



## **KGATELOPELE LOCAL MUNICIPALITY**

**TENDER NO: KLM2020/21/017**

**SUPPLY AND DELIVERY OF STATIONERY, CLEANING MATERIALS, IT  
OFFICE EQUIPMENT, OFFICE EQUIPMENT AND CONSUMABLES**

<b>NAME OF TENDERER:</b>	
<b>TENDERER'S ADDRESS:</b>	
<b>TEL NUMBER:</b>	
<b>E-MAIL ADDRESS:</b>	
<b>CIDB REGISTRATION NO:</b>	
<b>CIDB GRADING:</b>	
<b>CSD NUMBER:</b>	
<b>TENDER AMOUNT INC. VAT :</b>	

**TENDER NOTICE - ADVERT**

**REQUEST FOR TENDERS**

Kgatelopele Local Municipality invites suitable service providers to bid for the following project:

Bid No.	Bid description	Contract period	Availability of documents	Closing date and Time	Points System
KLM2020/21/017	SUPPLY AND DELIVERY OF STATIONERY, CLEANING MATERIALS, IT OFFICE EQUIPMENT, OFFICE EQUIPMENT AND CONSUMABLES	36 Months	01 APRIL 2021	03 MAY 2021	80/20

Bid documents with detailed specifications and information are obtainable from the municipal website [www.kgatelopele.gov.za](http://www.kgatelopele.gov.za) and e-tender portal at [www.etenders.gov.za](http://www.etenders.gov.za) from Thursday, **01 April 2021**.

All sealed bids clearly marked with the Project name and Bid number must be placed in the Tender Box at the offices of the Kgatelopele Local Municipality, 222 Barker Street, Danielskuil, 8405, on or before **12:00 pm Monday, 03 May 2021** at which time bids will be opened in public. No emailed or faxed documents will be accepted.

**Bid documents submitted after 12:00 pm Monday, 03 May 2021 will not be accepted.**

Please note that it is a prerequisite of the Municipality that all service providers are to be registered on the **National Treasury Central Supplier Database (CSD)**. The submissions of valid and up to date SARS tax clearance certificates are compulsory. Registration on CSD can be done at [www.csd.gov.za](http://www.csd.gov.za) or at your nearest Treasury and Kgatelopele Local Municipal Offices.

Bids will be evaluated according to the Kgatelopele Local Municipality's Supply Chain Management Policy, Preferential Procurement Policy Framework Act (Act 5 of 2005) and the Preferential Procurement Regulations, 2017, and Broad Base Black Economic Empowerment Act (Act 53 of 2003).

Kgatelopele Local Municipality is under no obligation to accept the lowest or any bid and reserves the right to accept the whole or part of any bid. Kgatelopele Local Municipality further reserves the right to re-advertise if it so wishes. No reasons for the acceptance or rejection of any bid will be given.

**N.B: Tenderers are advised Not to make any alterations or additions to the tender documents, except to comply with instructions issued by the employer.**

Enquiries 053 384 8646

Procurement : Mr Bolokang Moeng (Email: [supply@kgatelopele.gov.za](mailto:supply@kgatelopele.gov.za))

.....  
**Mr. M. January**

**Municipal Manager**

**T1.1 INVITATION TO BID**

**MBD1**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE  
(KGATELOPELE LOCAL MUNICIPALITY)**

**BID NUMBER: KLM2020/21/017**  
**CLOSING DATE: 03 MAY 2021**  
**CLOSING TIME: 12:00 pm**  
**DESCRIPTION: SUPPLY AND DELIVERY OF STATIONERY, CLEANING  
MATERIALS, IT OFFICE EQUIPMENT, OFFICE EQUIPMENT AND  
CONSUMABLES**

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**The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).**

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TENDER DOCUMENTS ARE TO BE DEPOSITED IN THE BID BOX SITUATED AT:

Kgatelopele Municipal Offices, Barker Street, Danielskuil, 8405

Wooden Tender Box at Municipal Offices Entrance on the left-hand side near the cashier's Counter

Sealed Bid Documents must be submitted in an envelope clearly indicating, "**BID NUMBER AND DESCRIPTION**" on the outside and must reach the tender box at the stipulated physical address above by no later than **12h00pm Monday, 03 May 2021** All bids will be opened in public at the municipal building.

Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically or E-mail and without compulsory required documents will be disqualified.

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

The bid box is generally open from 07h30 until 16h45 Monday to Friday weekdays, and 08h00 until 12h00 midday on Saturdays.

**N:B NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (REGULATION 1 OF THE LOCAL GOVERNMENT : MUNICIPAL SUPPLY CHAINS MANAGEMENT REGULATIONS)**

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)**

## **T1.2 TENDER DATA**

### **1. GENERAL**

The conditions of Tender in the standard conditions of the Tender as contained in Annex F of SANS 294 – *Construction Procurement Processes, Methods and Procedures* which contain references to the Tender Data for details that apply specifically to this tender.

The Tender Data shall be read with the Standard Conditions of Tender in order to expand on the Tenderer's obligations and the Employer's undertakings in administering the tender process in respect of the project under consideration.

The Tender Data hereafter shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of the Tender Data given below is cross-referenced to the relevant clause in the standard Conditions of Tender.

