# TENDER DOCUMENT

<table>
<thead>
<tr>
<th>TENDER NO</th>
<th>T 23/201718</th>
</tr>
</thead>
<tbody>
<tr>
<td>TENDER DESCRIPTION</td>
<td>PROVISION OF SERVICES FOR THE ELECTRIFICATION OF LOW INCOME HOUSES IN HLALANI, HAPPY VALLEY, ETHEMBENI AND FLENTERS KNYSNA</td>
</tr>
<tr>
<td>CLOSING TIME</td>
<td>12H00</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>04 September 2017</td>
</tr>
<tr>
<td>Tender Box:</td>
<td>SUPPLY CHAIN MANAGEMENT UNIT, FINANCE BUILDING, CLYDE STREET, KNYSNA 6570</td>
</tr>
<tr>
<td>NB:</td>
<td>1. All bids must be submitted on the official forms (not to be re-typed)</td>
</tr>
<tr>
<td></td>
<td>2. Bids must be completed in black ink in writing</td>
</tr>
<tr>
<td></td>
<td>3. No bids will be considered from persons in the service of the state</td>
</tr>
<tr>
<td>Name of Bidder:</td>
<td></td>
</tr>
<tr>
<td>Total Bid Price</td>
<td></td>
</tr>
<tr>
<td>(Refer to pricing schedule on page 38)</td>
<td></td>
</tr>
<tr>
<td>B-BBEE Status Level of Contributor</td>
<td></td>
</tr>
<tr>
<td>Preference Points Claimed:</td>
<td></td>
</tr>
<tr>
<td>B-BBEE certificates submitted with the bid document MUST be VALID ORIGINAL B-BBEE CERTIFICATES or VALID CERTIFIED COPIES OF THE B-BBEE CERTIFICATES</td>
<td></td>
</tr>
<tr>
<td>Prepared and Issued by:</td>
<td></td>
</tr>
<tr>
<td>Directorate: Finance</td>
<td></td>
</tr>
<tr>
<td>Supply Chain Management Unit</td>
<td></td>
</tr>
<tr>
<td>Knysna Municipality</td>
<td></td>
</tr>
<tr>
<td>PO Box 21</td>
<td></td>
</tr>
<tr>
<td>KNYSNA 6570</td>
<td></td>
</tr>
<tr>
<td>For enquiries regarding the bidding procedures contact:</td>
<td></td>
</tr>
<tr>
<td>M Mato</td>
<td></td>
</tr>
<tr>
<td>Tel: 044 302 6300 ext 6549</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:mmato@knysna.gov.za">mmato@knysna.gov.za</a></td>
<td></td>
</tr>
<tr>
<td>For Technical enquiries contact:</td>
<td></td>
</tr>
<tr>
<td>M Penxa</td>
<td></td>
</tr>
<tr>
<td>044 302 6347</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:mpenxa@knysna.gov.za">mpenxa@knysna.gov.za</a></td>
<td></td>
</tr>
</tbody>
</table>
## PART A – ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Checklist</td>
</tr>
<tr>
<td>2</td>
<td>Tender Notice and Invitation to Tender</td>
</tr>
<tr>
<td>3</td>
<td>Authority to Sign a Bid</td>
</tr>
<tr>
<td>4</td>
<td>General Conditions of Contract</td>
</tr>
<tr>
<td>5</td>
<td>MBD 2 – Tax Clearance Certificate Requirements</td>
</tr>
<tr>
<td>6</td>
<td>MBD 4 – Declaration of Interest</td>
</tr>
<tr>
<td>7</td>
<td>MBD 6.1 – Procurement Regulations 2011 – Purchases / Services</td>
</tr>
<tr>
<td>8</td>
<td>MBD 6.2 – Local Production and Content</td>
</tr>
<tr>
<td>9</td>
<td>MBD 8 – Declaration of Bidder’s Past Supply Chain Management Practices</td>
</tr>
<tr>
<td>10</td>
<td>MBD 9 – Certificate of Independent Bid Determination</td>
</tr>
<tr>
<td>11</td>
<td>MBD 15 – Certificate of Payment of Municipal Services</td>
</tr>
</tbody>
</table>

## PART B – SPECIFICATIONS AND PRICING SCHEDULE

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1</td>
<td>Special Conditions</td>
</tr>
<tr>
<td>12.2</td>
<td>Functionality</td>
</tr>
<tr>
<td>12.3</td>
<td>Specifications</td>
</tr>
<tr>
<td>13</td>
<td>Pricing</td>
</tr>
<tr>
<td>14</td>
<td>MBD 7.1 – Contract Form – Purchase of Goods</td>
</tr>
<tr>
<td>15</td>
<td>Declaration of Tenderer</td>
</tr>
<tr>
<td>16</td>
<td>Form of Offer and Acceptance</td>
</tr>
</tbody>
</table>

## PART C – DATABASE REGISTRATION
PART A - ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY

1. CHECKLIST

Please ensure that the following forms have been completed and signed and that all documents, as requested, are attached to the tender document:

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority to Sign a Bid</td>
<td>Is the form duly completed and is a certified copy of the resolution attached?</td>
<td></td>
</tr>
<tr>
<td>MBD 2 - Tax Clearance Certificate</td>
<td>Is an original or certified copy of a valid Tax Clearance Certificate attached?</td>
<td></td>
</tr>
<tr>
<td>MBD4 (Declaration of Interest)</td>
<td>Is the form duly completed and signed?</td>
<td></td>
</tr>
<tr>
<td>MBD 6.1 (Preference Points claim form for purchases/services)</td>
<td>Is the form duly completed and signed?</td>
<td>Is a certified copy of the B-BBEE Certificate or the original B-BBEE Certificate attached?</td>
</tr>
<tr>
<td>MBD 6.2 (Local Production and Content)</td>
<td>Is the form duly completed and signed?</td>
<td>n/a</td>
</tr>
<tr>
<td>MBD 8 (Declaration of Past Supply Chain Practices)</td>
<td>Is the form duly completed and signed?</td>
<td></td>
</tr>
<tr>
<td>MBD 9 (Certificate of Independent Bid Determination)</td>
<td>Is the form duly completed and signed?</td>
<td></td>
</tr>
<tr>
<td>MBD 15 (Certificate of Payment of Municipal Accounts)</td>
<td>Is the form duly completed and signed?</td>
<td>Are the Identity numbers, residential addresses and municipal account numbers of ALL members, partners, directors, etc. provided on the form as requested?</td>
</tr>
<tr>
<td>Specifications</td>
<td>Is the form duly completed and signed?</td>
<td></td>
</tr>
<tr>
<td>Pricing Schedule</td>
<td>Is the form duly completed and signed?</td>
<td></td>
</tr>
<tr>
<td>MBD 7.1 (Contract form – Goods)</td>
<td>Is the form duly completed and signed?</td>
<td></td>
</tr>
<tr>
<td>Form of Offer and Acceptance</td>
<td>Is the form duly completed and signed?</td>
<td></td>
</tr>
<tr>
<td>DATA BASE REGISTRATION</td>
<td>Is the form duly completed and signed?</td>
<td>Are all the supporting documents attached?</td>
</tr>
<tr>
<td>Declaration of Tenderer</td>
<td>Is the form duly completed and signed?</td>
<td></td>
</tr>
</tbody>
</table>

SIGNATURE | NAME (PRINT) |
CAPACITY | DATE |
NAME OF FIRM | |
2. TENDER NOTICE AND INVITATION TO TENDER

TENDER NO: T 23/201718: PROVISION OF SERVICES FOR THE ELECTRIFICATION OF 225 HOUSES

Knysna Municipality hereby invites tenders from suitable tenderers for electrification of 225 houses.

A receipt for a non-refundable deposit of R 252.00 payable by cheque made out in favour of Knysna Municipality is required on collection of the tender documents. Tender documents can be downloaded from the following website: www.knysna.gov.za at no cost. Website navigation is as follow: Information centre – SCM – Tenders.

Technical enquiries relating to the tender documents may be addressed to: Mawethu Penxa, Tel No. 044 – 382 6347 and email mpenxa@knysna.gov.za.

The qualifying criteria and the score in respect of each criterion are as follows: a minimum of 45 points out of a total of 75 points is required for the bid to be evaluated further or to be regarded as responsive. Tenderers with a responsive bid may be invited to present their proposal to the evaluation committee where they will be scored against additional functionality criteria. Tender offers that fail to score the minimum score for functionality will be disqualified.

The closing time for submission of bids is 12h00 on Monday, 04 September 2017. Bids must be sealed in an envelope clearly marked with the bid number and title given above, and placed in the bid box at the Supply Chain Management Unit, Finance Building, Queen Street, Knysna, on or before the mentioned time and latest date. Telephonic, facsimile, e-mail and late bids will not be accepted. Bids must remain valid for a period of ninety (90) days after the closing date of the bid. Knysna Municipality reserves its right to extend the validity period, should you not be willing to hold your bid valid in all respects for further period as requested, it will lapse on expiry of the current validity period.

Bids will be opened on the same day at the Supply Chain Management Section at 12h05. Late or unmarked bids will not be considered.

Bids may only be submitted on the bid documentation that is issued.

Bids will be evaluated according to the 80/20 preference points system. The bids are subject to the Council Supply Chain Management Policy, Preferential Procurement Policy Framework Act, 2000, and the Preferential Procurement Regulations 2017.

The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO 40553 DATED 20 JANUARY 2017).

Further requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the Tender Document.

