



KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
U MASIPALA WASECAPE AGULHAS

**TENDER: APPOINTMENT OF A SERVICE PROVIDER TO
CALCULATE THE DEVELOPMENT CHARGES (DCs) UNIT
COST FOR ENGINEERING SERVICES AND OTHER
RELATED SERVICES FOR CAPE AGULHAS MUNICIPALITY
SCM9/2026/27**

BIDDERS NAME:		
CONTACT NUMBERS	Phone:	e-mail:
BBBEE STATUS LEVEL		
CSD REGISTRATION NR	MAAA	
BID AMOUNT:	R _____ (VAT inclusive)	

For Office Use	OFFICIAL STAMP
Official 1:	
Official 2:	

NO.	DESCRIPTION	PAGE NUMBERS
1	Checklist	3
2	Advert	4
3	Invitation to Bid CAMBD 1 (Compulsory Returnable Document)	5 - 6
4	Terms of reference & Pricing Schedule	7 – 18
5	Functionality	19 - 23
6	Form 2.1.4 - Key Personnel	24 -25
7	Form 2.1.5 - Experience Of The Bidder	26
8	Form 2.1.6 - Schedule Of Approach And Methodology / Work Plan	27
9	Tax Compliance Status Pin Requirements CAMBD 2 (Compulsory Returnable Document)	28
10	Authority of Signatory (Schedule 1 A) (Compulsory Returnable Document)	29 – 30
11	Compulsory Enterprise Questionnaire (Schedule 1B) (Compulsory Returnable Document)	31
12	Documents of Incorporation (Schedule 1C) (Compulsory Returnable Document)	32
13	Payment of Municipal Accounts (Schedule 1D) (Compulsory Returnable Document)	33– 34
14	Broad-Based Black Economic Empowerment (B-BBEE) Status Level Certificates (Schedule 1E) (Compulsory Returnable Document)	35– 36
15	Special Condition	37– 39
16	Form of Offer & Acceptance	40 – 41
17	Contract Data	42
18	General Conditions of Contract	43 – 48
19	Declaration of Interest CAMBD 4 (Compulsory Returnable Document)	49– 52
20	Procurement Points Claim Forms in terms of the Preferential Procurement Regulations 2022. CAMBD 6.1 (Compulsory Returnable Document)	53– 57
21	Contract Rendering of Services CAMBD 7.2 (Compulsory Returnable Document)	58 – 59
22	Declaration of Bidder's Past Supply Chain Management Practices CAMBD 8 (Compulsory Returnable Document)	60 – 61
23	Certificate of Independent Bid Determination CAMBD 9 (Compulsory Returnable Document)	62– 65

CHECK LIST FOR COMPLETENESS OF BID DOCUMENT

The bidder **MUST ENSURE** that the following checklist is completed, that the necessary documentation is attached to this bid document and that all declarations are signed:

1.	Completed page containing the details of bidder	Yes		No	
2.	Specifications & Pricing Schedules - Is the form duly completed and signed?	Yes		No	
3.	(CAMBD 2) Are a Tax Compliance status pin attached	Yes		No	
4.	(Schedule 1 A) Authority of Signatory - Is the form duly completed and signed?	Yes		No	
5.	(Schedule 1B) Enterprise Questionnaire -Is the form duly completed and signed?	Yes		No	
6.	(Schedule 1C) Documents of Incorporation - Is the form duly completed and signed?	Yes		No	
7.	(Schedule 1D) Payment of Municipal Accounts - Is the form duly completed and signed?	Yes		No	
8.	(Schedule 1E) B-BBEE certificate - Is the form duly completed and signed? Is a <u>certified or an original certificate attached</u>	Yes		No	
9.	Form of Offer - Is the form duly completed and signed?	Yes		No	
10.	Contract data - Is the form duly completed and signed?	Yes		No	
11.	(CAMBD 4) declaration of interest- Is the form duly completed and signed?	Yes		No	
12.	(CAMBD 6.1) Preference points claimed- Is the form duly completed and signed?	Yes		No	
13.	(CAMBD 8) Signed declaration of bidder's past supply chain management practices	Yes		No	
14.	(CAMBD 9) Prohibition of Restrictive Practices be completed and signed.	Yes		No	
15.	All bids must be submitted in writing on the official forms (not re-typed).	Yes		No	
16.	Bidder must initial every page of this bid document.	Yes		No	

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS CHECK LIST IS TRUE AND
CORRECT.**

Signed Date

Name Position

Tenderer

	CAPE AGULHAS MUNICIPALITY		
	REQUEST FOR TENDERS		
	ADVERTISED ON	MUNICIPAL NOTICE BOARD; MUNICIPAL WEBSITE; NATIONAL TREASURY e-TENDER	
	TENDER NO:	SCM9/2026/27	
Tenders are hereby invited for:	APPOINTMENT OF A SERVICE PROVIDER TO CALCULATE THE DEVELOPMENT CHARGES (DCs) UNIT COST FOR ENGINEERING SERVICES AND OTHER RELATED SERVICES FOR CAPE AGULHAS MUNICIPALITY		
PUBLISHED DATE:	21 August 2026	CLOSING DATE:	04 September 2026
CLOSING TIME:	No later than 12H00. Tenders will be opened immediately thereafter, in public at the Cape Agulhas Municipality, 1 Dirkie Uys Street, Bredasdorp.		
AVAILABILITY OF BID DOCUMENTS:			
Tender documents are available from Me G Koopman at telephone number 028-425-5500 during office hours or email at geraldinek@capeagulhas.gov.za .			
Date Available:	21 August 2026	Non-refundable Fee:	R 0. 00
BID RULES:			
- Tenders are to be completed in accordance with the conditions and Tender rules contained in the Tender document. - The Tender Document & supporting documents must be placed in a sealed envelope and externally endorsed with: THE TENDER NUMBER; DESCRIPTION & CLOSING DATE OF TENDER. - Tender Documents must be deposited in the Tender Box, at Municipal Offices, 1 Dirkie Uys Street, Bredasdorp or posted to reach the Municipal Manager, Cape Agulhas Municipality, PO Box 51, Bredasdorp, 7280. - Tenders may only be submitted on the Tender documentation issued by the Municipality. - A Tax Compliance status pin as issued by the South African Revenue Service, must be submitted together with the tender - The two-stage bidding process will be followed in evaluating this tender. Firstly, it will be evaluated for functionality and thereafter for price and preference - The Cape Agulhas Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept ant tender, as it may deem expedient. - Tenderers are required to be registered on the Accredited Supplier Database (CSD) from the website https://secure.csd.gov.za			
Tenders shall be evaluated in terms of the Cape Agulhas Municipality Supply Chain Management Policy & Preferential Procurement		Suppliers may claim preference points in terms of the 80/20 . Price: 80 Specific Goals: (20) a) B-BBEE Status Level contributor: 10 b) Locality of Supplier: 10 Total Points: 100	
Site Meeting / Information Session		n/a	
		Validity Period	90 days
ANY ENQUIRES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:		ANY ENQUIRES REGARDING THE QUOTING PROCEDURE MAY BE DIRECTED TO:	
Division	FINANCIAL SERVICES	Division	Supply Chain Management
Contact Person:	Mr Werner Jonker	Contact Person:	Ms. G Koopman
Tel:	e-mail Enquires Only	Tel:	e-mail Enquires Only
E-mail:	wernerj@capeagulhas.gov.za	E-mail:	geraldinek@capeagulhas.gov.za

WP RABBETS
MUNICIPAL MANAGER
PO BOX 51
BREDASDORP
7280

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CAPE AGULHAS MUNICIPALITY			
BID NUMBER:	SCM9/2026/27	CLOSING DATE:	04 September 2026
		CLOSING TIME:	12:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CALCULATE DEVELOPMENT CHARGES (DCs) UNIT COST FOR ENGINEERING SERVICES AND OTHER RELATED SERVICES FOR CAPE AGULHAS MUNICIPALITY		
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).			

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

CAPE AGULHAS MUNICIPALITY			
1 DIRKIE UYS STREET			
BREDASDORP			
7280			
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER		DATE	
CAPAMUNICIPALITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	FINANCE: SCM	DEPARTMENT	Finance
CONTACT PERSON	Geraldine Koopman	CONTACT PERSON	Mr Werner Jonker
TELEPHONE NUMBER	028 425 5500	TELEPHONE NUMBER	028 425 5500
E-MAIL ADDRESS	geraldinek@capeagulhas.gov.za	E-MAIL ADDRESS	wernerj@capeagulhas.gov.za

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3. 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

SIGNATURE OF BIDDER:

CAPAMUNICIPALITY UNDER WHICH THIS BID IS SIGNED:

DATE:

TERMS OF REFERENCE / SCOPE OF WORK

1. Purpose

Cape Agulhas Municipality seeks to appoint a multidisciplinary team of professional consultants to develop a comprehensive, legally compliant, and spatially defensible Development Charges (DC) system. The system must include the reviewing of the existing Development Charges Policy, drafting of a new By-law, Develop a DC Excel Calculator, Development Agreements Framework, and Bulk Services Drawings, in accordance with the following frameworks:

- The Municipal Fiscal Powers and Functions Act (Act 12 of 2007) and the Development Charges Regulations (2022);
- The Municipal Finance Management Act (Act 56 of 2003);
- The Municipal Systems Act (Act 32 of 2000);
- The Spatial Planning and Land Use Management Act (SPLUMA, Act 16 of 2013) and relevant provincial legislation (e.g. LUPA 2014);
- National Treasury's Development Charges Policy Framework and Implementation Guidelines (2022);
- The City Infrastructure Delivery and Management System (CIDMS, 2019); and
- Relevant engineering design standards (COTO SAGDG 2023, Red Book 2022, TMH, TRH, SANS)

The aim is to enable the Municipality to recover fair, transparent, and proportional infrastructure costs from development in compliance with legislation and aligned with its Spatial Development Framework (SDF) and long-term capital investment planning.

