



## MARULENG LOCAL MUNICIPALITY

**TENDER NO: MLM/SCM/55/2022**

**BID DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF SOLAR ENERGY AT THUSONG CENTRE AND BUTSWANA COMMUNITY HALL**

**JULY 2023**

ISSUED BY:  
SUPPLY CHAIN MANAGEMENT OFFICE  
MARULENG MUNICIPALITY  
P O BOX 627  
HOEDSPRUIT  
1380

<b>NAME OF TENDERER</b>	
<b>ADDRESS</b>	
<b>TELEPHONE NUMBER</b>	
<b>TOTAL BID PRICE</b>	
<b>CSD NUMBER</b>	

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**PLEASE NOTE:**

- Each page of the tender document and schedules thereto must be initialed by the relevant authorized person in order for the document to constitute a proper contract between the Municipality and the Tenderer.
- On acceptance of the tender by the Municipality, the forms and schedules attached hereto shall be deemed to be the Conditions of Contract between the parties.
- Failure to complete all blank spaces in the forms and to attend to the other details mentioned therein may render the tender liable to rejection.

### 1. DETAILS OF BIDDER

FULL NAMES	
COMPANY/ENTERPRISE REGISTRATION NO. OR ID NO.	
POSTAL ADDRESS	
PHYSICAL ADDRESS	
TELEPHONE NO.	
CELL NO. OF CONTACT PERSON	
FAX NO.	
E-MAIL ADDRESS	
CONTACT PERSON	
VAT REGISTRATION NO.	

## 2. ADVERT

### **BID DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF SOLAR ENERGY AT MUNICIPAL OFFICES (THUSONG, BUTSWANA)**

**BID NUMBER: MLM/SCM/55/2022**

Bids are invited from suitably qualified, capable and experienced bidder For Provision of Solar Energy at Municipal Offices (THUSONG AND BUTSWANA) Bid documents containing conditions of Tender will be available from **13 July 2023** at Maruleng Local Municipality, Finance Department, 64 Springbok Street, at Hoedspruit. A non-refundable fee of **R500.00 will be charged for each set of documents issued or downloaded**. A proof of payment must accompany the submission. **Compulsory briefing session will be held at Thusong Center on the 14 July 2023 at 10h00 AM**

Complete tender documents, fully completed in BLACK INK, priced and signed, must be sealed in an envelope clearly marked "**Tender No and Name of the Project**" must be deposited in the Tender Box at No. 64 Springbok Street, Hoedspruit, the Finance Department at the above physical address, by **NO** later than **11:00** on the **03 AUGUST 2023**.

**The tender box is accessible during working hours from 7am to 16h00.**

Maruleng Local Municipality is not compelled to accept the lowest or any tender. No late, faxed or telephonic tenders will be accepted. Tenders will be evaluated in accordance with the Maruleng Municipality Supply Chain Management Policy; Municipal Supply Chain Management Regulations Gazette No. 27636, 30 MAY 2005, 2005; Preferential Procurement Policy Framework Act, 5/2000 and revised preferential procurement regulation of 2022.

### 3. COMPULSORY SUBMISSIONS:

- 3.1. Bidders must submit together with their bids a copy of **Company Registration Document (CK)**.
- 3.2. Bidder must be registered in the national treasury **Recent Central Supplier Database (CSD)** and attach CSD which is valid and not **older than 3 months**.
- 3.3. Failure to submit **Valid SARS Tax Compliance Status pin or Tax Clearance**, may result in a tender deemed non-responsive.
- 3.4. Bidders must submit **Certified ID copies of Director's not older than 3 months**, failure to do that tender will be deemed nonresponsive.
- 3.5. **Attach proof of specific goals (Disability, Youth, Woman and Locality)**.
- 3.6. All this documentation that are requested have to be certified and should not be **older than three months**, failure to do that your bid will be deemed non-responsive.
- 3.7. Failure to submit comprehensive **Joint Venture Agreement** (where applicable) will result in a tender deemed nonresponsive.
- 3.8. Failure to complete the tender forms e.g. Form of Offer, declaration of interest, will result in a tender deemed non-responsive.
- 3.9. **And Bidders are requested to attach Previous reviewed/ Audited Annual financial statements for 3 years.**
- 3.10. Failure to submit **Statement of Municipal Account (rates & taxes) for both Company and Director** which is not older than three (3) months and not more than **90 days or lease agreement or letter from Traditional Authorities** stating that the bidder is subject of their royal authority and he/she is not obliged to pay Municipal rates and taxes, will result in a tender deemed non-responsive furthermore **ownership of property will be subject to be checked through deeds office.**
- 3.11. Bidders to ensure that their tender is not exposed to invalidation, documents are to be completed in accordance with the conditions

and bid rules contained in the bid documents.

