



ALFRED DUMA LOCAL MUNICIPALITY

DEPARTMENT PUBLIC SAFETY AND EMERGENCY SERVICES

CONTRACT NO PS 05/202 INSTALLATION, MAINTENANCE AND REPAIRS TO BIO- MATRIX FOR A PERIOD OF THREE (3) YEARS – BID DOCUMENT

Department: Public Safety and Emergency SERVICESs
P O Box 29
LADYSMITH
3370

Telephone: 036 6311777
E-Mail: bistrydom@alfredduma.gov.za

BIDDER'S NAME:

TRADING NAME:

DATE: _____

**ALFRED DUMA LOCAL MUNICIPALITY
MUNICIPALITY**

**DEPARTMENT PUBLIC SAFETY AND EMERGENCY SERVICES
CONTRACT NO PS 05/2021: INSTALL, SUPPLY
MAINTENANCE AND REPAIRS TO BIO- MATRIX FOR A PERIOD OF THREE (3)
YEARS – BID DOCUMENT
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ALFRED DUMA LOCAL MUNICIPALITY

DEPARTMENT PUBLIC SAFETY AND EMERGENCY

**CONTRACT NO PS 05/2021 INSTALL,SUPPLY, MAINTENANCE AND REPAIRS
TO BIO- MATRIX FOR A PERIOD OF THREE (3) YEARS – BID DOCUMENT**

BID INVITATION

**ALFRED DUMA LOCAL MUNICIPALITY
DEPARTMENT PUBLIC SAFETY AND EMERGENCY SERVICES**

**CONTRACT NO PS 05/2021 INSTALL, SUPPLY, MAINTENANCE AND REPAIRS TO BIO-
MATRIX FOR A PERIOD OF THREE (3) YEARS – BID DOCUMENT
BID NOTICE**

Bidders are hereby invited in terms of Section 83 of the Municipal Systems Act, Act 32 of 2000 (as amended) and Sections 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003, and SUPPLY MAINTENANCE AND REPAIRS TO BIO- MATRIX FOR A PERIOD OF THREE (3) YEARS

Acceptable bids will be evaluated by using a system that awards points on the basis of 80/20 preferential point system of which 80 is for price and 20 is for BBEE points.

Bid documents are obtainable from **Thursday 12 August 2021 at www.etenders.gov.za**

PRE-QUALIFICATION CRITERIA

- 1. All B-BBEE Level contributors can bid for this bid.**

Functionality Criteria

No	Description Items	Maximum Potential Score	Points Claimed	Page Ref. No.
1	Undertaken work of the similar nature of a Municipality (10 points per Municipality / Organ of State)	20		
2	Number of years company in practice (2 points per year)	10		
3	Information Technology qualified level A+ N+ or Higher	15		
4	Access Control Fundamentals Certificate	15		
5.	Advance Access Control Training Certificate	15		
6	Basic Electronics Training Certificate	15		
7.	Locally based service provider. (Located within Alfred Duma boundaries)	10		
	TOTAL SCORED	100		

1. **NO BRIEFING SESSION AND SITE INSPECTION:**
2. **CLOSING AND OPENING DATE, TIME AND VENUE: Wednesday 15 September 2021 at 11:00**

3..Bid enquiries are to be addressed to Mr M Abdool at Tel No. 036 6311 7777 or at mabdool@lafredduma.gov.za .

NB: PROVIDE PROOF FOR ALL OF THE ABOVE

NOTE: FAILURE TO COMPLETE THE PRE – QUALIFICATION SCORE CARD WILL DISQUALIFY YOUR PROPOSAL AND BIDDERS NEED TO SCORE A MINIMUM OF 70%

BID SUBMISSION

Sealed bids with the contract number and description of the bid endorsed on the envelope, with the bidders' details clearly indicated, must be deposited into the bid box located in the Public Entrance Door, Ground Floor of the Lister Clarence Building, 221 Murchison Street, Ladysmith on or before the closing date and time. Bids received after the said closing date and time and not clearly marked as prescribed, will not be considered. Facsimile and emailed bids will not be accepted.

Bid documents may only be submitted on the original bid documentation form as issued by the Municipality.

The following documents are mandatory:

- Municipal Rates and Service Charges Statements where the company is located.
- CIDB Certificate (for Construction Bids).
- Original BBBEE Certificate/JV BBBEE Certificate if the company is a joint venture/ Certified Copy of BBBEE Certificate
- Joint Venture Agreement if the company has entered into a joint venture and specifying the name of the signatory in the JV.

NB: Please note that the Municipality will only consider a service provider who is Registered on the Central Suppliers Database (CSD).

FAILURE TO ATTEND THE COMPULSORY BRIEFING SESSIONS WILL INVALIDATE YOUR BID.

