



BREED VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

30 Baring Street, Worcester, Western Cape,
South Africa, 6849, Private Bag X3046

A caring valley of excellence.



MUNISIPALITEIT

MUNICIPALITY

Advert date: 07 October 2025		Closing Date: 20 October 2025			Time: 11:00 am
Name of Company: CSD NUMBER:					Quotation Reference 41256
Stock Item:	Description:	Unit:	Quantity:	Unit Price	Total
	VEGETATION MANAGEMENT/DE-WEEDING AT VARIOUS SUBSTATIONS & OVERHEAD LINES WITH-IN THE WORCESTER AREA ONLY & AS PER SPECIFICATIONS				
1.	VEGETATION MANAGEMENT/DE-WEEDING INSIDE AND AROUND THE AREAS AT VARIOUS SUBSTATIONS, MINI-SUBSTATIONS, RING MAIN UNITS AND OVERHEAD LINES WITH-IN THE WORCESTER AREA LIMITED TO 5500 SQUARE METERS IN TOTAL	m² (square meter)	5500m²		
2.	CONTINGENCIES @ 10% TO BE SPENT IN PART OR AS A WHOLE AT THE SOLE DISCRETION OF BREED VALLEY MUNICIPALITY ELECTRICAL DEPARTMENT	%	1		
			Subtotal:		
VAT Registered? Yes/No		Included? Yes/No	VAT @ 15%		
VAT Number:			Total:		
Commencement Period as required by the client (municipality):	Commencement period shall be within 5 working days from receiving an official order from the municipality and then, as & when required, on agreed working days/office hours between the employer representative and the successful service provider as per specifications. Failure to adhere to this requirement shall automatically lead to the quotation being declared non-responsive				
Commencement period as indicated by the supplier	_____working days from receiving and order.				
<u>Compulsory site meeting:</u> Venue: 1 MARK STREET, ELECTRICITY DEPARTMENT, ESD MEETING ROOM Starting date and time: Tuesday, 14 October 2025 at 10:00 AM Contact Person: Mr. Alden Titus 023 3482980					
Authorised Signature:		Official Stamp:			
Print Name:					
Date:					

PLEASE NOTE: This page MUST be completed and signed.

INVITATION TO QUOTE

Breede Valley Municipality invites quotations from suitably qualifying suppliers (service providers) for:

41256 - VEGETATION MANAGEMENT/DE-WEEDING AT VARIOUS SUBSTATIONS & OVERHEAD LINES WITH-IN THE WORCESTER AREA ONLY

PLEASE NOTE:

Only suppliers who are willing and able to supply the items as listed in the schedule of quantities and commence within 5 working days from receiving an order, are eligible to participate in this quotation.

- *Quotes with no quotation number will not be opened*
- *If the quotation is submitted late, it shall not be accepted for consideration.*
- *Quotes sent to wrong e-mail address or to user departments will not be accepted*

Eligibility criteria:

Only those service providers who comply with the following requirements, shall be evaluated further on price and preferential points:

Enquiries regarding the quotation process shall be directed to **Ms. M. Mphatsoane** at telephone number **023 348 2953**

Any enquiries regarding technical information shall be directed to **Mr Heinrich Schreuder** at hschreuder@bvm.gov.za

Completed offers, in properly sealed envelopes and clearly marked on the outside with the corresponding quotation number and description, must timeously submitted on or before the closing date and time in either one of the following ways

- (1) To be placed in the municipality's tender box situated at Finance Credit Control Section, 53 Baring Street, Worcester,
- (2) By e-mail at: evaluations@bvm.gov.za

The closing date and time of this quotation is 11H00 on 20/10/2025

REQUEST FOR FORMAL QUOTATION

REF NR: 41256

E-mail to: evaluations@bvm.gov.za

In terms of paragraph 16 of the Municipal Supply Chain Management Policy, you are hereby invited to quote for the goods and or services as contained in the attached request to quote form and, in addition to the general conditions of contract, as per the following special conditions:

CONDITIONS OF QUOTE:

1. This quotation consists of two parts, which are Part A (Returnable Schedules) and Part B (Contract Details and Pricing Schedule). All the schedules of Part A, as well as the pricing schedule, must be completed.
2. Quotes MUST be submitted before the closing date and time as indicated in the request to quote form attached;
3. Quotes MUST be completed and submitted on the attached request to quote form;
4. Quotes MUST be for the product or service as specified. If alternate product(s) is quoted for, it MUST be of the same quality and equivalent to the product specified. Full details of alternate products MUST be supplied. Non-compliance to this condition will invalidate your quote;
5. Delivery charges MUST be included in the quoted amount;
6. Amount(s) quoted MUST remain valid for at least forty five (45) days from the specified closing date;
7. Amount(s) quoted MUST be firm and must be inclusive of VAT. If the supplier is NOT registered for VAT, no VAT may be claimed.
8. Calculation errors will be corrected; tariffs will be regarded as correct where the bid is based on quantities. The corrected prices shall be used for the purposes of evaluating quotations.
9. A firm delivery period MUST be indicated, which shall be taken into consideration for the purposes of evaluating quotations
10. Quotes MUST be duly signed by an authorised person.
11. No formal quotation may be awarded to any person whose tax matters have not been declared by the South African Revenue Service to be in order.
12. A certificate stating that neither the enterprise or its Director(s) or Member(s) or Owners' municipal account(s) are in arrears for longer than three (3) months;
13. The municipality may accept the whole or a part of the bid (offer) where the bid request comprises of more than one item; OR increase or reduce totals according to budget availability
14. The municipality does not bind itself to accept the lowest or any bid.
15. Quotes received shall be evaluated on a comparative basis in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act, 2000 (Act no 5 of 2000); Amended by Government Gazette 4 November 2022 (no 47452)
16. The successful provider will be the provider who is according to specifications and scoring the highest points.
17. The acceptance of the quote and the subsequent issuing of an official order constitute a legal binding document and may not be cancelled.
18. Goods or Services may only be provided after and according to the issued official order.
19. Payment will only be made after the goods is delivered and or service is rendered, to the satisfaction of the Municipality, as per official order; and
20. Payment will only be made within thirty (30) days of receipt of monthly statement and the relevant VAT invoice containing the official order number and the municipalities' VAT number.
21. **All the parts of the quotation document must be completed and or submitted. Incomplete quotation documents shall lead to disqualification.**
22. **An award shall only be made to service providers who are registered on Central Supplier Database**
23. RECTIFICATION OF INCORRECT ENTRIES - Mistakes made by the bidder with the completion of the documents shall not be erased. A line shall be drawn through the incorrect entry and the correct entry shall be written above and the correction initialled by the bidder. The use of products such as Tippex is strictly forbidden. Failure to observe this rule will lead to the bid being disqualified.
24. All quotes must be submitted in writing on the official forms supplied (not to be re-typed). Tampering with or changing of SCM bid documentation are prohibited. Such behaviour will be reported as fraud.