### **2. TENDER DATA APPLICABLE TO THIS TENDER**

**2.1** The Employer of this contract is: **KGATELOPELE LOCAL MUNICIPALITY**

#### **2.2 Tender Documents**

##### **TENDER**

##### **T1: Tendering Procedures**

T1.1: Tender Notice and Invitation to Tender

T1.2: Tender Data

##### **T2: Returnable Documents**

T2.1: List of Returnable Documents

T2.2: Returnable Schedules and Forms

##### **CONTRACT**

##### **Part 1: Scope of Works**

C1.1 Scope of Work

##### **Part 2: Pricing Data**

C2.1: Pricing Schedule

##### **Part 3: Agreement and Contract**

C3.1: Form of Offer and Acceptance

C3.2: Contract Data

A Tenderer will not be eligible to submit a tender if:

- (a) the Contractor submitting the tender is under restrictions or has principals who are under restrictions to participate in the Employer's procurement due to corrupt or fraudulent practices;
- (b) the Tenderer does not have the legal capacity to enter into the contract;
- (c) the Contractor submitting the tender is insolvent, in receivership, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of the foregoing;
- (d) The Tenderer does not comply with the legal requirements stated in the Employer's procurement policy;
- (e) The Tenderer cannot demonstrate that he possesses the necessary professional and technical qualifications and competent, financial resources, equipment and other physical facilities, managerial capability, personnel, experience and reputation to perform the contract;
- (f) The Tenderer cannot provide proof that he is in good standing with respect to duties, taxes, levies and contributions required in terms of legislation applicable to the work in the contract

## **COMPLIANCE TO ADMINISTRATIVE REQUIREMENTS**

### **Bidders will be evaluated on the following administrative compliance**

- Company to be CSD compliant or JV to be CSD compliant
- Issuance of Power of attorney / authority for signatory of JV
- CIDB Grading of 3EP or Higher (Certificate to be submitted)
- Form of offer to be completed in figures and words
- Pages which need to be signed are to be signed or initialized
- Schedule of construction plant to be included (Proof of ownership to be attached or lease agreement)
- Schedule of company experience: Active and completed projects should be supported by appointment letters and completion certificates
- Certified copy of B-BBEE certificate (If JV, certified copy of consolidated B-BBEE certificates)
- Certified copies of Cipro Documents (if JV, submit documents for all JV partners)
- Certified ID copies of all directors / members / shareholders of company / business (If JV, submit documents of associated directors/members/shareholders of the respective JV partners)
- Submit signed and initialized JV Agreement where applicable
- Letter of intent for providing a Guarantee must be from a reputable Institution
- Submission of Original Letter of Good standing with Compensation Commission (Compensation for injuries and Disease Act)
- Submission of Occupational Health and Safety Plan
- No price amendment without signature in the bills of quantities
- Bidder must not alter the bid document or submit a copy of the original bid document
- Bidder to sign the attendance register at the briefing session
- Company / JV partners to submit audited financial statements for the past 2 years
- Completion of MBD documents (MBD 1, 3.1, 4, 6, 8, 9)
- Bidder to submit statement of municipal rates indicating municipal rates and taxes for the company / business as well as directors / members / shareholders (SAPS affidavit for non-rated municipal areas & or Copy of lease agreement with signed letter or confirmation from landlord to certify such an arrangement – letter not to be less than 3 months)
- Bidders are to separate their submission into two envelopes. One clearly marked “TECHNICAL” and the other marked “FINANCIAL”. The financial offer will be evaluated if bidder’s technical submission scores 45 points and above.

## FUNCTIONALITY

Tenders will be evaluated and adjudicated in line with the Supply Chain Management policy of the municipality using an 80/20 preference points system.

**The bid will be evaluated on functionality with the following criterion**

Bids will be evaluated on functionality based on the below scoresheet. A bidder would have to score a minimum of 60 points to be considered for further evaluation.

Criterion	Points Scored	Possible Total Score
<b>Locality</b>		50
Kgatelopele	50	
ZFM	25	
Northern Cape	15	
Anywhere in RSA	10	
<b>Past Experiences.b. Reference letters from previous projects should be attached</b>		50
2 Or More Projects	50	
1 Project	25	
0	10	

## CONDITIONS TO ACCEPTANCE OF TENDER OFFER

**Tenders Will be Accepted on Condition that;**

- The tender offer is signed by a person authorized to sign on behalf of the Tenderer and authority of signatory is attached.
- A valid tax clearance certificate is included with his tender.
- The tenderer has signed and initialized all pages of the tender document
- Tenderer's declaration of compliance with the occupational health and safety act No.85 of 1993 and the construction regulations of 2003 as well as the tenderer's health and safety plan to being included with his tender submission.
- A tenderer who has submitted a tender as a joint venture has included an acceptable joint venture agreement with his tender.
- The tender document has not been unbundled or tampered with.
- The tenderer or a competent authorized representative of the contractor who submitted the tender has attended the compulsory clarification meeting or site inspection.
- The contractor who submitted the tender is registered with the Construction Industry Development Board in accordance with the Construction Industry Development Board Act No. 38 of 2000 and the CIDB Regulations of 2003 promulgated in terms of the Act.
- The tenderer or any of its principals is not listed on the register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act 2004 as a person

prohibited from doing business with the public sector.