2. Scope

The appointed consultant must prepare, integrate, and deliver all technical, legal, financial, and policy components required for implementation of a development charges system, including all supporting drawings, data and documentation.

2.1 Inception Report

An inception report *must* be drafted after consultation with Cape Agulhas Municipality, and must include the following as a minimum:

- Project understanding, objectives, and approach;
- Comprehensive review of applicable legislation, regulations and bylaws
- Legislative and institutional framework alignment;
- Detailed project workplan and Gantt chart;
- Data requirements and gap analysis in existing municipal policies and approval procedures;
- Evaluate the Municipality's financial systems, billing mechanisms, and accounting readiness;
- Identify gaps in GRAP compliance and MFMA integration;
- Stakeholder engagement plan;
- Risk register and quality assurance plan; and
- Communication protocol and progress reporting schedule.

2.2 Bulk and External Services Costing Reports and Drawings

The consultant shall identify and cost all municipal bulk and external infrastructure by service:

- Roads;
- Water;
- Sewer;
- Stormwater Management;
- Solid Waste; and
- Electricity.

The consultant shall identify all non-municipal infrastructure within the municipal area, including:

- Provincial roads;
- Engineering infrastructure;
- Eskom networks; and
- Provincial health, education, or housing infrastructure affecting service demand.

For each of these, determine ownership, management responsibility, and the implications for DC cost recovery and Development Agreements.

The consultant shall develop a register of non-municipal infrastructure with recommendations for:

- How such assets should be treated in DC calculations;
- Protocols for coordination with Provincial and National departments; and
- References in land development comments or development agreements.

For each development area or growth node in the current SDF, provide:

- A description of its land use and development potential;
- Assessment of existing bulk service capacity and constraints;
- Identification of required upgrades and new infrastructure per service;
- Cost estimates, phasing (short/medium/long term), and responsible authority (municipal/provincial/national).

The consultant shall produce Bulk Services Drawings showing:

- Existing and proposed bulk infrastructure per Engineering service;
- Catchments, service zones, and linkages to SDF growth nodes;
- Non-municipal infrastructure (provincial, SANRAL, DWS, Eskom) clearly indicated; and
- Phasing and priority of infrastructure investments.

Deliver all drawings in CAD/PDF and GIS (SHP/GPKG) formats, geo-referenced to cadastral data.

2.3 Unit cost tables and Engineering Cost Summary

The determination of unit costs for Development Charges (DCs) relating to engineering and services shall align with the National Treasury's Policy Framework for Municipal Development Charges (as amended).

The methodology can be broadly summarised as follows:

- Planning horizon: Identify a future planning period (e.g., 5 years).
- Service demand assessment: Use town-planning scenarios and engineering master planning to determine the additional services required to ensure that, at the end of the planning horizon, the combined capacity of existing and future infrastructure matches the projected number of consumption units (current plus future demand). Where master planning does not exist, framework-level assumptions must be developed and approved by the Municipality to identify bulk engineering services (e.g., roads, stormwater). Where master planning is available, it must be applied to reflect bulk engineering service requirements.
- Inclusion of undeveloped land: All undeveloped mother erven, remainders identified in the latest Spatial Development Framework (SDF), and undeveloped properties with land-use rights that could require bulk engineering services (e.g., commercial, industrial, or business uses) must be included in determining bulk service requirements and DC calculations. The potential demand for bulk and link services of each undeveloped erf must be briefly assessed and documented.
- Cost estimation: Estimate the replacement cost of existing infrastructure and the present-day cost of future infrastructure, as if all were to be constructed currently.

- Consumption units: Determine the number of consumption units that the total infrastructure (existing and planned) will serve, comprising both current and projected demand.
- Unit cost calculation: Derive the unit cost by dividing the total infrastructure cost by the number of consumption units.

Development charge calculation: Calculate the DC applicable to a specific development by multiplying the net additional consumption demand of that development by the unit consumption cost factor.

The consultant shall:

- Compile detailed unit cost tables per Engineering service type and per Town area and for the municipal area as a whole; and
- Provide escalation methodology to be followed annually, contingencies, and update procedures.
- The engineering services include the following:
 - Water
 - Sewerage
 - Electricity
 - Stormwater
 - Solid Waste
 - Municipal Roads
- The Towns are:
 - Bredasdorp;
 - Arniston / Waenhuiskrans;
 - Struisbaai;
 - L'Agulhas
 - Suiderstrand;
 - Napier;
 - Elim;
 - Klipdale and Proteem
 Secondary development nodes

2.4 Develop an Excel DC Calculator

- Using the National Treasury DC calculator, the consultant is to input all data determined from the analysis of Cape Agulhas Municipality's bulk engineering services integrating:
- Service-specific infrastructure replacement costs;
- ERU/demand conversion methodology;
- Town-based spatial allocation with a combination option of all the towns;
- Sensitivity testing and escalation factors; and
- Build-in user manual and conduct 1 training session for officials.

2.5 Draft Development Charges Policy

The consultant shall draft the current DC policy covering, *inter alia*,:

- Objectives, scope, definitions and guiding principles;
- Cost allocation, exemptions, credits, and offsets;
- Payment timing, escalation, and review cycle;
- Governance structure and reporting obligations;
- Specify when development agreements are required and their timing;
- How development agreements interact with DC credits, offsets, guarantees; and
- Procedures for enforcement and security.

2.6 Drafting Development Charges By-law

The consultant shall draft a by-law that gives legal effect to the DC Policy and model.

The by-law must include procedural clauses for:

- Imposition and collection of charges;
- Payment timing, refunds, and appeals;
- Penalties, interest, and exemptions;
- Incorporate Development Agreement schedules and standard clauses; and
- Ensure alignment with relevant legislation.

2.7 Development Engineering Agreements

The consultant shall draft a Bulk Engineering Agreement used by the municipality, and where relevant, amend or add agreements as required. Overall, the consultant must:

- Define the agreement's timing within the land-use approval process (post approval, pre-clearance, or pre-construction);
- Provide a process flowchart linking payment triggers, guarantees, and approval steps;
- Ensure compliance with legislation;
- Incorporate non-municipal infrastructure interfaces;
- Define when the Municipality must refer developers to other authorities;
- Provide standard coordination clauses for joint approvals or service connections; and
- Specify how non-municipal assets are treated when giving engineering comments or drafting agreements.

2.8 Development Conditions

The consultant shall provide draft standardized engineering comment templates and model conditions that identify Development Charges applicability, Development Charges requirements and non-municipal infrastructure implications

2.9 Financial and Legal Compliance Report

The consultant shall draft a Financial and Legal Compliance report to ensure that Cape Agulhas Municipality's Development Charges (DC) Policy and By-law are financially sound, legally defensible, and compliant with all relevant national and municipal legislation, regulations, and standards. The appointed consultants must produce comprehensive Financial and Legal Compliance Reports that will accompany the revision of the DC Policy and By-law.

The consultant shall:

- Verify that the DC Policy complies with the Municipal Fiscal Powers and Functions Act (Act 12 of 2007), its Development Charges Regulations (2022), the Municipal Finance Management Act (MFMA, Act 56 of 2003), and other applicable legislation;
- Demonstrate financial alignment with the Municipal Budget, Capital Investment Framework (CIF), Integrated Development Plan (IDP), and mSCOA requirements;
- Provide a transparent and defensible basis for determining, implementing, and managing Development Charges in the Municipality;
- Ensure that bylaw and policy processes for the administration, collection, allocation, and spending of DC funds comply with financial and legal governance requirements.

2.10 Ad-hoc Reports

The consultant shall provide ad hoc support reports throughout the assignment to assist the Municipality in resolving project-specific issues, queries, or stakeholder requests that arise outside the main deliverables. These include, but are not limited to:

(a) Engineering Ad Hoc Reports

- Hydraulic or capacity checks for individual bulk service components
- Intersection or access assessments related to provincial roads
- Verification of as-built or proposed drawings submitted by developers
- Input into service connection or phasing disputes

(b) Financial Ad Hoc Reports

- Cost allocation or offset verification for site-specific developments
- Annual escalation calculations of Engineering Services unit costs
- Cash-flow or audit support reports for DC accounting

(c) Planning and Legal Ad Hoc Reports

- Interpretation of SDF or zoning amendments affecting DC areas
- Review of development applications requiring additional Development agreement provisions
- Legal clarification memoranda for Council or Provincial submissions

All ad hoc tasks shall be performed **on an hourly basis** approved in writing by the Municipality before commencement and shall form part of the professional services under this contract.

