Knysna Municipality is inviting quotations from suitable suppliers for the goods described below.

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

<table>
<thead>
<tr>
<th>ADVERTISEMENT DATE:</th>
<th>15 March 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ NUMBER:</td>
<td>343/2017/2018</td>
</tr>
<tr>
<td>DESCRIPTION OF GOODS/SERVICES:</td>
<td>SUPPLY AND INSTALLATION OF NEW PUMPSET AT BALANCING DAM PUMPSTATION</td>
</tr>
<tr>
<td>RFQ DOCUMENTS ARE OBTAINABLE FROM:</td>
<td>Supply Chain Management Section Clyde Street Knysna or Knysna Municipality website: <a href="http://www.knysna.gov.za">www.knysna.gov.za</a> (Council adverts &gt;Quotations)</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>26 March 2018 at 12:00</td>
</tr>
<tr>
<td>SUBMISSIONS:</td>
<td>Sealed quotations clearly marked, “RFQ 343/2017/18: Provision and Installation of a New Pumpset at the Balancing Dam Pumpstation”, can be submitted:</td>
</tr>
<tr>
<td></td>
<td>By hand to: Supply Chain Management Section Attention: Mr R Parry Knysna Municipality Clyde Street Knysna By fax to: 086 650 1415 By email to: <a href="mailto:procurement@knysna.gov.za">procurement@knysna.gov.za</a></td>
</tr>
<tr>
<td>COMPULSORY REQUIREMENTS:</td>
<td>Contact person: Sandra Fourie (Tel: 044 302 6328) Electronic bid documents must reach the Supply Chain Management Section before the closing time.</td>
</tr>
<tr>
<td>TECHNICAL ENQUIRIES:</td>
<td>Contact Person: Mr PE Erasmus Email: <a href="mailto:Piet.Erasmus@aurecongroup.com">Piet.Erasmus@aurecongroup.com</a> Tel: 044 805 5400</td>
</tr>
<tr>
<td>The following conditions will apply:</td>
<td>Price(s) quoted must be firm and must be inclusive of VAT when applicable. Attached KMBD6.1 must be completed to qualify for B-BBEE Status Level of Contribution. Tax Clearance Certificate or Sufficient Evidence that Tax matters are raised with SARS must be attached. An original or certified copy of B-BBEE Certificate must be attached to qualify for points. Price must include all related expenses, i.e. transport, accommodation etc. Attached KMBD 4 document must be completed. Status of Municipal accounts must be submitted. Invoices must be submitted to <a href="mailto:jcordier@knysna.gov.za">jcordier@knysna.gov.za</a> and will be paid within 30 days of delivering the service. Only an Official order and appointment letter will bind the Council.</td>
</tr>
</tbody>
</table>

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

MUNICIPAL MANAGER
K CHETTY
<table>
<thead>
<tr>
<th><strong>Contact Details of Tenderer</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Knysna Municipality Supplier number</td>
</tr>
<tr>
<td>CSD Supplier number</td>
</tr>
<tr>
<td>CSD Unique Registration Reference Number</td>
</tr>
<tr>
<td>The name of the Tenderer:</td>
</tr>
<tr>
<td>The name of the contact person:</td>
</tr>
<tr>
<td>The address of the Tenderer:</td>
</tr>
<tr>
<td>Telephone:</td>
</tr>
<tr>
<td>Facsimile:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td>Address (physical):</td>
</tr>
<tr>
<td>Address (postal):</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>
QUOTATION DATA

The Employer’s agent and contact details are given in the Quotation Notice and Invitation to Quote.

The Employer’s address for delivery of quotation offers and identification details to be shown on such tender offer package are:

Location of quotation box: Tender box, Office of the Procurement Officer Knysna Municipality

Physical address: Clyde Street, Knysna

Identification details: No RFQ 343/2017/18: Supply and Installation of New Pumpset at Balancing Dam Pumpstation

The quotation offer validity period is 30 days.

Include in the quotation submission, or provide the Employer with any certificates as stated in the List of Returnable Documents.

The time and location for opening of the quotation offers are:

Time: 12:00 on 26 March 2018
Location: Municipal Offices, Clyde Street, Knysna
LIST OF RETURNABLE DOCUMENTS

Returnable Schedules required for quotation evaluation purposes:

Schedule : Evidence of Experience of Tender
Schedule : Proposed Local Subcontractors
Schedule : Plant available for use on the Works
Schedule : Details of Offered Training
Schedule : Alterations by Quotation Supplier

Preferencing Schedule

Compulsory Enterprise Questionnaire

Form concerning Fulfillment of the Construction Regulation 2014

Tax clearance certificate or application for tax clearance certificate

Certificate of Insurance Cover

Offer

Form of Offer and Acceptance and Confirmation of Receipt

Performance Guarantee

Declaration Certificate for Local Production and Content Designated Section

Quotation Data
Part 1 : Data provided by Employer
Appendix to Part 1 : Data provided by Employer
Part 2 : Data provided by Quotation Supplier

Project Specification

Schedule of Quantities

Drawings
SCHEDULE : EVIDENCE OF EXPERIENCE OF TENDER

The following is a statement of major works successfully executed by myself/ourselves

<table>
<thead>
<tr>
<th>Employer</th>
<th>Nature of Work</th>
<th>Value of Work</th>
<th>Year Completed</th>
</tr>
</thead>
</table>

Signed on behalf of the Quotation Supplier: ...........................................