- The tenderer has not abused the Employer's Supply Chain Management system or has failed to perform on any previous contract and has been given a written notice to this effect.
- The tenderer or any of its principals, directors or managers is not employed in the service of the state or any municipality. In the event that such principals are involved, official approval from the Executing Authority regarding carrying out remunerative work outside of the public service must be included in the tender submission.
- The Employer is satisfied that the tenderer or any of his principal have not influenced the tender offer and acceptance by the following criteria;
  - Having offered, promised or given a bribe or other gift or remuneration to any person in connection with obtaining or execution of this contract.



- Having acted in a fraudulent or corrupt manner in obtaining or executing this contract.
- Having approached an officer or employee of the Employer or the Employer's Agent with the objective of influencing the award of a contract in the tenderer's favour.
- Having entered into any agreement or arrangement, whether legally binding or not with any person, firm or company to refrain from tendering for this contract or as to the amount of the tenderer to be submitted by either party.
- Having disclosed to any person, firm or company other than the Employer, the exact or approximate amount proposed of his proposed tender.
- The Employer may, in addition to using any other legal remedies, repudiate the tender offer and acceptance and declare the contract invalid should it have been concluded already.

## **T2.1 LIST OF RETURNABLE DOCUMENTS**

The tenderer must complete/submit the following returnable documents:

### **1. Schedule of Returnable Documents for Tender Evaluation**

A: Tender Site Meeting register (not compulsory)

B: Record of Addenda to tender documents

C: Certificate of Authority for Joint Ventures / Close Corporation / Partnership / Company / Sole Proprietor (Certified copies of Identity documents in case of sole proprietor)

D: Registration certificates of entities – joint Ventures / Close Corporation / Partnership /Company / Sole proprietor

E: Schedule of tenderer's experience

F: Schedule of Key personnel

G: Curriculum Vitae of Key personnel

H: Qualifications of key personnel

I: Schedule of Subcontractors

J: Schedule of Plant and Equipment

L: Copy of the workmen's compensation registration certificate (or copy of payment of contributions in terms of the compensation for occupational Injuries and Disease Act No. 130 of 1993)

M: Bank rating letter

N: An original valid tax clearance certificate issued by the South African Revenue Services

O: Form of intent to provide a performance guarantee

P: CIDB 3 EP or Higher registration certificate

Q: B-BBBE Status Level Verification Certificate

R: Filled in / Signed forms MBD 1, 3.1, 4 , 6.1, 6.2 , 8 and 9

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**T2.2 RETURNABLE SCHEDULES / FORMS**

**CERTIFICATE OF ATTENDANCE**

This is to certify that (*Tenderer*).....

of (*address*).....

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

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the site of the works and / or matters incidental to doing the work specified in the tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the tender.

**Particulars of Person(s) attending the meeting:**

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

Capacity.....

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

Capacity.....

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

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

Capacity:..... Date and Time.....

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**RECORDS OF ADDENDUM TO TENDER DOCUMENTS**

I / We confirm that the following communications received from the Employer or his representative before the date of submission of his tender offer, amending the tender documents, have been considered in this tender offer.

ADD No.	DATE	TITLE OF DETAILS

SIGNATURE:.....  
(of person authorized to sign on behalf of tenderer)

DATE.....

**CERTIFICATE OF AUTHORITY OF ENTITY**

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

(I) Company	(II) Close Corporation	(III) Partnership	(IV) Joint Venture	(V) Sole Proprietor

**(I) CERTIFICATE FOR COMPANY**

I....., chairperson of the Board of Directors of  
....., hereby confirm that by resolution of the  
Board (Copy attached) taken on.....20.....

Mr/Mrs....., acting in the capacity of  
....., was authorized to sign all  
documents in connection with this tender and any contract resulting from it on behalf of the  
company.

**Signature of Chairman**.....

**Signature of Signatory**.....

**As Witnesses:**

1..... Name in Block Letters.....

2..... Name in Block Letters.....

Date:.....

**(II) CERTIFICATE FOR CLOSE CORPORATION**

We the undersigned, being the key members in the business trading as..... hereby authorize Mr/Mrs..... acting in the capacity of.....to sign all documents in connection with the tender for the contract No..... and any contract resulting from it on our behalf.

**Signature of Signatory**.....

**As Witnesses:**

1..... Name in Block Letters.....

2..... Name in Block Letters.....

Date:.....

NAME	ADDRESS	SIGNATURE	DATE

*NOTE: This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the close corporation as a whole.*

**(III) CERTIFICATE FOR PARTNERSHIP**

We the undersigned, being the key members in the business trading as..... hereby authorize Mr/Mrs..... acting in the capacity of.....to sign all documents in connection with the tender for the contract No..... and any contract resulting from it on our behalf.

**Signature of Signatory**.....

**As Witnesses:**

1..... Name in Block Letters.....

2..... Name in Block Letters.....

Date:.....

NAME	ADDRESS	SIGNATURE	DATE

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

**(IV) CERTIFICATE FOR JOINT VENTURE**

We the undersigned, are submitting this tender offer in joint venture and hereby authorize Mr/Mrs....., authorized signatory of company..... to act in capacity of lead partner, to sign all documents in connection with the tender for the contract No.....and any contract resulting from it on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the joint venture.