3. Further information relating to this tender

Further electronic information can be requested from the municipality.

Contact Person: Ms Nicole Manual
Tel nr 028 425 5500
Email : nicolem@capeagulhas.gov.za

Signed

Date

Name

Position

Tenderer

PRICING SCHEDULE

PLEASE NOTE

- All bids must be submitted on the official forms supplied by the municipality
- Under no circumstances, whatsoever may the bid forms be retyped or redrafted
- The prices cast must include all related costs of bringing the service to council, without any hidden costs.
- The rate shall remain fixed for the duration of the financial year. No other price adjustments, other than the prices and percentage increases disclosed in the tender pricing schedule, shall be allowed.
- The Bidder MUST indicate whether he/she/the entity is a registered VAT Vendor or not.
- In the case of the Bidder not being a registered VAT Vendor, both columns (sub-total/total excluding AND including VAT) must reflect the same amount.
- Please take note that bidders that do not complete the mentioned pricing schedule will be considered as submitting a non-responsive bid.
- The quantities indicated are only estimates and might vary during the contract period due to the municipality's operational requirements and available budget. This is only indicated as such for evaluation purposes

	INDICATE WITH AN „X”							
Are you/is the firm a registered VAT Vendor	YES			NO				
If “YES”, please provide VAT number								

I / We _____

(Full name of Bidder) the undersigned in my capacity as _____

Of the firm _____

Hereby offer to Cape Agulhas Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Cape Agulhas Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

PRICING SCHEDULE - CALCULATION OF DEVELOPMENT CHARGES UNIT COST FOR ENGINEERING SERVICES AND OTHER RELATED SERVICES		
Engineering Categories and DPSA rates:		
Category as per par. 4.2(2) and 4.2(3) of ECSA guideline	DPSA Salary band	DPSA fee per hour
Category A {4.2(3)(a)(i)}	15	R 3,080.04
Category B {4.2(3)(a)(i)}	14	R 2,150.53
Category C {4.2(3)(a)(ii)}	12	R 1,482.21
Category D {4.2(3)(a)(iii)}	11	R 1,250.67
Fuel (Department of Transport: Category D cent per kilometre)		
Petrol		Cent / km
Up to 1550		466.80
1550-1950		502.70
1951-2150		580.90
2151-2500		659.60
2501-3500		869.20
Greater than 3500		976.10
Diesel		Cent / km
Up to 2150		637.50
2151-2500		784.60
2501-3500		827.50
Greater than 3500		1007.90
Recoverable Expenses (Department of Public Works)		
Paper size		Fee
A4 Black on White		R 1.30
A4 Coloured		R 1.70
A3 Black on White		R 2.90
A3 Coloured		R 3.40
A2		R 24.80
A1		R 38.80
A0		R 55.05
Binder Set A4		R 28.80
Binder Set A3		R 37.70
*Duplicating/Print in Colour A4		R 35.50
*Duplicating/Print in Colour A3		R 47.60
*Payable only upon prior written approval by CAPE AGULHAS To be calculated during evaluation Project lead will be responsible to sign-off on each stage under Services.		

*Deliverables/ Services below to be in line with ECSA guideline 26 March 2021 (clause 3.2.1 and 3.2.2).
All overheads to be included in the rate provided for the stage works tendered i.e. travel cost associated with stage work is included in the rate tendered.*

Services	Consultant: Fee and hours			
	Fee per hour	Hours	Total	Percentage (%)
2.1 Inception Report				
Engineering Category A				
Engineering Category B				
Engineering Category C				
Engineering Category D				
Subtotal				
Percentage (%) allocated for this service				
2.2 Bulk and External Services Costing Reports and Drawings				
Engineering Category A				
Engineering Category B				
Engineering Category C				
Engineering Category D				
Subtotal				
Percentage (%) allocated for service				
2.3 Unit cost tables and Engineering Cost Summary				
Engineering Category A				
Engineering Category B				
Engineering Category C				
Engineering Category D				
Subtotal				
Percentage (%) allocated for this service				
2.4 Excel DC Calculator				
Engineering Category A				
Engineering Category B				
Engineering Category C				
Engineering Category D				
Subtotal				
Percentage (%) allocated for this service				

*Deliverables/ Services below to be in line with ECSA guideline 26 March 2021 (clause 3.2.1 and 3.2.2).
All overheads to be included in the rate provided for the stage works tendered i.e. travel cost associated with stage work is included in the rate tendered.*

Services	Consultant: Fee and hours			
	Fee per hour	Hours	Total	Percentage (%)
2.5 Draft of Development Charges Policy				
Engineering Category A				
Engineering Category B				
Engineering Category C				
Engineering Category D				
Subtotal				
Percentage (%) allocated for this service				
2.6 Drafting a Development Charges By-law				
Engineering Category A				
Engineering Category B				
Engineering Category C				
Engineering Category D				
Subtotal				
Percentage (%) allocated for this service				
2.7 Development Engineering Agreements				
Engineering Category A				
Engineering Category B				
Engineering Category C				
Engineering Category D				
Subtotal				
Percentage (%) allocated for this service				
2.8 Development Conditions				
Engineering Category A				
Engineering Category B				
Engineering Category C				
Engineering Category D				
Subtotal				
Percentage (%) allocated for this service				

Deliverables/ Services below to be in line with ECSA guideline 26 March 2021 (clause 3.2.1 and 3.2.2).

All overheads to be included in the rate provided for the stage works tendered i.e. travel cost associated with stage work is included in the rate tendered.

Services	Consultant: Fee and hours			
	Fee per hour	Hours	Total	Percentage (%)
2.9 Financial and Legal Compliance Report				
Engineering Category A				
Engineering Category B				
Engineering Category C				
Engineering Category D				
Subtotal				
Percentage (%) allocated for this service				
2.10 Adhoc Reports				
Engineering Category A				
Engineering Category B				
Engineering Category C				
Engineering Category D				
Subtotal				
Percentage (%) allocated for this service				
Expenses and costs (other additional services)				
To be provided by tenderer	Cost Estimate by the Municipality	Mark-up in %	Cost Estimate plus mark-up	
Finance Services Professional (Chartered Accountant SA – CA (SA))				
Town planning				
Legal Services				
Add Other Specialist Services if applicable				
Add Other Specialist Services if applicable				
Add Other Specialist Services if applicable				
Add Other Specialist Services if applicable				
Total of Other Additional Services				
Percentage (%) allocated for this service				

Expenses and costs (travel cost)			
<i>To be provided by tenderer</i>	Fee - See cent / km table above	Kilometres	Cost Estimate (By Tenderer)
Engineering Category A			
Engineering Category B			
Engineering Category C			
Engineering Category D			
Total for Ad-hoc matters			
Percentage (%) allocated for this cost			
<i>Travelling Rate per km for various categories of professionals should not exceed Department of Transport prescribed rates.</i>			
Expenses and costs (recoverable expenses)			
<i>Refer to ECSA Guideline 26 March 2021 (clause 4.5.2)</i>	Fee - See Recoverable expenses table above	Estimated number of pages	Cost Estimate
A4 Black on White			
A4 Coloured Paper			
A3 Black on White			
A3 Coloured Paper			
A2			
A1			
A0			
Binder Set A4			
Binder Set A3			
*Duplicating/Print in Colour A4			
*Duplicating/Print in Colour A3			
<i>Lump Sum for other Disbursements depending on the size of the project (refer to ECSA, 26 March 2021 - 4.5(2)(c) & (f))</i>			
Total for Recoverable Expenses			
Percentage (%) allocated for this cost			
*Payable only upon prior written approval by Cape Agulhas			

TENDER PRICE		
Type of service or cost	%	R
2.1 Inception Report		
2.2 Bulk and External Services Costing Reports and Drawings		
2.3 Unit cost tables and Engineering Cost Summary		
2.4 Excel DC Calculator		
2.5 Draft of Development Charges Policy		
2.6 Drafting a Development Charges By-law		
2.7 Development Engineering Agreements		
2.8 Development Conditions		
2.9 Financial and Legal Compliance Report		
2.10 Ad-hoc Reports		
Expenses and costs (other additional services)		
Expenses and costs (travel cost)		
Expenses and costs (recoverable expenses)		
TOTAL (excluding VAT)		
15% VAT		
TOTAL (including VAT) (to be used for evaluations purpose)		

Signed

Date

Name

Position.....

Tenderer

<u>SUMMARY OF FUNCTIONALITY</u>	<u>SCORING</u>
Key Personnel	55
Experience of the Bidder	20
Proposed Approach and Methodology	25
<u>TOTAL</u>	<u>100</u>

Note: The minimum score per functionality criteria must be obtained for bidders to be evaluated further.