- 3.12. **Company Profile** with proven previous experience must be attached, failure to do so will result to your bid deemed non-responsive.
- 3.13. All alterations in prices/quotes must be signed for and failure to sign will result in tender deemed nonresponsive
- 3.14. Use of tipex is prohibited and the bidder will be deemed non-responsive during the evaluation of the tender.
- 3.15. If the bidder have not heard from the municipality within 90 days from the closing date of tender, company must consider itself unsuccessful.
- 3.16. The Maruleng Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid or to withdraw the bid.
- 3.17. Authority to sign or Power of Attorney
- 3.18. **Bidder must attach the proof of payment for the tender document issued or Downloaded.**

#### 4. **QUALIFICATIONS AND EXPERIENCE**

- 4.1. Company** –Must have at-least completed 4 solar installation projects.
- 4.2. Team Leader – Qualifications**
  - 4.2.1.** Diploma in electrical

**NB: tenders will be evaluated in terms of the 80/20 preference point systems prescribed in the Preferential Procurement Policy Framework Act, 5/2000 and revised preferential procurement regulations of 2022. The Bidder should obtain a minimum of 60% to be considered for further evaluation.**

Enquiries related to this tender must be addressed to Ms Sekgobela MF (Budget and Treasury) and Maponya RB (Supply Chain Management) of Maruleng Local Municipality at Tel: (015) 590 1650.

**HOAEANE NS  
MUNICIPAL MANAGER**

## 5. EVALUATION CRITERIA

Tenders will be evaluated based on the following administrative compliance:

- 5.1. Bidders must submit together with their bids a copy of company registration document **(CK)**.
- 5.2. Bidder must be registered in the national treasury **Central supplier database (CSD)** and attach CSD which is valid and **not older than 3 months**.
- 5.3. Failure to submit **SARS Tax Compliance Status pin or Tax Clearance**, may result in a tender deemed non-responsive.
- 5.4. Bidders must submit **certified ID copies of director's not older than 3 months**, failure to do that tender will be deemed nonresponsive.
- 5.5. Attach proof of specific goals (Disability, Youth, woman and Locality).
- 5.6. **All this documentation that are requested** have to be certified and should not be older **than three months**, failure to do that your bid will be deemed non-responsive.
- 5.7. Failure to submit comprehensive **JV agreement** (where applicable) will result in a tender deemed non -responsive.
- 5.8. Failure to complete the **tender forms e.g. Form of Offer, declaration of interest**, will result in a tender deemed non-responsive.
- 5.9. **And Bidders are requested to attach reviewed/Audited Annual financial statements for 3 years.**
- 5.10. **Failure to submit recent statement of municipal account (rates & taxes) for both Director and the Company** that is not older than three months and not in arrear for more than 90 days or lease agreement or letter from traditional authorities stating that the bidder is subject of their royal authority and that he/she is not obliged to pay municipal rates will result in a tender deemed non-responsive.
- 5.11. Bidders to ensure that their tender is not exposed to invalidation, documents



are to be completed in accordance with the conditions and bid rules contained in the bid documents.

- 5.12. Company profile** with proven previous experience must be attached, failure to do so will result to your bid deemed non-responsive
- 5.13. Bidder must attach the proof of payment for the tender document issued or Downloaded.**
- 5.14. All pages must be initialized**
- 5.15.** The Maruleng Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid or to withdraw the bid.
- 5.16.** All alterations in prices/quotes must be signed for and failure to sign will result in tender deemed non-responsive
- 5.17.** Use of tipex is prohibited and the bidder will be deemed non-responsive.
- 5.18.** Maruleng Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid or to withdraw the bid.
- 5.19. Bidders must further note that:**
  - 5.19.1.** Misrepresentation of address of the business with the aim of earning points may lead to disqualification.
  - 5.19.2.** Non-disclosure by service providers who are in the employ of the state will lead to disqualification.
- 5.20.** Service provider to submit proof of liability insurance on commencement of project.
- 5.21.** CIDB grading must be submitted with bid document (2EB or higher)
- 5.22.** Preferential Procurement Policy Framework ACT NO. 5 2000(PPPFA) points will be awarded as follows:

**PPPFA: 80/20**

**Received responsive Bids will be evaluated based on the following criteria:**

Price – 80; Specific goal - 20

**6. FUNCTIONALITY: BIDS WILL BE EVALUATED BASED ON THE FOLLOWING CRITERIA FOR FUNCTIONALITY**

Pre- Requirements Qualifications and	Applicable values/points	Weight
<p><b>QUALIFICATION</b></p> <p>Qualification of bidders (engagement leader(1) (Attach CV's &amp; qualifications)</p>	<p>certificate = <b>05 Points</b></p> <p>diploma = <b>15 Points</b></p> <p>Degree in electrical = <b>20Points</b></p>	<p><b>20</b></p>
<p><b>METHODOLOGY AND IMPLEMENTATION PLAN</b></p> <p>Understanding of the scope and giving clear approach/ methodology in response to scope of work</p>	<ul style="list-style-type: none"> <li>• Detailed approach with and deliverables = <b>20 points.</b></li> <li>• Approach not detailed = <b>5 points</b></li> <li>• No attached methodology = <b>0 points.</b></li> </ul>	<p><b>20</b></p>
<p><b>WORK EXPERIENCE: PREVIOUS COMPLETION OF SOLAR INSTALLATION PROJECTS</b></p> <p>The service provider is required to provide completion certificate</p>	<p>4 Completion certification = 60 points</p> <p>3 Completion certification = 40 points</p> <p>2 Completion certification = 20 points</p> <p>1 Completion certification = 10 points</p>	<p><b>60</b></p>
<p><b>Total</b></p>		<p><b>100</b></p>
<p><b>Price</b></p>		<p><b>80</b></p>
<p><b>SPECIFIC GOAL</b></p>		<p><b>20</b></p>

**NB: tenders will be evaluated in terms of the 80/20 preference point systems prescribed in the Preferential Procurement Policy Framework Act, 5/2000 and revised preferential procurement regulations of 2022. The Bidder should obtain a minimum of 60% to be considered for further Evaluation.**



**7. FORM OF TENDER AND DECLARATION**

**TENDER NO: MLM/SCM/55/2022**

**DECLARATION:**

To: The Municipal Manager  
MARULENG MUNICIPALITY  
PO BOX 627  
HOEDSPRUIT  
1380

I/We, the undersigned:

- a) Tender to supply to Maruleng Municipality all of the services described both in this and the other forms and schedules to this tender.
- b) Agree that we will be bound by the specifications, prices, terms, conditions and proposals stipulated in the schedules attached to this tender document, regarding delivery and execution.
- c) Confirm that this tender may only be accepted by the Maruleng Municipality by way of a duly authorized Letter of Acceptance.
- d) Declare that we are fully acquainted with the schedules and the contents thereof and that we have signed the schedules, attached hereto
- f) Declare that, each page of the tender document and amendments thereto will be initialed by the relevant authorized person in order for the document to constitute a proper contract between the Maruleng Municipality and the undersigned, on acceptance of the tender by Maruleng Municipality.

Signed at ..... on this ..... day of ..... 2023

Signature of Tenderer .....



Name of Tenderer.....

As Witnesses:

1. Signature ..... Name in full .....

I.D. No .....

2. Signature..... Name in full .....

I.D. No .....

Where the Tenderer is a Company, Corporation or Firm a duly authorized resolution must accompany the tender

**MBD7.1**

**(1) CONTRACT FORM**

**SECTION 1 (TO BE FILLED IN BY THE BIDDER)**

**Tender amount R** \_\_\_\_\_

**Tender number** \_\_\_\_\_

Company/Entity Registered Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

**AND WHO IS** represented herein by: (full names of \_\_\_\_\_ duly authorised to act on behalf of the Tender in his capacity as:(title) \_\_\_\_\_

**HEREBY AGREES THAT** by signing the Contract Form, the Bidder:

4.1. Confirms that it has examined the documents listed in the Index and has accepted all the Conditions of Tender;

4.2. confirms that it has satisfied itself as to the correctness and validity of the tender; that the price(s) and rate(s) quoted cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk;

4.3. offers to supply all or any of the goods and/or render all or any of the services described in the tender document to Maruleng Municipality in accordance with the

- terms and conditions stipulated in this tender document;
- specifications stipulated in this tender document; and
- at the price reflected in the tender document

4.4. Agrees that the following documents shall form the Contract between the parties in the event that the Tenderer is successful:

- Price Schedule
- Specification
- All Declarations
- General Conditions of Contract; and
- Special Conditions of Contract
- Accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on it in terms of this Contract.

SIGNED AT \_\_\_\_\_ ON THIS THE \_\_\_\_\_  
 DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
 Signature(s)

\_\_\_\_\_  
 Print name(s):  
 On behalf of the Bidder (duly authorised)

WITNESSES	
1	.....
2.	.....
DATE	.....

