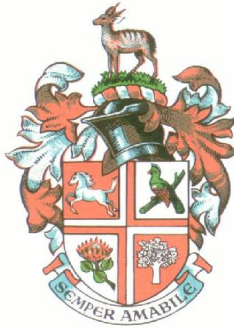


**GEORGE MUNICIPALITY**



**BID DOCUMENT NUMBER: ENG 011 OF 2016**

**AD HOC HIRE OF VEHICLES AND EQUIPMENT IF AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS**

ENQUIRIES: MRS MANON Mc DONALD  
 MANAGER: FLEET MANAGEMENT SERVICES  
 MITCHELL STREET  
 GEORGE  
 (044) 801 6366

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

**SUMMARY FOR TENDER OPENING PURPOSES**

NAME OF TENDERER: .....

TELEPHONE NO.: ..... FAX NO.: .....

ADDRESS: .....

CONTACT PERSON: .....

SUPPLIER DATABASE NO.: .....

TOTAL PRICE (INCLUDING VAT)	R
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**PREFERENCES CLAIMED FOR:**

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

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

**B-BBEE certificates submitted with the tender / quotation document MUST be a VALID ORIGINAL B-BBEE CERTIFICATE or VALID CERTIFIED COPY OF THE B-BBEE CERTIFICATE**

**TENDER CLOSES AT 12h00 ON FRIDAY, 30 SEPTEMBER 2016**

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**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: .....		<b>Mark choice of correspondence with X</b>
Postal Address:	..... ..... ..... ..... Postal Code: .....	
E-mail Address:	.....	
Telephone Number:	.....	
Cellular Number:	.....	
Facsimile Number:	.....	

**GEORGE MUNICIPALITY / GEORGE MUNISIPALITEIT**  
**TENDER NO. ENG 011 OF 2016 / TENDER NR.ENG 011 VAN 2016**

Tenders are hereby invited for the:

**AD HOC HIRE OF VEHICLES ,PLANT AND EQUIPMENT IF AND WHEN REQUIRED FOR A PERIOD OF THREE (3) YEARS**

Completed tenders in a sealed envelope, clearly marked:

**Tender No. ENG 011 OF 2016 – Ad hoc of vehicles,plant and equipment if and when required for a period of three (3) years** must be placed in the tender box at the George Municipality on the **First Floor, Directorate: Financial Services, Supply Chain Management, York Street, George** by no later than **12:00 on Friday, 30 September 2016**. Tenders will be opened on the same day in the Committee Room at 12:05. Late or unmarked tenders will not be considered. No tenders per fax or e-mail will be accepted.

Tender documents are available at a non refundable deposit of R185-00 each from the Supply Chain Management Unit, First Floor, Civic Centre, York Street, George.

Tender documents are available on the George Municipality's website: [www.george.org.za](http://www.george.org.za), free of charge

Tenders will be evaluated and awarded as follows:

Stage 1: Pre-Qualification

Only tenders scoring a minimum of 35.71 out of 50 points in stage 1 will be further considered for evaluation in stage 2.

Stage 2: Tenders will be evaluated and adjudication 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 90 points will be scored for price and 10 points for B-BBEE status..

**The successful bidder must open a office in the George Municipal area.**

For more information, contact Mrs Manon Mc Donald, Manager: Fleet Management Services at (044) 801 6366.

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

It will be required from all successful tenderers to register on the Central Supplier Database (CSD).

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

Tenders word hiermee ingewag vir die:

**ADHOK IN-HUUR VAN VOERTUIE EN MASJIENERIE SOOS EN WANNEER BENODIG VIR N PERIODE VAN DRIE (3) JAAR**

Voltooide tenders in 'n verseelde koevert, duidelik gemerk:

**Tender Nr. ENG 011 OF 2016– Adhok in-huur van voertuie en masjienerie soos en wanneer benodig vir 'n periode van drie jaar** moet voor **Vrydag, 30 September 2016** om **12:00** in die tenderbus by die George Munisipaliteit op die **Eerste Vloer, Direkoraat: Finansiële Dienste, Voorsieningskanaalbestuur, Yorkstraat, George** geplaas word. Tenders sal om 12:05 dieselfde dag in die Komiteekamer oopgemaak word. Laat of ongemerkte tenders sal nie oorweeg word nie. Geen tenders per faks of e-pos sal aanvaar word nie.

Tender dokumente is verkrygbaar teen 'n R185-00 nie-terugbetaalbare deposito elk by die Voorsieningskanaalbestuur Eenheid op die Eerste Vloer, Burgersentrum, Yorkstraat, George.

Tender dokumente is gratis op die George Munisipaliteit se webblad beskikbaar: [www.george.org.za](http://www.george.org.za).

Tenders sal as volg ge-evalueer en toegeken word:

Fase 1: Voorafbepaalde kriteria

Slegs tenderaars wat 'n minimum van 35.71 uit 50 punte behaal in fase 1, sal verder vir evaluasie in fase 2 oorweeg word.

Fase 2: Tenders sal ge-evalueer en toegeken word in terme van die Wet op die Raamwerk vir Voorkeurverkrygingsbeleid (Wet 5 van 2000) Regulasies 2011, asook George Munisipaliteit se Voorsieningskanaalbestuursbeleid, waar 90 punte ten opsigte van die prys en 10 punte ten opsigte van B-BBEE status toegeken sal word.

**Die suksesvolle tenderaar moet 'n kantoor oopmaak binne die George Munisipale gebied.**

Vir verdere inligting, kontak Mev Manon Mc Donald, Bestuurder Vlootbestuur Dienste by (044) 801 6366.

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

**Dit sal van alle suksesvolle tenderaars verwag word om op die Sentrale Verskaffersdatabasis (SVD) te registreer.**

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

**INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR THE AD HOC HIRE OF VEHICLES, PLANT AND EQUIPMENT IF AND WHEN REQUIRED FOR PERIOD OF THREE (3) YEARS**

BID NUMBER: **ENG 011/2016**

CLOSING DATE: **30 September 2016**

CLOSING TIME: **12:00**

BID DOCUMENTS MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT:

Supply Chain Management Unit  
The Civic Centre (1<sup>st</sup> Floor)  
York Street  
GEORGE

**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 open from 07:45 until 16:30, 5 days a week. Bids must be submitted on the Official Forms (NOT TO BE RE-TYPED).

**B-BBEE certificates submitted with the tender 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.

This Bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.

This Bid will be evaluated and Adjudicated according to the following criteria:

1. Relevant specifications;
2. Value for money;
3. Capacity to execute the contract;
4. PPPFA Regulations 2011.

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, PROVINCIAL GOVERNMENT OR MUNICIPALITY.**

**DETAILS OF TENDERER**

Name of firm / entity / enterprise	
Trading as (if different from above)	
Postal address	Postal Code _____
Physical address	
Contact Details of the <b>Person Signing the Tender:</b>	Name: _____ Telephone: (____) _____ Fax: (____) _____ Cellular Number: _____ E-mail address: _____
Contact Details of the <b>Senior Manager Responsible for Overseeing Contract Performance:</b>	Name: _____ Telephone: (____) _____ Fax: (____) _____ Cellular Number: _____ E-mail address: _____
Contact Details of <b>Person Responsible for Accounts / Invoices:</b>	Name: _____ Telephone: (____) _____ Fax: (____) _____ Cellular Number: _____ E-mail address: _____
Company Income Tax Number	
VAT Registration Number	
Company Registration Number	
Any other Registration Applicable to this Industry	

**DETAILS OF TENDERING ENTITY'S BANK**

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

<b>DESCRIPTION OF BANK DETAIL</b>	<b>BANK DETAILS APPLICABLE TO TENDERER'S HEAD OFFICE</b>
Name of bank	
Branch name	
Branch code	
Name of Account Holder	
Account number	
Type of Account	

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

**THE RESOLUTION TAKEN BY THE BOARD OF DIRECTORS / MEMBERS / PARTNERS**

**RESOLUTION** of a meeting of the Board of Directors / Members / Partners of

\_\_\_\_\_ NAME OF TENDERER

Held at \_\_\_\_\_ on \_\_\_\_\_  
(Place) (Date)

**RESOLVED THAT:**

1. The enterprise submits a Tender to the George Municipality in respect of the following:

**TENDER NUMBER: ENG 011/2016**  
**AD HOC HIRE OF VEHICLES AND EQUIPMENT IF AND WHEN REQUIRED FOR A PERIOD**  
**OF THREE YEARS**

2. Mr/Mrs/Ms \_\_\_\_\_

In his/her capacity as \_\_\_\_\_

and who will sign as follows: \_\_\_\_\_  
(SPECIMAN SIGNATURE)

be, and is hereby, authorized to sign the Tender and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any contract, and or all documentation resulting from the award of the Tender to the enterprise mentioned above.