Date: ...........................................
SCHEDULE : PROPOSED LOCAL SUBCONTRACTORS

In order to complete the Works under this Quote, I/we propose to employ the following subcontractors to carry out the portion/type of work as detailed.

(Note : all proposed subcontractors for electrical and other works must be listed).

<table>
<thead>
<tr>
<th>Subcontractor : Name, address and telephone no</th>
<th>Portion/type of work to be undertaken</th>
<th>Estimated value of Work</th>
</tr>
</thead>
</table>

Signed on behalf of the Quotation Supplier: ...........................................

Date : .........................
SCHEDULE : PLANT AVAILABLE FOR USE ON WORKS

The following are lists of major items of constructional plant and equipment that I/we

(a) have available immediately for this Quotation, and
(b) will acquire or hire for this Quotation if my/our quote is accepted.

I/We further undertake that if my/our quote is accepted, such constructional plant and
equipment will be on the Site and available for use on the Works

(a) Major constructional plant and equipment available for this Contract.
   (To be given in detail).

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description, size, capacity, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(b)/……………. 
(b) Major constructional plant and equipment that will be acquired or hired for this Contract if my/our quotation is accepted.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description, size, capacity, etc.</th>
</tr>
</thead>
</table>

Signed on behalf of the Quotation Supplier: ..........................................

Date: ........................................

Signed on behalf of the

Quotation Supplier: ........................................
SCHEDULE : DETAILS OF OFFERED TRAINING

The Quotation Supplier shall provide details of the training he intends to offer.

Date : .........................

Signed on behalf of the
Quotation Supplier : ________________________________
ALTERATIONS BY QUOTATION SUPPLIER

Should the Quotation Supplier desire to make any departures from or modifications to the Quotation Specific Data, Specifications, Bill of Quantities or Drawings, or to qualify his quotation in any way, he must set out his proposals clearly hereunder, or alternatively state them in a covering letter attached to his quotation and referred to hereunder, failing which the quotation will be deemed to be unqualified.

If no departure or modifications are desired, the schedule hereunder is marked "NIL", and signed by the Quotation Supplier.

<table>
<thead>
<tr>
<th>Clause or Item</th>
<th>Proposed Alterations</th>
</tr>
</thead>
</table>

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated not to exceed R200 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:
(a) Price; and
(b) B-BBEE Status Level of Contribution.

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

<table>
<thead>
<tr>
<th>POINTS</th>
<th>1.3.1.1 Price</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>POINTS</th>
<th>1.3.1.2 B-BBEE status level of contribution</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>POINTS</th>
<th>Total points for Price and B-BBEE must not exceed</th>
</tr>
</thead>
</table>

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

2.1 “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
2.7 “consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

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

2.9 “EME” means any enterprise with an annual total revenue of R5 million or less;

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

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

2.12 “non-firm prices” means all prices other than “firm” prices;

2.13 “person” includes a juristic person;

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

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

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

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

3. ADJUDICATION USING A POINT SYSTEM

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

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

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

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

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

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

4. POINTS AWARDED FOR PRICE

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

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

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

Where

- $P_S$ = Points scored for comparative price of bid under consideration
- $P_t$ = Comparative price of bid under consideration
- $P_{\text{min}}$ = 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>
</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.

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

<table>
<thead>
<tr>
<th>6.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1.2.1 B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate</td>
</tr>
</tbody>
</table>

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)*

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

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)*

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

8 DECLARATION WITH REGARD TO COMPANY/FIRM

<table>
<thead>
<tr>
<th>8.1 Name of Company / Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8.2 VAT Registration number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8.3 Company Registration number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8.4 Type of Company / Firm (Tick Applicable Box)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partnership/Joint Venture / Consortium</td>
</tr>
<tr>
<td>One person business/sole propriety</td>
</tr>
<tr>
<td>Close corporation</td>
</tr>
<tr>
<td>Company</td>
</tr>
<tr>
<td>(Pty) Limited</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8.5</th>
</tr>
</thead>
</table>
### Describe Principal Business Activities

<table>
<thead>
<tr>
<th>Company Classification (Tick Applicable Box)</th>
<th>Manufacturer</th>
<th>Supplier</th>
<th>Professional Service Provider</th>
<th>Other service providers, eg transporter</th>
</tr>
</thead>
</table>

#### TOTAL NUMBER OF YEARS THE ENTERPRISE HAS BEEN IN BUSINESS

9. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

(i) The information furnished is true and correct;

(ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.

(iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

(iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation

(d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WITNESS 1</th>
<th>WITNESS 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>WITNESS 1</th>
<th>DATE</th>
</tr>
</thead>
</table>
1. No bid will be accepted from persons in the service of the state¹.

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

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

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Full Name of bidder or his or her representative:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2 Identity Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3 Position occupied in the Company (director, trustee, shareholder²):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4 Company Registration Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.5 Tax Reference Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.6 VAT Registration Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.8 Are you presently in the service of the state?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.8.1 If yes, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.9 Have you been in the service of the state for the past twelve months?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.9.1 If yes, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved the evaluation and or adjudication of this bid?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.10.1 If yes, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.11.1 If yes, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.12.1 If yes, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.13 Are any spouse, child or parent of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.13.1 If yes, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract

YES  NO

3.14.1 If yes, furnish particulars:

_______________________________________________________________________________________
_______________________________________________________________________________________

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

(a) a member of –
   (i) any municipal council;
   (ii) any provincial legislature; or
   (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) An employee of Parliament or a provincial legislature.

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

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>State Employee Number</th>
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5. I, the undersigned (name) _____________________________________________, certify that the information furnished in paragraphs 3 and 4 above is correct.

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

<table>
<thead>
<tr>
<th>Name of Bidder</th>
<th>Date</th>
<th>Signature</th>
<th>Capacity</th>
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**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>
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**NB:** Please attach certified copy (ies) of ID document(s)

I, ____________________________, (Full name in block letters) the undersigned, certify that the information furnished on this declaration form is correct and that I / we have no undisputed commitments for municipal services towards a municipality in respect of which payment is overdue for more than 90 days.

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

**THUS DONE AND SIGNED** for and on behalf of the Bidder, at ____________________________, on the _______ ____________________________ day of ____________________________ 20______.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)

**SIGNATURE:**

**CAPACITY:**

**NAME (PRINT):**

**NAME OF FIRM:** OF

For office use (comments):
FORM C1  COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1:  Name of enterprise:.............................................................................................................

Section 2:  VAT registration number, if any:..........................................................................................

Section 3:  CIDB registration number, if any:..........................................................................................

Section 4:  Particulars of sole proprietors and partners in partnerships

<table>
<thead>
<tr>
<th>Name*</th>
<th>Identity number*</th>
<th>Personal income tax number*</th>
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*Complete only if sole proprietor or partnership and attach separate page if more than 3 partners.

Section 5:  Particulars of companies and close corporations

Company registration number:..........................................................................................................

Close corporation number:..........................................................................................................

Tax reference number:..................................................................................................................

Section 6:  Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently, or has been within the last 12 months, in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any 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)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature
If any of the above boxes are marked, disclose the following:

*  

<table>
<thead>
<tr>
<th>Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder</th>
<th>Name of institution, public office, board or organ of state and position held</th>
<th>Status of service (tick appropriate column)</th>
</tr>
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<tr>
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<td>Current</td>
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<td>Within last 12 months</td>
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*Insert separate page if necessary.

**Section 7: Record of spouses, children and parents in the service of the state**

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent or a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently, or has been within the last 12 months, in the service of any of the following:

- □ a member of any municipal council
- □ a member of any provincial legislature
- □ a member of the National Assembly or the National Council of Province
- □ a member of the board of directors of any municipal entity
- □ an official of any municipality or municipal entity
- □ an employee of any 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)
- □ a member of an accounting authority of any national or provincial public entity
- □ an employee of Parliament or a provincial legislature

*Insert separate page if necessary.

<table>
<thead>
<tr>
<th>Name of spouse, child or parent</th>
<th>Name of institution, public office, board or organ of state and position held</th>
<th>Status of service (tick appropriate column)</th>
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<td>Within last 12 months</td>
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*Insert separate page if necessary.*
The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

(i) authorises the Employer to obtain a tax clearance certificate from the South African Revenue Services that my/our tax matters are in order;

(ii) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act, 2004;

(iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise, has within the last five years been convicted of fraud or corruption;

(iv) confirms that I/we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the Tenderers or those responsible for compiling the Scope of Work that could cause or be interpreted as a conflict of interest; and

(v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed .......................................................... Date .................................

Name .......................................................... Position .................................

Enterprise name:..................................................................................................
In terms of Regulation 5(1)(h) of the Construction Regulations, 2014 (hereinafter referred to as the Regulations), promulgated on 7 February 2014 in terms of Section 43 of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993), the Employer shall not appoint a Contractor to perform construction work unless the Contractor can satisfy the Employer that his/her firm has the necessary competencies and resources to carry out the work safely and has allowed adequately in his/her Tender for the due fulfilment of all the applicable requirements of the Act and the Regulations.

1 I confirm that I am fully conversant with the Regulations and that my company has (or will acquire/procure) the necessary competencies and resources to timeously, safely and successfully comply with all of the requirements of the Regulations. (Tick)

2 Proposed approach to achieve compliance with the Regulations (Tick)

| Own resources, competent in terms of the Regulations (refer to 3 below) |  |
| Own resources, still to be hired and/or trained (until competency is achieved) |  |
| Specialist subcontract resources (competent) - specify: |  |
| ........................................................................................................ |  |
| ........................................................................................................ |  |
| ........................................................................................................ |  |
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3 Provide details of proposed key persons, competent in terms of the Regulations, who will form part of the Contract team as specified in the Regulations (CVs to be attached):

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4 Provide details of proposed training (if any) that will be undergone:

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TAX CLEARANCE CERTIFICATE

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

1 In order to meet this requirement bidders are required to complete in full form TCC 001 “Application for a Tax Clearance Certificate” and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2 Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website www.sars.gov.za.

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

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

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

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

7 Copies of the TCC 001 “Application for a Tax Clearance” form are available from any SARS branch office nationally or on the website: www.sars.gov.za.

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

Note to Tenderer:
In the event of the Tenderer being a joint venture/consortium, the details of the individual members must also be provided.