KAM CHETTY
MUNICIPAL MANAGER
Clyde Street
KNYSNA
6570
### 3. AUTHORITY TO SIGN A BID

#### 1. Sole Proprietor (Single Owner Business) and Natural Person

1.1 I, ____________________________________, the undersigned, hereby confirm that I am the sole owner of the business trading as ________________________________

OR

1.2 I, _____________________________________, the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINT NAME</td>
<td></td>
</tr>
<tr>
<td>WITNESS 1</td>
<td>WITNESS 2</td>
</tr>
</tbody>
</table>

#### 2. Companies and Close Corporations

2.1 If a Bidder is a Company, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid.

2.2 In the case of a Close Corporation (CC) submitting a bid, a resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

<table>
<thead>
<tr>
<th>Date Resolution was taken</th>
<th>Resolution signed by (name and surname)</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Name and surname of delegated Authorised Signatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Capacity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Specimen Signature</td>
</tr>
</tbody>
</table>

**Full name and surname of all Director(s) / Member (s)**

1.  
2.  
3.  
4.  
5.  
6.  
7.  
8.  
9.  
10.  

Is a certified copy of the resolution attached? YES NO

<table>
<thead>
<tr>
<th>SIGNED ON BEHALF OF COMPANY / CC</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINT NAME</td>
<td></td>
</tr>
<tr>
<td>WITNESS 1</td>
<td>WITNESS 2</td>
</tr>
</tbody>
</table>
3. **Partnership**

We the undersigned partners in the business trading as ___________________________ hereby authorise Mr/Mrs __________________________ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and/or contract for and on behalf of the above mentioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

<table>
<thead>
<tr>
<th>Full name of partner</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIGNED ON BEHALF OF PARTNERSHIP: DATE

PRINT NAME

WITNESS 1

WITNESS 2

---

4. **Consortium**

We the undersigned consortium partners, hereby authorise ___________________________ (Name of entity) to act as lead consortium partner and further authorise Mr/Ms __________________________ to sign this offer as well as any contract resulting from this tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and signed by each member:

<table>
<thead>
<tr>
<th>Full name of Consortium Member</th>
<th>Role of Consortium Member</th>
<th>% Participation</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIGNED ON BEHALF OF CONSORTIUM: DATE

PRINT NAME

WITNESS 1

WITNESS 2
## 1. DEFINITIONS

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td><strong>Closing Time</strong></td>
<td>Means the date and hour specified in the bidding documents for the receipt of bids.</td>
</tr>
<tr>
<td>1.2</td>
<td><strong>Chief Executive Officer</strong></td>
<td>Means the CEO of the organisation or his/her duly authorised representative.</td>
</tr>
<tr>
<td>1.3</td>
<td><strong>Contract</strong></td>
<td>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.</td>
</tr>
<tr>
<td>1.4</td>
<td><strong>Contract Price</strong></td>
<td>means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.</td>
</tr>
<tr>
<td>1.5</td>
<td><strong>Corrupt Practice</strong></td>
<td>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.</td>
</tr>
<tr>
<td>1.6</td>
<td><strong>Countervailing duties</strong></td>
<td>are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.</td>
</tr>
<tr>
<td>1.7</td>
<td><strong>Country of origin</strong></td>
<td>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.</td>
</tr>
<tr>
<td>1.8</td>
<td><strong>Day</strong></td>
<td>means calendar day.</td>
</tr>
<tr>
<td>1.9</td>
<td><strong>Delivery</strong></td>
<td>means delivery in compliance of the conditions of the contract or order.</td>
</tr>
<tr>
<td>1.10</td>
<td><strong>Delivery ex stock</strong></td>
<td>means immediate delivery directly from stock actually on hand.</td>
</tr>
<tr>
<td>1.11</td>
<td><strong>Delivery into consignees store or to his site</strong></td>
<td>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 supplies are so delivered and a valid receipt is obtained.</td>
</tr>
<tr>
<td>1.12</td>
<td><strong>Dumping</strong></td>
<td>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.</td>
</tr>
<tr>
<td>1.13</td>
<td><strong>Force Majeure</strong></td>
<td>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.</td>
</tr>
<tr>
<td>1.14</td>
<td><strong>Fraudulent Practice</strong></td>
<td>means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.</td>
</tr>
<tr>
<td>1.15</td>
<td><strong>GCC</strong></td>
<td>Means the General Conditions of Contract.</td>
</tr>
<tr>
<td>1.16</td>
<td><strong>Goods</strong></td>
<td>means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.</td>
</tr>
<tr>
<td>1.17</td>
<td><strong>Imported Content</strong></td>
<td>means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.</td>
</tr>
<tr>
<td>1.18</td>
<td><strong>Letter of Acceptance</strong></td>
<td>Means the written communication by the organisation to the contractor recording the acceptance by the Municipality recording the acceptance of the contractor’s tender subject to the further terms and conditions to be itemized in the contract.</td>
</tr>
<tr>
<td>1.19</td>
<td><strong>Local Content</strong></td>
<td>means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.</td>
</tr>
<tr>
<td>1.20</td>
<td>Manufacture</td>
<td>means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.</td>
</tr>
<tr>
<td>1.21</td>
<td>Order</td>
<td>means an official written order issued for the supply of goods or works or the rendering of a service.</td>
</tr>
<tr>
<td>1.22</td>
<td>Project Site</td>
<td>where applicable, means the place indicated in bidding documents.</td>
</tr>
<tr>
<td>1.23</td>
<td>Purchaser</td>
<td>means the organization purchasing the goods.</td>
</tr>
<tr>
<td>1.24</td>
<td>Republic</td>
<td>Means the Republic of South Africa</td>
</tr>
<tr>
<td>1.25</td>
<td>SCC</td>
<td>Means the Special Conditions of Contract</td>
</tr>
<tr>
<td>1.26</td>
<td>Services</td>
<td>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.</td>
</tr>
<tr>
<td>1.27</td>
<td>Signature Date</td>
<td>Means the date of the letter or acceptance</td>
</tr>
<tr>
<td>1.28</td>
<td>Tender</td>
<td>Means an offer to supply goods/services to the organisation at a price</td>
</tr>
<tr>
<td>1.29</td>
<td>Tenderer</td>
<td>Means any person or body corporate offering to supply goods/services to the organisation</td>
</tr>
<tr>
<td>1.30</td>
<td>Written or In Writing</td>
<td>means handwritten in ink or any form of electronic or mechanical writing.</td>
</tr>
</tbody>
</table>

2. APPLICATION

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

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

3. GENERAL

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

3.2 Invitations to bid are usually published in locally distributed news media and in the institution’s website.

4. STANDARDS

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

5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION

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

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

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

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

6. PATENT RIGHTS

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

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

7. PERFORMANCE SECURITY

7.1 Within thirty (30) days of receipt of the notification of contract award, the success 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 provider’s failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser’s country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
(b) a cashier’s or certified cheque.

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

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8. INSPECTIONS, TESTS AND ANALYSES

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

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.

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

8.4 If the inspections, tests and analyses referred to in clause 8.2 & 8.3 show the supplies 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 supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the provider.

8.6 Supplies 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 supplies 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 supplies shall be held at the cost of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

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9. PACKAGING

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

9.2 The packaging, 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.

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10. DELIVERY AND DOCUMENTS

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

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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.

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12. TRANSPORTATION

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

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13. INCIDENTAL SERVICES

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

14. SPARE PARTS

14.1 As specified, the provider may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the provider:
   (a) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider 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 required needs; 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 provider 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 provider 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 provider, 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 provider in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the provider 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 provider, 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 provider’s risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.

16. PAYMENT

16.1 The method and conditions of payment to be made to the provider under this contract shall be specified.

16.2 The provider 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 provider.

16.4 Payment will be made in Rand unless otherwise stipulated.

17. PRICES

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

18. INCREASE / DECREASE OF QUANTITIES

18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised 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. CONTRACT AMENDMENTS

19.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

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

21. SUBCONTRACTS

21.1 The provider shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.

22. DELAYS IN THE PROVIDER'S PERFORMANCE

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

22.2 If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider 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 provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider'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.

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

22.4 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

22.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the provider'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 provider.

23. PENALTIES

23.1 Subject to GCC Clause 25, if the provider 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 good 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.

24. TERMINATION FOR DEFAULT

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

(a) if the provider 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 provider fails to perform any other obligation(s) under the contract; or

(c) if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

24.2 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 provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.

25. ANTI-DUMPING AND COUNTER-VAILING DUTIES AND RIGHTS

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

26. FORCE MAJEURE

26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider 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.

26.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider 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.

### 27. TERMINATION FOR INSOLVENCY

27.1 The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, 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.

### 28. SETTLEMENT OF DISPUTES

28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the provider 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.

28.2 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 provider 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.

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

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

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
(b) the purchaser shall pay the provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract.

### 29. LIMITATION OF LIABILITY

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

(a) the provider 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 provider to pay penalties and / or damages to the purchaser; and
(b) the aggregate liability of the provider 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.

### 30. GOVERNING LANGUAGE

30.1 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.

### 31. APPLICABLE LAW

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

### 32. NOTICES

32.1 Every written acceptance of a bid shall be posted to the provider concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

32.2 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.

### 33. TAXES AND DUTIES

33.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser’s country.

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

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

### 34. TRANSFER OF CONTRACTS

34.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.
35. AMENDMENT OF CONTRACTS

35.1 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.

5. MBD 2 - TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

2.1 In order to meet this requirement bidders are required to complete in full form TCC 001 “Application for a Tax Clearance Certificate” and submit it to any SARS branch office nationally.

