



Knysna Municipality is inviting quotations from service providers for the services described below. Category: contractors

(For publication on the Knysna Municipality website & notice boards)

ADVERTISEMENT DATE:	09 Dec 2016
RFQ NUMBER:	100/2016/17
DESCRIPTION OF GOODS/SERVICES:	Upgrading and refurbishment of the existing Thesen Pump station A electrical installation via the installation of a new MCC control panel to operate the existing submersible sewerage pumps.
RFQ DOCUMENTS ARE OBTAINABLE FROM:	Supply Chain Management Section Clyde Street Knysna or Knysna Municipality website: www.knysna.gov.za (Council adverts >Quotations)
CLOSING DATE: TIME:	Thursday 15 Dec 2016 12:00
SUBMISSIONS:	Sealed quotations clearly marked, " RFQ 100/2016/17: Upgrading and refurbishment of the existing Thesen Pump station A electrical installation via the installation of a new MCC control panel to operate the existing submersible sewerage pumps ", can be submitted: By hand to: Supply Chain Management Section Knysna Municipality Clyde Street Knysna By fax to: 086 650 1415 By email to: procurement@knysna.gov.za Contact person: Sandra Fourie (Tel: 044 302 6328) Electronic bid documents must reach the Supply Chain Management Section before the closing time.
COMPULSORY REQUIREMENTS:	Only contractors with a CIDB grading of 1 EB or 1 EP will be eligible to submit a tender.
TECHNICAL ENQUIRIES:	Contact Person : Asiphe Mgoqi Email : amgoqi@knysna.gov.za Tell : 044 302 6357

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT when applicable.
- Attached KMBD6.1 must be completed to qualify for B-BBEE Status Level of Contribution.
- Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached.
- An original or certified copy of B-BBEE Certificate must be attached to qualify for points.
- Price must include all related expenses, i.e. transport, accommodation etc.
- Attached KMBD 4 document must be completed.
- Status of Municipal accounts must be submitted
- Only an Official order and appointment letter will bind the Council.

**ACTING MUNICIPAL MANAGER
B ELLMAN**

*The Knysna Municipality is implementing an online purchasing management system. This system allows vendors to register online, receive automated alerts via e-mail and will eventually allow vendors to submit bids electronically. All opportunities >R30 000 (RFQ's and Tenders) are processed through our online system. To register go to www.knysna.gov.za – Council adverts – Supply Chain Management – SCM e-mail list – complete info and click on submit form.
Enquiries may be directed to: nmlisana@knysna.gov.za*



ELECTRICAL SPECIFICATION

1.0 GENERAL

This project involves the upgrading and refurbishment of the existing Thesen Pump station A electrical installation via the installation of a new MCC control panel to operate the existing submersible sewerage pumps.

The existing pump station installation consists of 2 x 34 kW pumps installed inside a sump inside the building in a wet well type configuration. The existing control panel is of the floor standing type and is to be replaced under this project. The new replacement MCC panel, as well as Main Distribution Board is to be supplied by others under a separate contract. The installation of the afore-mentioned boards together with other miscellaneous refurbishments to the existing electrical installation in and around the pump station shall form part of this contract.

The pump station is currently monitored via existing telemetry equipment, which is to be retained and re-connected under this contract to the new MCC panel to be installed.

The new control panel and other details of the electrical installation are depicted schematically on [Drawing No. 10225/E/01](#), and as further described hereunder.

2.0 NATURE OF CONTRACT

The contract will be let as a Direct Contract with Knysna Municipality in terms of the General Conditions of Contract for Construction Works, Second Edition, 2015, and the Contractor shall take note of the following conditions particular to this Contract:

- Contrary to the requirement of the "General Conditions of Contract", no performance bond shall be required.
- No advance payment will be made for materials not yet built into the permanent Works.
- The limit of retention is 5% of the Contract Sum.
- The limit of Indemnity for liability Insurance is R 10 million.
- The penalty for failing to complete the Works is R 500-00 per day.
- The defects liability period is 12 months from the date of the Certificate of Completion.
- Prices shall not be subject to escalation, and shall be valid for 60 days from the closing date.