KEY PERSONNEL:		55
COMPOSITION OF KEY PERSONNEL ON THE PROFESSIONAL TEAM TO CALCULATE THE DEVELOPMENT CHARGES (DCs) UNIT COSTS FOR ENGINEERING SERVICES AND OTHER RELATED SERVICES		
Form 2.1.5 to be completed		
Personnel can fulfil multiple roles in any of the 7 categories below		
Functionality criteria	Evaluation criteria	Maximum score
1. Lead Project Engineer (Project Lead)		15
CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services. <u>Compulsory:</u> ECSA Registration Certificate.	Based on post professional registration years of relevant experience:	
	More than 10 years: 15 points	
	Between 5 and 10 years: 10 points	
	Less than 5 years: 5 points	
	Not registered or no proof: 0 points	
2. Transport Engineer		10
CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services. <u>Compulsory:</u> ECSA Registration Certificate.	Based on post professional registration years of relevant experience:	
	More than 10 years: 8 points	
	Between 5 and 10 years: 6 points	
	Less than 5 years: 3 points	
	Not registered or no proof: 0 points	
Municipal Bulk Infrastructure experience, relevant to "Transport" is evident in the CV.	Municipal Bulk Infrastructure experience relevant to Transport: (Yes = 2 points, No = 0 points)	

Functionality criteria	Evaluation criteria	Maximum score
3. Water Engineer		5
CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services. <u>Compulsory:</u> ECSA Registration Certificate. Municipal Bulk Infrastructure experience, relevant to "Water" is evident in the CV.	Based on post professional registration yearsof relevant experience:	
	More than 10 years: 4 points	
	Between 5 and 10 years: 3 points	
	Less than 5 years: 1 point	
	Not registered or no proof: 0 points	
	Municipal Bulk Infrastructure experience relevant to Water: (Yes = 1 point, No = 0 points)	
4. Sewer Engineer		5
CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services. <u>Compulsory:</u> ECSA Registration Certificate. Municipal Bulk Infrastructure experience, relevant to "Sewer" is evident in the CV.	Based on post professional registration yearsof relevant experience:	
	More than 10 years: 4 points	
	Between 5 and 10 years: 3 points	
	Less than 5 years: 1 point	
	Not registered or no proof: 0 points	
	Municipal Bulk Infrastructure experience relevant to Sewer: (Yes = 1 point, No = 0 points)	
5. Stormwater Engineer		5
CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services. <u>Compulsory:</u> ECSA Registration Certificate. Municipal Bulk Infrastructure experience, relevant to "Stormwater" is evident in the CV.	Based on post professional registration years of relevant experience:	
	More than 10 years: 4 points	
	Between 5 and 10 years: 3 points	
	Less than 5 years: 1 point	
	Not registered or no proof: 0 points	
	Municipal Bulk Infrastructure experience relevant to Stormwater: (Yes = 1 point, No = 0 points)	

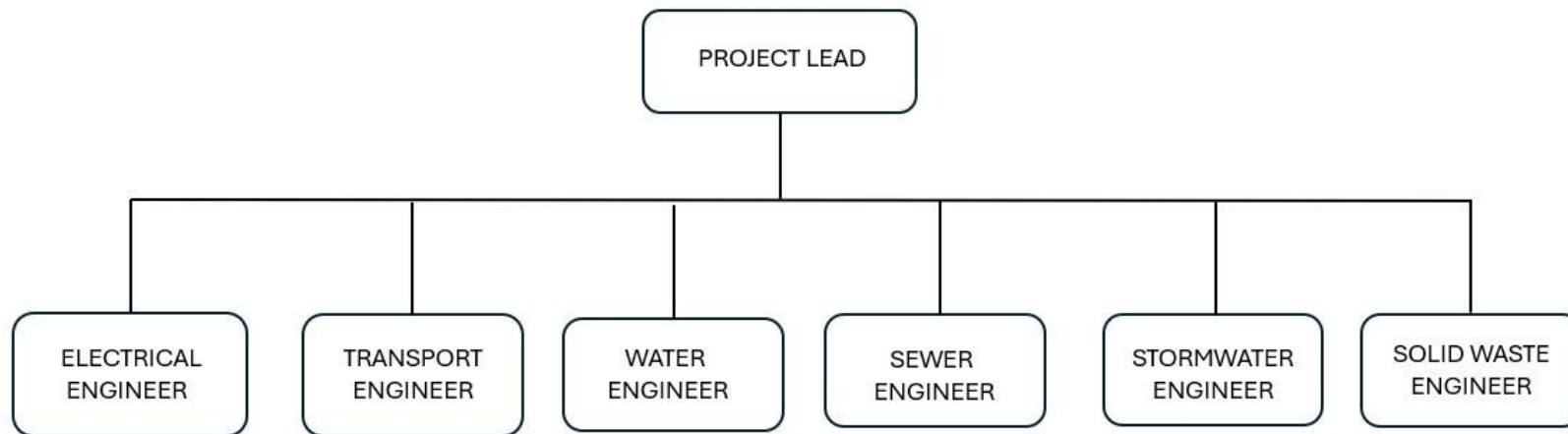
Functionality criteria	Evaluation criteria	Maximum score
6. Solid Waste Engineer		5
CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services. <u>Compulsory:</u> ECSA Registration Certificate. Municipal Bulk Infrastructure experience, relevant to "Solid Waste" is evident in the CV.	Based on post professional registration yearsof relevant experience:	
	More than 10 years: 4 points	
	Between 5 and 10 years: 3 points	
	Less than 5 years: 1 point	
	Not registered or no proof: 0 points	
	Municipal Bulk Infrastructure experience relevant to Solid Waste: (Yes = 1 point, No = 0 points)	
7. Electrical Engineer		10
CV and registration of a Civil Engineer Or Electrical Engineer registered as Pr. Eng. with number of years, or a Civil/Electrical Engineering Technologist registered as Pr. Eng Tech with number post registered years' experience in high-level planning and design of bulk municipal services. <u>Compulsory:</u> ECSA Registration Certificate. Municipal Bulk Infrastructure experience, relevant to "Electricity" is evident in the CV.	Based on post professional registration yearsof relevant experience:	
	More than 10 years: 8 points	
	Between 5 and 10 years: 6 points	
	Less than 5 years: 3 points	
	Not registered or no proof: 0 points	
	Municipal Bulk Infrastructure experience relevant to Electricity: (Yes = 2 points, No = 0 points)	
EXPERIENCE OF THE BIDDER:		20
EVIDENCE OF SUCCESSFUL CALCULATION OF DEVELOPMENT CHARGES UNIT COST FOR ENGINEERING SERVICES		
Form 2.1.4 to be completed		
Functionality criteria	Evaluation criteria	Maximum score
Evidence of successful calculation of development charges unit costs for engineering services. Only experience of calculating development charges unit cost for municipal engineering services will be evaluated here. <u>Compulsory:</u> Provide reference letters from previous employers for each project	Experience of the Bidder will be measured against the number of similar projects completed:	20
	3 and more projects – 20 points	
	2 Projects – 15 points	
	1 Project – 8 points	
	0 Project – 0 points	

PROPOSED APPROACH AND METHODOLOGY:		25
Form 2.1.7 to be completed		
The bidder must indicate how they will execute ALL the deliverables that is included in Part C3.1, paragraph 2.1 - 2.10		
A separate document must be prepared, and included in the bidding document, it must be properly formatted and indexed and must speak to the requirements in paragraphs 2.1 - 2.10 in Part C3.1		
These 10 services/ deliverables are: 1. Inception Report 2. Bulk and External Services Costing Reports and Drawings 3. Unit cost tables and Engineering Cost Summary 4. National Treasury Excel DC Calculator 5. Draft of DC policy of Cape Agulhas municipality 6. Drafting of a DC By-Law 7. DC Agreements 8. DC Conditions 9. Financial and Legal Compliance Report 10. Ad-hoc Reports		
Functionality criteria	Evaluation criteria	Maximum score
Each of the 10 separate sections should be included in the document, and the approach and methodology were explained.	The 10 separate sections in paragraph 2.1 - 2.10 were all included and the approach and methodology explanation were above average - 10 points	10
	Only some of the 10 sections in paragraph 2.1 - 2.10 were included, or the approach and methodology explanation was average - 5 points	
	None of the 10 sections in paragraph 2.1 - 2.10 were included, or the approach and methodology explanation was below average - 0 points	
The use of the professional personnel for each required service should be clearly demonstrated in each of the 10 separate sections	The personnel nominated elsewhere in the tender document are all allocated under each of the 10 separate sections - 5 points	5
	Only some of the personnel nominated elsewhere in the tender document were allocated under the 10 separate sections - 3 points	
	None of the personnel nominated elsewhere in the tender document were allocated under the 10 separate sections - 0 points	