2.2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

2.3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

2.4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

2.5 Copies of the TCC001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website www.sars.gov.za

2.6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za

6. MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state.

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder 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 bid:

<table>
<thead>
<tr>
<th>3.1. Full Name of bidder or his or her representative</th>
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<tr>
<td>3.2. Identity Number</td>
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<tr>
<td>3.3. Position occupied in the Company (director, shareholder etc.)</td>
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<tr>
<td>3.4. Company Registration Number</td>
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<tr>
<td>3.5. Tax Reference Number</td>
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1 MSCM Regulations: “in the service of the state” means to be –

(a) member of –
   i. any municipal council;
   ii. any provincial legislature; or
   iii. the national Assembly or the national Council of provinces;
(b) member of the board of directors of any municipal entity;
(c) official of any municipality or municipal entity;
(d) 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) member of the accounting authority of any national or provincial public entity; or
(f) employee of Parliament or a provincial legislature.
<p>| 3.6. | <strong>VAT Registration Number</strong> |
| 3.7. | <strong>Are you presently in the service of the state?</strong> | YES | NO |
| 3.7.1 | If so, furnish particulars: |
| 3.8. | <strong>Have you been in the service of the state for the past twelve months?</strong> | YES | NO |
| 3.8.1 | If so, furnish particulars |
| 3.9. | <strong>Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?</strong> | YES | NO |
| 3.9.1 | If so, furnish particulars: |
| 3.10. | <strong>Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?</strong> | YES | NO |
| 3.10.1 | If so, furnish particulars |
| 3.11. | <strong>Are any of the company’s directors, managers, principle shareholders or stakeholders in the service of the state?</strong> | YES | NO |
| 3.11.1 | If so, furnish particulars: |
| 3.12. | <strong>Is any spouse, child or parent of the company’s directors, managers, principle shareholders or stakeholders in the service of the state?</strong> | YES | NO |
| 3.12.1 | If so, furnish particulars: |
| 3.8. | <strong>VAT Registration Number</strong> |
| 3.9. | <strong>Are you presently in the service of the state?</strong> | YES | NO |
| 3.7.1 | If so, furnish particulars: |
| 3.8. | <strong>Have you been in the service of the state for the past twelve months?</strong> | YES | NO |
| 3.8.1 | If so, furnish particulars |
| 3.9. | <strong>Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?</strong> | YES | NO |
| 3.9.1 | If so, furnish particulars: |</p>
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<td>3.10. VAT Registration Number</td>
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<td>If so, furnish particulars:</td>
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</table>
3.12 Is any spouse, child or parent of the company’s directors, managers, principle shareholders or stakeholders in the service of the state?  

YES  NO

3.12.1 If so, furnish particulars:

4. DECLARATION

I, the undersigned (name) __________________________________________, certify that the information furnished in paragraph 3 above is correct.

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

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<tr>
<th>SIGNATURE</th>
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7. MBD 6.1 PROCUREMENT REGULATIONS 2017 – PURCHASES / SERVICES (80/20)

NB:
Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2017.

1 GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50,000,000 (all applicable taxes MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL included); and
- the 90/10 system for requirements with a Rand value above R50,000,000 (all applicable taxes included).

1.2 The value of this bid is estimated not to EXCEED R50,000,000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

<table>
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<tr>
<th>POINTS</th>
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<tbody>
<tr>
<td>Price</td>
</tr>
<tr>
<td>B-BBEE status level of contribution</td>
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</tbody>
</table>

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 will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 Failure on the part of a bidder to 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.

1.6 The Municipality 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 Municipality.

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, skills 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 (except where Sector Charter Thresholds apply);

2.10 “Firm Price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 “Functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 “Non-firm Prices” means all prices other than “firm” prices;

2.13 “Person” includes a juristic person;

2.14 “Rand Value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

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

2.16 “Total Revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

2.17 “Trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 “Trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3 ADJUDICATION USING A POINT SYSTEM

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

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;

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

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4 POINTS AWARDED FOR PRICE

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

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

\[
P_s = \begin{cases} 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}}\right) & \text{or} \\ 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}}\right) & \end{cases}
\]

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:

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

5.2 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.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not quality for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

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

6 BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:
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? (Tick applicable box) 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? (Tick applicable box) YES NO

8. DECLARATION WITH REGARD TO COMPANY/FIRM

Name of Enterprise

VAT registration number

Company registration number

TYPE OF ENTERPRISE (Tick applicable box)

- Partnership / Joint Venture / Consortium
- One person business / sole proprietor
- Company
- Close Corporation

Describe principal business activities

Company Classification (Tick applicable box)

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

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-BBEE 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;
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 \textit{audi alteram partem} (hear the other side) rule has been applied; and
(e) forward the matter for criminal prosecution

SIGNATURE OF BIDDER(S):

WITNESS 1:

WITNESS 2:

DATE:

ADDRESS:

8. MBD 6.2 – DECLARATION CERTIFICATE LOCAL PRODUCTION AND CONTENT

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

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

1. General Conditions

1.1. Preferential Procurement Regulations, 2011 (Regulation 9. (1) and 9. (3) Make provision for the promotion of local production and content.

1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

1.3. Regulation 9.(3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.

1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

1.5. A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

1.6. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

\[
LC = 1 - \left( \frac{x}{y} \right) \times 100
\]

Where

\( x \) imported content
\( y \) bid price excluding value added tax (VAT)
Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid as indicated in paragraph 4.1 below.

1.7. A bid will be disqualified if:
- the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below; and
- this declaration certificate is not submitted as part of the bid documentation.

2. Definitions

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

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

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

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

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

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

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

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

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

3. The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:

<table>
<thead>
<tr>
<th>Description of services, works or goods</th>
<th>Stipulated minimum threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>%</td>
</tr>
<tr>
<td></td>
<td>%</td>
</tr>
</tbody>
</table>

4. Does any portion of the services, works or goods offered have any imported content? YES / NO

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

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

Indicate the rate(s) of exchange against the appropriate currency in the table below:

<table>
<thead>
<tr>
<th>Currency</th>
<th>Rates of exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Dollar</td>
<td></td>
</tr>
<tr>
<td>Pound Sterling</td>
<td></td>
</tr>
<tr>
<td>Euro</td>
<td></td>
</tr>
<tr>
<td>Yen</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

NB: Bidders must submit proof of the SARB rate(s) of exchange used.
LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID No. ____________________________________________________________

ISSUED BY: (Procurement Authority / Name of Institution): _______________________________________________________________________

NB   The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, _____________________________________________________________(full names), do hereby declare, in my capacity as ________________________________________________ of _________________________________(name of bidder entity), the following:

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

(b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.

(c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:

<table>
<thead>
<tr>
<th>Bid price, excluding VAT (y)</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imported content (x)</td>
<td>R</td>
</tr>
<tr>
<td>Stipulated minimum threshold for Local content (paragraph 3 above)</td>
<td></td>
</tr>
<tr>
<td>Local content %, as calculated in terms of SATS 1286</td>
<td></td>
</tr>
</tbody>
</table>

If the bid is for more than one product, a schedule of the local content by product shall be attached.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE                               DATE:

WITNESS 1:                                         WITNESS 2:

DATE:                                                   DATE:
# 9. MBD 8 – 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.

<table>
<thead>
<tr>
<th>4.1</th>
<th>Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied)</strong>.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.1.1</th>
<th>If so, furnish particulars:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4.2</th>
<th>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)?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>(To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445)</strong>.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.2.1</th>
<th>If so, furnish particulars:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4.3</th>
<th>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?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.3.1</th>
<th>If so, furnish particulars:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4.4</th>
<th>Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
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 | No

4.7.1 If so, furnish particulars:

5. 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: NAME (PRINT):
CAPACITY: DATE:
NAME OF FIRM:

10. CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids\(^2\) 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).\(^3\) Collusive bidding is a *per 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.

\(^2\)Includes price quotations, advertised competitive bids, limited bids and proposals.

\(^3\) 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.
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:

---

**CERTIFICATE OF INDEPENDENT BID DETERMINATION:**

In response to the invitation for the bid made by:

**KNYSNA MUNICIPALITY**

I, the undersigned, in submitting the accompanying bid, hereby make the following statements that I certify to be true and complete in every respect:

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;
   a) 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:
   b) has been requested to submit a bid in response to this bid invitation;
   c) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   d) provides the same goods and services as the bidder and/or is in the same line of business as the bidder;
5. 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 will not be construed as collusive bidding.
6. 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.
7. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
8. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
9. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

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<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>NAME (PRINT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPACITY</td>
<td>DATE</td>
</tr>
<tr>
<td>NAME OF FIRM</td>
<td></td>
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</tbody>
</table>

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4 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.
## 11. MDB 15 – Certificate for Payment of Municipal Services

**NAME OF THE BIDDER:** ________________________________

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

<table>
<thead>
<tr>
<th>Director / Shareholder / partner</th>
<th>Physical address of the Business</th>
<th>Municipal Account number(s)</th>
<th>Physical residential address of the Director / shareholder / partner</th>
<th>Municipal Account number(s)</th>
</tr>
</thead>
<tbody>
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</table>

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

I, ________________________________, 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)

**SIGNATURE:** __________________________  **NAME (PRINT):** __________________________

**CAPACITY:** __________________________  **NAME OF FIRM:** __________________________

**For office use (comments):**
A BACKGROUND

The Knysna Municipality is in the process of implementing the construction of 179 low income houses to serve the township of Flenters, Happy Valley, Ethembeni and Hlalani in Knysna.

There will be two (2) types of housing units a 40 m² Single Storey and a 45m² Single Storey Disabled unit (all on pre-constructed foundations by others) and it is envisaged that the contract will be completed over a period of 8 Months.

THE CONTRACTOR SHALL TAKE NOTE THAT THE CONTRACT SHALL BE PRIMARILY LABOUR ONLY WITH THE EXCEPTION OF THE PROVISION OF MINOR TOOLS & TRANSPORTATION CONSIDERED NECESSARY TO EXECUTE THE BASIC WORKS RELATED TO THE ELECTRICAL INSTALLATION. (Each contractor will be assessed on his plant and tools that he has to his availability to execute the works i.e. tools, transport etc.)

It is the Responsibility of the Electrical Contractor to Install complete all the wiring, lights, plugs, switch’s, DB Board etc to complete the Electrification of the unit, once completed the Contractor has to complete all the necessary tests to provide an Electrical COC for the unit.