The Contractor must submit within 7 days from appointment a Health and Safety plan, initial programme and proof of insurance to the Engineer / Employer.

The Employer retains the right to accept any or no tender, in whole or part, regardless as to whether it is the lowest or not.

3.0 PROGRAMME AND COMPLETION

The Contractor will be responsible for drawing up his own programme in which he must take into account the delivery dates of the equipment / materials. The programme shall be submitted to the Engineer one week after acceptance of tender in order that such programme may be available for discussion timeously.

Due to the urgency of this project preference may given to Tenderer's with shorter completion periods.

4.0 SEQUENCE OF WORK

Bidders must take cognisance of the fact that the existing pump station is in constant operation servicing the surrounding community, and therefore the various pumping processes cannot always be fully taken out of commission during the upgrading process.

All work shall be planned in advance and as much as possible of the work done beforehand to limit the disruption / downtime of the plant to a minimum. Where required various shutdown work will need to be undertaken during off-peak times, i.e. after hours or on weekends and the Contractor shall make due allowance for same where necessary.

All existing services shall firstly be verified and exposed by means of inspection trenches, etc.

5.0 ELECTRICAL SUPPLY

The existing electrical supply to the pumpstations is 400V three phase, and 230V single phase, 50 Hz system. Actual voltages may deviate by up to 10% from these values and all equipment, jointing materials, etc., shall be suitably rated for these conditions. The phase rotation is to be checked and maintained through-out the network.

6.0 SWITCHING OF SUPPLIES

All switching of the supplies shall be arranged in advance with the Municipality.

The Contractor shall establish their requirements regarding advance notice, permits to work, etc., at the beginning of the contract and shall comply with these requirements.

7.0 GENERAL ELECTRICAL

7.1 Main Distribution and MCC Panel

As mentioned previously the Main Distribution Board and MCC Panel shall be supplied and delivered to Knysna by others under a separate contract. Allowance shall however be made under this contract to take delivery of same from either the appointed Supplier or the Municipality from their stores in Knysna, and for the installation and final commissioning of the afore-mentioned equipment.

Due allowance shall be made by the Contractor for the costs incurred for liaison with the original MCC Supplier in order to familiarise himself with the equipment for installation and commissioning purposes.

It is envisaged that the new electrical boards will be installed inside the same room as the existing MCC to be replaced, and to prevent the ingress of corrosive sewer gases into the room same shall be pressured via the installation of a forced air fan supplied and installed under this contract.

The various LV service connections supplying other buildings and downstream pump stations currently taken from the existing MCC panel shall also be removed and reconnected to the new Distribution Board as shown schematically on the drawings.

The existing wiring / cabling shall be neatened and re-utilised as far as possible.

7.2 Equipment Connections

Connection between the existing equipment and the new Distribution Board / Control Panel shall be carried out using the existing supply cabling where possible, or as indicated on the drawing. All cables shall be laid in sleeves / ducts / cable tray or secured to pipework as required. The exact route of all cables / cable trays / conduits shall be determined on site with the Engineer.

The cable tray / conduit work installation is to be fixed with stainless steel screws / bolts to the existing concrete structures and floor, walls and ceilings of buildings. The Contractor shall make all necessary arrangements to provide holes through concrete floor slabs and brick walls for cable tray / conduit work and shall also allow for the making good of all affected surfaces afterwards.

All conduits for internal lights / plugs and switches shall be 25 mm diameter and where required shall be built into the structure. Surface mounted conduiting shall only be allowed in unavoidable cases, (i.e. against roof purlins) and at the discretion of the Engineer and same shall be galvanized steel bosal mounted with hospital type stand-off saddles, unless shown otherwise.

All electrical wiring inside the building shall comply with SABS 0142 Specification.

7.3 E-Stop Push Button Station

If required an E-stop push button station shall be installed in close proximity to the pumping equipment as detailed on the drawings.

The push button station shall be weatherproof to IP 65 and mounted on a vertical section of 100mm x 50mm channel iron with minimum 2 mm wall thickness, with the pushbuttons 1 200 mm above standing level at the relevant item of equipment, as close as is practical to the motor terminal box of same.

