

GEORGE MUNICIPALITY



QUOTATION NUMBER: COM 001/2016

QUOTATION FOR: SUPPLY AND INSTALLATION OF AIR- CONDITIONERS AT THE TRAFFIC DEPARTMENT

ENQUIRIES: Patrick Jordan
YORK STREET
GEORGE
(044) 874 2400

ISSUED BY:
THE CITY COUNCIL
MUNICIPALITY OF GEORGE
P O BOX 19
GEORGE
6530

SUMMARY FOR TENDER OPENING PURPOSES

NAME OF TENDERER:

SUPPLIER DATABASE NO.:

TOTAL PRICE (INCLUDING VAT)	R
-----------------------------	---

PREFERENCES CLAIMED FOR:

B-BBEE Status Level of Contributor:	
-------------------------------------	--

Preference Points Claimed:	
----------------------------	--

B-BBEE certificates submitted with the quotation document MUST be VALID ORIGINAL B-BBEE CERTIFICATES or VALID CERTIFIED COPIES OF THE B-BBEE CERTIFICATES

TENDER CLOSES AT 12H00 ON FRIDAY, 19 FEBRUARY 2016

TENDERER CONTACT DETAILS

This information shall be used for any correspondence or contact with the tenderer.

Please indicate whether you want to receive any correspondence via e-mail or send to your postal address by registered mail.

Name of Bidding Company:		Mark choice of correspondence with X
Postal Address: Postal Code:	
E-mail Address:	
Telephone Number:	
Cellular Number:	
Facsimile Number:	

GEORGE MUNICIPALITY

QUOTATION No. COM 001/2016

QUOTATION FOR: SUPPLY AND INSTALLATION OF AIR-CONDITIONERS AT THE TRAFFIC DEPARTMENT

GENERAL TENDER INFORMATION

QUOTATION ADVERTISED	: 18 January 2016
COMPULSORY BID BRIEFING SESSION	: Friday, 05 February 2016
VENUE FOR BID BRIEFING SESSION	: Motor Vehicle Registration Offices of George Municipal Traffic Department Hibernia Street, George
CLOSING DATE	: 19 February 2016
CLOSING TIME	: 12H00
LOCATION OF TENDER BOX	: Tender Box at the George Municipality, on the First Floor, Department: Financial Services, Supply Chain Management Unit, Civic Centre, York Street, George.

GEORGE MUNICIPALITY

DEPARTMENT: COMMUNITY SERVICES

CONTRACT NUMBER: COM 001 /2016

QUOTATION FOR: SUPPLY AND INSTALLATION OF
AIR-CONDITIONERS AT THE TRAFFIC DEPARTMENT

CONTENTS

Pg No.

PART T	The Tender	4
PART T1	Tender Procedures	5
T1.1	Quotation Notice and Invitation to Quote	6
T1.2	Tender Data	7-27
PART T2	Returnable Documents (All documents / schedules are returnable)	28
T2.1	List of Returnable Schedules Required for Tender Evaluation	29
T2.1	Returnable Schedules for tender evaluation purposes	30-40
T2.2	Returnable Schedules that will be incorporated in the contract	41-47
PART C	The Contract	48
PART C1	Agreement and Contract Data	49
C1.1	Form of Offer and Acceptance	50-52
C1.2	Contract Data	53-54
C1.3	Objections and Complainants form	55-56
PART C2	Pricing Data	57
C2.1	Pricing Instructions	58
C2.2	Pricing Schedule	59
PART C3	Scope of Work	60
C3	Scope of Work	

GEORGE MUNICIPALITY

DEPARTMENT: COMMUNITY SERVICES

CONTRACT NUMBER: COM 001 /2016

**QUOTATION FOR: SUPPLY AND INSTALLATION OF
AIR-CONDITIONERS AT THE TRAFFIC DEPARTMENT**

The Tender (Part T)

PART T1 Tender Procedures

- T1.1 Tender Notice and Invitation to Tender
- T1.2 Tender Data

PART T2 Returnable Documents (All documents / schedules are returnable)

- T2.1 List of Returnable Schedules Required for Tender Evaluation
- T2.1 Returnable Schedules
- T2.2 Other documents that will be incorporated into the contract
- T2.4 Returnable Schedules that will be incorporated in the contract

**GEORGE MUNICIPALITY
DEPARTMENT: COMMUNITY SERVICES
CONTRACT NUMBER: COM 001 /2016
QUOTATION FOR: SUPPLY AND INSTALLATION OF
AIR-CONDITIONERS AT THE TRAFFIC DEPARTMENT
Quotation Notice and Invitation to Quote (T1.1)**

Quotations are hereby invited for the **Supply and Installation of a Airconditioners at Traffic Department.**

Kwotasies word hiermee ingewag vir die **Voorsiening en Installasie van Lugversorgers by die Verkeersdepartement.**

Completed quotations in a sealed envelope, clearly marked:

Voltooide kwotasies in 'n verseëelde koevert, duidelik gemerk:

Quotation No. COM 001/2016 must be placed in the tender box at the George Municipality on the First Floor, Department: Financial Services, Supply Chain Management, York Street, George by no later than **12:00 on Friday, 19 February 2016**. Quotations are not allowed to be placed in the tender box after 12:00. Quotations will be opened on the same day in the Committee Room at 12:05. Late or unmarked quotations will not be considered. No posted quotations or quotations per fax or e-mail will be accepted.