In order to ensure compliance with the provisions of the Act (Compensation of Occupational Injuries and Diseases Act, Act No. 130 of 1993 (COIDA). Each CONTRACTOR shall ensure a LETTER OF GOOD STANDING is provided to KNYSNA MUNICIPALITY prior to work commencing on site that every contractor is registered & in good standing with the compensation fund / with a licensed compensation insurer as contemplated in the COIDA, 1993.

B CONDITIONS OF CONTRACT

Only those tenderers who satisfy the following eligibility criteria are eligible to have their tenders evaluated:

- Contractor is registered with the department of labour as an Electrical Contractor

The contract shall be a direct contract between the Knysna Municipality and the prospective contractor/s and the General Conditions of Contract shall be the Joint Building Contracts Committee (JBCC)’s Minor Works Agreement (JBCC Series 2000 Edition 4 of August 2007).

The standard agreement makes several references to the tender data for details that apply specifically to this tender. The tender data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender. Each item of data given below is cross referenced to the clause in the standard agreement to which it mainly applies:

2.0 Security and Guarantees: Not required
10.0 Final Completion and Latent Defects Liability:
10.2 to read: “The defects liability period of NINETY (90) calendar days shall commence…………”

C CONTRACT DATA

The contract data contains all variables referred to in the Minor Works Agreement that are the responsibility of the Employer in order for the tenderer to complete this expression of interest. The clause numbers correspond with the JBCC Minor Works Agreement Contract Data EC (July 2007).

1.0 Contracting and other parties:
1.1 The Employer’s address for delivery of tender offers and identification details to be shown on such tender offer package are:

Location of tender box: **SCM Offices, Queen Street, KNYSNA MUNICIPALITY**

Physical address: Queen Street, Knysna.

Identification details: **EOI 23/201718**

The closing time for submission of tender offers is **12h00 on 04 September 2017**

The tender offer, validity period is 90 days.

1.3 **Responsible Person:** Mr. Mawethu Penxa

Department: Planning & Integrated Services

Knysna Municipality

Tel. no.: 044 – 302 6347

1.4 The principal agent is responsible for the preparation of the contract data schedule and must be contacted should the tenderer be uncertain of the information provided or to be approved. Failure to complete the contract data schedule in full may result in the tender being disqualified.

1.5 **BID CRITERION & PROCUREMENT POLICY**

Prospective tenderers shall note that it is the Council’s intention to promote locally Knysna based contractors, for this particular project and thus significant preference in terms of functionality has been allocated towards this objective.

One contractor will be appointed for this housing initiative and only responsive EOI’s will be considered. The works will be executed within the greater Knysna Municipal area.

All bids will be evaluated in **TWO STAGES (2)**.

Stage 1: Expression of Interest will be evaluated on the following criteria and EOI’s that score less than 60 out of 90 points will be considered as non-responsive. Evaluation criteria and weight:

1. Similar and Relevant experience carrying a weight of 30 points
2. Local Business Enterprise carrying a weight of 30 points
3. Resources carrying a weight of 30 points

Stage 2: The rankings of the contractors will be determined by their B-BBEE Level of Contribution as per the Preferential Procurement Regulations, 2011. Should more than one contractor have the same B-BBEE Level of Contribution, the points scored for functionality will be the determining factor. If the scores remain tied, lots will be drawn.

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.**

2 **PRE-QUALIFICATION: FUNCTIONALITY**

(a) Tenders will be pre-evaluated on the criteria as set out under (f).

(b) Bidders that score less than 60 out of 90 points for the functionality criteria will be regarded as submitting a non-responsive tender and will not be evaluated on preference points.
(c) Unclear or incomplete information provided will result in no points being allocated.
(d) The Bid Evaluation Committee reserves the right to request any documentation required to perform a meaningful pre-evaluation.
(e) Bidders must therefore ensure that all information is provided.
(f) The following criteria will be used to calculate points for the functionality of tenders and bidders should ensure that they submit all information in order to be pre-evaluated on the criteria mentioned below:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>MAXIMUM POINTS</th>
<th>BIDDER SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Experience</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>2 Local Business Enterprise</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>3 Resources</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>90</strong></td>
<td></td>
</tr>
</tbody>
</table>

Functionality criteria are further divided as follows and points will be awarded as indicated below:

**Criterion 1: Similar & Relevant Experience**

(a) A maximum of 30 points will be awarded at the sole discretion of the Municipality’s Bid Evaluation Committee based on the information provided and will be split as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Maximum points</th>
<th>Bidder Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>No relevant project references listed.</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Up to 3 relevant project references.</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>More than 3 relevant project references</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>90</strong></td>
<td></td>
</tr>
</tbody>
</table>

i. In order to claim points for the above, bidders must submit the following information on Form C1 below:
   a. Information of how long the business is in existence supported by Company or Business registrations documents.
   b. Detailed list of information containing:
      1. Names of previous clients/references.
      2. Description of work performed and when it was performed
      3. Contact details of reference.

NB: Relevant project experience is defined as the accumulation of knowledge or skill that results from direct participation in relevant/similar construction events or activities and/or as determined by the Knysna Municipality and/or professional consulting engineer overseeing this project.

<table>
<thead>
<tr>
<th>Form C1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Name or Description of the Works</td>
</tr>
<tr>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Non – LBE: Other</td>
</tr>
<tr>
<td>Non – LBE: Based in Eden District Council</td>
</tr>
<tr>
<td>LBE in Greater Knysna Municipal area</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Criterion 2: Local Business Enterprise (LBE)

- A maximum of 30 points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee and/or professional consulting engineer based on the information provided and will be split as follows:

- In order to claim points, bidders must also submit with the tender document details of proof of residence.
- If the references are unable to provide information on local business enterprise, no point will be awarded for that particular reference.

Criterion 3: Resources

(a) A maximum of 30 points will be awarded based on the information provided on form C2.
(b) A detailed list of equipment owned, as stipulated above, must be submitted with the tender and be allocated for this Tender and available at any time for inspection by the Municipality. Failure to do so will be seen as fraud – e.g. submission of false information.
(c) An affidavit certifying that bidders do in fact own machines/vehicles as stated above may be requested from bidders.
If equipment, as stipulated above, will be rented, proof of the intention to lease it from the supplier as well as the type of equipment must be submitted with the tender document.

<table>
<thead>
<tr>
<th>FORM C2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equipment</strong></td>
</tr>
<tr>
<td>1. LDV Vehicle / Bakkie / Truck with Trailer (Please provide proof of registration)</td>
</tr>
<tr>
<td><strong>Please list details:</strong> ……………………………………</td>
</tr>
<tr>
<td>2. Health &amp; Safety: PPC (e.g. reflective clothing, gloves etc.)</td>
</tr>
<tr>
<td><strong>Please list details:</strong> ……………………………………</td>
</tr>
<tr>
<td>3. Ladders, Screw drivers, fish tape, multimeter , side cutter</td>
</tr>
<tr>
<td><strong>Please list details:</strong> ……………………………………</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

A detailed list of equipment owned, as stipulated above, must be submitted with the tender and be allocated for this Tender and available at any time for inspection by the Municipality. Failure to do so will be seen as fraud – e.g. submission of false information.

An affidavit certifying that bidders do in fact own machines as stated above may be requested from bidders.

If equipment, as stipulated above, will be rented, proof of the intention to lease it from the supplier as well as the type of equipment must be submitted with the tender document.

Tender offers will only be accepted if:

a) the tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges or will enter into mutual agreement to have any outstanding charges paid,

b) the tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;

c) the tenderer has not:
   i) abused the Employer’s Supply Chain Management Supply System; or
   ii) failed to perform on any previous contract and has been given a written notice to this effect; and

d) The tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderers ability to perform the contract in the best interests of the Employer or potentially compromise the tender process.

e) The tenderer has in his or her possession an original valid VAT Clearance Certificate issued by SARS, B-BBEE Certificate and is registered with the department of labour as an Electrical Contractor.
f) The tenderer has no other contracts, with the Knysna Municipality, that will run concurrently with this one should that would influence their commitment towards the success of this project.

The number of paper copies of the signed Contract to be provided by the Employer is one.

The additional conditions of tender are:

1.9.1 The Employer shall, in the adjudication of the tender, apply the requirements of Preferential Procurement Policy Framework Act, 5 of 2000, the Regulations proclaimed in Government Gazette 868 of 30 May 2005 and the Supply Chain Management Policy of the Knysna Municipality adopted by the Council on 30 November 2005 to give effect to the requirements of section 217 of the Constitution of South Africa, 1996, as well as the Local Government Municipal Finance Management Act, 56 of 2003.

1.9.2 Sufficiency of Documents
Before the submission of any tender, the Tenderer should check the documents issued and the number of pages contained in each document and if any are found to be missing or duplicated or any figure or writing indistinct, or if the Schedule of Quantities contains any obvious errors, the Tenderer must apply to the Engineer at once to have the same rectified, as no liability will be admitted by the Employer or the Engineer in respect of errors in any tender arising out of any matter referred to in this paragraph.

1.9.3 Submission of Tender
The Tenderer, in submitting his tender, must comply with the following requirements:

i. The binding of the tender documents must remain intact and no portion of the documents may be detached.

ii. All entries and insertions made by the Tenderer in the tender document must be made in BLACK INK.

iii. The tender must be made out on the Tender Form bound into the tender documents.

iv. The tender documents must be completed in all respects, must be signed and accompanied by the drawings, sealed in an envelope which must be endorsed and delivered in accordance with the instructions contained in the Letter of Invitation to Tender.

1.9.4 Additional Information
Only information given formally in writing to the Tenderer by the Engineer during the tender period will be regarded as binding on the Contract. Verbal information, given during the site inspection or at any other time prior to the award of the Contract, will not be regarded as binding in the Contract.

