

## FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

<b>Quote Number:</b>	<b>Q046/2023</b>	<b>Placement Date: 29/07/2022</b>
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To be completed by SCM

<b>Closing Date and Time of Quotation (12h00):</b>	<b>Delivery Date of Items (If items are not delivered on date specified, the order will be cancelled if no arrangements were made by the supplier):</b>
<b>09/08/2022 @12H00</b>	

Contact Person	Mobile No	Telephone No	Email Address
Gary James		022 701 7167 / 6802	Gary.James@sbm.gov.za

<b>Validity period of Quotation:</b>	<b>Minimum 90 days</b>
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Requisition Number	Segment Description
117127	330-Alterations to Erf 1750 Vbg Nedbnk Building-CRR

Invitation to Quote Form
<b>Full Description of Job / Item and Purpose Required:</b>
<b>CONSTRUCTION \ BUILDING OF A FLOWER BOUTIQUE IN VREDENBURG FOR SALDANHA BAY MUNICIPALITY</b>
<p><b>Evaluation criteria: on total amount;</b></p> <p><b>Local Content – Designated Sector: Steel Value-added products 100%;</b> <b>Cement 100%;</b></p> <p><b>CIDB Grading: 1GB;</b></p> <p><b>Other Compliance Documents: Letter of Good Standing (WCA) and Public Liability Insurance.</b></p> <p><b>Compulsory Clarification Meeting: BIDDERS ARE REQUIRED TO ATTEND THE COMPULSORY CLARIFICATION MEETING AT ADMINISTRATION BUILDING, 12 MAIN ROAD, VREDENBURG, 7380- MEET AT ENTRANCE ON TUESDAY 2 AUGUST 2022 STARTING AT 14H30 PM. FAILURE TO DO SO WILL RESULT IN THE BIDDER BEING DISQUALIFIED FOR FURTHER EVALUATION. PLEASE NOTE THAT NO GRACE PERIOD WILL BE ALLOWED FOR ANY BIDDER WHO ARRIVE LATE.</b></p>

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Quotations must be placed in the relevant Q number at the Quotation Return Address below	
Quotation Return Address (Postal)	Delivery Address (Address where items / goods need to be delivered after receipt of order):
<b>Buller Centre (Investment Centre), Ground Floor (Quotation Box)</b> <b>15 Main Road (Private Bag x12)</b> <b>Vredenburg (7380)</b>	Finance Building (red building) 12 Main Road, Vredenburg, 7380

## Instructions to Tenderers:

### DATABASE REGISTRATION (Compulsory):

**It is compulsory for all suppliers to be registered on the Central Supplier Database (CSD). NO AWARD WILL BE MADE TO A SUPPLIER WHO IS NOT REGISTERED ON THE CSD. Please ensure that your registration on the CSD remains active. The General Conditions of Contract for Construction Works (Latest) is applicable to this Quotation. In addition to the GCC the following Special Conditions to quote will apply:**