The channel iron shall be welded onto a 200 mm x 200 mm x 6 mm baseplate containing four 12 mm diameter mounting holes, for the assembly to be bolted to the floor with four 10 mm diameter stainless steel bolts. The channel iron and baseplate assembly shall be hot dipped galvanized after drilling and welding. The E-stop station assembly shall be mounted in such a manner that it is not disturbed when the motor is removed.

The emergency stop button shall be of the latching red on yellow mushroom type. Operation of an emergency stop shall only trip the motor / equipment concerned.

8.0 TELEMETRY INSTALLATION

8.1 General

The existing Spectrum Teleranger Compact type telemetry equipment installed inside the pumpstation shall be utilised to monitor / control the new pumping equipment to be installed.

Allowance shall be made under this contract to remove said telemetry equipment and re-install same inside a dedicated cubicle created for this purpose in the new MCC panel.

The Contractor shall make suitable provision in the Bill of Quantities for any additional I / O or communication cards required in order to accommodate the new pumping equipment, as well as the necessary interfacing and programming costs to be incurred in connecting the existing telemetry equipment to the Municipal SCADA system. The Municipality's appointed specialist Telemetry Contractor, Messrs. Spectrum Communications (Contact Person: Mr Kevin Clack @ 021-551 5800) must be approached in this regard.

All telemetry signals shall be configured so that a Mains Failure does not create erroneous signals. It shall also be possible to completely remove the telemetry

equipment without adversely affecting the normal functioning or manual operation of the system in any way.

8.2 Outstation Additional I/O List

For the purposes of the tender the ensuing I / O shall be allowed for at this outstation:
The ensuing I / O shall be allowed for at this outstation:

ITEM	DESCRIPTION	DIGITAL I/O		ANALOGUE I/O	
		DIN	DOUT	AIN	AOUT
Pumps (1 & 2)	Auto	2			
	Manual	2			
	Run	2			
	Soft Starter Fault	2			
	Motor Overheat	2			
	Earth Leakage Trip	2			
	Seal Fail	2			
	No Flow Trip	2			
	Emergency Stop	2			
	Drive Not Available	2			
	Start / Stop		2		
Miscellaneous	Intruder	1			
	Mains Fail	1			
	Duty Select (P1/P2/Auto)	3			
	Sump High Level	1			
	Sump Low Level	1			
	Allowance for 4-20 mA output of existing Flow Meter (Meinecke Type MAG 5000)			1	
Totals	Total I / O	27	2	1	0

8.3 Central Station Modifications

The Adroit SCADA software at the Town Water Works is to be programmed for any changes that are required for this outstation.

The automatic control of the pumpstation via the SCADA shall be so programmed and tested to ensure correct operation. The Adroit software shall be programmed to receive and display all the information from the outstation in a similar manner to that of the other water pumpstations on the system. The daily, weekly and monthly reports shall be updated to reflect the new outstation.

All alarms are to be filtered, logged and programmed to be sent through to the maintenance personnel's cell phones via SMS.

9.0 CONSTRUCTION AND "AS-BUILT" DRAWINGS

Before the date of the issue of the Certificate of Completion, the Contractor shall hand-over to the Engineer a complete set of "As-Builts" of the installation. These drawings shall clearly show, with measurement relative to the various structures where applicable, all pipe / cable routes and positions of cable markers, final details of all circuits, and revised schedules of equipment etc. The Contract will not be considered complete until these drawings and manuals have been received.

10.0 DAMAGE TO STRUCTURES

The Contractor shall be responsible for the making good of damage caused by his staff to any part of the structures. In the event of the occurrence of damage he shall arrange the repair of such damage to be carried out at his own expense to the satisfaction of the Engineer and Employer.

11.0 LABELS AND NOTICES

Labels and notices shall be supplied and installed in accordance with the Standard Technical Specification.

Furthermore, notices required under the Occupational Health and Safety Act shall be provided in the Pumpstation and on the external doors leading into the Pumpstation. The signs shall each be fixed with four brass screws or nuts and bolts as applicable.

Statutory notices of what to do in the event of electrocution and fire to be supplied and mounted on the wall within the Pumpstation.