1.9.5 Currency
All prices quoted are in the currency of the Republic of South Africa and exclude for VAT.

1.9.6 Tender Acceptance
The lowest, highest ranked submission will not necessarily be accepted and the Municipality reserves the right to accept any submission wholly or partially.

1.9.7 Preliminary Health and Safety Plan
Tenderers shall note that all works pertaining to the construction of the housing units shall be subject to the requirements of the construction regulations and the National Health & Safety Act. The Tenderer has the necessary competencies and resources to carry out the work safely.

1.9.8 Non-Compliance with these Conditions
Failure to comply with the letter of these Conditions of Tender will result in the tender being rejected; provided that where the Employer has discretion, in terms of his tender regulations or otherwise, the tender may be considered.
2.1 The law applicable to this document: Republic of South Africa

2.2 Works identified (LABOUR ONLY): All works shall be in accordance with SANS 10142 - 1 regulations. The rate stipulated shall include for all labour, preliminary & general costs, mark-ups, workman’s compensation and any other costs deemed necessary to complete the Electrical installation of the house as specified and indicated on the attached drawings no. HK 338-02-A1 & 1013KM.

The Contractor shall also take note that in terms of the DHSA Electrical Regulations (EIR) it is a requirement that there is to be supervision on site to exercise “General Control” and to ensure the conduits, boxes etc are being installed in the correct positions by the building Contractors on site. The person exercising “General Control” shall, if not the contractor, be a full time employee of the contractor.

2.2.1. **Electrical Installation Complete with COC:** Installation of all Wiring, lights, plugs, Switchs and DB Board connected, tested, and to Provide an Electrical COC on completion of the work. This COC must be issued by the electrical Contractor who exercises “General Control” as per 2.2 above.

The rate shall include for:

- All the wiring from the DB Board to all plugs, switch’s and lights
- Installation of lights, switch’s, DB Board (complete with breakers ,blanks etc) and plugs in the correct positions as per drawing (HK 338-02-A1),
- Testing of the installation and Providing an Electrical Certificate of Completion for each unit installed
- Supervision of the installation of conduits, wall boxes etc by the building contractor to ensure it is installed in the correct positions
- Any other cost in relating to completing the units electrical installation successfully

**CONTRACTUAL RATE:** R 1800-00

2.2.2.

2.3 Description: House to be erected on existing raft slabs

2.4 Waiver of the Contractors Lien: Not applicable,

2.5 Existing premises: The foundation structure shall be constructed by others prior to possession of the site.

3.0 **INSURANCES AND SECURITIES**

3.1 Public liability insurance to be affected by: the Developer,
For the sum of: R 2,000,000.00
With a deductible: as per policy document.

3.2 Contract works insurance to be affected by: the Developer,
For the sum of: R 200,000.00
With a deductible: as per policy document.

3.3 Support insurance to be affected by: the Developer,
For the sum of: R 200,000.00
With a deductible: as per policy document,
3.4 the employer shall not provide a payment guarantee.

4.0 PRACTICAL COMPLETION DATES AND PENALTIES
4.1 The works per house structure shall be 2 weeks from date of commencement and the amount for penalties shall be R 250.00 per calendar day.

5.0 DOCUMENTS AND GENERAL
5.1 Changes made to JBCC standard documents YES
5.2 works undertaken by direct contractors NONE
5.3 Interim payment certificates to be issued by:

5.5.1 The Employer on a monthly basis (The Contractor shall take note that all payments shall be submitted by them by no later than the preceding Tuesday in order to receive payment by that Friday at 12h00. Failing to submit the payment request by the Contractor to the Engineers by the said time could result in late payment.)

5.5.2 A retention fee of 15% shall be deducted,

5.5.3 No partial payment will be accepted.

5.5.4 Escalation NOT APPLICABLE
RETURNABLE SCHEDULES

COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars MUST be furnished.

1. Name of tendering entity (Business Name): ....................................................

2. Business Registration / CC number: ..............................................................

   Electrical Contractor Registration Number: ............................................. Expiry Date

3. Contact details:
   3.1 Telephone number:----------
   3.2 Facsimile number:
   3.3 Postal address:
   3.4 Contact person:

5. VAT registration number, if any: .................................................................

6. Knysna Municipality residency:

   6.1 Rates services account number

7. Registration with Workmen’s Compensation Fund, if any: REG. NUMBER:

8. CIDB registration number, if any: CRS NUMBER / CIDB NUMBER:

9. TAX (SARS) reference number: .................................................................

10. Annual turnover: (Please list accounting officer contact details):

    Accounting officer details:
    ........................................................................................................
    ........................................................................................................
    ........................................................................................................

11. Particulars of sole proprietors and partners in partnerships

    | Name* | Identity number* | Sex | Disabled persons | Equity | Percentage owned by HDI |
    |-------|------------------|-----|------------------|--------|-------------------------|
    |       |                  |     |                  |        |                         |
    |       |                  |     |                  |        |                         |

*Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

12. Particulars of companies and close corporations (please tick relevant box):
NOTE:
1. This form must be completed in duplicate by both the successful bidder (Part 1) and the purchaser (Part 2). Both forms must be signed in the original so that the successful bidder and the purchaser will be in possession of originally signed contracts for their respective records.
2. NO correction fluid/tape may be used.
3. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration

PART 1 (To be completed by the TENDERER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to the Knysna Municipality in accordance with the requirements and specifications stipulated in tender no T 12/201718 for a period of three years and the price(s) as per the pricing schedule. My offer(s) remain(s) binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
   - Binding documents, viz
     - (a) Invitation to bid
     - (b) Tax clearance certificate
     - (c) Pricing schedule(s)
     - (d) Technical Specification(s)
     - (e) Preference claims in terms of the Preferential Procurement Regulations 2017
     - (f) Declaration of Interest
     - (g) Special Conditions of Contract; and
     - (h) General Conditions of Contract
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any the person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

<table>
<thead>
<tr>
<th>SIGNATURE:</th>
<th>NAME (PRINT):</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPACITY:</td>
<td>DATE</td>
</tr>
<tr>
<td>NAME OF FIRM</td>
<td></td>
</tr>
<tr>
<td>WITNESS 1</td>
<td>WITNESS 2</td>
</tr>
<tr>
<td>DATE</td>
<td>DATE</td>
</tr>
</tbody>
</table>
CONTRACT FORM – PURCHASE OF GOODS / WORKS

PART 2 (To be completed by the KNYSNA MUNICIPALITY)

1. I, _______________________________ in my capacity as ________________________________, accept your bid under reference number ____________________________, dated ______________________, for the supply of goods / works indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating delivery instructions in forthcoming

3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanies by the delivery note.

4. I confirm that I am duty authorised to sign this contract.

TO BE COMPLETED BY THE KNYSNA MUNICIPALITY

<table>
<thead>
<tr>
<th>SIGNATURE:</th>
<th>OFFICIAL STAMP:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME (PRINT)</td>
<td></td>
</tr>
<tr>
<td>WITNESS 1</td>
<td></td>
</tr>
<tr>
<td>WITNESS 2</td>
<td></td>
</tr>
</tbody>
</table>

15. DECLARATION BY TENDERER

I/We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this tender document and that I / we accept the conditions in all respects.

I/We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of my / our tender and that I / we elect domicilium ditandi et executandi (physical address at which legal proceedings may be instituted) is the Republic at:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

I/We accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving in me / us under this agreement as the principal liable for the due fulfilment of this contract.

I/We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender; that the price quoted cover all work / items specified in the tender documents and that the price(s) cover all my / our obligations under a resulting contract and that I / we accept that any mistake (s) regarding price and calculations will be at my / our risk.

I/We furthermore confirm that my / our offer remained binding upon me / us and open for acceptance by the Purchaser / Employer during the validity period indicated and calculated from closing date of the bid.
<table>
<thead>
<tr>
<th>SIGNATURE:</th>
<th>NAME (PRINT):</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPACITY:</td>
<td>DATE</td>
</tr>
<tr>
<td>NAME OF FIRM</td>
<td></td>
</tr>
<tr>
<td>WITNESS 1</td>
<td>WITNESS 2</td>
</tr>
<tr>
<td>DATE</td>
<td>DATE</td>
</tr>
</tbody>
</table>
FORM OF OFFER AND ACCEPTANCE

FORM OF OFFER

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

The Tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

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

EOI: 23/201718 PROVISION OF SERVICES FOR THE ELECTRIFICATION OF LOW INCOME HOUSES IN HLALANI, HAPPY VALLEY, ETHEMBENI AND FLENTERS KNYSNA

THE OFFERED TOTAL OF THE PRICES EXCLUSIVE OF VALUE ADDED TAX IS

DISCIPLINE 1: ELECTRICAL WORKS: ONE THOUSAND EIGHT HUNDRED RAND R 1,800.00

CONTRACT SUM: ONE THOUSAND EIGHT HUNDRED RAND R 1,800.00

This offer may be accepted by the Employer to signing a copy of the acceptance part of this Form of Offer and Acceptance and sending it under cover of a separate letter to the Tenderer before the end of the period of validity stated in the tender data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature(s) by Tenderer: ……………………………………………………………………………………………

Name(s) of tenderer: ……………………………………………………………………………………………

In his Capacity as: ……………………………………………………………………………………………

Tenderer: …………………………………………………………………………………………………………………

(Name and address of organization)

Witness : ………………………………………………………………………………………………………………

Date: …………………………………………………………………………………………………………………

(Full name and signature)
**ACCEPTANCE**

By signing this part of the form of offer and acceptance, the Employer identified below accepts the Tenderers offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderers offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract are contained in:

- Part C1 - Agreement and contract data, (which includes this agreement)
- Part C2 - Pricing data
- Part C3 - Scope of work
- Part C4 - Site information

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Tenderer and the Employer during the process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Tenderer shall after receiving the Employer’s letter of notification of acceptance of his offer, deliver to the Employer’s agent (whose details are given in the contract data), within such time(s) as stated in the Contract Data, any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect when the Tenderer receives the Employer’s letter of notification of acceptance of his offer, accompanied by a signed copy of this form of Acceptance and completed Schedule of Deviations. Unless the Tenderer (now Contractor) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature(s) for Employer: .................. Name(s): ..................................................

