



BID NO: 118/2018

**THREE YEAR CONTRACT FOR SUPPLY,
DELIVERY AND OFF-LOADING OF
ELECTRICAL TRANSFORMERS AND
MINI- SUBSTATIONS FOR
CITY OF MBOMBELA**

CLOSING DATE: 12 OCTOBER 2018

NAME OF BIDDER: _____

CSD SUPPLIER NUMBER: _____



INDEX	PAGE
Invitation to Bid.....	3 – 5
Special Conditions.....	6 – 7
Specifications and pricing schedule	8 – 25
Pricing Schedule – Firm Prices.....	26
Declaration of interest.....	27 – 29
Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017 (Purchases).....	30 – 36
Declaration Certification of Local Content.....	37 - 40
Contract Form – Rendering of services.....	41 – 42
Declaration of Bidder’s Past Supply Chain Management Practices	43 – 44
Certificate of independent bid determination.....	45 – 47
Authority to sign a bid	48 – 49
Certificate of authority for joint ventures	50
Functionality and Preferential Point System	51 – 52
 ANNEXURE A	
Tax clearance certificate application form	
 ANNEXURE B	
General conditions of contract	

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF MBOMBELA

BID NUMBER:	118/2018	CLOSING DATE:	12 OCTOBER 2018	CLOSING TIME:	11:00
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DESCRIPTION	THREE YEAR CONTRACT FOR SUPPLY, DELIVERY AND OFF-LOADING OF ELECTRICAL TRANSFORMERS AND MINI SUBSTATIONS FOR CITY OF MBOMBELA
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THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT 1 Nel Street, Mbombela Civic Centre, next to the main entrance

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 LEVEL 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]
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TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE	R N/A
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SIGNATURE OF BIDDER	DATE
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CAPACITY UNDER WHICH THIS BID IS SIGNED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SUPPLY CHAIN M.	DEPARTMENT	FINANCAIL MANAGEMENT
CONTACT PERSON	CHRIS NKAMBULE	CONTACT PERSON	BALDWIN SHONGWE
TELEPHONE NUMBER	013 759 2358	TELEPHONE NUMBER	013 759 2026

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 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 OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



BID NO: 118/2018
CLOSING DATE: 12 OCTOBER 2018

THREE YEAR CONTRACT FOR SUPPLY, DELIVERY AND OFF-LOADING OF ELECTRICAL TRANSFORMERS AND MINI-SUBS FOR CITY OF MBOMBELA

Bids are hereby invited from potential services providers for Supply, Delivery and Off-loading of electrical transformers and mini-subs for the City of Mbombela.

It is compulsory that service providers download a copy of the bid document that will ONLY be available as from 11 September 2018 on the municipal website: www.etenders.gov.za and the national e-tender portal: www.etenders.gov.za on the tenders and notices' folder, free of charge.

Duly completed bid documents and supporting documents which are, **CERTIFIED ID COPIES OF BUSINESS OWNERS, COPY OF TAX CLEARANCE CERTIFICATE AND PIN, CERTIFIED COPY OF B-BBEE CERTIFICATE, RATES AND TAXES CLEARANCE FROM RELEVANT LOCAL AUTHORITY, CSD REGISTRATION SUMMARY REPORT** and a copy of the **COMPANY REGISTRATION CERTIFICATE**, together with the bid document must be sealed in an envelope clearly marked: **"BID NO.: 118/2018 THREE YEAR CONTRACT FOR SUPPLY, DELIVERY AND OFF-LOADING OF ELECTRICAL TRANSFORMERS AND MINI-SUBS FOR CITY OF MBOMBELA, CLOSING DATE: 12 OCTOBER 2018"** with the name of the bidder shall be placed in the bid box at MBOMBELA CIVIC CENTRE at 1 NEL STREET, MBOMBELA, before 11:00 on the closing date.

Bids received by telegram, fax or e-mail will not be considered. Late bids shall not be accepted or considered.

No briefing session shall be conducted for this tender. Technical enquiries may be directed to the project manager on the below contact details.

A preferential point system shall apply whereby this contract will be allocated to a bidder in accordance with the **Preferential Procurement Policy Framework Act, No 5 of 2000** and as defined in the conditions of bid in the bid document, read in conjunction with the Preferential Procurement Regulations, 2017, where 90 points will be allocated in respect of price and 10 points in respect of B-BBEE status level of contribution.

Procurement Enquiries	:	Christopher Nkambule	(013) 759 2358
Technical Enquires	:	Baldwin Shongwe	(013) 759 2026
Employer	:	Acting Municipal Manager, Mr N. Diamond	
		City of Mbombela	
		P. O. Box 45, Mbombela, 1200	

VISIT OUR WEBSITE – www.mbombela.gov.za

NB: The results of this bid will be published on council website as prescribed on the MFMA sec 75 (1) (g) and of SCM regulations, sec. 23 (c).

SPECIAL CONDITIONS OF THE BID

1. SUBMISSION OF TENDERS

Tenders will be opened in public immediately after the advertised closing date. Submissions must be in a sealed envelope clearly endorsed as per instruction on page 5 of the tender document (advert).

2. TENDER DEPOSIT

It is compulsory that service providers download a copy of the bid document that will ONLY be available as from 11 September 2018 on the following websites: www.mbombela.gov.za and www.etenders.gov.za, free of charge.

3. ADJUDICATION OF TENDER

The City of Mbombela will not be bound to accept the lowest or any tender and also reserves the right to cancel the tender when deemed necessary.

The tender will be adjudicated by City of Mbombela in terms of the Preferential Procurement Policy Framework Act, no. 5 of 2000 and as defined in the conditions of bid in the bid document, read in conjunction with the preferential procurement regulations, 2017, where 80 points will be allocated in respect of price and 20 points in respect of B-BBEE status level of contribution.

Prospective bidders must proof their capacity to deliver by attaching proof of similar service rendered. The certified proof of SABS must be accompanied by a letter of arrangement if the SABS certificate belongs to a third party for eligibility. Failure to meet the minimum required proof will lead to immediate elimination.