12.0 DISMANTLING AND THE RECOVERING OF THE MATERIAL AND EQUIPMENT.

All recovered materials not being utilised on the project shall be delivered to the municipal stores to enable the municipality to refurbish same if financially viable. A receipt shall be obtained from the Municipality, which must be included with any claims for payment in this regard.

13.0 INSPECTION, TESTING AND COMMISSIONING

Testing and commissioning shall be carried out by a competent person. If, in the opinion of the Engineer, commissioning is not being carried out in a competent manner, the Engineer reserves the right to employ a competent person at cost to the Contractor's account.

The full load current of each motor shall be measured and the starter overloads set accordingly.

SCHEDULE 1: BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QTY	MATERIAL		LABOUR	
				RATE	TOTAL	RATE	TOTAL
(i)	All rates must be exclusive of VAT.						
(ii)	Refer to Drawing No. 10225/E/01 .						
(iii)	All items to include for the supply and delivery thereof, unless specified otherwise.						
(iv)	All quantities are provisional.						
(v)	R/O - Rate Only						
1.0	<u>Preliminary and General Items</u>						
1.1	Allow for compliance with the requirements of the OHS Act construction regulations.	Sum	1				
1.2	Allow for premium costs incurred for insurances, preparation and submission of a construction programme, etc.	Sum	1				
1.3	Allow for liaison with and attendance on other Contractors / Suppliers.	Sum	1				
1.4	Allow for the costs incurred for site establishment, off-loading, lifting gear and storage.	Sum	1				
1.5	Allow for accommodation and / or living out expenses and travelling for the duration of the contract.	Sum	1				
1.6	Allow for testing and commissioning of the complete installation, including three sets of "As-built" drawings and operating instructions of new equipment.	Sum	1				
2.0	<u>Electrical Equipment</u>						
2.1	Arrange power shut-down with Municipality.	Sum	1				
2.2	Trenching by hand for LV cable / sleeves 400 mm wide x 700 mm deep, including backfilling and compaction but excluding soft sand bedding measured elsewhere:						
2.2.1	Soft pickable soil	m	5				
2.2.2	Soft Rock	m	5				
2.2.3	Hard rock	m	5				
2.3	Break open +- 400 mm wide x 200 mm deep duct in concrete floor for installation of cable sleeve, including all patching, repairing etc. of plaster / brick work required to make good afterwards.	m	5				
2.4	160mm Ø PVC sleeves installed in trench / duct.	m	5				
2.5	Seal 160mm Ø PVC sleeve end after installation of cable using Sista foam.	No.	2				
2.6	Disconnect and remove existing MCC control panel and return same to Municipal stores.	Sum	1				

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SCHEDULE 1: BILL OF QUANTITIES (Contd)

ITEM	DESCRIPTION	UNIT	QTY	MATERIAL		LABOUR	
				RATE	TOTAL	RATE	TOTAL
2.7	Supply and install LV, PVCAS cable in trench / sleeve / cable tray measured elsewhere:						
2.7.1	150 mm ² Cu x 4 Core	m	5				
2.7.2	120 mm ² Cu x 4 Core	m	5				
2.7.3	50 mm ² Cu x 4 Core	m	5				
2.7.4	25 mm ² Cu x 4 Core	m	5				
2.7.5	10 mm ² Cu x 4 Core	m	5				
2.7.6	2,5 mm ² Cu x 4 Core	m	5				
2.7.7	1,5 mm ² Cu x 4 Core	m	50				
2.8	Supply and install overall screened, steel wire armoured, twisted pair type instrumentation cables in sleeve / conduit / cable tray measured elsewhere.						
2.8.1	1,5 mm ² x 8 Pair	m	5				
2.8.2	1,5 mm ² x 4 Pair	m	5				
2.9	Terminate and connect LV, PVCAS cables at MCC panel / motors / equipment using brass cable gland, brass locknut, neoprene rubber shroud and crimp lugs:						
2.9.1	150 mm ² Cu x 4 Core	No.	2				
2.9.2	120 mm ² Cu x 4 Core	No.	2				
2.9.3	50 mm ² Cu x 4 Core	No.	2				
2.9.4	25 mm ² Cu x 4 Core	No.	2				
2.9.5	10 mm ² Cu x 4 Core	No.	2				
2.9.6	2,5 mm ² Cu x 4 Core	No.	2				
2.9.7	1,5 mm ² Cu x 4 Core	No.	6				
2.10	Terminate and connect overall screened, steel wire armoured, twisted pair type instrumentation cables at MCC panel / equipment / remote E-stop stations / pratley or termination box using brass cable gland, brass locknut, neoprene rubber shroud and crimp lugs:						
2.10.1	1,5 mm ² x 8 Pair	No.	2				
2.10.2	1,5 mm ² x 4 Pair	No.	2				
2.11	HD bare copper earth wire laid in trench / sleeve / cable tray:						
2.12.1	70 mm ²	m	5				
2.12.2	10 mm ²	m	5				
2.12	Hard drawn bare copper earth wire terminated at MCC panel / area light / pump motor / pratley or termination box:						
2.12.1	70 mm ²	No.	2				
2.12.2	10 mm ²	No.	4				
2.13	Trace existing cabling, lighting and small power feeder circuits, extend, re-route and re-connect same onto new Distribution Board / MCC panel.						
		Sum	1				

