



BREED VALLEY

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

TENDER NO.: BV 769/2019

**IMPLEMENTATION OF WI – FI ACCESS POINTS AND RELATED SERVICES INCLUSIVE
SERVICES OF MAINTENANCE FOR PERIOD ENDING 30 JUNE 2022**

PROCUREMENT DOCUMENT

Closing Date and Time: 28 June 2019 – 11:00

NAME OF TENDERER:	
Total Bid Price (Inclusive of VAT) -	

May 2019

PREPARED AND ISSUED BY:

Directorate: Finance:
Supply Chain Management Unit
Breed Valley Municipality
Private Bag X0346, Worcester, 6850

**CONTACT FOR ENQUIRIES
REGARDING SPECIFICATIONS:**

Z. Solomon
Senior Manager: ICT
Tel. Number: **023 348 2910/01**

Worcester Supply Chain Management Unit; 23 Baring Street; Worcester; 6850 Tel: 023 348 2951; Fax: 086 445 0476

TENDER DETAILS					
TENDER NUMBER:	BV 769/2019				
TENDER TITLE:	IMPLEMENTATION OF WI – FI ACCESS POINTS AND RELATED SERVICES INCLUSIVE SERVICES OF MAINTENANCE FOR PERIOD ENDING 30 JUNE 2022				
CLOSING DATE:	28 June 2019	CLOSING TIME:	11:00		
CLARIFICATION & SITE MEETING:	DATE: 4 June 2019	TIME:	14:00	COMPULSORY:	
SITE MEETING ADDRESS:	Council Chambers, 1 st floor Main Building (Civic Centre), 30 Baring Street, Worcester				
CIDB GRADING REQUIRED:	N/A	LEVEL AND CATEGORY:	N/A		
BID BOX NO:	N/A	SITUATED AT: Breede Valley Municipal SCM Offices, 23 Baring Street, Worcester The bid box (outside the office – green tender box) is generally open 24 hours a day, 7 days a week. If the tender document exceeds the size of the deposit opening of 390mm x 85mm, the tender should be delivered during office hours.			
OFFER TO BE VALID FOR:	90	DAYS FROM THE CLOSING DATE OF BID.			

TENDERER DETAILS (Please indicate postal address for all correspondence relevant to this specific tender)			
NAME OF TENDERER:			
NAME OF CONTACT PERSON:			
PHYSICAL ADDRESS:		POSTAL ADDRESS:	
TELEPHONE NO:		FAX NO.	
E-MAIL ADDRESS:			
CSD Registration no.		WCSD Registration no.	

DATE:	
SIGNATURE OF TENDERER:	
CAPACITY UNDER WHICH THIS BID IS SIGNED:	

PLEASE NOTE:
1. Tenders that are deposited in the incorrect box will not be considered.
2. Tender box deposit slot is 390 mm x 85 mm.
3. Mailed, telegraphic or faxed tenders will not be accepted.
4. If the bid is late, it will not be accepted for consideration.
5. Bids may only be submitted on the Bid Documentation provided by the Municipality.

ENQUIRIES MAY BE DIRECTED TO:	CONTACT PERSON	TEL. NUMBER
1. TECHNICAL ENQUIRIES	Z. Solomon	023 348 2910
	B. Magawu	023 348 2901
2. ENQUIRIES REGARDING BID PROCEDURES & COMPLETION OF BID DOCUMENTS	W. Bells	023 348 2954
	L. Plaatzjies	023 348 2967

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PART A – ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY

1. CHECKLIST

PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:

1.	Certificate of Clarification Meeting Attendance - Is the form duly completed and signed by the tenderer and the agent of the Breede Valley Municipality.	Yes	No	
2.	Authority to Sign a Bid - Is the form duly completed and is a certified copy of the resolution attached?	Yes	No	
3.	Authority to sign for a Joint venture - Bid - Is the form duly completed and is a certified copy of the resolution attached?	Yes	No	
4.	MBD 1 (Terms and Conditions of bidding - Tax Compliance Status) - Is a VALID Tax Clearance Certificate or a valid SARS verification pin attached?	Yes	No	
5.	MBD 4 (Declaration of Interest) - Is the form duly completed and signed?	Yes	No	
6.	MBD 6.1 (Preference Points claim form for purchases/services) - Is the form duly completed and signed? Is a CERTIFIED copy of the B-BBEE Certificate , the original B-BBEE Certificate or a sworn affidavit attached?	Yes	No	
7.	MBD 8 (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed?	Yes	No	
8.	MBD 9 (Certificate of Independent Bid Determination) - Is the form duly completed and signed?	Yes	No	
9.	MBD 15 (Certificate of Payment of Municipal Accounts) - Is the form duly completed and signed? Are the Identity numbers , residential addresses and municipal account numbers of ALL members, partners, directors, Affidavit confirming of residential address or renting of business premises or rental agreement, etc. provided on the form as requested?	Yes	No	
10.	MBD16 (Key Performance Indicators) - Is the form duly completed and signed?	Yes	No	
11.	OHASA (Occupational Health and Safety) - Is the form duly completed and signed? Is a valid Letter of Good Standing from the Compensation Commissioner attached?	Yes	No	
12.	Indemnity - Is the form duly completed and signed?	Yes	No	
13.	Schedule 1 - Is the documents of incorporation and professional registration attached?	Yes	No	
14.	Schedule 2 - Is the copies if identity attached?	Yes	No	
15.	Schedule 3 - Is the certificate of banking details completed?	Yes	No	
16.	Specifications - Is the form duly completed and signed?	Yes	No	
17.	Pre-Qualification - Is the form duly completed and signed?	Yes	No	
18.	Schedule of Work Experience of Tenderer - Is the form duly completed and signed?	Yes	No	
19.	Schedule of Work Experience of staff - Is the form duly completed and signed?			
20.	Schedule of Plant and Equipment - Is the form duly completed and signed?	Yes	No	
21.	Schedule of Proposed Contractors - Is the form duly completed and signed?	Yes	No	
22.	Pricing Schedule - Is the form duly completed and signed?	Yes	No	
23.	Form of Offer - Is the form duly completed and signed?	Yes	No	
24.	DATA BASE REGISTRATION - Is the form duly completed and signed? Are ALL the supporting documents attached?	Yes	No	
SIGNATURE		NAME (PRINT)		
CAPACITY		DATE		
NAME OF FIRM				

2. TENDER NOTICE & INVITATION TO TENDER

TENDER NO. BV 769/2019

IMPLEMENTATION OF WI – FI ACCESS POINTS AND RELATED SERVICES INCLUSIVE SERVICES OF MAINTENANCE FOR PERIOD ENDING 30 JUNE 2022

The Breede Valley Municipality invites tenders for the implementation of wi-fi access points and related services (inclusive of maintenance) for a period ending 30 June 2022

Qualifying Service Providers, with a proven credible track record and experience in implementing wi-fi access points and related services (inclusive of maintenance), and who meet the requirements set out in the conditions of the tender, are encouraged to participate in this tender. Interested service providers can collect bid documents from the Supply Chain Management Offices, Stofberg House, 23 Baring Street, Worcester. Documents may be collected from Monday, 27 May 2019 during office hours Mondays to Fridays 08h00 – 13h00 and 13h30 - 15h00. A non-refundable fee of R 230-00 (Two Hundred and Thirty Rands) for each set of documents, payable by bank guaranteed cheque made out in favour of the Breede Valley Municipality, is required on collection of the bid documents. Cash deposits and EFT's will also be accepted.

Any enquiries regarding the bidding procedure or the issue of bid documents shall be directed to the Supply Chain Management Unit, for attention of Mr Wilfred Bells, at telephone number 023 348 2954, or Fax number 086 445 0476, or e-mail address: [wbells@bvm.gov.za](mailto:wbell@bvm.gov.za). Any enquiries regarding technical information shall be directed to the Senior Manager: ICT, Mr. Solomon, at telephone number 023 348 2910 or e-mail address: itm@bvm.gov.za. Alternatively, the Senior Network Administrator, Mr. Magawu, can be contacted at telephone number 023 348 2901 or e-mail address: bmagawu@bvm.gov.za.

A compulsory clarification meeting with representatives of the Employer will take place on Tuesday, 4 June 2019, starting time at 14:00. Prospective tenderers shall meet in the Council Chambers, 1st floor Main Building (Civic Centre), 30 Baring Street, Worcester. Service Providers who arrive 15 minutes later than the mentioned starting time will not be allowed into the meeting and / or site inspection. Service Providers who wish to purchase a tender document on the day of the clarification meeting must ensure that they do so prior to 9:00. If not, tender documents shall be issued again after the clarification meeting. Please note: The Municipality prefer that Senior Company Staff members or Contract Managers attend the compulsory clarification meeting as the Scope of Works, the Design and the Tender Specifications will be discussed in detail along with the Execution phase expectations and possible amendments. It remains the Bidder's responsibility to familiarize themselves with and fully understand the tender specifications to be able to submit a responsive tender.

Tender offers, in properly sealed envelopes and clearly marked on the outside with the corresponding bid number and description, must timeously be placed in the tender box at Breede Valley Municipality, Supply Chain Management Unit, Stofberg House, 23 Baring Street, Worcester, by not **later than 11h00 on Friday, 28 June 2019**. Telephonic, telegraphic, telex, facsimile, electronic or e-mailed, bids will not be accepted. If the bid is late, it will not be accepted for consideration.