Functionality criteria	Evaluation criteria	Maximum score
The approach and methodology how the Engineering Services unit costs, using the Replacement Cost method, will be calculated should be clearly demonstrated in the document.	The approach and methodology provided to calculate DC unit cost for Engineering Services are above average - 5 points	5
	The approach and methodology provided to calculate DC unit cost for Engineering Services are average - 3 points	
	The approach and methodology provided to calculate DC unit cost for Engineering Services below average - 0 points	
The approach and methodology how the National Treasury Excel DC calculator will be set-up/ bespoke for Cape Agulhas Municipality should be clearly demonstrated in the document.	The approach and methodology provided how the NT Excel DC calculator will be set-up/ bespoke for Cape Agulhas is above average - 5 points	3
	The approach and methodology provided how the NT Excel DC calculator will be set-up/ bespoke for Cape Agulhas is average - 3 points	
	The approach and methodology provided how the NT Excel DC calculator will be set-up/ bespoke for Cape Agulhas is below average - 0 points	
The approach and methodology how the current DC policy will be reviewed, using the track changes function in Microsoft Word, should be clearly explained in the document. The source and rationale of new additions to the current DC policy should be explained.	The approach and methodology provided is above average - 2 points	2
	The approach and methodology provided is average - 1 point	
	The approach and methodology provided is below average - 1 point	

FORM 2.1.4 - KEY PERSONNEL

The Tenderer shall list below the key personnel, whom he proposes to employ on the projects should his Tender be accepted, both at his headquarters and on the Site, to direct and for the execution of the work, together with their qualifications, experience, positions held and their nationalities. **Personnel listed must complete the work. Alternatives must be approved by the Municipality before undertaking any work.** A professional may be deployed on more than one (1) engineering service.



PROJECT PHASE	DESIGNATION	NAME OF NOMINEE	SUMMARY OF		
			QUALIFICATIONS AND NQF STATUS	PROFESSIONAL REGISTRATION NUMBER	POST PROFESSIONAL REGISTRATION YEARS OF RELEVANT EXPERIENCE
PROFESSIONAL TEAM	Lead Project Engineer				
	Transport Engineer				
	Water Engineer				
	Sewer Engineer				
	Stormwater Engineer				
	Solid Waste Engineer				
	Electrical Engineer				

Signed

Date

Name

Position

Tenderer

FORM 2.1.5 - EXPERIENCE OF THE BIDDER

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work). In addition to any requirements, bidders must furnish particulars of:

Name of client	Reference included (Yes or No)	Calculation of Unit Cost's	Value (R, VAT excluded)	Year		Reference	
					Contact person	Client	Tel no

Signed

Date

Name

Position

Tenderer

***** PLEASE ATTACH PREVIOUS WORK EXPERIENCE TO ANNEXURE 3**

FORM 2.1.6 - SCHEDULE OF APPROACH AND METHODOLOGY / WORK PLAN *Approach and Methodology Form to be completed.*

Understanding the terms of reference

1. Do you, as the service provider, understand what is required?

(Tick Appropriate Block)

Yes		No	
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- 2. If you answered Yes to question 1 above, prepare a separate report that will document your approach and methodology on how you will implement the requirements of this tender.
- 3. The requirements on how to complete this document are provided in Part C3.1, paragraph 2.1 - 2.10 of this tender document.
- 4. Your document will be evaluated against the criteria that was determined and included in Form 2.1.3 – Functionality.

***** PLEASE ATTACH A DETAILED APPROACH & METHODOLOGY/WORK PLAN TO ANNEXURE 4 TO COVER AS A MINIMUM THE REQUIREMENTS FOR THE CALCULATION OF THE DEVELOPMENT CHARGES (DCs) UNIT COSTS FOR ENGINEERING SERVICES AND THE REVISION OF THE DCs POLICY AND BYLAW .**

TAX COMPLIANCE STATUS PIN

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

In terms of SCM Regulation 43(1) and the scm policy of a municipality must, irrespective of the procurement processes followed, state that the municipality may not make any award to a person whose tax matters have not been declared in order by the South African Revenue Services. Before making an award to a person, a municipality must first check with SARS whether that persons tax matters are in order.

The tenderer **must** attach to this page a **Tax Compliance status pin that remains valid for the duration of the bid validity**, as issued by the South African Revenue Service.

Failure to submit a Tax Compliance status pin will result in the invalidation of the tender.

Signed

Date

Name

Position.....

Tenderer

SCHEDULE 1A: AUTHORITY OF SIGNATORY

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

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

A. Certificate for company

I,....., chairperson of the board of directors of hereby confirm that by resolution of the board (copy attached) taken on20...., Mr/Mrs.....acting in the capacity of.....,was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

As witness

1.....
Chairman
2.....
Date

B. Certificate of partnership

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

hereby authorise Mr/Mrs....., acting in the capacity of.....to sign all documents in connection with the tender for Contract.....and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

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

C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Mrs....., authorised signatory of the company

acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract.....and any other contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPAMUNICIPALITY
Lead partner		

D. Certificate for sole proprietor

I,, hereby confirm that I am the sole owner of the business trading as.....

As Witness:

1.....
Signature: Sole owner

2.....
Date

E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as.....hereby authorise Mr/Mrs.....

Acting in the capacity of....., to sign all documents in connection with the tender for Contract.....and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

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

SCHEDULE 1B: COMPULSORY ENTERPRISE QUESTIONNAIRE

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

Section 1: Enterprise details

Name of enterprise	
Contact Person	
Email	
Telephone	
Cellphone	
Fax	
Physical Address	
Postal Address	
Central supplier database registration number	MAAA

Section 2: Particulars of companies and close corporations

Company / Close Corporation registration number:	
--	--

Section 3: SARS information:

Tax reference number:	
VAT registration number, if any:	

Section 4: CIDB registration number: N/A

Section 5: Particulars of principles

Principle: means a natural person who is a partner in partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act. No. 71 of 2008) a member of a close corporation registered in terms of the Close Corporation Act, 1984 (Act No.69 of 1984)

Full name of principal	Identity number*	Personal income tax number*

* Please complete and attach copies of Identity documents.

Section 6: Banking Details of companies and close corporations

Bank name and branch:

Bank account number:

Name of account holder:

Signed Date

Name Position

Tenderer

SCHEDULE 1C: DOCUMENTS OF INCORPORATION (CK2)

The Tenderer **must** attach to this page a copy of the certificate of incorporation of his/her company, close corporation or partnership. In the case of a joint venture between two or more firms, the tenderer shall attach a copy of the document of incorporation of the joint venture.

Signed Date

Name Position.....

Tenderer.....

SCHEDULE 1D: PAYMENT OF MUNICIPAL ACCOUNTS

In terms of the Municipal Supply Chain Management Policy and System and its Preferential Procurement Policy, tenderers **must** ensure that they are up-to date with their payments of municipal accounts.

The tenderer **must attach to this page**, a Latest Municipal account, which provides proof that his payment of Municipal accounts is up-to-date and complete the certificate for municipal services on the next page. In the event of leasing, a lease agreement **Must** be attached to the tender document.

Signed

Date

Name

Position.....

Tenderer

CERTIFICATE FOR MUNICIPAL SERVICES (COMPULSORY TO COMPLETE)

DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003) - (To be signed in the presence of a Commissioner of Oaths)

I, _____, _____ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Cape Agulhas Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of _____ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

FURTHER DETAILS OF THE BIDDER'S Director / Shareholder Partners, ect.:

Director /Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

NB: Please attach certified copy(ies) of ID document(s)

If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)

Signature	Position	Date

COMMISSIONER OF OATHS Signed and sworn to before me at _____, on this _____ day of _____ 20____ by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience. COMMISSIONER OF OATHS:- Position: _____ Address: _____ Tel: _____	Apply official stamp of authority on this page:
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SCHEDULE 1E: BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) STATUS LEVEL CERTIFICATES

A bidder who qualifies as an EME in terms of the B-BBEE Act **must** submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.

A Bidder other than EME or QSE **must submit their original and valid B-BBEE status level verification certificate or a certified copy** thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

MINIMUM REQUIREMENTS FOR VALID B-BBEE STATUS LEVEL VERIFICATION CERTIFICATES (The following information must be on the face of the certificate)	Indicate with (x)	
	yes	no
The name and the physical location of the measured entity		
The registration number and, where applicable, the VAT number of the measured entity		
The date of issue and date of expiry		
The certificate number for identification and reference		
The scorecard that was used (for example EME, QSE or Generic)		
The name and / or logo of the verification Agency		
The SANAS logo		
The certificate must be signed by the authorized person from the Verification Agency		
The B-BBEE Status level of Contribution obtained by the measured entity.		

Failure on the part of a bidder **to claim, fill in and/or to sign CAMBD 6.1 and submit** a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

Signed Date

Name Position.....

Tenderer

FOR INFORMATION PURPOSES ONLY

PLEASE NOTE THE FOLLOWING REQUIREMENTS REGARDING VALIDATION OF B-BBEE SCORE.