The Tenderer shall provide the following details of this insurance cover:

i) Name of Tenderer: ...........................................................................................................

ii) Period of Validity: ...........................................................................................................

iii) Value of Insurance:
   - Insurance for Works and Contractor's equipment
     Company: ......................................................................................................................
     Value: .............................................................................................................................
   - Insurance for Contractor's personnel
     Company: ......................................................................................................................
     Value: .............................................................................................................................
   - General public liability
     Company: ......................................................................................................................
     Value: .............................................................................................................................
   - SASRIA
     Company: ......................................................................................................................
     Value: .............................................................................................................................
KNYSNA MUNICIPALITY

CONTRACT NO: ……………../2018

FOR

SUPPLY AND INSTALLATION OF NEW PUMPSET AT BALANCING DAM PUMPSTATION

FORM OF OFFER AND ACCEPTANCE (AGREEMENT)

OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a Contract in respect of the following works:

................................................................................................................. [Insert broad description of the Works]

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

By the representative of the Tenderer, deemed to be duly authorised, signing this 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.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE-ADDED TAX IS

............................................................................................................................

........................................................................................................... rand [in words]; R........................................ [in figures],

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

Signature(s)

Name(s)

Capacity

[Name and address of organisation]

Name and signature of witness

CIDB Registration number

Date
ACCEPTANCE

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

The terms of the Contract are contained in

- Part C1  Agreements and Contract Data [which includes this 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 listed in the Tender Schedules, as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this 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 the said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representative(s) of both parties.

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

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

Signature(s)                                                                                           Name(s)
                                                                                                     Capacity
                                                                                                     
Date ..........................................................................................................................................

[Name and address of organisation]

Name and signature of witness
                                                                                                     Date ........................................
SCHEDULE OF DEVIATIONS

Notes:

1. The extent of deviations from the Tender Documents issued by the Employer prior to the Tender closing date is limited to those permitted in terms of the Conditions of Tender.

2. A Tenderer's covering letter shall not be included in the final Contract Document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.

3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the Tender Documents and which is agreed by the Parties becomes an obligation of the Contract and shall also be recorded here.

4. Any change or addition to the Tender Documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

1 Subject ........................................................................................................................................
Details ........................................................................................................................................

2 Subject ........................................................................................................................................
Details ........................................................................................................................................

3 Subject ........................................................................................................................................
Details ........................................................................................................................................

4 Subject ........................................................................................................................................
Details ........................................................................................................................................

5 Subject ........................................................................................................................................
Details ........................................................................................................................................

6 Subject ........................................................................................................................................
Details ........................................................................................................................................

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and Addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

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

Signature(s) .................................................................................................................................
Name(s) ........................................................................................................................................
Capacity .........................................................................................................................................

[Name and address of organisation]

Name and signature of witness
........................................................................................................................ Date ............................... 

FOR THE EMPLOYER:

Signature(s) .................................................................................................................................
Name(s) ........................................................................................................................................
Capacity .........................................................................................................................................

[Name and address of organisation]

Name and signature of witness
........................................................................................................................ Date ............................... 

CONFIRMATION OF RECEIPT

The Tenderer (now Contractor), identified in the Offer part of this Agreement, hereby confirms receipt from the Employer, identified in the Acceptance part of this Agreement, of one fully completed original copy of this Agreement, including the Schedule of Deviations (if any) today:

the ……………… [day]

of ……………………………………………………………… [month]

20………… [year]

at ………………………………………………………… [place]

For the Contractor: ………………………………………………………..…..……..

Signature ………………………………………………………..…..……..

Name ………………………………………………………..…..……..

Capacity ………………………………………………………..…..……..

Signature and name of witness: ………………………………………………………..…..……..

Signature ………………………………………………………..…..……..

Name
KNYSNA MUNICIPALITY

CONTRACT NO: …………/2018

FOR

SUPPLY AND INSTALLATION OF NEW PUMPSET AT BALANCING DAM PUMPSTATION

PERFORMANCE GUARANTEE (PRO FORMA)

GUARANTOR DETAILS AND DEFINITIONS

"Guarantor" means:  .................................................................................................................................
Physical address:  .................................................................................................................................
"Employer" means:  ..............................................................................................................................
"Contractor" means:  ..............................................................................................................................
"Engineer" means:  ...............................................................................................................................
"Works" means:  ....................................................................................................................................
"Site" means:  ........................................................................................................................................
"Contract" means:  The Agreement made in terms of the Form of Offer and Acceptance and such 
ampsments or additions to the Contract as may be agreed in writing between the parties.
"Contract Sum" means:  The accepted amount inclusive of tax of R ..............................................
Amount in words:  ...............................................................................................................................
"Guaranteed Sum" means:  The maximum aggregate amount of R...................................................
Amount in words:  ...............................................................................................................................
"Expire Date" means:  ...........................................................................................................................

CONTRACT DETAILS

Engineer issues: Interim Payment Certificates, Final Payment Certificate and the Certificate
Completion of the Works as defined in the Contract.

PERFORMANCE GUARANTEE

1. The Guarantor's liability shall be limited to the amount of the Guaranteed Sum.

2. The Guarantor's period of liability shall be from and including the date of issue of this
Performance Guarantee and up to and including the Expiry Date or the date of issue by the Engineer
of the Certificate of Completion of the Works or the date of payment in full of the Guaranteed Sum,
whichever occurs first. The Engineer and/or the Employer shall advise the Guarantor in writing of the
date on which the Certificate of Completion of the Works has been issued.
The Guarantor hereby acknowledges that:

3.1 any reference in this Performance Guarantee to the Contract is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;

3.2 its obligation under this Performance Guarantee is restricted to the payment of money.