Prospective bidders must attach proof of forklift ownership, if the forklift belongs to a third party, the proof of ownership must be accompanied by a letter of agreement. A forklift may be substituted by a truck with an installed crane and same conditions of a forklift will apply. Failure to adhere to this conditions will render your bid nonresponsive.

City of Mbombela reserves the right to visit the warehouse without prior notice as part of the evaluation process to minimise risk associated with project failure.

4. COMPLETION OF TENDER DOCUMENTS

Tenders will only be considered on receipt of this tender document correctly completed with all insertions in black ink and signed.

The following **compulsory** documentation **must** be attached in order for the bid to be considered:

4.1 Returnable Documents

- Copy of a valid tax clearance certificate
- Copy of a valid Tax Compliance Status (TCS) SARS PIN

- Original or certified copy of B-BBEE Certificate (points claim) or original sworn affidavit/certified copy of a sworn affidavit.
- Proof of company registration
- Company Profile
- Certified copy of ID of all company directors (failure to attach will lead to immediate disqualification)
- Certified proof of South African Beau of Standards (failure to attach will render your bid non responsive)
- Proof of a warehouse or lease agreement (in case of a third party) with full details and addresses must be attached. Failure to adhere to this condition will lead to immediate elimination.
- **NB: All certified copies must not be old than three must from the date in which it was signed by the commissioner of oaths.**

4.2 This bid will be divided into four (4) parts as indicated below:

PART - A

- **Supply, delivery and off-loading of Transformers**

PART – B

- **Supply, delivery and off-loading of Meter-Boxes for Electric Meters or Water**

PART – C

- **Supply, Delivery and off-loading of Miniature-Substations**

PART – D

- **Supply, Delivery and off-loading of Ring Main-Units**

5. BRIEFING SESSION

No compulsory tender briefing session shall be conducted for this tender. Technical enquiries may be directed to the project manager (see contact details on page 5).

6. TAXES AND DUTIES PAYABLE

Bidders shall allow in their tenders for the payment and recovery of all taxes and other duties. No claims for additional payment in this respect will be considered. Prices and rates quoted shall be inclusive of Value Added Tax (VAT). VAT shall be recorded as a lump sum in the tender summary and the total inclusive of VAT carried to the Form of Tender.

7. WITHDRAWAL OF TENDER

In the event of the successful tender failing to execute the service in terms of this tender, the Municipality shall be entitled to cancel the contract summarily, in which event the Bidder shall be liable for any additional expense incurred by reason of the Municipality having to call for fresh tenders or having to accept any less favourable tender.

8. PERIOD OF VALIDITY OF TENDERS

The period of validity of tenders shall be **120** days as stated in the tender form and be calculated from the closing date for submission of tenders.

9. NOTICE OF BIDDERS

Should any additions or alterations to the document as issued to Bidders be deemed necessary prior to the date for submission of tenders, they will be issued to Bidders in the form of Notices and will form part of the tender document.

The Notices to Bidders shall be completed where applicable by Bidders, signed, dated and returned with the tender documents.

10. DELIVERABLES & PENALTIES

Prospective bidders are required to indicate their respective delivery period

11. PRICE

Bid prices will be regarded fixed and no additional cost will be added.

Bid prices must be stated in South African currency.

Bid prices must include supply, delivery, off-loading and Vat. (if applicable).

Price escalation will be based on CPI.

Annual escalation will be 10% after the first 12 months.

12. SUPPLY, DELIVERY AND OFF-LOADING OF POLE MOUNTED TRANSFORMERS

PART – (A)

12.1 SCOPE

12.1.1 Only new hermitically sealed Transformers shall be used.

12.1.2 The following are standard sized Transformers used by the CoM:

12.1.2.1 Single Phase 32 kVA, 11 & 22 kV/230v

12.1.2.2 Three Phase 50 kVA, 100 kVA, 200 kVA and 315 kVA- 11kV and 22 kV/420V.

12.1.3 Transformers shall not be equipped with internal protection devices.

12.1.4 Transformers shall be adequately rated for a continuous load.

12.1.5 Each transformer shall be protected by Combi Unit fuses and lightning arresters on the primary side and an adequate CB on the secondary side

12.2 PRICE SCHEDULE

DESCRIPTION	DOES THE ITEMS OFFERED COMPLY WITH THE SPECIFICATION? (YES OR NO)	DOES THE ITEMS OFFERED BEAR THE SABS MARK? (YES OR NO)	MADE UP IN UNITS OF	NAME OF MANUFACTURER AND COUNTRY OF MANUFACTURING. IF MANUFACTURED IN RSA, THE NAME OF THE PROVINCE MUST ALSO BE INDICATED	DELIVERY AND OFF-LOADING OFFERED INCLUSIVE AND ALL COSTS AS AND WHEN REQUIRED AT MBOMBELA LOCAL MUNICIPALITY STORES.	
					ALL PRICES MUST BE INCLUSIVE OF 15% VAT	DELIVERY PERIOD
12.2.1: 32 KVA Single Phase Pole Mounted Transformers			Each			
12.2.2: 50 KVA Three Phase Pole Mounted Transformers			Each			
12.2.3: 100 KVA Three Phase Pole Mounted Transformers			Each			
12.2.4 : 200 KVA Three Phase Pole Mounted Transformers			Each			
12.2.5: 315 KVA Three Phase NOT Pole Mounted Transformers			Each			
Training of Mbombela Electrical Engineering Employees			Each			

13. SUPPLY, DELIVERY AND OFF-LOADING OF ELECTRIC METER BOXES (ELECTRIC/ WATER) & KIOSK.

PART – (B)

13.1 SCOPE

- This contract provides for the fabricate, supply, delivery and off-loading in good condition, at either the Nelspruit Municipal Stores, Kanaal Street, Nelspruit OR the White River Municipal Stores, Iron Street, White River, of the Council's requirement regarding various types and sizes of Electrical & Water Meter Boxes in accordance with the specifications set out hereunder, during the period of 36 months from the first month of the contract.
- Due to the uncertainty and fluctuation of Municipality's requirements, no exact Quantities of the various types and sizes of Electrical & Water Meter Boxes can be given. The contractor will, therefore, be required to supply the requirements in such quantities as may be required by the Council from time to time during the period of the contract. When supplies are required, the Council will endeavour to place orders as far as possible in advance.