The Employer does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or any part thereof, which may result in the acceptance of more than one tender, whichever the case may be. The Employer shall apply the Municipal Supply Chain Management Policy as adopted in terms of Section 111 of the Municipal Financial Management Act, 2003 (Act No 56 of 2003) and relevant regulations. All eligible bids received shall be evaluated in terms of the Employer's Supply Chain Management Policy and the Preferential Procurement Framework Act. The 80/20 preference point system shall be applicable. No bids will be considered from persons in the service of the state.

Breede Valley Municipality	D. MCTHOMAS
Private Bag X3046	MUNICIPAL MANAGER
WORCESTER	SC 12/2019

MUNISIPALITEIT



MUNICIPALITY

3. CLARIFICATION MEETING CERTIFICATE

I / We*, the undersigned, certify that I / we* have examined the Site for the Works and its surroundings for which I / we* am / are* submitting this bid and have, as far as practicable possible, familiarized myself / ourselves* with all information, risks, contingencies and other circumstances which may influence or affect my / our* bid .

* Delete whichever is inapplicable

NAME & SURNAME			
CAPACITY			
NAME OF FIRM			
ADDRESS			
TELEPHONE NO		FAX NO:	
E-MAIL		SIGNATURE	

SIGNED FOR AND ON BEHALF OF BREEDE VALLEY MUNICIPALITY	
NAME AND SURNAME	
DATE	

4. AUTHORITY TO SIGN A BID

TYPE OF ENTERPRISE (Please indicate with an "X" and complete the indicated section below)

1	Company (Pty) Ltd. & Ltd.		Please complete section 1 below
2	Close Corporation (CC)		Please complete section 2 below
3	Sole Proprietor		Please complete section 3 below
4	Partnership		Please complete section 4 below
5	Consortium, Club, Trust, etc.		Please complete section 5 below
6	Joint Venture		Please complete section 6 below

1. COMPANIES - (PTY) LTD. & LTD.

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

1.2. A valid resolution must be signed by:

1.2.1. Majority directors; or

1.2.2. Chairman of the Board; or

1.2.3. Company Secretary

PARTICULARS OF RESOLUTION BY THE BOARD OF DIRECTORS OF THE COMPANY			
Date resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated authorised signatory			
Capacity			
Specimen signature			
Full name and surname of ALL director(s)			
Is a copy of the resolution attached?	YES		NO
SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

2. CLOSE CORPORATION (CC)

2.1. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, a resolution by its members, authorizing a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

2.2. A valid resolution must be signed by:

2.2.1. Majority members; or

2.2.2. Member with majority shareholding but only if such shareholding is more than 50%; or

2.2.3. Company Secretary.

PARTICULARS OF RESOLUTION BY THE MEMBERS OF THE CLOSE CORPORATION			
Date resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated authorised signatory			
Capacity			
Specimen signature			
Full name and surname of ALL director(s) / member (s)			
Is a copy of the resolution attached?		YES	NO
SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

3. SOLE PROPRIETOR (SINGLE OWNER BUSINESS) & NATURAL PERSON

I, _____, the undersigned, hereby confirm that I am the sole owner of the business trading as _____.

OR

I, _____, the undersigned, hereby confirm that I am submitting this bid in my capacity as natural person.

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

4. PARTNERSHIP

We, the undersigned partners in the business trading as _____
 hereby authorize Mr / Ms _____ to sign this bid as well as any contract resulting
 from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the
 abovementioned partnership.

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

Full name of partner	Signature

SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

5. CONSORTIUM / CLUB / TRUST / ETC.

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

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

Full Name of consortium member	Role of consortium member	% Participation	Signature

SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

6. JOINT VENTURE

We, the undersigned, are submitting this bid offer in joint venture and hereby authorize Mr / Ms _____

_____ authorized signatory of the Company / Close Corporation / Partnership (name) _____,

_____ acting in the capacity of lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

1. LEAD PARTNER (Whom the Municipality shall hold liable for the purpose of the tender)

Name of firm			
Address			
		Tel. No.	
Signature		Designation	

2. 2nd PARTNER

Name of firm			
Address			
		Tel. No.	
Signature		Designation	

3. 3rd PARTNER

Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

4. 4th PARTNER

Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

NOTE: A copy of the Joint Venture Agreement indicating clearly the percentage contribution of each partner to the Joint Venture, is to be submitted with the bid.

A board resolution, authorising each signatory who signed above to do so, is to be submitted with the bid.

5. GENERAL CONDITIONS OF CONTRACT – GOVERNMENT PROCUREMENT

1. DEFINITIONS

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 supplies 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.
- 1.13. 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.
- 1.14. "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.
- 1.15. "GCC" means the General Conditions of Contract.
- 1.16. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.17. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.18. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.19. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.20. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.21. "Project site" where applicable, means the place indicated in bidding documents.

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- 1.22. "Purchaser" means the organization purchasing the goods.
- 1.23. "Republic" means the Republic of South Africa.
- 1.24. "SCC" means the Special Conditions of Contract.
- 1.25. "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.
- 1.26. "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.27. "Tort" means in breach of contract.
- 1.28. "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.
- 1.29. "Written" or "in writing" means handwritten 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, 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 supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. GENERAL

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. Invitations to bid are usually published in locally distributed news media and on the municipality / municipal entity website.

4. STANDARDS

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 as 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.

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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:
- 7.3.1. 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
- 7.3.2. 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 supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspections tests and analysis, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in 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. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract goods may on or after delivery be inspected, tested or analyzed 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 and 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, and in any subsequent instructions ordered by the purchaser.

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10. DELIVERY

Delivery of the goods shall be made by the supplier in accordance with the documents and terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified.

11. INSURANCE

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

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

13. INCIDENTAL

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any:
- 13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - 13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - 13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - 13.1.4. 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
 - 13.1.5. 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:
- 14.1.1. 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;
 - 14.1.2. in the event of termination of production of the spare parts:
 - 14.1.2.1. advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - 14.1.2.2. 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 in SCC.
- 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 in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

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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 fulfillment of other obligations stipulated in the contract.
- 16.3. Payments shall be made by the purchaser no later than thirty (30) days after submission of an invoice, statement or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated.

17. PRICES

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

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

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

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

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22. PENALTIES

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:
- 23.1.1. 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;
- 23.1.2. if the Supplier fails to perform any other obligation(s) under the contract; or
- 23.1.3. if the supplier, in the judgment 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 purchase 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:
- 23.6.1. the name and address of the supplier and / or person restricted by the purchaser;
- 23.6.2. the date of commencement of the restriction
- 23.6.3. the period of restriction; and
- 23.6.4. 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 sections 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 section 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

When, after the date of bid, provisional payments are required, or antidumping 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

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be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

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

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,
- 27.4.1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- 27.4.2. the purchaser shall pay the supplier any monies due 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;
- 28.1.1. 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
- 28.1.2. 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

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

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

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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

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

34. AMENDMENT OF CONTRACTS

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 section 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 section 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.

General Conditions of Contract (revised July 2010)

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6. GENERAL CONDITIONS OF TENDER
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1. GENERAL

- 1.1. All bids must be submitted in **handwriting** on the official forms supplied (**not to be re-typed**)
- 1.2. No alterations /corrections to the information in the document (including pricing) may be performed by erasing or using masking fluid / tape (Tipp-Ex or similar) on any submitted page or by pasting another page over it with glue.
- 1.3. Alterations/corrections may only be executed as follows:
 - 1.3.1. Strike a line through the incorrect information, write the corrected information as appropriate (under, above or next to the information to be corrected), and initial at every alteration/correction.
 - 1.3.2. Bid submissions with material alterations / corrections not in compliance with the requirements as described above, will be rejected.
 - 1.3.3. All alterations to the pricing schedule / Bill of Quantities (BoQ) and / or any pricing not in accordance with clause 1.3.1 above, will be rejected.

2. PRICING

- 2.1. The unit rates and prices offered by the bidder must **exclude VAT**. The bid rates and amounts shall however **include** all levies and other taxes and duties on all items to which they apply.
- 2.2. Rates and prices offered by the bidder must be written onto the pricing schedule or form of offer of this document by hand, completed in full and signed by the duly authorised signatory.
- 2.3. All prices shall be quoted in South African currency.
- 2.4. Bidders, registered for Value Added Tax (VAT), shall add/include VAT in their final total of the bided amount.
- 2.5. Bid prices must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) which may be required for the execution of the bidder's obligations in terms of the Contract. Bid prices shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract, as well as overhead charges and profit (in the event that the bid is successful), unless otherwise specified.
- 2.6. All bid prices will be final and binding.
 - 2.6.1. A bid will not be invalidated if the amount in words and the amount in figures do not correspond,
 - 2.6.2. Where there is a discrepancy between the amount in figures and the amount in words, the amount in words shall apply-
- 2.7. **Ratification of incorrect entries:** Arithmetic errors shall be corrected during the evaluation and the corrected amount shall be considered for evaluation, subject to communication confirmation to the bidder, excluding changes to rates/tariffs of goods or services, provided that such changes does not allow any bidder a second or unfair advantage.

3. FORWARD EXCHANGE RATE COVER

- 3.1. In the event of price(s) based on the exchange rate, the successful bidder(s) will be required to obtain exchange rate cover in order to protect the Municipality against exchange rate variations.
- 3.2. The bidder must provide proof of forward exchange rate cover within 14 days after an order was placed.
- 3.3. If proof that forward exchange rate cover was taken out within 14 days after the order was placed but is not submitted to the Municipality along with the invoice, the contract price adjustment will not be accepted and the contract may be cancelled.

4. SUBMITTING A BID:

- 4.1. Sealed bids, with the "**Bid Number and Title**" clearly endorsed on the envelope, must be deposited in the relevant **bid box** as indicated in the notice of the bid, **on or before the closing date and time** of the bid.
- 4.2. The bid boxes are at the Breede Valley Municipal SCM offices, 23 Baring Street, Worcester.