**SECTION 2 (TO BE FILLED IN BY MARULENG MUNICIPALITY)**

By signing this *Contract Form* Maruleng Municipality (also referred to as the ‘Purchaser’):

1. Accepts your bid under reference number **MLM/SCM/55/2022** awarded on \_\_\_\_\_ for the APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF SOLAR ENERGY AT MUNICIPAL OFFICES THUSONG AND BUTSWANA HALL
2. Undertakes to make payment for the goods/services delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by completion certificate.

ITEM NO.	PRICE (VAT INCL)	Capacity	TYPE OF SYSTEM	DELIVERY/CONTRACT PERIOD	POINTS CLAIMED FOR SPECIFIC GOALS



SIGNED AT \_\_\_\_\_ ON THIS THE \_\_\_\_\_ DAY  
OF \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Print name(s):  
(Municipal Manager)

\_\_\_\_\_  
Date

WITNESSES  
1. ....  
2. ....  
DATE



## **8. SPECIFICATION**

Suitably qualified, capable and experienced bidders are hereby invited to submit price quotations for the APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF SOLAR ENERGY AT MUNICIPAL OFFICES AT THUSONG CENTRE AND BUTSWANA COMMUNITY HALL

### **8.1. BACKGROUND**

Maruleng Municipality seeks to **Appointment of Service Provider Provider for Provision of Solar Energy at Municipal Offices at Thusong Centre and Butswana Community Hall**

### **8.2. SCOPE OF WORK**

- 8.2.1.** Provision of solar energy backup energy for electricity to the Thusong Centre and Butswana Communityn Hall Capacity of 5KVA per DB

The following will office buildings or facilities are part of the scope of work

- 8.2.1.1.** Thusong Centre (3 distribution boards)
- 8.2.1.2.** Butswana Community Hall (1 distribution board )
- 8.2.2.** Includes all the provision of solar power to all external services, which need power.
- 8.2.3.** The summary of the work to be done by the contractor ,but not limited to ,is as follows:
  - 8.2.3.1.** Conduct a site inspection to assess and determine the available space to install solar panels. .The size of all facilities will be determined on site including developed area.
  - 8.2.3.2.** Conduct a site inspection to assess and determine the energy demand of all buildings and external services
  - 8.2.3.3.** Provide an adequate solar energy as an alternative source of energy to the Municipal buildings and external services , including all associated works like cabling to the points of demand , including testing and commissioning of the system

- 8.2.3.4.** Provide operational and maintenance manuals of the installed solar energy system , in hard and soft copies.
- 8.2.3.5.** Provide manufacturer's warranty for the equipment and guarantee for the installation.
- 8.2.3.6.** Allow a budget amount to undertake operations and maintenance of the entire solar power system for the first two years.
- 8.2.3.7.** Submit all the technical details of the solar energy system to be installed, in hard and soft copies
- 8.2.3.8.** Submit as built drawings of the entire solar power system installed , in hard and soft copies
- 8.2.3.9.** Conduct all the necessary tests and commissioning as per the government specifications.
- 8.2.3.10.** The contractor will be responsible for obtaining all the approvals and certificates from relevant authorities as necessary.
- 8.2.3.11.** All work will comply with internationally acceptable standards, statutory and local government requirements.
- 8.2.3.12.** The design and rehabilitation works shall comply with the applicable statutory regulations to avoid infringing with existing laws, regulations, practices and standards.
- 8.2.3.13.** The contractor will provide a level of supervision that will ensure that work is carried out according to design, specifications and programme
- 8.2.3.14.** The contractor/service provider shall attend to all defect during defects liability period.
- 8.2.3.15.** The contractor/ may submit the proposal for any other services for the municipality's consideration that he feels might be appropriate for a project of this natu
- 8.2.3.16.** Guaranty of 2yrs invertors and panels for 20yrs and

batteries 5yr (excludes maintenance)

**8.2.3.17.** Indicate the scope of maintenance.

**8.2.3.18.** The service producer will be expected to issue a COC before payment due to him by the municipality

**8.2.3.19.** The solar system must be an automatic switch and provide power during electricity power failures or load shedding.

**8.3. SPECIFICATION & OTHER REQUIREMENTS:**

COMPONENTS	Unit of Measure	Quantity	Unit Price	Amount
5 KVA inverter	No	4		
5.2 KWH Lithium battery	No	4		
450W Solar panels	No	32		
AC & DC Cables	M	280		
Consumable: AC & DC Protections (Combine box consisting of Fuses, Breakers, surge arrestor) and (AC box consisting of breakers, change over switch, main switch, AC inverter charger, lightning arrestor), etc	No			
Sub total				
Contingencies @ 10%				
Vat @ 15%				

Total				

**8.4. SERVICE DURATION**

The Municipality will enter into a framework contract with the services provider for a period of not more than 4 weeks.

