MBHASHE LOCAL MUNICIPALITY

RFQ DOCUMENT

FOR

PROJECT NAME: REGISTRATION OF 17 PROPERTIES

RFQ NO : 0054/P&D/2020-21

NAME OF BIDDER: _____

TENDER AMOUNT/RATES:

_____

CSD NUMBER_____

RFQ NO : 0054/P&D/2020-21

The Mbhashe local municipality hereby invites service providers to quote for proposals for registration of 17 properties.

Project Name	RFQ Number	Closing Date	Briefing Session/Site Inspection	Enquiries	Availability of tender documents
REGISTRATION OF 17 PROPERTIES	RFQ NO : 0054/P&D/2020-21	27 May 2021not later than 11h00 All completed bids must be in a **sealed envelope marked "REGISTRATION OF 17 PROPERTIES"RFQ No: 0054/P&D/2020-21** and the Bidders Name	N/A	**SCM Related Queries** Ms. Z. Nkumanda: 047 489 5810 **Technical Queries** **Mr. M. Sibaca** 047 489 5877/5859 From 07h30 to 16h30 from Monday to Friday	Tender will be available free of charge on the municipal website and in Mbhashe Municipal SCM Offices, 1st Floor, 454 Streatfield Road, Dutywa

Bidders must take note of the following bid conditions:

1. Failure to submit comprehensive JV agreement (where applicable) will result in a tender deemed non-responsive
2. Bidders must complete the tender forms e.g. Form of Offer, declaration of interest and all other MBD forms.
3. Failure to submit certified BBBEE CERTIFICATE from SANNAS or Sworn Affidavit from DTI will result in a bidder loosing points allocated for BBBEE.
4. Submit original/ certified BBBEE certificate in order to claim points/Affidavit in terms of the new BEE Codes.
5. Failure to register on CSD will lead to a bid deemed non responsive
6. The Council reserves the right to disqualify any service provider whose members and or shareholders owe the municipal rates & taxes
7. Billing clearance certificate or statement of municipal account not older than three months
8. Misrepresentation of address of the business with the aim of earning points may lead to disqualification
9. Non-disclosure by service providers who are in the employ of the state may lead to disqualification
10. Bids submitted will hold good for a period of **30** days and if your company has not heard within this period take that your company was unsuccessful
11. Failure to reflect date of certification not older than Six (06) months on required documents will result in a tender deemed non responsive
12. Mbhashe local municipality does not bind itself to accept the lowest bidder or any other bid and reserves the right to accept the whole or part of the bid
13. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted
14. **Bidders must submit a detailed quotation.**
15. Bidders must score a minimum of 60/100 points on functionality in order to be considered

The tender will be adjudicated on the basis of the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2011), as well as the Mbhashe local municipality's Supply Chain Management policy.**80/20** preference point system will be used as per the MLM SCM policy.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS

Functionality - 80 points

B-BBEE Status Level - 20 points

TOTAL - 100 points

ALLOCATION OF POINTS FOR BBBEE

B-BBEE Status Level Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

APPROVED

.....

MR. M. NAKO

MUNICIPAL MANAGER:

DATE 19 May 21

454 Streatfield Road,P.O Box 25, Dutywa, South Africa, 5000,Tel: (047) 489 5800 Fax (047) 489 1137

REGISTRATION OF 17 PROPERTIES

It is the intention of the Mbhashe Local Municipality to enter into a formal contract with a service provider that will carry out the services described hereunder. These Terms of Reference and the service provider's proposal will form the basis of the contract.

SECTION 1: DETAILS

Province: Eastern Cape

Municipality: Mbhashe Local Municipality

Project Name: Registration of 17 Properties

Project Manager: Mr L. Qunta

SECTION 2:

1. INTRODUCTION

The municipality intends to register 17 Erven subdivided from the portion of Erf 01 to establish various uses in terms of the applicable act and prescripts pertaining to such. The municipality seeks for the services of registered/practising conveyancers to register these Erven that will be vested in the Municipality i.e. produce the title deeds. These erven were surveyed and registered with Chief Surveyor General but were never transferred to the Municipality.

2. BACKGROUND

The Municipality has identified the need for more additional business sites in Dutywa. Through the office of the Town Planner, looking at the SDF 17 erven were identified and were planned and surveyed.