4 Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the Employer the sum certified upon receipt of the documents identified in 4.1 to 4.3:

4.1 A copy of a first written demand issued by the Employer to the Contractor stating that payment of a sum certified by the Engineer in an Interim or Final Payment Certificate has not been made in terms of the Contract and failing such payment within seven (7) calendar days, the Employer intends to call upon the Guarantor to make payment in terms of 4.2;

4.2 A first written demand issued by the Employer to guarantor at the Guarantor's physical address with a copy to the Contractor stating that a period of seven (7) days has elapsed since the first written demand in terms of 4.1 and the sum certified has still not been paid;

4.3 A copy of the aforesaid payment certificate which entitles the Employer to receive payment in terms of the Contract of the sum certified in 4.

5 Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the Employer the Guaranteed Sum or the full outstanding balance upon receipt of a first written demand from the Employer to the Guarantor at the Guarantor's physical address calling up this Performance Guarantee, such demand stating that:

5.1 the Contract has been terminated due to the Contractor's default and that this Performance Guarantee is called up in terms of 5; or

5.2 a provisional or final sequestration or liquidation court order has been granted against the Contractor and that the Performance Guarantee is called up in terms of 5; and

5.3 the aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.

6 It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.

7 Where the Guarantor has made payment in terms of 5, the Employer shall upon the date of issue of the Final Payment Certificate submit an expense account to the Guarantor showing how all monies received in terms of this Performance Guarantee have been expended and shall refund to the Guarantor any resulting surplus. All monies refunded to the Guarantor in terms of this Performance Guarantee shall bear interest at the prime overdraft rate of the Employer's bank compounded monthly and calculated from the date payment was made by the Guarantor to the Employer until the date of refund.

8 Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.

9 Payment by the Guarantor in terms of 5 will only be made against the return of the original Performance Guarantee by the Employer.

10 The Employer shall have the absolute right to arrange his affairs with the Contractor in any manner which the Employer may deem fit and the Guarantor shall not have the right to claim his release from this Performance Guarantee on account of any conduct alleged to be prejudicial to the Guarantor.

11 The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
12 This Performance Guarantee is neither negotiable nor transferable and shall expire in terms of 2, whereafter no claims will be considered by the Guarantor. The original of this Guarantee shall be returned to the Guarantor after it has expired.

13 This Performance Guarantee, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.

14 Where this Performance Guarantee is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at .......................................................... .......................................................... ..........................................................

Date .......................................................... .......................................................... ..........................................................

Guarantor's signatory: (1) .......................................................... ..........................................................

Capacity .......................................................... ..........................................................

Guarantor's signatory (2) .......................................................... ..........................................................
DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

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

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

1. **General Conditions**

1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.

1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

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

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

1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where

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

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

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) 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>%</td>
</tr>
<tr>
<td></td>
<td>%</td>
</tr>
<tr>
<td></td>
<td>%</td>
</tr>
</tbody>
</table>

3. Does any portion of the goods or services offered have any imported content? (Tick applicable box)

YES [ ] NO [ ]

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

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

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

<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.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.
LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

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

IN RESPECT OF BID NO. ..............................................................................................................

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

NB

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

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below. Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

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

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

(b) I have satisfied myself that:

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

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.
(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _________________ DATE: __________
WITNESS No. 1 _________________ DATE: __________
WITNESS No. 2 _________________ DATE: __________
### Annex C

**Local Content Declaration - Summary Schedule**

<table>
<thead>
<tr>
<th>Tender No.</th>
<th>Tender description:</th>
<th>Designated product(s)</th>
<th>Tender Authority:</th>
<th>Tendering Entity name:</th>
<th>Tender Exchange Rate:</th>
<th>Specified local content %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EUR</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** VAT to be excluded from all calculations

<table>
<thead>
<tr>
<th>Tender item no's</th>
<th>List of items</th>
<th>Tender price - each (excl VAT)</th>
<th>Exempted imported value</th>
<th>Tender value net of exempted imported content</th>
<th>Imported value</th>
<th>Local value</th>
<th>Local content % (per item)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(C8)</td>
<td>(C9)</td>
<td>(C10)</td>
<td>(C11)</td>
<td>(C12)</td>
<td>(C13)</td>
<td>(C14)</td>
<td>(C15)</td>
</tr>
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</tr>
</tbody>
</table>

**Calculation of local content**

**Tender summary**

<table>
<thead>
<tr>
<th>Tender Qty</th>
<th>Total tender value</th>
<th>Total exempted imported content</th>
<th>Total Imported content</th>
</tr>
</thead>
<tbody>
<tr>
<td>(C16)</td>
<td>(C17)</td>
<td>(C18)</td>
<td>(C19)</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