In his Capacity as: ........................................................................................................

For the Employer ........................................................................................................

KNYSNA MUNICIPALITY, PO BOX 21, KNYSNA, 6570

For the witness: .................................................. Date: ..............................

(Full name and signature)
ANNEXURE A

OCCUPATIONAL HEALTH & SAFETY SPECIFICATION

SUMMARY OF CONTENTS

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<th>Section</th>
<th>Title</th>
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<td>5</td>
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<td>6</td>
<td>Implementation of the OHS specification</td>
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<td>7</td>
<td>Application of the OHS Specification</td>
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</tr>
<tr>
<td>8</td>
<td>OHS Practices</td>
<td>34</td>
</tr>
</tbody>
</table>
1. Introduction

Purpose and Scope

This document describes the requirements of compliance to which the PRINCIPAL CONTRACTOR/CONTRACTOR is to adhere in relation to the scope of work rendered to the KNYSNA MUNICIPALITY.

This document defines the minimum management requirement that is to be implemented by the PRINCIPAL CONTRACTOR/CONTRACTOR for the management of Health and Safety on the project.

PLEASE TAKE NOTE IT IS THE CONTRACTORS RESPONSIBILITY AND COST FOR THE FOLLOWING:

- SUBMIT A HEALTH AND SAFETY FILE TO BE APPROVED BY THE CLIENTS HEALTH AND SAFETY AGENT
- TO KEEP THE FILE UP TO DATE AT ALL TIMES (ie: LETTER OF GOOD STANDING etc)
- TO ENSURE ALL WORKERS ARE WEARING AND USING THE CORRECT PPE
- CORRECT AND SAFE SCAFFOLDING/TOOLS IS BEING USED AND ERECTED ON SITE

The aim of this document is to present the health and safety aspects that needs to be controlled and managed on the project.

2. Reference Documents

- Compensation for Occupational Injury and Diseases Act. (Act No. 130 of 1993)
- Client Health and Safety Specification
- Construction Regulations 2015

3. Definitions

The following definitions will apply to the Safety Management Plan, acronyms given hereunder shall apply:

Construction /Building Work (as defined by the Occupational Health and Safety Act: Construction Regulations 2014):

Means any work in connection with –

a. The construction erection, maintenance, alteration, renovation, repair, demolition, or dismantling of or an addition to a building or any similar structure.

b. The construction erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, cleaning of land, piling, or any similar civil engineering structure or type of work.

Identification and Risk Assessment and Risk Control

Means a documented plan, which identifies hazards assesses the risks and detailing the control measures and safe working procedures, which are to be adhered or used too, to mitigate and control the occurrences of hazards and risks during construction or operation phases.

Site

Means the area in the possession of the PRINCIPAL CONTRACTOR / CONTRACTOR for the construction of works. Where there is no demarcated boundary it will include all adjacent areas, which are reasonably required for the activities for the PRINCIPAL CONTRACTOR/CONTRACTOR, and approved for such use the Engineer and the Client.

The Act

Means, unless the context indicates otherwise, the Occupational Health and Safety Act. 1993
Hazards (as defined by OHSA)
A source of exposure to danger (source which may course injury or damage to persons, or property)

Risk (OHSA)
Means the probability or likelihood that a injury will occur

PRINCIPAL CONTRACTOR (as defined by the OHSA, Construction Regulations 2014)
Any person appointed in writing by the CLIENT to supervise a project. The appointment shall be as required by the OHSA which shall stipulate health and safety responsibilities, area of responsibility and the proposed duration of the project.

An employer appointed by Client to perform construction work.

Hazardous Chemicals Substances (as defined by OHSA)
Any toxic, harmful, corrosive irritant or asphyxia substance, or a mixture or substances for which an occupational exposure limit is prescribed or an occupational exposure limit is not prescribed, but which creates a hazard to health.

Construction Plant (TEM)
Encompasses all types of plant, including but not limiting to, cranes, pilling, frames, boring machines, excavators, dewatering equipment and road vehicles with or without lifting equipment.

CONTRACTOR (as defined by the OHSA, Construction Regulations 2014)
Means an employer who performs construction work

CLIENT(as defined by the OHSA, Construction Regulations 2014)
Refers to KNYSNA Municipality for whom the construction work is being performed

Health and Safety Program
Encompasses the PRINCIPAL CONTRACTOR / CONTRACTOR safety planning spreadsheet.

Health and Safety Plan(as defined by the OHSA, Construction Regulations 2014)
Means a site, activity/project specific documented plan in accordance with the client's health & safety specs. A document with a content that addresses hazards identified and includes safe work procedures to mitigate or reduce or control the hazards identified.

Health and Safety File (OHSA, Construction Regulations 2014)
Means a file or other record containing the information in writing required by those regs)
A file or other records in permanent form, containing the information required as contemplated in the regulations. And shall be forwarded to the KNYSNA MUNICIPALITY on completion of the project.

4. Responsibilities

4.1. Notification of Intention to Commence Construction Work
It is essential for the PRINCIPAL CONTRACTOR / CONTACTOR to notify the Provincial Director of the Department of Labour, immediately upon receiving the Letter of Acceptance of a project commencing, with the following requirements:
- The demolition of a structure exceeding a height of 3 meters
- The use of explosives to perform construction work
- The dismantling of fixed plant at a height greater than 3 meters
- The work exceeding 30 days or that will involve more than 300 persons
- Excavation work deeper than 1 meter
- Working at height greater than 3 meters above ground

A copy of the notification letter to the provincial Director must be forwarded to KNYSNA Municipality for record keeps.
4.2. **Assignment of PRINCIPAL CONTRACTOR /CONTRACTOR’s responsible person**

The PRINCIPAL CONTRACTOR /CONTRACTOR shall appoint in writing a Contracts Manager and a Construction Work Supervisor as a minimum prior to commencing work on site and copies of all the appointment letters of the responsible persons shall be forwarded to KNYSNA MUNICIPALITY or the appointed representative.

4.3. **Safety Officer Appointment**

The appointment of a full-time safety officer is optional, however it is compulsory to provide the name and CV of your elected part-time safety officer to KNYSNA MUNICIPALITY prior work commencing on site. The safety officer shall be tasked with monthly inspections of the site, the results of which shall be forwarded to KNYSNA MUNICIPALITY or the appointed representative.

4.4. **Risk Assessment Competent person**

The PRINCIPAL CONTRACTOR /CONTRACTOR shall appoint a competent person in writing at commencement of the project to control the risk assessment process on site.

4.5. **Health and Safety Plan**

The PRINCIPAL CONTRACTOR /CONTRACTOR shall provide to KNYSNA MUNICIPALITY, a Health and Safety Plan in accordance with the specifications. The Health and Safety Plan shall be submitted for approval to KNYSNA MUNICIPALITY prior to the project commencing on site.

4.6. **Health and Safety Representatives**

The PRINCIPAL CONTRACTOR /CONTRACTOR shall ensure that at least one Health and Safety Representative be nominated and trained to carry out his/her functions in his area of responsibility. This shall also be required in areas where at least 1 rep for every fifty (50) employees are engaged in activity. The PRINCIPAL CONTRACTOR /CONTRACTOR shall ensure that employees elected shall be designated in writing for a specific area and period of time. The designated persons shall be required to conduct monthly inspections within their area of responsibility, the records must be kept for KNYSNA MUNICIPALITY auditing purpose and that deviations recorded are reported to the responsible supervisor within 24 hours so that appropriate action can be taken.

Sect 17 (OHSA):

17 (1) : Every employer who has more than 20 employees shall appoint H&S Rep

17 (6) : If an inspector is of the opinion that number of health and safety representatives for any workplace or section thereof, including a workplace or section with 20 or fewer employees, is inadequate, he may by Notice in writing direct the employer to designate such number of employees as the inspector may determine as health and safety representatives for that workplace or section thereof in accordance with the arrangements and procedures referred to in subsection (2).

5. **Objectives and Targets**

The PRINCIPAL CONTRACTOR /CONTRACTOR shall include in the Health and Safety File the objectives and targets for the project.


The PRINCIPAL CONTRACTOR /CONTRACTOR shall ensure that KNYSNA MUNICIPALITY’s health and safety plan is implemented on the project and must be submitted to KNYSNA MUNICIPALITY or the appointed representative for approval.

7. **Application of the Occupational Health and Safety Specification**

7.1. **Compensation of Occupational Injuries and Diseases Act, Act No. 130 of 1993 (COIDA)**
Constr. Regs 2014 (subreg 7(1)(c)(iv)) : A principal contractor must on appointing any other contractor, in order to ensure compliance with the provisions of the Act ensure prior to work commencing on site that every contractor is registered & in good standing with the compensation fund / with a licensed compensation insurer as contemplated in the COIDA, 1993.

The PRINCIPAL CONTRACTOR / CONTRACTOR shall ensure a LETTER OF GOOD STANDING is provided to KNYSNA MUNICIPALITY or the appointed representative prior to work commencing on site for reference purposes as proof of good standing.

The PRINCIPAL CONTRACTOR / CONTRACTOR shall ensure all other appointed also comply with the above requirements defined in the CIODA.

### 7.2. Occupational Health and Safety Policy

The PRINCIPAL CONTRACTOR / CONTRACTOR’s health and Safety Policy is to be attached to the Health and Safety File for review by KNYSNA MUNICIPALITY or the appointed representative.

