



Knysna
Municipality • Munisipaliteit • uMasipala
INCLUSIVE. INNOVATIVE. INSPIRED.

QUOTATION INVITATIONS

RFQ NUMBER:		RFQ270/2025/26	
RFQ PROJECT DESCRIPTIONS:		APPOINTMENT OF THE PROFESSIONAL SERVICE PROVIDER FOR ELECTRIFICATION IN KARATARA	
ADVERTISEMENT DATE:		28/05/2026	
CLOSING TIME:	12:00	CLOSING DATE:	04/06/2026
Quotations must be submitted in electronic format to procurement@knysna.gov.za . SUBJECT: RFQ NUMBER ONLY RFQ270/2025/26		Quotations must be submitted in electronic format to procurement@knysna.gov.za . SUBJECT: RFQ NUMBER ONLY RFQ270/2025/26	
NAME OF THE SUPPLIER			
TOTAL RFQ PRICE:			
B-BBBE LEVEL STATUS:			
PREFERENCE POINT CLAIMED			
CSD SUPPLIER NUMBER			
CSD UNIQUE REFERENCE NUMBER			
FOR OFFICE USE ONLY SUPPLY CHAIN MANAGEMENT		CHECKED BY:	
		SIGNATURE:	
		VERIFIED BY:	
		SIGNATURE:	

KNYSNA MUNICIPALITY RFQ NOTICE AND INVITATION TO SUBMIT DETAILS OF THE SUPPLIER									
NAME OF THE SUPPLIER									
TRADING AS (if different from above):									
TYPE OF THE COMPAY									
STREET ADDRESS:									
		City/Town		Code					
POSTAL ADDRESS:									
		City/Town		Code					
CONTACT PERSON:									
COMPANY REGISTRATION NUMBER:			CIDB CRS NUMBER:						
TCS PIN			FACSIMILE NUMBER:						
E-MAIL ADDRESS:									
TELEPHONE NUMBER:			CELLPHONE NUMBER:						
HAS TAX COMPLIANCE STATUS PIN BEEN ATTACHED?					YES	NO			
HAS AN ORIGINAL OR CERTIFIED COPY OF A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1)					YES	NO			
HAS THE DECLARATION BEEN COMPLETED AND CURRENT, ORIGINAL OR CERTIFIED MUNICIPAL ACCOUNTS BEEN ATTACHED? (MBD 15)					YES	NO			
DECLARATION									
I am duly authorised individual to represent the company for the purpose of this RFQ and hereby submit the RFQ to supply service or goods and in accordance with specifications clearly defined in the attached document, and on terms and conditions of the Knysna Municipality.									
FULL NAME AND SURNAME				SIGNATURE					
CAPACITY				DATE					

 Knysna Municipality • Munisipaliteit • uMasipala INCLUSIVE. INNOVATIVE. INSPIRED.	KNYSNA MUNICIPALITY			
	QUOTATION NOTICE AND INVITATION TO SUBMIT			
	NOTICE NO	RFQ270	DEPARTMENT	ELECTRICAL AND MECHANICAL SERVICES
ADVERTISED OR PUBLISHED		Published		
QUOTATION NO:	RFQ270/2025/26	PUBLISHED DATE:	28/05/2026	
QUOTATION DESCRIPTION	APPOINTMENT OF THE PROFESSIONAL SERVICE PROVIDER FOR ELECTRIFICATION IN KARATARA.			
AVAILABILITY OF BID DOCUMENTS:				
Quotation documents can be downloaded from the Knysna Municipality website: www.knysna.gov.za . (Information Centre>SCM>QOUTATION)				
OBTAINABLE DATE	28/05/2026			
QUOTATION'S GENERAL TERMS AND CONDITIONS				
- Prices quoted must be firm, inclusive of VAT where applicable be on the company letter Head with company address, registration number and contact details, signed and shall remain valid for 90 days. - All Municipal Bidding Document must be completed and dully authorized by the designated Individuals (MBD1, MBD4, MBD 6.1, MBD8, MBD9. - The Total amount of the Quotation is below R300 000.00 and only one service provider will be appointed upon the approval of the purchase order by the Municipality. - In cases where companies don't have letter heads, their quotations must be stamp with company stamp containing the company details. 30 days payments terms and conditions of the invoices will be applicable and after the delivery of goods and services in the Municipality. - The status of the suppliers Municipal account must be submitted. All prices quoted must be itemized in accordance with expected deliverables or detailed price/ cost breakdown. - Quotation will be evaluated according to the 80/20 preference points system. The RFQ's are subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations 2022 - The Municipality reserves the right to withdraw any invitation to Quotation and/or re-advertise or to reject any Quotation or to accept a party. The Municipality reserve the right not to accept the lowest Quotation or to award RFQ to the supplier scoring the highest number of points. - The total amount of RFQ not to exceed R300 000.00				
NO RFQ 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).				
Suppliers who are not yet registered are required to register on the Municipality's Accredited Supplier Database as well as the CSD. Application forms are obtainable from the official website – www.Knysna.gov.za .				
Preferential Procurement Point System Applicable		80/20	Local Content Requirement	N/A
CIDB REGISTRATION			Validity Period	90 Days
VALIDITY PERIOD	Notwithstanding the period of validity of bids as set out in the bid documents, 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.			