THE FOLLOWING IS APPLICABLE TO ALL BIDS:

- **ONLY LOCALLY PRODUCED GOODS, SERVICES OR WORKS OR LOCALLY MANUFACTURED GOODS WITH A STIPULATED MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT WILL BE CONSIDERED.**
- **FAILURE TO COMPLETE THE PRE – QUALIFICATION SCORE CARD WILL DISQUALIFY YOUR PROPOSAL AND BIDDERS NEED TO SCORE A MINIMUM OF 70% TO BE ELIGIBLE FOR THE SECOND ROUND OF EVALUATION.**

PLEASE NOTE:

1. **BIDDERS ARE REQUIRED TO PROVIDE PROOF FOR EACH OF THE FOLLOWING, NAMELY QUALIFICATIONS DOCUMENTS AND REFERENCE LETTERS FOR PREVIOUSLY COMPLETED PROJECTS. FAILURE TO DO SO WILL RENDER THE BID INVALID.**

Alfred Duma Local Municipality is not bound to accept the lowest bid and reserves the right to accept whole or part of any bid or not to consider any bid not suitably endorsed or to reject any or the entire bid without stating the reasons thereof.

NOTICE NO. /2021

DATED: _____

**SS NGIBA
MUNICIPAL MANAGER**

ALFRED DUMA LOCAL MUNICIPALITY

**DEPARTMENT PUBLIC SAFETY AND
EMERGENCY SERVICES**

**CONTRACT NO PS 05/2021 INSTALL, SUPPLY MAINTENANCE AND REPAIRS
TO BIO- MATRIX FOR A PERIOD OF THREE (3) YEARS – BID DOCUMENT**

CONDITIONS OF THE BID

ALFRED DUMA LOCAL MUNICIPALITY

DEPARTMENT PUBLIC SAFETY AND EMERGENCY SERVICES

CONTRACT NO PS 05/2021 INSTALL, SUPPLY, MAINTENANCE AND REPAIRS TO BIO- MATRIX FOR A PERIOD OF THREE (3) YEARS – BID DOCUMENT

CONDITIONS OF THE BID

A. GENERAL

1. Bid documents must be completed in black ink and prices must **NOT** include VAT.
2. **All pages and annexures must be initialed / sign in full signature where required.**
3. The lowest or any bid will not necessarily be accepted and ALFRED DUMA LOCAL Municipality reserves the right to accept the whole or any part of a bid or to reject any or all the bid without stating the reasons thereof.
4. No bid will be accepted by fax or e-mail.
5. Bids are to remain open for acceptance for a period of **One Hundred and Twenty (120) days** from the date they are lodged and may be accepted at any time during the said period of **One Hundred and Twenty (120) days**.
6. All prices and details must be legible / readable to ensure the bid will be considered for adjudication.
7. Full details of SERVICESs offered must be supplied together with the return documents. All additional documents returned with the bid documents must be firmly bound and marked as “**Additional**” to the specific bid reference number.
8. Only bids on ALFRED DUMA LOCAL Municipality official bid document will be accepted and the original document must be returned, fully completed and signed, in the form presented. **Failure to do so will invalidate such bid.**
9. **Corrections may not be made by means of a correcting fluid. In the event of a mistake having been made it shall be crossed out in ink and be accompanied by a full signature at each and every alteration.** The Municipality reserves the right to reject the bid if corrections are not made in accordance with the above.
10. Should it be considered necessary by the bidder that officials of ALFRED DUMA LOCAL Municipality should proceed to other centers for inspection purposes, such costs shall be for the account of the bidder
11. This contract will be governed by ALFRED DUMA LOCAL Municipality “Conditions of the Bid” only and not any conditions supplied by the bidder.
12. The bidder must submit a comprehensive company profile, for example the founding company statements, as well as detailed exposition of previous work done.
13. If items are not bid for a line must be drawn through the space in pen.
14. Only bids received by **11:00** on the given closing date in the bid box will be considered.

B. DEMONSTRATIONS AND INSPECTIONS

1. All bidders must be prepared to demonstrate where required, free of charge and obligation, at the ALFRED DUMA LOCAL Municipality or any other area within the

boundary of the ALFRED DUMA LOCAL Municipality, any SERVICESs offered in this bid.

2. Where officials are required to attend demonstrations or inspections outside the boundary of the ALFRED DUMA LOCAL Area, all costs to attend such demonstration must be borne by the bidder

ALFRED DUMA LOCAL MUNICIPALITY

**DEPARTMENT PUBLIC SAFETY AND
EMERGENCY SERVICES**

CONTRACT NO PS 05/202111/2018

**CONTRACT NO PS 05/2021 INSTALL, SUPPLY, MAINTENANCE AND REPAIRS
TO BIO- MATRIX FOR A PERIOD OF THREE (3) YEARS – BID DOCUMENT**

GENERAL CONDITIONS OF CONTRACT

ALFRED DUMA LOCAL MUNICIPALITY DEPARTMENT PUBLIC SAFETY AND EMERGENCY SERVICES

CONTRACT NO PS 05/2021 INSTALL, SUPPLY, MAINTENANCE AND REPAIRS TO BIO- MATRIX FOR A PERIOD OF THREE (3) YEARS – BID DOCUMENT

GENERAL CONDITIONS OF CONTRACT

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General Conditions of Contract

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1. **“Closing time”** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. **“Contract”** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. **“Contract price”** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. **“Corrupt practice”** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. **“Countervailing duties”** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. **“Country of origin”** means the place where the goods were mined, grown or produced or from which the SERVICES are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. **“Day”** means calendar day.
- 1.8. **“Delivery”** means delivery in compliance of the conditions of the contract or order.
- 1.9. **“Delivery ex stock”** means immediate delivery directly from stock actually on hand.
- 1.10. **“Delivery into consignees store or to his site”** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
- 1.11. **“Dumping”** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. **“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.