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- 4.3. A specific bid box is provided for each bid to be deposited into and no bid will be considered which, subsequent to the closing date and time for that specific bid, is found in another box.
- 4.4. The bid box deposit slot is 390 mm x 85 mm.
- 4.5. Mailed, telegraphic, e-mailed or faxed bids **will not be accepted**.

5. BID OPENING

- 5.1. Bids shall be opened in public at the Breede Valley Municipal SCM offices as soon as possible subsequent to the closing time for the receipt of bids.
- 5.2. The Municipality will record in a register (which is open to public inspection) and publish on its website, the details of bids received by the closing date and time.
- 5.3. Any bid received after the appointed time for the closing of bids **shall not be considered** but shall be filed unopened with the other bids received, which bid(s) can be returned to the bidder at his request and cost.

6. BIDS WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

- 6.1. Relevant specifications;
- 6.2. Value for money;
- 6.3. Capability to execute the contract; and
- 6.4. PPPFA & associated regulations.

7. TEST FOR RESPONSIVENESS:

- 7.1. A Bids will be considered non-responsive if:
 - 7.1.1. the bid is not in compliance with the specifications;
 - 7.1.2. the bidder has not fully completed and signed where required, all the returnable documents as listed in the bid document; and/or
 - 7.1.3. the bidder has failed to clarify or submit any supporting documentation within 2-5 business days of being requested to do so in writing.
- 7.2. The Municipality reserves the right to accept or reject:
 - 7.2.1. any variation, deviation, bid offer, or alternative bid offer; may cancel the bidding process and reject all bid offers at any time before the formation of a contract. The MUNICIPALITY shall not accept or incur any liability to a bidder for such cancellation and/or rejection, and will only provide written reasons for such action upon receipt of a written request to do so;.
 - 7.2.2. a bid offer which does not, in the Municipality's opinion, materially and/or substantially deviate from the terms, conditions and specifications of the bid document.
 - 7.2.3. the whole bid or part of a bid or any item or part of any item, or to accept more than one bid (in the event of a number of items being offered), and the Municipality is not obliged to accept the lowest or any bid.
- 7.3. The bidder shall declare ALL the Municipal account numbers for which the enterprise or the proprietors or directors in their personal capacity/capacities is/ are responsible or co-responsible for;.
 - 7.3.1. The Municipality has the right to summarily disqualify any bidder who, either at the date of submission of a bid or at the date of its award, is indebted to the Municipality in respect of any municipal rates and taxes or municipal service charges for more than three months. However, an agreement signed by the bidder whereby the bidder agrees that a percentage or fixed amount at the discretion of the municipality, be deducted from payments due to him/her for this bid, until the debt is paid in full, will also be accepted by the Municipality.

8. INCORRECT INFORMATION

Where a contract has been awarded on the strength of the information furnished by the bidder which after the conclusion of the relevant agreement, is proven to have been incorrect, the municipality may, in addition to any other legal remedy it has or may

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have, recover from the contractor all costs, losses or damages incurred or sustained by the municipality as a result of the award of the contract.

9. WITHDRAWAL OF BID DURING AND AFTER THE SCM PROSES:

- 9.1. When a bidder withdraws his/her bid during the SCM bidding process, it must be in writing, prior to the award of the bid, of which Breede Valley Municipality holds the right to accept or reject with or without a claim for any damages.
- 9.2. When a bidder withdraws or cancels the contract after award of the bid to the particular winner of the bid, the awarded bidder will be held responsible for any damages or administrative expenses incurred prior to the award of the bid.

10. INVOICES

All invoices must be forwarded to either one of the following addresses:

- i. **Physical Address:** SCM Offices (Breede Valley Municipality)
23 Baring Street, Worcester, 6850
- ii. **Postal Address:** Breede Valley Municipality
Private bag X0346
Worcester, 6850
- iii. **Electronic address:** invoice@bvm.gov.za

10.1. Legal requirements for invoices

- 10.1.1. Please ensure that your tax invoices complies with the requirements as stipulated by SARS (VAT Act No 89 of 1991), i.e.:

10.1.1.1. Ordinary invoice (not VAT Registered)

- a) The word '**INVOICE**' in a prominent place
- b) Official invoice number and date of transaction
- c) Trade name, legal name, registration number (if any) and address of supplier
- d) The Official order number of Breede Valley Municipality is compulsory – non-compliance – no payment
- e) The Municipality's name and postal address (Private Bag X3046, Worcester,6850)
- f) Accurate description of goods and / or services supplied / provided.
- g) Unit of measurement of goods or services supplied
- h) Price

10.1.1.2. VAT/Tax invoice (VAT registered) An example of a valid Tax Invoice is attached as **Annexure C**.

- a) Word '**TAX INVOICE**' in a prominent place
- b) Trade, legal name and registration number(if any) of supplier
- c) Address and VAT number of supplier
- d) The official invoice number and date of invoice
- e) The Official order number of Breede Valley Municipality is compulsory – non-compliance – no payment
- f) The Municipality's name and postal address (Private Bag X3046, Worcester,6850) and VAT registration number (4850193659)
- g) Accurate description of goods and / or services supplied / provided.
- h) Unit of measurement of goods or services supplied
- i) Price and VAT amount

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11. PAYMENT TERMS

- 11.1. It is the policy of the Breede Valley Municipality to pay all creditors by means of electronic bank transfers.
- 11.2. Creditors will be paid within 30 days after receipt of an invoice and statement for the month in question, detailing all invoices during that month and reflecting the total amount due by the Municipality. In exceptional circumstances, the Municipality may, at its discretion, deviate from the above.
- 11.3. In order to qualify for a weekly payment, a supplier must be registered as a **Survivalist Enterprise / Micro Enterprise**¹ on the Municipality's supplier database. It must however be noted, that a weekly payment is not a right in terms of this Policy. Survivalist and Micro enterprises may request such payments which may then be made at the discretion of the Municipality. These weekly payments will be reviewed after a period of 12 months of doing business with the Municipality, as it may be assumed that the enterprise will, by that stage be self-sustainable. It is the obligation of the supplier to arrange earlier payments with the creditors department.

12. PRECEDENCE OF TERMS AND CONDITIONS

- 12.1. Precedence of terms and conditions in documentation during the bidding process and after award, resulting in an formal agreement:
- 12.1.1. The following precedence will apply to documentation and legislation during the bidding process and after award of a bid to a bidder:
- 12.1.1.1. Municipal Financial Management Act 56 of 2003
 - 12.1.1.2. Municipal Supply Chain Management Regulations
 - 12.1.1.3. Supply Chain Management policy
 - 12.1.1.4. Specifications of the bid document
 - 12.1.1.5. Special Conditions of Contract
 - 12.1.1.6. General Conditions of Contract
 - 12.1.1.7. Service Level Agreements/ Service Delivery Agreements
 - 12.1.1.8. Memorandum of Understanding/ Memorandum of Agreements

13. PERIOD OF VALIDITY

Bids, whether for a part of or for the whole of the bid, shall remain valid for the period of 60 days.

14. AUTHORITY TO SIGN DOCUMENTS (Schedule 1)

The Bidder shall provide proof that the bid was completed and signed by an authorized person and shall duly complete Schedule A in this regard. Failure to duly complete this statement may subject the bid to prejudice or rejection.

15. SCHEDULE OF CLIENTS (Schedule 14)

The Bidder shall furnish satisfactory evidence of clients to whom he has supplied a service, material and / or equipment of a similar nature as described in this document. For this purpose, the Bidder shall duly complete the "Schedule of clients" bound into this document. Failure to complete this Schedule may prejudice the bid as being submitted by an inexperienced Bidder and therefore subject the bid to rejection.

¹ SURVIVALIST ENTERPRISES / MICRO ENTERPRISES ARE DEFINED AS FOLLOWS:

Survivalist enterprises are generally defined as businesses set up by people unable to find a paid job or get into an economic sector of their choice. Income generated from these activities usually falls far short of even a minimum income standard, with very little capital invested, virtually no skills training in the particular field and only limited opportunities for growth into a viable business. This category is characterised by poverty and the attempt to survive.

Micro enterprises are very small businesses, often involving only the owner, some family members and at the most one or two paid employees. They usually lack 'formality' in terms of business licenses, value-added tax (VAT) registration, formal business premises, operating permits and accounting procedures. Most of them have a limited capital base and only rudimentary technical or business skills among their operators. However, many micro enterprises advance into viable small businesses. Earning levels of micro enterprises differ widely, depending on the particular sector, the growth phase of the business and access to relevant support.

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16. SIGNING OF CONTRACT

The Bidder **must complete and sign the form of offer** as contained in the bid document, failing to sign these pages shall render the bid **“non-responsive”**. Should a Bidder withdraw his bid during the period of its validity then he shall be liable for and pay to the MUNICIPALITY all expenses incurred in calling for new bids, as well as the difference between his bid and any less favourable bid accepted.

17. ADDITIONAL INFORMATION

Only information given formally in writing to the Bidder by the MUNICIPALITY during the bid period will be regarded as binding on the Contract. Verbal information, given during the site inspection (where applicable) or at any other time prior to the award of the Contract, will not be regarded as binding on the Contract.