Particulars of the types and sizes of Meter Boxes required under this

Contract here under:

13.1.1(1a): Single Phase Meter Boxes

13.1.1 (1b): Three Phase Meter Boxes

13.1.1. (2): Bulk Meter Boxes

13.1.1. (3): Stubbs's 12 Way

13.1.1. (4): Distribution Fibre Glass Pole Mounted Boxes

13.1.1. (5): Fibre Glass Free Standing Meter Kiosks 12 Way Single Door

13.1.1. (6): Fibre Glass Free Standing Meter Kiosks 12 Way Double Door

13.1.1. (7): Water Meter Boxes

13.2 GENERAL:

Only products manufactured in the Republic of South Africa will be considered. Name of manufacturer and country of manufacture of items offered, must be furnished.

13.3 INFORMATION TO BE SUPPLIED BY BIDDER:

- Does the commodity offered comply with the specification?
- If the offer does not comply with the specification, in what way does it differ?

13.4 INSPECTION AND TESTING OF SUPPLIES:

- **It will be compulsory to physically submit and hand in samples at the City of Mbombela Municipality Stores in Nelspruit, Office M1 or M2, Kanaal Street, Mbombela for technical evaluation and approval on specifications before the closing date of the bid. This will only be applicable only in part B of this tender for Electrical Meter Boxes and Galvanized Water Meter Boxes and not Fibreglass Boxes.**

Note: Examples of the various boxes are available for view at the Stores Municipal Stores, Kanaal Street, Central Region Mbombela.

13.5 PACKAGING OF METER BOXES:

- Packaging of Meter Boxes must be by means of bubble wrap and Distribution Boxes tied together with cable tie.

13.5 SPECIFICATIONS AND PRICE SCHEDULES:

DESCRIPTION	DOES THE ITEMS OFFERED COMPLY WITH THE SPECIFICATION?	DOES THE ITEMS OFFERED BEAR THE SABS MARK?	MADE UP IN UNITS OF	NAME OF MANUFACTURER AND COUNTRY OF MANUFACTURING.	DELIVERY AND OFF-LOADING OFFERED INCLUSIVE AND ALL COSTS AS AND WHEN REQUIRED AT MBOMBELA LOCAL MUNICIPALITY STORES.	
	(YES OR NO)	(YES OR NO)		IF MANUFACTURED IN RSA, THE NAME OF THE PROVINCE MUST ALSO BE INDICATED	ALL PRICES MUST BE INCLUSIVE OF 15% VAT	DELIVERY PERIOD
<p>13.5.1 .(1a): Single Phase 13.5.1. (1b): Three Phase Meter Boxes</p> <ol style="list-style-type: none"> 1. Size: 450mm X 450mm X 230mm deep. 2. Material: 1.5 3CR12 Steel 3. Pickled dipped after welding & paginated. 4. Colour: Powder Coated Avocado Green code C12 5. Empty complete with, padlock type Barker Nelson Lever Lock <p>5. <u>Face plate with hasp & staple</u> (Single or Three phase)</p> <p>6. <u>Din rail for split meter and for CB.</u></p> <ol style="list-style-type: none"> 7. Knock-outs in bottom of box. 2 X 50mm Holes 2 X 25mm Holes 8. Provision made for: <ul style="list-style-type: none"> o 1 X Single/ Three Phase MCB o 1 X 20/80 Single/ Three Phase KWH Meter o 1 X BEC44/ BEC33 Conlog Split Meter o 1X Gemini Landis and Gyr 9. For protection during transportation the boxes must be individually covered With bubble wrap. 10. Delivery: 30 Boxes every 14 days intervals to be discussed. 11. Note: <ul style="list-style-type: none"> o Dual mounting facility for BEC33 Conlog Prepaid or Conventional Elster type E13, 20-100 Amp o Provision to seal MCB in on/off position 						

DESCRIPTION	DOES THE ITEMS OFFERED COMPLY WITH THE SPECIFICATION? (YES OR NO)	DOES THE ITEMS OFFERED BEAR THE SABS MARK? (YES OR NO)	MADE UP IN UNITS OF	NAME OF MANUFACTURER AND COUNTRY OF MANUFACTURING. IF MANUFACTURED IN RSA, THE NAME OF THE PROVINCE MUST ALSO BE INDICATED	DELIVERY AND OFF-LOADING OFFERED INCLUSIVE AND ALL COSTS AS AND WHEN REQUIRED AT MBOMBELA LOCAL MUNICIPALITY STORES.	
					ALL PRICES MUST BE INCLUSIVE OF 15% VAT	DELIVERY PERIOD
<p>13.5.1.(2): Bulk Meter Boxes:</p> <ol style="list-style-type: none"> 1. Size: 650mm X 650mm X 200mm deep. 2. Material: 1.5MM 3CR12 Steel. 3. Pickled dipped after welding & passivated 4. Colour: Powder Coated Avocado Green code C12 5. Empty complete with, padlock type Barker Nelson lever lock and hinge door. 6. Face plate with hasp & staple. 7. Din rail for circuit breakers 8. Knock-outs in bottom of box <ul style="list-style-type: none"> o 2 X 50mm Holes o 2 X 25mm Holes 9. Provision made for: <ul style="list-style-type: none"> o 1 X Bulk Meter (Livewire) o 1 X JSO MCB o 3 X CT's 10. Note: <ul style="list-style-type: none"> o Dual mounting facility for LY603 & JSO MCB o Provision to seal MCB in on/off position 						