### 7.3. Hazard Identification Risk Assessment

The PRINCIPAL CONTRACTOR/ CONTRACTOR shall ensure that Hazard Identification Risk Assessment (HIRA) forms the basis of all work to be conducted on site and a preliminary Task Risk Assessment be submitted for approval to KNYSNA MUNICIPALITY or the appointed representative prior to work commencing on site.

The PRINCIPAL CONTRACTOR / CONTRACTOR must ensure that training forms part of the HIRA process and proof of training attendance is made available to KNYSNA MUNICIPALITY or the appointed representative upon request.

The PRINCIPAL CONTRACTOR / CONTRACTOR shall ensure that a HIRA team be established comprising members as follows, but not limited to:

- Health and Safety Representatives
- Health and Safety Committee Member if applicable
- Management Representative (PRINCIPAL CONTRACTOR)
- Person with skill / knowledge of task to be performed

Method statement or Safe Work Procedures must form part of the HIRA Process and must be conducted in conjunction with the HIRA Process described above.

### 7.4. Health and Safety Training

Training of personnel is a legal requirement and a necessity and is required of the PRINCIPAL CONTRACTOR / CONTRACTOR to provide KNYSNA MUNICIPALITY a training Matrix which must be included in the Health and Safety File to be submitted prior work commencing on site.

Training should include the following but is not limited to:

#### 7.4.1. Induction Training

Induction training must be attended by all PRINCIPAL CONTRACTOR / CONTRACTOR’s employees and the records of attendance must be kept as proof for KNYSNA MUNICIPALITY or the appointed representative upon request.

#### 7.4.2. Awareness Training (Toolbox Talks)

Weekly awareness training must be conducted and records of these must be made available to KNYSNA MUNICIPALITY or the appointed representative upon request.

#### 7.4.3. Competency

Training identified through the HIRA Process and conducted through this process shall be kept on file as proof of competency and must be made available to KNYSNA MUNICIPALITY or the appointed representative upon request. (This shall include operator competency training and assessment)

Erection of scaffolding (if applicable)

#### 7.4.4. First Aid and Health & Safety Rep. Training
The PRINCIPAL CONTRACTOR /CONTRACTOR shall provide proof of competency of all First Aiders and/or Health and Safety Representatives elected and designated, including first aiders to KNYSNA MUNICIPALITY or the appointed representative, which must be available on site for auditing purposes.

7.5. General Record Keeping

The PRINCIPAL CONTRACTOR /CONTRACTOR must ensure that all the Health and Safety records, required by both the Occupational Health and Safety Act, 85 of 1993 and Regulations are kept for reference purposes and auditing by KNYSNA MUNICIPALITY or the appointed representative. Constr Regs 7(1)(d)

In accordance with the requirements set out in the Construction Regulations 2014 and the requirements set out in KNYSNA MUNICIPALITY’s Specification the PRINCIPAL CONTRACTOR /CONTRACTOR must ensure a copy of all Health and safety records generated during the course of construction are handed over to KNYSNA MUNICIPALITY upon completion of the project. Constr Regs 7(1)(e)

7.5.1. General Inspection, Monitoring and Reporting
The PRINCIPAL CONTRACTOR /CONTRACTOR shall comply with the requirements set out by KNYSNA MUNICIPALITY. Must also provide KNYSNA MUNICIPALITY with a safety management action plan upon which the dates of inspection and training awareness will be conducted and monitored.

The PRINCIPAL CONTRACTOR /CONTRACTOR shall keep all records of inspection and investigation undertaken during the contract for the specified legal period as defined in the OHS Act and Regulations.

7.5.2. Internal Audits
Internal Audits shall be conducted a minimum once per month by KNYSNA MUNICIPALITY or the Client Safety Agent.

The results shall be tabled and discussed at the joint Health and Safety Committee meetings. The PRINCIPAL CONTRACTOR /CONTRACTOR must conduct its own internal audit, the results of which must be submitted to KNYSNA MUNICIPALITY monthly.

7.6. Incentives
Incentives are left to the discretion of the PRINCIPAL CONTRACTOR/CONTRACTOR.

7.7. Penalties
Non-compliances with KNYSNA MUNICIPALITY safety specifications will result in work stoppages and possible expulsion from site until the problem has been remedied. Cost will be Bourne by the PRINCIPAL CONTRACTOR /CONTRACTOR.

7.8. Emergency Procedures
The PRINCIPAL CONTRACTOR /CONTRACTOR must make available to KNYSNA MUNICIPALITY detailed Emergency Plan to tie into the evacuation plan.

7.8.1. First Aid Box and Contents (OHSA, Gen Safety Regs 3)
OHSA, General Safety Regs 3(4)

The PRINCIPAL CONTRACTOR /CONTRACTOR must ensure that all working areas are adequately provided with first aid attendants whether there are fifty (50) employees or less engaged in the project. The First Aid attendant must be trained in accordance with the requirements set out in the OHS Act with a recognized and accredited service provider as defined above.

The PRINCIPAL CONTRACTOR /CONTRACTOR must ensure that the first aid box is adequately accessible at all times.

7.8.2. Accident and Incident Reporting and Investigating
Should an accident or incident occur, the PRINCIPAL CONTRACTOR /CONTRACTOR shall conduct an investigation into the incident, and must ensure that a competent person be appointed in writing to conduct the said investigation. The procedure to be followed must be in accordance with the OHS Act requirements.
The PRINCIPAL CONTRACTOR / CONTRACTOR shall ensure that the results of all investigations are communicated to the employees engaged through incident recall and prescribed meetings, and must also ensure that the investigations are kept for record purposes in accordance with the prescribed requirements set out in the OHS Act.

Should there be an incident KNYSNA MUNICIPALITY must be notified within 24-hours, of the occurrence. KNYSNA MUNICIPALITY reserves the right to participate in all investigations.

All OHSA Section 24 incidents must be reported to Dept of Labour on Annexure 1 (General Administrative Regulations) & Knysna Municipality to be informed.

7.9. Hazards and Potentially Hazardous Chemical Substances
The PRINCIPAL CONTRACTOR / CONTRACTOR shall ensure that all other CONTRACTORS are warned of hazardous or potentially hazardous situations, which may prevent them from effectively performing their duties, which includes the placement of adequate warning signs.

The PRINCIPAL CONTRACTOR / CONTRACTOR must ensure the necessary training and information regarding the use and storage of HCS is provided to all personnel, and that the use and storage of HCS is carried out as prescribed by the HCS Regulations. Furthermore must ensure that all chemicals brought on site have a Material Safety Data Sheet (MSDS) and the users are made aware of the Occupational hazards and precautions that need to be taken when using the chemicals.

7.10. Personal Protective Equipment/ Clothing
The PRINCIPAL CONTRACTOR / CONTRACTOR shall comply with OHS Act requirements to provide P.P.E. and shall through the HIRA process identify the specific PPE needs per activity and then issue the PPE accordingly. (Reference OHS Act, General Safety Regulations 2 – Employer to provide Personal Protective Equipment)

Should PPE be lost or stolen, then the employee will be issued with a new set of PPE by the PRINCIPAL CONTRACTOR / CONTRACTOR. Adequate training in the use of PPE will be provided to all employees, and a proof of training shall be kept at the office for audit purposes. (disciplinary action to be considered after investigation)

Overalls and Hard hats shall be identifiable. Visitors shall wear PPE during their visit on site

7.11. Safety Signage
The PRINCIPAL CONTRACTOR / CONTRACTOR must assess the Health and Safety Signage requirements in conjunction with the HIRA’s conducted and place the signage at strategic position on the site works accordingly, and must also maintain the signage to ensure its effectiveness at all times.

7.12. Permits
The PRINCIPAL CONTRACTOR / CONTRACTOR shall ensure that access to the site is restricted to construction personnel.

All attempts must be made to restrict spectator’s access.

Access to the site shall be by PRINCIPAL CONTRACTOR / CONTRACTOR’s authorization

Special permits for hot work and isolation permits shall be applied for from PRINCIPAL CONTRACTOR / CONTRACTOR’s representative prior to commencing with the activity.

7.13. Contractors and Suppliers
The PRINCIPAL CONTRACTOR / CONTRACTOR shall enter into an Agreement with Mandatory in terms of Section 37(2) of the OHS Act 85 of 1993, with KNYSNA MUNICIPALITY and all other CONTRACTOR’s appointed by the PRINCIPAL CONTRACTOR.

The PRINCIPAL CONTRACTOR shall also be required to appoint its CONTRACTOR’s in accordance with Construction Regulation 5(3)(b)
The PRINCIPAL CONTRACTOR /CONTRACTOR must ensure that all other CONTRACTOR’s are issued with KNYSNA MUNICIPALITY’s Safety Specification where reasonably practicable, and shall also ensure that CONTRACTORS engaged comply with all the requirements and adhere to the OHS Act requirements set out.

All work shall be stopped in the event of unsafe conditions and activities being observed.

8. Occupational Health and Safety in Practice

8.1. Excavation
The PRINCIPAL CONTRACTOR /CONTRACTOR shall ensure that all activities involving excavation, shoring, dewatering or drainage a Safe Work Procedure is submitted to the project engineer for approval prior to work commencing. Excavation work exceeding the specified depth as stipulated in the OHS Act and Construction Regulation must comply with the following:

a. Inspection before shift starts, after heavy rain (inclement weather) and after any major condition which may affect the excavation stability and the findings are to be recorded and kept.

b. All excavations regardless of the depth shall be adequately barricaded to prevent persons falling into the excavation.

c. The safe work procedure shall be communicated to all employees who may be affected by the work and

d. Safe work procedures shall be enforced and maintained by the appointed excavation supervisor at all times.

e. For high-risk activities, all personnel working in the excavation shall be attached by means of a life-line.

f. Material excavated shall be removed from the point of excavation.

g. Ensure stability of adjoining structures.