2.14	Start / stop / emergency stop push button station, including terminal box, hot dipped galvanised 1 200mm x 100mm x 50mm channel iron and baseplate support assembly, etc.	Item	2				
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SCHEDULE 1: BILL OF QUANTITIES (Contd)

ITEM	DESCRIPTION	UNIT	QTY	MATERIAL		LABOUR	
				RATE	TOTAL	RATE	TOTAL
2.15	Hot dipped galvanised steel mesh type cable tray installed against wall / floor. Item to include all brackets, stainless steel mounting screws / bolts required:						
2.15.1	400mm wide	m	5				
2.15.2	200mm wide	m	5				
2.15.3	50mm wide	m	5				
2.16	Galvanised steel conduit saddled to pumpstation ceiling / wall / roof purlins, etc. Item to include for all saddles, adapters etc required.						
2.16.1	40 mm Diam	m	5				
2.16.2	25 mm Diam	m	5				
2.17	PVC conduit saddled to pumpstation ceiling / wall / roof purlins, etc. Item to include for all saddles, adapters etc required.						
2.17.1	25 mm Diam	m	5				
2.17.2	20 mm Diam	m	5				
2.18	Surface mounted conduit boxes complete with covers and including fixing screws, etc:						
2.18.1	100 x 50 mm PVC boxes	No.	1				
2.18.2	65mm Diameter PVC round box	No.	1				
2.18.3	100 x 50 mm galvanised steel boxes	No.	1				
2.19	600 / 1000 V PVC insulated copper conductors wiring drawn into conduit / cable tray, including terminations, etc. (Conduit / cable tray measured elsewhere):						
2.19.1	4 mm ²	m	15				
2.19.2	2,5 mm ²	m	30				
2.20	Supply and install Crabtree type lightswitch in flush mounted boxes:						
2.20.1	One way	No.	1				
2.21	Flush mounted 16 Amp 3-pin weatherproof switch socket outlet:						
2.21.1	Double socket outlet	No.	1				
2.22	Light fittings surface mounted against wall / roof trusses, etc including all galvanised steel screws, grommets, lamps, tubes, etc:						
2.22.1	IP 65, enclosed fluorescent type luminaire similar or approved equal to the Lascon Corolite 10N type with 2 x 58W lamps.	No.	1				

2.23	Supply, install and connect IP 65 microswitch limit type flow monitoring switches on counterweights on non-return valve arm attachments, including stainless steel mounting brackets, etc.	Sum	R / O	Nil	Nil
2.24	Collect from Municipal stores in Knysna and install new Main Distribution Board supplied by others, excluding cable and earth wire terminations measured elsewhere.	Item	1		
2.25	Collect from Municipal stores in Knysna and install new MCC Panel supplied by others, excluding cable and earth wire terminations measured elsewhere.	Item	1		

SCHEDULE 1: BILL OF QUANTITIES (Contd)