18. FINANCIAL INVESTIGATION

Bidder(s) must be prepared to furnish the following documentation at own cost within 7 (seven) days of being called upon to do so:

- 18.1. Audited financial statements for the past three financial years plus a certified financial statement covering the period from the end of the last financial year to date. If audited statements are not readily available, provisional certified statements must be submitted. Such certified statements must be accompanied by:
- * A resolution of the board of directors authorizing the signatory to certify such statements;
 - * An extract of the relevant memorandum and article(s) of association from which it is clear that the company is empowered to issue such statement.
- 18.2. In the event of the company's contractual obligations being guaranteed by another company or other companies, the following must be furnished:
- * A resolution of the board of directors of the backing company/companies granting authority for such guarantee.
 - * An extract from the relevant memorandum and article(s) of association of the backing company/companies from which it is clear that the company/companies is/are empowered to issue such guarantee.
 - * Details of the relevant guarantee, i.e. period of validity, to what extent guaranteed, the source of funds and the precise nature of the company's obligations.
 - * Audited financial statements in respect of the backing company/companies on the same basis as set out in paragraph 22.1.
- 18.3. A list of all major shareholders indicating the percentage shareholding of each.
- 18.4. Cash-flow details reflecting anticipated receipts and expenditure during the contract period, in respect of:
- (a) the specific contract; and
 - (b) all other contracts.

19. COMPULSORY DOCUMENTATION**19.1 Income Tax Clearance Certificate**

A valid original Income Tax Clearance Certificate must accompany the bid documents unless the bidder is registered on the Accredited Supplier Database of the Municipality and the Municipality has a valid original Income Tax Clearance Certificate for the bidder on record. The onus is on the bidder to ensure that the Municipality has an original Income Tax Clearance Certificate on record and obtain written confirmation from the Supply Chain Management Unit of the Municipality. The letter of confirmation must be included in the tender documents. If the South African Revenue Services (SARS) cannot provide a valid original Income Tax Clearance Certificate, the bidder must submit a letter from SARS on an original SARS letterhead that their tax matters are in order.

19.2 Construction Industry Development Board (CIDB)

When applicable, a certified copy of the bidder's registration and grading certificate with the CIDB must be included with the tender. Failure to do so will result in the disqualification of the tender.

19.3 Municipal Rates, Taxes and Charges

- (a) A certified copy of the bidder's municipal account for the month preceding the tender closure date must accompany the tender documents.
- (b) Any bidder which is or whose directors are in arrears with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities for more than three months and have not made an arrangement for settlement of same before the bid closure date will be disqualified.

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20. SITE / INFORMATION MEETINGS

Site or information meetings, if specified, are compulsory. Bids will not be accepted from bidders who have not attended compulsory site or information meetings.

21. SAMPLES

Samples, if requested, are to be provided to the Municipality with the tender document and are not returnable.

22. ESTIMATED QUANTITIES

If tenders are called for specified quantities based on estimates, council reserves the right to adjust quantities according to demand and financial capacity, and will not be held liable to perform on the estimated quantities.

23. CONTRACT

The successful bidder will be expected to sign the agreement of this bid document **within 7 (seven) days** of the date of notification or the final award by the Breede Valley Municipality that his/her bid has been accepted. The signing of the relevant sections of this bid document signifies the conclusion of the contract. The Municipality, at its discretion, may request the signing of an additional Service Level Agreement which, together with the signed tender document, will constitute the full agreement between the Municipality and the successful bidder.

24. STAMP AND OTHER DUTIES

The successful bidder will be liable for all duties and costs on legal documents resulting in the establishment of a contract and for the surety and retentions.

25. PRICE ESCALATIONS

For multi-year tenders, bidders must indicate percentage price escalations in accordance with the Consumer Price Index (CPIX) for the outer years. The onus will be on the successful bidder to formally communicate any price escalations (consumer or industry related) prior to the date of escalation, or use the average escalation of twelve (12) months prior to the current escalation. The price escalations needs to be communicated to scm@bvm.gov.za. Failure to communicate the price escalations will be for the account of the bidder.

26. Copyright of this document is vested in the Breede Valley Municipality.

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MUNISIPALITEIT



MUNICIPALITY

7. MBD 1 - TERMS AND CONDITIONS OF BIDDING - TAX COMPLIANCE STATUS

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	BV 769/2019	CLOSING DATE:	28 JUNE 2019	CLOSING TIME:	11:00
DESCRIPTION	IMPLEMENTATION OF WI-FI ACCESS POINTS AND RELATED SERVICES INCLUSIVE OF MAINTENANCE FOR A PERIOD ENDING 30 JUNE 2022				
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 Municipal SCM Offices, 23 Baring Street, Worcester					
The bid box (outside the office – green tender box) is generally open 24 hours a day, 7 days a week. If the tender document exceeds the size of the deposit opening of 390mm x 85mm, the tender should be delivered during office hours.					
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	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> 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]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	SUPPLY CHAIN MANAGEMENT		DEPARTMENT	ICT	
CONTACT PERSON	WILFRED BELLS		CONTACT PERSON	Z. SOLOMON	
TELEPHONE NUMBER	023 348 2954		TELEPHONE NUMBER	023 348 2910/01	
FACSIMILE NUMBER	086 445 0476		FACSIMILE NUMBER		
E-MAIL ADDRESS	wbells@bvm.gov.za		E-MAIL ADDRESS	itm@bvm.gov.za	

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MUNISIPALITEIT



MUNICIPALITY

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, 2017, 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)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> 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		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

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8. MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state².
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, shareholder³ 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:																		

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

- (a) a member of –
 - i. any municipal council;
 - ii. any provincial legislature; or
 - iii. the National Assembly or the National Council of Provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

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.

3.9.	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:				
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 <i>(Only to be completed if in the service of the State)</i>

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			
NAME OF COMPANY			

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.

9. MBD 6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 – PURCHASES/SERVICES (80/20)
NB:

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

1. GENERAL CONDITIONS

- 1.1. The following preference point systems are applicable to all bids:
- 1.1.1. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.1.2. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2. The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3. Preference points for this bid shall be awarded for:
- 1.3.1. Price; and
- 1.3.2. B-BBEE Status Level of Contribution.
- 1.4. The maximum points for this bid are allocated as follows:

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

- 1.5. Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an original sworn affidavit confirming annual turnover and level of black ownership in the case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1. **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2. **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3. **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4. **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) as amended by Act No 46 of 2013;
- 2.6. **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7. **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

- 2.9. “EME” means an Exempted Micro Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.10. “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11. “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12. “non-firm prices” means all prices other than “firm” prices;
- 2.13. “person” includes a juristic person;
- 2.14. “QSE” means a Qualifying Small Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.15. “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.16. “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.17. “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.18. “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.19. “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

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

4. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid.

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

5.1. In terms of Regulation 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

- 5.2. 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.
- 5.3. 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.
- 5.4. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6. Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not 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.
- 5.8. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1	
B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate	
Points claimed in respect of Level of Contribution (maximum of 10 or 20 points)	

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

7. 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	

8. DECLARATION WITH REGARD TO COMPANY/FIRM

Name of Enterprise			
VAT registration number			
Company registration number			
TYPE OF ENTERPRISE (Tick applicable box)	Partnership / Joint Venture / Consortium		
	One person business / sole proprietor		
	Company ((Pty) Ltd. / Ltd.)		
	Close Corporation (CC)		
Describe principal business activities			
Company Classification (Tick applicable box)	Manufacturer		
	Supplier		
	Professional service provider		
	Other service providers, e.g. transporter, etc.		
Total number of years the company/firm has been in business			

10. MUNICIPAL INFORMATION

Name of municipality where business is situated	
Registered municipal account number	
Stand number	
Total number of years the company/firm has been in business	

11. DECLARATION

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 6 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- 11.1. The information furnished is true and correct;
- 11.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- 11.3. In the event of a contract being awarded as a result of points claimed as shown in paragraph 6, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- 11.4. If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - 11.4.1. disqualify the person from the bidding process;
 - 11.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - 11.4.3. 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;
 - 11.4.4. restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - 11.4.5. forward the matter for criminal prosecution.

SIGNATURE OF BIDDER(S):			
WITNESS 1:		WITNESS 2:	
DATE:			
ADDRESS:			

FOR INFORMATION PURPOSES ONLY

PLEASE NOTE THE FOLLOWING REQUIREMENTS REGARDING VALIDATION OF B-BBEE SCORE.

1. EMEs

ONLY THE FOLLOWING WILL BE ACCEPTED:

- 1.1. **A VALID ORIGINAL** sworn affidavit, confirming annual turnover and level of black ownership (**form available in the tender document**);
or
- 1.2. **A VALID** affidavit / certificate issued by Companies Intellectual Property Commission (CIPC);
or
- 1.3. **A VALID ORIGINAL** B-BBEE status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their B-BBEE rating issued by:
 - 1.3.1. A registered Auditor approved by the Independent Regulatory Board for Auditors (IRBA); or
 - 1.3.2. A verification Agency accredited by the South African National Accreditation System (SANAS).

2. QSEs

ONLY THE FOLLOWING WILL BE ACCEPTED:

- 2.1. **A VALID ORIGINAL** sworn affidavit, confirming annual turnover and level of black ownership (**form available in the tender document**);
or
- 2.2. **A VALID ORIGINAL** B-BBEE status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their B-BBEE rating issued by:
 - 2.2.1. A registered Auditor approved by IRBA; or
 - 2.2.2. A verification Agency accredited by SANAS.

3. BIDDERS OTHER THAN EMEs AND QSEs

- 3.1. The bidder **MUST** submit either a **VALID ORIGINAL B-BBEE** status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their **B-BBEE** rating issued by:
 - 3.1.1. A Registered Auditor approved by IRBA; or
 - 3.1.2. A Verification Agency accredited by SANAS.