**Signature of Signatory**.....

**As Witnesses:**

1..... Name in Block Letters.....

2..... Name in Block Letters.....

Date:.....

NAME OF FIRM	ADDRESS	AUTHORIZING SIGNATURE

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



**(V) CERTIFICATE FOR SOLE PROPRIETER**

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

**Signature of Sole Owner**.....

**As Witnesses:**

1..... Name in Block Letters.....

2..... Name in Block Letters.....

Date:.....

### **BANK RATING LETTER**

Tenderers should submit an original bank rating letter from their respective banks for their company's rating.

Item	TARGETED GOAL	POINT ALLOCATION
1.	Previous Projects Involving Electrification	
1.	No Information is Provided or Information is not relevant to project Objectives	0
2.	Rating of D or Lower	5
3.	Rating of C	8
4.	Rating of A	10

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## FORM OF INTENT TO PROVIDE A PERFORMANCE GUARANTEE

The tenderer must attach hereto a letter from the bank or institution with whom he has made necessary arrangements, to the effect that the said bank or institution will be prepared to provide the required performance guarantee when asked to do so. A proforma is attached the tenderers to use.

### PRO-FORMA FOR A PERFORMANCE GUARANTEE

#### PERFORMANCE GUARANTEE

**Employer:** (*Name and Address*) \_\_\_\_\_

**Contact No.** \_\_\_\_\_

(Contract Title) \_\_\_\_\_

WHEREAS \_\_\_\_\_

(hereinafter referred to as the "Employer") Entered into, a Contract With

(hereinafter called "the contractor") on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

At \_\_\_\_\_

AND WHEREAS it is provided by such Contract that the Contractor shall provide the Employer with security by way of a guarantee for the due and faithful fulfilment of such Contract by the Contractor;

AND WHEREAS \_\_\_\_\_ (hereinafter referred to as "the Guarantor") Has / Have at the request of the Contractor, agreed to give such guarantee;

NOW THEREFORE WE, \_\_\_\_\_

Do hereby guarantee and bind ourselves jointly and severally as Guarantor and Co-principal Debtors to the Employer under renunciation of the benefits of division and exclusion for the due and faithful performance by the contractor of all the terms and conditions of the said Contract, subject to the following Conditions:

1. The Employer shall, without reference to and/or notice to us, have complete liberty of action to act in any manner authorized and/or contemplated by the terms of said Contract, and / or to agree to any modifications, variations, alterations, directions

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or exclusions of the Completion Date of the works under the said Contract, and that its rights under this guarantee shall in no way be prejudiced nor our liability hereunder be affected by reason of any steps which the Employer may take under such contract, or of any modification, variation alterations of the Completion Date which the Employer may make, give, concede or agree to under the said Contract.

2. This guarantee shall be limited to the payment of a sum of money
3. The employer shall be entitled, without reference to us, to release any guarantee held by it, and to give time to or compound or make any other arrangement with the contractor.

However, upon receipt by us of an authenticated copy of the certificate of completion in terms of the Contract, the amount of liability shall be reduced by 50%, which shall be in force until the issue of the Final Approval Certificate at expiry of the Defects Liability Period.

4. This guarantee shall remain in full force and effect until the issue of the Certificate of Completion in terms of the Contract, unless we are advised in writing by the Employer before the issue of the said Certificate of his intention to institute claims, and the particulars thereof, in which event this guarantee shall remain in full force and effect until all such claims have been paid or liquidated.
5. Our total liability hereunder shall not exceed the sum of

\_\_\_\_\_ (in words)

R\_\_\_\_\_ (in figures)  
(10% of the tender Sum) that amount I/ we agree to hold at your disposal.

6. The Guarantor reserves the right to withdraw from this guarantee by depositing the Guaranteed Sum with the beneficiary, whereupon the Guarantor's liability hereunder shall cease.

I/We declare that I/We, on behalf of the Guarantor, waive the legal exceptions available to a guarantor and undertake to pay the said amount or such portion thereof as may be demanded, immediately on receipt of a written demand from you.

A certificate under your hand shall be sufficient and satisfactory evidence as to the amount of the Guarantor's liability for the purpose of enabling provisional sentence or any similar relief to be obtained against the Guarantor.

This guarantee is neither negotiable nor transferable, and must be surrendered to the Guarantor in the event of the full amount of the Guarantee being paid to the Employer.

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7. I/We hereby choose our address for the serving of all notices for all purposes arising here from as

\_\_\_\_\_

\_\_\_\_\_

IN WITNESS WHEREOF this guarantee has been executed by us at: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

1..... Signature.....

2..... Signature.....

Duly authorized to sign on behalf of the (*Guarantor*).....

Address.....

.....

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

**NB: NO TENDERS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)**

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 NUMBER                      CODE.....NUMBER.....

CELLPHONE NUMBER                      .....

FACSIMILE NUMBER                      CODE ..... NUMBER.....

E-MAIL ADDRESS                      .....

VAT REGISTRATION NUMBER              .....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED? (MBD

YES		NO	
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HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1)

YES		NO	
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IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

**(Tick applicable box)**

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)

A REGISTERED AUDITOR

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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	
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(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER

.....

...

DATE

.....

...

CAPACITY UNDER WHICH THIS BID IS SIGNED

.....