DESCRIPTION	DOES THE ITEMS OFFERED COMPLY WITH THE SPECIFICATION? (YES OR NO)	DOES THE ITEMS OFFERED BEAR THE SABS MARK? (YES OR NO)	MADE UP IN UNITS OF	NAME OF MANUFACTURER AND COUNTRY OF MANUFACTURING. IF MANUFACTURED IN RSA, THE NAME OF THE PROVINCE MUST ALSO BE INDICATED	DELIVERY AND OFF-LOADING OFFERED INCLUSIVE AND ALL COSTS AS AND WHEN REQUIRED AT MBOMBELA LOCAL MUNICIPALITY STORES.	
					ALL PRICES MUST BE INCLUSIVE OF 15% VAT	DELIVERY PERIOD
<p>13.5.1.(3): Stubby's: 12 Way:</p> <ol style="list-style-type: none"> 1. Size 1500mm(H) X 330mm(W) X 300mm(D) 2. Kiosk Type: Stubby Type Root Mounted 3. Style: Overhanging Roof 4. Material: 1.5mm 3CR12 Steel. 5. Pickled dipped and passivated. 6. Colour: Powder Coated Avocado Green C12 7. Locking type: Concealed Padlock plates 8. Board: 3CR12 Steel 9. Bus bars: 25mm X 6.3mm X 200mm vertical. 10. Polycarp cover over Bus bars. 11. Earth Bar: 25mm X 3.15mm X 270mm Horizontal. 12. Neutral Bar: 25mm x 6.3mm 13. Unistrut: Yes. 14. Provision for 12 X SF1 G3 MCB's. 15. Clip tray X 1 16. 20 MOD 17. Danger Notice X 2 Aluminium. 18. Equipment: None 19. Pre Wired: Yes 						

DESCRIPTION	DOES THE ITEMS OFFERED COMPLY WITH THE SPECIFICATION? (YES OR NO)	DOES THE ITEMS OFFERED BEAR THE SABS MARK? (YES OR NO)	MADE UP IN UNITS OF	NAME OF MANUFACTURER AND COUNTRY OF MANUFACTURING. IF MANUFACTURED IN RSA, THE NAME OF THE PROVINCE MUST ALSO BE INDICATED	DELIVERY AND OFF-LOADING OFFERED INCLUSIVE AND ALL COSTS AS AND WHEN REQUIRED AT MBOMBELA LOCAL MUNICIPALITY STORES.	
					ALL PRICES MUST BE INCLUSIVE OF 15% VAT	DELIVERY PERIOD
<p>13.5.1.(4): Distribution Fibre Glass Pole Mounted Meter Boxes:</p> <p>1. Size: Height 640mm Width 320mm Deep 270mm Total Height of lid 700mm Total Width of lid 340mm Total Depth of back section 100mm Back section Width strap onto pole 280mm</p> <p>2. Slip Over Cover Design to fit over the back section that is strapped to a pole of 50-200mm diameter. The Fibre glass body should consist of at least three layers Of chopped strand mat CSM450 and fully impregnated with resin to glass rate of 2.5:1.</p> <p>3. A avocado C12 green pigment should be added to the gel coat layer</p> <p>4. Vertical Stat Bar with 4 X M10YCP machine screws, Double Brass Nuts and Washers should be mould into the internal back spine of the back. Amazonite Board with a 24 module tray CBI mini rail, aluminium gland plate.</p> <p>5. Safety signs X 1.</p> <p>6. SABS 141 approved</p> <p>7. Hooks on back for strapping to pole.</p> <p>8. Window – none</p> <p>9. Provision must be made for locking by means of padlock front bottom middle with reinforced support.</p>						

DESCRIPTION	DOES THE ITEMS OFFERED COMPLY WITH THE SPECIFICATION? (YES OR NO)	DOES THE ITEMS OFFERED BEAR THE SABS MARK? (YES OR NO)	MADE UP IN UNITS OF	NAME OF MANUFACTURER AND COUNTRY OF MANUFACTURING. IF MANUFACTURED IN RSA, THE NAME OF THE PROVINCE MUST ALSO BE INDICATED	DELIVERY AND OFF-LOADING OFFERED INCLUSIVE AND ALL COSTS AS AND WHEN REQUIRED AT MBOMBELA LOCAL MUNICIPALITY STORES.	
					ALL PRICES MUST BE INCLUSIVE OF 15% VAT	DELIVERY PERIOD
<p>13.5.1.(5): Fibre Glass Free Standing Meter Kiosk: 12 Way: Single Door:</p> <ol style="list-style-type: none"> 1. Dimensions mm: <ul style="list-style-type: none"> • Height 1120mm • Width 700mm • Depth 430mm • Plinth height 345mm • Board 650mm X 610mm • Plinth size 850mm X 600mm X 345mm 2. Single Door 3. Locking mechanism Barker Nelson type 4. Colour: Avocado C12 Green 5. Safety Signs X 2 6. Complete with Bus bars and Gland plate. 7. Brass Hinges 						

DESCRIPTION	DOES THE ITEMS OFFERED COMPLY WITH THE SPECIFICATION? (YES OR NO)	DOES THE ITEMS OFFERED BEAR THE SABS MARK? (YES OR NO)	MADE UP IN UNITS OF	NAME OF MANUFACTURER AND COUNTRY OF MANUFACTURING. IF MANUFACTURED IN RSA, THE NAME OF THE PROVINCE MUST ALSO BE INDICATED	DELIVERY AND OFF-LOADING OFFERED INCLUSIVE AND ALL COSTS AS AND WHEN REQUIRED AT MBOMBELA LOCAL MUNICIPALITY STORES.	
					ALL PRICES MUST BE INCLUSIVE OF 15% VAT	DELIVERY PERIOD
<p>13.5.1.(6): Fibre Glass Free Standing Meter Kiosk: 12 Way: Double Door</p> <ol style="list-style-type: none"> 1. Dimensions mm: <ul style="list-style-type: none"> •Height 1120mm •Width 700mm •Depth 430mm •Plinth height 345mm •Board 650mm X 610mm •Plinth size 850mm X 600mm X 345mm 2. Double door. 3. Locking mechanism Barker Nelson type 4. Colour: Avocado C12 Green. 5. Safety Signs X 2 6. Complete with Bus bars and Gland plate. 7. Brass Hinges 						