ITEM	DESCRIPTION	UNIT	QTY	MATERIAL		LABOUR	
				RATE	TOTAL	RATE	TOTAL
2.25	Collect from Municipal stores in Knysna and install new +- 300 mm galvanised steel stand / plinth for new MCC Panel mentioned in Item 2.25 above.	Item	R / O		Nil		Nil
2.26	Earthing of new MCC consisting of approx 30 metre length of 70mm ² PVC bare copper conductor installed in trench, 2 x 4,5 metre long earth spikes and 2 x earth spike markers.	Sum	R / O		Nil		Nil
2.27	Labelling of all cables.	Sum	1				
2.28	Safety sign and notices complete as specified.	Sum	1				
2.29	Supply and install 9 kg dry powder Fire Extinguisher.	Item	1				
2.30	400mm wide x 100 micron PVC Marker tape over cable / sleeve in trench measured elsewhere.	m	5				
2.31	Provisional Sum for refurbishment of existing Ozone Plant.	Sum	1	R30 000.00	R 30 000.00	R -	R -
3.0	<u>Telemetry Installation</u>						
3.1	Disconnect and remove existing Spectrum type telemetry equipment and re-install same inside dedicated cubicle of new MCC panel.	Sum	1				
3.2	Additional telemetry equipment / modules required to cater for the I / O specified to monitor and control the 2 x pumps. Existing telemetry equipment to be re-utilised where possible.	Sum	1				
3.3	Install new digital type radio inside existing telemetry enclosure.	Sum	1				

3.4	Interconnection / interfacing between telemetry equipment and new outstation hardware complete with pin type terminations, wiring numbering, cabling, interposing relays, etc:	Sum	1				
3.5	Laminated legend card detailing I / O, pin numbers, and wire colours.	Sum	1				
3.6	SCADA programming and integration of outstation onto SCADA software, including on site testing and commissioning, etc.	Sum	1				
3.7	SCADA programming and integration of outstation onto SCADA software, including on site testing and commissioning of new control philosophy, etc.	Sum	1				

SCHEDULE 1: BILL OF QUANTITIES (Contd)

ITEM	DESCRIPTION	UNIT	QTY	MATERIAL		LABOUR	
				RATE	TOTAL	RATE	TOTAL
4.0	<u>Miscellaneous</u>						
4.1	Disconnect and remove approximately 5m of +- 200 x 200mm existing galvanised steel ducts and deliver same to Knysna Stores.	Sum	1				
4.2	Supply and install +- 650 x 650 3mm thick galvanised steel plate with rubber gasket to seal cut-out into sump.	Sum	2				
4.3	Supply and install compact axial type flow extraction fan (total flow required 60 l/s @ 100 Pa).	Item	1				
4.4	Electrical connection of fans, including all conduit work, isolators, conductors, etc.	Sum	1				
4.5	Lump sum allowance for any items not included in this schedule necessary to complete the installation in accordance with the specification and drawing. Brief description of such items to be entered hereunder.	Sum	1				

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5.0	Sub-Totals					
6.0	TOTAL MATERIAL AND LABOUR, EXCL VAT					
7.0	ADD 14 % VAT					
8.0	GROSS TENDER AMOUNT					

SCHEDULE 2: SCHEDULE OF INFORMATION

NOTE:

- (i) This schedule must be completed for all items offered, stating where appropriate, the size or capacity of equipment, type or catalogue no, country of origin and any other detail considered necessary. Failure to comply with this requirement may render the tender invalid.
- (ii) Information in amplification of that given below may be submitted in the form of a covering letter, published literature, etc.
- (iii) Acceptance of a Tender, with this Schedule complete, does not relieve the Tenderer of the responsibility of complying with the Specification for the items listed.

1.0 ELECTRICALLY CABLING

1.1 LV PVCAS Cabling:
Make:
Delivery Period:

1.2 Instrumentation Cabling:
Make:
Delivery Period:

2.0 TELEMETRY INSTALLATION

2.1 Manufacturer:

2.2 I/O Module Types (if required):

2.3 Radio Type:

2.4 Delivery Period:

3.0 GENERAL

3.1 Estimated Total Completion Period:

3.2 Name and Experience of Telemetry Sub-Contractor:

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Name of Tenderer:

Signature of Tenderer: Date:

Address: Tel No.

.....

..... Fax No.

.....

.....

Email Address:

.....