Note: The resolution **must be signed by all the directors or members / partners** of the bidding enterprise. Should the space provided below not be sufficient for all the directors to sign, please provide a separate sheet in the same format below.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			



**THE RESOLUTION TAKEN BY THE BOARD OF DIRECTORS OF A CONSORTIUM OR JOINT VENTURE**

**RESOLUTION** of a meeting of the Board of Directors / Members / Partners of

\_\_\_\_\_ NAME OF TENDERER \_\_\_\_\_

Held at \_\_\_\_\_ on \_\_\_\_\_  
(Place) (Date)

**RESOLVED THAT:**

1. The enterprise submits a Tender to the George Municipality in respect of the following:

**TENDER NUMBER: ENG 011/2016**  
**AD HOC HIRE OF VEHICLES AND EQUIPMENT IF AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS**

(list all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium / Joint Venture):

\_\_\_\_\_ and  
\_\_\_\_\_ and  
\_\_\_\_\_

2. Mr/Mrs/Ms \_\_\_\_\_

In his/her capacity as \_\_\_\_\_

and who will sign as follows: \_\_\_\_\_  
(SPECIMAN SIGNATURE)

be, and is hereby, authorized to sign the Tender and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any contract, and or all documentation resulting from the award of the Tender to the **Consortium / Joint Venture** enterprise mentioned above.

3. The enterprise in the form of a consortium or joint venture accept jointly and several liability with parties under item 1 above for the fulfillment of the obligations of the joint venture deriving from, and in any way connected with the contract to be entered into with the George Municipality in respect of the project described above under item 1.

4. The **Consortium / Joint Venture** enterprise chooses as its domicilium citandi et executandi for all purposes arising from this joint venture agreement and contract with the George Municipality in respect of the project under item 1:

(Physical Address) \_\_\_\_\_  
\_\_\_\_\_

Note: The resolution **must be signed by all the directors or members / partners** of the bidding enterprise. Should the space provided below not be sufficient for all the directors to sign, please provide a separate sheet in the same format below.

**NB. COMPULSORY TO COMPLETED**

	Name	ID Number	Directors/Owners Personal Tax no	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

## JOINT VENTURE

Only to be completed if applicable

<b>Name of Joint Venture:</b>	
<b>Names of Each Enterprise:</b>	
(1) Name and Address of Enterprise:	
(2) Name and Address of Enterprise:	
(3) Name and Address of Enterprise:	
Has an original valid Tax Clearance Certificate been submitted for each enterprise?	YES <input type="checkbox"/> NO <input type="checkbox"/>
CIDB Registration Number(s), if any:	

**Submit your Joint Venture Agreement together with this annexure. If no Joint Venture Agreement is submitted, your tender will be disqualified.**

**SIGNED ON BEHALF OF JOINT VENTURE \_\_\_\_\_**

**SPECIAL CONDITIONS RELEVANT TO TENDER NUMBER: ENG 011/2016  
AD HOC HIRE OF VEHICLES AND EQUIPMENT IF AND WHEN REQUIRED FOR A PERIOD  
OF THREE YEARS**

The following Conditions shall be adopted as per the Municipal PPPFA Policy

SPECIAL CONDITIONS OF TENDER		
	Comply Y/N	Ref in proposal
<b>CONDITIONS APPLICABLE TO THE PROMOTION OF MUNICIPAL LOCAL AND SOCIO-ECONOMIC DEVELOPMENT</b>		
The service provider must have operational office in the George Municipal Area. Must be an accredited vehicle and plant hire vendor.		
Successful bidders already employed skilled and semi skilled and unskilled workers		
<b>B. CONDITIONS APPLICABLE AFTER CLOSING OF TENDER BUT BEFORE A SELECTED SERVICE PROVIDER IS ANNOUNCED</b>		
Any additional information upon request must be submitted in writing within 48 hours of receipt.		
<b>C. CONDITIONS APPLICABLE AFTER AWARDING OF THE TENDER</b>		
Payments will be made as per agreed in the tender conditions. Invoices must be submitted before 12 noon on Wednesdays at George Creditors office, to ensure timeous payment		
Invoice to be accompanied by a job card and full description of what was hired, for how long it was hired, who the driver/operator was and where the item was used.		
Performance guarantees/securities must be 3% if the project value is larger than R5m		

## **BID DOCUMENT NO ENG 011 OF 2016 – AD HOC HIRE OF VEHICLES AND EQUIPMENT**

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**GEORGE MUNICIPALITY: BID ENG 011 OF 2016**

**GENERAL SPECIFICATIONS**

**SECTION A: FUNCTIONALITY**

The qualifying criteria and the score in respect of each criteria is as follows: **A minimum of 35.71 points out of 50 total points** is required for the bid to be evaluated further or to be regarded as responsive.

The Bidder must provide sufficient proof under Items a to f in this document for each of the items stipulated hereafter for each Section of the Works. Unclear or incomplete information provided will result in no points being allocated.

A bid will not be considered responsive if the items given hereafter which are marked as compulsory requirements cannot be answered as "Yes".

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

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;.

Points scored must be rounded off to the nearest 2 decimal places. 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.

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.

Item	Description	Compulsary	Column to be completed by Bidder	Points awarded by Employer
(a)	Quality control / health and safety / environmental practises and procedures which are geared to satisfy stated requirements:  Yes = 10 points, No = 0 points	Yes	.....	.....
(b)	Bidder is registered with the Compensation Commissioner for workmen's compensation purposes:  Yes = 5 points, No = 0 points	Yes	.....	.....



(c)	<p>Bidder's relevant experience (track record) of previous contracts of a similar nature, scale of complexity over the last five years:</p> <p>0 Contracts = 0 points</p> <p>1 to 2 Contracts = 5 points</p> <p>3 to 5 Contracts = 10 points</p> <p>More than 5 Contracts = 15 points</p> <p>Maximum points = 15 points</p>	Yes	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
(d)	<p>Bidder has suitably qualified staff in its employ:</p> <p>Admin Officers</p> <p>Yes = 5 points, No = 0 points</p> <p>Account Managers</p> <p>Yes = 5 points, No = 0 points</p> <p>Bookkeeper / Account</p> <p>Yes = 10points, No = 0 points</p> <p>Total points = 20</p>	Yes	<p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p>
Total points awarded out of 50			<p>.....</p>	<p>.....</p>

**SECTION 1**

1. CONDITIONS OF BID

- a) The conditions, specifications, schedules and forms, as applicable, contained in this document form an integral part of the bid contract and must be returned with submission of bid.
- b) Bidders should carefully inspect the document for completeness and legibility. Claims based on missing pages or illegible script will not be considered.
- c) Bids shall remain valid for 120 days after the closing date of the bid.
- d) Written information only will be valid as amending or supplementing this contract. Verbal information will not be accepted as binding on Council or its officials.
- e) Each bid must be submitted in a sealed envelope clearly endorsed "BID NO ENG 011 OF 2016: AD HOC HIRE OF VEHICLES AND EQUIPMENT" and be placed in the bid box, next to office 111, 1<sup>st</sup> floor, George Civic Centre, York Street, George, before the closing date and time.

- f) Bid items will be ordered from the successful bidders if and when required during the period from date of appointment for a three (3) year period.
- g) All prices quoted and all deposits made or payments shall be in the currency of the RSA.
- h) Bids must be submitted on the schedule provided, completed & signed in all respects.
- i) The lowest or any bid will not necessarily be accepted and council reserves the right to accept any bid as a whole or in part.
- j) Any deviations or omissions from or additions to the specifications or additional or alternate items shall be detailed in the variation schedule. Deviations or omissions not specified shall not be accepted. Any additional particulars should be furnished in a separate letter by bidders where provision for this is not made.
- k) Bidders must submit: the prices of all optional equipment separately, the terms and conditions of guarantee.
- l) The Employer will not be responsible for or pay for any expenses incurred or losses suffered by any Bidder in the preparation of the Bid or in attending any official meeting in connection therewith.
- m) Value Added Tax: All charges must INCLUDE V. A.T.
- n) These vehicles and equipment to be hired under this contract will be required to work anywhere within the George Municipal boundary which includes Uniondale and Haarlem.
- o) A successful bidder shall be notified of the award of a bid in writing, signed by the Supply Chain Manager. A verbal notification of award of the bid shall not be accepted as binding on the City Council of George.
- p) All bidders of truck and heavy construction equipment, operated by its own operator, must be covered by a liability insurance of a minimum of R 5,000,000.00. Proof thereof must be attached to the bid document, see form F9.

ALL BIDS THAT DO NOT COMPLY WITH THE ABOVEMENTIONED REQUIREMENTS WILL BE CONSIDERED AS NON RESPONSIVE.

SIGNATURE OF BIDDER: .....DATE:.....

**SECTION 2**

**2. GENERAL CONDITIONS OF CONTRACT**

**2.1 DEFINITIONS**

- a) The term "Contractor" shall mean the Person, Partnership, Closed Corporation, Firm or Company whose bid has been accepted by or on behalf of the Employer and includes the Contractor's heirs, executors, administrators, successors, representatives, trustees, judicial managers or liquidators, as the case may be, but not - except with the written consent of the Employer - any assignee of the Contractor.
- b) The term "Employer" shall mean the City Council of George and shall include his duly authorised representative and his successors.
- c) The term "Employer's Representative" shall mean any person appointed by the Employer under whose direction the vehicles and equipment hired under this Contract shall work.
- d) The term "Works" shall mean the work to be executed by the vehicles and equipment to be hired under this Contract.
- e) The term "Site" shall mean the lands and other places on, under, in or through which the Works are to be executed or carried out.
- f) The term "Contract Document" shall mean the entire contents of this document and the forms A1, A2, A3, B1, B2, B3, B4, C, D and E.
- g) Words importing the singular only also include the plural and vice versa where the context requires.
- h) The term "days" shall mean calendar days.
- i) The term "week" shall mean five calendar days, Monday to Friday inclusive.
- j) The term "operator" shall mean a properly trained operator or driver.
- k) The term "vehicles and equipment" shall mean all the items detailed in Section 3 - Specifications of Items to be Hired which is contained in this document.

**2.2 WORKING PERIOD**

- 2.2.1 A normal working day shall comprise of 8 working hours, unless otherwise agreed to by the Employer's Representative.
- 2.2.2 It is recognised, however, that on certain projects, hours in excess of the normal working day will be required consistently, and in such cases the Contractor will be advised accordingly.
- 2.2.3 Work outside the normal working period of 8 hours per day, will for hourly rated items, be paid at the normal contract rates quoted for weekdays. There shall be no extra payment for daily rated items.

2.2.4 Work carried out on Saturdays, Sundays, public holidays and stand-by duties will be paid at the rates quoted for weekdays multiplied by 1.5. This will only apply to instances where the Contractor supplies an operator with the vehicle or equipment hired.

2.2.5 The Employer's representative must check and sign machine hours on arrival and departure.

## 2.3 CONDITION OF VEHICLES AND EQUIPMENT

2.3.1 It is required that all items offered shall, at the discretion of the employer, be deemed to be in good condition and of acceptable age, i.e. at the commencement of the contract - Vehicles and Machines shall not be older than the stipulation listed below:

▪ Light Delivery Vehicle	-	5 years.
▪ Trailers	-	5 years.
▪ Trucks 3 - 4 Ton	-	10 years.
▪ Trucks 8 - 10 Ton	-	15 years.
▪ Earthmoving Equipment	-	20 years.

2.3.2 The Employer reserves the right to:

- Call for history sheets and repair records of items older than 6 years.
- Inspect any vehicle or item of equipment offered.
- Allocate a fleet number and ID mark to vehicles and equipment accepted.

2.3.3 Vehicles and equipment in a poor state of repair and therefore subject to frequent breakdowns will not be considered.

2.3.4 Vehicles and Equipment accepted in good faith at the commencement of the contract but subsequently deemed to be in a poor condition and subject to frequent breakdowns will be cancelled from the Contract and not be considered for further rental. The cost to remove such an item from site will be for the Contractor's account.

## 2.4 PROOF OF OWNERSHIP AND INSURANCE

Bidders are to submit proof of ownership and insurance for all the self propelled, vehicles, trailers, small plant and equipment items offered for rental - i.e. A Certified Copy of Registration Certificate and proof of insurance. Failure to do so may result in a non-responsive bid.

NO BIDDER MAY SUB-HIRE ON BEHALF OF COUNCIL.

## 2.5 VEHICLE TRACKING

The Employer may require the use of vehicle tracking equipment capable of accurately measuring functions critical to the calculation of kilometres travelled, fuel consumption, usage and payment for the item hired. The tracking equipment will be supplied and fitted by the Contractor. Payment in such instances will be made in accordance with the reading on the tracking equipment.

## 2.6 REPAIRS

Where the Contractor supplies the operator and fuel - Wet Rate: The cost of any labour or spare parts or lubricants necessary for the maintenance, servicing or repair of the vehicles and equipment accepted under this contract shall be borne by the Contractor.

Where the Employer supplies the operator and fuel - Dry Rate: The cost of normal

maintenance shall to be borne by Contractor and only damages caused directly by the negligence of the operator shall such damage be covered by the Employer.

## 2.7 PROVISION OF FUEL

### 2.7.1 Category A

Items A1, A2 and A3 shall normally be hired with fuel and operator ("wet rate"). In exceptional circumstances it may be required without fuel and operator ("dry rate"). For this reason wet and dry rates are to be quoted for items where indicated. Should a Contractor not be willing to offer a dry rate bid then only enter N/A in the space provided.

### 2.7.2 Category B

Items B1 to B4 offered in this category will be supplied without an operator. Comprehensive Insurance Cover for these items will be covered by the employees insurance and insurance policy.

It is considered impractical for a Contractor to provide fuel for vehicles without an operator and therefore for these items the rates offered must be dry. The assumption is made that all Contractors will require "supplied with full tank, returned with full tank" conditions for vehicles in these categories.

### 2.7.3 Category C

Category C items are small construction equipment such as water pumps, generators, etc. - normally hired on a ½ day, day, weekly or monthly basis. For weekly and monthly hire of these items, the employee will provide the necessary fuel required for the item. For ½ day and day items hired, the Contractor will provide the fuel required for these items.

Comprehensive Insurance cover for all items in Category C must be provided by the Contractor. The employee will not be liable for losses, theft or damage to the hired equipment.

### 2.7.4 Category D

Category D items are vehicles and machines, hired for the contract and normally supplied with operator and fuel.

### 2.7.5 Category E

The hire of trailers will be on a daily, weekly and monthly basis. Fuel is not required for these items however the Contractor shall ensure that the items have been properly greased where necessary. Contractor shall provide comprehensive insurance for these items.

## 2.8 WORK AND SUPERVISION

The vehicles and equipment hired under this Contract are to work under the direction of the Employer's Representative. The Employer's Representative may delegate to any one or more of his deputies any of his powers under the Contract and the Contractor shall recognise any persons so delegated to perform any such functions of the Employer's

Representative.

## 2.9 PERIOD OF HIRE

The approximate period of time for which vehicles and equipment will be hired shall be mutually agreed upon between the Contractor and Employer at the time of the request. All Items in category B and E, are not to include Saturdays and Sundays as part of the billing.

## 2.10 TERMINATION OF HIRE

The vehicles and equipment will be hired by the Employer from the Contractor for the period specified, but either party may terminate the hire by giving one working day notice to the other. Such notice may be given by telephone to a responsible official of either party. An alternative period of notice may, by mutual consent, be agreed upon between the Contractor and the Employer.

## 2.11 MAINTENANCE

The daily maintenance and refuelling of vehicles and equipment shall not be carried out during normal working hours without the express authority of the Employer's Representative. If authority is granted, the item will be regarded as being unavailable during this period.

## 2.12 COMPETENCY OF OPERATORS

It is a requirement of this Contract that all operators or drivers provided with vehicles and equipment are to be fully competent in the operation of their particular items and sufficiently literate to complete daily log sheets which may be required by the Employer's Representative. The Contractor and its operator will be liable to ensure that the Occupational, Health, Safety and Environmental Act 85 of 1993 is complied with in all aspects

## 2.13 DAMAGE

The Employer shall not be liable for any damage whatsoever caused to plant and equipment whilst on the site, being operated or otherwise, or being transported to or from such site, unless such damage is as a direct result of any proven negligence on the part of any Municipal official, employee or agent acting within the scope of this employment. Similarly, the Employer shall not be liable for injury to or the death of any employee of the Contractor, except when such injury has been caused directly by the proven negligence of any municipal official, employee or agent acting within the scope of his/her employment. In the event of death or injury to any of the Contractor's employees and/or damage caused to the contractor's plant and equipment arising from the contract hereby constituted, a Representative of the Employer shall cause an investigation to be instituted forthwith and within 24 hours in every case so arising. The findings of such an investigation shall be communicated to the head office of the Employer and to the Contractor.

## 2.14 INDEMNITY BY CONTRACTORS

2.14.1 The Contractor on signing the Form of Bid shall be deemed to have indemnified and keep indemnified the Employer against all losses and claims for injuries or damage to any person or property whatsoever which may arise out of or in consequence of the hire of the item(s) and against all claims, demands, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

2.14.2 Where a third party claim has been made against either the Employer or the Contractor or both consequent upon the death of or bodily injury to or illness of any person or loss, theft, missing or damage of any property arising out of or by reason of the hire of plant and equipment from the Contractor and/or the use of such Contractor's plant and equipment, then regardless of who was operating or in control of the plant or equipment at the time of the incident giving rise to the claim:

1.1 The Employer shall not be liable for any loss - of whatsoever nature - suffered by the Contractor as a result thereof; and

1.2 The Contractor, on signing the Form of Bid, shall be deemed to have indemnified the Employer and shall keep the Employer indemnified and hold it harmless against any loss, theft or damage in respect of all such claims, proceedings, damages, costs and expenses.

## 2.15 INSURANCE

### i) Employer's Liability Insurance and Public Liability Insurance Protection

The Contractor on being requested to provide an item of small plant and/or equipment on contract shall ensure that there is comprehensive liability insurance against any claims arising out of the use of such plant and/or equipment whatsoever. Such insurance shall be effected with an approved insurer and terms approved by the Employer (which approval shall not be unreasonably withheld) for the minimum amount of R 5 000 000.00.

### ii) Insurance of Vehicles and Trailers hired without Operators

In the case of transport vehicles hired for which the Employer provides the operators and or drivers, comprehensive accident insurance coverage will be provided for by the Employer.

### iii) Contractors Failure to Insure

Where a Contractor fails to affect any of the required insurances or fails to keep any of them in force, then the Employer may effect and keep in force such insurances. Where the Employer effects or keeps in force such insurances consequent upon the Contractor's default, the Employer may recover from the Contractor any expenses or loss resulting there from and may set such expenses or loss off against any amount due by the Employer to the Contractor.

## 2.16 OUTPUT AND BREAKDOWNS

2.16.1 If any vehicle, trailers, item of small plant or equipment hired under this Contract proves to be incapable of producing a satisfactory output, or is subject to frequent breakdown, or is broken down for an extended period or has an average availability of less than 85% in any two week period - the Employer's representative reserves the right to reject such item of plant as unsatisfactory at any time. The item so rejected shall be replaced, by the Contractor, with a similar item within three days. Failing which the Employer reserves the right to hire a machine from a different Contractor.

2.16.2 Where an item is rejected for a valid reason the cost of transporting the item and the replacement to and from the site, and any other resultant costs, shall be borne by the Contractor.

2.16.3 Any standing time whatsoever resulting from the rejection of any item of plant shall not be paid for.

2.16.4 The Contractor shall ensure that all items of plant hired under this contract work to their maximum capacity throughout the Contract Period. If in the opinion of the Employer's

Representative any item of plant has not worked to maximum capacity he shall have the right to reduce the number of hours recorded as working time, for the period under consideration or the rate for items hired on a daily basis.

- 2.16.5 In the event of such an occurrence, the Contractor will be advised in writing as to the reason for the reduction. If no improvement in performance is evident the Contractor may be requested to remove the item from site without the prescribed one day notice period being served.

## 2.17 MISCONDUCT OF CONTRACTOR'S PERSONNEL

If in the opinion of the Employer's Representative any person employed by the Contractor on the site misconducts him/herself, or is incompetent or negligent in the performance of his duties, such representative may report such misconduct, incompetence, or negligence to the Contractor and require him to remove such person from the site.

The Contractor shall comply with such request immediately, but may undertake an investigation into the allegations against such employee, who shall be entitled to be heard in his defence, and if such allegations are unfounded or frivolous, the Contractor shall have the right, to bring the evidence before the Employer's Representative who may then agree to allow the person back on site. The Contractor will not receive any compensation for any costs incurred by him for this investigation.

## 2.18 COMPLIANCE WITH THE ROAD TRAFFIC ACT

- 2.18.1 The items offered must comply in all respects with the requirements of the Road Traffic Act (Act 29 of 1989) as amended or display a Road Transport Quality System (R.T.Q.S.) disc when required.

- 2.18.2 In terms of the road Traffic Act, vehicles operating on certain roads, require a flashing amber light. The Contractor is required to supply and fit such a light, if requested to do so by the Employer's Representative, at no additional cost to the Employer.

## 2.19 SETTLEMENT OF DISPUTES

If any dispute or difference of any kind whatsoever shall arise between the Employer's Representative and the Contractor, arising out of the Contract, it shall be referred to and settled by the Employer's Representative who shall state his decision in writing and give notice of the same to the Employer and the Contractor. If the Employer's Representative shall fail to give such decision for a period of one calendar month after being requested to do so in writing or if either the Employer or the Contractor be dissatisfied with any such decision of the Employer's Representative then and in any such case either the Employer or the Contractor may within one calendar month after receiving such notice or decision in writing require that the matter be referred for arbitration in South Africa to an arbiter assigned by the President of the Cape Law Society.

## 2.20 ASSIGNMENT

The Contractor shall not assign the contract or any part thereof or any interest therein without the written consent of the Employer.

## 2.21 SUBMISSION OF ACCOUNTS

- 2.21.1 At the end of each month the Contractor shall, with the Employer, agree upon the hours worked before submitting accounts for plant and equipment hired and /or for any transportation charges incurred during that month.



2.21.2 Invoices submitted must clearly show calculations of amounts.

The following detail must also be shown on the invoice:

- i) Start odometer/hour meter reading, start time and date at the beginning of each shift;
- ii) Stop odometer/hour meter reading, stop time and date at the end of each shift;
- iii) Department for which services were rendered;
- iv) Signature of acceptance by Employer's Representative of that Department;
- v) Order number against which costs are to be debited ( as provided by the Employers Representative iv above );
- vi) The approved charge rate of the vehicles and / or equipment hired.

Failing to comply with above will prevent payment of the invoice.

## 2.22 VARIATION OF PRICE / CHARGE RATES

2.22.1 Charge rates must remain fixed and firm for the period of the bid. No escalation shall be entertained.

Should any successful bidder wish to alter any bided rates during the currency of this bid, the Employer reserves the right to:

- (i) Negotiate rates with alternate suppliers.

### 2.22.2 Contract Price Adjustment

Where rates are to be altered, the Contractor must notify the Employer within 90 (ninety) days before the time of such change in rental rates taking effect.

Written notice of alterations of charge rates must clearly state the date from which such changes are to take effect. Communicating the above information may be sent to:

The Manager: Fleet Management Services  
Att: Mrs Manon Mc Donald  
Directorate: Electrotechnical Services  
Mitchell Street  
George

or emailed to [manon@george.org.za](mailto:manon@george.org.za), but must be followed up by a telephone call (044 - 801 6366) to ensure that the mail is received.

Failure to comply with the above shall lead to only the rental rates accepted by the Employer at the time of rental being paid to the Contractor for services rendered up to the time of dispute if any.

## 2.23 HIRE PROCEDURE

2.23.1 All items of plant and equipment selected to be included under this Contract will be grouped, at the discretion of the Employer, according to item, size, power rating, bided rate, etc.

2.23.2 The procedure to be adopted when an item is to be hired will be as follows:-

- (i) A representative of the Employer, having selected the item and the size or power rating to be hired, will communicate with the Contractors who scored the highest procurement points.
- (ii) In the event of this item not being available for hire, the Employer's Representative will communicate with the Contractors who scored the second highest procurement points.
- (iii) This procedure will continue until an item is obtained.

2.24 HIRE OF TWO OR MORE ITEMS FOR THE SAME PROJECT

Where a number of items of plant are to be hired for a particular project or site the Employer reserves the right to obtain all the items from the Contractor which can supply all the required items at the lowest average price. Cognisance will be taken of the delivery price to and from site, where applicable.

SIGNATURE OF BIDDER: .....DATE: .....

**GEORGE MUNICIPALITY: BID ENG 011OF 2016**

**SECTION 3**

3. SPECIFICATION OF ITEMS TO BE HIRED

3.1 VEHICLE AND EQUIPMENT CATEGORIES

3.1.1 The items of plant and equipment required for hire in terms of this Contract have been divided into FIVE categories. These categories are listed hereunder. Particular attention must be paid to filling in the CORRECT form for EACH ITEM offered separately.

3.1.2 CATEGORY A

SELF PROPELLED CONSTRUCTION VEHICLES AND EQUIPMENT - HOURLY RATED

CATEGORY NUMBER	DESCRIPTION	FORM TO BE COMPLETED
A1	EARTH MOVING & CONSTRUCTION EQUIPMENT	Form A1
A2	TRUCKS	Form A2
A3	DRY RATE FOR SELECTED ITEMS	Form A3

3.1.3 CATEGORY B

SELF PROPELLED VEHICLES - KILOMETRE RATED

CATEGORY NUMBER	DESCRIPTION	FORM TO BE COMPLETED
B1	1400cc to 1600cc SEDANS	Form B1
B2	SPECIALISED VEHICLES	Form B2
B3	½ T to 1 T LIGHT DELIVERY VEHICLES	Form B3
B4	3 T to 8 T DROPSIDE TRUCKS	Form B4

3.1.4 CATEGORY C

SMALL PLANT AND EQUIPMENT - DAILY RATE

CATEGORY NUMBER	DESCRIPTION	FORM TO BE COMPLETED
C	WATER PUMPS, GENERATORS, CUTTERS, WEED-EATERS, ETC	Form C

3.1.5 CATEGORY D

CONTRACT WORK

CATEGORY NUMBER	DESCRIPTION	FORM TO BE COMPLETED
D	COMPLETE GROUP OF CONSTRUCTION MACHINES	Form D

### 3.1.6 CATEGORY E

#### TRAILERS

CATEGORY NUMBER	DESCRIPTION	FORM TO BE COMPLETED
E	TRAILERS OF VARIOUS SIZES	Form E

### 3.2 HIRE CHARGES

#### 3.2.1 General

The hire charges shall be based on the following:-

- a) Category A - working time (hours), plus a separate rate for standing time,
- b) Category B - a daily, weekly or monthly charge inclusive of 500 free kilometres per day in conjunction with a charge per kilometre for kilometres travelled over the 500 free per day and the cost to refill the vehicle's fuel tank in the event of it having been full on delivery and not having been refilled before return.
- c) Category C - ½ daily, daily, weekly or monthly rated machinery such a generators etc which have no hour meters.
- d) Category D - hourly rates only.
- e) Category E – daily, weekly or monthly rates only.

#### 3.2.2 Working Time (Category A Vehicles/Machines)

The rate for working time within the George Municipal Area (including Uniondale and Haarlem) shall include provision for the use of the specified machine, an operator, where applicable, whose wages and accommodation (if applicable) shall be payable by the Contractor.

The rate shall also include for the provision free of charge of all fuel, lubricants, spare-parts, worn parts, servicing and repair necessary for the satisfactory operation of the vehicle/machine, as well as for depreciation and all insurances in compliance with this document and any other that the Contractor may consider necessary.

Working time for hourly rated items shall be expressed in hours to the nearest ½ hour unless otherwise specified, and shall include time when the machine is travelling to site under its own power.

The Employer reserves the right at any time during the period of hire, to instruct the Contractor to attach tracking equipment to the hired vehicles/machines from which working time and mileage will be based.

Excessive idling (i.e. longer than 10 minutes) at any one time which in the opinion of the Employer's Representative is beyond that which is required for normal operating conditions, will not be paid for.

### 3.2.3 Standing Time (Category A Vehicles/Machines)

The rate for standing time shall be expressed as a percentage of the rate offered for working time. This percentage shall be 70% and be common to all items of plant.

Standing time shall be the time expressed in clock hours or part of clock hours, unless otherwise specified when the machine, although available to do work, is idle on site, but shall exclude time when the machine/s is/are not being operated due to:-

Servicing the machine;

Mechanical breakdown, including the period while awaiting the arrival of spares;

Inclement weather or unworkable ground conditions as a result of inclement weather which in the opinion of the Employer's Representative precludes the use of the vehicle/machine with or without ancillary equipment;

No operator or driver;

Refuelling or awaiting fuel or lubricants; (if wet hire rate is being used)

If in the opinion of the Employer's Representative, the inability of the machine to work due to unavailability for any reason of an interdependent item of equipment hired from the same Contractor.

### 3.2.4 Weekly or Monthly Charge (Category B, C & E)

Weekly or monthly charges shall be paid for the specified vehicle together with the kilometre rate, if applicable, irrespective of the hours worked/used. It shall exclude fuel. The aforementioned shall also be applicable should only a kilometre rate be offered by a Contractor for vehicles in this category. No daily, weekly or monthly charge shall then be payable.

In category C, a half or daily, weekly and monthly rate will apply depending on usage. Remembering Saturday and Sunday is not to be charged for in this category.

## 3.3 PLANT AND EQUIPMENT OPERATORS

All vehicles and equipment listed in Category A must be provided with fully competent, licensed operators and or drivers.

The items in Category B, C and E will be provided without operators / drivers unless where only a specialized operator may operate such machine.

## 3.4 GUARANTEED WEEKLY MINIMUM HOURS OF PAYMENT (Category A)

Guaranteed weekly minimum hours (GWMHP) for hourly rated items shall be 7 hours per day multiplied by the total number of working days in the week i.e. 35 hours in a week.

In the event of a vehicle/machine not being on site for the full week the guaranteed weekly hours of payment shall be reduced proportionally on the basis of the total number of complete normal working days during the week when the vehicle or machine was on site and available to work to the maximum number of normal working days in the week concerned.

In the event of an item not being available for part of a day, for whatever reason, the guaranteed hours for that day will be reduced by the number of hours it was not available.

Normal week hire will mean Monday to Friday and exclude Saturday and Sunday.

Saturday and Sunday is considered special hire and thus after hour rate will apply

### 3.5 PAYMENT

#### 3.5.1 Hourly Rated Items (Category A)

Payment shall be made at the rate bided for working time for all hours worked except where an adjustment is to be made for low productivity.

Payment for standing time shall be made at the specified percentage rate of the rate bided for working time for all standing time up to a maximum of the difference between the guaranteed daily minimum hours of payment as adjusted where necessary and the total working time for that day.

There shall be no payments whatsoever for standing time in excess of this difference. (Examples - see Annexure III)

#### 3.5.2 Kilometre Rated Items (Category B)

Payment shall be made at the rate offered (per km). For all kilometres covered as indicated by the difference in the odometer reading immediately before and after the rental period.

Where a daily, weekly or monthly rate is also applicable, it will be paid for full periods indicated.

Proportional payment will be made for incomplete periods in the case of weekly or monthly rates where calendar days will be used for the proportional calculation.

## **SECTION 4**

### **TECHNICAL SPECIFICATION**

The items to be hired under the various categories are to comply with the following requirements:-

#### 4.1 Category A1: Earth Moving and Construction Equipment

Machines are to be provided with approved pipe slings to allow for the laying of pipes of between 600 mm and 1200 mm in diameter.

The width and capacity of the bucket/s offered with each machine must be stipulated on the completed form. Digger loaders (TLB's) must be of 4x4 configuration.

#### 4.2 Category A2: Trucks

The Trucks offered must be suitable for road construction and resealing operations. If required the Contractor must supply a mounted chip spreader.

The vehicle shall be fitted with an hour meter which operates from the alternator oil pressure switch.,

The Contractor must attach a copy of the vehicle's Certificate of Roadworthiness (CORW) to Form A2. Should the CORW expire during the period of contract, the Contractor must provide the Employer's Representative with a similar copy of the renewed CORW before the expiry of the current CORW.

The Contractor shall be responsible for the vehicle, load and driver in terms of the Road Traffic Act as well as adequate insurance thereof.

The Employer's Representative reserves the right to request signed delivery notes for each load delivered during the contract period.

The Contractor must indicate in the Bid document the physical address from which he will operate. The Employer will only pay for the offered rate to and from this destination.

#### 4.3 Category B1: 1400 to 1600cc Sedans

Preference will be given to diesel powered vehicles with either a 5-speed manual gearbox or a 4-speed automatic gearbox with capacity to seat 5 people comfortably.

#### 4.4 Category B2: Specialised Vehicles

These items will only be hired on an Ad-Hoc basis.

The SUV should have a minimum ground clearance of 275mm. The rear and side windows should be tinted and the vehicle must have a 6-speed automatic gearbox and an approximate seating capacity for 7 adults. Preference will be given to diesel powered vehicles with an output in excess of 120kW.

The 14 seater diesel minibus should have a 5-speed manual gearbox with an output in excess of 72kW.

The 1.3Ton diesel LDV people carrier should have a 5-speed gearbox with an output in excess of 60kW @ 4000rpm. The canopy must have a full door, a step must be provided on the rear bumper in order for passengers to embark. Wooden benches must be fitted on either side for seating.

#### 4.5 Category B3: ½ - 1 Ton Light Delivery Vehicles (LDV's)

Preference will be given to diesel powered vehicles with an output in excess of 60kW for ½ Ton and 90kW for 1Ton vehicles.

The Contractor may in some instances be required to provide canopies and roof racks suitable for 12 m extension ladders and tow bars at their own cost. Vehicles so fitted must be indicated in Form B2.

Roadworthiness and licensing of vehicles shall be the responsibility of the Contractor.

Vehicles must be fitted with locking fuel caps and must have effective demisters, windscreen wipers and rear view mirrors for good all round visibility in cold and wet weather.

Comprehensive accident insurance shall be provided for by the Employer.

#### 4.6 Category B4: Trucks

These vehicles must be diesel powered and fitted with kilometre odometers.

The Contractor must attach a copy of his vehicle's Certificate of Roadworthiness (CORW) to Form B2. Should the CORW expired during the period of contract, the Contractor must provide the Employer's Representative with a similar copy of the renewed CORW before the expiry of the current CORW.

Vehicles must be fitted with locking fuel caps and must have effective demisters, windscreen wipers and rear view mirrors for good all round visibility in cold and wet weather.

Comprehensive accident insurance shall be provided for by the Contractor.

#### 4.7 Category C: Small Plant and Equipment

All small plant equipment such as generators, water pumps, concrete cutters, rollers, etc. hired on a daily, weekly or monthly basis do not have an odometer therefore the items in this category are not subject to General Condition of Contract numbers 2.2 ; 2.5 ; 2.12 ; 2.17 ; 2.18.

Items in this category are also not subject to Specifications of Items to be hired, Item No. 3.4 however in the case of the item being stolen sans negligence on the part of the Employer which must be proven by the Contractor, the hire cost from that date until replacement date will not be for the Employers account.

The contractor is to provide irrefutable proof that the employer was negligent.

#### 4.8 Category D: Contract work - Group machines hire

These machines will be hired in groups therefore bidder must own all the listed machines for construction of roads and will be handled as contract work

For such contracts the bidder will be required to provide machines, fuel, and operator and will comply with all Health and Safety regulations.

#### 4.7 Category E: Trailers

The trailers will be hired as and when required. All tyres shall have the correct tread and all electrical connections must be in good working order.

SIGNATURE OF BIDDER: .....DATE:.....



## EXAMPLES OF PAYMENT CALCULATIONS

In the examples which follow the following assumptions are made:-

No.	Description	Rate / Calculation
1	Grader	
2	Working Time Rate	R 120.00 per hour
3	Standing time rate	R 120.00 x 70% = R 84 per hour
4	Guaranteed Weekly Minimum Hours for Payment (GWMHP)	35 hours (5 days X 7 hours)

### EXAMPLE 1:

Item on site for full week and works 8 hours per day.

Payment: 8 hours x 5 days x R 120 = R 4 800.00

### EXAMPLE 2:

Item on site for full week and works 6,5 hours per day for 4 days and 4 hours on 1 day.

Total hours worked = 30 hours (Therefore no standing time)

Payment: 30 hours x R 120 = R 3 600.00

### EXAMPLE 3:

Item on site and available to work for the full week. Works for 8 hours per day for 2 days and then stands as not required.

Working time : 8 hours x 2 = 16 hours

Standing Time : 35 - 16 = 19 hours

Payment: Working time = 16 hours X R 120 = R 1 920.00  
 Standing time = 19 hours X R 84 = R 1 596.00  
R 3 516.00

### EXAMPLE 4:

Item on site for full week but due to a breakdown is unable to work for 2 full days. Worked for a total of 12 hours on the other 3 days.

GWMHP : 7 hours per day x 3 days = 21 hours  
 Standing time : 21 - 12 = 9 hours

Payment: Working time = 12 hours X R 120 = R 1 440.00  
 Standing time = 9 hours X R 84 = R 756.00  
R 2 196.00

NB! BIDDER'S ATTENTION IS DRAWN TO THE FACT THAT RATES MUST BE FIRM AND FIXED FOR THE LENGTH OF THE CONTRACT

## SECTION 5

### SCHEDULE OF VEHICLES AND EQUIPMENT OFFERED

Contractors are required to complete the following giving the registration number or serial number (or both) of each item offered for hire. More than one item in the same category may be entered on the following line. The primary purpose of this document is to provide a means of checking that none of the forms submitted with this document, giving details of items offered for hire, have been mislaid.

#### 5.1 CATEGORY A

NO	CATEGORY NO	REGISTRATION NO	AGE	DESCRIPTION
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

#### 5.2 CATEGORY B

NO	CATEGORY NO	REGISTRATION NO	AGE	DESCRIPTION
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

5.3 CATEGORY D

NO	CATEGORY NO	REGISTRATION NO	AGE	DESCRIPTION
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

5.4 CATEGORY E

NO	CATEGORY NO	REGISTRATION NO	AGE	DESCRIPTION
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

SIGNATURE OF TENDERER: .....DATE: .....

**SECTION 6**

**PRICING SCHEDULE**

**CATEGORY A:**

**FORM: A1**

**SELF PROPELLED CONSTRUCTION VEHICLES AND EQUIPMENT HOURLY RATED - WITH OPERATOR AND FUEL**

No	Item	Description	Age	Rate / Hr
1	Tractor (35 - 40kW)			
2	Tractor (35 - 40kW) & Bush cutter			
3	Tractor (35 - 40kW) with scoop & scraper blade (2m wide)			
4	Tractor (35 - 40kW) with hydraulics for tipper trailer			
5	Tractor (Articulated construction scraper – 300 to 400kW)			
6	Digger/Loader (7 - 9Ton ; 67kW)			
7	Front end loader (8 - 10Ton)			
8	Bulldozer (13 - 17Ton ; 90 -135kW)			
9	Excavator (20 - 23Ton) tracked			
10	Grader (16 - 20Ton with 14 ft blade)			
11	Compaction Roller (10 - 15Ton)			
12	Compaction Roller (16 - 26Ton)			
13	Milling Machine 1m			
14	Paving Machine 1m Self driven			

**SCHEDULE OF RATES:**

In terms of Bid No ENG 011 of 2016, which we fully understand and accept, I/we offer the above item at the rates tendered, which include Value Added Tax.

SIGNED:	DATE:
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COMPANY NAME:
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CATEGORY A:

FORM: A2

**SELF PROPELLED CONSTRUCTION VEHICLES AND EQUIPMENT HOURLY RATED - WITH OPERATOR AND FUEL**

No	Category	Description	Model	Rate / Hr
1	3 – 4Ton Tipper Truck			
2	3 – 4Ton Truck with Dropsides			
3	6 m <sup>3</sup> Tipper Truck			
4	10 m <sup>3</sup> Tipper Truck			
5	Water Tanker Truck (5000ℓ)			
6	Water Tanker Truck (7000ℓ)			
7	Lowbed 4 Axle Truck			
8	High Pressure Jetting / Vacuum Truck (Sewerage)			
9	8Ton Truck with 5Ton Crane			
10	8Ton Truck with 5Ton Crane and removable personnel canopy			
11	15m <sup>3</sup> Refuse Compacting Truck with or without Bin Lifters			
12	19m <sup>3</sup> Refuse Compacting Truck with or without Bin Lifters			
13	Skip Loader Truck (Refuse)			
14	Fork lift 2Ton			

SCHEDULE OF RATES:

In terms of Bid No ENG 011 of 2016, which we fully understand and accept, I/we offer the above item at the rates tendered, which include Value Added Tax.

SIGNED:	DATE:
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COMPANY NAME:
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**CATEGORY A:****FORM: A3****SELF PROPELLED CONSTRUCTION VEHICLES AND EQUIPMENT HOURLY RATED - WITHOUT OPERATOR AND FUEL**

No	Category	Description	Yr	Rate / Hr
1	Tractor (35 - 40kW)			
2	Tractor (35 - 40kW) & Bush cutter			
3	Tractor (35 - 40kW) with scoop & scraper blade (2m wide)			
4	Tractor (35 - 40kW) with hydraulics for tipper trailer			
5	Tractor (Articulated construction scraper – 300 to 400kW)			
6	Digger/Loader (7 - 9Ton ; 67kW)			
7	Front end loader (8 - 10Ton)			
8	Bulldozer (13 - 17Ton ; 90 -135kW)			
9	Excavator (20 - 23Ton) tracked			
10	Grader (16 - 20Ton with 14 ft blade)			
11	Compaction Roller (10 - 15Ton)			
12	3 – 4Ton Tipper Truck			
13	3 – 4Ton Truck with Dropsides			
14	6 m <sup>3</sup> Tipper Truck			
15	10 m <sup>3</sup> Tipper Truck			
16	Water Tanker Truck (5000ℓ)			
17	Water Tanker Truck (7000ℓ)			
18	Lowbed 4 Axle Truck			
19	High Pressure Jetting / Vacuum Truck (Sewerage)			
20	8Ton Truck with 5Ton Crane			
21	8Ton Truck with 5Ton Crane and removable personnel canopy			
22	15m <sup>3</sup> Refuse Compacting Truck with or without Bin Lifters			

23	19m <sup>3</sup> Refuse Compacting Truck with or without Bin Lifters			
24	Skip Loader Truck (Refuse)			
25	Fork lift 2Ton			

SCHEDULE OF RATES:

In terms of Bid No ENG 011 of 2016, which we fully understand and accept, I/we offer the above item at the rates tendered, which include Value Added Tax.

SIGNED:	DATE:
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COMPANY NAME:
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**CATEGORY B:**

**FORM: B1**

**SELF PROPELLED VEHICLES KILOMETER RATED - WITHOUT OPERATOR AND FUEL**

No	Category	Description	Hire / Day	Hire / Week	Hire / Month	Rate / km
1	1400cc Petrol Sedan or Hatchback Manual Gearbox					
2	1400cc Petrol Sedan or Hatchback Automatic Gearbox					
3	1400cc Diesel Sedan or Hatchback Manual Gearbox					
4	1400cc Diesel Sedan or Hatchback Automatic Gearbox					
5	1600cc Petrol Sedan or Hatchback Manual Gearbox					
6	1600cc Petrol Sedan or Hatchback Automatic Gearbox					
7	1600cc Diesel Sedan or Hatchback Manual Gearbox					
8	1600cc Diesel Sedan or Hatchback Automatic Gearbox					
Above Rates includes:						
1						
2						
3						
4						
5						



ANY ADDITIONAL RELEVANT INFORMATION OR COST, PLEASE DECLARE HERE:-  
Please note that no other cost will be paid if it is not listed below.

Fine admin fee:
Contract fee:
Other:

In terms of Bid No ENG 011 of 2016, which we fully understand and accept, I/we offer the above item at the rates tendered, which include Value Added Tax.

SIGNED:	DATE:
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COMPANY NAME:
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**CATEGORY B:**

**FORM: B2**

**SELF PROPELLED SPECIALISED VEHICLES KILOMETER RATED - WITHOUT OPERATOR AND FUEL**

No	Category	Description	Hire / Day	Hire / Week	Hire / Month	Rate / km
1	2.4 to 3.0l Diesel Luxury SUV Automatic Gearbox and with tinted back and side windows					
2	14 Seater Diesel Minibus for passenger transport					
3	1.3Ton LWB Diesel Minitruck with canopy and benches for passenger transport					
Above Rates includes:						
1						
2						
3						
4						
5						

ANY ADDITIONAL RELEVANT INFORMATION OR COST, PLEASE DECLARE HERE:-  
Please note that no other cost will be paid if it is not listed below.

Fine admin fee:
Contract fee:
Other:

In terms of Bid No ENG 011 of 2016, which we fully understand and accept, I/we offer the above item at the rates tendered, which include Value Added Tax.

SIGNED:	DATE:
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COMPANY NAME:
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**CATEGORY B:**

**FORM: B3**

**SELF PROPELLED VEHICLES KILOMETER RATED - WITHOUT OPERATOR AND FUEL**

No	Category	Description	Hire / Day	Hire / Week	Hire / Month	Rate / km
1	½Ton Petrol LDV with Ladder Rack					
2	½Ton Diesel LDV with Ladder Rack					
3	1Ton Petrol LDV with Ladder Rack (4X2) – Single Cab, Manual Gearbox					
4	1Ton Diesel LDV with Ladder Rack (4X2) – Single Cab, Manual Gearbox					
5	1Ton Petrol LDV with Ladder Rack (4X4) – Single Cab, Manual Gearbox					
6	1Ton Diesel LDV with Ladder Rack (4X4) – Single Cab, Manual Gearbox					
7	1Ton Diesel LDV with Ladder Rack (4X4) – Double Cab, Manual Gearbox					
Above Rates includes:						
1						
2						
3						

ANY ADDITIONAL RELEVANT INFORMATION OR COST, PLEASE DECLARE HERE:-

Please note that no other cost will be paid if it is not listed below.

Fine admin fee:
Contract fee:
Other:

In terms of Bid No ENG 011 of 2016, which we fully understand and accept, I/we offer the above item at the rates tendered, which include Value Added Tax.

SIGNED:	DATE:
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COMPANY NAME:
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**SELF PROPELLED VEHICLES KILOMETER RATED - WITHOUT OPERATOR AND FUEL**

No	Category	Description	Hire / Day	Hire / Week	Hire / Month	Rate / km
1	3 – 4Ton Tipper Truck					
2	3 – 4Ton Truck with Dropsides					
3	3 – 4Ton Truck with Dropsides with half size personnel canopy					
4	6 m <sup>3</sup> Tipper Truck					
5	6 m <sup>3</sup> Truck with Dropsides with half size personnel canopy					
6	10 m <sup>3</sup> Tipper Truck					
7	Water Tanker Truck (5000ℓ)					
8	Water Tanker Truck (7000ℓ)					
9	Lowbed 4 Axle Truck					
10	High Pressure Jetting / Vacuum Truck (Sewerage)					
11	8Ton Truck with 5Ton Crane					
12	8Ton Truck with 5Ton Crane and removable personnel canopy					
13	15m <sup>3</sup> Refuse Compacting Truck with or without Bin Lifters					
14	19m <sup>3</sup> Refuse Compacting Truck with or without Bin Lifters					
15	Skip Loader Truck (Refuse)					
16	Fork lift 2Ton					
Above Rates includes:						
1						
2						

3
4
5

ANY ADDITIONAL RELEVANT INFORMATION OR COST, PLEASE DECLARE HERE:-  
Please note that no other cost will be paid if it is not listed below.

Fine admin fee:
Contract fee:
Other:

In terms of Bid No ENG 011 of 2016, which we fully understand and accept, I/we offer the above item at the rates tendered, which include Value Added Tax.

SIGNED:	DATE:
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COMPANY NAME:
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**CATEGORY C:**

**FORM: C**

**HIRE OF SMALL PLANT AND EQUIPMENT**

Item	Size Of Plant	Rate			
		½ Day	Day	Weekly	Monthly
WATER PUMPS	2" & 3"				
WATER PUMPS	4"				
SLUDGE PUMPS					
POKER DRIVE UNITS					
GENERATORS/WELDER					
HP CLEANERS					
CONCRETE CUTTERS					
CUTTER BLADES (per mm)					
CONCRETE MIXERS					
CHAINSAWS					
WEED EATERS					
RAMMERS (jolly jumpers)					
PLATE COMPACTORS					
REVERSEABLE COMPACTORS (400mm)					
TAR ROLLERS (600mm)					
SITON TAR ROLLER (2 TON)					
ELECTRICAL JACKHAMMERS					
COMPRESSORS					
JACK HAMMERS attachment to compressor					
COMPRESSOR PIPES					
POWER PACKS					
TRAILER MOUNTED CHERRY PICKER	200kg Lift cap.				
PAVING BRICK CUTTERS TYPE 1 (hand operated)					
PAVING BRICK CUTTERS TYPE 2 (electrical/petrol)					
ELECTRICAL EXTENSION LEADS					
ANGLE GRINDERS					
CUT OFF GRINDERS					
HEAVY DUTY BREAKERS					
DEMOLITION HAMMERS					
ROTARY HAMMERS					

CIRCULAR SAWS (Hand)					
JIG SAW					
REVERSABLE DRILL					
IMPACT DRILL					
POWER CUTTER					
CONCRETE FLOOR GRINDER					
WOODEN FLOOR SANDER					
HANDHELD CONCRETE VIBRATORS					

SCHEDULE OF RATES:

In terms of Bid No ENG 011 of 2016, which we fully understand and accept, I/we offer the above item at the rates tendered, which includes Value Added Tax.

SIGNED:	DATE:
COMPANY NAME:	

**CATEGORY D:**

**FORM: D**

**TO TENDER FOR THIS SECTION TENDERER MUST HAVE ALL ITEMS TO BE USED IN A GROUP FOR CONTRACT WORK IN ROAD CONSTRUCTION – HOURLY RATED WITH OPERATOR AND FUEL**

No	Category	Reg. No	Description	Age	Wet Rate
1	Grader				
2	Excavator				
3	Digger/Loader				
4	Front end loader				
5	Bulldozer				
6	10 Ton Roller				
7	7000ℓ Water Tanker Truck				
8	Tractor (Articulated construction scraper – 300 to 400kW)				
9	Milling Machine 1m				
10	Paving Machine 1m Self driven				

SCHEDULE OF RATES:

In terms of Bid No ENG 011 of 2016, which we fully understand and accept, I/we offer the above item at the rates tendered, which include Value Added Tax.