TOTAL BID PRICE

.....

TOTAL NUMBER OF ITEMS OFFERED

.....

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

**Municipality / Municipal Entity:**

Kgatelopele Local Municipality

**Department:**

Supply Chain Management Unit

**Contact Person:**

Bolokang Moeng

**Tel:**

053 384 8646

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

**Contact Person:**

Mr. Linda Skota

**Tel:**

053 384 8600

**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 90 DAYS FROM THE CLOSING DATE OF BID: .....



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**SCOPE OF WORKS:**

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**Purpose**

To hire a service provider for the supply and delivery of stationery, cleaning material, Information Technology equipment and office equipment and consumables items as and when required.

**Scope of work and parameters**

All other related costs such as transportation should be factored into price per unit.

**Stationery**

Item no	Description	Quantity	Cost per unit Year 1 ®	Cost per unit Year 2 ®	Cost per unit Year 3 ®	Total cost(R)
1.	Book - Hardcover (A4)- 288 pages	1				
2.	Book Hardcover (A5) -192 pages	1				
3.	A4 Assorted Cover paper -72 pages	1				

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4.	A4 Plastic cover -100 pack	1				
5.	Cube refills -800's	1				
6.	Posted flag -25 sheets per pad,5 pads 45mmx12mm	1				
7.	80mm File Fasteners -50's	1				
8.	Ring files A4,40mm	1				
9.	Lever Arch Files -A4,75mm	1				
10.	Color paper (green) A4 -100's,80gsm	1				
11.	Color paper (Pink) A4-100's,80gsm	1				
12.	Color paper (Yellow) A4-100's,80gsm	1				
13.	January to December Color Dividers- A4, 12's ,5 colors	1				
14.	Assorted File Dividers (PLAIN) - A4,50sheets,5 colours	1				
15.	Glue stick 36g	1				
16.	Sticky note pad -3 inch size,400's sheets	1				
17.	Permanent Markers-blue	1				
18.	Permanent markers- red	1				
19.	Permanent makers-black	1				
20.	A4 Laminating pages -100 pack	1 pack				
21.	A3 Laminating pages -100 pack	1 pack				

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22.	Paper - A3 Photocopy - box of 5 rims of 500 sheets	1 box			
23.	Paper - A4 Photocopy - box of 5 rims of 500 sheets	1 box			
24.	A4 Hard sheets (white) -100's	1			
25.	A4 Hard sheets (pink) -100's	1			
26.	A4 Hard sheets (blue) -100's	1			
27.	A4 Hard sheets (green) -100's	1			
28.	ballpoint Pen - Black -10 pack	1			
29.	ballpoint Pen - Blue -10 pack	1			
30.	ballpoint Pen – Red-10 pack	1			
31.	ballpoint Pen - green -10 pack	1			
32.	Rulers 30 cm	1			
33.	Flip file -20 pockets	1			
34.	Pencils HD -3 pack	1			
35.	300x239 Twin hole Sharpener	1			
36.	10mm Comb Binders (thick ones) -100 pack	1			
37.	25mm Comb Binders (thin ones) -100 pack	1			
38.	Post Pads -3m-100 pack	1			
39.	Tippex correction pen -10ml-10's	1			

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40.	Plastic sleeves -100 pack	1				
41.	2-hole paper puncher (large)	1				
42.	Heavy duty paper puncher	1				
43.	Sellotape 12mm x 33m	1				
44.	White eraser 362 x 330	1				
45.	350x350 paper Scissors	1				
46.	Jaw style Stapler Remover	1				
47.	STD metal full strip Stapler – 20 sheets	1				
48.	Memory stick-8GB	1				
49.	26/6 standard staples- 500 pcs	1				
50.	A4 binding clear plastic cover -100 pack	1				
51.	Laminating pouches 250micron(125x125) 100 PCS 65MMX95MM	1				
52.	Letter tray 15 plastic	1				
53.	Calculator	1				
54.	Hp laserjet Q2612A cartridge	1				
55.	Hp laserjet CE285A cartridge	1				
56.	Samsung CLP 320 (CLT – Y407S) cartridge	1				

SUPPLY AND DELIVERY OF STATIONERY, CLEANING MATERIALS, IT OFFICE EQUIPMENT, OFFICE EQUIPMENT AND CONSUMABLES						
57.	Samsung CLP 320 (CLT - M407S) cartridge	1	TENDER NO:KLM2020/21/017			
58.	Samsung CLP 320 (CLT - C407S) cartridge	1				
59.	Samsung CLP 320 (CLT - K407S) cartridge	1				
60.	Hp laserjet Pro MFP M127 ( CF283A) cartridge	1				
61.	HP Laserjet P2055 DN (CE505A) cartridge	1				
62.	HP OfficeJet Pro 8600 ( 950 XL CN045A) cartridge	1				
63.	HP OfficeJet Pro 8600 ( 951 XL CN046A) cartridge	1				
64.	HP OfficeJet Pro 8600 ( 951 XL CN047A) cartridge	1				
65.	HP OfficeJet Pro 8600 ( 951 XL CN048A) cartridge	1				
66.	HP Laserjet 1200 series ( C7115A) cartridge	1				
67.	Samsung ML 2165 (MLT-D101S/XSG) cartridge	1				
68.	Brother HL 2130 Laserjet (DR2255) cartridge	1				
69.	Ricoh Sp 204 SFN (C0636701202) cartridge	1				
70.	Hp laserjet P0315 (HP CE528A) cartridge	1				
71.	HP LJ P2035 (CLC E505AC) cartridge	1				
<b>TOTAL COST</b>						<b>R</b>

All other stationery needs such as stamps and face value forms / books specifications will be provided as and when required.