(C20) Total tender value

(C21) Total Exempt Imported content

(C22) Total Tender value net of exempt imported content

(C23) Total Imported content

(C24) Total Local Content

(C25) Average local content % of tender

---

Signature of tenderer from Annex B

Date: ____________________________
## Annex D

### Imported Content Declaration - Supporting Schedule to Annex C

**Calculations of Imported content**

<table>
<thead>
<tr>
<th>Tender Item No.</th>
<th>Description of imported content</th>
<th>Local Supplier</th>
<th>Overseas Supplier</th>
<th>Tender Exchange Rate</th>
<th>Local value of imports</th>
<th>Freight costs to port of entry</th>
<th>All locally incurred landing costs &amp; duties</th>
<th>Total landed cost excl. VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(02)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(03)</td>
<td></td>
<td></td>
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<td></td>
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<td>(04)</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Summary

<table>
<thead>
<tr>
<th>Tender Qty</th>
<th>Imported value</th>
<th>Exempted imported value</th>
</tr>
</thead>
<tbody>
<tr>
<td>(02a)</td>
<td></td>
<td>(02b)</td>
</tr>
</tbody>
</table>

**B. Imported directly by the Tenderer**

<table>
<thead>
<tr>
<th>Tender Item No.</th>
<th>Description of imported content</th>
<th>Unit of measure</th>
<th>Overseas Supplier</th>
<th>Tender Exchange Rate</th>
<th>Local value of imports</th>
<th>Freight costs to port of entry</th>
<th>All locally incurred landing costs &amp; duties</th>
<th>Total landed cost excl. VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(03a)</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>(03b)</td>
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<td></td>
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<tr>
<td>(03c)</td>
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<td></td>
</tr>
</tbody>
</table>

### Summary

<table>
<thead>
<tr>
<th>Tender Qty</th>
<th>Total imported value</th>
</tr>
</thead>
<tbody>
<tr>
<td>(03a)</td>
<td>(03b)</td>
</tr>
</tbody>
</table>

**C. Imported by a 3rd party and supplied to the Tenderer**

<table>
<thead>
<tr>
<th>Description of imported content</th>
<th>Unit of measure</th>
<th>Local supplier</th>
<th>Overseas Supplier</th>
<th>Tender Exchange Rate</th>
<th>Local value of imports</th>
<th>Freight costs to port of entry</th>
<th>All locally incurred landing costs &amp; duties</th>
<th>Total landed cost excl. VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(04a)</td>
<td></td>
<td></td>
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<td>(04b)</td>
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<td>(04c)</td>
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</tbody>
</table>

### Summary

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Total imported value</th>
</tr>
</thead>
<tbody>
<tr>
<td>(04a)</td>
<td>(04b)</td>
</tr>
</tbody>
</table>

### D. Other foreign currency payments

<table>
<thead>
<tr>
<th>Type of payment</th>
<th>Local supplier making the payment</th>
<th>Overseas beneficiary</th>
<th>Foreign currency value paid</th>
<th>Tender Rate of Exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>(05a)</td>
<td>(05b)</td>
<td>(05c)</td>
<td>(05d)</td>
<td>(05e)</td>
</tr>
</tbody>
</table>

### Summary

<table>
<thead>
<tr>
<th>Total foreign currency payments declared by tenderer and/or 3rd party</th>
</tr>
</thead>
<tbody>
<tr>
<td>(05a)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total of imported content &amp; foreign currency payments (03a), (04a) &amp; (05a) above</th>
</tr>
</thead>
<tbody>
<tr>
<td>(05b)</td>
</tr>
</tbody>
</table>

This total must correspond with Annex C - C.25
Annex E

Local Content Declaration - Supporting Schedule to Annex C

<table>
<thead>
<tr>
<th>Local Products (Goods, Services and Works)</th>
<th>Description of Items Purchased</th>
<th>Local Suppliers</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>(E6)</td>
<td></td>
<td>(E7)</td>
<td>(E8)</td>
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<tr>
<td>(E9) Total local products (Goods, Services and Works)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manpower costs (Tender's manpower cost)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Factory overheads (Rental, depreciation &amp; amortisation, utility costs, consumables etc.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Administration overheads and mark-up (Marketing, insurance, financing, interest etc.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>(E13) Total local content</th>
</tr>
</thead>
</table>

This total must correspond with Annex C - C24

Signature of tenderer from Annex E

Date: __________________________

Note: VAT to be excluded from all calculations
QUOTATION DATA

QUOTATION NO RFQ 343/2017/18

PART 1 : DATA PROVIDED BY THE EMPLOYER

Quotation specific data

The Specific Conditions of Quotation are as numbered and set out below.

1. **DEFINITIONS**

   (a) "Certificate of Completion" means the certificate issued by the Engineer signifying that the whole, or portion of the Works has been sufficiently completed for the Defects Liability Period for the whole, or portion, of the Works to commence, although some minor work may be outstanding.

   (b) "Certificate of Practical Completion" means the certificate issued by the Engineer signifying that the whole, or portion of the Works has reached the stage of readiness for occupation or use for the purpose intended, although some minor work may be outstanding.

   (c) "Commencement Date" means the date of delivery of the Contractor of a written notice from the Employer informing him of the acceptance of his offer.

   (d) "Schedule of Documents" means the document so designated in and forming part of the Quotation Documents.

2. **COMPLIANCE WITH APPLICABLE LAWS**

   The Quotation Supplier shall, within the time stated Part 1 of the Quotation Data, deliver to the Employer, for his approval, a health and safety plan as required by Regulations 4(2) and 5(1) of the Construction Regulations, 2003, of the Occupational Health and Safety Act.