1 EMEs

ONLY THE FOLLOWING WILL BE ACCEPTED:

- 1.1. **A VALID ORIGINAL** sworn affidavit, confirming annual turnover and level of black ownership
or
- 1.2. **A VALID** affidavit / certificate issued by Companies Intellectual Property Commission (CIPC);
or
- 1.3. **A VALID ORIGINAL** B-BBEE status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their B-BBEE rating issued by:
 - 1.3.1. A registered Auditor approved by the Independent Regulatory Board for Auditors (IRBA); **or**
 - 1.3.2. A verification Agency accredited by the South African National Accreditation System (SANAS).

2. QSEs

ONLY THE FOLLOWING WILL BE ACCEPTED:

- 2.1. **A VALID ORIGINAL** sworn affidavit, confirming annual turnover and level of black ownership
or
- 2.2. **A VALID ORIGINAL** B-BBEE status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their B-BBEE rating issued by:
 - 2.2.1. A registered Auditor approved by IRBA; **or**
 - 2.2.2. A verification Agency accredited by SANAS.

2. BIDDERS OTHER THAN EMEs & QSE's

- 3.1. The bidder **MUST** submit either a **VALID ORIGINAL B-BBEE** status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their **B-BBEE** rating issued by:
 - 3.1.1. A Registered Auditor approved by IRBA; **or**
 - 3.1.2. A Verification Agency accredited by SANAS.

WHEN CONFIRMING THE VALIDITY OF CERTIFICATES ISSUED BY AN AUDITOR REGISTERED WITH IRBA, THE FOLLOWING SHOULD BE DETAILED ON THE FACE OF THE CERTIFICATE:

- 4.1. The Auditor's letterhead with FULL contact details;
- 4.2. The Auditor's practice number;
- 4.3. The name and physical location of the measured entity;
- 4.4. The registration number and, where applicable, the VAT number of the measured entity;
- 4.5. The date of issue and date of expiry;
- 4.6. The B-BBEE Status Level of Contribution obtained by the measured entity; and
- 4.7. The total black shareholding and total black female shareholding.

SPECIAL CONDITIONS

The following general conditions will apply to the tender:

1. **All bids must be submitted on the official forms supplied by the municipality.**
2. Under no circumstances, whatsoever may the bid forms be redrafted.
3. Subject to the provisions of clause 5 of this document, no alterations / corrections to the information in the document (including pricing) may be performed by pasting another page over it with glue.
4. **The use of correction fluid / tape is prohibited.**
5. Notwithstanding the provisions of clause 3 of this document, alterations and/or corrections may only be affected as follows:
 - 5.1 By striking a straight line in black ink through the incorrect information in such a manner that the information that has been struck through remains legible; writing, the altered or corrected information as appropriate (under, above or next to the information to be corrected) and initialing in the margin next to each and every alteration or correction.
 - 5.2 All corrections/alterations to the Pricing Schedule / Bill of Quantities (BoQ) and / or any pricing not effected in accordance with clause 5.1 above, will be rejected.
6. Bids submitted must be complete in all respects.
 - 6.1 The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
 - 6.2 The bidder must ensure that his/her bid document is securely bound.
 - 6.2.1 All supporting documents must be submitted by either stapling it to the relevant form in the bid document, or by submitting a bound annexure containing all supporting documents.
 - 6.2.2 The Municipality will not take any responsibility for missing / lost pages, in cases where the bidder submits loose pages (not securely attached to the bid document or annexure with supporting documents).
7. All schedules as well as the following documents **must** be completed and submitted with the bid documents, failure to complete and submit the following will invalidate your bid:
 - a) **CAMBD 1** - Invitation to Bid
 - b) **CAMBD 4** - Declaration of Interest
 - c) **CAMBD 6.1** - Preference Points Form in Terms of The Preferential Procurement Regulations 2022
 - d) **CAMBD 8** - Declaration of Bidder's Past Supply Chain Management Practices
 - e) **CAMBD 9** - Certificate of Independent Bid Determination
 - f) **Form of Offer and Acceptance**
8. We undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.
9. A firm completion period/date must be indicated from the official order date.
10. No bid will be accepted from persons in the service of the state.
11. Sealed tender marked "**Tender Nr: SCM9/2026/27 APPOINTMENT OF A SERVICE PROVIDER TO CALCULATE THE DEVELOPMENT CHARGES (DCS) UNIT COST FOR ENGINEERING SERVICES AND OTHER RELATED SERVICES FOR CAPE AGULHAS MUNICIPALITY**" must be placed in the tender box at the Municipal Offices, 1 Dirkie Uys Street, Bredasdorp or posted to reach the Municipal Manager, Cape Agulhas Municipality, PO Box 51, Bredasdorp, 7280 not later than 12:00 on **Friday, 04 September 2026** after which it will be opened in the public.
12. Any bid received without the "Bid Number and / or Title" clearly endorsed on the envelope will not be opened and read out during the bid opening session and will not be considered.
13. Council reserves the right not to accept any tender. No faxes or e-mails will be accepted and **only the supplied municipal tender form may be used.**
14. A Tax Compliance status pin as issued by the South African Revenue Service, **must** be submitted with the tender, otherwise the tender will be disqualified.
15. The 80/20 scoring system, as stated in the Cape Agulhas Municipal Supply Chain Management Policy, will be used when considering tenders.
16. **PAYMENT OF MUNICIPAL ACCOUNTS (SCHEDULE 1 D)**

The tenderer **must attach**, a Latest Municipal account, which provides proof that his payment of Municipal accounts is up-to-date and complete the **certificate for municipal services** and must be verified by the Municipality where account is held. In the event of leasing, a lease agreement **must** be attached to the tender document.
17. Please note that any suspicious collusive bidding behaviour and restrictive practices by bidders will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.
18. **The tender must be valid up to 90 days after the closing date.**
19. Any bid received after the appointed time for the closing of bids shall not be considered but **shall be filled unopened** with other bids received, which bid(s) can be returned to the bidder at his request and cost.
20. The Accounting Officer, or his/her duly appointed delegate, shall when the evaluation or adjudication of a bid is envisaged to go beyond the validity period as stipulated in the bid documentation, request bidders to extend the validity of their bids.
21. Bidders may either accept or reject the extended validity period and those who do not wish to extend the validity period would be regarded as non-responsive and would be excluded from further evaluation.

22. PRICING

- 22.1 Rates and prices offered by the bidder **must** be written into the pricing schedule or form of offer of this document by hand, completed in full and originally signed by the duly authorized signatory.
- 22.2 All prices shall be quoted in South African currency, and be **INCLUSIVE OF Value Added Tax (VAT)**
- 22.3 Bid prices must include all expenses, disbursements, and costs (e.g., transport, accommodation etc..) which may be required for the execution of the bidder's obligations in terms of the contract. Bid prices shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract, as well as overhead charges and profit (in the event that the bid is successful), unless otherwise specified.
- 22.4 All bid prices will be final and binding.
- 22.5 A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount; therefore, where there is a discrepancy between the amount in figures and the amount in words, the amount in words shall apply.
- 22.6 Where the value of an intended contract will exceed R1 ,000 ,000.00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Services (SARS) for VAT purposes in order to be able to issue tax invoices. The municipality will deem the price above R 1 000 000,00 (R1 million) to be VAT inclusive even if it indicated that no VAT is charged. Please ensure that provision is made for VAT in these instances.
- 22.7 If a bidder becomes a registered VAT vendor during the contract period, the prices/rates as per the initial award will be considered to be inclusive of VAT and no price adjustment (s) will be allowed.
- 22.8 The annual price increase is equal to **CPI (related to the area)** per annum
- 22.9 Price escalation (rise and fall in terms of CPAF indices) will apply for all industry related increases but will only be accepted by the Municipality if claim is substantiated with proof of evidence and that such evidence is submitted prior to implementation.

23. ADMISSION OF BIDS

- 23.1 Bidders shall be allowed to submit bids by mail, by courier or by hand into the bid box or at the physical address of the municipality (reception, over the counter at the SCMU as applicable) before the closing time of the bids.
- 23.2 Bids received via courier services must be submitted in time and deposited into the bid box by the courier services. Officials may not deposit bids into the bid box on behalf of courier services and the Municipality accepts no responsibility for late delivery by courier services or for delivery at the wrong address.
- 23.3 Tenders that are deposited in the incorrect box or late will not be considered.

24. BID OPENING

- 24.1 Bids shall be opened in public at the Cape Agulhas Municipal Offices as soon as possible after the closing time for the receipt of bids.
- 24.2 Where practical, prices will be read out at the time of opening bids.
- 24.3 The Municipality will record in a register (which is open to public inspection) and publish on its website, the details of bids received by the closing date and time.
- 24.4 Any bid received after the appointed time for the closing of bids **shall not be considered** but shall be filed unopened with the other bids received, which bid(s) can be returned to the bidder at his request and cost.