Kwotasie Nr. COM 001/2016, moet voor **Vrydag, 19 Februarie 2016 om 12:00** in die tender bus by die George Munisipaliteit op die Eerste Vloer, Departement: Finansiële Dienste, Voorsieningskanaal Bestuurseenheid, Burgersentrum, Yorkstraat, George geplaas word. Geen kwotasies sal toegelaat word om na 12:00 in die tender bus geplaas te word nie. Kwotasies sal om 12:05 dieselfde dag in die Komiteekamer oopgemaak word. Laat of ongemerkte kwotasies sal nie oorweeg word nie. Geen kwotasies per pos, faks of e-pos sal aanvaar word nie.

Tenderers must be registered with the CIDB and should have a grading designation of **1ME** or higher.

Tenderaars moet by die CIDB geregistreer wees en 'n graderingsvlak van **1ME** of hoër hê

A compulsory briefing session will be held on Friday, 05 February 2016 at 10:00 at the Motor Vehicle Registration Offices of George Municipal Traffic Department, Hibernia Street, George.

'n Verpligte inligtingsvergadering sal op **Vrydag, 5 Februarie 2016 om 10:00 by die Motorregistrasiekantore van George Munisipale Verkeersafdeling, Hiberniastraat, George** gehou word.

Non-attendance of the compulsory briefing session will disqualify your quotation.

Indien die verpligte inligtingsvergadering nie bygewoon word nie, sal u kwotasie gediskwalifiseer word.

Quotation documents are available at a non refundable deposit of R37-00 each from the Supply Chain Management Unit, First Floor, Civic Centre, York Street, George.

Kwotasie dokumente is verkrygbaar teen 'n R37-00 nie-terugbetaalbare deposito elk by die Voorsieningskanaalbestuur Eenheid op die Eerste Vloer, Burgersentrum, Yorkstraat, George.

Quotation documents are available on the George Municipality's website: www.george.org.za, free of charge.

Kwotasie dokumente is gratis op die George Munisipaliteit se webblad beskikbaar: www.george.org.za.

Quotations will be evaluated and adjudicated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) Regulations 2011 and the George Municipality's Supply Chain Management Policy, where 80 points will be scored for price and 20 points for B-BBEE status.

Kwotasies sal ge-evalueer en toegeken word in terme van die Wet op die Raamwerk vir Voorkeurverkrigingsbeleid (Wet 5 van 2000) Regulasies 2011, asook George Munisipaliteit se Voorsieningskanaalbestuursbeleid, waar 80 punte ten opsigte van die prys en 20 punte ten opsigte van B-BBEE status toegeken sal word.

For more information, contact Mr Patrick Jordaan at (044) 878 2400.

Vir verdere inligting, kontak Mnr Patrick Jordaan by (044) 878 2400.

The Municipality reserves the right to withdraw any invitation to quote and/or to readvertise or to reject any quotation or to accept a part of it. The Municipality is not bound to accept the lowest or any quotation.

Die Munisipaliteit behou hom die reg voor om enige versoek vir 'n Kwotasie terug te trek en/of te her-adverteer of enige Kwotasie te verwerp of gedeeltelik te aanvaar. Die Munisipaliteit is nie daartoe gebind om die laagste of enige kwotasie te aanvaar nie.

It will be required from all successful tenderers to register on the Western Cape Supplier Database (WCSD).

Dit sal van alle suksesvolle tenderaars verwag word om op die Wes-Kaapse Verskaffersdatabasis (WKVD) te registreer.

**T BOTHA
MUNICIPAL MANAGER
GEORGE MUNICIPALITY
GEORGE
6530**

**T BOTHA
MUNISIPALE BESTUURDER
GEORGE MUNISIPALITEIT
GEORGE
6530**

GEORGE MUNICIPALITY

DEPARTMENT: COMMUNITY SERVICES

CONTRACT NUMBER: COM 001 /2016

**QUOTATION FOR: SUPPLY AND INSTALLATION OF
AIR-CONDITIONERS AT THE TRAFFIC DEPARTMENT**

Tender Data (T1.2)

Clause number	The conditions of Tender are the Standard Conditions of Tender as contained in Annexure F of the 14 November 2008 edition of the CIDB Standard for Uniformity in Construction Procurement . The Standard Conditions of Tender for Procurements make several references to the Tender Data for details that apply specifically to this Tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of Tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.			
F.1.1	The Employer is: George Municipality, Department: Community Services, P O Box 19, George, 6530.			
F.1.2	<p>The Tender documents issued by the Employer comprise:</p> <p><u>The Tender</u></p> <p>Part T1: Tender Procedures T1.1 Tender notice and invitation to Tender T1.2 Tender data</p> <p>Part T2 Returnable Documents T2.1 List of returnable documents T2.1 Returnable schedules T2.2 Other documents required for tender evaluation purposes T2.3. Returnable schedules</p> <p><u>The Contract</u></p> <p>Part C1: Agreement and contract data C1.1 Form of offer and acceptance C1.2 Contract data C1.3 Objections and Complainants form C1.4 Forms of Professional Indemnity Insurance</p> <p>Part C2: Pricing data C2.1 Pricing instructions C2.2 Pricing Schedule</p> <p>Part C3: Scope of work C3 Scope of work</p> <p>Part C4: Site Information</p> <p>Part C5: Health and Safety Specification</p> <p>Part C6: Annexures: Drawings</p>			
F.1.4	<p>The Employer's agent is:</p> <table border="1" data-bbox="318 1633 1427 1707"> <tr> <td data-bbox="318 1633 813 1707">Name: Mr Patrick Jordaan Tel: (044) 801 6310</td> <td data-bbox="821 1633 1427 1707">Address: George Municipality 71 York Street, George, 6530</td> </tr> </table>		Name: Mr Patrick Jordaan Tel: (044) 801 6310	Address: George Municipality 71 York Street, George, 6530
Name: Mr Patrick Jordaan Tel: (044) 801 6310	Address: George Municipality 71 York Street, George, 6530			
F.2.7	<p>The arrangements for a compulsory clarification meeting are:</p> <table border="1" data-bbox="318 1766 1427 1890"> <tr> <td data-bbox="318 1766 716 1890"> Date: Starting time: </td> <td data-bbox="724 1766 1427 1890"> Friday, 05 February 2016 10:00 At the Motor Vehicle Registration Offices of George Municipal Traffic Department, Hibernia Street, George. </td> </tr> </table>		Date: Starting time:	Friday, 05 February 2016 10:00 At the Motor Vehicle Registration Offices of George Municipal Traffic Department, Hibernia Street, George.
Date: Starting time:	Friday, 05 February 2016 10:00 At the Motor Vehicle Registration Offices of George Municipal Traffic Department, Hibernia Street, George.			