   The Quotation Supplier shall, within the time stated in the Quotation Data, deliver to the Employer a Mandatory Form as envisaged by Section 37(2) of the Occupational Health and Safety Act (see Pro Forma : OHS Mandatory Form bound in the Quotation Documents).

3. **COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS**

   The Quotation Specific Data, specifications (other than Standardized Specifications), Bill of Quantities and drawings are the copyright of Ninham Shand (Pty) Ltd.

4. **COMPETENT EMPLOYEES**

   The Quotation Supplier shall employ, for the purposes of the Works, only such persons as are careful, competent and efficient in their several trades and callings.

5. **QUALITY OF MATERIALS AND WORKMANSHIP**

   Unless otherwise directed in writing by the Engineer, materials for the Permanent Works shall be new and unused.

6. **VESTING OF MATERIALS**

   The Quotation Supplier shall, where practicable before delivery, and in any event not later than 24 hours after delivery to the Site, inform the Engineer of any materials which are not his sole property.
7. **INSURANCES**

The minimum amount of insurance required in terms of this Sub-Clause, as stated in Part 1 of the Quotation Data, shall be per event, the number of events being unlimited.

The policies and proof of payment of premiums and continuity of the policies shall be produced within such time as is stated in Part 1 of the Quotation Data."

8. **CLAIMS ARISING**

In the event of any claim arising under the policies held in terms of this Clause, the Quotation Supplier shall forthwith take all necessary steps to lodge his claim on the joint behalf of himself and the Employer, and to secure settlement of such claim, and he shall submit to the Engineer copies of all claims and associated documents. The claim submitted by the Quotation Supplier shall cover the cost of repairing and making good as required.

9. **PROOF OF WCA PAYMENT**

With regard to the Compensation for Occupational Injuries and Diseases Act (Act No 130 of 1993), the Quotation Supplier shall deliver to the Employer a letter, either

(a) from his Insurance Company certifying that the Quotation Supplier has effected insurance with the Company for the full extent of his potential liability in respect of all workmen employed by him on the Contract and undertaking to notify the Employer of the expiry date of the policy at least one calendar month before such date, or

(b) from the Compensation Commissioner certifying that the Quotation Supplier has complied with the requirements of the above mentioned Act and is at present in good standing with the Compensation Fund."

10. **EXTENSION OF TIME FOR COMPLETION**

Should the Quotation Supplier consider that he may, during the course of the Contract, wish to invoke "abnormal climatic conditions" as a circumstance entitling him to an extension of time for the completion of the works, he shall, before commencing any of the Permanent Works, establish an approved weather recording station with an approved observer who shall record daily the weather conditions that the Quotation Supplier may wish to invoke. The records shall be submitted weekly to the Engineer's Representative, together with a statement recording the Quotation Supplier's opinion of the effect on his programme of any weather condition that he may consider to be abnormal.

11. **ADDITIONAL CLAUSES**

**PRO FORMA – Form of Offer**

The Form of Offer to be used shall be the Form of Offer bound in this document.

**PRO FORMA – Form of Acceptance**

See Form of Acceptance as bound in this document.

**PRO FORMA – Deed of Guarantee**

The Deed of Guarantee shall be in the form bound in this document.
PART 1 : Appendix to Part 1 – Data provided by the Employer

1. The Employer is the Municipality of Knysna

2. The Employer’s address for receipt of communications is:
   Telephone: 044-302 6300
   Facsimile: 044-302 6333
   Address: Clyde Street
             KNYSNA, 6570

3. The Engineer is any Director in the firm of Aurecon South Africa (Pty) Ltd or one of its subsidiaries, or any person duly authorized by such a Director.

4. The Engineer’s address for receipt of communications is:
   Telephone: 044-874 2165
   Facsimile: 044-873 5843
   Email: george@aurecongroup.com
   Address: P O Box 509
             GEORGE, 6530

5. The time for completing the Works will be as stated in Part 2.

6. The governing law is the law of the Republic of South Africa.

7. The special non-working days are public holidays, Saturdays and Sundays.

8. The year-end break commences on 16 December and ends on 2 January.

9. The OHS plan shall be delivered within 7 days after the Commencement Date.

10. The OHS Mandatory Form shall be delivered within 7 days after the Commencement Date.

11. The Form of Guarantee is to be delivered to the Engineer within 7 days after the Commencement Date.

12. The Form of Guarantee shall be in an amount of 10% of the Tender Sum.

13. The Works are to be commenced within 7 days after Commencement Date. Quotation Supplier to enter relevant information and data if applicable.
14. The Programme shall be delivered to the Engineer within 7 days after the Commencement Date.

15. The limit of the liability insurance required is R1 000 000.

16. The insurance policies and proof of due payment shall be produced to the Engineer within 21 days after the Commencement Date.