4. WHEN CONFIRMING THE VALIDITY OF CERTIFICATES ISSUED BY AN AUDITOR REGISTERED WITH IRBA, THE FOLLOWING SHOULD BE DETAILED ON THE FACE OF THE CERTIFICATE:

- 4.1. The Auditor's letterhead with FULL contact details;
- 4.2. The Auditor's practice number;
- 4.3. The name and physical location of the measured entity;
- 4.4. The registration number and, where applicable, the VAT number of the measured entity;
- 4.5. The date of issue and date of expiry;
- 4.6. The B-BBEE Status Level of Contribution obtained by the measured entity; and
- 4.7. The total black shareholding and total black female shareholding.

10. SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name

Surname

Identity number

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Legal Name

Trading Name

Registration Number

Enterprise Address

Definition of "Black People"

As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –
 (a) Who are citizens of the Republic of South Africa by birth or descent; or
 (b) Who became citizens of the Republic of South Africa by naturalization-
 i. Before 27 April 1994; or
 ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

3. I hereby declare under oath that:

The enterprise is

% black owned

The enterprise is

% black woman owned

Based on the financial statements / management accounts and other information available on the _____ financial year, the income did not exceed R10,000,000.00 (ten million Rand);

Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

Level One

100% black owned (135% B-BBEE procurement recognition)

Level Two

More than 51% black owned (125% B-BBEE procurement recognition)

Level Four

Less than 51% black owned (100% B-BBEE procurement recognition)

4. The entity is an empowering supplier in terms of the dti Codes of Good Practice.

5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent signature:

Date:

Commissioner of Oaths signature

Date

Commissioner of Oaths stamp

11. SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,			
Full name			
Surname			
Identity number			
Hereby declare under oath as follows:			
7.	The contents of this statement are to the best of my knowledge a true reflection of the facts.		
8.	I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:		
	Enterprise legal name		
	Trading name		
	Registration number		
	Enterprise physical address		
	Type of entity (CC, (Pty) Ltd., Sole Proprietor, etc.)		
	Nature of business		
	Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date	
9.	I hereby declare under oath that:		
	The enterprise is	% black owned	As per amended code series 100 of the amended Codes of Good Practice issued under section 9(1) of B-BBEE Act no. 53 of 2003 as amended by Act n. 46 of 2013
	The enterprise is	% black woman owned	
	The enterprise is	% Black designated group owned	
	Based on the financial statements / management accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (ten million rands) and R50,000,000 (fifty million rands),		
	Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.		
	Level One	100% black owned (135% B-BBEE procurement recognition)	
	Level Two	At least 51% black owned (125% B-BBEE procurement recognition)	
10.	I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.		
11.	The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.		
Deponent signature:		Commissioner of Oaths stamp	
Date:			
Commissioner of Oaths signature			
Date:			

12. MBD 8 – DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? <i>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</i>	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 section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <i>(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</i>	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
4.5.1	If so, furnish particulars:		

5. CERTIFICATION

I, the undersigned (full name), _____, certify that the information furnished on this declaration form true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

SIGNATURE:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			

13. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).⁵ Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - 3.1. take all reasonable steps to prevent such abuse;
 - 3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

In response to the invitation for the bid made by:

BREDE VALLEY MUNICIPALITY

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
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:
 - 5.1. has been requested to submit a bid in response to this bid invitation;
 - 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

⁵ Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

- 5.3. 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 consortium⁶ 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:
 - 7.1. prices;
 - 7.2. geographical area where product or service will be rendered (market allocation)
 - 7.3. methods, factors or formulas used to calculate prices;
 - 7.4. the intention or decision to submit or not to submit, a bid;
 - 7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
 - 7.6. bidding with the intention not to win the bid.
- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

⁶ 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.

14. 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

<p style="text-align: center;">COMMISSIONER OF OATHS</p> <p>Signed and sworn to before me at _____, on this _____ day of _____ 20____</p> <p>by the deponent, who has acknowledged that he/she knows and understands the contents of this affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.</p> <p>COMMISSIONER OF OATHS:-</p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p>	<p style="text-align: center;">Apply official stamp of authority on this page:</p>
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15. MBD 16 – KEY PERFORMANCE INDICATORS

1. KEY PERFORMANCE INDICATORS (KPIs)			
1.1.	Work(s) performed / goods delivered within timeframes specified		
1.2.	Work(s) performed / goods delivered within financial framework specified		
1.3.	Acceptable quality of work(s) performed / goods delivered		
1.4.	OTHER:		
	(a)		
	(b)		
	(c)		
	(d)		
	(e)		
<p>I / We acknowledge that I / we am / are fully acquainted with the abovementioned Key Performance Indicators (KPIs) applicable to this tender / contract as stipulated by the Municipality and that I / we accept these Key Performance Indicators (KPIs) in all respects.</p> <p>I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender: that the price quoted cover all the work / item(s) specified in the tender document and that the price cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.</p>			
SIGNATURE			NAME (PRINT)
CAPACITY			DATE
NAME OF FIRM			
WITNESS 1			WITNESS 2

16. SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, NO 85 OF 1993

INTRODUCTION

In terms of section 16(1) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) the Chief Executive Officer is responsible as far as is reasonably practicable to ensure that the duties of his employer as contemplated in the Act are properly discharged. This responsibility is also, in terms of section 37(2) of the Act, extended to include a mandatary that performs work on behalf of the employer on his/her premises.

A “mandatary” is defined in the said Act as: - *“Including an agent, contractor or subcontractor for work, but without derogating from his status in his own right as an employer or user”*

In terms of Section 37(2), read with section 41, of the said Act, it is legally possible for an employer to indemnify himself from this responsibility or liability regarding the actions of the mandatary. Section 37(2) stipulates that there should be a written agreement in place between the employer and the mandatary regarding the arrangements and procedures between them to ensure compliance by the mandatary with the provisions of the Occupational Health and Safety Act, 1993.

By ensuring that there is a written agreement in place, the management of Breede Valley Municipality is acting in a responsible manner, so as to ensure that this requirement is indeed being met.

In order to ensure that this written agreement is honoured at all times, regular inspections of work that is in the process of being executed will be conducted and if found not to be in compliance with the said agreement, a notice of non-compliance will be issued. All work will be stopped, reasons for non-compliance must be given including the corrective action that will be taken to rectify the situation must be stipulated.

COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT 130 OF 1993)	
<p>Breede Valley Municipality has legal duty in terms of Section 89 of the said Act to ensure that all contractors with whom agreements are entered into for the execution of work are registered as employers in accordance with the provisions of this Act and that all the necessary assessments have been paid by the contractor.</p> <p>In order to enter into this agreement, the following information is needed regarding the above-mentioned:</p>	
Contractor’s registration number with the office of the Compensation Commissioner:	
<p>NOTE: A copy of the latest receipt together with a copy of the relevant assessment OR a copy of a valid Letter of Good Standing to be handed in, in this regard.</p>	

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	

WRITTEN AGREEMENT

This is a written agreement between

BREEDE VALLEY MUNICIPALITY

And

(Name of the MANDATARY)

in terms Section 37(2) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended.

I,

,

representing the MANDATARY do hereby acknowledge that

(mandatory) is an employer in its own right with duties as prescribed in the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended and agree to ensure that all work that will be performed, any article or substance that will be produced, processed, used, handled, stored or transported and plant and machinery that will be used, will be done in accordance with the provisions of the said Act.

I furthermore agree to comply with the Health and Safety requirements and to liaise with the Municipality should I, for whatever reason, be unable to perform in terms of this Agreement.

SIGNED ON BEHALF OF MANDATORY			
DATE:		PLACE:	
PRINT NAME:			
CAPACITY:			
SIGNATURE:			

SIGNED ON BEHALF OF THE MUNICIPALITY			
DATE:		PLACE:	
PRINT NAME:			
CAPACITY:			
SIGNATURE:			

17. INDEMNITY

Given by (name of company) _____
 of (registered address of company) _____
 a company with limited liability registration number _____
 registered in terms of Laws of the Republic of South Africa (hereinafter the contractor), represented by (name of representative)

 in his capacity as (designation) _____
 of the contractor, and duly authorised by a resolution dated _____ /20_____.

WHEREAS the contractor entered into a contract with the municipality dated _____ /20_____.

AND WHEREAS the Municipality requires an indemnity from the contractor.

NOW THEREFORE the contractor hereby indemnifies and holds harmless the Municipality in respect of all loss and/or damage that may be incurred or sustained by the contractor by reason of or in any way arising out of or caused by operations that may be carried out by the contractor in connection with the aforementioned contract; and also in respect of all claims that may be instituted against the Municipality in consequence of such operations, by reason of or in any way arising out of any accidents or damage to life or property or any other cause whatsoever including all legal fees and costs that may be incurred by the Municipality in examining, resisting or settling any such claims.

SIGNATURE OF CONTRACTOR:	
DATE:	
SIGNATURE OF WITNESS 1:	
DATE:	
SIGNATURE OF WITNESS 2:	
DATE:	

18. SCHEDULE 1 – DOCUMENTS OF INCORPORATION AND PROFESSIONAL REGISTRATION

The Bidder must attach to this application a **certified** copy of the certificate of incorporation of his / her company, close corporation, trust or, in the case of a joint venture between two or more firms, **certified** copies of the certificates of incorporation of each of the firms of the joint venture. The bidder must also attach a certified copy /copies with regard to any Professional Board or Body

19. SCHEDULE 2 – IDENTITY DOCUMENTS

The Bidder must attach to this application a **certified** copy /copies of the identity document(s) of the owner(s), shareholder(s) with regard to propriety company, director(s) and / or Manager(s) of his / her company, close corporation, trust, partnership or, in the case of a joint venture between two or more firms, **certified** copies of the identity document(s) of the owner(s), shareholder(s) with regard to propriety company, director(s) and / or Manager(s) of each of the firms of the joint venture. Identity Document for Certificate of Correctness Signatory (Original Certified Copy)



20. SCHEDULE 3 – CERTIFICATE OF BANK DETAILS

The SUPPLIER must complete this Schedule and attach to this page a certified copy of a cancelled cheque or have the details certified by the bidder's bank.