Failure to comply with any of these conditions may invalidate your quote.

Yours sincerely

Supply Chain Manager

PART A: RETURNABLE SCHEDULES

Contents

Schedule 01: MBD 1 (Invitation to Bid)

Schedule 02: Authority for signatory

Schedule 03: MBD 4 (Declaration of Interest)

Schedule 04: Preference Points MBD 6.1

Schedule 05: Proof of Payment of Municipal Rates and Taxes MBD 15

Schedule 06: Declaration of Bidders past Supply Chain Management Practices MBD 8

Schedule 07: MBD 9 Certificate of independent bid determination

PART B: CONTRACT DETAILS AND PRICING SCHEDULE

General conditions of Contract

Check list for completeness of quotation documents.

NB: All documentation MUST be completed, and evidence of relevant documentation MUST be attached.

NO DOCUMENTATION will be requested or submitted after closing date of quotation

MBD 1: INVITATION TO QUOTE

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE *(NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)*

BID NUMBER:	41256	CLOSING DATE:	20/10/2025	CLOSING TIME:	11:00 AM
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DESCRIPTION	VEGETATION MANAGEMENT/DE-WEEDING AT VARIOUS SUBSTATIONS & OVERHEAD LINES WITH-IN THE WORCESTER AREA ONLY
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THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID

BOX SITUATED AT *(STREET ADDRESS)*

Breede Valley SCM Offices, Credit control, 53 Baring Street, Worcester

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS (ATTACH VALID TAX CLEARANCE CERTIFICATE)		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

(a)	ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	(b)	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
(c)	TOTAL NUMBER OF ITEMS OFFERED		(d)	TOTAL BID PRICE	R

(e)	SIGNATURE OF BIDDER		(f)	DATE	
(g)	CAPACITY UNDER WHICH THIS BID IS SIGNED				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT		SUPPLY CHAIN	CONTACT PERSON		Mr. H. Schreuder
CONTACT PERSON		M Mphatsoane	TELEPHONE NUMBER		
TELEPHONE NUMBER		023 348 2953	FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		hschreuder@bvm.gov.za
E-MAIL ADDRESS					

MBD 1 (CONTINUED) TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN 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. 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3. 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

SCHEDULE 2 AUTHORITY FOR SIGNATORY
--

I, the undersigned, warrant that I am duly authorised to do complete this quotation on behalf of the enterprise.

Registered Name of Enterprise: _____

Trading Name of Enterprise: _____

ADDRESS: POSTAL: _____ STREET: _____

Postal Code: _____

TELEPHONE: CODE & NUMBER _____ FACSIMILE: CODE & NUMBER _____

CELL PHONE NUMBER _____ E-MAIL ADDRESS: _____

CORRESPONDENCE METHOD

PLEASE SELECT YOUR PREFERRED METHOD OF CORRESPONDENCE. ALL CORRESPONDENCE WILL BE SEND USING THE METHOD YOU SELECT BELOW.

EXPLANATION OF ABBREVIATIONS USED IN THE FOLLOWING TABLE

Capacity		
FAX	F	
E-MAIL	E	
POSTAL	P	

LANGUAGE PREFERENCE: _____

TAX REFERENCE NUMBER: _____ VAT REGISTRATION NUMBER (if any): _____

CIDB¹ REGISTRATION NUMBER (if any): _____ GRADING: _____

(Certified copy of registration document must be attached)

REGISTRATION NUMBER: COMPANY / CLOSE CORPORATION / TRUST: _____ (delete if not applicable)

(Certified copy of registration document must be attached)

SIGNATURE OF THE **AUTHORISED PERSON** _____ DATE: _____

CAPACITY UNDER WHICH THIS QUOTATION IS SIGNED _____

PRINT NAME: _____

IDENTITY NUMBER: _____

ADDRESS:

Physical: _____ Postal: _____

Code: _____

E-MAIL ADDRESS: _____

CONTACT NUMBER: TEL. No. _____ CELL No. _____ FAX No. _____

SCHEDULE 3: MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state².

¹ Construction Industry Development Board.

² MSCM Regulations: "in the service of the state" means to be –

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

3.1.	Full name of bidder or his or her representative												
3.2.	Identity number												
3.3.	Position occupied in the company (director, shareholder ³ etc.)												
3.4.	Company registration number												
3.5.	Tax reference number												
3.6.	VAT registration number												

3.7.	Are you presently in the service of the state?	YES		NO	
3.7.1.	If so, furnish particulars:				
3.8.	Have you been in the service of the state for the past twelve months?	YES		NO	
3.8.1.	If so, furnish particulars:				
3.9.	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	
3.9.1.	If so, furnish particulars:				

-
- (a) a member of –
- any municipal council;
 - any provincial legislature; or
 - 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.

³ "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.