- 1.13. **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. **“GCC”** means the General Conditions of Contract.
- 1.15. **“Goods”** means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16. **“Imported content”** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the 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 goods covered by the bid will be manufactured.
- 1.17. **“Local content”** means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.18. **“Manufacture”** means the production of products in a factory using labor, materials, components and machinery and includes other related value-adding activities.
- 1.19. **“Order”** means an official written order issued for the supply of goods or works or the rendering of a SERVICES.
- 1.20. **“Project site,”** where applicable, means the place indicated in bidding documents.
- 1.21. **“Purchaser”** means the organization purchasing the goods.
- 1.22. **“Republic”** means the Republic of South Africa.
- 1.23. **“SCC”** means the Special Conditions of Contract.
- 1.24. **“SERVICESs”** means those functional SERVICESs ancillary to the supply of the goods, such as transportation and any other incidental SERVICESs, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. **“Supplier”** means the successful bidder who is awarded the contract to maintain and administer the required and specified SERVICES(s) to the State.
- 1.26. **“Tort”** means in breach of contract.
- 1.27. **“Turnkey”** means a procurement process where one Consultant assumes total responsibility for all aspects of the project and delivers the full end product / SERVICES required by the contract.
- 1.28. **“Written” or “in writing”** means hand-written in ink or any form of electronic or

mechanical writing.

2. Application

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional SERVICESs (excluding professional SERVICESs related to the building and construction industry), 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 goods, SERVICESs 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 nonrefundable 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

- 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 so 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:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's 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 analysis

- 8.1. All per-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that goods to be produced or SERVICESs to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or 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 SERVICESs 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. Goods and SERVICESs, 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 analyzed 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. Packing

- 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.
- 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, if any, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

11. Insurance

- 11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

12. Transportation

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

13. Incidental SERVICESs

13.1. The supplier may be required to provide any or all of the following SERVICESs, including additional SERVICESs, if any:

- performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- furnishing of tools required for assembly and/or maintenance of the supplied goods;
- furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- performance or supervision or maintenance and/or REPAIRS of the supplied goods, for a period of time agreed by the parties, provided that this SERVICES shall not relieve the supplier of any warranty obligations under this contract; and
- Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or REPAIRS of the supplied goods.

13.2. Prices charged by the supplier for incidental SERVICESs, 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 SERVICESs.

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:

- (a) 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
- (b) in the event of termination of production of the spare parts:
 - (i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1. The 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.

- 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 and with all reasonable speed, REPAIRS 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

- The method and conditions of payment to be made to the supplier under this contract shall be specified.
- The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- Payment will be made in Rand unless otherwise stipulated.

13.2. Prices

14. Prices charged by the supplier for goods delivered and SERVICESs 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.

14.1. Variation orders

- (a) 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 SERVICESs 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.

(i) Assignment

15. 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.

15.1. Subcontracts

16. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts 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 SERVICESs 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 SERVICESs, 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 SERVICESs executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's SERVICESs 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 22.2 without the application of penalties.
- 21.5.** Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without canceling the contract, be entitled to purchase goods 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 SERVICESs 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 SERVICESs 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:
 - (a) 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;

- (b) if the supplier fails to perform any other obligation(s) under the contract; or
- (c) 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 SERVICESs similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or SERVICESs. However, the supplier shall continue performance of the contract to the extent not terminated.

24. Antidumping and countervailing duties and rights

24.1. When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or 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 favorable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or SERVICESs 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,
- (a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) The purchaser shall pay the supplier any monies due the supplier for goods delivered and / or SERVICESs rendered according to the prescripts of the contract.

28. Limitation of Liability

- 28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) 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
 - (b) 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 REPAIRS 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 SERVICES 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 SERVICESs 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.

ALFRED DUMA LOCAL MUNICIPALITY
DEPARTMENT PUBLIC SAFETY AND
EMERGENCY SERVICES

**CONTRACT NO PS 05/2021 SUPPLY MAINTENANCE AND REPAIRS TO BIO-
MATRIX FOR A PERIOD OF THREE (3) YEARS – BID DOCUMENT**

ALFRED DUMA LOCAL MUNICIPALITY

DEPARTMENT PUBLIC SAFETY AND EMERGENCY SERVICES

CONTRACT NO PS 05/2021 SUPPLY MAINTENANCE AND REPAIRS TO BIO-MATRIX FOR A PERIOD OF THREE (3) YEARS – BID DOCUMENT SPECIAL CONDITIONS OF BID

1. Pre-qualification

The SERVICES provider has to comply with the following pre-qualifications to be able to provide this SERVICES:

- **Information Technology qualified level A+ N+ or Higher**
- **Basic Electronics Training Certificate**
- **Access Control Fundamentals Certificate**
- **Advance Access Control Training Certificate**

2. SOURCE OF FUNDING

Funding available on Municipal Operational budget.