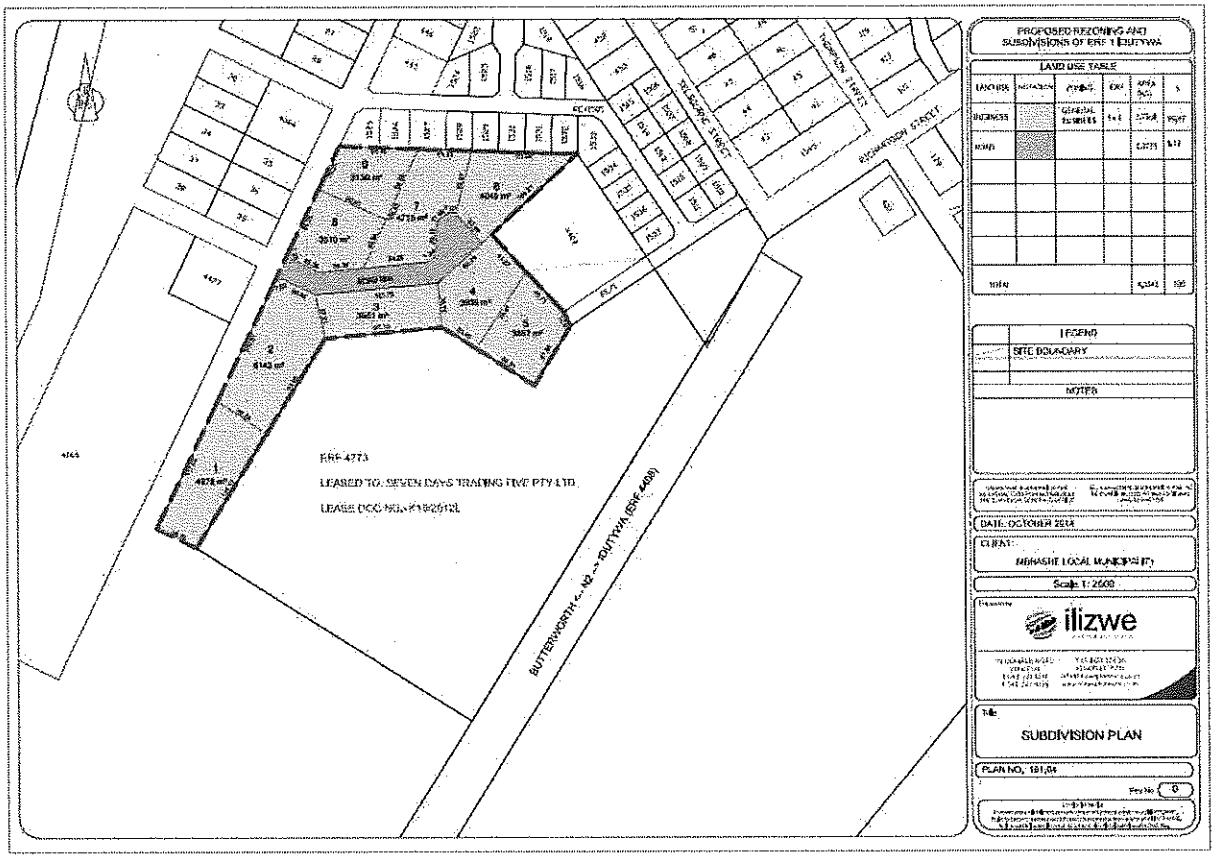
The municipality seeks for the professional services of a conveyancer to produce and facilitate the registration of 17 erven in order to obtain title deeds for the municipality.

The purpose of these terms of reference is to appoint a Service Provider that will assist with the registration and production of 17 title deeds for various Erven as outlined terms of appropriate legislation and manage all key milestones. The service provider will be furnished by the municipality with the approved diagrams, the service provider will liaise with the deeds registry to confirm the registered erven to the municipality.

3. APPROACH

The terms of reference are the municipality's point of reference, with which it will engage the service provider or consultants. The service provider will be requested to verify these 17 Erven and facilitate the registration with Mthatha Deeds office.
The Municipality expects the successful consultant to undertake the project in line with legislation and policies at various government levels. The service provider will also provide recommendations to the Municipality on the suitable approach with which the project will be best implemented.

4. PROPOSED BUSINESS ERVEN



4.1 TRANSIDO

MNT GEOMATICS : EAST LONDON

SIDES METRES		ANGLES OF DIRECTION CONSTANTS		CO-ORDINATES Y System WG. 29° ± 0,00	CO-ORDINATES X + 3 500 000,00
AB	87,73	318.10.00	A	+ 65 212,76	+ 53 188,90
BC	110,59	43.15.20	B	+ 65 154,25	+ 53 254,26
CD	88,07	133.15.20	C	+ 65 230,04	+ 53 334,80
DA	118,19	223.35.00	D	+ 65 294,18	+ 53 274,44
Fakalahle		(No. 5)	▲	+ 51 375,84	+ 47 362,34
Siszini		(No. 50)	▲	+ 60 682,98	+ 49 990,18