25. ARITHMETICAL ERRORS, OMISSIONS AND DISCREPANCIES

- 25.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.
- 25.2 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with paragraph 20 for:
- a) the gross misplacement of the decimal point in any unit rate;
 - b) omissions made in completing the pricing schedule or bills of quantities; or
 - c) arithmetic errors in:
 - i) line-item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
 - ii) the summation of the prices.
- 25.3 Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.
- 25.4 Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:
- a) If bills of quantities or pricing schedules apply and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the line-item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line-item total as quoted shall govern, and the unit rate shall be corrected.
 - b) 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 total of the prices shall govern, and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

26. REQUIREMENTS OF A VALID BID:

26.1 The following duly completed documents and / or information must be submitted with the submission of the bid. Failure to comply with this requirement will invalidate the bid. The bid will not be considered, and no further correspondence will be entered into with regard to the following matters:

- 26.1.1 Non-submission of a valid Tax Clearance Certificate and / or PIN,
- 26.1.2 Incomplete Pricing Schedule or Bill of Quantities,
- 26.1.3 A Form of Offer not signed in non-erasable ink,
- 26.1.4 Bid submissions with material alterations / corrections not in compliance with Clause 3 and 5 above will be rejected.

26.2 The Municipality may, after the closing date, request additional information or clarification of tenders in writing, which will include the following;

- 26.2.1 To obtain a copy of the most recent municipal account(s) from the recommended bidder;
- 26.2.2 To clarify or verify pricing where the prices are unclear or an obvious mistake has been detected, e.g. a total price was given instead of a unit price or vice versa;
- 26.2.3 To obtain the personal income tax number(s) from the recommended bidder;
- 26.2.4 To obtain a valid Tax compliance status PIN if the certificate has expired or become inactive after the closing date of the tender;
- 26.2.5 To obtain a valid letter of good standing from the Workmen's Compensation Commissioner, the latest assessment and proof of payment thereof;

26.2.6 To obtain a valid and original B-BBEE certificate or sworn affidavit to verify preference points claimed by a bidder where the bidder submitted only a copy of the B-BBEE certificate or sworn affidavit with the bid submission.

26.2.6.1 If a bidder fails to submit a B-BBEE certificate or a sworn affidavit with the bid submission, the Municipality will not request or allow the bidder to submit it afterwards.

27. TEST FOR RESPONSIVENESS

27.1 A bid will be considered non-responsive if:

- 27.1.1 the bid is not in compliance with the specifications.
- 27.1.2 the bidder has not fully completed and signed where required, all the returnable documents as listed in the bid document and/or
- 27.1.3 the bidder has failed to clarify or submit any supporting documentation within 3 business days of being requested to do so in writing

27.2 The Municipality reserves the right to accept or reject:

- 27.2.1 any variation, deviation, bid offer, or alternative bid offer; may cancel the bidding process and reject all bid offers at any time before the formation of a contract.
- 27.2.2 The Municipality has the right to summarily disqualify any bidder who, either at the date of submission of a bid or at the date of its award, is indebted to the Municipality in respect of any Municipal rate and taxes or municipal service charges for more than three months. However, an agreement signed by the bidder whereby the bidder agrees that a percentage or fixed amounts at the discretion of the municipality, be deducted from payments due to him/her for this bid, until the debt is paid in full, will also be accepted by the Municipality.

POPIA DISCLAIMER

The Information Officer (Municipal Manager) undertakes that all personal and confidential information will be processed lawfully and in a reasonable manner that does not infringe the privacy of you or your organization as the data subject. The processing is necessary and complies with an obligation imposed by law on us, the responsible party and the processing protects your rights to effective service delivery.

For more details, you can refer to the Cape Agulhas Municipality, Privacy Policy available at www.capeagulhas.gov.za
The Protection of Personal Information Act (POPIA), Act No. 4 of 2013

Signed

Date

Name

Position

Tenderer

Form of Offer and Acceptance

Offer

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

CONTRACT: SCM9/2026/27 APPOINTMENT OF A SERVICE PROVIDER TO CALCULATE THE DEVELOPMENT CHARGES (DCS) UNIT COST FOR ENGINEERING SERVICES AND OTHER RELATED SERVICES FOR CAPE AGULHAS MUNICIPALITY

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the service provider 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.

As per hourly tendered rates

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the service provider in the conditions of contract identified in the contract data.

Signature

Name

Cape Agulhas Municipality

for the tenderer

(Name and
address of
organization)
.....

Name and
signature
of witness Date

.....

Acceptance (TO BE COMPLETED BY THE MUNICIPALITY)

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the service provider the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part C1: Agreements and contract data, (which includes this agreement)
- Part C2: Pricing data

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

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's representative (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 at, or just after, the date this agreement comes into effect. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (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.

Signature

Name

Cape Agulhas Municipality

**for the
Employer** CAPE AGULHAS MUNICIPALITY
1 DIRKIE UYS STREET
BREDASDORP
7280

Name and
signature

of witness

Date

.....

Contract Data

Part 1: Contract Data provided by the Employer

GENERAL CONDITIONS OF CONTRACT - National Treasury General Conditions of Contract

The General Conditions of Contract, as issued by the National treasury, is applicable to this Contract and is obtainable from www.treasury.gov.za

The General Conditions of Contract shall be read in conjunction with the special condition as set out on pages 5 – 65
The Special Conditions shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract.

The Employer is: **Cape Agulhas Municipality**
PO Box 51,
Bredasdorp,
7280

The Employer's Telephone Number is: **028 425 5500**

The Employer's VAT Registration Number is: **4570109571**

The designated contact person of the Cape Agulhas Municipality is:

Name: **Werner Jonker**

Telephone: **028 425 5500**

E-mail: wernerj@capeagulhas.gov.za

Part 2: Data provided by the Service Provider

The **Service Provider** is:

Postal Address:

.....

Physical Address:

.....

Telephone:

The **authorized and designated representative** of the Service Provider is:

Name:

The address for receipt of communication is:

Address:

.....

Telephone:

Email:

SIGNED ON BEHALF OF TENDERER:

CAPE AGULHAS MUNICIPALITY	
GENERAL CONDITIONS OF CONTRACT	
1. DEFINITIONS	
The following terms shall be interpreted as indicated:	
"Closing time"	means the date and hour specified in the bidding documents for the receipt of bids.
"Contract"	means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
"Contract price"	means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
"Corrupt practice"	means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
"Countervailing duties"	are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally
"Country of origin"	means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
"Day"	means calendar day.
"Delivery"	means delivery in compliance of the conditions of the contract or order.
"Delivery ex stock"	means immediate delivery directly from stock actually on hand
"Delivery into consignees store or to his site"	means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
"Dumping"	occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
"Force majeure"	means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
"Fraudulent practice"	means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
"GCC"	means the General Conditions of Contract.
"Goods"	means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
"Imported content"	means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
"Local content"	means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
"Manufacture"	means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
"Order"	means an official written order issued for the supply of goods or works or the rendering of a service.
"Project site"	where applicable, means the place indicated in bidding documents.
"Purchaser"	means the organization purchasing the goods.
"Republic"	means the Republic of South Africa.
"SCC"	means the Special Conditions of Contract.
"Services"	means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
"Supplier"	means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
"Tort"	means in breach of contract.
"Turnkey"	means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
"Written" or "in writing"	means handwritten in ink or any form of electronic or mechanical writing.

2. Application	
2.1.	These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
2.2.	Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
2.3.	Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
3. General	
3.1.	Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
3.2.	Invitations to bid are usually published in locally distributed news media and on the municipality / municipal entity website.
4. Standards	
4.1.	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
5. Use of contract documents and information; inspection.	
5.1.	The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
5.2.	The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
5.3.	Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
5.4.	The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
6. Patent rights	
6.1.	The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
6.2.	When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.
7. Performance security	
7.1.	Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
7.2.	The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
7.3.	The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
7.3.1.	bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
7.3.2.	a cashier's or certified cheque
7.4.	The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.
8. Inspections, tests and analyses	
8.1.	All pre-bidding testing will be for the account of the bidder.
8.2.	If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspections tests and analysis, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
8.3.	If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
8.4.	If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
8.5.	Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
8.6.	Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
8.7.	Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.
8.8.	The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9.1.	The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
9.2.	The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, and in any subsequent instructions ordered by the purchaser.
10. Delivery	
10.1.	Delivery of the goods shall be made by the supplier in accordance with the documents and terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified.
11. Insurance	
11.1.	The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.
12. Transportation	
12.1.	Should a price other than an all-inclusive delivered price be required, this shall be specified.
13. Incidental	
13.1.	The supplier may be required to provide any or all of the following services, including additional services, if any: 13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods; 13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods; 13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods; 13.1.4. performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and 13.1.5. training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
13.2.	Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
14. Spare parts	
14.1.	As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier: 14.1.1. such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and; 14.1.2. in the event of termination of production of the spare parts: 14.1.2.1. advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and 14.1.2.2. following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
15. Warranty	
15.1.	The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
15.2.	This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
15.3.	The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
15.4.	Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
15.5.	If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
16. Payment	
16.1.	The method and conditions of payment to be made to the supplier under this contract shall be specified.
16.2.	The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
16.3.	Payments shall be made by the purchaser no later than thirty (30) days after submission of an invoice, statement or claim by the supplier.
16.4.	Payment will be made in Rand unless otherwise stipulated.