8.2. Demolition
The PRINCIPAL CONTRACTOR /CONTRACTOR must appoint a competent person in writing to supervise and control all demolition work on site, PRINCIPAL CONTRACTOR must also ensure that prior to any demolition work being carried out, and in order also to ascertain the method of demolition to be used, a detailed structural engineering survey of the structure to be demolished is carried out by a competent person and that a method statement on the procedure to be followed in demolishing the structure is developed and provided to KNYSNA MUNICIPALITY or the appointed representative on request.

During the demolition, the competent person shall check the structural integrity of the structure at regular intervals determined in the method statement in order to avoid any premature collapse.

It is important for the PRINCIPAL CONTRACTOR /CONTRACTOR to ensure compliance against requirements of the Construction Regulations 12, as Safety Agent shall conduct adhoc inspections to test for compliance.

8.3. Stacking of Material and Housekeeping
The PRINCIPAL CONTRACTOR /CONTRACTOR must ensure that all stacking will be supervised by a person competent and appointed in writing to supervise over activities, and that clearly defined and allocated storage areas are provided for and identified, and that materials being stored within this area are stacked in accordance with sound stacking principles of sort-by-sort, access to be maintained, level surface, and the height will not exceed three times the base width.

Housekeeping must also be maintained at all times as this will be inspected and evaluated by Safety Agent during monthly audits.

8.4. Plant and Machinery

8.4.1. Construction Plant

- All plant /site must comply with the OHS Act requirements in relation to operation and maintenance thereof.
- Records of service and maintenance of the vehicles must be of a high standard at all times.
- All plant shall subject to design be fitted with back-up alarms and audible indicating devices.
- The PRINCIPAL CONTRACTOR /CONTRACTOR shall ensure that all construction plants moving parts are adequately protected.
• Pre-start inspections shall be conducted on all motorized equipment daily; deviations of such inspections shall be recorded.
• All construction plants shall be operated under the direct supervision of a person competent to identify potential hazards in the work he is conducting.
• The PRINCIPAL CONTRACTOR shall ensure that all operators are equipped with the necessary PPE.
• All plants shall be fitted with fire extinguishers where practicable
• All moving equipment shall be secured
• It’s the responsibility of principal contractor. ConstrRegs 2014. Subreg.7(8)
• A contractor must ensure that all his / her employees have a valid medical certificate of fitness specific to the construction work to be performed & issued by an occupational Health Practitioner in the form Annexure 3.

8.4.2. Transportation of Personnel
Should it be necessary for the PRINCIPAL CONTRACTOR /CONTRACTOR to transport their personnel to site, only safe vehicular transport must be provided. This shall include proper seating, side restraints and cover. No personnel shall be permitted to travel on any plant or equipment on site works
Road safety principles shall be adhered to on and off site.

8.4.3. Fire Equipment
The PRINCIPAL CONTRACTOR shall ensure that all firefighting equipment to be used on site complies with the following:

• Extinguishers shall be placed in positions to ensure fast and easy access is maintained at all times.
• Placement of all fire extinguishers shall be depicted with the required pictograms.
• Extinguishers shall be serviced once annually, and after discharge or visible signs of depressurization.
• The PRINCIPAL CONTRACTOR /CONTRACTOR shall ensure that all employees are adequately trained in the safe use of the extinguisher and proof of training is kept on site for inspection by the Client / Safety Agent.
• PRINCIPAL CONTRACTOR / CONTRACTOR shall ensure that a person is appointed to inspect the extinguishers on a monthly basis and the results are entered into a register designed for that purpose.

8.4.4. Ladders and Ladder Work
The following requirements shall be complied with regarding ladders and ladder work:

• Ladders shall be clearly numbered and inspected on the register provided.
• A competent person shall be identified and appointed as the ladder inspector.
• Where aluminum ladders cannot be used, the wooden ladder shall be straight grained, unpainted to allow for proper inspection of the grain for cracking.
• Ladders shall be secured at the top and chocked at the base to prevent slipping.
• Where chocking of the base is not possible, then the user shall ensure that the ladder is held in position by another employee when ascending.
• Ladders shall be inspected a minimum once per month by the appointed person.

8.4.5. General Machinery
In accordance with General machinery Regulation 2(1) the PRINCIPAL CONTRACTOR /CONTRACTOR shall:

• Ensure a competent person be appointed as defined in the above clause from OHS Act. 85 of 1993 and Regulations, to service and maintain all machinery in use on site.
• Shall appoint additional competent persons to assist the competent person mentioned above in accordance with General Machinery Regulation 2(7)(a) as and when required.
• Shall ensure that records are maintained of all services conducted.
• Shall provide to the CLIENT a copy of the above appointment prior to work commencing on site.

8.4.6. Portable Electrical Tools/ Explosive Power Tools
The PRINCIPAL CONTRACTOR /CONTRACTOR shall ensure the following procedure is adhered to regarding Portable Electrical Tools and explosive Powered Tools:

- Minimum compliance with legislation.
- Only competent persons shall be permitted to conduct routine and monthly inspection on the equipment.
- Persons competent to inspect the equipment must be appointed in writing.
- Persons must be trained to operate such equipment and must be appointed and shall be the only one authorized to operate the equipment.
- Shall ensure operation of the equipment is in accordance with an approved Risk Assessment and Safe Work Procedure.
- All users shall undergo regular awareness training to ensure compliance.
- Shall ensure the required PPE is provided and maintained.

8.4.7. Public Health and Safety
In the interest of public safety, the PRINCIPAL CONTRACTOR /CONTRACTOR shall ensure that all persons who may be affected by the work being conducted on site are informed and kept aware of the dangers, which arise from the work being conducted on site.

This awareness shall be in the form of posters and inductions for visitors to site and warning signs.

8.4.8. Night Work
Night work shall only be conducted upon approval of the CLIENT, with the same safety standards being applied for these activities as with day work activities.

8.4.9. Facilities for safe Keeping /eating areas
The PRINCIPAL CONTRACTOR /CONTRACTOR shall ensure that adequate facilities are provided for personnel on site. The areas provided shall be as follows:

- Sufficient seating
- Seating undercover
- Protected change room
- Toilets
- Hand wash facility
- Portable water

No food preparation shall be permitted on site and designated areas will be made to allow adequate seating.
## BENEFICIARY FORM

**PROJECT NAME:** Knyana Municipality

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  - (2) No Schooling
  - (3) Grade 1-3 (Sub A – Std 1)
  - (4) Grad 4 (Std 2) ABET 1
  - (5) Grade 5-6 (Std 3-4) ABET 2
  - (6) Grade 7-9 (Std 5-8) ABET 3
  - (7) Grade 8-9 (Std 7) ABET 4
  - (8) Grade 10-11 (Std 8-9)
  - (9) Grade 12 (Std 10)
  - (10) Post Matric

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**TOTALS (DO NOT ENTER DATA IN THIS COLUMN)**

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To be a potential supplier to the Municipality this **Supplier Registration Information (SRI)** must be completed and updated annually to enable the generation of orders which will expedite the payment of supplier invoices. An important feature of SRI is the **Procurement Business Number (PBN)** created using your SARS Business Number to uniquely identify your business. This number must always be reflected on quotes/invoices submitted. Private Companies and Close Corporations are required by legislation to reflect their registration numbers as well as the names of Directors and members on all correspondence including quotes and invoices.

This registration will be used by the procurement section to identify and / or inform suppliers of opportunities when they occur. All opportunities above R30 000 are regularly published on our website. Warehouse items required from time to time can be viewed at [www.knysna.gov.za](http://www.knysna.gov.za)

It is not necessary to have a tax clearance to register. It must be noted that legislation prescribes that all transactions exceeding R30 000 annually requires a tax clearance certificate of good standing from SARS. Orders will only be generated in favour of businesses that are compliant on this and the submission of a clearance certificate is therefore strongly advised.

| Tax Clearance Certificate No. (old year) | / | / | / | / | / | / |
| Tax Clearance Certificate No. (new year) | / | / | / | / | / | / |

**Contact Information**

Fill in the white blocks only where particulars have changed.

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<th>Name</th>
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**Business details (As per SARS tax clearance when applicable)**

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**Business Profile (List all Partners, Proprietors and Shareholders )**

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Contact: 044 302 6232 – Ylandie Healing
              044 302 6328 – Sandra Fourie
              044 302 6549 – Brandon Stuurman
Fax: 086 650 1415 / e-mail: procurement@knysna.gov.za
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**Banking Details**

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Branch Code</th>
<th>Town</th>
<th>Type Acc</th>
<th>Account Name</th>
<th>Bank Name</th>
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</thead>
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**Kindly categorize your company / organization into one of the following: (Tick relevant box)**

| 17 | Consultant |
| 27 | Contractor |
| 37 | Manufacturer |
| 47 | Service Provider |
| 57 | Supplier |
| 67 | Other |

Indicate the core functions or commodities your business renders or specializes in:

**BEE info (Attach certificate)**

<table>
<thead>
<tr>
<th>BEE Status</th>
<th>BEE Procurement Recognitions (%)</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate No.</td>
<td>Issued By:</td>
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**Declaration**

I, the undersigned (Name) acknowledge that:

1. The above is true and correct.
2. An agreement only exists once an official order has been generated.
3. Council reserves the right to verify the information supplied.
4. All goods to be delivered to the Municipal Stores, Fechter Street, Industrial Area, Knysna.
5. This documentation can be faxed or e-mailed to the address as stated.
6. I/we agree that monies owed to the Council may be recovered from any Council payment to be made for goods or services supplied, at the discretion of the CFO.
7. We the undersigned declare that we have no close family member in the service of the state or employed by any organ of state.

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<tr>
<th>Position</th>
<th>Name</th>
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<th>Signature</th>
<th>Date</th>
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FOR OFFICE USE ONLY

CHECKED BY: