<br>6<br>(10 per high mast light per area)<br>6 |  |            |
| <b>5.</b>                  | <b>5.1</b> Connection fee to the nearest Eskom network per high mass light                                                                                                                                                                                                                                                                                | NO                                     | 6                                                          |  |            |
| <b>6.</b>                  | <b>6.1</b> Training Municipal electricians for the maintenance (skills transfer)                                                                                                                                                                                                                                                                          | No.                                    | 1                                                          |  |            |
| 7                          | 7.1 Install surveillance camera on Second Beach and Mpantu High Mast Lights                                                                                                                                                                                                                                                                               |                                        | Prov Sum                                                   |  | 500 000.00 |
| <b>8.</b>                  | <b>8.1 PRELIMINARY STUDY</b><br>(Survey, Geotechnical, EIA AND OHS)                                                                                                                                                                                                                                                                                       | No.                                    | 1                                                          |  |            |
| Total Price Ex VAT:        |                                                                                                                                                                                                                                                                                                                                                           |                                        |                                                            |  |            |
| Contingency Fee at 10%:    |                                                                                                                                                                                                                                                                                                                                                           |                                        |                                                            |  |            |
| Sub-total:                 |                                                                                                                                                                                                                                                                                                                                                           |                                        |                                                            |  |            |
| 15% VAT:                   |                                                                                                                                                                                                                                                                                                                                                           |                                        |                                                            |  |            |
| Total Price Including VAT: |                                                                                                                                                                                                                                                                                                                                                           |                                        |                                                            |  |            |

Tenderers must note that all costs should be considered during pricing this project, the municipality will not consider any increases in prices once the project is awarded. Any further costs associated with the project and is found outside the scope will not be considered unless the findings are deemed not be in line with SANS requirements. Once

the issues of noncompliance are identified the information should be shared with the municipality immediately. On review the municipality will provide a response to the request initiated by the service provider.

It's important to note that if these findings are not reported to the municipality and are found during the municipal site inspection it will be on the cost of the service provider to rectify the problem and bring the installation to compliance standard.



**PROJECT NAME: SUPPLY, DELIVERY AND INSTALLATION OF X6 HIGH MAST LIGHTS AT SECOND BEACH, MPANTU, MAMPUBE, NTAUFUFU, LUQHOQWENI AND BAMBISANA.**

## **PART C2 AGREEMENT AND CONTRACT DATA**

C2.1 FORM OF OFFER AND ACCEPTANCE

C2.2 CONTRACT DATA

### **C1.1 FORM OF OFFER AND ACCEPTANCE [COMPULSORY]**

#### **FORM OF OFFER AND ACCEPTANCE (AGREEMENT)**

##### **1. OFFER BY THE BIDDING COMPANY**

**The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works: PROJECT NAME: SUPPLY, DELIVERY AND INSTALLATION OF X6 HIGH MAST LIGHTS AT SECOND BEACH, MPANTU, MAMPUBE, NTAUFUFU, LUQHOQWENI AND BAMBISANA.**

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

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Bidder 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.

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**IN WORDS:**

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(IN FIGURES), R

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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 Bidder before the end of the period of validity stated in the Bid Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the Bid documents and the receipt by the Bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

**FOR AND ON BEHALF ON THE BIDDER [PLEASE SIGN]:**

Signature(s) \_\_\_\_\_

Name(s) \_\_\_\_\_ Capacity \_\_\_\_\_

(Bidding Company Name) \_\_\_\_\_

Name of Witness \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**2. ACCEPTANCE**

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Bidder'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 Bidder's Offer shall form an agreement between the Employer and the Bidder 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 C1 Pricing Data

Part C2 Agreements and Contract Data, (which includes this Agreement)

Part C3 Scope of Work

AND Documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

Deviations from and amendments to the documents listed in the Bid Data and any addenda thereto listed in the Bid Schedules as well as any changes to the terms of the Offer agreed by the Bidder 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 Bidder shall within two weeks 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 Contract 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. 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 Bidder receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Bidder (now Contractor) within five working days of 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 a binding contract between the parties.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the Bid documents and the receipt by the Bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

**FOR THE EMPLOYER: PORT ST JOHNSLOCAL MUNICIPALITY [TO BE SIGNED BY MUNICIPAL MANAGER]**

Signature(s)\_\_\_\_\_

Name \_\_\_\_\_

Capacity \_\_\_\_\_

Name of Witness \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## 2. SCHEDULE OF DEVIATIONS [WRITE N/A IF NOT APPLICABLE]

Notes:

1. The extent of deviations from the bid documents issued by the Employer prior to the bid closing date is limited to those permitted in terms of the Conditions of Bid.
2. A Bidder's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the bid documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
4. Any change or addition to the bid documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

**1 Subject** \_\_\_\_\_

Details \_\_\_\_\_

**2 Subject** \_\_\_\_\_

Details \_\_\_\_\_

**3 Subject** \_\_\_\_\_

Details \_\_\_\_\_

**4 Subject** \_\_\_\_\_

Details \_\_\_\_\_

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Bidder agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Bid Data and addenda thereto as listed in the Bid Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Bidder and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the bid documents and the receipt by the Bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

**FOR THE BIDDER [PLEASE SIGN]:**

Signature(s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

(Bidder's Name) \_\_\_\_\_

Name of Witness \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**FOR THE EMPLOYER: PORT ST JOHNSLOCAL MUNICIPALITY [PLEASE SIGN]**

Signature(s) \_\_\_\_\_

Name \_\_\_\_\_

Capacity \_\_\_\_\_

Name of Witness \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_