CREDIT ORDER INSTRUCTION

It is the policy of the Breede Valley Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker's confirmation.

DETAILS OF FIRM/INSTITUTION	
Name	
Address	

DETAILS OF MY/OUR BANK ACCOUNT ARE AS FOLLOWS:	
NAME OF BANK	
NAME OF BRANCH	
ACCOUNT NO	
BRANCH CODE	
TYPE OF ACCOUNT	

1 = Cheque Account	2 = Transmission Account	3 = Savings Account
4 = Bond Account	5 = (Not in use)	6 = Subscription Share Account

I/we hereby request and authorise the Breede Valley Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.
 I/we understand that a payment advice will be supplied by the Breede Valley Municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.
 I/we further undertake to inform the Breede Valley Municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days notice by prepaid registered post.

AUTHORISED SIGNATURE			
INITIALS AND SURNAME			
TELEPHONE NUMBER		DATE	

FOR BANK USE ONLY	
<p>I/we hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct:</p> <p>_____ AUTHORISED SIGNATURE</p>	<p>OFFICIAL DATE STAMP</p>



BREED VALLEY

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

PART B – SPECIFICATIONS AND PRICING SCHEDULE

1. SPECIFICATIONS

TERMS OF REFERENCE**1. INTRODUCTION**

The Contract entails the implementation of wi-fi access points and related services (inclusive of maintenance) to the Breede Valley Municipality's network. The Breede Valley Municipality seek to appoint a service provider to draw up and implement a proposal to supply, deliver, install and commission wireless access point and related services to support the current infrastructure and future development.

2. BACKGROUND

A need has been identified for Wireless Access Points to connect to BVM's network for all municipal buildings. The wireless Access Points will improve productivity of employees by letting them conveniently connect from anywhere in the office.

Breede Valley Municipality has over 500 users connecting to the network. The users connecting to BVM's network spread over several Municipal buildings on the BVM Area, that includes, Worcester, De Doorns, Rawsonville and Touwsriver. Due to rapid changes in technology and the increasing requirements for users to connect wirelessly, BVM has resolved to implement Wi- Fi for all networks users.

3. PURPOSE

The objective of this bid is to appoint an service provider to draw up and implement a proposal to supply and deliver, install and commission wireless access points and related services to support the current infrastructure and future development. The current infrastructure is comparison of cisco 3650 as the backbone of the network. The rest of the network is comparison of cisco 2960, HP 2530, D-Link DGS – 1210 – 10P and Mikrotik crs 112.

The bid is for a period ending 30 June 2022, which can be broken down as follow:

- i. Year 1 (2019/20) – date of award until 30 June 2020;
- ii. Year 2 (2020/21) – 1 July 2020 until 30 June 2021; and
- iii. Year 3 (2021/22) – 1 July 2021 until 30 June 2022.

This means that the successful bidder will be required to implement the full scope of this tender or in part depending on available resources.

The contract will be for a period of approximately 34 calendar months.

4. SCOPE

The service scope is to undertake the supply, delivery, installation and commissioning of wireless access points at the various municipal buildings.

4.1 Proposed infrastructure for implementing Wi-Fi solution in the Breede Valley Municipality

- Designing the infrastructure for the proposed wireless solution
- Supplying of necessary Hardware for the proposed solution
- Installation of Access Points in all BVM Buildings
- Installation of Wireless Controller in BVM Main office server room
- Wireless controller should have software licence that will accommodate all Access Points
- Licence must be registered under BVM
- Provisioning & Laying out of cables within the building connecting to wireless access point & network access switch.
- Uplifting & mounting the access points

- Configuring all the access points for Wi-Fi access
- Configuring of the Wireless controller.
- Configuring of the existing network switches.
- Enabling guest Internet Access throughout the BVM's internet access via access points
- Configuring security features for the Wi-Fi Access
- Configuring Radius Server for AAA authentication, Authorization & Accounting for Wi-Fi Access
- User Acceptance Testing
- All equipment must have a minimum 3 years warranty of hardware and support.
- Wireless Access Points must adhere to IEEE 802.11ac Wave 2 standard (product specification to be provided as proof).
- Maintenance will be for 31 months
- Compulsory site survey to be conducted for all sites to produce an accurate proposal and a coverage map

5. TECHNICAL REQUIREMENTS

5.1 The solution requirement are as follows:

- (a) Integrating of Access Points with our Radius Server and Domain Controller for centralized authentication;
- (b) Whenever any Internal user connects to the AP to access internal/applications he/she should be providing username and password then should be authenticated through the Radius Database;
- (c) Unauthorized access of users to the network shall be blocked;
- (d) Offered solution shall allow wireless access through various kinds of devices such as smart phones, laptops, and tablets;

Offered solution must have a controller that will control & monitor all the Access Points in the buildings; it will be situated in the Main Office server Room

6. DELIVERABLES

We have 21 buildings 5 halls and 5 municipal halls; they are located at Worcester, De Doorns, Rawsonville and Touwsriver. Some of the buildings have single floors and some have single floors and some have multiple floors as indicated.

The buildings locations for the 4 areas are as follow
Worcester, De Doorns, Rawsonville and Touwsriver

a) Main Office:

Location	30 Baring Street, Worcester 6849 GPS Co-ordinates 33°38'36.3"S 19°26'41.5"E
Number of Floors	Six (6)
Number of Offices per floor	Basement – 4 offices Ground – 32 Offices 1st – 11 Offices 2nd – 15 Offices 3rd – 17 Offices 4th – 10 Offices 85 offices in total
Wall Type	Dry Wall and Brick

(a) Balke Building:

Location	53 Baring Street, Worcester 6849 GPS Co-ordinates 33°38'40.7"S 19°26'46.2"E
Number of Floors	Two (2)
Number of Offices per floor	Ground Floor – 19 Offices 1 st Floor – 15 Offices 34 offices in total
Wall Type	Dry Wall and Brick

(b) Absa Building:

Location	45 Baring Street, Worcester 6849 GPS Co-Ordinates 33°38'38.8"S 19°26'44.1"E
Number of Floors	Two (2)
Number of Offices per floor	Ground floor – 15 Offices 1st floor – 13 Offices 28 offices in total
Wall Type	Dry Wall and Brick

(c) New Building:

Location	45 Baring Street, Worcester 6849 GPS Co-Ordinates 33°38'38.8"S 19°26'44.1"E
Number of Floors	One (1)
Number of Offices per floor	First floor: 25 Offices 25 offices in total
Wall Type	Dry Wall and Brick

(d) SCMU and Tourism Offices:

Location	23 Baring Street, Worcester 6849 GPS Co-ordinates 33°38'33.1"S 19°26'40.9"E
-----------------	--

Number of Floors	One (1)
Number of Offices per floor	SCMU – 12 offices Tourism – 8 offices 20 offices in total
Wall Type	Dry Wall and Brick

(e) SAMMIE Hall:

Location	2 Distillery street Worcester 6849 GPS Co-ordinates 33°38'49.2"S 19°26'02.9"E
Number of Floors	Two (2)
Number of Offices per floor	Ground floor - 5 Offices 1 st Floor – 1 Office 6 offices in total
Wall Type	Dry Wall and Brick

(f) Fairbairn:

Location	Fairbairn street Worcester 6849 GPS Co-ordinates 33°38' 53.191" S 19°27' 9.741" E 33°38' 53.191" S 19°27' 9.741" E 33°38' 53.779" S 19°27' 11.159" E 33°38' 54.604" S 19°27' 13.958" E
Number of Blocks	Four (4)
Number of Offices per block	Block 1 – 4 Offices Block 2 – 3 Offices Block 3 – 2 Offices Pool Academy – 3 Offices 12 offices in total
Wall Type	Brick

(g) Traffic Department Worcester:

Location	Traffic Department, Leipoldt Avenue, Roodewal, Worcester, South Africa Gps Co-ordinates 33°38'40.3"S 19°27'53.2"E
Number of Floors	One (1)

Number of Offices per floor	Ground floor – 20 Offices 12 offices in total
Wall Type	Brick

(h) Krone Street:

Location	Krone street Worcester 6849 Gps Co-ordinates 33°38' 17.189" S 19°28' 3.585" E
Number of Blocks	Two (2)
Number of Offices per block	Block 1 - 10 offices Block 2 - 6 offices 16 offices in total
Wall Type	Dry wall and Brick

(i) Van Huysteen Avenue:

Location	Van Huysteen Avenue, Worcester 6849 Gps Co-ordinates 33°39' 16.800" S 19°27' 1.927" E
Number of Floors	One (1)
Number of Offices per floor	14 offices in total
Wall Type	Brick

(j) Waste Water Treatment Works (WWTW) Worcester – (Sewerage):

Location	Aan De Doorns Road Gps -Coordinates 33°39' 52.803" S 19°27' 5.820" E
Number of Floors	One (1)
Number of Offices per floor	5 offices in total
Wall Type	Brick

(k) Worcester Cemetery– (Graveyard):

Location	Aan De Doorns Road Gps Co-ordinates 33°39' 35.713" S 19°27' 28.003" E
Number of Floors	One (1)
Number of Offices per floor	1 office in total
Wall Type	Brick