F.2.12	No alternative Tender offer will be considered.
F.2.13.1	Tenderers may offer to provide any of the following parts, or combinations thereof, of the works, services or supply as identified in the contract data.
F.2.13.2	Parts of each Tender offer communicated on paper shall be submitted as an original plus 1 copy and clearly marked "original" and "copy".
F.2.13.3	Where Tenders are requested in electronic format, supplement electronic format with hard copies and submit hard copy in accordance with the provisions of F.2.13.5. Alterations to the tender document are not permitted.
F.2.13.5	The Employer's address for delivery of Tender offers and identification details to be shown on each Tender offer package are: Location of Tender box: George Municipality, First Floor, Department: Financial Services, Supply Chain Management Unit, Civic Centre, York Street, George Physical address: Civic Centre, York Street, George Identification details: COM 001/2016
F.2.13	A two-envelope procedure will not be followed.
F.2.15	The closing time for submission of Tender offers is 12H00 on 19 February 2016.
F.2.15	Telephonic, telegraphic, telex, facsimile or e-mailed Tender offers will not be accepted.
F.2.16	The Tender offer validity period is 90 days.
F.2.19	Access shall be provided for the following inspections, tests and analysis: Not Applicable
F.2.22	Return all retained Tender documents within 28 day after the expiry of the validity period.
F.2.23	The Tenderer is required to submit with his Tender. (1) an original valid Tax Clearance Certificate issued by the South African Revenue Services; and (2) Qualification certification of proposed project manager/ team.
F.3.4	The time and location for opening of the Tender offers is: 12H00 on 19 February 2016, the Tender Box at the George Municipality is on the First Floor, Department: Financial Services, Supply Chain Management Unit, Civic Centre, York Street, George
F.3.11	The procedure for the evaluation of responsive Tenders is method 3. Method 3 mentioned above will be followed from steps 1 to 4 as described.

PRICE	80 or 90
It must be noted that only the acceptable Quotations are evaluated on the price.	
For 80/20 Points Scoring:	For 90/10 Points Scoring:
$P_s = 80 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$	$P_s = 90 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$
Where: P_s = Point scored for price of Quotation under consideration P_t = Rand value of Quotation under consideration P_{\min} = Rand value of the lowest acceptable Quotation	
PREFERENCE SCORING – 2011	
80/20 Preference Point System:	
B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0
90/10 Preference Point System:	
B-BBEE Status Level of Contributor	Number of Points
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0
Section 5(2) and Section 6(2), Preferential Procurement Regulations 2011	
B-BBEE certificates submitted with the quotation documents MUST be a VALID ORIGINAL B-BBEE CERTIFICATE or VALID CERTIFIED COPY OF THE B-BBEE CERTIFICATE.	
In the case of a Trust, Consortium or Joint Venture, they will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.	

3.11.3	The quality criteria and maximum score in respect of each of the criteria are as follows:		
	Maximum points scored for Price up to R1,000,000 (incl. 14% VAT)	Maximum points scored for Price – Greater than R1,000,000	

			(Incl. 14% VAT)
	Price	80	90
	B-BBEE	20	10
F3.13.1	<p>Tender offers will only be accepted if:</p> <p>(a) the Tenderer has in his or her possession an original valid Tax Clearance Certificate issued by the South African Revenue Services;</p> <p>(b) the Tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges;</p> <p>I the Tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and</p> <p>(d) the Tenderer has not:</p> <p>(i) abused the Employer's Supply Chain Management System or</p> <p>(ii) failed to perform on any previous contract.</p> <p>(e) the Tenderer fully completes all required documentation. (Parts T & C).</p>		
F.3.18	The number of paper copies of the signed contract to be provided by the Client is 1(one).		
	<p>The additional conditions of Tender are:</p> <p>5. George Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project</p> <p>2. The George Municipality reserves the right to appoint a firm of chartered accountants and auditors and/or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations.</p>		

TAX CLEARANCE CERTIFICATE

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

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

DECLARATION OF INTEREST

1.	No bid will be accepted from persons in the service of the state*.	
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 the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudging 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 / her representative:	
3.2	Identity number:	
3.3	Position occupied in the Company (director, trustee, shareholder ²):	
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 (where applicable) 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 the following particulars: Name of person / director / trustee / shareholder member: Name of state institution at which you or the person connected to the bidder is employed: Position occupied in the state institution: Any other particulars:	
3.9	Have you been in the service of the state for the past twelve months?	YES / NO
3.9.1	If so, 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	<p>If yes, furnish the following particulars:</p> <p>Name of person:</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>.....</p> <p>Position occupied in the state institution:</p> <p>.....</p> <p>Any other particulars:</p> <p>.....</p>	
3.11	Are you aware of any relationship (family, friend, other) between the bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES / NO
3.11.1	<p>If yes, furnish the following particulars:</p> <p>Name of person:</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>.....</p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p> <p>.....</p>	
3.12	Are any of the company’s directors, managers, principal shareholders or stakeholders in the service of the state?	YES / NO
3.12.1	<p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member:</p> <p>.....</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>.....</p>	

	Position occupied in the state institution: Any other particulars:	
3.13 3.13.1	Is any spouse, child or parent of the company’s directors, trustees, managers, principle shareholders or stakeholders in the service of the state? If yes, furnish the following particulars: Name of person / director / trustee / shareholder / member: Name of state institution at which you or the person connected to the bidder is employed: Position occupied in the state institution: Any other particulars:	YES / NO
3.14 3.14.1	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? If yes, furnish particulars:	YES / NO

4. Full details of directors / trustees / members / shareholders:			
THE FOLLOWING INFORMATION IS COMPULSORY TO COMPLETE:			
Full Name	Identity Number	Individual Tax Number for each Director	State Employee Number (where applicable)
5.	The contract will be automatically cancelled if there is a conflict of interest which is not disclosed by the bidder.		

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

¹MSCM Regulations: “in the service of the state” means to be -

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the National Assembly or the National Council of Provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official or 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 entity; or
- (f) an employee of Parliament or a provincial legislature.

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

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated not exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contribution.

The maximum points for this bid are allocated as follows:

	POINTS
1.3.1. PRICE	80
1.3.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

- 1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

- 2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “**consortium or joint venture**” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “**EME**” means any enterprise with an annual total revenue of R5 million or less .
- 2.10 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 “**non-firm prices**” means all prices other than “firm” prices;
- 2.13 “**person**” includes a juristic person;
- 2.14 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1)

of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

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

4. POINTS AWARDED FOR PRICE

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

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

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

Where

- P_s = Points scored for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

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

6. BID DECLARATION

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

B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.2 AND 5.1

7. B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

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

8 SUB-CONTRACTING

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

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

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of firm :.....

9.2 VAT registration number :.....

9.3 Company registration number :.....

9.4 TYPE OF COMPANY/ FIRM

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

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION

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

9.7 MUNICIPAL INFORMATION

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

9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?

.....

9.9 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 the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

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

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

.....
DATE

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - 3.1 abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
 - 3.2 been convicted for fraud or corruption during the past five years;
 - 3.3 willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4 been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
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 as a company or person 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 National Treasury after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury’s website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</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>The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</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:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <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"/>
4.5.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - 3.1 take all reasonable steps to prevent such abuse;
 - 3.2 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
 - 3.3 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 (MBD9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____ (Bid Number and Description)

in response to the invitation for the bid made by:

GEORGE MUNICIPALITY

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

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

- 6. I have read and I understand the contents of this Certificate;
- 7. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- 8. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 9. 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;
- 10. 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:
 - 10.1 has been requested to submit a bid in response to this bid invitation;
 - 10.2 could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - 10.3 Provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

- 11 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 12 In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - 12.1 prices;
 - 12.2 geographical area where product or service will be rendered (market allocation);
 - 12.3 methods, factors or formulas used to calculate prices;
 - 12.4 the intention or decision to submit or not to submit, a bid;
 - 12.5 the submission of a bid which does not meet the specifications and conditions of the bid; or bidding with the intention not to win the bid.
- 7. 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.
- 8. 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.
- 9. 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

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

CERTIFICATE FOR MUNICIPAL SERVICES (COMPULSORY TO COMPLETE)

Information required in terms of the George Municipality’s Supply Chain Management Policy, Clause 28 (i) (c) (ii).

Tender Number: COM 001/2016 Name of the Bidder: _____
--

DETAILS OF THE BIDDER/S: Owner / Proprietor / Director(s) / Partner(s), etc:

Physical Business address of the Bidder	Municipal Account Number(s)

If there is not enough space for all the names, please attach the additional details to the Tender document.

Name of Director / Member / Partner	Identity Number	Physical residential address of Director / Member / Partner	Municipal Account number(s)

I, _____, the undersigned,
 (full name in block letters)

certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.

 Signature

THUS DONE AND SIGNED for and on behalf of the Bidder / Contractor

at _____ on the _____ day of _____ 2016

PLEASE NOTE:

MUNICIPAL ACCOUNTS FOR ALL PROPERTIES OWNED BY BIDDER/S MUST BE ATTACHED TO THE TENDER DOCUMENT!

Even if the requested information is not applicable to the Bidder, the table above should be endorsed NOT APPLICABLE with a reason and THIS DECLARATION MUST STILL BE COMPLETED AND SIGNED. In the event of leasing, a lease agreement MUST be attached to the tender document

GEORGE MUNICIPALITY

DEPARTMENT: COMMUNITY SERVICES

CONTRACT NUMBER: COM 001 /2016

QUOTATION FOR: SUPPLY AND INSTALLATION OF
AIR-CONDITIONERS AT THE TRAFFIC DEPARTMENT

Returnable Documents (Part T2)

(ALL Documents and Schedules MUST BE RETURNED for the TENDER to Qualify)

- T2.1 List of Returnable Schedules Required for Tender Evaluation
- T2.1 Returnable Schedules
- T2.2 Other documents that will be incorporated into the contract
- T2.3 Returnable Schedules that will be incorporated in the contract

NOTE:

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

GEORGE MUNICIPALITY

DEPARTMENT: COMMUNITY SERVICES

CONTRACT NUMBER: COM 001 /2016

QUOTATION FOR: SUPPLY AND INSTALLATION OF
AIR-CONDITIONERS AT THE TRAFFIC DEPARTMENT

List of Returnable Schedules Required for Tender Evaluation Purposes (T2.1)

- Form 2.1.1 General Information
- Form 2.1.2 Authority for Signatory
- Form 2.1.3 Schedule of Work Carried Out by Tenderer
- Form 2.1.4 Proposed Key Personnel
- Form 2.1.5 Schedule of Infrastructure and Resources
- Form 2.1.6 Schedule of Approach and Methodology
- Form 2.1.7 Schedule of Proposed Sub-Contractors
- Form 2.1.8 Financial References

FORM 2.1.1 GENERAL INFORMATION

1. Name of tendering entity: _____

9. Contact details

Address : _____

Tel no : (_____) _____

Fax no : (_____) _____

E-mail address : _____

10. Legal entity: Mark with an **X**.

Sole proprietor	
Partnership	
Close corporation	
Company (Pty) Ltd	
Joint venture	

In the case of a Joint venture, provide details on joint venture members:

Joint venture member	Type of entity (as defined above)

11. Income tax reference number: _____
 (in the case of a joint venture, provide for all joint venture members)

12. Regional services area where the enterprise is registered: _____
 (In the case of a joint venture, provide for all joint venture members)

13. Regional services levy registration number: _____
 (In the case of a joint venture, provide for all joint venture members)

14. VAT registration number: _____ (In the case of a joint venture, provide for all joint venture members)

FORM 2.1.2 AUTHORITY FOR SIGNATORY

Details of person responsible for Tender process

Name

Contact number ()

Address of office submitting the Tender

.....

.....

Telephone no ()

Fax no ()

E-mail address

Signatories for close corporations and companies shall confirm their authority by attaching to this form a **duly signed and dated original or certified copy** of the relevant resolution of their members or their board of directors, as the case may be.

“By resolution of the board of directors passed on (*date*)

Mr.

has been duly authorized to sign all documents in connection with the Tender for Contract Numberand any Contract which may arise there from on behalf of

(BLOCK CAPITALS)

.....

.....

SIGNED ON BEHALF OF THE COMPANY

IN HIS CAPACITY AS

DATE

FULL NAMES OF SIGNATORY

AS WITNESSES 1.

2.

FORM 2.1.4 PROPOSED KEY PERSONNEL

The Tenderer shall list below the key personnel (including first nominee and the second choice alternate), whom he proposes to employ on the project should his Tender be accepted, both at his headquarters and on the Site, to direct and for the execution of the work, together with their qualifications, experience, positions held and their nationalities.

DESIGNATION	NAME OF	NATIONALITY:	SUMMARY OF			HDI Status	Fee (Time Based)
	NOMINEE / ALTERNATE		QUALIFICATIONS AND NQF STATUS	EXPERIENCE AND OCCUPATION	PRESENT	Yes/No	
HEADQUARTERS Partner/director							
Project manager							
Other key staff (give designation)							

Name of Tendering Entity : _____

Signature : _____ **Date :** _____

Returnable Schedules Required For Tender Evaluation

Part T2.1

Form 2.1.4 continued

DESIGNATION	NAME OF	NATIONALITY:	SUMMARY OF		HDI Status Yes/No	Fee (Time Based)
	NOMINEE / ALTERNATE		QUALIFICATIONS AND NQF STATUS	EXPERIENCE AND PRESENT OCCUPATION		
CONSTRUCTION MONITORING Engineer on Site						
Other key staff (give designation)						

Name of Tendering Entity : _____

Signature : _____ **Date :** _____

FORM 2.1.5 SCHEDULE OF INFRASTRUCTURE AND RESOURCES

Provide information on the following:

Infrastructure and resources available

Physical facilities

Description	Address	Area (m ²)

Equipment

Provide information on equipment and resources that you have available for this project (attach details if the space provide is not enough):

Description : Equipment owned	Number of units
Description : Computer Hardware	Number of units
Description : Software to be Used	Number of units

Size of enterprise and current workload

What was your turnover in the previous financial year?

What is the estimated turnover for your current financial year?

List your current contracts and obligations

Description	Value ®	Start date	Duration	Expected completed date

Do you have the capacity to supply the goods and services described in this Tender, should the contract be awarded to you?

Staffing Profile

Provide information on the staff that you have available to execute this contract (attach a separate list if the space provided is insufficient)

Permanently employed staff : gender and race	Number of staff
Temporary staff to be employed for the project : gender and race	Number of staff

Name of Tendering Entity : _____

Signature : _____ **Date :** _____

FORM 2.1.6 SCHEDULE OF APPROACH AND METHODOLOGY/ WORK PLAN

Understanding the terms of reference / brief

- 1. Do you as the contractor understand what is required in terms of the project stated above?

Yes		No	
------------	--	-----------	--

(Tick Appropriate Block)

- 2. If you answered Yes to question 1 above, please explain briefly your understanding of the project in no more than 50 words:

- 3. Considering questions 1 and 2 above, please provide in summary, details of your proposed approach and work plan to the successful completion of the above project.

- 4. Briefly state if you have any innovative approach for this particular project mentioned above, that you feel will be unique but also economically superior to the normal workable approach at presently undertaken as the norm.

Name of Tendering Entity : _____

Signature : _____

Date : _____

FORM 2.1.7 SCHEDULE OF PROPOSED SUB-CONTRACTORS

The Tenderer shall, in accordance with the provisions of condition of Tender, list below the sub-contractors he/she proposes to employ for part(s) of the work.

If any or all of the sub-contractor/s listed hereunder are not approved subsequent to acceptance of the Tender, it shall in no way invalidate the Tender or the Contract, and the Tendered unit rates for the respective items of work shall remain final and binding even if sub-contractor/s not listed below is approved by the Employer.

PART OR TYPE OF WORK	PROPOSED SUB-CONTRACTOR	WORK RECENTLY EXECUTED BY SUB-CONTRACTOR

FORM 2.1.8 FINANCIAL REFERENCES**FINANCIAL STATEMENTS**

I/We agree, if required, to furnish an audited copy of the latest set of financial statements together with my/our Directors' and Auditors' report for consideration by the Employer.

DETAILS OF TENDERING ENTITY'S BANK

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

DESCRIPTION OF BANK DETAIL	BANK DETAILS APPLICABLE TO TENDERER'S HEAD OFFICE
Name of bank	
Branch name	
Branch code	
Street address	
Postal address	
Name of manager	
Telephone number	()
Fax number	()
Account number	

GEORGE MUNICIPALITY

DEPARTMENT: COMMUNITY SERVICES

CONTRACT NUMBER: COM 001 /2016

**QUOTATION FOR: SUPPLY AND INSTALLATION OF
AIR-CONDITIONERS AT THE TRAFFIC DEPARTMENT**

Other Documents Required For Tender Evaluation Purposes (Part T2.2)

- Form 2.2.1 Certificate of Tenderer's Attendance at the Compulsory Information Session/Meeting
- Form 2.2.2 Written Proof of Tenderers registration at the Construction Industry Development Board (CIDB)

FORM 2.2.1 CERTIFICATE OF TENDERER'S ATTENDANCE AT THE COMPULSORY CLARIFICATION MEETING

This is to certify that I, ,
representative of (Tenderer)

.....
of (address)

.....

Telephone number

Fax number

attended Clarification Meeting on in the company of
(George Municipality / Employer's Representative)

PLEASE NOTE:

Tenderers are requested to submit the minutes received at above-mentioned compulsory information session/meeting with their Tender documents. (Non-submission of this information may lead to rejection of this Tender)

TENDERER 'S REPRESENTATIVE:

GEORGE MUNICIPALITY / EMPLOYER'S REPRESENTATIVE:

**FORM 2.2.2 PROOF OF REGISTRATION AT THE CONSTRUCTION INDUSTRY
DEVELOPMENT BOARD (CIDB)**

The Tenderer is to affix to this page

:

- Written proof of Tenderers registration at the CIDB

GEORGE MUNICIPALITY

DEPARTMENT: COMMUNITY SERVICES

CONTRACT NUMBER: COM 001 /2016

**QUOTATION FOR: SUPPLY AND INSTALLATION OF
AIR-CONDITIONERS AT THE TRAFFIC DEPARTMENT**

Returnable Schedules that will be Incorporated in the Contract (Part T2.2)

Form 2.2.5

Record of Addenda to Tender Documents

FORM 2.2.5 RECORD OF ADDENDA TO TENDER DOCUMENTS

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

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

Attach additional pages if more space is required.

Signed: Date:

Name: Position:

SIGNED ON BEHALF OF TENDERER:

1. Infrastructure and resources available

Evaluation of the following in terms of the size, nature and complexity of goods and/or services required:

- Physical facilities
- Infrastructure and resources available for the contract owned by the Tenderer
- Infrastructure and resources the Tenderer intends renting, should the contract be awarded to him.

2. Size of enterprise, and current workload

Evaluation of the Tenderer's position in terms of:

- Previous and expected current annual turnover
- Current contractual obligations
- Capacity to execute the contract

3. Staffing profile

Evaluation of the Tenderer's position in terms of:

- Staff available for this contract being Tendered for
- Qualifications and experience of key staff to be utilized on this contract.

4. Previous experience

Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following:

- Experience in the relevant technical field
- Experience of contracts of similar size
- Some or all of the references will be contacted to obtain their input.

5. Financial ability to execute the contract

Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:

- Professional indemnity
- Contact the Tenderer's bank manager to assess the Tenderer's financial ability to execute the contract and the Tenderer hereby grants his consent for this purpose.

If the Tender does **not** meet the requirements contained in the George Municipality Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.

6. Penalties

The George Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Departmental Head, one or more of the following penalties will be imposed:

- Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer.
- Impose a financial penalty of twice the theoretical financial preference associated with the claim, which was made in the Tender.
- Restrict the Tenderer, its shareholders and directors on obtaining any business from the George Municipality for a period of 5 years.

Good standing with SA Revenue Services

Attach a valid **original tax clearance certificate** to the **second page of your Tender document**.

PLEASE NOTE: In case of a **Joint Venture**, the valid **original tax clearance certificate/s of all the partners in the Joint Venture**, must be **submitted** with the Tender document.

ONLY THE VALID ORIGINAL TAX CLEARANCE
CERTIFICATE/S FROM SARS WILL BE ACCEPTED, CERTIFYING THAT THE
TAXES OF THAT PERSON TO BE IN ORDER, OR THAT SUITABLE
ARRANGEMENTS HAVE BEEN MADE WITH SARS.

Compliance with Employment Equity Act 55 of 1998

Attach a valid certificate from the Department of Labour, or a declaration (Refer to Equity Ownership Table) by the designated EMPLOYER, that the EMPLOYER complies with the relevant chapters of the Employment Equity Act.

A failure to comply with the above is sufficient ground for rejection of any offer to conclude an agreement or for cancellation of the agreement.