### Cleaning Materials

All items must be SABS compliant.

Item no	Description	Quantity	Cost per unit Year 1 ®	Cost per unit Year 2 ®	Cost per unit Year 3 ®	Total cost R

SUPPLY AND DELIVERY OF STATIONERY, CLEANING MATERIALS, IT OFFICE EQUIPMENT, OFFICE EQUIPMENT AND CONSUMABLES	1	TENDER NO:KLM2020/21/017				
2	FLOOR BRIGHT POLISH 5LT, must be a wax-based preparation used to finish and polish floors, increase hardness and glossiness in flooring and create resistance against slips and scuff marks, must be suitable for all types of floors. The disinfectant shall not be irritating to the normal skin and it shall not contain any ingredients in a quantity that is toxic to human beings and in addition shall not contain any constituent, in its working concentration (s) that is deleterious to the environment. The item must meet SABS specifications.	1				
3	FLOOR STRIPPER - 5LT	1				
4.	PINE GEL GENERAL PURPOSE-5 LT Contains a high concentration of surfactants, as well as pine oil which has natural disinfectant. Soluble in hot or cold water. Natural germicidal properties, deodorizes and cleans all in one process. Free rinsing, user-friendly and not irritating to the skin Very adaptable, can be used neat or diluted. The disinfectant shall not be irritating to the normal skin and it shall not contain any ingredients in a quantity that is toxic to human beings and in addition shall not contain any constituent, in its working concentration (s) that is detrimental to the environment. When so required, the disinfectant shall be perfumed. The detergent and a solution of the detergent in water at 60°C ± 2°C shall have an acceptable odour. During storage at ambient temperature, the odour of the detergent shall such as to be acceptable, and when perfumed, the fragrance shall not change. Packaging should include the description of the content, application method, first aid measures, batch number. The item must meet SABS specifications. Material safety data sheets should be provided	1				

SUPPLY AND DELIVERY OF STATIONERY, DISHWASHING LIQUID, 5LT (LEMON FLAVOUR), CLEANING MATERIALS, IT OFFICE EQUIPMENT, OFFICE EQUIPMENT AND CONSUMABLES		TENDER NO:KLM2020/21/017			
	<p>Must be a thick detergent in a liquid form.</p> <p>Must be a high-foaming mixture of surfactants, user-friendly with no skin irritation. The dishwashing liquid may not contain perfume which can cause irritant or allergic contact dermatitis. Must be the surfactants to remove grease and stuck food particles. The detergent shall be a uniform aqueous solution, which, if so required, may be coloured. It shall be free from abrasives and non-acceptable organic solvents, and solids shall not precipitate from it during storage at ambient temperature. The detergent shall not be irritating to the normal skin and it shall not contain any ingredients in a quantity that is toxic to human beings and in addition shall not contain any constituent, in its working concentration (s) that is deleterious to the environment. When so required, the detergent shall be perfumed. The detergent and a solution of the detergent in water at 60°C ± 2°C shall have an acceptable odour. During storage at ambient temperature, the odour of the detergent shall such as to be acceptable, and when perfumed, the fragrance shall not change the item must meets SABS specifications.</p>	1			
6.	<p>AMMONIA WHITE CREAM (LEMON FLAVOUR) 5LT</p> <p>Ammonia cream is powerful, packed with millions of micro particles it removes 100% of dirt. Should be a germ-killing strength of bleach, giving both Hygiene and 99.9% Germ Kill. Ammonia cream Ultra Hygiene should be formulated for everyday cleaning. Ammonia cream should be provided in a 5L / 25L container. Surfaces to be cleaned: Kitchen and bathroom, toilet seats, all taps and handles, stovetops and kitchen counters and the like.</p> <p>The item must meet SABS specifications. Container must indicate the following: Description of the content and area of use, application method, first aid measures, batch</p>	1			

RSUPPLY AND DELIVERY OF STATIONERY, CLEANING MATERIALS, IT OFFICE EQUIPMENT, OFFICE EQUIPMENT AND CONSUMABLES		TENDER NO:KLM2020/21/017			
7.	<p>BLACK DIP FLUID (UNFLAVOURED) - 5LT  Appearance: Dark amber to black liquid.  Odour disinfectant, Ph. level 13  Ready to use, no dilution required, muted fragrance blend of citrus and essential oils that will not irritate users. It shall not contain any ingredients in a quantity that is toxic to human beings and in addition shall not contain any constituent, in its working concentration (s) that is detrimental to the environment. When so required, the disinfectant shall be perfumed. The detergent and a solution of the detergent in water at 60°C ± 2°C shall have an acceptable odour. During storage at ambient temperature, the odour of the detergent shall such as to be acceptable, and when perfumed, the fragrance shall not change. Packaging should include the description of the content, application method, first aid measures, batch number the item must meets SABS specifications Material safety data sheets should be provided.</p>	1			
8.	<p>DEO-BLOCKS DEO/URINAL (30G) - 5KG  Not water soluble and will not melt in damp environments. Can be placed unobtrusively on ledges or on top of cubicle dividers for a pleasant fragrance. Neutralizes odours in the bathroom May act as an insect repellent. Pack size: pellets. Packaging should include the description of the content, application method, first aid measures, batch number. The item must meet SABS specifications. Material safety data sheets should be provided.</p>	1			
9.	JUMBO MOP COMPLETE 4 – 500G	1			
10.	BROOM DELUX SOFT PVC PL. COATED HA (350mm)	1			