- The quotation, sealed in an envelope and **externally endorsed with the relevant quotation number**, must be submitted to the abovementioned "Quotation Return" address and can either be **hand-delivered or couriered**. It is the supplier's responsibility to make sure that the quote with all relevant documents reach this office before the closing date and time and is placed in the correct quotation box or handed in at the Supply Chain Management office (Second Floor, 15 Main Road, Buller Centre (Investment Centre) Vredenburg, 7380). Late Quotations will not be accepted.
- The quotation originally completed in ink MUST be done on the attached "Invitation to Quote" form and suppliers may additionally add a quotation on their business' letterhead. Copies of Quotation documents will be disregarded.**
- The use of correction fluid (TIPPEX) on the price schedule is prohibited and quotations will be found non-responsive.
- The quotation must be on items that strictly conform to the specifications as requested (mentioned). **Quotations must be submitted in line with specifications stipulated – pricing must be done per item or per bill of quantities.** In the event of any items not conforming to the specifications, additional costs may be recovered from the tenderer.
- Delivery charges MUST be included in the price for "Supply and Delivery of Goods".
- Calculation errors will be corrected; where the quote is based on items or quantities, tariffs (unit rates) will be regarded as correct. In the case of a construction work quote the total amount will be regarded as correct.
- Tenderers must submit a **Certificate of Independent Bid Determination (MBD 9), Preference Points Claim Form (MBD 6.1) and original or originally certified B-BBEE certificate or Affidavit** with the quotation. **NO BUSINESS MAY BE CONDUCTED WITH PERSONS IN SERVICE OF THE STATE.** All relevant documents can be downloaded at [www.sbm.gov.za](http://www.sbm.gov.za) > Tenders / Quotations > Supply Chain Documents.
- The municipality may accept the whole or a part of the quote where the quote comprises of more than one item.
- The municipality does not bind itself to accept the lowest or any bid.
- The acceptance of the quote and the subsequent issuing of an official order constitute a legal binding document and may not be cancelled.
- Goods and services may only be provided after and according to the official order issued.
- All contractors to ensure that waste generated during a construction period of a building project is appropriately contained on site and correctly disposed of at a registered landfill site or drop-off facility. The management of waste is continuous, and waste is not allowed to accumulate to a point where it is unsightly, creates windblown litter or any form of nuisance. Upon completion of the project safe disposal certificates need to be submitted to the project manager as proof that all waste was disposed of in the correct manner. The submission of safe disposal certificates will be a pre-requisite for the processing of payment certificates. Construction and demolition waste (Bricks, mortar, concrete, sand, tiles, etc.) should be stored in a container (Skip or similar) or must be covered with netting if stock-piled on site. All other waste generated on site such as, plastics, paper, cement bags, etc. must be stored in a dedicated mesh cage/enclosure to avoid windblown litter. No waste may be placed on the side walk or surrounding properties. Law Enforcement will conduct regular inspections and non-compliant contractors will be fined.**
- "All documents and / packaging of courier must be clearly marked RFQ/Q or Tender with the number. It remains the responsibility of the service provider/contractor to ensure that his quotation or bid is clearly marked."**

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QUOTATIONS WILL BE EVALUATED IN TERMS OF THE AMENDED PREFERENTIAL PROCUREMENT REGULATIONS, 2017 AND NEW BEE CODES WHEN BIDDERS CLAIM POINTS IN TERMS OF THEIR B-BBEE STATUS LEVEL.

***NB!! FAILURE TO COMPLY WITH THE ABOVEMENTIONED CONDITIONS WILL INVALIDATE YOUR QUOTE!!!***

## **Submission of Invoices:**

The successful bidder(s) to ensure compliance with Section 20(4) of the Value Added Tax (VAT) Act, 89 of 1991.

In terms of Section 20(4) of the Act, the TAX INVOICE(S) received from registered Vat vendors MUST bear the following information:

- The words "TAX INVOCIE" in a prominent place;
- Name, address and VAT registration number of the supplier;
- The name and address: Saldanha Bay Municipality, Private Bag X12, Vredenburg, 7380;
- The Saldanha Bay Municipality VAT registration number: 4100113150;
- Unique VAT invoice number and date of issue;
- Accurate description of goods and/or services;
- Quantity or volume of goods or services supplied; and
- Price and VAT amount and percentage (%).

Failure to comply with abovementioned will result in payments not been made timeously.

Also take note that Saldanha Bay Municipality will not be liable for any late payments as a result of invalid Tax Invoice submitted by suppliers

I hereby declare compliance with Section 20(4) of the Value Added Tax (VAT) Act, 89 of 1991 and that I am duly authorised to sign on behalf of the company

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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## Compulsory checklist

Compulsory documents to be submitted by suppliers	Comply Please mark/tick where applicable	
Are you registered on the Central Supplier Database (CSD)? If "YES", please provide your CSD registration nr: MAAA_____  If "NO", please complete the online registration process on Central supplier database <a href="http://www.csd.gov.za">www.csd.gov.za</a>	YES	NO
MBD 4 – Declaration of Interest	YES	NO
MBD 6.1 - Preference Points Claim form in terms of Preferential procurement Regulation 2017  <u>NOTE: BOTH the MBD 6.1 and B-BBEE certificate or affidavit must be attached to the document to claim preference points. If BOTH DOCUMENTS are not attached, 0 points will be given for preference.</u>	YES	NO
MBD 6. 2 – Declaration of Local Content and Production AND Annex C Form	YES	NO
MBD 8 - Declaration of Bidder's Past Supply Chain Management Practises  <u>NOTE: Municipal account/ lease agreement of the bidding entity and its Directors must be attached.</u>	YES	NO
MBD 9 - Certificate of Independent Bid Determination	YES	NO
Letter of Good Standing (WCA)	YES	NO
Public Liability Insurance		
Original or originally certified B-BBEE certificate or affidavit	YES	NO
CIDB: 1GB	YES	NO
Company registration documents- CIPC	YES	NO

COMPANY NAME: .....