(l) Libraries and Halls Worcester Touwsriver, De Doorns, Rawsonville, Esselen Park:

Location	Gps Coordinates Worcester - 33°38' 43.424" S 19°26' 42.792" E Touwsriver Steenfliet - 33°20' 43.414" S 20°1' 28.378" E Dedoorns - 33°28' 37.970" S 19°39' 59.652" E Rawsonville - 33°41' 5.244" S 19°18' 49.498" E Esselen Park - 33°39' 56.875" S 19°26' 10.109" E
Number of Floors	One (1)
Number of Offices per floor	10 sites in total
Wall Type	Dry Wall and Brick

(m) Fire Station; Stores- Warehouse, Electrical Department:

Location	Market Street, Worcester 6849 Co-Ordinates Fire - 33°38' 12.842" S 19°26' 46.103" E Stores - 33°38' 15.148" S 19°26' 48.817" E Electrical Department - 33°38' 14.790" S 19°26' 54.076" E Mechanical Workshop - 33°38' 13.201" S 19°26' 49.433"
Number of Blocks	Three (3)
Number of Offices per block	Block 1 (Fire Station) – 10 offices Block 2 (Stores), 6 offices Block 3 (Electrical Department), 6 offices Mechanical Workshop 2 Offices 24 offices in total
Wall Type	Dry Wall and Brick

(n) Multi- Purpose Centre (MPC):

Location	2 Nkentsha Street Worcester 6849 Gps Co-ordinates 33°38' 50.214" S 19°29' 43.608" E
Number of Floors	Two (2)
Number of Offices per floor	Ground floor – 10 Offices 1 st floor – 6 offices 16 offices in total
Wall Type	Dry wall and Brick

(o) Nekkies:

Location	Nekkies Conference Centre and Chalets Worcester 6849 Gps Co-ordinates 33°41' 26.828" S 19°24' 54.119" E
Number of Floors	One (1)
Number of Offices per floor	Ground floor – 2 Offices 2 offices in total
Wall Type	Brick

(p) Rawsonville:

Location	17 Le Seur Street, Rawsonville Worcester 6849 Gps Co-ordinates 33°41'05.4"S 19°18'49.7"E
Number of Blocks	Two (2)
Number of Offices per block	Block 1 – 6 offices Block 2, Library 6 offices in total
Wall Type	Brick
Number of Access Points required	Two (2)

(q) De Doorns Main Office:

Location	De Doorns Municipality, La Rochelle Rd, De Doorns, South Africa Gps Co-ordinates 33°28'32.8"S 19°39'49.8"E
Number of Floors	One (1)
Number of Offices per floor	Ground floor – 11 Offices 11 offices in total
Wall Type	Dry Wall and Brick

(r) De Doorns Traffic Department:

Location	De Doorns Traffic Department, De Doorns, South Africa Gps Co-ordinates 33°28'34.9"S 19°40'06.0"E
Number of Floors	One (1)
Number of Offices per floor	Ground floor – 6 Offices 6 offices in total
Wall Type	Brick

(s) Touwsriver Main office:

Location	45 Park Street, Touws River Gps Co-ordinates 33°20' 25.386" S 20°1' 51.731" E
Number of Floors	One (1)
Number of Offices per floor	Ground floor – 12 Offices 12 offices in total
Wall Type	Dry Wall and Brick
Number of Access Points required	Two (2)

7. IMPLEMENTATION TIMETABLE

The implementation period of the project may not exceed 90 days after the receipt of order (commencement). The implementation must start immediately from the receipt of order.

8. PERFORMANCE MEASURES

- Delivery of the goods and installation and testing work must be within **90 days after the receipt of order (commencement)**.
- If at any time during the 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 particular after receipt of the supplier 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 amendments of contract. Vendors/suppliers performance will be monthly measured on the following key performance areas;
 - i. Time of deliverance of products from official order.
 - ii. Quality in relationship with the specified product specifications required in this tender.
 - iii. Full quantities as per requested by official order.
 - iv. Cost of product price in line with the agreed tender prices awarded

8.2. The project implementation timeline of 90 days shall include supply, delivery, stall, configure, test and commissioning.

8.3. On completion time, the project must be fully operational and working 100%

8.4. Maintenance Measurement of Response time

Service	Uptime
Wi-Fi Access points online	99%

Description	Response Time	Resolution Time
Whole wireless network is down	30 Min	4 Hours
Part of the wireless network is down	4 hours	24 hours

9. PENALTIES

- 9.1. Upon any delay beyond the delivery period in the case of a supplier’s contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods/service not supplied in conformity with the contract and to return any goods/service delivered later at the supplier’s expense and risk, or to cancel the contract and buy such goods/service as may be required to complete the contract (implemented with an official order) and without prejudice to his other rights, be entitled to claim damages from the supplier. If the product/service quantities of the official order quantities cannot be procured from another vendor/supplier, the late deliveries will be penalized as follows:
- i. 1% of the value of the order for every day late and will be deducted from the relevant payment of the Municipality;
 - ii. Failure to deliver within 15 days after the prescribed delivery period shall result in the municipality cancelling the order and opting to appoint the second highest bidder.
- 9.2 Failure to fully comply with the above stated performance measures will result in a penalty deduction of 10% from the full tender package (this excludes the monthly maintenance fee).
- i. Failure to fully comply with the above stated performance measures of maintenance will result in a penalty deduction of 5% from the monthly invoice for each month the tenderer is in deviation.

10. SUPPORT AND MAINTENANCE

Maintenance shall be for 34 months after the project has been implemented successfully. Maintenance costs throughout the contract will be fixed.

11. SPECIAL CONDITIONS

All service providers must adhere to the following conditions:

- i. Bidders to cast prices/ rates which must remain fixed for at least 90 days from date of tender closing, to allow for a competitive bidding process and in turn for the municipality to make a successful award
- ii. The municipality reserves the right to increase or decrease the scope at its discretion in order to meet the budget limitations or operational requirements.
- iii. The successful Service Providers or Contractor/s shall be responsible for the procurement of all the necessary materials and labour required for the execution of the works.
- iv. Invoices shall be paid within 30 days from receipt of correct invoice and statement, after the works have been certified to be in order.
- v. The successful contractor shall at all times practice safe working habits and create safe working conditions.
- vi. Successful bidder will be required to provide training to designated employees on upkeep and administration of offered Access Points.
- vii. After site visits a coverage map with the installation plan should be supplied with the installation plan with the submission of tender.
- viii. A technical compliance sheet hard copy should be provided with the submission of tender.
- ix. Hard copies of all the technical documents should be submitted with the bid.

Failure to comply with the minimum conditions/ requirements stated in this tender document shall result in automatic disqualification

12. EVALUATION OF TENDERS

This tender will be evaluated on two stages, namely: Functionality and Price.

12.1. Functionality

The evaluation will be based on a points system, with the functional element being scored out of 30 points with a minimum threshold for the functional element set at 22,5 points. Bids that do not meet or better the functional element threshold will not be further evaluated.

Each element is weighted as shown in the table below:

	Description	Maximum Possible Score
a)	Number of successfully completed projects for 500 + users	10
b)	Provide reference as evidence of experience in implementation of the proposed solution for 500+ users (Qualification/Experience of Administrator and Lead technician)	10
c)	Locality	10
Maximum possible score for functionality		30

The minimum score for functionality is **22,5** out of a maximum possible score of **30**, which will give a minimum percentage score of **75%**. Tenderers that fail to achieve the minimum score for functionality will not be eligible for evaluation and the tender offer will be rejected. Only those bidders scoring 22,5 points and higher will be considered in the second stage of the evaluation, where bids will be assessed based on the 80/20-point system.

a) Number of successfully complete project for 500 + users

The tenderer shall provide detail of number of successfully completed projects for 500 + users. Substantiating documentation to be attached with the tender document upon submission, as Annexure “A”, or provided on page 68. All relevant information requested based upon which up to 10 points for functionality will be awarded to the

1. Number of successfully completed projects for 500+ users	Points
• None	0
• 1- 2	3
• 3- 5	5
• 6+	10

tenderer in this regard.

b) Provide reference as evidence of experience in implementation of the proposed solution for 500+ users (Qualification/Experience of Administrator and Lead technician)

The tenderer shall provide details of their staff’s relevant for the implementation of the proposed solution for 500+ users. Substantiating documentation to be attached with the tender document upon submission, as Annexure “A”. All relevant information requested based upon which up to 10 points for functionality will be awarded to the tenderer in this regard.

2. Provide references as evidence of experience in implementation of the proposed solution for 500+ users (Qualification/Experience of Administrator and Lead technician)	10		
Provide evidence of experience		10	
<ul style="list-style-type: none"> 1 Service/ Contract Administrator No previous experience.....0 Supervisory experience of 1- 4 years.....2 Supervisory experience of 5-7 years.....3 Supervisory experience of 8+ years.....5 	5		
<ul style="list-style-type: none"> 1 Lead Technician No previous experience.....0 Supervisory experience of 1- 4 years.....2 Supervisory experience of 5-7 years.....3 Supervisory experience of 8+ years.....5 	5		

c) Locality

Points for locality shall be allocated as follows, in accordance with business addresses:

Locality	Points
Service provider’s business address is based within the Breede Valley Municipal area	10
Service provider’s business address is based within the Cape Winelands and Cape Metropolitan district	8
Service provider’s business address is based within the Western Cape district	6
Service provider’s business address is based within the Western Cape district	4
Service provider’s business address is based outside the Western Cape district	2

PRICING CONDITIONS

- 16.1. The pricing structure or schedule has been designed for bidders to cast their prices for the implementation of Wi – Fi Access Points and Related Services inclusive of maintenance. The pricing structure or schedule has been designed for bidders to cast their rates for each individual item in terms of the services required, which must remain fixed and firm.
- 16.2. Service providers are urged to take into account all the necessary costs of bringing the goods/ services to the client when casting their prices i.e. (transport, administrative costs, labour costs, etc.). The municipality shall at any given stage during the evaluation of tenders, conduct verification checks in order to ensure that unrealistically low tenders are eliminated not to participate further on price. No further price adjustments shall be accommodated, other than the ones agreed upon according to this tender.
- 16.3. Tender rates must be submitted on the Pricing Schedule. No deviations from the current pricing structure will be permitted.