3. DURATION OF CONTRACT

All Goods /Equipment/Installation must be completed/supplied within Thirty (30) days from receipt of an official order from the Ladysmith Municipality. The Duration of this tender is for period of Thirty-Six (36) Months.

4. PAYMENTS

All payments will be made to the Contractor within thirty (30) days of receipt of an invoice. All invoices should be submitted by the 15th of each month.

5. SERVICES LEVEL AGREEMENT

- 5.1 A SERVICES level agreement will be entered into with the successful bidder.
- 5.2 Negotiations in respect of the SERVICES level agreement must be finalised within fourteen (14) calendar days of receipt of the letter of confirmation by the Municipality for the acceptance by the successful bidder."
- 5.3 SERVICES level agreement entered into with the successful bidder will capture the time frames or performance applying to this contract.
- 5.4 Should no consensus be reached within fourteen (14) calendar days of finalizing the SERVICES Level Agreement (SLA), the Municipality will be entitled to:
 - i) Cancel its acceptance of the bid, or
 - ii) extend the negotiation period without prejudice to any of its other rights

in Terms of this contract or common law.

6. PENALTIES

Penalties will be levied in terms of the applicable provisions of the General Conditions of Contract above.

7. PRICE

The price quoted shall be a fixed amount for the project and will include cost to procure the material, construct the facility, design, disbursements, Geo-technical and survey, etc.

8. BID VALIDITY

This bid shall not be withdrawn during a period of one hundred and twenty (120) days from the date on which it is to be lodged and it may be accepted at any time during that period.

9. BID COMPLIANCE

The Bid must comply with the following:

- VAT must be indicated separately.
- This bid or part thereof may not be ceded.

10. MEETINGS

Progress meetings will be held monthly / fortnightly by both parties. This item is discussed further in the SERVICES Level Agreement

11. RETURNABLE DOCUMENTS

The issued documents must be returned in the form and order in which they were issued to assist the Municipality to expedite adjudication of the bids.

12. PERFORMANCE

Performance will be evaluated on a monthly basis.

13. MANDATORY OBJECTION PERIOD

All administrative actions and decisions taken by the Municipality through its officials may become subject to an appeal process. As such, in terms of Section 62 of the Municipal Systems Act 32 of 2000, a period of twenty-one (21) days will be set aside to allow for the submission of appeals against the award/ process of making the award to a particular bidder by any interested party. Except in scenarios where the decision of a duly appointed appeal panel sets aside the appointment of the successful bidder

as the SERVICES provider for this contract, the appointment will then be confirmed by the municipality in writing

14. SUPREMACY OF SPECIAL CONDITIONS

The provisions of this section will take precedence over any other condition, term or stipulation in this document.

In the event of any contradiction with any other section in the contract (including SERVICES Level Agreement) the provisions of this section will precedence.

15. PERFORMANCE SECURITY

- ❖ A fixed amount of 10% in respect of Performance Security is applicable in respect of
Each bid and must apply for the duration of the contract.
- ❖ The Performance Security shall be secured within thirty (30) calendar days of award of
The bid and shall apply from the date of award of the bid.
- ❖ The Performance Security submitted has to be approved by the Alfred Duma Local Municipality.

16. OTHER MATTERS

- ❖ Bidders must also submit three year audited financial statements of the company.
- ❖ Bidders must certify that he/she have no outstanding debts due to the Municipality
Where the bidder originates and any other Municipality or any SERVICES provider.

17. LOCAL LABOUR (if applicable)

Where the execution of the specifications/scope of work requires sub-contracting, bidders are required to source local labour in terms of the Municipality's SMME policy.

Bidders awarded contracts of an amount greater than or equal to R 1 000 000.00 must include 50% local labor in their staff component.

ALFRED DUMA LOCAL MUNICIPALITY

**DEPARTMENT PUBLIC SAFETY AND EMERGENCY
SERVICES**

CONTRACT NO PS 05/202111/2018

**CONTRACT NO PS 05/2021 SUPPLY MAINTENANCE AND REPAIRS TO BIO-
MATRIX FOR A PERIOD OF THREE (3) YEARS – BID DOCUMENT**

SCOPE OF WORK

**ALFRED DUMA LOCAL MUNICIPALITY
DEPARTMENT PUBLIC SAFETY AND EMERGENCY SERVICES**

CONTRACT NO PS 05/2021 SUPPLY MAINTENANCE AND REPAIRS TO BIO-MATRIX FOR A PERIOD OF THREE (3) YEARS – BID DOCUMENT

Scope of work

The Alfred Duma Local Municipality is inviting a competent services provider to ensure that the Bio Matrix systems within the Municipality are fully functional at all times.