I hereby declare that I am duly authorised to sign on behalf of the abovementioned company

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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## Invitation to Quote Form

(Price quotation to be completed by the supplier on this form)

<u>NAME AND ADDRESS OF SUPPLIER</u>	<u>SUPPLIER CONTACT DETAIL</u>
	Tel: Fax: Email: Contact Person:

### PART A GENERAL AND SPECIAL CONDITIONS OF CONTRACT

#### Project Specification

### CONSTRUCTION \ BUILDING OF AN FLOWER BOUTIQUE IN VREDENBURG FOR SALDANHA BAY MUNICIPALITY

#### 1. Scope of Work:

The works proposed under this contract requires the construction \ building of a Flower Boutique in Vredenburg. The scope of the work to be carried out by the contractor shall include, but not be limited to the following items of work as indicated on \ in the drawings / specifications:

- Contractor's site establishment and de-establishment;
- Site Clearance;
- Setting out of the works;
- Excavating for- and casting of foundations;
- Construction of the building;
- Roof construction & Ceiling Installation;
- Joinery;
- Provision of light fittings and electrical installations as specified;
- Plumbing Installation;
- Installation of new gutters and fascia's;
- Painting & Tiling;
- Etc.

#### 2. Site Location

The site is situated at 14 Main Road, Vredenburg.

#### 3. Contract/Tender Documents

The tenderers are required to acquaint themselves with the contents of the aforesaid documents complete the Bill of Quantities and all relevant sections in full.

This specification comprises parts with headings as indicated: -

PART A - General & Special conditions
PART B - Particular Specification
<b>Drawings: (To be supplied at Site Meeting)</b>
Site Plan, Floor Plan, Section, Elevations & Specifications

The tenderers are required to check the number of pages and should any be found to be missing or in duplicate or the figures or writing to be indistinct or should there be any doubt or obscurity as to the meaning of any particular word or phrase or descriptions or should tenderers consider that any item is incorrectly or inadequately described they must inform

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the Project Manager, Private Bag X12, Vredenburg at once in writing under reference and have the matter rectified or explained as the case may be as no liability whatsoever will be admitted by Saldanha Bay Municipality in respect of errors in the tender due to the foregoing.

No alterations, erasures or additions of any kind shall be made by the tenderers in, from or to any part of this specification unless expressly required to be made by written notice and should any unauthorized alterations, erasures or additions be made they will not be recognized by Saldanha Bay Municipality.

#### 4. Insurance Cover Required

The successful Contractor shall within five (5) working days provide proof of the following Insurances being in place.

- Public Liability (R 5M)
- Employers' common law liability, plant, tools, equipment and other temporary structures.
- Motor Vehicle Liability Insurance.

The Contractor will not be allowed to start any work without the aforementioned Insurances being in place.

#### 5. Site Establishment & Security of the Site

A suitable area will be made available free of charge to the Contractor, as will be needed for the storage of materials to carry out the contract work. The area will be indicated at the site inspection. No liability will however be accepted by Saldanha Bay Municipality for the safekeeping of the Contractor's materials and he will be totally responsible for this. The Contractor shall provide after-hours security and over weekends.

The Contractor shall make his own arrangements for the accommodation of all labour and comply with the requirements of the respective authorities.

No accommodation for the Contractor's and/or sub-contractor's employees will be available on site. No employee, with the exception of security watchmen may without written approval from the Project Manager and the Municipality, be accommodated on site.

Control of access for construction plant onto public roads shall be in accordance with the requirements of the relevant road's authority and Saldanha Bay Municipality.

#### 6. Time to Complete the Work

The tenderer shall indicate in the Tender the time he will require to complete the work (maintenance period of 2 years excluded – see Clause 7), however, this time should not exceed **six (6) weeks**. This period shall be inclusive of weekends, public holidays and statutory holiday periods.