17. Prices
17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.
18. Variation orders
18.1. In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price and such offers, may be accepted provided that there is no escalation in price.
19. Assignment
19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
20. Subcontracts
20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract, if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
21. Delays in the supplier's performance
21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
21.3. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
21.4. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22 without the application of penalties.
21.5. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
22. Penalties
22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
23. Termination for default
23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
23.1.1. if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
23.1.2. if the Supplier fails to perform any other obligation(s) under the contract; or
23.1.3. if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.
23.5. Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.
23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
23.6.1. the name and address of the supplier and / or person restricted by the purchaser;
23.6.2. the date of commencement of the restriction
23.6.3. the period of restriction; and 23.6.4.
the reasons for the restriction.
These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7.	If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
24. Anti-dumping and countervailing duties and rights	
24.1.	When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.
25. Force Majeure	
25.1.	Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
25.2.	If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
26. Termination for insolvency	
26.1.	The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
27. Settlement of Disputes	
27.1.	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
27.2.	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
27.3.	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
27.4.	Notwithstanding any reference to mediation and/or court proceedings herein,
27.4.1.	the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
27.4.2.	the purchaser shall pay the supplier any monies due for goods delivered and / or services rendered according to the prescriptions of the contract.
28. Limitation of liability	
28.1.	Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
28.1.1.	the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
28.1.2.	the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	
29.1.	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	
30.1.	The contract shall be interpreted in accordance with South African laws, unless otherwise specified.
31. Notices	
31.1.	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
31.2.	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	
32.1.	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
32.2.	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
32.3.	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
32.4.	No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of contracts
33.1. The contractor shall not abandon, transfer, cede, assign or sublet a contract or part thereof without the written permission of the purchaser.
34. Amendment of contracts
34.1. No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
35. Prohibition of restrictive practices
35.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.
35.2. If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.
35.3. If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.
<i>General Conditions of Contract (revised July 2010)</i>

DECLARATION OF INTEREST

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

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

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.

.....

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

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

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

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

3.9.1 If yes, furnish particulars

Section 3.9.1: Record of service of the state

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

- | | |
|--|---|
| ☐ a member of any municipal council | ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | |
| ☐ a member of the National Assembly or the National Council of Province | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the board of directors of any municipal entity | ☐ an employee of Parliament or a provincial legislature |
| ☐ an official of any municipality or municipal entity | ☐ A Person who is an advisor or consultant contracted with the Municipality |

If any of the above boxes are marked, disclose the following: (insert separate page if necessary)

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

* Insert separate page if necessary

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

3.10.1 If yes, furnish particulars.

.....
.....

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

3.11.1 If yes, furnish particulars

.....
.....

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

3.12.1 If yes, furnish particulars.

.....
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

3.13.1 If yes, furnish particulars.

Section 3.13.1: Record of spouses, children and parents in the service of the state

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

- | | |
|--|---|
| ☐ a member of any municipal council | ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the National Assembly or the National Council of Province | ☐ an employee of Parliament or a provincial legislature |
| ☐ a member of the board of directors of any municipal entity | ☐ A Person who is an advisor or consultant contracted with the Municipality |
| ☐ an official of any municipality or municipal entity | |

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

* Insert separate page if necessary

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.

YES / NO

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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

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

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

1. GENERAL CONDITIONS

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

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

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The applicable preference point system for this tender is the 90/10 preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.3 The maximum points for this tender are allocated as follows:

		POINTS
PRICE		80
SPECIFIC GOALS	50% of the 20 Points	20
• B-BBEE STATUS LEVEL OF CONTRIBUTOR	10	
• LOCALITY OF SUPPLIER	10	
Total points for Price and SPECIFIC GOALS		100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

5. POINTS AWARDED FOR SPECIFIC GOALS

- 5.1 The tendering conditions will stipulate the specific goals, as contemplated in section 2(1)(d)(ii) of the Preferential Procurement Act, to be attained.
- 5.2 A maximum of 20 points (80/20 preference points system) or 10 (90/10) preference points system), will be allocated for specific goals. These goals are:
- (a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability.
 - (b) local labour and/ or promotion of enterprises located in the municipal area (phased in approach to be applied for other RDP goals)
- 5.3 Regarding paragraph 5.2 (a) at least **50% of the 20 points** will be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows.

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
1	10	5
2	9	4.5
3	7	3.5
4	6	3
5	4	2
6	3	1.5
7	2	1
8	1	0.5
Non-compliant contributor	0	0

- 5.4 A tenderer **must submit proof** of its BBBEE status level contributor [scorecard].
- 5.5 A tenderer failing to submit proof of BBBEE status level of contributor –
- 5.5.1 may only score in terms of the 80/90-point formula for price; and
 - 5.5.2 scores 0 points for BBBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.
- 5.6 Regarding paragraph 9.2 (b) a maximum of **50% of the 20/10 points** will be allocated to promote this goal. Points will be allocated as follows.

LOCALITY OF SUPPLIER (SUBMIT PROOF OF REGISTERED BUSINESS ADDRESS) E.G MUNICIPAL ACCOUNT OR LEASE AGREEMENT	50% of the 20 Points = 10
Within the boundaries of the Cape Agulhas Municipality	10
Within the boundaries of the Overberg	5
Within the boundaries of the Western Cape	2
Outside of the boundaries of the Western Cape	0

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
SPECIFIC GOALS	20		
1. B-BBEE STATUS LEVEL OF CONTRIBUTOR	10	_____	_____
2. LOCALITY OF SUPPLIER	10	Indicate (YES/NO)	Number of points claimed (maximum 10 points)
Within the boundaries of the Cape Agulhas Municipality	10	_____	_____
Within the boundaries of the Overberg	5	_____	
Within the boundaries of the Western Cape	2	_____	
Outside of the boundaries of the Western Cape	0	_____	

5.7 Promotion of Local area suppliers

The tenderer must be located within the geographical area specified and must have a fully functional office / premises from where it operates.

5.7.1. The registered address as reflected on the Companies and Intellectual Property Commission (CIPC) report.

5.7.2. Municipal account registered in the name of the tenderer not older than 3 months.

5.7.3. Where the tenderer is not the owner of the property:

5.7.3.1. A valid lease agreement; or

5.7.3.2. A sworn affidavit not older than 3 months from the property owner that the address used to claim points in paragraph.

5.7.2 (Table 1) above is being rented out to the tenderer at no cost.

5.7.3. **The registered address as reflected on the Companies and Intellectual Property Commission report.**

- Cape Agulhas Municipality will reserve the right to use any and all available information at its disposal, including conducting site visit and inspections to verify a bidders claim of having a local office within the Cape Agulhas Municipal area and that the bidder or principal of the bidder (in the event of the bidder being a legal entity) is domiciled within the Cape Agulhas Municipal area.
- The principle of substance over legal form, as defined in the Standards of Generally Recognised Accounting Practice (GRAP), will be applied in such assessments. (This means that even though a bidder may present a rental agreement, the claim of having a local office will be assessed in its actual substance and not by just accepting the legal documentation).
- The purpose of the locality points is to promote local economic development within the Cape Agulhas Municipal area and any bidder attempting to circumvent the substance of this initiative through any means, including by means of fronting, will be reported to the National Treasury for blacklisting on the Central Supplier Database (CSD).

5.8. Where the tenderer submitted incorrect or outdated information (municipal account, lease agreement or sworn affidavit) or none of the above, it will be interpreted to mean that preference points for Promotion of Local area of supplier are not claimed.

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm:.....

6.2 Company registration number.....

6.3 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the specific goals has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

CONTRACT FORM - RENDERING OF SERVICES

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to **Cape Agulhas Municipality** in accordance with the requirements and specifications stipulated in bid number **SCM9/2026/27** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorized to sign this contract.

NAME (PRINT)

CAPAMUNICIPALITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2.

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE MUNICIPALITY)

1. I **WESSEL RABBETS** in my Cape Municipality as **MUNICIPAL MANAGER** accept your bid under reference number **SCM9/2026/27** dated **04 September 2026** for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL
APPOINTMENT OF A SERVICE PROVIDER TO CALCULATE THE DEVELOPMENT CHARGES (DCS) UNIT COST FOR ENGINEERING SERVICES AND OTHER RELATED SERVICES FOR CAPE AGULHAS MUNICIPALITY			

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

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

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

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

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

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

**SCM9/2026/27 APPOINTMENT OF A SERVICE PROVIDER TO CALCULATE THE
DEVELOPMENT CHARGES (DCS) UNIT COST FOR ENGINEERING SERVICES AND
OTHER RELATED SERVICES FOR CAPE AGULHAS MUNICIPALITY**

in response to the invitation for the bid made by:

CAPE AGULHAS MUNICIPALITY

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

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

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder