

GEORGE MUNICIPALITY



QUOTATION NUMBER: MM009/2017

**APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING
OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION**

ENQUIRIES: Mr.Enrico Engelbrecht
YORK STREET
GEORGE
TEL: (044) 801 6308
E-MAIL: avrilene@george.org.za

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

SUMMARY FOR TENDER OPENING PURPOSES

NAME OF TENDERER:

CENTRAL SUPPLIER DATABASE (CSD) NO.: MAAA.....

TOTAL PRICE (INCLUDING VAT)

R

PREFERENCES CLAIMED FOR:

BBBEE Status Level of Contributor:

Preference Points Claimed:

**BBBEE certificates submitted with the quotation document MUST be VALID ORIGINAL
BBBEE CERTIFICATES or VALID CERTIFIED COPIES OF THE BBBEE CERTIFICATES**

QUOTATION CLOSES AT 12H00 ON **MONDAY, 24 APRIL 2017**

TENDERER CONTACT DETAILS

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

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

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

GEORGE MUNICIPALITY

QUOTATION No. MM009/2017

**APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING
OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION**

GENERAL TENDER INFORMATION

QUOTATION ADVERTISED : 07 April 2017

COMPULSORY SITE MEETING : Wednesday, 12 April 2017 @ 10:00

VENUE FOR SITE MEETING : George Municipality, Main Building,
Foyer of Civic Centre, 71 York Street,
George, 6530

CLOSING DATE : Monday, 24 April 2017

CLOSING TIME : 12H00

LOCATION OF TENDER BOX : **Tender Box** at the George
Municipality, on the First Floor,
Directorate: Financial Services,
Supply Chain Management Unit,
Civic Centre, York Street, George

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION

CONTENTS		Pg No.
PART T	The Tender	5
PART T1	Tender Procedures	
T1.1	Quotation Notice and Invitation to Quote	6 – 7
T1.2	Tender Data	8 – 37
PART T2	Returnable Documents (All documents / schedules are returnable)	38
T2.1	List of Returnable Schedules Required for Tender Evaluation	39
T2.1	Returnable Schedules	40 – 51
T2.2	Other documents required for tender evaluation purposes	52 – 54
T2.2	Returnable Schedules that will be incorporated in the contract	55 – 57
PART C	The Contract	58
PART C1	Agreement and Contract Data	59
C1.1	Form of Offer and Acceptance	60 – 62
C1.2	Contract Data	63 – 64
C1.3	Objections and Complainants Form	65 – 66
C1.4	Form of Guarantee	67
PART C2	Pricing Data	68
C2.1	Pricing Instructions	69
C2.2	Pricing Schedule	70-72
PART C3	Scope Of Works	73-74
PART C4	Health and Safety Specification	75

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

**APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING
OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION**

The Tender (Part T)

PART T1 Tender Procedures

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

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

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

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION**Quotation Notice and Invitation to Quote (T1.1)**

<p>Kwotasies word hiermee ingewag vir die:</p> <p>AANSTELLING VAN N KONTRAKTEUR VIR VERANDERINGE AAN N BESTAANDE OOPRUIMTE, GEORGE MUNISIPALITEIT, REGSAFDELING</p> <p>Voltooides kwotasies in 'n verseëde koevert, duidelik gemerk:</p> <p>Kwotasie Nr.: MM009/2017, moet voor Maandag, 24 April 2017 om 12:00 in die tender bus by die George Munisipaliteit, Eerste Vloer, Direkoraat: Finansiële Dienste, Voorsieningskanaaleenheid, Burgersentrum, Yorkstraat, George geplaas word. Geen kwotasies sal toegelaat word om in die tenderbus geplaas te word na 12:00. Kwotasies sal om 12:05 dieselfde dag in die Komiteekamer oopgemaak word. Laat of ongemerkte kwotasies sal nie oorweeg word nie. Geen kwotasies per faks of e-pos sal aanvaar word nie.</p> <p>Kwoteerders moet by die CIDB geregistreer wees en dit word geraam dat kwoteerders 'n graderingsvlak van 1GB of hoër moet hê.</p> <p>'n Verpligte terreinvergadering sal gehou word by George Munisipaliteit, Hoofgebou, die Voorportaal van die Burgersentrum, Yorkstraat 71, George op Woensdag, 12 April 2017 om 10:00.</p> <p>Indien die verpligte inligtingsvergadering nie bygewoon word nie, sal u kwotasie gediskwalifiseer word.</p> <p>Kwotasie dokumente is verkrygbaar teen 'n R40-00 nie-terugbetaalbare deposito by die Voorsieningskanaalbestuurseenheid op die 1ste Vloer, Burgersentrum, Yorkstraat, George.</p> <p>Kwotasie dokumente is gratis op die George Munisipaliteit se webblad beskikbaar: www.george.org.za.</p> <p>Kwotasies sal soos volg geëvalueer word:</p> <p>Fase 1 Alle tenderaars moet voldoen aan die Plaaslike Produksie en Inhoud en moet die MBD6.2 vorm, sowel as Aansoek C, D en E in die tender vir die volgende produkte voltooi:</p> <ul style="list-style-type: none"> • Rame • Draad Produkte • “Fasteners” 	<p>Quotations are hereby invited for the:</p> <p>APPOINTMENT OF A CONTRACTOR FOR THE ALTERATION TO AN EXISTING OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION</p> <p>Completed quotations in a sealed envelope, clearly marked:</p> <p>Quotation No.: MM009/2017 must be placed in the tender box at the George Municipality on the First Floor, Directorate: Financial Services, Supply Chain Management Unit, Civic Centre, York Street, George by no later than 12:00 on Monday, 24 April 2017. Quotations are not allowed to be placed in the tender box after 12:00. Quotations will be opened on the same day in the Committee Room at 12:05. Late or unmarked quotations will not be considered. No quotations per fax or e-mail will be accepted.</p> <p>Bidders must be registered with the CIDB and it is estimated that tenderers should have a grading designation of 1GB or higher.</p> <p>A compulsory site meeting will be held at George Municipality, Main Building, Foyer of Civic Centre, 71 York Street, George, 6530 at 10:00 on Wednesday, 12 April 2017.</p> <p>Non-attendance of the compulsory briefing session will disqualify your quotation.</p> <p>Quotation documents are available at a non-refundable deposit of R40-00 each from the Supply Chain Management Unit, First Floor, Civic Centre, York Street, George.</p> <p>Quotation documents are available on the George Municipality's website: www.george.org.za, free of charge.</p> <p>Quotations will be evaluated as follows:</p> <p>Phase 1 All tenderers must comply with Local Production and Content and complete the MBD6.2 form, Annexures, C, D and E in this tender for the following products:</p> <ul style="list-style-type: none"> • Frames • Wire Product • Fasteners <p>The stipulated minimum threshold percentages for local</p>
--	---

<p>Die vasgestelde minimum persentasies vir plaaslike produksie en inhoud vir hierdie sektor is 100%, tenders wat nie aan hierdie vereiste voldoen nie, sal nie oorweeg word vir evaluering nie</p> <p>Fase 2 Kwotasies sal ge-evalueer en toegeken word in terme van die Wet op die Raamwerk vir Voorkeurverkrygingsbeleid (Wet 5 van 2000) Regulasies 2017, asook George Munisipaliteit se Voorsieningskanaalbestuursbeleid, waar 80 punte ten opsigte van die prys en 20 punte ten opsigte van B-BBEE status toegeken sal word.</p> <p>Vir meer inligting kontak Mnr. Enrico Engelbrecht by (044) 801 6308 / avrilene@george.org.za .</p> <p>Die Munisipaliteit behou hom die reg voor om enige versoek vir 'n kwotasie terug te trek en/of te her-adverteer of enige kwotasie te verwerp of gedeeltelik te aanvaar. Die Munisipaliteit is nie daartoe gebind om die laagste of enige kwotasie te aanvaar nie.</p> <p>Dit sal van alle suksesvolle kwoteerders verwag word om op die Sentrale Verskaffersdatabasis (SVD) te registreer.</p> <p>T BOTHA MUNISIPALE BESTUURDER GEORGE MUNISIPALITEIT GEORGE 6530</p>	<p>production and content for this sector is 100%, bids that does not comply with this requirement will not be considered for evaluation.</p> <p>Phase 2 Quotations will be evaluated and adjudicated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) Regulations 2017 and the George Municipality's Supply Chain Management Policy, where 80 points will be scored for price and 20 points for B-BBEE status.</p> <p>For more information contact Mr Enrico Engelbrecht at (044) 801 6308 / avrilene@george.org.za .</p> <p>The Municipality reserves the right to withdraw any invitation to quote and/or to readvertise or to reject any quotation or to accept a part of it. The Municipality is not bound to accept the lowest or any quotation.</p> <p>It will be required from all successful bidders to register on the Central Supplier Database (CSD).</p> <p>T BOTHA MUNICIPAL MANAGER GEORGE MUNICIPALITY GEORGE 6530</p>
---	---

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

**APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING
OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION****Tender Data (T1.2)**

Clause number	The conditions of Tender are the Standard Conditions of Tender as contained in Annexure F of Board Notice 136 of 2015 in Government Gazette No. 38960 of 10 July 2015, Construction Industry Development Board (CIDB) Standard for Uniformity in Construction Procurement. (See www.cidb.org.za). The Standard Conditions of Tender for Procurements make several references to the Tender Data for details that apply specifically to this Tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of Tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.
F.1	General
	The Employer is the George Municipality, Office of The Municipal Manager , P O Box 19, George, 6530.
F.1.2	Tender Documents
	The Tender documents issued by the Employer comprise: The Tender Part T1: Tender Procedures T1.1 Tender notice and invitation to tender T1.2 Tender data Part T2 Returnable Documents T2.1 List of returnable documents T2.1 Returnable schedules T2.2 Other documents required for tender evaluation purposes T2.3. Returnable schedules that will be incorporated in the contract The Contract Part C1: Agreement and contract data C1.1 Form of offer and acceptance C1.2 Contract data C1.3 Objections and Complainants form C1.4 Form of Guarantee (Pro forma) Part C2: Pricing data C2.1 Pricing instructions C2.2 Pricing Schedule Part C3: Scope of Works C3.1 Scope of works Part C4 Health and Safety Specification
F.1.4	Communication and employer's agent:
	Name: Mr Enrico Engelbrecht Tel: (044) 801 6308 E-mail: avrilene@george.org.za
F.2	Tenderer's obligations
F.2.1	Eligibility

F.2.1.1	<p>Only tenderers who satisfy the following criteria are eligible to submit tenders:</p> <ul style="list-style-type: none"> (a) Quality control practices and procedures which ensure compliance with stated employer's requirements. (b) Availability of resources. (c) Capacity to mobilize own and sub-contracting resources. (d) Availability of skills to manage and perform the contract (assigned personnel). (e) Quality achievements on previous contracts of a similar nature. (f) Previous work of a similar nature. 		
F.2.1	Construction Industry Development Board (CIDB) Registration		
	<p>Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations, for a 1GB class of construction work, are eligible to have their tenders evaluated.</p> <p>Joint Ventures are eligible to submit tenders provided that:</p> <ul style="list-style-type: none"> (a) Every member of the Joint Venture is registered with the CIDB; (b) The lead partner must be registered in the relevant class of construction work; and (c) The combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 1GB class of construction work of value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations. 		
F.2.7	<p>The arrangements for a compulsory site meeting is:</p> <table border="1" data-bbox="313 1031 1430 1115"> <tr> <td data-bbox="313 1031 727 1115">Wednesday, 12 April 2017 at 10:00</td> <td data-bbox="727 1031 1430 1115">Venue: George Municipality, Main Building, Foyer of Civic Centre, 71 York Street, George</td> </tr> </table>	Wednesday, 12 April 2017 at 10:00	Venue: George Municipality, Main Building, Foyer of Civic Centre, 71 York Street, George
Wednesday, 12 April 2017 at 10:00	Venue: George Municipality, Main Building, Foyer of Civic Centre, 71 York Street, George		
F.2.12	No alternative Tender offer will be considered.		
F.2.13.1	Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.		
F.2.13.2	Return all returnable documents to the employer after completing them in their entirety in non-erasable black ink.		
F.2.13.3	Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.		
F.2.13.4	Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint venture shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.		

F.2.13.5	<p>Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.</p> <p>The Employer's address for delivery of tender offers and identification details are: George Municipality, First Floor, Directorate: Financial Services, Supply Chain Management Unit, Civic Centre, York Street, George (location of tender box). The identification details are: Quotation number MM009 OF 2017.</p>
F.2.13.6	A two-envelope system will not be followed.
F.2.13.8	Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and market as stated.
F.2.13.9	Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.
F.2.15	Closing time
F.2.15.1	<p>Ensure that the employer received the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.</p> <p>The closing time for submission of tender offers is at 12H00 on Monday, 24 April 2017.</p>
F.2.16	Tender offer validity
F.2.16.1	The Tender offer validity period is 120 days.
F.2.17	Clarification of tender after submission
	Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.
F.2.18	Provide other material
F.2.18.1	Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), referencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.
F.2.19	Inspections, tests and analysis
	Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.
F.2.22	Return all retained Tender documents within 28 day after the expiry of the validity period.
F.2.23	Certificates
	Include in the tender submission or provide the employer with any certificates as stated in the tender data.

F.3.4.1	The time and location for opening of the tender offers is: 12h00 on Monday, 24 April 2017. The Tender Box at the George Municipality is on the First Floor, Directorate: Financial Services, Supply Chain Management Unit, Civic Centre, York Street, George.																														
F.3.11	Evaluation of tender offers																														
F.3.11.2	<p>Method 1: Price and Preference</p> <p>In the case of a price and preference</p> <ol style="list-style-type: none"> 1) Score tender evaluation points for price. 2) Score points for BBBEE contribution. 3) Add the points scored for price and BBBEE. 																														
F.3.11.3	<p>Method 2: Functionality, Price and Preference</p> <p>In the case of functionality, price and preference</p> <ol style="list-style-type: none"> 1) Score the functionality, rejecting all tender offers that fail to achieve the minimum number of points for functionality as stated in the Tender Data. 2) No tender must be regarded as an acceptable tender if it fails to achieve the minimum qualifying score for functionality as indicated in the tender invitation. 3) Tenders that have achieved the minimum qualification score for functionality must be evaluated further in terms of the preference points system prescribed in paragraphs 4 and 5 below. <p>The 80/20 preference point system for acquisition of services, works or goods up to Rand value of R50 million.</p> <ol style="list-style-type: none"> 4) (a)(i) The following formula must be used to calculate the points for price in respect of tenders (including price quotation) with a rand value equal to, or above R30,000 and up to Rand value of R50,000,000 (all applicable taxes included): $P_s = 80 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$ <p>Where Ps = Points scored for comparative price of tender or offer under consideration; Pt = Comparative price of tender or offer under consideration; and Pmin = Comparative price of lowest acceptable tender or offer.</p> (4)(b) Subject to subparagraph (4)(c), points must be awarded to a tender for attaining the B-BBEE status level of contribution in accordance with the table below: <table border="1" data-bbox="349 1318 1404 1633" style="margin-left: 40px;"> <thead> <tr> <th>B-BBEE Status Level of Contributor</th> <th>80/20 Number of Points</th> <th>90/10 Number of Points</th> </tr> </thead> <tbody> <tr><td>1</td><td>20</td><td>10</td></tr> <tr><td>2</td><td>18</td><td>9</td></tr> <tr><td>3</td><td>14</td><td>6</td></tr> <tr><td>4</td><td>12</td><td>5</td></tr> <tr><td>5</td><td>8</td><td>4</td></tr> <tr><td>6</td><td>6</td><td>3</td></tr> <tr><td>7</td><td>4</td><td>2</td></tr> <tr><td>8</td><td>2</td><td>1</td></tr> <tr><td>Non-compliant contributor</td><td>0</td><td>0</td></tr> </tbody> </table> (4)(c) A maximum of 20 points may be allocated in accordance with subparagraph (4)(b). (4)(d) The points scored by tender in respect of B-BBEE contribution contemplated in subparagraph (4)(b) must be added to the points scored for price as calculated in accordance with subparagraph (4)(a). (4)(e) Subject to paragraph 4.3.8 the contract must be awarded to the tender who scores the highest total number of points. <p>The 90/10 preference points system for acquisition of services, works or goods with a Rand value above R50 million.</p>	B-BBEE Status Level of Contributor	80/20 Number of Points	90/10 Number of Points	1	20	10	2	18	9	3	14	6	4	12	5	5	8	4	6	6	3	7	4	2	8	2	1	Non-compliant contributor	0	0
B-BBEE Status Level of Contributor	80/20 Number of Points	90/10 Number of Points																													
1	20	10																													
2	18	9																													
3	14	6																													
4	12	5																													
5	8	4																													
6	6	3																													
7	4	2																													
8	2	1																													
Non-compliant contributor	0	0																													

(5)(a) The following formula must be used to calculate the points for price in respect of tenders with a Rand value above R50,000,000 (all applicable taxes included):

$$P_s = 90 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

Where

P_s = Points scored for comparative price of tender or offer under consideration;

P_t = Comparative price of tender or offer under consideration; and

P_{\min} = Comparative price of lowest acceptable tender or offer.

(5)(b) Subject to subparagraph (5)(c), points must be awarded to a tender for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	80/20 Number of Points	90/10 Number of Points
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

(5)(c) A maximum of 10 points may be allocated in accordance with subparagraph (5)(b).

(5)(d) The points scored by tender in respect of B-BBEE contribution contemplated in subparagraph (5)(b) must be added to the points scored for price as calculated in accordance with subparagraph (5)(a).

(5)(e) Subject to paragraph 4.3.8 the contract must be awarded to the tender who scores the highest total number of points.

F.3.11.6 Decimal places

Score price, preference and functionality, as relevant, to two decimal places.

F.3.13	<p>Tender offers will only be accepted if:</p> <ul style="list-style-type: none"> (a) the Tenderer has in his or her possession an original valid Tax Clearance Certificate issued by the South African Revenue Services or has made arrangements to meet outstanding tax obligations; (b) the Tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; (c) the Tenderer submits a letter of intent from an approved insurer undertaking to provide the Performance Bond to the format included in Part T2.2 of the procurement document. (d) the Tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation. (e) the Tenderer has not: <ul style="list-style-type: none"> (i) abused the Employer's Supply Chain Management System; or (ii) failed to perform on any previous contract and has been given a written notice to this effect. (f) the tender offer is signed by a person authorized to sign on behalf of the Tenderer. (g) the Tenderer has complete the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the Tenderer's ability to perform the Contract in the best interests of the Employer or potentially compromise the tender process. (h) the Tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer; (i) the Employer is reasonably satisfied that the Tenderer has in terms of the Construction Regulations, 2003, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely. (j) the Tenderer has not failed to perform on any previous contracts and has not been given a written notice to the effect. (k) the Tenderer has submitted certified copies of the directors, owners and shareholders identity documents with the tender offer. (l) the Tenderer must be registered on the Western Cape Supplier Database, Copies of the registration forms are available on the George Municipality's website: www.george.org.za (m) Tenderer who submitted a tender as a Joint Venture has included an acceptable Joint Venture Agreement with his/her tender or has provided a letter of intent to form a Joint Venture signed by all parties. (n) the Tenderer is not in arrears for more than 30 days with municipal rates and taxes and services charges. (o) the Tenderer complies with the specifications and conditions applicable to the product and submitted all the required documentation as stipulated in part C3: Scope of Works.
F.3.17	Provide copies of the contracts
	The employer will provide the successful tenderer with one (1) paper copy of the signed contract as soon as possible after completion and signing of the form of offer and acceptance.
F.3.20	<p>The additional conditions of Tender are:</p> <ol style="list-style-type: none"> 1. George Municipality may also request that the Tenderer provide written evidence that his/her financial, labour and resources are adequate for carrying out the project. 2. The George Municipality reserves the right to appoint a firm of chartered accountants and auditors and/or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations. 3. Tender documents must be completed in black ink, and prices must include VAT, only where applicable and requested in the schedule of activities. 4. Corrections may not be made by means of a correction fluid such as Tipp-Ex or a similar product. In the event of a mistake having been made it shall be crossed out in ink and be accompanied by a full signature at each and every alteration. The Municipality reserves the right to reject the Tender if corrections are not made in accordance with the above.

F.3.22	Compliance with Occupational Health and Safety Act 1993
	<i>Tenderers are to note that the requirements to the Occupational Health and Safety (OHS) Act No. 85 of 1993. The tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith during supply and delivery of all materials or any other services.</i>

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.

TAX CLEARANCE CERTIFICATE

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

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

MBD 4

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 ²):	
3.4	Company Registration Number:	
3.5	Tax Reference Number:	
3.6	VAT Registration Number:	
3.7	The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers (where applicable) must be indicated in paragraph 4 below.	
3.8	Are you presently in the service of the state?*	YES / NO
3.8.1	If yes, furnish the following particulars: Name of person / director / trustee / shareholder member: Name of state institution at which you or the person connected to the bidder is employed: Position occupied in the state institution: Any other particulars:	
3.9	Have you been in the service of the state for the past twelve months?	YES / NO

3.9.1	If so, furnish particulars.	
3.10 3.10.1	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? If yes, furnish the following particulars: Name of person: Name of state institution at which you or the person connected to the bidder is employed: Position occupied in the state institution: Any other particulars:	YES / NO
3.11 3.11.1	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? If yes, furnish the following particulars: Name of person: Name of state institution at which you or the person connected to the bidder is employed: Position occupied in the state institution: Any other particulars:	YES / NO
3.12 3.12.1	Are any of the company’s directors, managers, principal shareholders or stakeholders in the service of the state? If yes, furnish the following particulars:	YES / NO

	<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> <p>.....</p>	
<p>3.13</p> <p>3.13.1</p>	<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> <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> <p>.....</p>	<p>YES / NO</p>
<p>3.14</p> <p>3.14.1</p>	<p>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?</p> <p>If yes, furnish particulars: </p> <p>.....</p>	<p>YES / NO</p>
<p>4. Full details of directors / trustees / members / shareholders:</p>		

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

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the National Assembly or the National Council of Provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official or any Municipality or municipal entity;
- (d) an employee of any national or provincial DIRECTORATE, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (e) a member of the accounting authority of any national or provincial entity; or
- (f) an employee of Parliament or a provincial legislature.

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

6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

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

- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

7.1.1 If yes, indicate:

i) What percentage of the contract will be

- subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)

YES		NO	
-----	--	----	--
- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....
.....

8.6 COMPANY CLASSIFICATION

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

8.7 MUNICIPAL INFORMATION

Municipality where business is situated:
.....

Registered Account Number:

Stand Number:.....

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

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(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 paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted

on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

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

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. 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	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. 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.
6. 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

MBD 6.2

**DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR
DESIGNATED SECTORS: STEEL PRODUCTS SECTOR**

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

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) makes provision for the promotion of local production and content.
- 1.2. Regulation 8.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where

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

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

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

1.6. A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

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

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

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

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

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

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

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

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

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

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

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
Wire Products	100%
Frames	100%
Fasteners	100%

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

(Tick applicable box)

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

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement (Monday, 23 March 2015) of the bid.

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

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

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

5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
.....
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

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

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

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

IN RESPECT OF BID NO. MM009 OF 2017

ISSUED BY: GEORGE MUNICIPALITY

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),

do hereby declare, in my capacity as

of(name of bidder entity),
the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and

- (ii) the declaration templates have been audited and certified to be correct.
- (c) The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

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

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

- (d) I accept that the Procurement Authority / Municipality / Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Annexure C, D and E should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made.

MBD8

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:
 - 8.10 abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
 - 8.11 been convicted for fraud or corruption during the past five years;
 - 8.12 willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 8.13 been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury’s 32ebsite (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - 3.1 take all reasonable steps to prevent such abuse;
 - 3.2 reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - 3.3 cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

CONTRACT NUMBER: MM009/2017 - APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION

in response to the invitation for the bid made by:

GEORGE MUNICIPALITY

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

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

- 6. I have read and I understand the contents of this Certificate;
- 7. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- 8. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 9. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
- 10. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - 10.1 has been requested to submit a bid in response to this bid invitation;
 - 10.2 could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - 10.3 Provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

MBD9

- 11 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 12 In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - 12.1 prices;
 - 12.2 geographical area where product or service will be rendered (market allocation);
 - 12.3 methods, factors or formulas used to calculate prices;
 - 12.4 the intention or decision to submit or not to submit, a bid;
 - 12.5 the submission of a bid which does not meet the specifications and conditions of the bid; or bidding with the intention not to win the bid.
- 13. 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.
- 14. 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.
- 15. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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

CERTIFICATE FOR MUNICIPAL SERVICES (COMPULSORY TO COMPLETE)

Information required in terms of the Supply Chain Management Regulations, Regulation 28 (1) (c).

<p>Tender Number: MM009/2017</p> <p>Name of the Bidder:</p>

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

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

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

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

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

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

 Signature

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

at _____ on the _____ day of _____ 2016/7

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

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING
OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION

Returnable Documents (Part T2)

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

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

NOTE:

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

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION

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

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

FORM 2.1.1 GENERAL INFORMATION

1. Name of tendering entity: _____

2. Contact details

Address : _____

Tel no : (_____) _____

Fax no : (_____) _____

E-mail address : _____

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

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

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

Joint venture member	Type of entity (as defined above)

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

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

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

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

FORM 2.1.2 AUTHORITY FOR SIGNATORY

Details of person responsible for Tender process

Name

Contact number (.....)

Address of office submitting the Tender

.....

.....

Telephone no (.....)

Fax no (.....)

E-mail address

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

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

Mr.

has been duly authorized to sign all documents in connection with the Tender for **Contract Number MM009/2017** and any Contract which may arise there from on behalf of

(BLOCK CAPITALS)

.....

.....

SIGNED ON BEHALF OF THE COMPANY IN HIS CAPACITY AS

DATE :

FULL NAMES OF SIGNATORY

.....

AS WITNESSES 1.

2.

FORM 2.1.4 PROPOSED KEY PERSONNEL

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

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

Name of Tendering Entity : _____

Signature : _____ **Date :** _____

Returnable Schedules Required For Tender Evaluation

Part T2.1

Form 2.1.4 continued

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

Name of Tendering Entity : _____

Signature : _____ **Date :** _____

FORM 2.1.5 SCHEDULE OF INFRASTRUCTURE AND RESOURCES

Provide information on the following:

Infrastructure and resources available

Physical facilities

Description	Address	Area (m ²)

Equipment

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

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

Size of enterprise and current workload

What was your turnover in the previous financial year? _____

What is the estimated turnover for your current financial year? _____

List your current contracts and obligations

Description	Value ®	Start date	Duration	Expected completed date

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

Staffing Profile

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

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

Name of Tendering Entity : _____

Signature : _____ **Date :** _____

FORM 2.1.6 SCHEDULE OF APPROACH AND METHODOLOGY/ WORK PLAN

Understanding the terms of reference / brief

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

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

(Tick Appropriate Block)

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

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

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

Name of Tendering Entity : _____

Signature : _____

Date : _____

FORM 2.1.7 SCHEDULE OF PROPOSED SUB-CONTRACTORS

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

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

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

FORM 2.1.8 FINANCIAL REFERENCES**FINANCIAL STATEMENTS**

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

DETAILS OF TENDERING ENTITY'S BANK

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

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

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

**APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING
OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION**

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

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

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

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

 of (address)

 Telephone number
 Fax number
 (George Municipality / Employer's Representative)

PLEASE NOTE:

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

TENDERER 'S REPRESENTATIVE:

GEORGE MUNICIPALITY / EMPLOYER'S REPRESENTATIVE:

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

The Tenderer is to affix to this page

- Written proof of Tenderers registration at the CIDB

OR

- CRS Number: _____

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

**APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING
OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION**

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

Form 2.2.3

Record of Addenda to Tender Documents

FORM 2.2.3 RECORD OF ADDENDA TO TENDER DOCUMENTS

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

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

Attach additional pages if more space is required.

Signed: Date:

Name: Position:

SIGNED ON BEHALF OF TENDERER:

1. **Infrastructure and resources available**
Evaluation of the following in terms of the size, nature and complexity of goods and/or services required:
 - Physical facilities
 - Infrastructure and resources available for the contract owned by the Tenderer
 - Infrastructure and resources the Tenderer intends renting, should the contract be awarded to him.
2. **Size of enterprise, and current workload**
Evaluation of the Tenderer's position in terms of:
 - Previous and expected current annual turnover
 - Current contractual obligations
 - Capacity to execute the contract
3. **Staffing profile**
Evaluation of the Tenderer's position in terms of:
 - Staff available for this contract being Tendered for
 - Qualifications and experience of key staff to be utilized on this contract.
4. **Previous experience**
Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following:
 - Experience in the relevant technical field
 - Experience of contracts of similar size
 - Some or all of the references will be contacted to obtain their input.
5. **Financial ability to execute the contract**
Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:
 - Professional indemnity
 - Contact the Tenderer's bank manager to assess the Tenderer's financial ability to execute the contract and the Tenderer hereby grants his consent for this purpose.

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

6. **Penalties**
The George Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Directorate Head, one or more of the following penalties will be imposed:
 - Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer.
 - Impose a financial penalty of twice the theoretical financial preference associated with the claim, which was made in the Tender.
 - Restrict the Tenderer, its shareholders and directors on obtaining any business from the George Municipality for a period of 5 years.

Good standing with SA Revenue Services

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

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

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

Compliance with Employment Equity Act 55 of 1998

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

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

Definitions in terms of the last mentioned Act.

“designated EMPLOYER means-

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

“Schedule 4”

TURNOVER THRESHOLD APPLICABLE TO DESIGNATED EMPLOYERS

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

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

**APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING
OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION**

The Contract (Part C)

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

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

**APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING
OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION**

Agreement And Contract Data (Part C1)

Part C1.1	Form of Offer and Acceptance
Part C1.2	Contract Data
Part C1.3	Objections and Complainants Form
Part C1.4	Form of Guarantee

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION

Form of Offer and Acceptance (Part C1.1)

(AGREEMENT)

OFFER

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

APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION

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

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

THE OFFERED TOTAL (INCLUDING VAT):

.....
.....rand (in words); R (in figures),

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Service Provider in the Conditions of Contract identified in the Contract Data.

Signature(s) _____ . _____

Name(s) _____ . _____

Capacity _____ . _____

(Name and address of organisation)

ACCEPTANCE

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

The terms of the contract are contained in

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

Part C2 Pricing Data

Part C3 Scope of Work

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

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

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

Signature _____

Name **MR TREVOR BOTHA**

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

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

FOR THE TENDERER:

Signature(s)

Name(s)

Capacity

(Name and address of organisation)

FOR THE EMPLOYER:

Signature

Name

Capacity

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

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION

Contract Data (Part C1.2)

CONDITIONS OF CONTRACT

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

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

PART 1: DATA PROVIDED BY THE EMPLOYER

The following contract specific data are applicable to this Contract:

Clause 1	The Employer is the George Municipality.	
3.4 and 3.5	The Authorised and Designated representative of the Employer is:	
	Name: Mr Enrico Engelbrecht	
	The Employer's address for receipt of communications is:	
	Physical address: York Street George, 6530	Postal address: George Municipality PO Box 19 George, 6530
	Telephone: (044) 801 6308 E-mail: avrilene@george.org.za	
	The Project is for the appointment of a contractor for the alterations to an existing open space at George Municipality, Legal Section	
3.6	The Service Provider may release public or media statements or publish material related to the Services or Project subject to the approval of the Employer.	
3.7	The Services Provision shall be completed for the portions as set out in the Scope of Works.	
5.1.1 and 5.1.2	The Service Provider is required to provide the Service with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards. Where services include the powers to certify, decide or otherwise exercise discretion in regard to a contractor agreement between the Employer and others then the Service provider shall act in respect of that contract/agreement as an independent	
5.4.1	The Service Provider is required to provide the following insurances:	
	1. Insurance against	
	Cover is:	Equivalent to the project value
	Period of cover:	Duration of Project
	Deductibles are:	

Contract Data

Part C1.2

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

PART 2: DATA PROVIDED BY THE SERVICE PROVIDER

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

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING
OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION

Objections and Complainants Form (Part C1.3)

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

(1) Details of Objector/Complainant

Name: _____

Address: (postal and street): _____

Tel: _____ Fax: _____

Contact person: _____

Reference number of Tender : _____

Other Party's Details (If any)

Name: _____

Address: (postal and street): _____

Tel: _____ Fax: _____

Contact person: _____

Reference number of Tender: _____

Description of Issue[s] in Dispute

List of Documents Attached

Determination Sought in Respect of Objection or Complaint

Form submitted by:

Name: _____

Signature: _____

Position: _____

Date: _____

Place: _____

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

**APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING
OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION**

**Form of Guarantee
(Part C1.4)**

The Tenderer must affix proof of Guarantee to this page.

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

**APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING
OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION**

Pricing Data (Part C 2)

C2.1 Pricing Instructions

C2.2 Pricing Schedule

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

**APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING
OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION**

Pricing Instructions (Part C2.1)

C2.1 PRICING INSTRUCTIONS

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

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION

PRICING SCHEDULE (C2.2)

Description	Unit	Qty	Rate	Amount
<u>PRELIMINARY AND GENERAL</u>				
Contractual requirements	Item	1		
Preliminaries	Item	1		
Health and safety requirements including all necessary equipment, etc	Item	1		
<u>BUILDING WORK</u>				
The Model Preambles for Trades 2008 as published by the Association of South African Quantity Surveyors shall be deemed to be incorporated in these schedules of quantities and no claims arising from brevity of description of items fully described in the said Model Preambles will be entertained				
The contractor's prices for all items throughout these schedules of quantities shall take account of and include for all of the obligations, requirements and specifications given in the Model Preambles and in any supplementary preambles and/or specifications				

<u>ALTERATIONS</u>				
Take off and remove existing steel balustrade	m	3		
Repair approximately 150mm long cut in IBR roof sheeting	No	1		
Clean, service and repaint existing wood burning braai	Item	1		
<u>BRICKWORK</u>				
<u>Brickwork of NFP bricks in class II mortar</u>				
115mm Brick wall	m2	4		
<u>Sundries</u>				
75mm Wide brick reinforcement	m	12		
<u>CARPENTRY AND JOINERY</u>				
<u>Work to existing decking</u>				
Enclose existing horizontal pipework (at floor level) with raking timber decking to match existing (under seat)	m	3		
<u>Boxing to existing pipes</u>				
Set up and build boxing to existing 150 x 150mm rainwater pipe fixed to brick wall including all necessary framework, 10mm high density Nutec cladding, brackets and bolts, etc approximately 2975mm high	No	1		
Set up and build boxing to existing airconditioning drainage pipe including all necessary framework, 10mm high density Nutec cladding, brackets and bolts, etc approximately 2975mm high	No	1		
<u>Slatted seat</u>				
Supply and install timber slatted seat to match existing complete with and including galvanized steel brackets, etc	m	3		

<u>Sink cupboard</u>				
Provide PC amount of R7 500.00 (excl VAT) for sink cupboard and top	Item	1	7500.00	7 500.00
Profit and attendance on sink cupboard and top	Item	1		
<u>CEILING</u>				
<u>Fibre cement ceiling with hardwood halfround cover strips over joints</u>				
9mm Cladit fibre cement ceiling complete with and including 38 x 50mm SA Pine bandering at 400mm centres to existing roof structure	m2	23		
<u>Cornice</u>				
Nutec coved cornice	m	21		
<u>Ceiling insulation</u>				
Isover or equal approved 135mm thick Aerolite non-combustible light weight fibreglass Glasswool thermal ceiling insulation 12kg/m ³ to meet SANS 10400-XA and SANS 204 requirements	m2	23		
<u>METALWORK</u>				
Galvanised steel guard to window size 600 x 450mm comprising 25 x 25 x 4mm angle section frame with mitred corners, 38 x 3mm flat section vertical and horizontal intermediates welded to frame at approximately 650mm centres, 25 x 50 x 3 x 3mm thick heavy duty expanded metal mesh welded all round to inside of frame, the frame fixed 100mm away from brick wall with ten brackets, the brackets each formed of 60 x 25mm flat section with the one end welded to frame and other end welded to and including a 60 x 100 x 3mm thick flat plate, each plate holed twice for and bolted to brickwork and/or concrete with M12 bolts:	No	5		
<u>Aluminium</u>				
Aluminium window size 2450 x 1875mm high overall comprising sliding window 2450 x 1000mm high and fixed fanlight including silicone sealing all round, glazing, UV protection film to all glass, ironmongery, etc	No	4		
Glazed aluminium door unit size 1800 x 2975mm high overall comprising double door size 1800 x 2100mm high and fixed fanlight size 1800 x 875mm high fixed to brickwork including silicone sealing all round, glazing, UV protection film to all glass, ironmongery, etc	No	1		
<u>PLASTERING</u>				
Internal cement plaster to walls	m2	4		
External cement plaster to walls	m2	4		
<u>TILING</u>				
Ceramic wall tiles fixed with approved adhesive (allow PC amount of R150.00/m ² for cost of tiles only) with approved joints and pointing with grout to plastered walls	m2	2		
<u>PLUMBING AND DRAINAGE</u>				
<u>Water supply</u>				
15mm Class 2 copper pipe	m	10		
Extra over 15mm Class 2 copper pipes for capillary fittings	No	15		
<u>Taps, valves, etc</u>				
15mm Cobra Watertech chrome plated wall mounted elbow action mixer with fixed straight spout outlet (Code 515/055H-21) and fitted with neoprene cartridges	No	1		
15mm Cobra or equal approved isolating valve with and including connectors and adaptors to copper piping	No	2		
<u>Sanitary fittings</u>				
Franke Cascade CDX621-120 sink DEB 1200x500 w/ BSW SSS installed complete including waste outlets, plug and chain, etc	No	1		
<u>Traps, etc</u>				
40mm PVC double bowl P-trap and waste assembly	No	1		