SUPPLY AND DELIVERY OF STATIONERY, CLEANING MATERIALS, IT OFFICE EQUIPMENT, OFFICE EQUIPMENT AND CONSUMABLES		TENDER NO:KLM2020/21/017			
	DUST PAN Suitable for both indoor and outdoor use Hanging hook on the handle for easy storage when not in use.	1			
12.	REFUSE BAGS 40MICRON x 100	1			
13.	TOILET PAPER 1-PLY A GRADE 48 X 500 (WHITE). HIGH QUALITY	1			
14.	FURNITURE SPRAY/POLISH - (300ML)	1			
15.	AIRFRESHENER DISPENSER -300ML	1			
	AIRFRESHENER REFILL CAN (250ML)	1			
16.	URINAL SCREEN MAT-6 PACK	1			
17.	DRYING DISH CLOTHES QUALITY 10'S	1			
17.	KITCHEN SWOB DELUX 10'S	1			
18.	STAIN-OFF - LIQUID ACID DESCALER-5 LT	1			
19.	WINDOW CLEANER SPRAY (750m)	1			
20.	HOUSE PESTICIDE SPRAY (300ML)	1			
21.	LONG FEATHER DUSTER (1.8M)	1			
22.	SHORT FEATHER DUSTER (500MM)	1			
23.	BLEACH 5LT	1			
24.	BIG DISH CLOTH,4 PACK, 700mm(L) x 450mm(W) x 50mm(H), Cotton	1			
25.	PACK OF SMALL DISH CLOTHS, per set of 4.	1			

SUPPLY AND DELIVERY OF STATIONERY, CLEANING MATERIALS, IT OFFICE EQUIPMENT, OFFICE EQUIPMENT AND CONSUMABLES		TENDER NO:KLM2020/21/017				
26.	PACK OF DUST CLOTHS (microfiber) 40cm x 40cm 4 colours per set of 4.	1				
27.	SIZE 6 YELLOW KITCHEN 2 GLOVES	1				
28.	SIZE 7 YELLOW KITCHEN 2 GLOVES	1				
29.	50 X 25G STEELWOOL	1				
30.	HAND WASH LIQUID 5L	1				
31.	WALL MOUNTED HAND WASH LIQUID DISPENSER (STEEL) X 500ML	1				
32.	5LT MULTIPURPOSE CLEANER / LIQUID SOAP	1				
33.	300ML DASH BOARD SPRAY/POLISH	1				
34.	HAND CLEANER GRIT 5L	1				
35.	TOILET BRUSH (MEDIUM)	1				
<b>Total Cost</b>						R

### Information Technology Equipment

Item no	Description	Quantity	Cost per unit Year 1 ®	Cost per unit Year 2 ®	Cost per unit Year 3 ®	Total cost(R)
1.	i.3 Laptop 500GB Hard drive 4GB RAM (standard size) with number pad keyboard LCD Screen size 375x262x25.5mm	1				

2	<b>SUPPLY AND DELIVERY OF STATIONERY, CLEANING MATERIALS, IT OFFICE EQUIPMENT, OFFICE EQUIPMENT AND CONSUMABLES</b> i.5 Laptop 500GB Hard drive / 1TB Hard drive 8GB RAM (standard size) with number pad keyboard LCD Screen size 375x262x25.5mm	1	TENDER NO:KLM2020/21/017			
3.	i.7 Laptop 500GB Hard drive / 1TB Hard drive 8GB RAM (standard size) with number pad keyboard LCD Screen size 375x262x25.5mm	1				
4.	i.5 Desktop 500GB Hard drive / 1TB Hard drive 8GB RAM LCD Screen size 375x262x25.5mm(minimum size ) Mouse /keyboard included	1				
5.	i.3 Desktop 500GB Hard drive 4GB RAM LCD Screen size 375x262x25.5mm (Minimum size) Mouse /keyboard included	1				
<b>Total Cost</b>				<b>R</b>		

**Office Equipment and Consumables**

Item no	Description	Quantity	Cost per unit Year 1 R	Cost per unit Year 2 R	Cost per unit Year 3 R	Total cost R
1.	Chairs -Adjustable leather chairs with arms).	1				
2.	Desk- (lockable one side three drawer), size: length: 1600mm, width: 750mm(right) & 900mm(left).	1				
3.	Filling Cabinet- (Steel cabinet with 2 doors) size: height:1800mm, width: 900mm, depth: 450mm.	1				
4.	8-Seater desk	1				
5.	Chair- (adjustable normal chair with arms, not leather)	1				
6.	Table- plastic foldable table Size: Width:775mm, length:1795mm, height: 700mm	1				
	Colour of chair: black Desk: brown	1				

	<b>Total Cost</b>	R
	<b>OVERALL-SUB-TOTAL (EXCLUDING VAT) FOR SUPPLY AND DELIVERY OF STATIONERY, CLEANING MATERIAL, INFORMATION EQUIPMENT AND OFFICE EQUIPMENT AND CONSUMABLES</b>	R
	<b>VAT AMOUNT</b>	R
	<b>OVERALL TOTAL FOR SUPPLY AND DELIVERY OF STATIONERY, CLEANING MATERIAL, INFORMATION EQUIPMENT AND OFFICE EQUIPMENT AND CONSUMABLES</b>	R

**DECLARATION OF INTEREST**

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

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

3.2 Identity Number:  
.....

3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>):.....