Failing completion of the work within the period as stipulated above or with any shorter period offered by the contenders and accepted by Saldanha Bay Municipality, the contractor shall pay to Saldanha Bay Municipality as penalty the sum of R 1000.00 (One Thousand Rand) for every day or part thereof during which the works remain incomplete.

Furthermore, if the contractor fails to repair any remedial work during the maintenance period, the contractor shall, besides not being paid, as per the rate in the Bill of Quantities, be subject to the same penalties as above. These penalties shall be imposed after 10 days notification of the fault and will continue until made good. (See clause 7)

#### 7. Guarantee

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All workmanship and material shall be guaranteed for a minimum period of 2 years, from the date of completion of work, and this will include predictive\prescribed maintenance work as required by the contractor \ manufacturer, as and when \ if necessary.

### 8. Setting Out of the Work

The boundary of the site (which line determines the position/location of the building) will be pointed out by Project Manager.

The Contractor will be responsible for setting out the works in the appointed location(s).

Before any construction work can commence the Project Manager must approve in writing that the facility to be installed/constructed is at the correct alignment. The Project Manager must be notified within one day after the completion of all setting out of the work in order for him to arrange a timeous inspection. No additional time can be claimed by the Contractor if written approval to proceed with the work is obtained from the Project Manager within three days after notification.

### 9. Inspection of the Works

9.1 No work shall be covered up or put out of view without the approval of the Project Manager. The Contractor shall afford full opportunity for the Project Manager to examine and measure any work, which is about to be covered up or put out of view and to examine/test the layers before the final layer work is placed thereon.

The Contractor shall give due notice to the Project Manager whenever any work that is ready or about to be ready for examination. The Project Manager shall, without unreasonable delay, examine and or measure such work as required.

9.2 The Contractor shall uncover any part or parts of the work or make openings in or through the same as the Project Manager may from time to time direct and shall reinstate and make good such part or parts to the satisfaction of the Project Manager. This is if any such part or parts have been covered up or put out of view because of non- compliance with the requirements of Sub-Clause 9.1

9.3 Site records: (Belongs to Saldanha Bay Municipality)

9.3.1 Site Diary

The Contractor shall provide a diary, in triplicate to record all day-to-day incidents that could occur during the contract period. This includes weather, name & number of workers on the site, material that has been delivered, material that has been loaded and disposed of, incidents that have occurred, nature of work to be done on that day, etc.

9.3.2 Site Instruction Book

The Contractor shall provide a site instruction book, in triplicate for the Project Manager to place all instructions that are needed to compliment the specifications and drawings and any other instruction that may affect the cost of the work. No work will be recognized for additional payment unless it has been recorded and signed in the aforesaid book by the Project Manager.

9.3.3 Program & Planning of the work

The Contractor shall submit his detailed construction program within three (3) days of award of this Contract. This shall include all Sub Contractor activities. The program is subject to the Project Manager's acceptance and will apply for the duration of the Contract, unless changes are approved by the Project Manager.

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The Contractor shall take all aspects regarding the conditions on site, access, transportation, restricted working space, the availability of material, machines, labour and the program of the other Contractors into account when compiling his detailed construction program.

### Activity program

Tenderers shall submit a proposed activity program, in the form of a Gantt Chart, which will reflect the various contract activities with the durations for the various specified activities. The anticipated monthly cash flow for the contract period shall be provided.

### Methods and Procedures

The Contractor shall submit with his tender a complete method statement for the proposed work to be done.

#### 9.3.4 Measuring Book

A measuring book to record all measurement and to measure for payment must be provided by the contractor. The book shall be similar to that of the site instruction book.

#### 9.3.5 Cash flow

Payment will be made monthly and to assist Saldanha Bay Municipality an estimate of how the contractor foresees the work will pan out, an estimate of the proposed payments needs to be provided. A maximum of two payments for work successfully completed will be done.

### 10. Materials to be supplied by Saldanha Bay Municipality

The following material will be provided free of charge by Saldanha Bay Municipality:

- **Roof sheeting and screws only**

Protect all material from damage during transport, handling, and storage.

Dents, deformations, and defacements are not acceptable. If storage at project is necessary before installation can be accomplished, store such materials in a clean, dry place. Replace all damaged materials. Damaged parts/material may be replaced within a complete assembly, provided replacements are of the same quality, size, shape, color and other requirements.