SIGNATURE (Bidder)		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

2. FUNCTIONALITY SCORING SHEET

1. The bid will be evaluated in terms of functionality of bid submissions.
2. The evaluation of tenders will be done in terms of compliance with the Functionality criteria.
3. The bidder must score at least **22,5 points out of 30 points** to be evaluated further.
4. The functionality points for this bid are allocated as indicated in table below:

PRE-QUALIFICATION CRITERIA			
Description	Maximum points attainable	Points awarded	
3. Number of successfully completed projects for 500+ users	10		
• Inactive	0		
• 1- 2 years	3		
• 3- 5 years	5		
• 6+ years	10		
4. Provide references as evidence of experience in implementation of the proposed solution for 500+ users (Qualification/Experience of Administrator and Lead technician)	10		
Provide evidence of experience			
<ul style="list-style-type: none"> • 1 Service/ Contract Administrator No previous experience.....0 Supervisory experience of 1- 4 years.....2 Supervisory experience of 5-7 years.....3 Supervisory experience of 8+ years.....5 	5	10	
<ul style="list-style-type: none"> • 1 Lead Technician No previous experience.....0 Supervisory experience of 1- 4 years.....2 Supervisory experience of 5-7 years.....3 Supervisory experience of 8+ years.....5 	5		
5. Locality	10		
• Is the contractor based within the BVM jurisdiction	10		
• Is the contractor based within the Cape Winelands district	8		
• Is the contractor based within the Cape Metropole	6		
• Is the contractor based within the Western Cape	4		
• Is the contractor based outside the Western Cape	2		

5. Bidders who claim points in respect of functionality must complete the bid declaration and failure on the part of a bidder to sign this form will disqualify the bidder
6. The Municipality reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the Municipality.

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7. Attach a short CV not longer than 2 pages, concentrating on relevant experience with specific reference to experience in line with the scope of this project. It must clearly state the number of projects and experience.
8. **Failure on the part of the bidder to provide any of the documents or validate any claims made above will result in functionality points not being allotted.**

DECLARATION

1. I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise (if applicable) declare that points claimed qualifies the firm for the point(s) shown and I / we acknowledge that:
2. The information furnished is true and correct.
3. In the event of a contract being awarded because of points claimed, the bidder may be required to furnish documentary proof to the satisfaction of the Municipality that the claims are correct.
4. If the claims are found to be incorrect, the Municipality may, in addition to any other remedy it may have -
 - a. recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct; and
 - b. 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.

SIGNATURE (Bidder)		FOR OFFICE USE ONLY:	
CAPACITY		Evaluated by	
NAME OF FIRM		Signature:	
NAME (PRINT)		Designation:	
DATE		Date:	

3. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – CURRENT CONTRACTS

CURRENT CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE COMPLETED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
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Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if more space is required.

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

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

4. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – COMPLETED CONTRACTS

The following is a statement of similar work successfully executed by myself / ourselves:

COMPLETED CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE COMPLETED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
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Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if more space is required.

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

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

5. SCHEDULE OF WORK EXPERIENCE OF THE RELEVANT STAFF

Tenderers shall set out in the Schedule hereunder details of the experience of the Service/ Contract Administrator and Lead Technician, for work of a similar nature:

Failure to complete this Schedule shall result in the bidder forfeiting the points on functionality.

• 1 Service/ Contract Administrator

NAME:		NQF LEVEL	
-------	--	-----------	--

Client & Contract	Nature Of Work	Position Held	Value Of Work	Year Completed

• 1 Lead Technician

NAME:		NQF LEVEL	
-------	--	-----------	--

Client & Contract	Nature Of Work	Position Held	Value Of Work	Year Completed

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

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

6. SCHEDULE OF PROPOSED SUB-CONTRACTORS

I/we the tenderer, notify the Breede Valley Municipality that it is our intention to employ the following Subcontractors for work in this contract.

SUBCONTRACTORS				
Category / Type	Subcontractor Name; Address; Contact Person; Tel. No.		Items of work (pay items) to be undertaken by the Subcontractor	Estimated cost of Work (Rand)
1.	Name of firm			
	Contact person			
	Tel No			
	Address			
2.	Name of firm			
	Contact person			
	Tel No			
	Address			
3.	Name of firm			
	Contact person			
	Tel No			
	Address			
4.	Name of firm			
	Contact person			
	Tel No			
	Address			
5.	Name of firm			
	Contact person			
	Tel No			
	Address			

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

Acceptance of this tender shall not be construed as approval of all or any of the listed subcontractors. Should any of the subcontractors not be approved subsequent to acceptance of the tender, this shall in no way invalidate this tender, and the tendered unit rates for the various items of work shall remain final and binding, even in the event of a subcontractor not listed above being approved by the municipality.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

7. PRICING AND SCHEDULE

- NOTE:**
1. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
 2. Document **MUST** be completed in non-erasable black ink
 3. Bidders must cast prices for all items, as listed in the schedule of quantities. The tender will be evaluated and awarded as a whole.
 4. **NO** correction fluid/tape may be used.
 - a. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
 5. The Bidder **MUST** indicate whether he/she/the entity is a registered VAT Vendor or not.
 - a. In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.

	INDICATE WITH AN 'X'							
Are you/is the firm a registered VAT Vendor	YES				NO			
If "YES", please provide VAT number								

I / We _____

(full name of Bidder) the undersigned in my capacity as _____

of the firm _____

hereby offer to Breede Valley Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Breede Valley Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

PRICING SCHEDULE:

- Bidders must cast their prices/ rates for the supply, delivery, installation and commissioning of wireless access points (inclusive of maintenance and support services) to the Breede Valley Municipality's network, as per outlined specification and pricing schedule below. **No other pricing schedule shall be accepted.**

Item	Description	Quantity	Unit Price (VAT excl.)	Total Price (VAT excl.)
	IMPLEMENTATION OF WI – FI ACCESS POINTS AND RELATED SERVICES INCLUSIVE SERVICES OF MAINTENANCE FOR PERIOD ENDING 30 JUNE 2022			
1	Supply, set-up, installation and commissioning of all access points (once off)	1		
2	Monthly Maintenance fees	31		
3			Sub-total	
4			VAT @ 15%	
5			*Total Tender Amount	

NB* The total cost must be carried forward to the form of offer (page 77) and to the front page

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

8. FORM OF OFFER AND ACCEPTANCE

NOTES:

1. This form must be completed by both the successful bidder (Part 1) and the purchaser (Part 2).
2. NO correction fluid/tape may be used.
3. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.

1. OFFER

- 1.1. The employer, identified in the acceptance signature block, has solicited offers to enter into a contract in respect of the following works:
- 1.2. The bidder, identified in the offer signature block, has examined the draft contract as listed in the acceptance section and agreed to provide this offer.
- 1.3. By the representative of the bidder, deemed to be duly authorised, signing this part of this form of offer and acceptance, the bidder offers to perform all of the obligations and liabilities of the employer under the contract, including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:	
In figures:	R
In words:	

- 1.4. This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the bidder before the end of the period of validity stated in the bid data, whereupon the bidder becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s)			
Name(s)			
Capacity			
For the bidder:			
Name of witness:	<i>(Insert name and address of organisation)</i>	Date	
Signature of witness:			

2. ACCEPTANCE

- 2.1. By signing this part of this form of offer and acceptance, the employer identified below accepts the bidder's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the bidder's offer shall form an agreement between the employer and the bidder upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.
- 2.2. Deviations from and amendments to the documents listed in the bid data and any addenda thereto listed in the returnable schedules as well as any changes to the terms of the offer agreed by the bidder and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.
- 2.3. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the bid documents and the receipt by the bidder of a completed signed copy of this agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

Signature(s):		
Name(s):		
Capacity:		
For the employer:	Breede Valley Municipality 23 Baring Street Worcester	
Name of witness:		Date:
Signature of witness:		

9. DECLARATION BY TENDERER

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

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

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

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

I / We furthermore confirm that my / our offer remains binding upon me / us and open for acceptance by the Purchases / Employer during the validity period indicated and calculated from the closing date of the bid.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			
WITNESS 1		WITNESS 2	

ANNEXURE A: SUBSTANTIAL EVIDENCE IN TERMS OF FUNCTIONALITY TO BE ATTACHED



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PART C – DATABASE REGISTRATION

A	If you are a bidder, DULY REGISTERED as a Preferred Supplier on the Supply Chain Management Database of the Breede Valley Municipality, COMPLETE THIS SECTION , however if your organization's circumstances changed, without notifying Breede Valley Municipality, section B shall apply.		
SCM DATABASE REGISTRATION NUMBER			
NAME OF FIRM			
SIGNATURE		CAPACITY	
NAME (PRINT)			

B	If you are a bidder, NOT DULY REGISTERED as a Preferred Supplier on the Supply Chain Management Database of the Breede Valley Municipality, it is compulsory to complete and attach the following forms:		
1	Database Registration Form		
2			
3			
4			
5			
6			
7			