3.4 Company Registration Number:  
.....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:  
.....

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

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

3.8.1 If yes, furnish particulars. ....  
.....

<sup>1</sup>MSCM Regulations: “in the service of the state” means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.  
.....  
.....

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

3.11.1 If yes, furnish particulars  
.....  
.....

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

3.12.1 If yes, furnish particulars.  
.....  
.....

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

3.13.1 If yes, furnish particulars.  
.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:  
.....  
.....



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

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee Number</b>

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

**MBD6.1**

**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**

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

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

1.21.2

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Technical functionality
- (b) Price; and
- (c) B-BBEE Status Level of Contributor.

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

	<b>POINTS</b>
<b>TECHNICAL FUNCTIONALITY</b>	<b>75</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<b>Total points must not exceed</b>	<b>175</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 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

- (a) “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) “**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 or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (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	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?  
 (*Tick applicable box*)

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

7.1.1 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 or QSE

*(Tick applicable box)*

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

**Municipality where business is situated:** .....  
**Registered Account Number:** .....  
**Stand Number:**.....

8.8 Total number of years the company/firm has been in business:.....

8.9 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 B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/firm for the preference 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 paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES

1. ....

2. ....

.....

SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

**MBD 6.2**

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

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

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

**1. General Conditions**

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

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

Where

- x is the imported content in Rand  
y is the bid price in Rand excluding value added tax (VAT)

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

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



1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

**2. Definitions**

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

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

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

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“dulysign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

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

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

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

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

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

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

(Tick applicable box)

YES		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 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement of the bid.

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

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

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

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

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

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

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid**

**in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

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

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011;
- (c) The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

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

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

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

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

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

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

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

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

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

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

MBD 8

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p>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?</p> <p>(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).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

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

I certify, on behalf

of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> 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.
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

**FORM OF OFFER AND ACCEPTANCE**

The Employer, identified in the acceptance signature block, has solicited offers to enter into a Contract:

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

.....

.....Rand (in words);

R..... (in figures)

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the 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.

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 addenda 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 authorized representative(s) of both parties.

The Bidder shall within two weeks after receiving a completed copy of this agreement, including the schedule of addenda (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 addenda (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.**

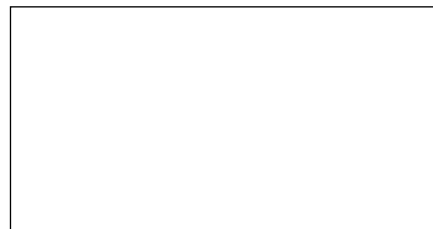
**FOR KGATELOPELE LOCAL MUNICIPALITY, P.O. BOX 43, DANIELSKUILS 8405,  
BARBER STREET 222 , DANIELSKUIL**

(Name and domiciliumcitandi of organization)

Name and Signature of Witness: .....

Date: .....

**OFFICIAL STAMP:**



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**GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT  
THE NATIONAL TREASURY: Republic of South Africa**

## **General Conditions of Contract**

### **1. Definitions**

1. 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 any thing 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.

**GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT  
THE NATIONAL TREASURY: Republic of South Africa**

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 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

**GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT  
THE NATIONAL TREASURY: Republic of South Africa**

supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.

1.26 "Tort" means in breach of contract.

1.27 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.

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 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 indicated in the bidding documents.

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

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

## **3. General**

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

3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

## **4. Standards**

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

## **5. Use of contract documents and information**

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

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 analyses**

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

8.2 If it is a bid condition that goods to be produced or services 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 services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

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

8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

## **9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing,

### **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa**

case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, 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 Services**

13.1 The supplier 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 supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

## **14. Spare parts**

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

- (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, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16. Payment**

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

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

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

16.4 Payment will be made in Rand unless otherwise stipulated.

## **17. Prices**

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

## **18. Variation orders**

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

## **19. Assignment**

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

## **20. Subcontracts**

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this 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 services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

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

21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 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 cancelling 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 services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

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

- (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 judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

## **24. Anti- dumping and counter- vailing 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 favourable 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 services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

## **25. Force Majeure**

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

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **26. Termination for insolvency**

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

## **27. Settlement of Disputes**

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

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

27.4 Notwithstanding any reference to mediation and/or court proceedings herein,

- (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 services 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 repairing or replacing defective equipment.

## **29. Governing language**

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

## **30. Applicable law**

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

## **31. Notices**

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

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

## **32. Taxes and duties**

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

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

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

## **33. Transfer of contracts**

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

### **33.2. 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.