Materials received by the contractor will remain his sole responsibility and any damage or loss of any kind will be for his account till official hand-over of the site.

### 11. Water Supply

Water may be made available for the purpose of construction/installation of the works only. The water shall be used conservatively and if not, this privilege shall be removed and the water shall be metered, and the cost of the metered water shall be borne by the Contractor as well as all charges as entertained by Saldanha Bay Municipality. The Contractor must supply all connections, hoses, etc., as required.

### 12. Electricity Supply

Electricity will not be made available to the Contractor and needs to provide his own.

### 13. Access to site

The areas are restricted, and the contractor must ensure he complies with the regulations of Saldanha bay Municipality. A list of workmen shall be given to the Project Manager to arrange for the necessary vetting. A 48 Hours minimum notice is necessary for the processing of this list of workmen and the necessary induction to be arranged. This includes changes to staff



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during the contract period.

## 14. Ablutions

The contractor to provide and maintain own ablution/latrine facilities for the total duration of the project. A chemical toilet that is serviced at regular intervals needs to be provided by the contractor.

## 15. Materials Found on Site

The Contractor shall not use any materials, other than the material for the works, found on the site without the prior written consent of the Project Manager. No material that is lying on the site (other than that from this contract) or on Saldanha Bay Municipality's property may be removed, even if deemed as scrap, by the contractor.

## 16. Clearing of Site

The Contractor shall provide for cleaning up and sorting all rubbish and debris of whatever kind, generated from the work, throughout the duration of the contract. Upon completion the Contractor shall clear and remove all rubbish, unused construction material, plant and debris and leave the site and the whole of the works clean and tidy to the satisfaction of the Project Manager. Furthermore, the waste shall be dumped on an approved site.

## 17. Working Outside Normal Working Hours

Normal working hours are between 08:00 and 16:30 Mondays to Fridays. If it is required to work outside the stated normal working hours the Contractor must obtain written permission at least 24 hours before such work needs to be undertaken. Saldanha Bay Municipality will not unreasonably withhold permission.

## 18. Escalation

This contract does not make provision for compensation in respect of increased costs. The contenders must allow in his fixed price for any increased costs, which he may encounter during the contract period or such extended period as agreed upon by both parties.

## 19. Safety Precautions and Insurance

The Contractor shall take adequate precautions against damage to existing assets and injury to persons, during the course of the work.

The Contractor will be responsible for the repairs and the costs incurred in effecting such repairs to or any damage caused to Saldanha Bay Municipality's property or others' property by the Contractor's staff during transporting, off-loading and carrying out of the required work.

The Project Manager will provide information regarding the location of existing services, but the Project Manager does not accept responsibility for the accuracy of this information. The Contractor shall make further investigations to determine the exact locality, size and depth of existing services before commencing any work to ensure that no damage is done to any service(s). The Contractor shall take all reasonable precautions to protect existing services during construction and during relocation of such service(s).

Any pipe, cable, conduit or other services of any nature whatsoever indicated to the Contractor and subsequently damaged as a result of the Contractor's operations shall be repaired and reinstated forthwith by the Contractor or by the Authority concerned, all at the expense of the Contractor and to the satisfaction of the Project Manager.

Whenever services are encountered which interfere with the execution of the Works and which are required to be moved and relocated, the Contractor shall advise the Project Manager who will determine the extent of the work, if any, to be undertaken by the Contractor

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in removing relocating, and reinstating such services.

Any work required to be undertaken by the Contractor in the moving and relocation of services for which no provision is made in the contract documents, or for which no applicable tender rates exists, will be priced and paid for as per agreed schedule of rates and instructed in the instruction book.

The Contractor shall work in close co-operation with private owners or public authorities controlling those services which have to be protected, removed or relocated. No undertaking can be given as to the exact time of commencement or of completion of the relocation, removal or protection of services which have to be carried out by the owner or controlling authorities themselves. The Contractor is to make allowance in his program for this contingency.

Where services have to be removed or relocated or protected the Project Manager will at the request of the Contractor, notify or negotiate with the owner or authorities controlling those services, but the Project Manager or Employer does not accept liability for any costs resulting from delays in the relocation, removal or protection of any service, or delays as a result of delays in negotiations.