The bio-matrix system that is currently in use is the following make ZKT ECO and conforms to the following functions: Registration of users on the Bio-Matrix System, monitoring movement in the buildings in and out, restricted access within certain areas, provide reports on access control. The installation of the bio-matrix consists of a door self-closing device, bio-matrix readers in and out, mac-lock devices, cabling backup power supply unit and electrical component. Some of the doors has an anti-touch device to allow exit and others has release buttons. The operating software runs on a version 4.5.

Future planning for the Bio-matrix system is that it should be able to communicate to the Municipal Financial system in particular to the Municipal Payroll.

The SERVICES provider has to supply Bio-Matrix equipment, maintain and SERVICES new and current equipment, install new equipment and ensure the functionality of the Bio-Matric systems within municipal Buildings

SPECIFICATION

The bio-matrix installation has to be compatible with the current system and contains the following

1. Bio-Matrix Reader with the following functions

- Operating by finger print and access card
- Programing by card and IP address
- Reading access card and finger print
- Releasing the mag-locking device.
- Communicate with a standalone personal computer.

(The Bio-Matrix reader has to be installed at the door required bio-matrix in the similar manor that the current installation)

2. **Power supply unit**

- The power supply unit has to be fitted with a backup battery.
- Electrical connection to power supply unit
- DC 12 v converter
- Power supply units has to be fitted within a lockable wall mounted unit

3. **Cat 5 cable**

- Costing to be done per meter
- All cabling to be fitted within conduit
- All cabling shall be done neatly and present provisional.

4. **Self-closing Door device**

- Door closures has to be securely fitted and allow the door to be closed in a controlled manor.
- The self-closing device has to be similar to the current once in place.

5. **Managed switches**

- The Managed switches needs to have 24 ports
- All switches need to fitted within a cabinet and all cabling to be running within conduits.

6. **Software**

- The software to be update to the optimum available settings and has to done as the updates are available.
- Software to be able to communicate with the Municipal Financial system.
- Software to be able to provide movement registers of staff members

7. **Labour component**

- Labour cost per hour

8. **COMPONENTS**

8.1. **READERS**

- (a) Fingerprint Keypad Reader compatible to ZKTeco F17
- (b) Cable Management Bracket compatible to F16 & F17 ZKTeco
- (c) Multi Bio Reader Face/Fp/Rfid/Pin compatible to ZKTeco MB800-h

8.2. BIOMETRIC READER HOUSING

(a) Speed Face Mini Multi-Biometric Reader compatible to ZKTeco

(b) Cable Management Bracket for Speed Face compatible to V5LP KTECO

8.3. CLOUD ANNUAL LICENSE – PER DEVICE YEARLY

8.4. SOFTWARE-PER DEVICE YEARLY COMPATIBLE TO ZK TECO

8.5. ACCESS & TIME MANAGEMENT SOFTWARE-YEARLY

8.6. REMOTE TX – 2 BUTTON

8.7. REMOTE RX- 2 BUTTON

8.8. Maglock 600lbs

8.9. ZL Bracket for LK118

8.10. Armoured Silver Door Loop

8.11. Door Closer Medium Duty

8.12. ACCESS CONTROL Power Supply

8.13. ACCESS CONTROL BATTERY 12V

8.14. 1KVA UPS 05ONLINE

8.15. 2KVA UPS 05ONLINE

8.16. FINGER PRINT TAKE ON READER

8.17. NO TOUCH EXIT SENSOR

8.18. PUSH TO EXIT CONSOLE

8.19. 4 PORT POE SWITCH

8.20. 8 PORT GIGABIT MANAGED SWITCH RACK MOUNTABLE

8.21. 24 PORT GIGABIT MANAGED SWITCH RACK MOUNTABLE

8.22. CABINET 4U 400mm DEEP

8.23. CABINET 6U 600mm DEEP

8.24. HUB CABINET FAN

8.25. RACK MOUNT SHELF

8.26. 1U FRONT MOUNT SHELF

ALFRED DUMA LOCAL MUNICIPALITY

DEPARTMENT PUBLIC SAFETY AND EMERGENCY SERVICES

Note that the price will be fixed for a period of 12 months from the date of appointment.

1. Prices for year 2 and year 3 will be based on CPI Index.

All prices quoted **MUST INDICATE VAT SEPARATELY**

ITEM NO	REFERENCE	DESCRIPTION	PRICE for Year 1 EXCL. VAT	VAT	PRICE INCL.VAT
	8.1.	READERS			
1	(a)	FINGERPRINT KEYPAD READER COMPATIBLE TO ZKTECO F17			
2.	(b)	CABLE MANAGEMENT BRACKET COMPATIBLE TO F16 & F17 ZKTECO			
3.	(c)	MULTI BIO READER FACE/FP/RFID/PIN COMPATIBLE TO ZKTECO MB800-H			
	8.2.	BIOMETRIC READER HOUSING			
4.	(a)	SPEED FACE MINI MULTI-BIOMETRIC READER COMPATIBLE TO ZKTECO			
5.	(b)	CABLE MANAGEMENT BRACKET FOR SPEED FACE COMPATIBLE TO V5LP KTECO			