INFORMATION SESSION		N/A	
ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:		ANY ENQUIRIES REGARDING THE RFQ PROCEDURE MAY BE DIRECTED TO:	
SECTION	ELECTRICAL & MECHANICAL SERVICES	SECTION	Supply Chain Management
CONTACT PERSON	Linda Mbotho	CONTACT PERSON	Phindiswa Mseleni
Tel:	0443026409	Tel:	Written Enquiries Only
Email:	Imbotho@knysna.gov.za	Email:	pmseleni@knysna.gov.za
RECOMMENDED BY: CHIEF FINANCIAL OFFICER		APPROVEY BY MUNICIPAL MANAGER	
SIGNATURE:		SIGNATURE	

KNYSNA MUNICIPALITY
TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of tender 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, before an award may be considered.

1.	In order to meet this requirement bidders are required to complete in full the 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.	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.
4.	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.
5.	In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
6.	Applications for Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Filers through the website www.sars.gov.za .

KNYSNA MUNICIPALITY DECLARATION OF INTEREST

1.	No bid will be accepted from persons in the service of the state*.													
2.	Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.													
3.	In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.													
3.1.	Full Name of bidder or his / her representative:													
3.2.	Identity number:													
3.3.	Position occupied in the Company (director, trustee, shareholder ²)													
3.4.	Company Registration Number:													
3.5.	Tax Reference Number:													
3.6.	VAT Registration Number:													
3.7.	The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers (where applicable) must be indicated in paragraph 4 below.													
3.8.	Are you presently in the service of the state*										YES / NO			
3.8.1.	If yes, furnish particulars.													
3.9.	Have you been in the service of the state for the past twelve months?										YES / NO			
3.9.1.	If so, furnish particulars.													
3.10.	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?										YES / NO			
3.10.1.	If so, state particulars.													
3.11.	Are you aware of any relationship (family, friend, other) between the bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid?										YES / NO			
3.11.1.	If so, state particulars.													

3.12.	Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?	YES / NO	
3.12.1.	If so, state particulars.		
3.13.	Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?	YES / NO	
3.13.1.	If so, furnish particulars.		
3.14.	Do you or any of the directors, trustees, managers, principal 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 so, furnish particulars.		
4.	Full details of directors / trustees / members / shareholders:		
COMPLETION OF THE FOLLOWING INFORMATION IS <u>COMPULSORY</u>:			
Full Name	Identity Number	Individual Tax Number for each Director	State Employee Number
CERTIFICATION			
I CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.			
NAME OF ENTERPRISE			
CAPACITY		DATE	
NAME (PRINT)		SIGNATURE	
¹ 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; (iv)		
b)	a member of the board of directors of any municipal entity;		

c)	an official or any Municipality or municipal entity;
d)	an employee of any national or provincial 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 entity; or
f)	an employee of Parliament or a provincial legislature.
² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercise control over the company.	