19.1 Damage to Saldanha Bay Municipality's Assets and Liability  
Saldanha Bay Municipality will not provide any insurance.

19.2 Act 85

- The contractor shall comply with the Occupational Health & Safety Act, 1993 (Act 85 of 1993). The SHEQ Specification must be adhered to.

19.3 Environment

The Contractor shall, at all times, comply with the statutes that prohibit pollution of any kind. These statutes are enacted in the following legislation; -

- The National Environmental Management Act, 107/1998;
- The Environmental Conservation Act, 73/1989; and
- The National Water Act, 36/1998.

The Contractor shall appoint a responsible person to ensure that no incident shall occur on site that could cause pollution. Where the Contractor was negligent and caused any form of pollution the damage shall be rectified at the Contractors cost.

### **HEALTH AND SAFETY FILE:**

A detailed Health and Safety file is to be compiled and be submitted for approval within one (1) week of issuing the order to the successful tenderer. A site access certificate will only be issued once the file has been approved by the Safety Manager of Saldanha Bay Municipality.

The Health and Safety file will contain the following minimum documentation;

- Letter of Good standing
- All appointments
- SHE Plan approved by client
- Risks Assessments
- Method Statements
- Induction Training
- Equipment maintenance and inspection records
- PPE Issue control sheet
- Training Records

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This file will be kept on site and will be available at all times to SBM and Department of Labour.

At completion of contract, the Health and Safety file will be included in the consolidated file and it will be handed over to the SBM representative (Project leader/SHE Official).

The contractor before doing any work onsite must consult the municipal Health and Safety representative to arrange for safety induction;

Details of the Municipal Safety Representatives: Mr. Edward Makok @ 0733394014

## PART B - DETAILED SPECIFICATIONS AND COMPLIANCE STATEMENTS

Detailed specification:

### CONSTRUCTION \ BUILDING OF AN FLOWER BOUTIQUE IN VREDENBURG FOR SALDANHA BAY MUNICIPALITY

NOTE:

For further descriptions of materials to be used and methods to be adopted, the Contractor is referred to the various Codes and Standards, where relevant, and this shall be deemed too form part of the descriptions of any items in the following Specification. Except where any specification provision in a description in this specification is at variance with the above, in which case the specific provision is this Specification description shall apply.

**Where trade names and catalogue references have been used in these Specifications to specify a product, Tenderers must tender on that particular product specified (i.e. Contractors are required to price the provided bill of quantities). No alterations, erasures, omissions or additions of any kind shall be made by Tenderers in, from or to any part of this document , unless expressly required to be made by written notice and should any unauthorized alterations, erasure or addition be made they will not be recognized by Saldanha Bay Municipality.**

**Tenderers are however welcome to propose alternative material(s)/design other than what is specified. Alternatives will be considered separately and should thus be priced separately and all supporting documentation (i.e. data sheets, certifications, etc.) be submitted with the tender. When doing so it must be:**

- **Priced separately; and**
- **A comprehensive data sheet of the proposed alternative should be provided to confirm its suitability as a like alternative.**

Where such written authority is given by Saldanha Bay Municipality at the request of the Contractor, for the Contractor's convenience, all additional costs involved will be done for the Contractor's account. In the event of a less expensive product or design being used, a variation order reflecting the saving in cost will be issued.

#### **1. Scope of Work:**

The works proposed under this contract requires the construction \ building of a flower boutique in Vredenburg. The scope of the work to be carried out by the contractor shall include, but not be limited to the following items of work as indicated on \ in the drawings / specifications:

- Contractor's site establishment and de-establishment;

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- Site Clearance;
- Setting out of the works;
- Excavating for- and casting of foundations;
- Construction of the building;
- Roof construction & Ceiling Installation;
- Joinery;
- Provision of light fittings and electrical installations as specified;
- Plumbing Installation;
- Installation of new gutters and fascia's;
- Painting & Tiling;
- Etc.

## 2. Test for Responsiveness

In order to be considered for a contract in terms of this quotation document, tenders must comply with the following minimum criteria. Documented proof must be submitted along with the tender document. Failure to provide proof of the mentioned criteria will lead to disqualification.