<u>Sanitary pipework</u>				
40mm PVC pipe	m	5		
Extra over 40mm PVC pipe for bend	No	4		
Extra over 40mm PVC pipe for bend with inspection eye	No	3		
Extra over 40mm PVC pipe for junction	No	2		
<u>Builder's work</u>				
Coredrill 40mm hole through 280mm brick wall	No	1		
Coredrill 15mm hole through 280mm brick wall	No	1		
<u>Geyser</u>				
Kwikot or equal approved 10 litre under counter geyser installed complete and in accordance with the manufacturer's specification	No	1		
<u>PAINTING</u>				
<u>Walls</u>				
Prepare and two coats Plascon Wall & All on external plastered walls	m2	4		
Prepare and two coats Plascon Wall & All on previously painted external walls	m2	30		
Prepare and two coats Polvin Super Acrylic on internal plastered walls	m2	4		
Prepare and two coats Polvin Super Acrylic on previously painted internal walls	m2	40		
<u>Fibre cement</u>				
Prepare and prime with one coat Plaster Primer and finish with two coats Polvin Super Acrylic on fibre cement board ceilings	m2	23		
Prepare and prime with one coat Plaster Primer and finish with two coats Polvin Super Acrylic on fibre cement board	m2	3		
<u>Wood</u>				
Sand down existing soft wood decking, prepare and apply three coats Plascon Natural Deck coating (area measured on flat) or equal other approved	m2	23		
Prepare and three coats poyurethane varnish on slatted seat	m2	6		
<u>ELECTRICAL INSTALLATION</u>				
Provide PC amount of R7 500.00 (excl VAT) for electrical work including light fittings	Item	1	7500.00	7500.00
Profit and attendance on electrical installation including light fittings	Item	1		
<u>MECHANICAL INSTALLATION</u>				
Supply and install Daikin 12000 BTU split unit airconditioning unit complete	No	1		
<i>Subtotal</i>				
Value Added Tax				
TOTAL QUOTE				R

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING OPEN SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION

Scope of Works(C3)

C3.1 DESCRIPTION OF WORKS

1. 3-meter extension of existing brick wall. Height 1.2 meter
2. 3-meter extension of existing aluminium frame with glass windows (sliding)
3. 1 aluminium doorframe with glass 2.5 meters' wide
4. All new and existing glass to be tinted.
5. Repair small hole in existing IBR roof.
6. New ceiling to be fitted.
7. 5 toilet windows to be covered with galvanized mesh plus frame.
8. Fit one kitchen sink with top plus cupboard s
9. Existing cupboard to be altered to fit into space provided and properly varnished
10. Existing wooden floor to be sanded and treated with heavy duty floor varnish.
11. Install florescent light
12. Install 3 x 2 way electrical plugs
13. Box Existing piping and gutters with box seating
14. Box all other downpipes and electrical cabling
15. Install one air conditioning unit.
16. Paint all inside walls and ceiling.
17. Replace existing metal on outside braai area and refurbishment of brickwork.

1. GENERAL DESCRIPTION OF WORKS

The contract in summary entails the appointment of a contractor for the alterations to an existing open space at George Municipality, legal section

2. SITE FACILITIES AVAILABLE

2.1 Source of Water Supply

Water for construction purposes will be supplied free of charge.

2.2 Source of Electrical Supply

Electricity for construction purposes will be supplied free of charge.

3 SITE FACILITIES REQUIRED

3.1 Temporary Offices

A temporary site office is not required.

3.2 Sanitary Facilities

Sanitation facilities is available free of charge for the duration of the works.

4. FEATURES REQUIRING SPECIAL ATTENTION

4.1 Public Safety

The Contractor shall always ensure that his operations do not endanger any member of the public or any of The Employer's personnel who will be performing their daily functions at the site for the duration of this contract.

4.2 Dust control

The Contractor shall, for the duration of the contract, take appropriate measures to control dust movement, which may arise due to his operations.

4.3 Security

The Contractor shall take all precautions necessary for the security of the site and his camp.

GEORGE MUNICIPALITY

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CONTRACT NUMBER: MM009/2017

APPOINTMENT OF A CONTRACTOR FOR THE ALTERATIONS TO AN EXISTING OPEN
SPACE AT GEORGE MUNICIPALITY, LEGAL SECTION

Health and Safety Requirements (C4)

SEE ANNEXURE A