**The Bidder should obtain a minimum of 60% to be considered for further Evaluation.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Name of Tenderer**



**9. PRICE SCHEDULE**

**N.B: Maruleng Municipality will only accept firm prices. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.**

DESCRIPTION	AMOUNT
PROVIDER FOR PROVISION OF SOLAR ENERGY AT MUNICIPAL OFFICES AT THUSONG CENTRE AND BUTSWANA COMMUNITY HALL	
SUB TOTAL	
10% CONTIGENCIES	
Vat	
TOTAL	

Name of Bidder \_\_\_\_\_

Bid Number \_\_\_\_\_

Closing Date \_\_\_\_\_

Closing Time \_\_\_\_\_

Offer to be valid for \_\_\_\_\_ days from the closing date of the bid.

Type of system \_\_\_\_\_

Does the offer comply with the specification(s)?

YES/NO

If not to specification, indicate deviation(s)

\_\_\_\_\_

Period required for completion

\_\_\_\_\_

Delivery basis

Delivery: Firm/not firm

**NB: The Proposal amount must include all Contingencies and Vat**



## 10. CONDITIONS OF TENDER

**ALL TENDER CONDITIONS AND/OR INSTRUCTIONS SET OUT BELOW MUST BE STRICTLY ADHERED TO, FAILING WHICH THIS TENDER SUBMISSION WILL BE DECLARED NON-RESPONSIVE.**

- 10.1.** No tender will be considered unless submitted on Maruleng Municipality tender document.
- 10.2.** Any portion of the tender document not completed will be interpreted as 'not applicable'. Notwithstanding the foregoing, failure to complete any compulsory portion of the tender document may result in the tender being declared non-responsive.
- 10.3.** Tenders must be properly received and deposited, on or before the closing date and before the closing time, in the relevant tender box at No. 64 Springbok Street, Hoedspruit, and Finance Department. If the tender submission is too large to fit in the allocated box, please enquire at supply chain office for assistance.
- 10.4.** The municipality reserves the right to accept:
  - 10.4.1.** the whole tender or part of a tender or any item or part of any item, or to accept more than one tender (in the event of a number of items being offered), and municipality is not obliged to accept the lowest or any tender;
  - 10.4.2.** a tender which is not substantially or materially different from the tender Specification.
- 10.5.** The municipality shall not consider tenders that are received after the closing date and time for such a tender.
- 10.6.** The municipality will not be held responsible for any expenses incurred by Tenderers in preparing and submitting tenders.
- 10.7.** The municipality may, after the closing date, request additional information or clarification of tenders in writing.
- 10.8.** A Tenderer may request in writing, after the closing date, that the tender offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of the municipality after consideration of the reasons for the

withdrawal.

**10.9.** The municipality reserves the right to adjust arithmetical errors in the extension of rates and totals in the quote, and the bidder will be informed of the effect of any corrections on his quotation sum prior to the award of the contract. In no case will quoted rates be adjusted when correcting such errors.

**10.10.** Telegraphic quotations or quotations by facsimile will not be accepted for consideration except for the instance as indicated above where the employer needs to have amendments to the quotation.

**10.11. Resolutions and Authorities**

**10.11.1.** A tender submitted: by a registered company may not be considered unless accompanied by a resolution by the Directors of the company authorizing the tender to be made and the signatory to sign the tender on the company's behalf **Authority to Sign Bid Document };**

**10.11.2.** by a registered close corporation may not be considered unless accompanied by written authority from all the members of the close corporation authorizing the tender to be made and the signatory to sign the tender on the close corporation's behalf **{Authority to Sign Bid Document}**

**10.11.3.** By a partnership/consortium/joint venture may not be considered unless accompanied by written authority from all parties to the partnership/consortium/joint venture authorising the tender to be made and the signatory to sign the tender on the partnership/consortium/joint venture's behalf. open for written acceptance by the municipality for **a period of 90 days** from the closing date or for such extended period as may be

**10.12. Partnerships/Consortiums/Joint Ventures**

In the case of partnerships/consortiums/joint ventures, a copy of the partnership/consortium/joint venture agreement must be submitted with the tender document.

**10.13. Validity Period**

**10.13.1.** Any tender submitted shall remain valid, irrevocable and



applicable.

**10.13.2.** The tender amount will not be amended during the aforesaid validity period.

**10.13.3.** The aforesaid validity period may be extended by the municipality provided that the original validity period has not expired, and that all bidders are given an opportunity to extend such period. Any such extension shall be agreed to by a bidder in writing.

**10.13.4.** Bidders who fail to respond to such a request before the validity of their tender expires, or who decline such a request shall not be considered further in the evaluation process.

**10.13.5.** In the event that an appeal in terms of the Systems Act 32 of 2000, is received, the validity period of the tender shall be deemed to be extended until finalisation of the appeal; unless the bidder has requested in writing that its tender be withdrawn. The provisions in respect of withdrawal as set out in clause 6.8 above will apply to such withdrawal.

**10.14.** Unauthorized alterations and additions in the nature of statement of interpretation of this bid document must be avoided. If any such amendments are made or if the bid document is not properly completed, it will cause the bid to be invalid. Any point of difficulty or doubt must be cleared with the municipality. Should any query be found to be of any significance, the municipality will inform all bidders accordingly.

**10.15. Tax clearance**

**10.15.1.** No award shall be made to a person whose tax matters have not been declared to be in order by the South African Revenue Service (SARS).

**10.15.2.** Tenderers are therefore required to obtain a valid Tax Clearance Certificate from the local SARS office where such Tenderer is registered for income tax/VAT purposes.

**10.16.** The municipality will publish the results of this bid on the municipal website.

## **11. GENERAL CONDITIONS OF CONTRACT**

### *General Conditions of Contract*

#### **NOTES:**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government Bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract (GCC) will form part of all Bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every Bid (if applicable) and will supplement the GCC. Whenever there is a conflict, the provisions in the SCC shall prevail.

## TABLE OF CLAUSES

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## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 “Closing time” means the date and hour specified in the tender documents for the receipt of Tenders.
  - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 “Day” means calendar day.
  - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
  - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
  - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in

the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.

- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among Bidders (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the tender price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the Tender will be manufactured.
- 1.17 "Local content" means that portion of the tender price, which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

- 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 “Project site,” where applicable, means the place indicated in tender documents.
- 1.21 “Purchaser” means the organization purchasing the goods.
- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 “Supplier” means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 “Tort” means in breach of contract.
- 1.27 “Turnkey” means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.28 “Written” or “in writing” means hand-written in ink or any form of electronic or mechanical writing.

## **2. Application**

- 2.1 These general conditions are applicable to all Tenders, contracts and orders including Tenders for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the tender documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.

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

### **3. General**

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

3.2 Invitations to Tender are usually published in locally distributed news media and on the Maruleng Municipality website.

### **4. Standards**

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

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

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.



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

## **6. Patent Rights**

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

6.2 When a supplier developed documentation / projects for the Maruleng Municipality, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the Maruleng Municipality.

## **7. Performance security**

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the tender documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

## **8. Inspections, tests and analyses**

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

8.2 If it is a Tender condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

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

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

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

8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon,

remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

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

## **9. Packing**

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

- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

## **10. Delivery and documents**

- 10.1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the supplier in accordance with the terms specified in the contract.

## **11. Insurance**

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

## **12. Transportation**

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

## **13. Incidental Services**

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

(a) performance or supervision of on-site assembly and/or commissioning of the supplied

goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of

the supplied goods;

(d) performance or supervision or maintenance and/or repair of the supplied goods, for a

period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly,

start-up, operation, maintenance, and/or repair of the supplied goods.

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

## **14. Spare parts**

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

- a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- b) in the event of termination of production of the spare parts:
  - i. advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

## **15. Warranty**

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this

warranty.

- 15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated.

## **17. Prices**

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

## **18. Variation orders**

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

## **19. Assignment**

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

## **20. Subcontracts**

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under these contracts if not already specified in the Tender. Such notification, in the original Tender or later, shall not relieve the supplier from any liability or obligation under the contract.

## **21. Delays in the supplier's performance**

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

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

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

21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

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

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.



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

## **24. Antidumping and countervailing duties and rights**

24.1 When, after the date of Tender, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or antidumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

## **25. Force Majeure**

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

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

## **26. Termination for insolvency**

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

## **27. Settlement of Disputes**

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

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

## **28. Limitation of Liability**

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

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

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

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

a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise,

for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. Governing language**

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

## **30. Applicable law**

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

## **31. Notices**

- 31.1 Every written acceptance of a Tender shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his Tender or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

## **32. Taxes and duties**

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

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

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

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

### **33. Transfer of contracts**

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

### **34. Amendment of contracts**

34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

### **35. Prohibition of restricted practices**

35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding.

35.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the

Competition Act No. 89 of 1998.

- 35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

**12. DECLARATION OF INTEREST- STATE EMPLOYEES**

1. No tender 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 tender. In view of possible allegations of favouritism, should the resulting tender, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the tenderer or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
  
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the tender.

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

Identity Number: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

Tax Reference Number: \_\_\_\_\_

VAT Registration Number: \_\_\_\_\_

Are you presently in the service of the state\*: YES/NO

\_\_\_\_\_

If so, furnish particulars.

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Have you been in the service of the state for the past twelve months: YES/NO

If so, furnish particulars

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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 tender?

**YES/NO**

If so, furnish particulars

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Are you, aware of any relationship (family, friend, other) between a tenderer and any persons in the service of the state who may be involved with the evaluation and or adjudication of this tender?

**YES/NO**

If so, furnish particulars

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Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state?

**YES/NO**

If so, furnish particulars

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Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the state?

**YES/NO**

If so, furnish particulars

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Full details of directors/trustees/members/shareholders

Full Name	Identity Number	State Employee Number

CERTIFICATION

**I, the undersigned (name)**

\_\_\_\_\_

**Certify that the information furnished on this declaration form is correct. I accept that the Municipality may act against me should this declaration prove to be false.**

\_\_\_\_\_

Signature

\_\_\_\_\_

Position

\_\_\_\_\_

Date

\_\_\_\_\_

Name of Tenderer



## MBD6.1

### **13. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE REVISED PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

This preference form forms part of this tender. It contains general information and serves as a claim form for preference points for Specific Goals.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE REVISED PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

#### **13.1.**

#### **GENERAL CONDITIONS**

##### **13.1.1.**

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).

##### **13.1.2.**

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;

##### **13.1.3. To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.

##### **13.1.4.** Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**13.1.5. To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and specific goals</b>	<b>100</b>

**13.1.6.** Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

**13.1.7.** The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**13.2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 13.3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 13.4. POINTS AWARDED FOR PRICE

##### 13.4.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20 or 90/10**

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

Where

$P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{min}$  = Price of lowest acceptable tender

### 13.5. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 13.5.1. POINTS AWARDED FOR PRICE

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

**80/20 or 90/10**

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration Pmax

= Price of highest acceptable tender

#### 13.4. POINTS AWARDED FOR SPECIFIC GOALS

13.5. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

13.6. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.***

Item no.	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
A total of 3 preference points shall be allocated on a proportional or pro rata basis for contracting an enterprise owned by historically disadvantaged persons or individuals who meet the following requirements -			
1.	for at least 30% woman or women shareholding or owned enterprise	1 points	
2.	For at least 30% youth shareholding or owned enterprise	1 points	
3.	for at least 30% people living with disability shareholding or owned enterprise	1 points	
A total of 17 preference points shall be allocated on a proportional or pro rata basis for implementing of programmes for RDP -			
4.	for enterprise located within the local area of jurisdiction	1 points	
5.	For corporate Social Investment or Social Labour Plan proposition (2% of the total budget allocation) NB Bidders to specify CSI in the submission of the methodology	16 points	
<b>The Maruleng Municipality will utilize the CSD report for the above-mentioned information/credible attached documents.</b>			

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

14.1. Name Of company/firm.....

14.2. Company registration number: .....

**14.3. TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

14.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –



- (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....





**MBD 7**

**15. DECLARATION FOR PROCUREMENT**

The following must be completed where the tender exceeds R10million (VAT included).

1. Are you by law required to prepare annual financial statements for auditing?

YES/NO

1.1. If YES, attach audited/reviewed annual financial statements for the past three years or since the date of establishment, if established during the past three years.

2. Do you have any outstanding undisputed commitment for Municipal services towards the Municipality or any other service provider in respect of which payment is overdue for more than 30 days? YES/NO

2.1 If NO, this serves to certify that the Tenderer has no outstanding undisputed commitment for Municipal services towards the Municipality or any other service provider in respect of which payment is overdue for more than 30 days.

2.2 If YES, provide particulars.

---

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3. Has any contract/tender been awarded to you by an organ of state during the past five years where any material, non-compliance or dispute concerning the execution of such contract/tender occurred? YES/NO

3.1 If YES, furnish particulars.

---

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4. Will any portion of goods or services be sourced from outside the Republic of South Africa, and if so what portion or is it expected that any portion of payment from the Municipality will be transferred out of the Republic? YES/NO

4.1 If YES, furnish particulars.

---

---

I the under signed certified that the information provided on this schedule is correct and accept that the Municipality may act against me should this declaration proves to be false.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

NAME OF TENDER: \_\_\_\_\_



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

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	Do directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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



**17. CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.<sup>2</sup> 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.**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no

consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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



**18. TRACK RECORD OF TENDERING ENTITY**

The following is a Statement of Work of similar nature recently successfully executed by myself / ourselves: previous letters of appointment need to be attached

Employer	Contact Person and Telephone Number	Nature of Work	Value of Work (inclusive of VAT)	Date Delivered Expected to be Completed

SIGNATURE: .....  
*(of person authorised to sign on behalf of the Bidder)*

DATE: .....