17. The penalty for delay is R2000-00 per day.

18. No price adjustment shall apply as all quoted prices shall be fixed.

19. The percentage retention is 10%.

20. The limit of retention money is 10% of the Quoted Price.


22. The Defects Liability Period is 12 calendar months.

23. Disputes are to be referred for final settlement to arbitration.
PART 2: Data provided by the Quotation Supplier

1. The Quotation Supplier is …………………….

2. The Quotation Supplier’s address for receipt of communications is:

   Telephone : ……………………………………………

   Facsimile : ……………………………………………

   Email : ……………………………………………

   Address : ……………………………………………

   ……………………………………………

3. The time for completing the Works is ……………… days.

4. The rates for special materials, exclusive of Value Added Tax, are:

   ……………………………………………

   ……………………………………………

   ……………………………………………
KNYSNA MUNICIPALITY
QUOTATION NO RFQ 343/2017/2018
KNYSNA WASTEWATER TREATMENT WORKS

QUOTATION FOR THE SUPPLY AND INSTALLATION OF NEW PUMPSET AT BALANCING DAM PUMPSTATION

PROJECT SPECIFICATION

PS1 GENERAL DESCRIPTION OF THE WORKS

The Balancing Dam Pumpstation pumps raw water to the Akkerkloof Dam. There are two pumpsets i.e. one duty and one standby. The standby pumpset has broken down and parts to effect a repair are no longer available. A new pumpset is required to replace the unserviceable pumpset.

PS2 SCOPE OF THE CONTRACT

This contract is for the supply and installation of a new pumpset to the Balancing Dam Pumpstation.

PS3 SITE OF THE WORKS

The Balancing Dam Pumpstation is located next to the Balancing Dam. The site is accessible by a winding dirt track suitable for four wheel drive vehicles.

PS4 SITE FACILITIES AVAILABLE

No area on site is available for the Contractor’s use. The Contractor shall be responsible for the safety and security of his personnel, tools, plant and materials.

The Contractor shall make his own arrangements for a suitable area on site as well as for ablution and telephone facilities for his and his staffs’ use.

PS5 PROGRAMME

The supply and installation of the pumpset as described above shall be completed as soon as possible.

It must be noted that the existing duty pumpset shall be operational during the installation process.

PS6 WORKS SPECIFICATION

PS6-1 Pipe connections

All connections shall be undertaken in a manner and at times to be approved by the Engineer. It is anticipated that this work may be done at night in order to minimize inconvenience and risk to users.

PS6-2 Lighting

If the natural light is inadequate for the type of work to be undertaken, the Contractor shall, at his own expense, provide adequate lighting.
Dealing with water

The Contractor shall take all precautions to keep water away from the work area. He shall, at his own cost, deal with water inclusive of seepage and groundwater, such that construction is not hampered and shall supply and operate all necessary plant. No separate payment will be made for dealing with water.

Access to works

The Contractor shall construct and maintain as necessary all temporary access to site. At completion of the Works, all temporary access ways shall be removed and the ground reinstated as far as possible, to the approval of the Engineer.

Required pumpset

The required pumpset shall be similar to the unserviceable pumpset as far as performance i.e. delivery and head as well as electrical current consumed is concerned.

The Contractor shall ensure that the existing switchgear is compatible to the equipment supplied and will sufficiently safeguard the supplied motor against overload, overheat, phase failure, etc.

Detail of existing equipment:

<table>
<thead>
<tr>
<th>Pump</th>
<th>Motor</th>
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<tr>
<td>M&amp;B Pumps</td>
<td>WEG</td>
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<tr>
<td>Howden Africa</td>
<td>TEL 505/14019 AA70114</td>
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<tr>
<td>Normaflo</td>
<td>55kW</td>
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<tr>
<td>Model : NF 80/250</td>
<td>2956 RPM</td>
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<tr>
<td>Build : CJ SA</td>
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Coupling: Tyre type

The above information is given in good faith. The Contractor shall ensure that the detail and specifications are correct. The unserviceable pump and motor are available for inspection at the Municipal Store at the Knysna Waste Water Treatment Works.

The Contractor shall also ensure that the supplied motor and pump are installed on a base suitable for the existing intake and delivery pipework at the pumpstation.

The base shall be manufactured from 304L Stainless Steel in such a manner that no puddles of water can be formed.

PAYMENT

The rates tendered shall cover the cost of the works described in the item of the Schedule of Quantities and shall cover all work, services etc required to complete the work as described.

No interim payment shall be made.

No separate payment will be made to provide or remove temporary access roads.
SCHEDULE OF QUANTITIES

PREAMBLE

1. Project Specifications are to be read in conjunction with the Schedule of Quantities.

2. The prices and rates to be inserted in the Schedule of Quantities are to be the full inclusive value of the work described under the several items, including all costs and expenses which may be required in and for the completion of the work described, together with all general risks, liabilities and obligations set forth or implied in the documents on which the quote is to be based.

3. The quoting contractor must also provide in his quoted prices for anything not specially mentioned but obviously required to enable the works to function correctly as specified.

4. A price or rate is to be entered against each item in the Schedule of Quantities, whether the quantities are stated or not. Items against which no price is entered will be considered to be covered by the other prices or rates in the Schedule.

5. The quoting contractor must price each item in the Schedule of Quantities in BLACK INK.
SECTION 1: PRELIMINARY AND GENERAL  

SECTION 2: PUMPSET  

TOTAL OF PRICED ITEMS  

ADD: 10% CONTINGENCIES TO BE SPENT AS DIRECTED BY THE ENGINEER AND TO BE DEDUCTED IN WHOLE OR IN PART IF NOT REQUIRED  

NET TOTAL OF QUOTE  

ADD: 14% FOR VALUE ADDED TAX  

GROSS TOTAL OF QUOTE  
(carried forward to Quotation Form)  

DATE:  

SIGNATURE OF QUOTING CONTRACTOR
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