This schedule must be completed for all items offered, stating where appropriate, the size or capacity of equipment, type or catalogue no, country of origin and any other detail considered necessary. Failure to comply with this requirement may render the tender invalid.

Information in amplification of that given below may be submitted in the form of a covering letter, published literature, etc.

Acceptance of a Tender, with this Schedule complete, does not relieve the Tenderer of the responsibility of complying with the Specification for the items listed.

Contact Details of Tenderer

Knysna Municipality Supplier number

CSD Supplier number

CSD Unique Registration Reference
Number

The name of the Tenderer:

The name of the contact person:

The address of the Tenderer:

Telephone:

Facsimile:

E-mail:

Address (physical):

Address (postal):

Signature:

Date:

MBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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

NB:

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated not to exceed R200 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contribution.
- 1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 Price	80
1.3.1.2 B-BBEE status level of contribution	20
Total points for Price and B-BBEE must not exceed	100

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

2. DEFINITIONS

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty,

- levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.16 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.17 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

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

4. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

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

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

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

Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a

Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

6. BID DECLARATION

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

6.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

6.1.2.1 B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate

6.1.2.2 Points claimed in respect of Level of Contribution (maximum of 10 or 20 points)

Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA

7. SUB-CONTRACTING

7.1. Will any portion of the contract be sub-contracted? <i>(Tick applicable box)</i>	YES		NO	
7.1.1. If yes, indicate:				
7.1.1.1. what percentage of the contract will be subcontracted?				%
7.1.1.2. the name of the sub-contractor?				
7.1.1.3. the B-BBEE status level of the sub-contractor?				
7.1.1.4. whether the sub-contractor is an EME? <i>(Tick applicable box)</i>	YES		NO	

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of Company / Firm

8.2 VAT Registration number

8.3 Company Registration number

Type of Company / Firm
(Tick Applicable Box)

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

8.4

8.5 Describe Principal Business Activities

Company Classification
(Tick Applicable Box)

Manufacturer
Supplier
Professional Service Provider
Other service providers, eg transporter

8.6

8.7 **TOTAL NUMBER OF YEARS THE ENTERPRISE HAS BEEN IN BUSINESS**

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

NAME OF BIDDER	DATE
SIGNATURE	
WITNESS 1	WITNESS 2
WITNESS 1	
DATE	DATE

**MBD 4
DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1	Full Name of bidder or his or her representative:		
3.2	Identity Number:		
3.3	Position occupied in the Company (director, trustee, hareholder 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 must be indicated in paragraph 4 below.		
3.8	Are you presently in the service of the state?	YES	NO
3.8.1	If yes, furnish particulars:		
3.9	Have you been in the service of the state for the past twelve months?	YES	NO
3.9.1	If yes, furnish particulars:		
3.10	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved the evaluation and or adjudication of this bid?	YES	NO
3.10.1	If yes, furnish particulars:		
3.11	Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid	YES	NO
3.11.1	If yes, furnish particulars:		
3.12	Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?	YES	NO
3.12.1	If yes, furnish particulars:		
3.13	Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?	YES	NO
3.13.1	If yes, furnish particulars:		

- 3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract YES NO
- 3.14.1 If yes, furnish particulars:

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 of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.

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

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

Full Name	Identity Number	State Employee Number
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5. I, the undersigned (name) _____, certify that the information furnished in paragraphs 3 and 4 above is correct.

I accept that the state may act against me should this declaration prove to be false.

Name of Bidder

Signature

Date

Capacity

11. MDB 15 – Certificate for Payment of Municipal Services

NAME OF THE BIDDER: _____

FURTHER DETAILS OF THE BIDDER'S; Director / Shareholder / Partners, etc:

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

NB: Please attach certified copy (ies) of ID document(s)

I, _____,

(Full name in block letters) the undersigned, 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 in respect of which payment is overdue for more than 90 days.

If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards **a Municipality** in respect of which payment is overdue for more than 30 days;

THUS DONE AND SIGNED for and on behalf of the Bidder, at _____, on the _____ day of _____, 20_____.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	
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SIGNATURE:		NAME (PRINT):	
CAPACITY:		NAME OF FIRM:	

For office use (comments):