1. INTRODUCTION AND SPECIFICATIONS

1.1 Purpose

The purpose of this RFQ is to invite service providers (hereinafter referred to as "Bidders") to submit a response for the items/products/services as detailed under point number 1.3.

1.2 Objective

Based on the RFQ's submitted and the outcome of the evaluation process according to the set evaluation criteria, Knysna Local Municipality intends to select a preferred Bidder/s with the view of concluding a service level agreement (SLA) where applicable with such successful Bidder. The Bid shall be evaluated in terms of the PPPFA (80/20) on the Price and Preference points.

1.3 Scope of works/ goods/ services required

Knysna Local Municipality Requires Services from a Professional Service Provider for the Electrification of informal and formal houses at Karatara in Knysna Local Municipality in the Western Cape Province. Please note that the estimated total number of houses for Karatara is fifty (50).

The scope of work consists of the following:

1.3.1 Site Assessment and Data Collection

- In Conduct site visits to verify existing electrical infrastructure and connection points.
- Confirm the number of houses/units requiring electrical connections.
- Assess load requirements and future expansion considerations.
- Identify constraints, risks, and servitude/wayleave requirements.

1.3.2 Technical Design

- Develop preliminary and detailed electrical designs, including LV reticulation layout, service connection points, metering, protection, and earthing.
- Prepare single-line diagrams, layout drawings, and load calculations.
- Ensure compliance with SANS 10142, municipal standards, and utility rules.

1.3.3 Cost Estimate

- Prepare a detailed Bill of Quantities (BOQ).
- Provide estimated project costs.
- Identify cost-saving opportunities.

1.3.4 Stakeholder Engagement

- Liaise with municipality/Eskom for approvals and technical requirements.
- Attend coordination meetings.
- Provide technical guidance during design finalization.

1.3.6 Deliverables

- Site assessment report
- Electrical design drawings (PDF + editable)
- Load calculations and schedules
- Detailed BOQ
- Meeting minutes and correspondence
- Compliance checklist

1.3.7 Professional Requirements

- Registered Professional Engineer/Technologist with ECSA.
- Experience in LV reticulation and housing electrical connections.
- Knowledge of municipal/Eskom processes.
- Proof of professional indemnity insurance.

1.3.8 Timeframes

- Completion within 16 weeks from appointment.
- Submission of a detailed project schedule at inception.
- All deliverables must support the municipality's INEP implementation schedule and reporting obligations.

1.3.9 Payment Structure

Milestone-based payments linked to approved deliverables.

1.3.10 ADDITIONAL SERVICES

Additional Services may include the following:

- Survey

2. DEMONSTRATION /PRESENTATION

Knysna Local Municipality reserves the right to request the recommended Bidder who submit a response to this RFQ to give an oral presentation prior to commencing the works. The presentation will include, but may not be limited to, a demonstration of equipment/service for the proposal. If requested, this process will provide an opportunity for the Bidder to clarify or elaborate on their proposal. Knysna Local Municipality shall schedule the time and location of these presentations as and when necessary.

3. EVALUATION OF PROPOSALS

The bid will be evaluated based on three stages:

- 3.1. First stage: Pre-Qualification
- 3.2. Second stage: Technical Functionality

3.3. Third stage: Price and BEEE

3.1 FIRST STAGE: PRE-QUALIFICATION CRITERIA

ONLY those bidders who satisfy the following ELIGIBILITY CRITERIA and who provide the required evidence in their RFQ submissions, are eligible to submit a Quotation and have their submission evaluated, otherwise will they be disqualified:

- 3.1.1 In case of a Joint Venture/ Consortium submission, shall submit a Joint Venture Agreement signed by all parties
- 3.1.2 The bidder must be registered in the Central Supplier Database (CSD)
- 3.1.3 The RFQ documents issued by Knysna Local Municipality must not tampered and must remain intact
- 3.1.4 The RFQ and SBD documents must be completed in all respect, signed off by the authorised signatory. If the information is not applicable bidders must indicate as such
- 3.1.5 Bill of quantities or Pricing schedule and or Form of offer/Total RFQ amount shall not contain correction fluid on them. Any wrong entry, in case of correction, must be cancelled by a single stroke and initialled by the Authorised signatory
- 3.1.6 The bidder must submit an abridged CV and proof of qualification/registration for