3.10.	Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES		NO	
3.10.1.	If so, furnish particulars:				
3.11.	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.11.1.	If so, furnish particulars:				
3.12.	Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.12.1.	If so, furnish particulars:				
3.13.	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	
3.13.1.	If so, furnish particulars:				
3.14.	Please provide the following information on ALL directors / shareholders / trustees /members below:				

full name and surname	identity number	personal income tax number	Provide State ⁴ employee number (Only to be completed if in the service of the State)

NB: - PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S) - PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.

4. DECLARATION

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

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

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			

⁴ **MSCM Regulations: “in the service of the state” means to be –**

1. a member of –
 - i. any municipal council;
 - ii. any provincial legislature; or
 - iii. the National Assembly or the National Council of Provinces;
2. a member of the board of directors of any municipal entity;
3. an official of any municipality or municipal entity;
4. 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);
5. a member of the accounting authority of any national or provincial public entity; or
6. an employee of Parliament or a provincial legislature.

NAME OF THE COMPANY	
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PREFERENCE POINTS (MBD 6.1)

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, PREFERENTIAL PROCUREMENT REGULATIONS OF 2022 AND THE PREFERENTIAL PROCUREMENT POLICY OF THE BREEDE VALLEY MUNICIPALITY

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 The applicable preference point system for this tender is the **80/20** preference point system.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price;
 - (b) Specific Goals (BBBEE Status Level of contribution and Locality of the enterprise)
- 1.4 The maximum points for this tender are allocated as follows:
- Table 1
- | | POINTS |
|--|---------------|
| PRICE | 80 |
| BBBEE Status Level of contribution | 10 |
| Locality of the enterprise | 10 |
| 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).
- (f) **“Registered office”** means the office of a company registered as required by section 23 of the Companies Act 71 of 2008 and for a sole proprietorship it shall be the proven residential address of the owner or majority partner of the business (determined through any one of the following: municipal account address, bank account address or SARS address confirmation for a sole proprietorship. If any of the municipal account address, bank account address or SARS address differs, the furthest address from our municipal main office shall be regarded as the registered office.

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:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

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:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

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 tables 2 and 3 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.

4.3 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION (SPECIFIC GOAL 1)

- 4.3.1 In terms of paragraph 10.3 of the Breede Valley Municipality's Preferential Procurement Policy, a maximum of the 50% of the 20 points for bids advertised on the 80/20 point system, will be allocated to promote this goal and points will be allocated in accordance with the BBBEE score card as follows:

Table 2

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

- 4.3.2 A bidder who qualifies as an EME in terms of the B-BBEE Act must submit an original sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.

- 4.3.3 A Bidder other than EME or QSE 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.
- 4.3.4 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.
- 4.3.5 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.
- 4.3.6 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.
- 4.3.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.3.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4.3.9 SUB-CONTRACTING

Will any portion of the contract be sub-contracted? (Tick applicable box)		YES		NO	
If yes, indicate:					
what percentage of the contract will be subcontracted?		%			
the name of the sub-contractor?					
the B-BBEE status level of the sub-contractor?					
whether the sub-contractor is an EME? (Tick applicable box)		YES		NO	

4.4 POINTS AWARDED FOR PROMOTION OF LOCAL ECONOMIC DEVELOPMENT TO ENTERPRISES WHOSE REGISTERED OFFICES ARE LOCATED WITHIN THE WESTERN CAPE PROVINCE, OR CAPE WINELANDS DISTRICT, OR BREEDE VALLEY MUNICIPAL AREA (SPECIFIC GOAL 2 – LOCALITY)

- 4.4.1 In terms of paragraph 11.4 of the Breede Valley Municipality's Preferential Procurement Policy, a further 10 points for bids advertised on an 80/20 point system, or 5 points for bids advertised on a 90/10 point system, shall be allocated to promote local economic development, as per table 3 below:

Table 3: Points for locality

No	Requirement	Points for enterprises within Breede Valley municipal area	Points for enterprises within Cape Winelands District region	Points for enterprises within the Western Cape Province

1	Procurement under the 80/20 preference points system where the enterprise's <u>registered</u> office is located	10	5	2
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4.4.2 In order for bidders to claim points in accordance with paragraph 4.4.1, bidders must complete a declaration in paragraph 5 below and attach the necessary proof of the company's locality in a form of either one of the following documents:

- (a) Documents of Incorporation (CIPC), clearly reflecting the business physical address; or
- (b) Municipal account of the enterprise's registered office, not older than three months; or
- (c) CSD Report, clearly reflecting the business physical address (registered office); or
- (d) BBBEE Certificate issued by agency accredited by SANAS, clearly indicating the enterprise's registered office;
- (e) Extract of the certificate issued by SARS, clearly reflecting the business physical address (registered office), or
- (f) Extract of the letter issued by the registered bank, clearly reflecting the business physical address (registered office), or
- (g) Extract of the letter issued by any statutory body established within the RSA, clearly reflecting the business physical address (registered office);

5. DECLARATION WITH REGARD TO COMPANY/FIRM

Name of municipality where the enterprise's registered office is situated	
Town where the enterprise's registered office is situated	
Province where the enterprise's registered office is situated	
Type of the Company or firm (tick applicable box)	☐ Partnership/Joint Venture / Consortium ☐ One-person business/sole propriety ☐ Close corporation ☐ Public Company ☐ Personal Liability Company ☐ (Pty) Limited ☐ Non-Profit Company ☐ State Owned Company
Company registration number	

5.1. 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:
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SCHEDULE 5: MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

DECLARATION IN TERMS OF PARAGRAPH 38(1)(d)(i) OF THE SUPPLY CHAIN MANAGEMENT POLICY OF THE BREEDE VALLEY MUNICIPALITY
 (To be signed in the presence of a Commissioner of Oaths)

I, _____, _____ (full name and ID no.), hereby acknowledge that the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors/members/partners to the Breede Valley Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of _____ (name of the firm) and hereby declare, that 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.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The bidder 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.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

Further details of the bidder's director(s) / shareholder(s) / partner(s) / member(s), etc.:

Director / partner / member	Physical residential address of the director / partner / member	Municipal account number(s)

PLEASE NOTE:

1. Copies of all municipal accounts, not older than 3 months, to be submitted with the bid.
2. If the entity or any of its directors/shareholders/partners/members, etc. rents/leases premises a copy of the rental/lease agreement is to be submitted with this bid.