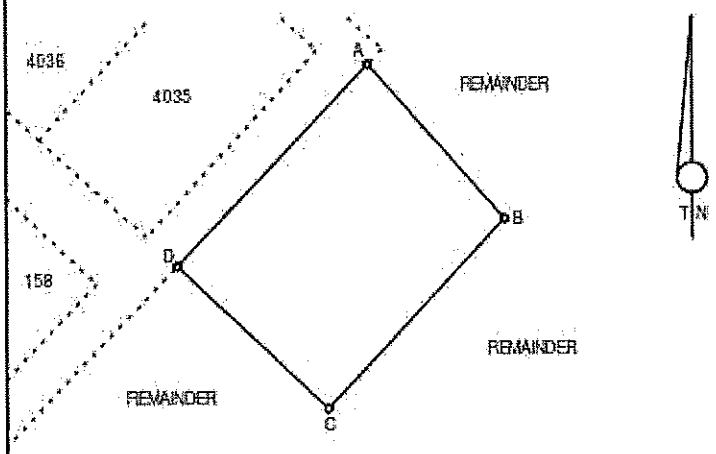
S.G. No. /2020

Approved

for Surveyor-General

DESCRIPTION OF BEACONS

A,B,C,D : 12mm Round Iron Peg



SCALE 1 : 2 000

The figure A B C D

represents 1,0034 Hectares of land, being

ERF 4783 (a Portion of Erf 1) IDUTYWA

Situate in the Mbhashe Municipality
in the Administrative District of Idutywa
PROVINCE OF THE EASTERN CAPE
Surveyed in December 2020
by me

M.E. MNTAMBO (PLS 1248)
Professional Land Surveyor

This diagram is annexed to D/T No. Dated i.f.o. Registrar of Deeds	The original diagram is S.G. No. 2897/1932 annexed to D/G 1933 - -79 (FILED AS PLAN 2307)	File No. S.R. No: /2020 Compilation: 3228AB (TR427) CR1.9C (TR509) LPI C0930001

4.2 DISASTER SITE

MNT GEOMATICS : EAST LONDON

SIDES METRES		ANGLES OF DIRECTION CONSTANTS		CO-ORDINATES Y System WG. 29° ± 0,00	CO-ORDINATES X ± 3 500 000,00
AB	130,33	332.11.20	A	+ 65 199,23	+ 53 684,20
BC	122,19	62.50.00	B	+ 65 138,43	+ 53 799,49
CD	128,71	152.33.00	C	+ 65 247,15	+ 53 855,27
DA	121,39	242.04.20	D	+ 65 306,48	+ 53 741,05
Fakalahle (No. 5)			▲	+ 51 375,84	+ 47 362,34
Siszini (No. 50)			▲	+ 60 682,98	+ 49 990,18

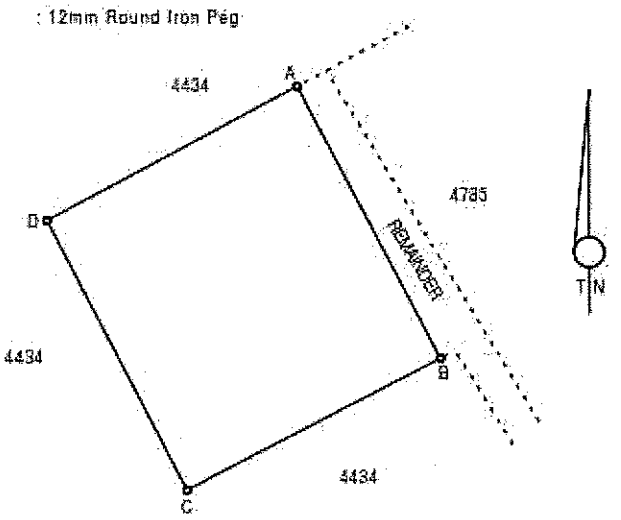
S.G. No. /2020

Approved

for Surveyor-General

DESCRIPTION OF BEACONS

A,B,C,D : 12mm Round Iron Peg



SCALE 1 : 2 000

The figure A B C D

represents 1,5774 Hectares of land, being

ERF 4784 (a Portion of Erf 1) IDUTYWA

Situate in the Mbhashe Municipality
in the Administrative District of Idutywa

PROVINCE OF THE EASTERN CAPE

Surveyed in December 2020
by me

M.E. MNTAMBO (PLS 1248)
Professional Land Surveyor

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Dated	annexed to D/G 1933- -70	S.R. No. /2020
Registrar of Deeds		Compilation: 3228AB (TR427) CR1 BC (TR509)
	FILED AS PLAN 2307	LPI C0930001

4.3 SPORTSGROUND

MNT GEOMATICS : EAST LONDON

SIDES METRES		ANGLES OF DIRECTION CONSTANTS		CO-ORDINATES Y System WG. 29° ± 0,00	X + 3 500 000,00
AB	403,12	330.31.20	A	+ 65 022,05	+ 53 590,75
BC	172,69	61.09.40	B	+ 64 823,71	+ 53 941,70
CD	406,94	148.37.40	C	+ 64 974,99	+ 54 024,98
DA	186,24	242.13.20	D	+ 65 186,83	+ 53 677,54
Fakalahle		(No. 5)	▲	+ 51 375,84	+ 47 362,34
Siszini		(No. 50)	▲	+ 60 682,98	+ 49 990,18