6.	8.3.	CLOUD ANNUAL LICENSE – PER DEVICE YEARLY			
7.	8.4.	SOFTWARE-PER DEVICE YEARLY COMPATIBLE TO ZK TECO			
8.	8.5.	ACCESS & TIME MANAGEMENT SOFTWARE-YEARLY			
9.	8.6.	REMOTE TX – 2 BUTTON			
10	8.7.	REMOTE RX- 2 BUTTON			
11.	8.8.	MAGLOCK 600LBS			
12	8.9.	ZL BRACKET FOR LK118			
13.	8.10.	ARMoured SILVER DOOR LOOP			
14.	8.11.	DOOR CLOSER			
15	8.12	ACCESS CONTROL POWER SUPPLY			
16.	8.13.	ACCESS CONTROL BATTERY 12V			
17	8.14.	1KVA UPS 05ONLINE			

18.	8.15.	2KVA UPS 05ONLINE			
19	8.16.	FINGER PRINT TAKE ON READER			
20.	8.17.	NO TOUCH EXIT SENSOR			
21.	8.18.	PUSH TO EXIT CONSOLE			
22.	8.19.	4 PORT POE SWITCH			
23	8.20.	8 PORT GIGABIT MANAGED SWITCH RACK MOUNTABLE			
24.	8.21.	24 PORT GIGABIT MANAGED SWITCH RACK MOUNTABLE			
25	8.22.	CABINET 4U 400MM DEEP			
26.	8.23.	CABINET 6U 600MM DEEP			
27.	8.24.	HUB CABINET FAN			
28.	8.25.	MEDIUM DUTY RACK MOUNT SHELF			

29.	8.26.	1U FRONT MOUNT SHELF			
30.		LABOUR COST PER HOUR			
		TOTAL			

ALFRED DUMA LOCAL MUNICIPALITY

**DEPARTMENT PUBLIC SAFETY AND
EMERGENCY SERVICES**

**CONTRACT NO PS 05/2021 SUPPLY MAINTENANCE AND REPAIRS TO BIO-
MATRIX FOR A PERIOD OF THREE (3) YEARS – BID DOCUMENT**

FORMS TO BE COMPLETED BY THE BIDDER

ALFRED DUMA LOCAL MUNICIPALITY

FORM OF BID

FORM OF ACCEPTANCE

DEPARTMENT:

FORM OF BID:

To: **Municipal Manager**
 P O Box 29
 LADYSMITH
 3370

1. I/we hereby bid to supply and deliver the goods as and when ordered by the Head of Department at prices quoted and/or to render all of any of the SERVICESs described in the attached documents to the ALFRED DUMA LOCAL MUNICIPALITY on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be take as part of, and incorporated into, this bid) at prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that: the offer herein shall remain binding upon me/us and open for acceptance by the ALFRED DUMA LOCAL MUNICIPALITY during the validity period of **120 days** indicated and calculated from the closing time of bid;
 - 2.1. this bid and its acceptance shall be subject to the terms and conditions contained in the Preference Points Claim Form;
 - 2.2. if I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfill the contract when called upon to do so, the Council may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the Council and I/we will then pay to the Council any additional expense incurred by the Council having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Council shall also have the right to recover such additional expenditure by set-off against monies which may be due to become due to me/us under this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Council may sustain by reasons of my/our default;
 - 2.3. If my/our bid is accepted, the acceptance may be communicated to

me/us by letter or order by ordinary post or registered post and that the SA Post Office Ltd shall be regarded as my/our agent, and delivery of such acceptance to SA Post Office Ltd shall be treated as delivery to me/us;

- 2.4. I/we understand that the Council is not bound to accept the lowest or any bid and also reserves the right to divide the contract between one or more bids;
- 2.5. this bid, together with Council's written acceptance thereof, shall constitute a binding contract between us;
- 2.6. that this contract or part thereof shall not be ceded;

- 2.7. the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid and that I/we choose Domicilium citandi et executandi in the Republic at (full address of this place):

- 3. I/we furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 4. I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under the agreement as the Principal(s) liable for the due fulfillment of this contract.
- 5. I/we agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence of judgment which may be pronounced against me/us as a result of such action.

5.1 Are you duly authorised to sign the bid? *

5.2 Has the Declaration of Interest been duly completed and included with the other bid forms? *

*Delete whichever is not applicable

SIGNATURE:

DATE:

CAPACITY AND PARTICULARS OF THE AUTHORITY UNDER WHICH THIS BID IS SIGNED:

NAME OF BIDDER:

POSTAL ADDRESS:

TELEPHONE NUMBERS:

FACSIMILE NUMBERS:

BID NUMBER:

NAME OF CONTACT PERSON:

Refer to the under-mentioned important Conditions:

IMPORTANT CONDITIONS

1. Failure on the part of the bidder to sign this bid form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaire and specifications in all respects, may invalidate the bid.

2. Bids should be submitted on the official forms and should not be qualified by the bidders own conditions of bid. Failure to comply with these requirements or to renounce specifically the bidders own conditions of bid, when called upon to do so, may invalidate the bid.
3. If any of the conditions of this bid form are in conflict with any special conditions, stipulations or provisions incorporated in the bid, such special conditions, stipulations or provisions shall apply.

**ALFRED DUMA LOCAL MUNICIPALITY
DEPARTMENT PUBLIC SAFETY AND EMERGENCY SERVICES**

**CONTRACT NO PS 05/2021 SUPPLY MAINTENANCE AND REPAIRS TO BIO-
MATRIX FOR A PERIOD OF THREE (3) YEARS – BID DOCUMENT**

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

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

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

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

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

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

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the SERVICES of the state[□].
9. Any person, having a kinship with persons in the SERVICES 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 SERVICES of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

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

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the SERVICES of the state[□]

□

□SCM Regulations: "in the service of the state" means to be –
a member of –

any municipal council;
any provincial legislature; or

YES / NO

3.6.1 If so, furnish particulars.

.....
.....

3.7 Have you been in the SERVICES of the state for the past
YES / NO
twelve months?

3.7.1 If so, furnish particulars.

3.8 Do you, have any relationship (family, friend, other) with persons in the SERVICES of the state and who may be involved with the evaluation and or adjudication of this bid?

3.8.1 If so, furnish particulars.

.....
.....

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the SERVICES of the state who may be involved with the evaluation and or adjudication of this bid?

3.9.1 If so, furnish particulars

.....
.....

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

YES

3.10.1 If so, furnish particulars.

the national Assembly or the national Council of provinces;

a member of the board of directors of any municipal entity;
an official of any municipality or municipal entity;
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);
a member of the accounting authority of any national or provincial public entity; or
an employee of Parliament or a provincial legislature.

.....

.....

1. Are any spouse, child or parent of the company's directors, **YES**
/ **NO**
managers, principal shareholders or stakeholders in SERVICES
of the state?

3.11.1 If so, furnish particulars.

.....

.....

CERTIFICATION

I, **THE** **UNDERSIGNED**
(NAME)

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

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

FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

ALFRED DUMA LOCAL MUNICIPALITY

**DEPARTMENT PUBLIC SAFETY AND EMERGENCY
SERVICES**

CONTRACT NO PS 05/202111/2018

**CONTRACT NO PS 05/2021 SUPPLY MAINTENANCE AND REPAIRS TO BIO-
MATRIX FOR A PERIOD OF THREE (3) YEARS – BID DOCUMENT**

PROCUREMENT DOCUMENTS



Alfred Dunster
Local Municipality

PREFERENCE POINTS CLAIM FORM

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

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 R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

7.1 Price; and

7.2 B-BBEE Status Level of Contribution.

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

1.3.1.1	POINTS
	80
	20

1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION

Total points for Price and B-BBEE must not exceed	100
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1.4 Failure on the part of a bidder to fill in and/or to sign this form 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 an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at

any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

9.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment

insurance fund contributions and skills development levies;

9.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-

Based Black Economic Empowerment Act;

2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of SERVICESs, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

2.7 **“consortium or joint venture”** 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;

2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .

2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any SERVICES, for the execution of the contract;

2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a SERVICES or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a SERVICES and the technical capacity and ability of a bidder;

2.12 **“non-firm prices”** means all prices other than “firm” prices;

2.13 **“person”** includes a juristic person;

- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

or

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

(a) Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2

Non-compliant contributor	0	0
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- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs 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.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub- contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: = (Maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm :

9.2 VAT registration number :

9.3 Company registration number
.....
:

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer

- ☐ Supplier
☐ Professional SERVICES provider
☐ Other SERVICES providers, e.g. transporter, etc.
 [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution

WITNESSES:

.....
SIGNATURE(S) OF BIDDER(S))

1.

2.

DATE:.....

ADDRESS:.....

.....

.....

MBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

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

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

1. General Conditions

1.1. Preferential Procurement Regulations, 2011 (Regulation 9.(1) and 9.(3) make provision for the promotion of local production and content.

1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, SERVICESs or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

1.3. Regulation 9.(3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced SERVICESs, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.

1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local

production and content and the second stage price and B-BBEE.

1.5. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

1.6. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

$$LC = 1 - \left(\frac{x}{y} \right) \times 100$$

Where

x imported content

y bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid as required in paragraph 4.1 below.

1.7. A bid will be disqualified if:

- the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below; and
this declaration certificate is not submitted as part of the bid documentation.

2. Definitions

2.1. **“bid”** includes advertised competitive bids, written price quotations or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the

Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced SERVICESs, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief

Financial Officer or other legally responsible person nominated in writing by the Chief Executive,

or senior member / person with management responsibility(close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of

components,

parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content,
provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as
determined by the Department of Trade and Industry; and

2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or
employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **The stipulated minimum threshold(s) for local production and content for this bid is/are
as follows:**

<u>Description of SERVICESs, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

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

YES / NO

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published

by the SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below:

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

CONTRACT FORM - RENDERING OF SERVICES

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

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

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

WITNESSES

1.

2.

DATE:

DATE

MBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

I..... in my capacity as.....
accept your bid under reference numberdated.....for the rendering of
SERVICESs indicated hereunder and/or further specified in the annexure(s).