(a) Electrical Engineer with

- a professional registration with ECSA (Pr Tech Eng/ Pr Eng)
- at least 3 years work experience post ECSA registration

OTHER CONDITIONS FOR SUBMISSION OF QUOTATIONS (Non-eliminating, unless expressly mentioned in the document)

- 3.1.7 Bidders must accurately complete and sign the following forms
 - a) SBD 6.1 Preference Points Claim Form,
 - b) General Conditions of Contracts (GCC), bidders to initial each page
- 3.1.8 All bidder's tax matters must be in order prior award. Bidders' tax matters will be verified through CSD.
- 3.1.9 Should the bidder intend to sub-contract up to 25%, It is compulsory to submit a valid B-BBEE Certificate issued by SANAS accredited Agency OR a valid original or certified copy of a sworn affidavit (for EMEs or QSEs) attested by a Commissioner of Oaths in terms of the Justices of the Peace and Commissioners of Oaths Act 16 of 1963 as amended for all proposed sub-contractors.
- 3.1.10 A valid original or certified copy of amended B-BBEE Certificate issued by SANAS accredited Agency must be submitted with the RFQ OR a valid copy of a sworn affidavit attested by a commissioner of Oaths in terms of justices the peace and commissioners of oaths act 16 of 1963 as amended, prepared and issued

in terms of the amended B-BBEE must be submitted with the RFQ in order to qualify for preference points for B-BBEE. In case of a joint venture or consortium a valid copy of a consolidated amended B-BBEE Certificate issued by SANAS accredited Agency must be submitted. Failure to comply, will automatically result in the non-awarding of points for B-BBEE.

- 3.1.11 Bidders that are EMEs or QSEs should make use of the attached compliant Sworn affidavits, to claim B-BBEE points. Sworn affidavits for Generic sector codes will not be accepted for purposes of claiming B-BBEE points
- 3.1.12 Should the bidder fail to submit completed and signed SBD 6.1, the bidder will not be awarded any points for B-BBEE.
- 3.1.13 Knysna Local Municipality may request additional information, clarification or verification in respect of any information contained in or omitted from a Bidder's Proposal, which Knysna Local Municipality may do either in writing or at a meeting convened with the Bidder for that purpose,
- 3.1.14 Knysna Local Municipality will conduct a due diligence exercise on the recommended Bidder or its Subcontractor, which will include interviewing customer references or other activities to verify a Bidder's submitted or other information and capabilities.
- 3.1.15 Knysna Local Municipality may shortlist Bidders and may request presentations from short-listed Bidders.

3.2 SECOND STAGE: TECHNICAL COMPLIANCE

Only bidders that comply with **ALL** requirements in the first stage will be evaluated further on Technical Compliance. Failure to submit the required documents for Key Personnel, will result in automatic disqualification.

FUNCTIONALITY CRITERIA

Criteria	Scoring criteria	Points Claimed
Previous Experience in Design and Construction Demonstrated experience in design and construction management of electrical engineering projects (Electrification of Formal/Informal Settlements) completed within the ten (10) year period (From 2016 – current). Bidder shall submit copies of the completion certificates or reference letters in order to claim points.	Projects/Jobs 5 Projects = 25 Points 4 Projects = 20 Points 3 Projects = 15 Points 2 Projects = 10 Points 1 Project = 5 Points None = 0 Point	
Staff and Personnel Professionally Registration with ECSA. 1. 1 x Pr. Eng with more than 5 years post registration. 2. 1 x Pr. Tech Eng with more than 5 years post registration. Bidder must provide copies of the ECSA registration certificates.	Pr. Eng = 10 Points Pr. Tech Eng = 5 Points	
Certified with ISO 9001 Quality Assurance Systems OR Certified with CESA Quality Assurance Systems	Proof = 10 points None = 0 points	
Total	45	

Bidders must score above 70% points of the Functionality Criteria to be evaluated further.

SPECIAL NOTES:

- No clarification meeting will be arranged, however bidders must register their emails to psptender@knysna.gov.za to receive updates on the bid. Q&A list will be compiled and sent to all bidders who registered their email to the above email address three days before the closing date.
- The municipality will not take responsibility for any incomplete bid due to not having received updates. It is placed upon the bidders to register their email so that they receive updates prior to submission date.
- The time allowed to complete the works and achieve practical completion is 16 weeks.

PRICING SCHEDULE

C2.2 Bill of quantities

ITEM	STAGE / DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
1.0	Normal services				
1.1	Area assessment	Lump Sum	1		
1.2	Planning	Lump Sum	1		
1.3	Preliminary designs	Lump Sum	1		
1.4	Final design package	Lump Sum	1		
1.5	Issuing of drawings	Lump Sum	1		
1.6	Sub-total				
2.0	Additional services				
2.1	Survey	Prov. Sum	10 000		
2.2	Mark-Up	%			
2.3	Sub-total				
3.0	Expenses and costs				
3.1	Travel	Lump Sum	1		
3.2	Recoverable expenses	Lump Sum	1		
3.3	Sub-total				
4.0	TOTAL (sum of items 1, 2, and 3)				
4.1	Add: Value added Tax 15%				
4.2	TENDER AMOUNT (carried to form of offer C1.1 on page 14)				

No additional items may be added to the Bill of Quantities.

THIS RFQ DOCUMENT WILL NOT EXCEED THE AMOUNT OF R300 000.00

NAME OF THE BIDDER:

DIRECTOR OF THE COMPANY

SIGNATURE:

SIGNATURE OF TENDERER

DATE:

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts.
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin= Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies,
an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.) NB: BBBEE Certificate will be applied in order to allocate points for preference.

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

KNYSNA MUNICIPALITY

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1.	This Municipal Bidding Document 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.		
2.	The bid of any bidder may be rejected if that bidder, or any of its directors have:		
2.1.	abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;		
2.2.	been convicted for fraud or corruption during the past five years;		
2.3.	wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or		
2.4.	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).		
3.	In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.		
3.1.	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).	Yes / No	
3.2.	If so, furnish particulars:		
3.3.	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes / No	
3.4.	If so, furnish particulars:		
3.5.	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes / No	
3.6.	If so, furnish particulars:		
3.7.	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes / No	
3.8.	If so, furnish particulars:		
3.9.	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	
3.10.	If so, furnish particulars:		

4. CERTIFICATION	
I, 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.	
NAME OF ENTERPRISE	
CAPACITY	DATE
NAME (PRINT)	SIGNATURE
WITNESS 1	WITNESS 2

KNYSNA MUNICIPALITY

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1.	Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). ² Collusive bidding is a <i>per se</i> prohibition meaning that it cannot be justified under any grounds.
2.	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.
3.	This Municipal Bidding Document 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.
4.	In order to give effect to the above, the following Certificate of Bid Determination must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION	
I, the undersigned, in submitting the accompanying bid:	
RFQ Number:	
Description:	
in response to the invitation for the RFQ issued by the Knysna Municipality , do hereby make the following statements that I certify to be true and complete in every respect:	
certify, on behalf of (Name of Supplier):	
That: 1. I have read and I understand the contents of this Certificate; 2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect; 3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder; 4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder; 5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who: (a) has been requested to submit a bid in response to this bid invitation; (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding. 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding: a) prices; b) geographical area where product or service will be rendered (market allocation) c) methods, factors or formulas used to calculate prices; d) the intention or decision to submit or not to submit, a bid; e) the submission of a bid which does not meet the specifications and conditions of the bid; or f) bidding with the intention not to win the bid. 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates. 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract. 10. 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.	

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.

**NAME
(PRINT)**

SIGNATURE

CAPACITY

DATE

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

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

³Joint 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.