SIGNED:	DATE:
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COMPANY NAME:
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**HIRE OF VARIOUS SIZE TRAILERS**

No	Category	Description	Hire / Day	Hire / Week	Hire / Month
1	Luggage Trailer (± 1.7m x 1.1m x 0.5m)				
2	Large Luggage Trailer (± 2m x 1.1m x 1m)				
3	Half Ton Trailer (± 2m x 1.1m x 1m)				
4	Three Quarter Ton Trailer (± 3m x 1.5m x 1m)				
5	1Ton Double Axle Trailer (± 4m x 1.7m x 1m)				
6	1Ton Single Axle Trailer (± 3m x 1.5m x 1m)				
7	1½Ton 1Ton Double Axle Trailer (± 4m x 1.8m x 1m)				
8	Car Trailer (± 5m x 1.9m x 0.2m)				

Above Rates includes:

1

2

3

ANY ADDITIONAL RELEVANT INFORMATION OR COST, PLEASE DECLARE HERE:-  
Please note that no other cost will be paid if it is not listed below.

Fine admin fee:

Contract fee:

Other:

SCHEDULE OF RATES:

In terms of Bid No ENG 011 of 2016, which we fully understand and accept, I/we offer the above item at the rates tendered, which include Value Added Tax.

SIGNED:	DATE:
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COMPANY NAME:
---------------

**PAST EXPERIENCE**

**This schedule is compulsory to complete!**

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

<b>Employer</b>	<b>Nature of Work</b>	<b>Value of Work</b>	<b>Duration and Completion Date</b>	<b>Employer Contact Number</b>

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Tenderer

**THE TENDER OFFER**

I/We Mr/Mrs/Messrs \_\_\_\_\_ duly assigned to represent the service provider for the purpose of this tender, hereby tender to supply all or any of the goods and/or render all or any of the services described in the attached documents to the George Municipality on terms and conditions stipulated in this tender and in accordance with the specifications stipulated in the tender documents (which shall be taken as part of, and incorporated into this tender) **at the price reflected on page 33- 50 in the Pricing Schedule.**

I/we agree that this offer shall remain valid for a period of four (4) months commencing from the closing date and time of this tender.

I/we further agree that:

This tender and its acceptance shall be subject to the terms and conditions contained in the George Municipality’s Supply Chain Management Policy;

If I/we withdraw my/our tender within the period for which I/we have agreed that the tender shall remain open for acceptance, or fail to fulfill the contract when called upon to do so, the George Municipality may, without prejudice to its other rights, agree to the withdrawal of my/our tender or cancel the contract that may have been entered into between me/us and the George Municipality and I/we will then pay to the George Municipality any additional expense incurred by the George Municipality having either to accept any less favorable tender or, if fresh tenders have to be invited, the additional expenditure incurred by the invitation by the invitation of fresh tenders and by the subsequent acceptance of any less favorable tender; the George Municipality shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other tender or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfillment of this or any other tender or contract and pending the ascertainment of the amount of such additional expenditure or retain such moneys, guarantee or deposit as security for any loss the George Municipality may sustain by reason of my/our default;

If my/our tender is accepted the acceptance may be communicated to me/us by letter or order by certified mail or registered mail. Such posting shall be deemed to be proper service of such notice with effect from the date of posting/dispatch of such notice;

The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our tender and that I/we choose domicilium citandi et executandi in the Republic of South Africa, where any and all legal notices may be served at (full street address on this place):

Physical Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/we furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our tender; that the price(s) and rate(s) tendered cover all the work/item(s) specified in the tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our own risk.

I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfillment of this contract.

I/we agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me/us as a result of such action.

I/we declare that I/we have participation / no participation in the submission of any other offer for the supplies/services described in the attached documents. If in the affirmative, state name(s) of tenders involved.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This form must be completed and signed to be considered provisionally responsive.**

## ACCEPTANCE

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

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

Name: **MR TREVOR BOTHA**

Signature: \_\_\_\_\_

Capacity: **MUNICIPAL MANAGER**

Date: \_\_\_\_\_

For the Employer: **GEORGE MUNICIPALITY  
CIVIC CENTRE  
YORK STREET  
GEORGE**

## 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. Proof of this arrangement must be submitted with this tender.

- 1 In order to meet this requirement bidders are required to complete in full the 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](http://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](http://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. Copies of the Tax Clearance Certificate will only be valid if the bidder is registered on the George Municipality's accredited supplier database, which will contain the original Tax Clearance Certificate.
- 6 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate original Tax Clearance Certificate.
- 7 Furthermore, the responsibility remains with each Contractor (successful Tenderer) to submit updated original Tax Clearance – Good Standing to the abovementioned Supplier Management Office (in the Supply Chain Management department on the 1<sup>st</sup> Floor, Civic Centre, George Municipality, York Street, George) should any current certificate expire during the tender or contract. Failure to do so may lead to the suspension of transactions with the contractor until a valid Tax Clearance Certificate is received by that office.

**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/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 / her representative: .....	
3.2	Identity number: .....	
3.3	Position occupied in the Company (director, trustee, shareholder <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 (where applicable) must be indicated in paragraph 4 below.	
3.8	Are you presently in the service of the state?*	<b>YES / NO</b>
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?	<b>YES / NO</b>
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?	<b>YES / NO</b>
3.10.1	If yes, furnish the following particulars:	



	<p>Name of person: .....</p> <p>Name of state institution at which you or the person connected to the bidder is employed: .....</p> <p>Position occupied in the state institution: .....</p> <p>Any other particulars: .....</p>	
3.11	<p>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?</p>	<b>YES / NO</b>
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>Position occupied in the state institution: .....</p> <p>Any other particulars: .....</p>	
3.12	<p>Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?</p>	<b>YES / NO</b>
3.12.1	<p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member: .....</p> <p>Name of state institution at which you or the person connected to the bidder is employed: .....</p> <p>Position occupied in the state institution: .....</p> <p>Any other particulars: .....</p>	
3.13	<p>Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?</p>	<b>YES / NO</b>
3.13.1	<p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member: .....</p> <p>Name of state institution at which you or the person connected to the bidder is</p>	

	employed: ..... Position occupied in the state institution: ..... Any other 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?  If yes, furnish particulars: ..... .....	<b>YES / NO</b>	
3.14.1			
4. Full details of directors / trustees / members / shareholders:			
<b>THE FOLLOWING INFORMATION IS COMPULSORY TO COMPLETE:</b>			
<b>Full Name</b>	<b>Identity Number</b>	<b>Individual Tax Number for each Director</b>	<b>State Employee Number (where applicable)</b>
<b>5.</b>	<b>The contract will be automatically cancelled if there is a conflict of interest which is not disclosed by the bidder.</b>		

.....  
Signature

.....  
Date

.....  
Capacity

.....  
Name of Bidder

<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 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.

<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 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 to exceed R1 000 000 (all applicable taxes included) and therefore the 90/10 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.

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

	<b>POINTS</b>
<b>1.3.1.1 PRICE</b>	90
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	10
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 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.
- 5.8A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

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

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

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

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

**8 SUB-CONTRACTING**

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

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

- 9.1 Name of 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

**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name</b>	
<b>Trading Name</b>	
<b>Registration Number</b>	
<b>Enterprise Address</b>	

- I hereby declare under oath that:
  - The enterprise is \_\_\_\_\_% black owned;
  - The enterprise is \_\_\_\_\_% black woman owned;
  - Based on the management accounts and other information available on the \_\_\_\_\_ financial year, the income did not exceed R10,000,000.00 (ten million rands);
  - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	<b>Level One</b> (135% B-BBEE procurement recognition)	
More than 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition)	
Less than 51% black owned	<b>Level Four</b> (100% B-BBEE procurement recognition)	

- The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
- I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
- The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp

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

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?  <b>(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).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b>	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 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 (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:

**TENDER NUMBER: ENG 011/2016  
AD HOC HIRE OF VEHICLES AND EQUIPMENT IF AND WHEN REQUIRED FOR A PERIOD  
OF THREE YEARS**

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)

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

<sup>3</sup> 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 Supply Chain Management Regulations, Regulation 28 (1) (c).

<b>Tender Number: ENG 011/2016</b>
<b>Name of the Bidder:</b> _____

**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 <b>residential</b> 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 PROCUREMENT

### GENERAL CONDITIONS OF CONTRACT

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## 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.
  - 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 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 supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General:

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

4. Standards:

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

5. Use of contract documents and information inspection:

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The 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 provider'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 provider 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 or municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality or municipal entity.
7. Performance security:
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the 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 provider 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, test and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 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 23 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, 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 provider 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 fulfillment 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 provider in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

18. Variation orders:

- 18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the 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 these 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 supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
22. Penalties:
- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
23. Termination for default:
- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (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.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.
- 23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:  
(i) the name and address of the supplier and / or person restricted by the purchaser;  
(ii) the date of commencement of the restriction;  
(iii) the period of restriction; and  
(iv) the reasons for the restriction.  
These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
24. Anti-Dumping and 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 supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.
25. Force Majeure:
- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
26. Termination for insolvency:
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such



termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of disputes:

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

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

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

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