<u>CRITERIA</u>	<u>MEASURES</u>
<b>Previous Relevant Experience of Vendor</b> [complete Annexure 'A']	<ul style="list-style-type: none"> <li>• Minimum of three previously successfully completed projects of a similar nature completed within the past three years</li> </ul>

## RETURNABLE SCHEDULE: ANNEXURE 'A': PREVIOUS RELEVANT EXPERIENCE

TYPE OF RELEVANT WORK PREVIOUSLY PERFORMED	CLIENT'S DETAILS <i>(Where work was performed, contact name &amp; phone number)</i>	COMPLETION DATE OF CONTRACT	VALUE OF CONTRACT

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## 3. References

- 3.1 The following documents form part of the Specifications to the extent stated. Where differences exist between codes and standards, the one affording the greatest protection shall apply.
- 3.2 Unless otherwise noted, the referenced standard edition is the current one at the time of commencement of the Work.
- 3.3 A list of possible applicable regulatory requirements/standards:
  - SANS 10005:2005 THE PRESERVATIVE TREATMENT OF TIMBER
  - SANS 10400-2011 THE APPLICATION OF THE NATIONAL BUILDING REGULATIONS
  - SABS 630 DECORATIVE HIGH GLOSS ENAMEL PAINT FOR INTERIOR AND EXTERIOR USE
  - SABS 631 DECORATIVE OIL GLOSS PAINT FOR INTERIOR AND EXTERIOR USE
  - SABS 681 UNDERCOATS FOR PAINTS

## 4. Submittals

- Submit under provisions of "Scope of Work."
- Product Data: Submit manufacturer's data for each item specified herein, identifying the item to be provided, and the manufacturer's recommendations for installation.
- Engineering Calculations/Designs/Certificates: Submit 3 copies of engineering calculations/designs/certificates for foundation test, filling test and roof inspection. Calculations/designs/certificates shall be prepared, signed and wet-stamped by a Professional Structural Engineer registered with ECSA.
- Drawings: drawings, showing all required detail must be submitted. Final as-built set in both hard and soft copy in approved AutoCAD format. Professional Structural Engineer registered with ECSA appointment and completion certificates to be provided with commencement and completion of the project.

## 5. Delivery, Storage and Handling

Protect all material from damage during transport, handling, and storage. Dents, deformations, and defacements are not acceptable. If storage at project is necessary before installation can be accomplished, store such materials in a clean, dry place. Replace all damaged materials. Damaged parts/material may be replaced within a complete assembly, provided replacements are of the same quality, size, shape, color and other requirements. Materials once received by the contractor will become his sole responsibility any damage or loss of any kind will be for his account.

## 6. Walls

### 6.1 Cement Mortar

Shall be composed of five parts of volume of fine sand (fineness moduli of 1, 00 to 2,95 – to specification SABS 1090) to one part of volume of Portland Cement and mixed in small batches which can be used within one hour after mixing. No mortar is to be retained beyond this period and subsequently re-used by the mixing in of additional cement.

### 6.2 Bricks:

All bricks (7 Mpa cement bricks 220x106x70 and 7 Mpa clay bricks 220x110x70) shall comply with the relevant SABS specifications. The Project Manager will be at liberty, during the course of the contract to select bricks and/or blocks from the batches on site, in accordance with the provisions of the above-mentioned specification and will submit the selected bricks to the Bureau of Standards for testing. The brick batches from which unsuccessful test blocks were selected may not be used on any part of the Contract and must be removed from the site at the Contractor's expense.

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### 6.3 Sundry Work:

The prices of brickwork are to include for all cuttings, forming reveals, plumbing angles, fitting between and wedging and priming against steel or concrete beams, slabs, etc., and cutting, fitting up to underside of and over stairs, ramps, etc. All windows and door frames, etc., are to be built in, which includes for taking delivery, assembling, coupling composite frames, setting up, cutting mortises for lugs in brick or concrete grouting in solid behind frame, propping head while brickwork over is built, tying into existing walls, etc., required.

### 6.4 Piped Services and Built-In Items:

All service pipes and electrical conduits etc., are to be built in as the brickwork proceeds; form holes for the grout-in of bolts, holderbats, etc.; cut holes for pipes, etc., and repair on completion.