DESCRIPTION	DOES THE ITEMS OFFERED COMPLY WITH THE SPECIFICATION? (YES OR NO)	DOES THE ITEMS OFFERED BEAR THE SABS MARK? (YES OR NO)	MADE UP IN UNITS OF	NAME OF MANUFACTURER AND COUNTRY OF MANUFACTURING. IF MANUFACTURED IN RSA, THE NAME OF THE PROVINCE MUST ALSO BE INDICATED	DELIVERY AND OFF-LOADING OFFERED INCLUSIVE AND ALL COSTS AS AND WHEN REQUIRED AT MBOMBELA LOCAL MUNICIPALITY STORES.	
					ALL PRICES MUST BE INCLUSIVE OF 15% VAT	DELIVERY PERIOD
<p>13.5.1.(7): Water Meter Boxes :</p> <ol style="list-style-type: none"> 1. Dimensions: 500mm X 300mm X 125mm. Size including lip 530mm X 350mm. 2. Material: 1.5mm 3CR12 Steel 3. Door: Opening from Bottom fitted with Municipal Locking mechanism Barker Nelson type including key. 4. Hinges swivel type 5. Equipment: none. 6. Colour: Avocado C12 Green. 						

14. SUPPLY, DELIVERY AND OFF-LOADING OF MINIATURE SUBSTATION

PART – (C)

14.1 SCOPE

- 14.1.1 This specification covers the Departments minimum requirements for the selection, manufacture, testing and supply of outdoor type miniature substations. It is applicable to medium-voltage substations for systems with AC rated nominal voltages 12 kV. This specification covers Type B miniature substations requirements not exceeding 630 kVA.
- 14.1.2 The tests prescribed in this specification will evaluate the performance capabilities of Medium - voltage miniature substations.
- 14.1.3 The provisions of NRS 004 miniature substation requirements must be adhered to have been adopted, in order to ensure that quality miniature substations are purchased.

14.2 SPECIFICATIONS

- 14.2.1 All standard and specifications are subject to revision, and parties to agreements based on this specification are encouraged to investigate the possibility of applying the most recent editions of the documents listed below:

- 14.2.1.1 **NRS 004 (Int) : 2000:** Mini-subst for rated A.C. Voltages up to and including 11Kv
- 14.2.1.2 **CP-TSSPEC-006 : 2002:** Specification for 11 kV metal-enclosed ring Main unit for type B miniature substations.
- 14.2.1.3 **NRS 068: 2002:** Cable earth fault indicators
- 14.2.1.4 **SABS 555: 1985:** Mineral insulating oil for transformers and switchgear (uninhibited).
- 14.2.1.5 **NRS 053 : 2000:** Accessories for Medium Voltage power cables (3,8/6,6kV to19/33kV)
- 14.2.1.6 **SABS 1339: 2000:** Electric cable – Crossed-link polyethylene (XLPE) – insulated cable for voltages from 3, 8/6,6kV to 19/33kV.
- 14.2.1.7 **SABS 780 : 1998:** Distribution transformers.
- 14.2.1.8 **BS EN 50180 : 1999:** Bushings above 1 kV up to 36 kV and form 250A to 3,15kA for liquid filled transformers.

14.3 ENCLOSURE

- 14.3.1 The housing shall be rectangular in plan, approximately 3 meters long by 1, 2 meters wide (manufacturer's nearest standard). Colour shall be avocado code C 12.
- 14.3.2 The housing shall be of 2mm 3CR12 construction. The housing shall be erected on a rolled steel channel under base of 100 x 50mm, galvanised and Epoxy tar painted and shall be rigid, robust and completely self-supporting. All bolts and screws to be cadmium plated. The housing shall be so designed that it can be lifted off, complete with base frame, or lowered over a Ring Main Unit fixed to already connect HV cables.
- 14.3.3 The housing shall be vermin proof, dust and corrosion proof and shall protect the internal equipment from spray water or falling rain at an angle of 60 degrees to the vertical.
- 14.3.4 Adequate ventilation shall be provided to prevent the build-up of condensation or heat in any compartment, including driver of the miniature substation.
- 14.3.5 The housing shall be divided to approval into four separate compartments for HV Switchgear, transformer, LV main circuit breaker and transformer accessories, LV Switchgear, busbar and metering. The switchgear compartment: IP 66 shall be provided with an approved hinged locking access doors. These doors shall exert uniform pressure at all points on the gasket when the door is closed and shall be adequately sized for the operation and maintenance of the equipment installed therein. All doors shall open from the outside. The locking handle on each door shall be such as to accept the Council's standard substation padlocks.
- 14.3.6 The metal shall be degreased and shot blasted to remove all dirt, scale or blemishes. It shall be powder coated in an approved fashion with one coat zinc chromate primer and two coats of scratchproof, weatherproof enamel, both on the inside and outside of the unit. The instrument/circuit breaker panel shall be painted white inside and the outside, including the roof, avocado green to SABS specification

14.4 HIGH VOLTAGE EQUIPMENT

- 14.4.1 The high voltage equipment shall incorporate a Ring Main Unit rated 630A, 350 MVA for 3 seconds or similar equipment approved in writing by the Engineer, fitted with a suitable bracket with wooden clamping blocks, below terminals of switchgear, to clamp and support up to 185 mm² PILCDSTA cable for a 315 KVA and up to 185 mm² for 630 KVA and a SF6 or Vacuum breaker. The unit shall incorporate cable earthing device and cable test connections behind and interlocked safety cover.
- 14.4.2 Test certificates to BS 116 and 3941 shall be provided for each unit.
- 14.4.3 Marking of conductors and terminals of power and secondary circuit to show phase sequence shall comply with BSS 158-1968. Busbar connections and risers shall be air insulated to BSS 169-1957.
- 14.4.4 Clearance from phases to earth and between phases to BSS 162.
- 14.4.5 The Ring Main Unit shall face the housing to the front same as the LT equipment.

14.5 LOW VOLTAGE EQUIPMENT

- 14.5.1 Bus-bars connections and risers suitably colour coded, shall be air insulated and conform to the latest SABS specification or failing that, the BSS 159 shall apply. Clearances between phases and phase to earth shall be adequate and busbar support insulators shall be of porcelain or epoxy resin moulding.
- 14.5.2 All connections from bus-bars shall be supported on insulators to maintain Adequate spacing, and shall, like the bus-bars be of copper
- 14.5.3 A LV Main Circuit Breaker 500A (3) pole LY603 MCCB suitably rated shall be fitted for protection between the LV transformer terminals and the LV busbar. (1000A for 630 KVA). All cable terminals shall be provided with lugs appropriate to the cable, bolts, nuts, plain washers and locknuts. This provision will be in the same compartment as the tap changer, oil purification outlets, sight glass, etc. off the transformer.
- 14.5.4 The main LV breaker and its terminals will be covered by a suitable, tough, venting, heat and explosive resistant clear cover.
- 14.5.5 Outgoing circuits shall be provided for as follows:
- 14.5.5.1 All terminations shall be fixed to suitable terminations. The gland plate is to be mounted to a Rail rail to allow positioning of the gland plate as required. The rail shall be so positioned that the hole in the gland plate for the cable is in line with the terminations of the circuit breaker, and shall be mounted to the top of the under base. The rail shall be of rugged construction to allow for the secure mounting of the gland plate.
- 14.5.5.2 All gland plates shall be drilled, treated and suitably covered. Four gland plates with the following hole sizes shall be provided; 50mm diameter hole for 315 KVA and 63 mm diameter for 630 KVA. One gland plate with four 25mm diameter holes shall be provided for streetlight cables. One gland plate with one 20 mm diameter hole shall be provided for the day light switch cable.
- 14.5.5.3 The mounting rack for outgoing feeder circuit breakers shall be drilled for four CBI L20B 150- 600A circuit breakers.
- 14.5.5.4 In the metering section there shall be provision for future installation of six British Standard Footprint meters and future installation of three 10 VA current transformers for each meter shall be provided for at the busbar or below the circuit breaker on a 3CR 12 mounting plate. This shall be a hinged panel.
- 14.5.5.5 Streetlight equipment shall be provided for, to the right on the mounting rack mentioned: 3 x 80A 230V (single phase) Municipal kWh meters as described elsewhere, AC1 contactor as described elsewhere, 3 phase circuit breaker, CBI LB20B 415 V 20 kA 100 Amp (no fuses), photocell and by-pass switch for 3ph streetlight circuit, no fuses. The leads shall be taken to suitable connector blocks from where it may be taken to

secondary circuit breakers. Provision for installation (clip tray / DIN rail) for secondary circuit breaker shall be provided.

14.6 CABLE TERMINATIONS & ENTRIES

14.6.1 All cable entries shall be from below and cable terminals shall be provided with lugs appropriate to the cable specified, bolts, nuts, plain washers and locknuts. These terminals shall be located within 150mm of the cable boxes or gland plates and approved copper riser connections shall be provided between the terminals and the circuit breaker.

14.6.2 The armouring of all cables shall be earthed to the main earth busbar together with the bare copper earth conductor specified with that cable. All cables shall be terminate by means of a glad to a gland plate. This bare copper conductor shall be of the same cross section areas as the one laid with the cable and shall be connected to the earth busbar

14.7 EARTHING AND TESTING

14.7.1 The supplier shall supply copies of all test certificates covering works tests to SABS or to the relevant BSS where not provided for by the SABS

14.8 PRICE SCHEDULE FOR MINIATURE SUBSTATIONS.

DESCRIPTION	DOES THE ITEMS OFFERED COMPLY WITH THE SPECIFICATION? (YES OR NO)	DOES THE ITEMS OFFERED BEAR THE SABS MARK? (YES OR NO)	MADE UP IN UNITS OF	NAME OF MANUFACTURER AND COUNTRY OF MANUFACTURING. IF MANUFACTURED IN RSA, THE NAME OF THE PROVINCE MUST ALSO BE INDICATED	DELIVERY AND OFF-LOADING OFFERED INCLUSIVE AND ALL COSTS AS AND WHEN REQUIRED AT MBOMBELA LOCAL MUNICIPALITY STORES.	
					ALL PRICES MUST BE INCLUSIVE OF 15% VAT	SUPPLIER DELIVERY PERIOD
4.8.1 315kVA 11KV/420V Mini-Substation			Each			
4.8.2 315kVA Dual Ratio 11/6.6KV 400V Mini-Substation			Each			
4.8.3 630kVA 11Kv/400V Mini-Substation			Each			
4.8.4 630kVA Dual Ratio 11/6.6KV 400V Mini-Substation			Each			
4.8.5 500kVA 11Kv/400V Mini-Substation			Each			
4.8.6 500KVA Dual Ratio 11/6.6KV 400V Mini-Substation			Each			
Training of Mbombela Electrical Engineering Employees			Each			

15. SUPPLY, DELIVERY AND OFF-LOADING OF RING MAIN-UNITS

PART – D

15.1 SCOPE

15.1.1 The supplier shall be fully responsible for the design and its satisfactory performance in service. This specification covers the requirements for non-extensible, metal-clad ring main units. The ring main unit basically consists of two (ring main) switches connected in series by a common busbar and a tee-off SF6 or Vacuum circuit breaker with relay protection (TYPE OF FAULT INDICATION (...E/F ..O/L)) that is connected to the common busbar, thus forming one integral unit within a metal enclosure. Ring main units shall be manufactured in accordance with SANS 1872. Where conflicting requirements with SANS 1874 occur, this specification shall take precedence.