KNYSNA MUNICIPALITY				
CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES				
(To be signed in the presence of a Commissioner of Oaths)				
I, the undersigned, in submitting the accompanying bid, declare that I am duly authorised to act on behalf of:			(name of the enterprise)	
I hereby acknowledges that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Knysna Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.				
To the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.				
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 any Municipality in respect of which payment is overdue for more than 30 days;				
PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER			MUNICIPAL ACCOUNT NUMBER	
FURTHER DETAILS OF THE BIDDER'S Director / Shareholder / Partners, etc.:				
Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)
NB: Please attach certified copy(ies) of ID document(s)				
NB: Please attach copy(ies) of Municipal Accounts				
Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)				

Therefore, hereby agrees and authorizes the Knysna Municipality to deduct the full amount outstanding by the Tenderer or any of its directors/members/partners from any payment due to the tenderer; and

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

NAME OF ENTERPRISE			
NAME (PRINT)			
CAPACITY			
SIGNATURE		DATE:	

COMMISSIONER OF OATHS Signed and sworn to before me at _____, on this _____ day of _____ 20__ by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience. COMMISSIONER OF OATHS:- Position: _____ Address: _____ Tel: _____	Apply official stamp of authority on this page:
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Version 3.

KNYSNA MUNICIPALITY

CONTRACT DATA

1. DEFINITIONS

The following terms shall be interpreted as indicated:

"Closing time"	means the date and hour specified in the bidding documents for the receipt of bids.
"Contract"	means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
"Contract price"	means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
"Corrupt practice"	means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
"Countervailing duties"	are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally
"Country of origin"	means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
"Day"	means calendar day.
"Delivery"	means delivery in compliance of the conditions of the contract or order.
"Delivery ex stock"	means immediate delivery directly from stock actually on hand
"Delivery into consignees store or to his site"	means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
"Dumping"	occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
"Force majeure"	means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
"Fraudulent practice"	means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after 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.

“GCC”	means the General Conditions of Contract.
“Goods”	means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
“Imported content”	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.
“Local content”	means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
“Manufacture”	means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
“Order”	means an official written order issued for the supply of goods or works or the rendering of a service.
“Project site”	where applicable, means the place indicated in bidding documents.
“Purchaser”	means the organization purchasing the goods.
“Republic”	means the Republic of South Africa.
“SCC”	means the Special Conditions of Contract.
“Services”	means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
“Supplier”	means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
“Tort”	means in breach of contract.
“Turnkey”	means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
“Written” or “in writing”	means handwritten in ink or any form of electronic or mechanical writing.

CONTRACT-SPECIFIC DATA PROVIDED BY THE EMPLOYER

The following Contract specific data, referring to the General Conditions of Contract for Construction Works, Third Edition, 2015, are applicable to this Contract:

No.	Clause	Description
1	1.1.1.5	The Commencement Date shall be the date on which the Contractor receives a copy of the signed Form of Offer and Acceptance and schedule of deviations if applicable.
2	1.1.1.13	The Defects Liability Period is 12 Months , measured from the date of the Certificate of Completion.
3	1.1.1.14	The time for achieving Practical Completion, calculated from the Commencement Date, is 16 weeks .
4	1.1.1.15	The Employer is the Knysna Municipality.

5	1.1.1.16	The Employer's Agent is Engineering Advice & Services (Pty) Ltd represented by an employee duly authorised to do so. <u>Add the following to the clause :</u> Any reference to the term "Engineer" in this Contract shall mean "Employer's Agent" and vice versa.
6	1.1.1.17	Add the following to the clause: Any reference to the term "Engineer's Representative" in this Contract shall mean "Employer's Agent's Representative" and vice versa.
7	1.1.1.26	The pricing strategy is Re-measurement.
8	1.1.1.35	Add clause 1.1.1.35 : "Cost" means all expenditure reasonably incurred (or to be incurred) on the contract by the Contractor related to the delay, whether on or off the Site, including overhead and similar charges, but does not include profit.
9	1.1.1.36	Add clause 1.1.1.36 : WhatsApp or any other form of messaging application such as Telegram, Facebook Messenger etc, shall not constitute written communication. Should a contractually relevant message be sent via WhatsApp or similar it shall be followed by an email stating the same.
10	1.2.1.2	The Employer's address for receipt of communications and notices is: 5 Clyde Street Knysna 6570 Contact Person : Mr Linda Mbotho: (044) 302 6409