Signature	Position	Date

SCHEDULE 06: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES – MBD 8

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

Item	Question	Yes	No
4.1	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). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of Schedule 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 ☐
4.2.1	If so, furnish particulars:		
4.3	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 ☐
4.3.1	If so, furnish particulars:		
4.4	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 ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.

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

.....20.....
Signature Date

.....
Position Name of Bidder

SCHEDULE 07: MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or 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.

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

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.

.....

Signature	Date
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Position	Name of Bidder
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SPECIFICATIONS:

BVM MV/HV SECTION ELECTRICAL SUPPORT SERVICES BID DETAILS

DETAILS OF THE BID

VEGETATION MANAGEMENT/DE-WEEDING AT VARIOUS SUBSTATIONS & OVERHEAD LINES WITH-IN THE WORCESTER AREA ONLY & AS PER SPECIFICATIONS

ELIGIBILITY CRITERIA - ONLY SUITABLY QUALIFIED CONTRACTORS WHO SATISFY THE ELIGIBILITY CRITERIA STATED BELOW ARE ELIGIBLE TO SUBMIT BIDS:

1. **A VALID ORHVS CERTIFICATE** - TASKS/WORK REQUIRED FOR THIS BID ARE WITHIN AND AROUND PROHIBITED AND RESTRICTED AREAS. THEREFORE, ORHVS OPERATING REGULATIONS/PERMITS/SUPERVISION - NRS 040 OPERATING REGULATIONS ARE APPLICABLE FOR ALL TASKS/WORK REQUIRED WITHIN THIS BID. THEREFORE, THE SERVICE PROVIDER MUST HAVE ACCESS TO A PERSON WITH A VALID ORHVS TRAINING CERTIFICATE WHO IS ELIGIBLE FOR ACCEPTING A PERMIT TO WORK/WORK PERMIT IN TERMS OF THE ORHVS REGULATIONS.

1.1 A VALID OPERATING REGULATIONS CERTIFICATE FOR HIGH VOLTAGE SYSTEMS (ORHVS) AUTHORISED/RESPONSIBLE PERSONS TRAINING IS CONSIDERED AS VALID IF THE TRAINING FOR ORHVS AUTHORISED/RESPONSIBLE PERSON WAS COMPLETED AT A SETA APPROVED TRAINING INSTITUTION AND HAS A PRECIBED EXPIRY DATE WHICH HAS NOT YET EXPIRED.

1.2 IF THERE IS NO EXPIRY DATE ON THE CERTIFICATE, A CERTIFICATE OBTAINED OLDER THAN 3 YEARS IS CONSIDERED AS EXPIRED.

PROOF OF THE VALID ORHVS CERTIFICATE MUST BE ATTACHED TO THIS BID OF THE PERSON THAT WILL TAKE THE PERMIT TO WORK WHEN AND IF REQUIRED.

2. **A VALID FIRST AID LEVEL 1 CERTIFICATE** - AT LEAST ONE OF THE PERSONS THAT WILL BE EXECUTING OR SUPERVISING THE WORK ON SITE MUST HAVE A VALID LEVEL 1 FIRST AID CERTIFICATE.**PROOF MUST BE ATTACHED TO THIS BID.**

3. **VALID PUBLIC LIABILITY INSURANCE** – VALID PUBLIC LIABILITY INSURANCE IN THE NAME OF THE PRINCIPLE SERVICE PROVIDER/CONTRACTOR FOR THE FULL DURATION OF THE BID COVERING THE SERVICE PROVIDER AND THE BREEDE VALLEY MUNICIPALITY AGAINST LIABILITY FOR THE DEATH OF OR INJURY TO ANY PERSON, OR LOSS OF OR DAMAGE TO ANY PROPERTY ARISING OUT OF OR IN THE COURSE OF COMPLETION OF THE WORKS/TASK/S WITHIN THIS BID, IN AN AMOUNT OF NOT LESS THAN R2 MILLION FOR ANY SINGLE CLAIM. **PROOF OF WHICH MUST BE ATTACHED TO THIS BID.**

4. **COIDA CERTIFICATE** – COMPLY WITH THE COIDA (COMPENSATION FOR OCUPATIONAL INJURIES AND DISEASES ACT. AND HAVE A VALID REGISTRATION WITH THE COMPENSATION COMMICIONER OF SOUTH AFRICA. **PROOF OF WHICH MUST BE ATTACHED TO THIS BID**

5. **HIRA & OSH ACT COMPLIANCE**- THE SERVICE PROVIDER SHALL COMPLY WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT AND CONSTRUCTION REGULATIONS AT ALL TIMES. **THEY SHALL FORMULATE, IMPLEMENT AND MAINTAIN AN OCCUPATIONAL HEALTH & SAFETY PROGRAMME ENSURING THAT HIS EMPLOYEES AVOID ANY ACT WHICH MAY ENDANGER THEIR OWN HEALTH & SAFETY OR THAT OF OTHER PERSONS OR PROPOERTY OR WHO EVER MAY BE AFFECTED BY THEIR CONDUCT. PROOF OF THIS DOCUMENTATION, HIRA/RISK ASSESSMENT FORM, MUST BE ATTACHED WITH THE BID.**