15.1.2 Standard operating conditions:

The units shall be suitable for operation under the following conditions:

- a) Altitude: not exceeding 1000 m;
- b) Ambient air temperature: –5 °C to 50 °C;
- c) Lightning ground flash density: severe (14 flashes/km²/year);
- d) Relative humidity: 0 % to 100 %;
- e) Corrosive condition: Inland

15.1.3 Ratings

The rated voltage of the ring main unit shall be one of the following:

- a) 11 kV (Impulse rating 16 kV)
- b) 22 kV (Impulse Rating 24 kV)

15.1.4 Rated frequency

The rated frequency shall be 50 Hz.

15.1.5 Rated normal current

- a) The rated normal current of the ring main unit shall be 630 A.
- b) For a circuit breaker, the rated current shall be 200 A.

15.2 DESIGN AND CONSTRUCTION

15.2.1 All switching devices of the ring main unit shall be operable from the front of the ring main unit

15.2.2 Lifting eyes with a minimum diameter of 30 mm shall be provided for lifting or slinging.

15.2.3 The different parts or types of ring main units shall have at least the following degree of protection

- a) IP 55 for moving parts,
- b) IP 65 for live parts, and
- c) IP 55 for cable boxes.

15.2.4 Integral cable test facilities, earthing facilities, padlocking facilities and all

interlocks for the switch disconnectors and the circuit breaker shall be provided and shall comply with the requirements of SANS 1872. The integral cable test facility shall not require access to the cable boxes or the removal of the unscreened or screened separable connectors.

15.2.5 The operating mechanisms of the switch-disconnectors and the circuit breaker shall be in accordance with SANS 1872.

15.2.6 The copper earth busbar(s) shall be tinned.

15.2.7 The internal busbar shall have the same current ratings as the ring main switch-disconnectors.

15.2.8 Each switch-disconnectors and circuit-breaker shall have an integral cable earthing switch.

15.2.9 The ring main unit and metering unit combination shall be enclosed in a minimum 2mm rust resistant metal (3CR12) enclosure.

15.3 CABLE TERMINATION REQUIREMENTS – RING MAIN SWITCHES

a) Air-filled cable boxes shall be provided for the cable terminations on the ring main switches.

(b) For 11kV systems, the ring main unit shall be designed for the termination of 3-core impregnated paper-insulated cable (up to 185mm²) by means of unscreened separable connectors and for 22kV systems, the ring main unit shall be designed for the termination of 3-core cable (up to 185mm²) by means of screened separable connectors

(c) The cable box shall provide a minimum clearance of 50 mm from the back of the separable connector to the cable box cover.

(d) Cable testing facilities that are independent of the cable boxes and accessible from the front of the ring main unit shall be provided

(e) All earthing copper bars shall be enclosed with separate metal covers and they shall be

secured to the ring main unit with a bracket or earth braid, to prevent the theft of these earthing bars.

15.4 CABLE TESTING FACILITY

- (a) Cable testing facilities that are independent of the cable boxes and accessible from the front of the ring main unit shall be provided.
- (b) All earthing copper bars shall be enclosed with separate metal covers and they shall be secured to the ring main unit with a bracket or earth braid to prevent the theft of these earthing bars.
- (c) The metal covers in (b) shall be independently interlocked with the earth switch of the switching device that the cable test is being performed. Once the metal covers have been opened, it shall be possible to remove the earth bar/plate to test the cable
- (d) For operator safety, the cable testing procedures shall be displayed on the front and inside of the cable testing facility covers

15.5 BUSHINGS

14.7.1 The bushings shall be horizontally positioned. The bushing-centre spacing and distances between the outer bushing-centres and the metal enclosure shall be required by specify voltage.

14.7.2 The following minimum clearance dimensions shall be provided;

- (a) Greater than 105 mm between phases (measured from bushing centres), and greater than 55 mm from phase to earth (measured from bushing centres to the nearest earth).
- (b) The distance between the centre line of bushing terminals and the top of the cable clamp shall be 650 mm.
- (c) The phase sequence of bushings on all switches shall be marked.

15.4 PRICE SCHEDULE

DESCRIPTION	DOES THE ITEMS OFFERED COMPLY WITH THE SPECIFICATION? (YES OR NO)	DOES THE ITEMS OFFERED BEAR THE SABS MARK? (YES OR NO)	MADE UP IN UNITS OF	NAME OF MANUFACTURER AND COUNTRY OF MANUFACTURING. IF MANUFACTURED IN RSA, THE NAME OF THE PROVINCE MUST ALSO BE INDICATED	DELIVERY AND OFF-LOADING OFFERED INCLUSIVE AND ALL COSTS AS AND WHEN REQUIRED AT MBOMBELA LOCAL MUNICIPALITY STORES.	
					ALL PRICES MUST BE INCLUSIVE OF 15% VAT	DELIVERY PERIOD
15.4.1 Manufacturing, Supply and Delivery of Ring Main Unit						
15.4.2 Manufacturing, Supply and Delivery of Ring Main And Ring Main Metering Unit Combination						

** This unit will be manufactured on request and a lead-time of manufacture should be provided**

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED, NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASE WHERE DIFFERENT DELIVERY POINTS INFLUENCES THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number: 118/2018
Closing Time 11:00 on 12 October 2018

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QTY	DESCRIPTION	BID PRICE IN RSA CURRENTLY (INCLUDING VAT)
-	Required by
-	At:
-	Brand and model
-	Country of origin
-	Does the offer comply with specification?		*YES/NO
-	If not to specification, indicate deviation(s)
-	Period required for delivery *Delivery: Firm/not firm
-	Delivery basis (all delivery costs must be included in the bid price)

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

Any enquiries regarding the bidding procedure may be directed to:

General information – Chris Nkambule P.O Box 45 Mbombela 1200 Tel: 013 759 2358	or	Technical information – Baldwin Shongwe P.O Box 45 Mbombela 1200 Tel: 013 759 2026
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DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):...

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity Numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state?**YES / NO**

3.8.1 If yes, furnish particulars.....

¹MSCM 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.

² 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 Have you been in the service of the state for the past twelve months?**YES / NO**

3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?.....**YES / NO**

3.10.1 If yes, furnish particulars.

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?..... **YES / NO**

3.11.1 If yes, furnish particulars

.....
.....

3.12 Are any of the company's directors, trustees, managers, Principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....
.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated 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:

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

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

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
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 a sworn affidavit confirming annual turnover and level of black ownership in 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

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“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;
- (d) **“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;
 - (e) **“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;
 - (f) **“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;
 - (g) **“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;
 - (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
 - (i) **“EME”** means an Exempted Micro Enterprise as defines 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);
 - (j) **“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;
 - (k) **“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;
 - (l) **“non-firm prices”** means all prices other than “firm” prices;
 - (m) **“person”** includes a juristic person;
 - (n) **“QSE”** means a Qualifying Small Enterprise as defines 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);
 - (o) **“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;
 - (p) **“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;
 - (q) **“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;
 - (r) **“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

- (s) “**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:

80/20

or

90/10

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

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

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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 a 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:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

7.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 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.

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?
(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME.

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name _____ of company/firm:.....

9.2 VAT _____ registration number:.....

9.3 Company _____ registration number:.....

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated:
.....

Registered Account Number:

Stand Number:.....

9.8 Total number of years the company/firm has been in business:.....

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

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

WITNESSES:

1.

10.

.....
SIGNATURE(S) OF BIDDER(S)

DATE:.....

ADDRESS:.....

.....

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

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

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8. (2) and 8. (4) Make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, meeting the stipulated minimum threshold for local production and content will be considered.
- 1.3. Regulation 8.(4) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.
- 1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.5. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.6. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

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

Where

x imported content

y bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid as required in paragraph 4.1 below.

1.7. A bid will be disqualified if:

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

2. Definitions

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

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

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

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

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

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

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

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

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

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

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
All electrical cables	90%
4. Does any portion of the services, works or goods offered have any imported content?	YES / NO

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by

the SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

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

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

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

IN RESPECT OF BID NO: 118/2018 ISSUED BY CITY OF MBOMBELA

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

I, the undersigned, (full names),

do hereby declare, in my capacity as

of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.
- (c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:

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

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

THIS MBD FORM MUST NOT BE COMPLETED PRIOR TO APPOINTMENT. IT WILL BE ONLY BE FURNISHED AND SIGNED BY THE SUCCESSFUL BIDDER/SERVICE PROVIDER

CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER / SERVICE PROVIDER (PART 1) AND THE PURCHASER / CITY OF MBOMBELA (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER / SERVICE PROVIDER AND THE PURCHASER / CITY OF MBOMBELA WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2.
DATE:	

(BIDDERS / SERVICE PROVIDERS MUST NOT FILL THIS PART TWO OF THIS MBD 7)

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER / CITY OF MBOMBELA)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorized to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

2.2 DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
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? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)? (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).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids¹ 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).²

Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

- a) take all reasonable steps to prevent such abuse;
- b) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
- c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

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:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____ (Bid Number and Description)

in response to the invitation for the bid made by:

_____ (Name of Municipality / Municipal Entity)

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

I certify, on behalf of:

_____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

AUTHORITY TO SIGN A BID

1. COMPANIES AND CLOSE CORPORATIONS

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

PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY / MEMBERS OF THE CC

Date Resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated Authorized Signatory			
Capacity			
Specimen Signature			
Full name and surname of ALL Director(s) / Member (s)			
Is a CERTIFIED COPY of the resolution attached?		YES	NO
SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

2. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)

I, _____, the undersigned, hereby confirm

that I am the sole owner of the business trading as _____

3. 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:	

CERTIFICATE OF AUTHORITY FOR JOINT VENTURES
--

This returnable schedule is to be completed by JOINT VENTURES

We, the undersigned, are submitting this tender 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 tender offer and any contract resulting from it
 on our behalf.

1. Name of firm (Lead partner)			
Address			
		Tel. No.	
Signature		Designation	

2. Name of firm			
Address			
		Tel. No.	
Signature		Designation	

3. Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

4. Name of firm			
Address			
		Tel. No.	
Signature		Designation	

NOTE: A copy of the Joint Venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture, shall be appended to this Schedule.

EVALUATION CRITERIA AND PROCESS

The following **Functionality Criteria** will be used to evaluate proposals that are submitted by prospective bidders:

Quality/Functionality will be used as an evaluation criterion, but not for the purposes of points in terms of the 80/20 point system. Only those bids that fully comply with quality (responsive bids) will proceed to the scoring for price and B-BBEE points. This means that functionality will be a pre-qualifying criterion. Thus bidders **MUST** score a minimum of **20 points** to qualify for further evaluation on price and B-BBEE status level of contribution.

POINTS FOR COMPANY EXPERIENCE

[30]

Points will be scored on the following basis:

Similar projects performed (5 points each letter)

(Reference letters with appointment letters for similar service (supplies) **MUST** be attached in order to claim points)

Reference letters and appointment letters must reflect, project description, contract amount, contract duration and contacts of the previous clients on their respective letter heads	Value of project	Start and end date of Project	Tendered Goal	Points Claimed by Bidder	Allocated Points
			5		
			5		
			5		
			5		
			5		
			5		
Total			30		

Total

100 Points

NB: THE MINIMUM POINTS SCORED FOR FUNCTIONALITY / QUALITY SHOULD BE 20 POINTS IN ORDER TO BE CONSIDERED FOR FURTHER EVALUATION. A BIDDER'S OFFER WILL NOT BE CONSIDERED FOR FURTHER EVALUATION SHOULD THE TENDERER SCORE LESS THAN 20 POINTS.

SUPPLY CHAIN POLICY USING 80/20 PREFERENCE POINT SYSTEM

		MAXIMUM POINTS TO BE ALLOCATED	POINTS CLAIMED BY BIDDER	ALLOCATED POINTS
PRICE AND COMPETENCE GOALS (80 POINTS)	PRICE	80		
	SUB TOTAL	80		
EQUITY PROMOTION GOALS (20 POINTS)				
	B-BBEE STATUS LEVEL OF CONTRIBUTION	20		
	SUB TOTAL	20		
TOTAL		100		