An official order indicating SERVICES delivery instructions is forthcoming.

I undertake to make payment for the SERVICESs rendered in accordance with the terms and conditions
of the contract, within 30 (thirty) days after receipt of an invoice.

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

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

.....
.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- (i) This Municipal Bidding Document must form part of all bids invited.
- (ii) It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and SERVICESs are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- (iii) The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - 1. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 2. been convicted for fraud or corruption during the past five years;
 - 3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 4. 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).
- (iv) In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js367bW

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

- a. take all reasonable steps to prevent such abuse;
- b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
- c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that,

when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must

be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf

of: _____ that:

(Name of Bidder)

- I have read and I understand the contents of this Certificate;
- I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 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;
- 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 SERVICESs as the bidder and/or is in the same line of business as the bidder

MBD 9

- 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.
- In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - 2.12. prices;
 - 2.12. geographical area where product or SERVICES 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.

9.8 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 SERVICESs to which this bid invitation relates.

9.9 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

9.3.Js9141w 4

PARTICULARS OF BIDDER

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

Name of
Bidder: _____

Postal Address

Street Address

Telephone Code _____ Number _____

Cellphone Number _____

Facsimile Code _____ Number _____

Contact Person _____

Company / Enterprise Income Tax
Reference
Number: _____

NO / YES

Has an original Tax Clearance Certificate been attached (MBD2)

Vat Registration
Number _____

Company Registration No _____

Is the Firm registered or does it have a Business Licence(s): (Tick one box)

☐ YES

☐ NO

If YES, give details and quote relevant Reference numbers and dates

Are you the accredited Representative in South Africa for the
Goods / SERVICESs offered by you?

YES/NO (If YES enclose proof)

AN ORIGINAL TAX CLEARANCE CERTIFICATE MUST BE ATTACHED TO YOUR
BID.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm,
affirms that the information furnished is true and correct.

Signature:

Date:

Duly authorised to sign on behalf of:

Address:

Telephone Number:

ENQUIRY CONTACT DETAILS

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED
TO:**

MUNICIPALITY: ALFRED DUMA LOCAL MUNICIPALITY

DEPARTMENT: DEPARTMENT FINANCE

CONTACT PERSON: MS T P NDLOVU

TEL: 036 637 2231 – EXTENSION 1237

FAX: 036 631 0415

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED
TO:**

CONTACT PERSON: MR M SEWPARSAD/MR BJ Strydom

TEL: 036 361 1777

EMAIL: msewparsad@alfredduma.gov.za and
bjstrydom@alfredduma.gov.za

ALFRED DUMA LOCAL MUNICIPALITY

**DEPARTMENT PUBLIC SAFETY AND
EMERGENCY SERVICES**

CONTRACT NO PS 05/2021

**CONTRACT NO PS 05/2021 INSTALL, SUPPLY, MAINTENANCE AND REPAIRS
TO BIO- MATRIX FOR A PERIOD OF THREE (3) YEARS – BID DOCUMENT**

PRE – QUALIFICATION

ALFRED DUMA LOCAL MUNICIPALITY

DEPARTMENT PUBLIC SAFETY AND EMERGENCY SERVICES

CONTRACT NO PS 05/2021 SUPPLY MAINTENANCE AND REPAIRS TO BIO-MATRIX FOR A PERIOD OF THREE (3) YEARS – BID DOCUMENT

No	Description Items	Maximum Potential Score	Points Claimed	Page Ref. No.
1	Undertaken work of the similar nature of a Municipality (10 points per Municipality / Organ of State)	20		
2	Number of years company in practice (2 points per year)	10		
3	Information Technology qualified level A+ N+ or Higher	15		
4	Access Control Fundamentals Certificate	15		
5.	Advance Access Control Training Certificate	15		
6	Basic Electronics Training Certificate	15		
7.	Locally based service provider. (Located within Alfred Duma bounderies)	10		
	TOTAL SCORED	100		

NB: PROVIDE PROOF FOR ALL OF THE ABOVE

NOTE: FAILURE TO COMPLETE THE PRE – QUALIFICATION SCORE CARD WILL DISQUALIFY YOUR PROPOSAL AND BIDDERS NEED TO SCORE A MINIMUM OF 70%

CHECK LIST

No	Description	Ticked by Bidder	Ticked by Municipal Representative
1	Initial/ Sign of all pages		
2	Closing/Bid Submission at 11:00		
3	Returnable documents completed		
4	Form of bid completed		
5	Original Tax Clearance Certificate attached		
6	Original valid B-BBEE Status Level Verification Certificates or certified copies		
7	Pricing Scheduled completed		
8	Preferential points Claimed		
9	Pre-Qualifications completed		
10	All witnesses signed where it is required		
11	Bid Declaration with regard to Equity completed		
12	Particulars of Bidders completed		
13	Bid Declaration of Interest completed		
14	Contract Form MBD form 7.2 completed		
15	Declaration of Bidders past SCM Practice MBD Form 8 completed		
16	Certificate of Independent Bid Determination MBD Form 9 completed		
17	Pricing Schedule		
18	Audited 3 year Financial statements attached		