- 6. PREVIOUS EXPERIENCE – WHO, ACCORDING TO THE EMPLOYER, DO NOT PRESENT ANY COMMERCIAL RISK AND CAN DEMONSTRATE THAT HE/SHE POSSESSES THE PROFESSIONAL AND TECHNICAL COMPETENCE, FINANCIAL RESOURCES, EQUIPMENT, COMPETANT STAFF, AND OTHER PHYSICAL FACILITIES, RELIABILITY AND EXPERTISE TO PERFORM THE REQUIRED WORK/TASKS WITH THIS BID. TRAINED STAFF, EQUIPMENT, VEHICLES, KNOWLEDGE AND EXPERIENCE OF VEGETATION MANAGEMENT OF AT LEAST ONE YEAR. PROOF MUST BE ATTACHED TO THIS BID OF REFERENCES AND PREVIOUS PROJECTS IN THE FORM OF ORDER NUMBER, SCOPE OF WORK, DATES, AMOUNTS AND THE CLIENT/S.**

1. Employers Objective:

- 1.1 The employer's objective is to procure the services of a recognized and approved service provider to provide vegetation maintenance for approximately 5500m² within and around the various substations, mini-substations, ring main units and overhead lines of the municipality in Worcester. A list of these areas shall be provided by the Breede Valley Municipality's Representative/Employers Representative.
- 1.2 The requested maintenance actions must be performed in accordance with the applicable legislation, municipal procedure and task lists required, thus ensuring safe access and operation of the mechanical and/or electrical operation of the electrical apparatus as well as to meet BVMESS legal, business, social and environmental obligations. No digging/clearing with mechanical plant equipment will be allowed.
- 1.3 The task list is to include, but is not limited to the following activities, procedures and the supply of services for each Substation, Mini-substation, Ring Main Unit or Overhead line as required within this bid:
- 1.3.1 NRS 040 Operating Regulations is applicable and all tasks shall be done with compliance to NRS 040. The principle contractor in charge of maintenance must provide a Authorised/Responsible Person to take a Permit to Work for each task required, as & when needed according to the Regulation, from the employers representative. The Authorised/Responsible Person shall then be in charge of supervising the tasks required. Once the task has been completed to the satisfaction of the employers representative, the Permit to Work shall be cleared and a copy kept for record keeping.
- 1.3.2 Maintenance of vegetation needs to be done as economically as possible, without causing unnecessary environmental damage and without impacting on the rights and requirements of the BVM community and other interested and affected parties.
- 1.3.3 Planning and arrangements shall be done and agreed upon between the successful service provider and the employers representative prior to the commencement of any task listed in this bid.
- 1.3.4 The successful service provider shall be given job cards, by the employer representative, to capture their related staff, hours, travel, work and square meters cleaned for each substation or line. These job cards must be handed back to employer representative with the applicable permit to work upon completion for record keeping, payment and audit purposes.
- 1.3.5 All tasks to be carried out shall be done according to the ORHHS Regulations and will only be on ground level. The successful service provider or any of their staff or members is not allowed to climb or access or ascend any building, apparatus or structure of the BVMESS.
- 1.3.6 A Substation/Mini-Substation/Ring Main Unit, for these purposes only, constitutes a building or steel structure/compartment where electrical apparatus are located/situated and it can be in an open space or fenced in or any area/space deemed applicable by the employers representative.
- 1.3.7 A Overhead Line/Line, for these purposes only, constitutes a pole, steel or wood, structure which is supporting insulators or electrical conductor/s or any other electrical apparatus.
- 1.3.8 The successful service provider must meet and discuss with the employer representative at the BVM Electrical Department, Mark Street, Fairy Glen, Worcester and agree upon a maintenance program/plan of action for each week or each day as and when required until the prescribed square meters (5500m²) has been completed or the municipal financial book year 2025/2026 has concluded.
- 1.3.9 The successful service provider shall then be issued with the relevant substation keys required to gain access to the substation yards only. Where restricted/prohibited areas are to be cleaned, the employers representative will meet on site with the successful provider, give access to and issue the necessary permit to

work. It is the responsibility of the successful service provider to safeguard these keys and prevent any unauthorized use thereof.

1.3.10 Upon completion of the bid, these substation keys must be handed back to the employers representative.

1.3.11 For tasks where it is not required for the employers representative to meet up with the successful service provider and if/when required, a permit to work shall be issued before hand for all the relevant substations, mini-substations, ring main units or lines and thereafter the successful service provider may continue on his own to complete the necessary task.

1.3.12 Only when agreed upon, between the employers representative and the successful service provider, that no Permit to Work needs to be issued, the successful service provider may proceed to the designated substations, mini-substations, ring main units or lines for that day/week and the successful service provider may commence with the required task. However, this must be authorised by the employers representative only.

1.3.13 For calculating the correct total area, in square meters, to be cleaned/cleaned at a substation/mini-substation, ring main unit or line, the successful service provider and the employer representative shall agree upon the total by means of measuring the area to be cleaned or that was cleaned. This amount must/shall always be captured by the successful service provider on the corresponding BVMESS job card for record keeping, payment and audit purposes.

1.3.14 At Substations/Mini-substations/Ring Main Units, the successful service provider must clean, with hand tools only, the inside area of the substation from any and all vegetation including the roots, rubbish, grass including the roots, weeds including the roots, shrubs including the roots, paper, cans, plastics, rocks, trees including the roots, any foreign object/s which is not supposed to be there and/or posing a risk to the apparatus or preventing access for maintenance purposes. No digging with picks or plant will be allowed inside and around these areas. If there is any uncertainties, the employer representative will provide clarity and guidance.

1.3.15 When there is a fence installed at a substation/mini-substation/ring main unit, the successful service provider must clean two meters around the outside perimeter of the fence from all vegetation including the roots, rubbish, grass including the roots, weeds including the roots, shrubs including the roots, paper, cans, plastics, rocks, trees including the roots, any foreign object/s which is not supposed to be there and/or posing a risk to the apparatus or preventing access for maintenance purposes. No digging with picks or plant will be allowed in these areas. If there is any uncertainties, the employer representative will provide clarity and guidance.