**19. DEMONSTRATED EXPERIENCE**

<b>NAME OF TENDERING ENTITY</b>	<b>AREA OF SPECIALISATION</b>	<b>RELEVANT EXPERIENCE</b>	<b>EXPERIENCE- FROM DATE to DATE</b>



**20. AUTHORITY TO SIGN BID DOCUMENT**

**RESOLUTION BY DIRECTORS / MEMBERS:**

**Resolution for completion by Directors (if the Bidder is a (Pty) Ltd or Ltd) or Members (if the Bidder is a CC)**

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

Meeting held at \_\_\_\_\_  
(Place)

On \_\_\_\_\_ (date)

RESOLVED THAT:

1. The Bidder submits a bid to the Maruleng Municipality in respect of Bid No: **MLM/SCM/55/2022: PROVIDER FOR PROVISION OF SOLAR ENERGY AT MUNICIPAL OFFICES AT THUSONG CENTRE AND BUTSWANA COMMUNITY HALL**
2. Mr/Ms \_\_\_\_\_ in his/her capacity as \_\_\_\_\_ and who will sign as follows:

\_\_\_\_\_  
(SPECIMEN SIGNATURE)

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

**Note: The resolution must be signed by all the directors /members of the Tenderer. Should the space provided below not be sufficient for all directors/members to sign, please attach a separate sheet to this schedule in the same format.**



No	Name	Capacity	Signature
1			
2			
3			
4			



**21. COMPANY REGISTRATION CERTIFICATE**



**22. TAX CLEARANCE CERTIFICATE**



23.

**COMPANY PROFILE**

**24. SPECIFIC GOALS (ATTACH PROOF)**



25.

**RATES AND TAXES FOR COMPANY AND DIRECTORS**

26.

RECENT REPORT OF CENTRAL SUPPLIER DATABASE

<b>27. RETURNABLE SCHEDULES REQUIRED FOR BID EVALUATION PURPOSES</b> <b>CONTENTS</b>
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FORM 1: SIZE OF ENTERPRISE AND CURRENT WORKLOAD

FORM 2: CERTIFICATE OF AUTHORITY FOR JOINT VENTURE (WHERE APPLICABLE)

FORM 3: FINANCIAL REFERENCES

**[PLEASE NOTE: IT IS COMPULSORY FOR ALL FORMS TO BE COMPLETED. WRITE N/A ACROSS THE TABLE IF NOT APPLICABLE. ANNEX SIGNATURE EVEN IF YOU WROTE N/A]**

**28. FORM 1 SIZE OF ENTERPRISE AND CURRENT WORKLOAD**

**[please attach Annual report for the Previous financial year]**

a) Total Turnover in the previous financial year? R\_\_\_\_\_

b) Estimated turnover for current financial year? R\_\_\_\_\_

**List your current contracts (IF ANY) and obligations [maximum]:**

<i>Description</i>	<i>Location</i>	<i>Value (R)</i>	<i>Start date</i>	<i>Duration</i>	<i>Expected completed date</i>

**29. FORM 2. CERTIFICATE OF AUTHORITY FOR JOINT VENTURE [WRITE N/A IF NOT APPLICABLE]**



**PLEASE ATTACHED A CERTIFIED COPY OF THE CERTIFICATE**

**30. FORM 3 FINANCIAL REFERENCES**

**FINANCIAL STATEMENTS (delete which is not applicable)**

I/We \_\_\_\_\_ (name of authorized representative

Confirm that we have attached a three (3) year audited copy of financial statements together with my/our Directors' and Auditors' report.

**DETAILS OF BIDDING ENTITY'S BANK**

If the bidder is a Joint Venture or partnership, the information requested below is required for each member / partner.

<b>DETAILS OF THE BANK</b>	<b>BANK DETAILS APPLICABLE TO BIDDER</b>
Name of Bank	
Account number	
Type of account, (i.e. cheque account)	
Branch name & code	
Type of account, (i.e. cheque account)	

***Attach Bank letter with Company Bank Rating***

**MARULENG MUNICIPALITY BANKING DETAILS**

<b>DETAILS OF THE BANK</b>	<b>BANK DETAILS APPLICABLE TO MARULENG MUNICIPALITY</b>
Name of Bank	Standard bank
Account number	033355487
Type of account, (i.e. cheque account)	current
Branch name & code	Hoedspruit 052752