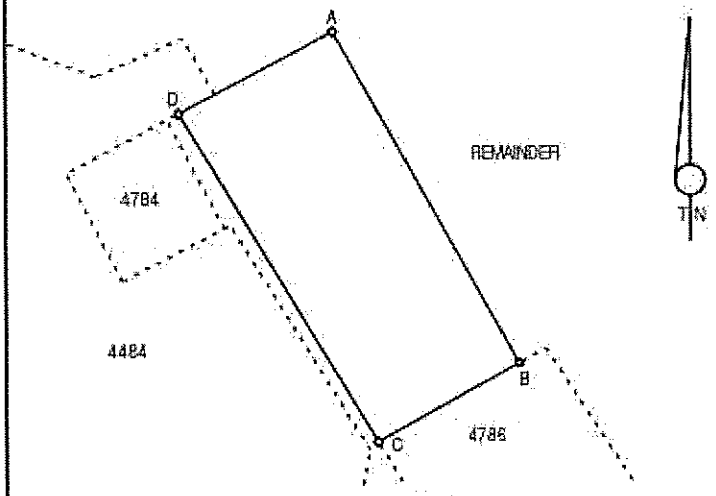
S.G. No. /2020

Approved

for Surveyor-General

DESCRIPTION OF BEACONS

A,B,C,D : 12mm Round Iron Peg



SCALE 1 : 5 000

The figure A B C D

represents 7,2624 Hectares of land, being

ERF 4785 (a Portion of Erf 1) IDUTYWA

Situate in the Mbhashe Municipality
in the Administrative District of Idutywa
PROVINCE OF THE EASTERN CAPE

Surveyed in December 2020
by me

M.E. MNTAMBO (PLS 1248)
Professional Land Surveyor

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Dated	annexed to	S.R. No. /2026
I, f. c.	D/G 1933 - -70	Compilation: 3228AB (TR427) CR1 BC (TR509)
Registrar of Deeds	(FILED AS PLAN 2307)	LPI C0930001

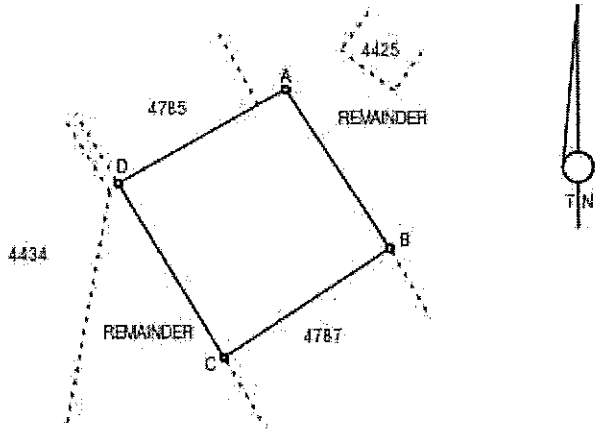
4.4 IDUTYWA HOSPITAL

MNT GEOMATICS : EAST LONDON

SIDES METRES		ANGLES OF DIRECTION		CO-ORDINATES Y System WG 29°		X	S.G. No.
		CONSTANTS		± 0,00	+ 3 500 000,00		/2020
AB	201,59	326.38.20	A	+ 64 794,94	+	53 925,86	
BC	212,41	56.59.40	B	+ 64 684,09	+	54 094,24	Approved
CD	216,61	148.37.40	C	+ 64 862,22	+	54 209,93	
DA	205,53	241.09.40	D	+ 64 974,99	+	54 024,98	for
Fakalahle		(No. 5)	▲	+ 51 375,84	+	47 362,34	Surveyor-General
Siszini		(No. 50)	▲	+ 60 682,98	+	49 990,18	

DESCRIPTION OF BEACONS

A,B,C,D : 12mm Round Iron Peg



SCALE 1 : 5 000

The figure A B C D

represents 4,3647 Hectares of land, being

ERF 4786 (a Portion of Erf 1) IDUTYWA

Situate in the Mbhashe Municipality
in the Administrative District of Idutywa
PROVINCE OF THE EASTERN CAPE

Surveyed in December 2020
by me

M.E. MNTAMBO (PLS 1248)
Professional Land Surveyor

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Dated	annexed to D/G 1933 - -70	S.R. No. /2020
i.f.o.		Compilation: 3228AB (TR427) CR1 BC (TR509)
Registrar of Deeds	(FILED AS PLAN 2307)	LPI C0930001

4.5 KING HINTSA FET COLLEGE

MNT GEOMATICS : EAST LONDON

SIDES METRES		ANGLES OF DIRECTION CONSTANTS		CO-ORDINATES Y System WG. 29° ± 0,00		X + 3 500 000,00
AB	143,36	329.31.00	A	+ 64 684,09	+	54 094,24
BC	155,26	35.34.20	B	+ 64 611,37	+	54 217,79
CD	82,38	25.20.40	C	+ 64 702,28	+	54 344,88
DE	243,70	149.13.40	D	+ 64 737,55	+	54 419,33
EA	212,41	236.59.50	E	+ 64 862,22	+	54 200,93
Fakalehle		(No. 5)	▲	+ 51 375,84	+	47 362,34
Siezini		(No. 50)	▲	+ 60 682,98	+	49 990,18