Definitions in terms of the last mentioned Act.

“designated EMPLOYER means-

- a) a EMPLOYER who employs 50 or more employees;
- b) a EMPLOYER who employees fewer than 50 employees, but has a total annual turnover that is equal to or above the applicable annual turnover of a small business in terms of Schedule 4 to this Act.”

“Schedule 4”

TURNOVER THRESHOLD APPLICABLE TO DESIGNATED EMPLOYERS

Sector or sub sector in accordance with the Standard Industrial Classification	Total annual turnover
Agriculture	R 2,00 m
Mining and Quarrying	R 7,50 m
Manufacturing	R 10,00 m
Electricity, Gas and Water	R 10,00 m
Construction	R 5,00 m
Retail and Motor Trade and Repair Services	R 15,00 m
Wholesale Trade, Commercial Agents and Allied Services	R 25,00 m
Catering, Accommodation and other Trade	R 5,00 m
Transport, Storage and Communications	R 10,00 m
Finance and Business Services	R 10,00 m
Community, Social and Personal Services	R 5,00 m

GEORGE MUNICIPALITY

DEPARTMENT: COMMUNITY SERVICES

CONTRACT NUMBER: COM 001 /2016

**QUOTATION FOR: SUPPLY AND INSTALLATION OF
AIR-CONDITIONERS AT THE TRAFFIC DEPARTMENT**

The Contract (Part C)

Part C1	Agreement and Contract Data
Part C2	Pricing Data
Part C3	Scope of Works

GEORGE MUNICIPALITY

DEPARTMENT: COMMUNITY SERVICES

CONTRACT NUMBER: COM 001 /2016

QUOTATION FOR: SUPPLY AND INSTALLATION OF
AIR-CONDITIONERS AT THE TRAFFIC DEPARTMENT

Agreement And Contract Data (Part C1)

- Part C1.1 Form of Offer and Acceptance
- Part C1.2 Contract Data
- Part C1.3 Objections and Complainants Form

GEORGE MUNICIPALITY

DEPARTMENT: COMMUNITY SERVICES

CONTRACT NUMBER: COM 001 /2016

QUOTATION FOR: SUPPLY AND INSTALLATION OF AIR-CONDITIONERS AT THE TRAFFIC DEPARTMENT

Form of Offer and Acceptance (Part C1.1)

(AGREEMENT)

OFFER

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

.....

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

By the representative of the Tenderer, deemed to be duly authorised, signing this apart of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

THE OFFERED TOTAL (INCLUDING VAT) 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 Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Service Provider in the Conditions of Contract identified in the Contract Data.

Signature(s) _____

Name(s) _____

Capacity _____

(Name and address of organisation)

ACCEPTANCE

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

The terms of the contract are contained in

Part C1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)

Part C2 Pricing Data

Part C3 Scope of Work

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

The Tenderer shall within two weeks after receiving a completed copy of this Agreement, contact the Employer's representative (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the, Conditions of Contract identified in the Contract Data. 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 Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

Signature

Name

MR TREVOR BOTHA

Capacity

**MUNICIPAL MANAGER
GEORGE MUNICIPALITY
CIVIC CENTRE
YORK STREET
GEORGE**

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

FOR THE TENDERER:

Signature(s)

Name(s)

Capacity

(Name and address of organisation)

FOR THE EMPLOYER:

Signature

Name

Capacity

MR TREVOR BOTHA
MUNICIPAL MANAGER
GEORGE MUNICIPALITY
CIVIC CENTRE
YORK STREET
GEORGE

GEORGE MUNICIPALITY

DEPARTMENT: COMMUNITY SERVICES

CONTRACT NUMBER: COM 001 /2016

**QUOTATION FOR: SUPPLY AND INSTALLATION OF
AIR-CONDITIONERS AT THE TRAFFIC DEPARTMENT**

Contract Data (Part C1.2)

CONDITIONS OF CONTRACT

The **Standard Professional Services Contract (Second Edition, September 2005)** published by the Construction Industry Development Board, are applicable to this.

Copies of these Conditions of Contract may be obtained from the Construction Industry Development Board's website www.cidb.org.za.

PART 1: DATA PROVIDED BY THE EMPLOYER

The following contract specific data are applicable to this Contract:

Clause 1	The Employer is the George Municipality.	
3.4 and 3.5	The Authorised and Designated representative of the Employer is:	
	Name: Mr Patrick Jordaan	
	The Employer's address for receipt of communications is:	
	<u>Physical address:</u> York Street George, 6530	<u>Postal address:</u> George Municipality PO Box 19 George, 6530
	Telephone: (044) 874 2400 E-mail: patrick@george.org.za	
	Supply and Installation of Air-Conditioners at the Traffic Department	
3.6	The Service Provider may release public or media statements or publish material related to the Services or Project subject to the approval of the Employer.	
3.7	The Services Provision shall be completed for the portions as set out in the Scope of Works.	
5.1.1 and 5.1.2	The Service Provider is required to provide the Service with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards. Where services include the powers to certify, decide or otherwise exercise discretion in regard to a contractor agreement between the Employer and others then the Service provider shall act in respect of that contract/agreement as an independent	
5.4.1	The Service Provider is required to provided the following insurances:	
	1. Insurance against	Risk in performing professional services (Professional Indemnity cover)

Clause 1	The Employer is the George Municipality.	
	Cover is:	Equivalent to the project value
	Period of cover:	Duration of Project
	Deductibles are:	
5.5	The Service Provider is required to obtain the Employer’s prior approval in writing before taking any of the following actions: 1. Appointing Sub-Contractors for the performance of any part of the Services.	
Additional Clause to be added 7.3	The Employer will not be responsible for any overtime worked by or overtime payments made to personnel, or any additional costs not specified in the tender submitted by the Tenderer.	
9.1	Copyright of documents prepared for the Project shall be vested with George Municipality.	
12.1	Settlement of disputes is to be in terms of Clause 49 and 50 of the Supply Chain Management Policy of the George Municipality. See Document C1.3.	
14	Where not specifically indicated, all tendered prices, rates, tariffs, fees, etcetera are to include 14% VAT.	

PART 2: DATA PROVIDED BY THE SERVICE PROVIDER

Clause		
5.1	The Service Provider is:	
5.3	The authorized and designated representative of the Service Provider is:	
	Name:	
	The Service Provider's address for receipt of communications is	
	Physical address:	Postal address:
	Telephone:	
	Fax:	
	E-mail:	

GEORGE MUNICIPALITY

DEPARTMENT: COMMUNITY SERVICES

CONTRACT NUMBER: COM 001 /2016

QUOTATION FOR: SUPPLY AND INSTALLATION OF
AIR-CONDITIONERS AT THE TRAFFIC DEPARTMENT

Objections and Complainants Form (Part C1.3)

(Section 1.11.15 of the George Municipality's Supply Chain Management Policy)

(1) Details of Objector/Complainant

Name: _____

Address: (postal and street): _____

Tel: _____ Fax: _____

Contact person: _____

Reference number of Tender : _____

Other Party's Details (If any)

Name: _____

Address: (postal and street): _____

Tel: _____ Fax: _____

Contact person: _____

Reference number of Tender: _____

Description of Issue[s] in Dispute

List of Documents Attached

Determination Sought in Respect of Objection or Complaint

Form submitted by:

Name: _____

Signature: _____

Position: _____

Date: _____

Place: _____

GEORGE MUNICIPALITY

DEPARTMENT: COMMUNITY SERVICES

CONTRACT NUMBER: COM 001 /2016

**QUOTATION FOR: SUPPLY AND INSTALLATION OF
AIR-CONDITIONERS AT THE TRAFFIC DEPARTMENT**

Pricing Data (Part C 2)

C2.1 Pricing Instructions

C2.2 Pricing Schedule / Schedule of Activities

GEORGE MUNICIPALITY

DEPARTMENT: COMMUNITY SERVICES

CONTRACT NUMBER: COM 001 /2016

**QUOTATION FOR: SUPPLY AND INSTALLATION OF
AIR-CONDITIONERS AT THE TRAFFIC DEPARTMENT**

Pricing Instructions (Part C2.1)

C2.1 PRICING INSTRUCTIONS

1. Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT)), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.
2. Show VAT payable by the employer separately as an addition to the tendered total of the prices.
3. Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.
4. State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies

GEORGE MUNICIPALITY

DEPARTMENT: COMMUNITY SERVICES

CONTRACT NUMBER: COM 001 /2016

**QUOTATION FOR: SUPPLY AND INSTALLATION OF
AIR-CONDITIONERS AT THE TRAFFIC DEPARTMENT**

Scope of Works (C3)

C 3.1 DESCRIPTION OF WORKS

SPECIFICATIONS:

Quotations are called in for the supply and installation of air-conditioners as per specifications.

Type 1: 1 x 36 000 Btu capacity	Description	Comply	
		Yes	No
	<ul style="list-style-type: none"> Under ceiling inverter unit- R410 gas. 380v 		
	<ul style="list-style-type: none"> Piping to suite air-conditioning unit. 		
	<ul style="list-style-type: none"> Electrical Interconnecting cables. 		
	<ul style="list-style-type: none"> Galvanised brackets 650 mm. 		
	<ul style="list-style-type: none"> Piping to be inserted in PVC trunking. 		
	<ul style="list-style-type: none"> Remote control 		
Type 2: 2 x 24 000 Btu capacity			
	<ul style="list-style-type: none"> Inverter Midwall split unit. 220v 		
	<ul style="list-style-type: none"> Piping to suite air-conditioning unit. 		
	<ul style="list-style-type: none"> Electrical an-Interconnecting cables. 		
	<ul style="list-style-type: none"> Galvanised brackets 650 mm. 		
	<ul style="list-style-type: none"> Piping to be inserted in PVC trunking. 		
	<ul style="list-style-type: none"> Remote control 		
Type 3: 3 x 12 000 Btu capacity			
	<ul style="list-style-type: none"> Inverter Midwall split unit. 220v 		
	<ul style="list-style-type: none"> Piping to suite air-conditioning unit. 		
	<ul style="list-style-type: none"> Electrical an-Interconnecting cables. 		
	<ul style="list-style-type: none"> Galvanised brackets 450 mm. 		
	<ul style="list-style-type: none"> Piping to be inserted in PVC trunking. 		
	<ul style="list-style-type: none"> Remote control. 		
Type 4:			

1 x 9 000 Btu capacity			
	• Inverter Midwall split unit. 220v		
	• Piping to suite air-conditioning unit.		
	• Electrical an-Interconnecting cables.		
	• Galvanised brackets 650 mm.		
	• Piping to be inserted in PVC trunking.		
	• Remote control.		
Warranty on all air-conditioners	• 2 Years on moving part; and		
	• 2 Years on compressor.		
Service	Units to be serviced twice a year for 2 years.		

1. Compulsory sight inspection to be done on a date and time as determined by the client.
2. The quotation shall be inclusive of value added tax (VAT).
3. The Service Provider shall supply and install air-conditioners within one month after the quotation was awarded.