1.3.16 For Overhead Lines, the successful service provider must clean a two meter radius around the poles, the fire break or the servitude areas pointed out by the employer representative from all vegetation including the roots, rubbish, grass including the roots, weeds including the roots, shrubs including the roots, paper, cans, plastics, rocks, trees including the roots, any foreign object/s which is not supposed to be there and/or posing a risk to the apparatus or preventing access for maintenance purposes. No digging with picks or plant will be allowed around these areas. If there is any uncertainties, the employer representative will provide clarity and guidance.

1.3.17 Once all vegetation, etc. has been cleared/cleaned the successful service provider must spray the area with a suitable insecticide to slow down future growth of the weeds in the area, this insecticide will be provided by the employers representative for use when needed. The successful service provider must make use of suitable knapsack pressure sprayers to apply the insecticide to the area being treated. All necessary PPE must be worn while executing this task.

1.3.18 Once all vegetation, etc. has been cleared/cleaned and the insecticide has been applied, the successful service provider must where appropriate and agreed upon between the employers representative make level all ground, stone, earth, etc. at the designated area be it a substation or a line, by means of suitable hand implements. No digging with picks or plant will be allowed for these activities. If there is any uncertainties, the employer representative will provide clarity and guidance.

1.3.19 After cleaning and levelling, the successful service provider must remove all the vegetation & rubbish from the substation or line area, transport it safely to either the next designated area and eventually dispose of it at the prescribed Municipal Waste Management Site located on the R60 outside Worcester. These activity, whether to transport to the next designated area or directly to the designated waste site, shall be decided solely by the successful service provider. However, special care must/shall be taken when transporting the material to avoid any incidents of material falling off.

1.3.20 No vegetation & rubbish or material collected shall be disposed of in a residential or industrial area or any other area other than the prescribed Municipal Waste Management Site on the R60 outside Worcester.

1.3.21 A total area of approximately 5500 square meters only will be allocated for this bid which includes substations, mini-substations, ring main units and lines that needs to be cleaned/cleared. These area of these work sites shall be measured, discussed and agreed upon between the successful service provider and the

employers representative, noted on the designated job cards to eventually make up and not exceed the total square meters required for this bid.

1.3.22 This bid shall also not exceed the current financial book year, 2025/2026.

2. Obligations of the Electrical Department.

2.1 The Electrical Department shall furnish the successful service provider with the necessary keys, job cards, permits, insecticide and the lists/locations where the above-mentioned tasks are to be completed.

2.2 Please note that the successful service provider bears the responsibility for any liaison and arrangements with the Electrical Department/Employers Representative regarding the planning for and completion of the tasks.

2.3 To allow/arrange access to the restricted/prohibited substations where these tasks are required.

2.4 To conduct compliance, audit and performance monitoring in respect of safety, the delivery of the scope of work and the task list within this bid.

2.5 The Department reserves the right to inspect or test any equipment, vehicle, ppe or process that has been included for acceptance and payment and the successful service provider may be required to repair or replace the equipment or service that is not acceptable at no cost to the Electrical Department.

2.6 The Municipality reserves the right to cancel the order at any time, should the need not materialize, due to unforeseen circumstances, specifications requirements, budget availability, service provider conduct or any other reason that may be deemed necessary by the Electricity Department or employers representative at the time.

3. Standard of work

3.1 All work must be performed in strict compliance to the Bid, the BVM Electrical Department or representative instruction, the relevant and applicable regulations, standards, legislation and the OHS Act.

3.2 All work must be done in strict adherence to the applicable safety guidelines and task list within this bid.

3.3 All work must be measured in square meters, agreed upon between the employers representative and the successful service provider, and then noted on the corresponding Breede Valley Municipality Electrical Department On Key job card for record keeping, payment and audit purposes.

3.4 The service providers shall formulate, implement and maintain an occupational health and safety programme ensuring that their employees are aware of and will avoid any act which may endanger their own health and safety or that of other persons or property or whoever may be affected by their conduct. Failure to submit the plan shall render their bid as non-responsive.

3.5 All the service providers equipment utilized shall be in good working condition with no risk to the user or any other person, member of the public or property.

3.6 All transportation used by the service provider shall be roadworthy, in good working condition and bear no risk to the user, any other person, property or road user.

4. Non-Performance

4.1 In the event that the successful service provider is in default in the form of non-performance of its obligations in terms of this agreement/bid, the successful service provider shall be liable for any loss or damages incurred by/caused to the municipality or a third party, unless such non-performance is caused by, and can be proven by means of sufficient documentation submitted timeously by the successful service provider, an occurrence beyond the reasonable control of the successful service provider, such as accidents, theft, vandalism, force majeure etc.

5. Conduct:

5.1 If unsure about the legality of any instruction, the successful service provider shall seek clarity either verbally or in writing from the employers representative or directly from the BVM Electrical Services Department.

5.2 Under no circumstances shall the contractor perform any function that he or she is not authorized to perform. In any case of doubt, the matter shall be referred to the employers representative or directly to the BVM Electrical Services Department either verbally or in writing.

5.3 Municipal staff, consumers and members of the public shall always be addressed in a respectful and courteous manner.

5.4 Only the successful service providers staff shall be allowed on the worksites, if any other person not in the employ of the successful service provider is required to be on site, the authorised/responsible person shall request permission from the employers representative.

5.5 The successful service providers staff shall not retaliate when subjected to abuse by an irate consumer or member of the public. In the event of any abuse, this shall be referred to the employers representative or directly to the BVM Electrical Services Department either verbally or in writing.

5.6 The successful service providers staff, shall be appropriately dressed with identification tags. These tags, if not acquired already, shall be for the cost of the service provider.

5.7 The successful service providers staff must be fully equipped with all the necessary equipment required to fulfil their tasks in a safe manner without any risk to themselves, any other person or any other object/property.

5.8 The successful service providers staff must be fully equipped, at the cost of the successful service provider, with all the necessary personal protective equipment (PPE) in terms of the Occupational Health and Safety Act. to fulfil their tasks.

5.9 The successful service providers staff or authorised/responsible person must be contactable during office hours for the duration of this bid.

5.10 The successful service providers staff must be available to attend weekly or daily meetings with the employers representative or the BVM Electrical Services Department to give updates, discuss progress and discuss any problem/s related to queries, conduct or performance pertaining to conduct, tasks or specifications of this bid.

6. Liability:

6.1 The successful service provider shall be held liable for all specified and listed tasks conducted by themselves and their staff.

6.2 The successful service provider shall be responsible for all the costs incurred for ppe, equipment, tools, transportation, consumable items, plant hire, maintenance, depreciation and all other coincidences that shall be necessary or any other means required to fulfil their duties/tasks/work as specified within this bid.

6.3 The successful service provider shall be responsible for the costs incurred in cases of loss or damage to private and/or municipal property if sufficient evidence is submitted to substantiate a consumer's and or a municipal claim for monetary compensation.

6.4 The successful service provider shall be responsible for the safeguard costs of their staff, equipment or property including any security measures required.

6.5 The successful service provider shall be responsible for all costs in the event of loss and damage of its own tools, equipment or vehicles in the execution of the tasks/work required within and for the duration of this bid.

6.6 The successful service provider shall be liable for any water, ablution and latrine facilities required on site for the duration of this bid.

6.7 The successful service provider shall be responsible for safekeeping of the substation keys issued to them.

6.8 The successful service provider shall be responsible for the loss and replacement of the substation keys issued to them.

7. Compliance prerequisites:

7.1 Compliance inspections of the completed tasks will be randomly/immediately performed by the employers representative.

7.2 These inspections should be conducted with the successful service provider, and zero task deviations must be adhered to.

7.3 The total number of square meters cleaned for each substation, mini-substation, ring main unit or overhead line shall be agreed upon between the employers representative and the successful service provider.

7.4 If any uncertainties arise, please refer to the matter to the BVM Electrical Services Department either verbally or in writing.

7.5 The BVM Electrical Services Department reserves the right to measure, inspect or test any equipment, vehicle, ppe or process that has been included for acceptance and payment and the successful service provider may be required to repair or replace the equipment or service that is not acceptable at no cost to the Electrical Department.

8. Special Conditions:

8.1 A compulsory site meeting will be required to assess the extent of the project scope and expenditure for quotation purposes.

8.2 No subcontracting will be permitted, only if specialized services are required and this, if required, must be specified in the bid.

8.3 The Municipality reserves the right to increase or decrease the quantities according to budget availability.

8.4 The Municipality reserves the right to cancel the order at any time, should the need not materialize, due to unforeseen circumstances, specifications requirements, budget availability, service provider conduct or any other reason that may be deemed necessary at the time.

8.5 Each site/task/work/substation/mini-substation/ring main unit/ overhead line shall have its own corresponding job card which must be filled out by the successful service provider stating the amount cleaned in square meters, labour used, time spent and kilometres travelled to finish the task.

8.6 No overtime work shall be allowed for this bid. All tasks shall be done during Breede Valley Municipality's normal working/office hours.

8.7 All tasks shall be done with the pre-approval of the Breede Valley Municipality Electrical Department or employers representative.

9. Method of Payment:

9.1 Payment/Partial Payment shall only be made once the successful service provider has:

9.1.1 Completed the prescribed tasks for the substation/mini-substation/ring main unit or line/s claimed

9.1.2 Correctly filled in & signed off the corresponding job card/s and HIRA/Risk Assessment forms

9.1.3 Submitted the job card/s and HIRA/Risk Assessment forms to the BVM Electricity Department for approval

9.1.4 Submitted the corresponding invoice/s for the completed tasks

9.1.5 All the required documentation will then be sent to our SCM Department for processing

9.1.6 Payment will then be done according to SCM Department Policies

10. Payment:

10.1 Where indicated that pricing is based on a unit price, that should include the costs of:

10.1.1 all labour and traveling

10.1.2 all forms of idle time

10.1.3 tools, equipment and PPE

10.1.4 all activities related to legal and regulatory compliances

10.1.5 ablution and latrine facilities or access to such facilities

10.1.6 all other related expenditure that is required to perform the tasks safely and efficiently and according to the specifications within this bid

10.2 Pricing must include all the costs of foreseeable consumable items, plant hire, maintenance, depreciation and all other coincidences that shall be necessary to complete the tasks as specified.

10.3 The pricing must also include all the overhead costs, profits, site supervision, insurance, holidays. with payment, travelling costs (or travelling allowances) and residence allowances of employees and any other allowances that is applicable. No further percentage allowances shall be applicable on equipment.

10.4 Quantities may fluctuate due to operational requirements and additional extensions to the existing network.

The terms of payment shall conform to the relevant clauses of the applicable conditions of the bid.

Payment shall only be made as and when required and once the successful service provider has handed in all the relevant and corresponding documentation required by the BVM Electrical Department as stated in the bid.

11. Completion Period:

11.1 Works shall be completed as and when required until the allotted 5500 square meters have been reached, the book year 2025/2026 has expired or at the sole discretion of the BVM Electrical Department.

11.2 The work must be completed within the book year for 2025/2026 only.

11.3 A grace period of up to 5 working days shall be granted, at the discretion of the employers representative, to cater for acts of God (inclement weather and any other occurrence that could not have been foreseen during the quotation process).

11.4 All work shall be done on normal office/working days, working/office hours and as per agreement or planned schedule between the successful service provider and the employers representative.

11.5 Records of failing to honour the contractual obligations shall be kept and used for the purposes of evaluating the existing quotation, future quotations and tenders.

12. Safety File:

12.1 A safety file must be available before any work will start for BVM representative's perusal and to be kept on site for the duration of the bid.

13. Inspection, Practical Evaluation, Verifications & Compliance:

Evaluation done according to bidders that meet compliance in terms of the eligibility criteria and special conditions:

No	Minimum Requirements for Eligibility and verifications of equipment, tools and ppe	Proof Attached		Comments on the supporting documents attached
		Yes	No	
1	Is the detailed copies/photos of the VALID ORHVS CANDIDATE & CERTIFICATE (Authorised/Responsible Person) offered attached?			
2	Is the detailed copies/photos of the First Aider available on site offered attached?			
3	Is the detailed copies/photos of the VALID PUBLIC LIABILITY INSURANCE offered attached?			
4	Is the detailed copies/photos of the VALID CIODA CERTIFICATE offered attached?			
5	Is the detailed copies/photos of the HIRA form or booklet where workers/members/staff sign for acceptance and understanding of task/work required offered is attached?			
6	Is the detailed copies/photos of the Previous Experience – knowledge and experience of vegetation management/de-weeding of at least one year offered attached?			
7	Is the detailed copies/photos of the Equipment including brush cutter, generator, electrical blower, chainsaw, etc. offered attached?			
8	Is the detailed copies/photos of the Personal Protective Equipment including suitable overall, safety boots, gloves, glasses, etc. offered attached?			
9	Is the detailed copies/photos of the Tools including spades, picks, rakes, brooms, pitch forks, etc. offered attached?			
10	Is the detailed copies/photos of the Vehicles including light duty vehicle, truck, trailer, etc. offered attached?			

14. Employers Objective, Task Schedule of Compliance or Non-compliance:

Please indicate in terms of the technical specifications and special conditions for this bid:

Technical Specifications	Full compliant YES (Y)	Non-compliant NO (N)	Comments pertaining to non-compliance/compliance
1.1			
1.2			
1.3			
1.3.1			
1.3.2			
1.3.3			
1.3.4			
1.3.5			
1.3.6			
1.3.7			
1.3.8			
1.3.9			
1.3.10			
1.3.11			
1.3.12			
1.3.13			
1.3.14			
1.3.15			
Technical Specifications	Full compliant YES (Y)	Non-compliant NO (N)	Comments pertaining to non-compliance/compliance
1.3.16			
1.3.17			
1.3.18			
1.3.19			
1.3.20			
1.3.21			
1.3.22			
2.1			
2.2			
2.3			
2.4			
2.5			
2.6			
3.1			
3.2			
3.3			
3.4			
3.5			
3.6			
4.1			

5.1			
5.2			
5.3			
5.4			
5.5			
5.6			
5.7			
5.8			
5.9			
5.10			
6.1			
6.2			
6.3			
6.4			
6.5			
6.6			
6.7			
6.8			
7.1			
7.2			
7.3			
Technical Specifications	Full compliant YES (Y)	Non-compliant NO (N)	Comments pertaining to non-compliance/compliance
7.4			
7.5			
8.1			
8.2			
8.3			
8.4			
8.5			
8.6			
8.7			
9.1			
9.1.1			
9.1.2			
9.1.3			
9.1.4			
9.1.5			
9.1.6			
10.1			
10.1.1			
10.1.2			
10.1.3			

10.1.4			
10.1.5			
10.1.6			
10.2			
10.3			
10.4			
11.1			
11.2			
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11.4			
11.5			
12.1			
13			

GENERAL CONDITIONS OF CONTRACT

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General Conditions of Contract (GCC)

1. Definitions

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

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

2. Application

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

3 General

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

3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

4. Standards

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

5. Use of contract documents and information inspection

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

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

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

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

6. Patent Rights

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

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

7. Performance Security

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

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

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

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque.

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

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental Services

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

14. Spare parts

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

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

15. Warranty

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

- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.
- 18. Variation orders**
- 18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time Schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall

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

- 21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.
- 21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.
- 21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

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

23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated

fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

- 23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7 If a court of law convicts a person of an offence as contemplated in Schedules 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to Schedule 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website

24. Anti- dumping and countervailing duties and rights

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

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

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

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

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

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

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

28. Limitation of Liability

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

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

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

30. Applicable law

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

31. Notices

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

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of contracts

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

34. Amendment

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

35. Prohibition of restrictive practices

- 35.1 In terms of Schedule 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.
- 35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in Schedule 59 of the Competition Act No 89 Of 1998.
- 35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Revised: July 2010

CHECK LIST FOR COMPLETENESS OF QUOTION DOCUMENTS

The bidder is required to complete the following checklist in order to ensure that the necessary documentation, as required, is attached to this document and that all declarations are signed by the bidder:

(*Mark with "X"where applicable)

Items to be checked	Yes	No	Comments
Completed and signed Schedule 01: MBD 1 (Invitation to Bid)			
Schedule 02: Authority for signatory			
Completed the pricing schedule- Schedule 03: MBD 4 (Declaration of Interest)			
Complete and signed declaration in order to claim preference points and attached a certified copy or original B-BBEE certificate as well as proof of address to claim locality points. Copy of the B-BBEE Certificate issued by a Verification Agency accredited by SANAS or the original affidavit must be attached - Schedule 04: Preference Points			
Schedule 05: Proof of Payment of Municipal Rates and Taxes - complete and signed certificate for municipal services and payments to service providers and attached a copy of municipal account which is not older than 90 days- if leasing/renting attached lease agreement			
Schedule 06: Declaration of Bidders past Supply Chain Management Practices MBD 8			
Schedule 07: MBD 9 Certificate of independent bid determination			
Schedule 08: List of completed projects with reference and evidence			
Does offer comply with specification? If not ,alternative specifications attached			

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISED ON THE CHECKLIST IS
TRUE AND CORRECT

NAME (PRINT)

SIGNATURE _____

POSITION

DATE _____