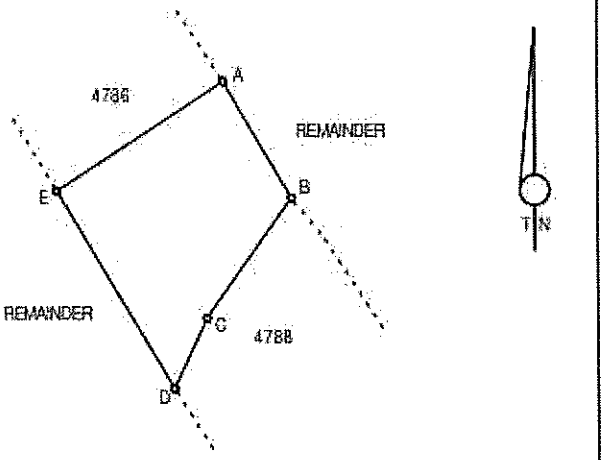
S.G. No. /2020

Approved

for Surveyor-General

DESCRIPTION OF BEACONS

A,B,C,D,E : 12mm Round Iron Peg



SCALE 1 : 5 000

The figure A B C D E

represents 3,9841 Hectares of land, being

ERF 4787 (a Portion of Erf 1) IDUTYWA

Situate in the Mbhashe Municipality
in the Administrative District of Idutywa
PROVINCE OF THE EASTERN CAPE

Surveyed in December 2020
by me

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Professional Land Surveyor

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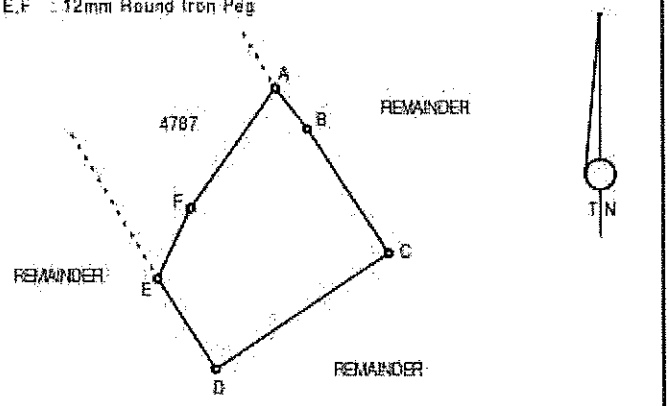
4.6 MULTI PURPOSE CENTRE

MNT GEOMATICS : EAST LONDON

SIDES METRES		ANGLES OF DIRECTION CONSTANTS		CO-ORDINATES Y System WG. 29° ± 0,00	CO-ORDINATES X + 3 500 000,00	S.G. No. /2020
AB	55,47	321.16.40	A	+ 64 611,37	54 217,79	
BC	157,66	326.38.00	B	+ 64 576,68	54 261,07	Approved
CD	222,81	56.38.00	C	+ 64 489,96	54 392,74	
DE	113,96	147.20.40	D	+ 64 676,06	54 515,28	
EF	82,38	205.20.50	E	+ 64 737,55	54 419,33	for
FA	156,26	215.34.30	F	+ 64 702,28	54 344,88	Surveyor-General
Fakalahle		(No. 5)	▲	+ 51 375,84	47 362,34	
Siszini		(No. 50)	▲	+ 60 682,98	49 990,18	

DESCRIPTION OF BEACONS

A,B,C,D,E,F : 12mm Round Iron Peg



SCALE 1 : 5 000

The figure A B C D E F

represents 3,7517 Hectares of land, being

ERF 4788 (a Portion of Erf 1) IDUTYWA

Situate in the Mbhashe Municipality
in the Administrative District of Idutywa
PROVINCE OF THE EASTERN CAPE

Surveyed in December 2020
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Professional Land Surveyor

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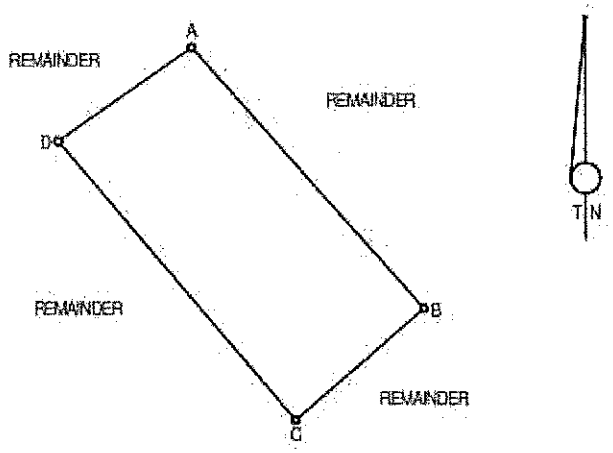
4.7 POUND

MNT GEOMATICS : EAST LONDON

SIDES METRES		ANGLES OF DIRECTION		CO-ORDINATES Y System WG 29° X			S.G. No. /2020
		CONSTANTS		± 0,00	+ 3 500 000,00		
AB	222,69	318.14.20	A	+ 63 850,19	+ 54 933,64		
BC	108,74	49.15.10	B	+ 63 701,88	+ 54 499,77	Approved	
CD	233,65	139.24.20	C	+ 63 784,27	+ 54 570,74		
DA	104,79	235.16.20	D	+ 63 936,29	+ 54 393,32	for	
Fakalahle		(No. 5)	▲	+ 51 375,84	+ 47 362,34	Surveyor-General	
Siazini		(No. 50)	▲	+ 60 682,96	+ 49 990,18		

DESCRIPTION OF BEACONS

A,B,C,D : 12mm Round Iron Peg



SCALE 1 : 3 000

The figure A B C D

represents 2,4281 Hectares of land, being

ERF 4789 (a Portion of Erf 1) IDUTYWA

Situate in the Mbhashe Municipality
in the Administrative District of Idutywa
PROVINCE OF THE EASTERN CAPE

Surveyed in December 2020
by me

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Professional Land Surveyor

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Dated	annexed to	S.R. No. /2020
i.f.o.	D/G 1933 - -70	Compilation:
Registrar of Deeds		3228AB (TR427)
		CR1 BC (TR509)
	(FILED AS PLAN 2307)	LPI C0930001

5. OUTCOMES AND DELIVERABLES

- A planning process bringing together all stakeholders within timeframes
- Gather all required information
- Produce proof of registration, deeds information and 18 title deeds within applicable legislations in a manner that will ensure accurate results
- Production of Title Deeds
- Submit all the required to the municipality

6. LEGAL REQUIREMENTS

It will be key for the appointed service provider to confirm that the development will be able to abide by the relevant legislation applicable such as the:

- Spatial planning and land use management act 16 of 2013;
- Mbhashe Spatial Planning and Land Use Management Bylaw;
- Deeds Registry Act and all other relevant legislation and policy documents.
- Land Survey Act

7. PROJECT DURATION

- The anticipated timeframe for the completion of this project is **one (1) Month.**

CRITERIA FOR EVALUATION OF PROPOSAL

PRICE AND FUNCTIONALITY **80 points**

	BREAKDOWN	WEIGHT
1.	Functional requirements	80
2.	Price	20
	Total	**100**

FUNCTIONALITY REQUIREMENTS

PRE- QUALIFICATION FUNCTIONAL ASSESSMENT –POINT SCORING	
CRITERIA	**POINTS**
EXPERIENCE (Appointment letters/Purchase order and reference letters obtained in the public sector to be provided in order to claim points)	**Total : 40**
Similar Projects on registration/conveyancing for properties (20 points per project to a maximum of 2 projects) i.e. conveyancing that were successfully completed.	40
EXPERTISE (Proof of CV's and Registration Certificates, Qualifications to be attached in order to claim points)	**Total :30**
• Registration with Law society • Registration as a conveyancer Detailed organogram with clear responsibilities	**15** **15**

METHODOLOGY	Total : 30
Methodology statement indicating how each activity is proposed to be carried out.	10
Program of works clearly defines each activities and duration.	10
Cash flow projections	10

Bidders should take note of the <u>above</u> Pre-qualification criteria.

[a] All the necessary documentation must be submitted for the Evaluation Panel to make an informed evaluation. Evaluation of the Technical (Quality) Requirements will be based on the information provided by the bidder.

[i] **Experience** - The experience annexure must be completed. Only list of conveyancing projects of a similar nature undertaken.

[ii] **Expertise** – Professional Registration with law society

[iii] **Methodology** – The bidder must clearly demonstrate how the contract will be managed, detailing a work plan with timeframes and clearly explaining how the works will be implemented.

[b] Bids that do not meet a minimum of **60** out of **100** in total for the criteria listed above will not be considered further

MBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF MUNICIPALITY/ MUNICIPAL ENTITY*)					
BID NUMBER:	**RFQ NO: 0054/P&D/2020-21**	CLOSING DATE:	**27 May 2021**	CLOSING TIME:	**11:00**
DESCRIPTION	**REGISTRATION OF 17 PROPERTIES**				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

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

MBHASHE LOCAL MUNICIPALITY
454 STREATFIELD ROAD
DUTYWA
5000

SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE			NUMBER		
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE			NUMBER		
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
TAX COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]						

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	*ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?*	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		*TOTAL BID PRICE*	R
SIGNATURE OF BIDDER	.....	*DATE*	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT	SCM	CONTACT PERSON	Mr M. Sibaca
CONTACT PERSON	Z. Nkumanda	TELEPHONE NUMBER	047 489 5877/5859
TELEPHONE NUMBER	047 489 5810	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

PAST EXPERIENCE

Bidders must furnish hereunder details of similar works/service, which they have satisfactorily completed in the past. The information shall include a description of the Works, the Contract value and name of Employer.

EMPLOYER	NATURE OF WORK	VALUE OF WORK	DURATION AND COMPLETION DATE	EMPLOYER CONTACT NO.

.....

DATE

.....

SIGNATURE OF BIDDER

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state[1], or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

   - the bidder is employed by the state; and/or

   - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1Full Name of bidder or his or her representative: .....

2.2 Identity Number: ....

2.3 Position occupied in the Company (director, trustee, shareholder[2]):.....

2.4 Company Registration Number:.....

2.5 Tax Reference Number:.....

2.6 VAT Registration Number:.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

[1]"State" means –

(a) 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);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

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

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:.....

Name of state institution at which you or the person connected to the bidder is employed :.....

Position occupied in the state institution: .....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....

.....

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

.....

.....

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number/ Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	**Date**
.....	.....
Position	**Name of bidder**

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

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

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

1. GENERAL CONDITIONS

The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000; and
- the 90/10 system for requirements with a Rand value above R50 000 000.

The value of this bid is estimated not to exceed R50 000 000 and therefore the 80/20 system shall be applicable.

Preference points for this bid shall be awarded for:

(a)	Price	80 points
(b)	BBBEE	20 points

- Failure on the part of a bidder to fill in and/or to sign this form may be interpreted to mean that preference points are not claimed.

- 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. GENERAL DEFINITIONS

2.1.1 **"Acceptable bid"** means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document.

2.1.2 **"Bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods, works or services.

2.1.3 **"Comparative price"** means the price after the factors of non-firm price and all unconditional discounts that can be utilised have been taken into consideration.

2.4.1 **"Consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital , efforts, skills and knowledge in an activity for the execution of a contract.

2.4.2 **"Contract"** means the agreement that results from the acceptance of a bid by an organ of state.

2.4.3 **"Specific contract participation goals"** means the goals as stipulated in the Preferential Procurement Regulations 2001.

2.6.1 In addition to above-mentioned goals, the Regulations [12.(1)] also make provision for organs of state to give particular consideration to procuring locally manufactured products.

2.6.2 **"Control"** means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.

2.6.3 **Management"** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.

2.6.4 **"Owned"** means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.

2.13 **"Person"** includes reference to a juristic person.

2.14 **"Rand value"** means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.

2.15 **"Small, Medium and Micro Enterprises (SMMEs)** bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).

2.16 **"Sub-contracting"** means the primary contractor's assigning or leasing or 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.

2.17 **"Trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to ML Minister such property for the benefit of another person.

2.18 **"Trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be ML Ministered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

4.1 The bidder obtaining the highest number of points will be awarded the contract.

4.2 Preference points shall be calculated after prices have been brought to a comparative basis.

4.3 Points scored will be rounded off to 2 decimal places.

4.4 In the event of equal points scored, the bid will be awarded to the bidder scoring the highest number of points for specified goals.

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

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

or

90/10

$$Ps = 90\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where

Ps	=	Points scored for price of bid under construction
Pt	=	Rand value of bid under consideration
Pmin	=	Rand value of lowest acceptable bid

5. DECLARATION WITH REGARD TO EQUITY

5.1Name of firm .....

5.2 Vat registration number .....

5.3 Company registration number .....

5.4TYPE OF FIRM

	Partnership
	One person business/sole trader
	Close corporation
	Company
	(Pty) Limited

[TICK APPLICABLE BOX]

5.5DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

5.6 **COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

5.7 **TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS?.....**

5.8 **List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in paragraph 8.**

Name	Date/Position Occupied in Enterprise	ID Number	Date RSA Citizenship obtained	*HDI STATUS-			% of business/ enterprise owned
				No franchise prior to elections	Women	Disabled	

*Indicate YES or NO

5.9 Consortium / Joint Venture

5.9.1 In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of the HDI member.

Name of HDI member (to be consistent with paragraph 9.8)	Percentage (%) of the contract value managed or executed by the HDI member

5.10 I/we, the undersigned, who warrants that he/she is duly authorized to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 6.9 of the foregoing certificate, qualifies the firm for the preference(s) shown and I/ we acknowledge that .

(i) The information furnished is true and correct.

(ii) The Equity ownership claimed is 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 6.9,the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.

(iv) If the claims are found to be incorrect, the purchaser may, in addition to

any other remedy it may have –

(a) Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct, and

(b) 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,

WITNESSES:

1. .....

.....

SIGNATURE(S) OF BIDDER(S)

2. .....

DATE:.....

ADDRESS:.....

.....

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Standard Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-

a. abused the institution's supply chain management system;
b. committed fraud or any other improper conduct in relation to such system; or
c. failed to perform on any previous contract.

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

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

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

.....	.....
Signature	**Date**
.....	.....
Position	**Name of Bidder**

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This MLMBidding Document (**MBD**) must form part of all bids[1] 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***

MBD 9

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)

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

   (a) has been requested to submit a bid in response to this bid invitation;

   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium[3] will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

   (a) prices;

   (b) geographical area where product or service will be rendered (market allocation)

   (c) methods, factors or formulas used to calculate prices;

   (d) the intention or decision to submit or not to submit, a bid;

   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or

   (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

....

Signature **Date**

....

Position **Name of bidder**

C1.1 Form of offer and acceptance

Offer

The Employer, identified in the acceptance signature block, has solicited offers to enter into **a contract for "REGISTRATION OF 17 PROPERTIES FOR 2020-21 "**

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

By the representative of the Bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Bidder offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of Contract identified in the Contract Data.

THE TOTAL AMOUNT/RATES OFFERED SHOULD INCLUDE VAT

.....Rand (in words);

R..... (in figures)

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

Signature:.....**Name**:.....

Capacity: ....

For the Bidder: .....

.....

(Name and domiciliumcitandi of organization)

Name and Signature of Witness:.....**Date**:.....

Acceptance

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Bidder's offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of Contract identified in the Contract Data. Acceptance of the Bidder's offer shall form an agreement between the Employer and the Bidder upon the terms and conditions contained in this agreement and in the Contract that is the subject of this agreement.

The terms of the Contract, are contained in:

Part C1 Agreements and Contract Data, (which includes this agreement)

Part C2 Pricing Data

Part C3 Scope of work.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Bidder and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorised representative(s) of both parties.

The Bidder shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of Contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Bidder receives one fully completed, signed copy of this document, including the schedule of deviations (if any). Unless the Bidder (now Service Provider) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding Contract between the parties.

Signature(s):.....**Name(s)**.....

Capacity: **MUNICIPAL MANAGER**

FOR MBHASHE LOCAL MUNICIPALITY, NO 454 STREATFIELD ROAD, DUTYWA, 5000

(Name and domiciliumcitandi of organization)

Name and Signature of Witness: ..... Date: .....

OFFICIAL STAMP:

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 provider, 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 provider 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 any thing of the 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 provider bearing all risks and charges involved until the supplies 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 provider and not involving the provider'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 provider 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 provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as land costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

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 labour, 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 service.

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 **"Services"** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the provider covered under the contract.

1.25 **"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 services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 Invitations to bid are usually published in locally distributed news media and in the institution's website.

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection

5.1 The provider 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 provider 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 provider 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 provider's performance under the contract if so required by the purchaser.

5.4 The provider shall permit the purchaser to inspect the provider's records relating to the performance of the provider and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The provider shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of goods or any part thereof by the purchaser.

6.2 When a provider developed documentation/projects for the municipality or municipal entity, the intellectual, copy and patent rights or ownership or such documents or projects will vest in the municipality or municipal entity.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the success 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 provider'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 provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clause 8.2 & 8.3 show the supplies 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 supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the provider.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or + and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may,

without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.

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 23 of GCC.

9. Packaging

9.1 The provider shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging, case size and weights shall take into consideration, where appropriate, the remoteness of the good's final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packaging, 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 document

10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the provider 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 services

13.1 The provider may be required to provide any or all of the following services, including additional services, if any:

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

13.2 Prices charged by the provider for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the provider for similar services.

14. Spare parts

14.1 As specified, the provider may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the provider:

(a) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider 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 provider 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 provider 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 provider, 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 provider in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the provider, 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 provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the provider under this contract shall be specified

16.2 The provider shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the provider.

16.4 Payment will be made in Rand unless otherwise stipulated.

17. Prices

17.1 Prices charged by the provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the provider in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

18. Increase/decrease of quantities

18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised quantities. The contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. Contract amendments

19.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

20. Assignment

20.1 The provider shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

21. Subcontracts

21.1 The provider shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.

22. Delays in the provider's performance

22.1 Delivery of the goods and performance of services shall be made by the provider in accordance with the time schedule prescribed by the purchaser in the contract.

22.2 If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider 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 provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider'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.

22.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if any emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.

22.4 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

22.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the provider'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 provider.

23. Penalties

23.1 Subject to GCC Clause 25, if the provider fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed good or unperformed services using the

current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

24. Termination For Default

24.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the provider, may terminate this contract in whole or in part:

(a) if the provider 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 provider fails to perform any other obligation(s) under the contract; or
(c) if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

24.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.

25. Anti-Dumping and Counter-Vailing Duties and Rights

25.1 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 favourable difference shall on demand be paid forthwith by the provider to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the provider in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

26. Force Majeure

26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that hi delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

26.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider 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.

27. Termination For Insolvency

27.1 The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, 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,

28. Settlement Of Disputes

28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the provider 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.

28.2 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 provider 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.

28.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

28.4 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 provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract.

29. Limitation Of Liability

29.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the provider 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 provider to pay penalties and / or damages to the purchaser; and
(b) the aggregate liability of the provider to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

30. Governing Language

30.1 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.

31. Applicable Law

31.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

32. Notices

32.1 Every written acceptance of a bid shall be posted to the provider concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

32.2 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.

33. Taxes And Duties

33.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

33.2 A local provider shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the contracted goods to the purchaser.

33.3 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.

34. Transfer of Contracts

34.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.

35. Amendment of Contracts

35.1 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.