### 6.5 Building Regulations:

All masonry and walling work to be carried out in accordance with the requirements of Part "K" of SABS 10400 – 2011, a copy of this chapter must be available on site.

### 6.6 Setting Out:

All brickwork to be carefully set out at foundation footing level. All walls, projections, piers, niches, openings, angles and circular forms to be checked against the drawings during setting out and any discrepancies reported and resolved before the work commences.

### 6.7 Laying:

All bricks are to be well wetted before laying and each course to be laid on a solid bed of mortar to nominal joint thickness of 10mm. Brick coursing to be as shown on drawings.

### 6.8 Damp Proof Course:

A damp proof course must be laid across the full width of all walls level with the top of the bed and must be continuous with no open joints, gaps or breaks. Ends, angles and intermediate junctions must be lapped at least 200 mm and carefully sealed with a suitable adhesive. Damp proof membrane to be 375 microns Gunplus BRICKGRIP and shall comply with SABS 952.

### 6.9 Pre-Stressed Concrete Lintels:

Pre-cast, pre-stressed concrete lintels symmetrically placed across all openings greater than 750mm with minimum bearing 230mm either side. Lintels to be moistened before laying and ends to be bedded in 5:1 sand/cement mix to suit brick coursing. Lintel widths to suit wall thicknesses and all lintels to have a minimum of 3 courses of brickwork above. Use "SANS" approved lintels only. All openings in brick walls to be stiffened with pre-stressed lintels. All concrete lintels to be propped for a minimum of 7 days after fixing.

### 6.10 Brick Reinforcement:

To all brickwork lay welded wire fabric BRC "Brickforce" 3.15 mm thick brick reinforcement in continuous strips in widths to suit wall thicknesses. Reinforcement to be lapped across full width of all corners, 300 mm at joints and to be well bedded in mortar joint. Reinforcement to be located as follows:

- Foundation (sub-floor) walling.....Every course
- 20 External walls..... Every third course
- 110/220 Internal walls.....Every fourth course
- Across Openings..... Refer to Pre-Stressed Concrete Lintels
- Wall Plate level..... Top four courses below wall plate.

### 6.11 Beam-filling:

The space between top of brickwork at plate level and underside of roof covering must be filled with beam-filling half brick thick, cut and fitted around rafters, splay cut on top under roof covering and finished with a stiff mixture of 3:1 cement mortar tightly packed in. No beam-filling must be used where a closed-in eaves construction is specified.

### 6.12 Bricks:

All bricks/blocks shall be cured properly graded blocks of their best respective quality and shall conform in all respects to SABS standards and the manufacturer's

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specification. The finish shall be evenly matched. It is noted that any blocks displaying excessive dimensional variance of distortion shall be rejected. No claims for hand sorting, rejected blocks or transport costs for unacceptable block products will be considered. Samples of the blocks shall be submitted to and approved by the Project Manager prior to placing orders.

- BRICK TYPE:
  - 7Mpa – Cement Bricks - 220x106x70mm – even sized & undistorted; and
  - 7Mpa - Rockface Cement Bricks - 220x90x70 - even sized & undistorted

### 6.13 BOND:

All brick work is to be laid in stretcher bond. Any bond breaks must occur on an even line in the center of brick panels of beneath window openings. No false headers are to be used and none but whole bricks except where legitimately required to form a bond. Wall thicknesses: Cavity brick wall = 250mm; One brick wall = 220mm and half brick wall = 110mm

## 7. Roofing

### 7.1 Steel Roofing Sheets

Roofing sheets Colourbond coated standard corrugated profile as per manufacturers details and specification fixed to 76x50 purlins to gang-nailed trusses all in accordance with the manufacturer's instructions and professional engineers requirements with 6.3mm diam. SS 304 self-sealing roofing screws and SS 304 washers with bitumen seal through the narrow flute crown of each side lap and center flute at each purlin intersection.

For roof details see drawing and the notes on drawing. Trusses to be SANS approved SAP gang-nailed roof trusses.

## 8. Doors

### 8.1 Materials:

All materials used for door and door frames shall be of their best respective quality and shall be of minimum SABS standard. Twisted, warped, chipped or damaged materials or components will be rejected and replaced at the contractor's expense.

### 8.2 Sizes:

All doors shall be of the rebate sizes indicated and to the net thicknesses specified. When hung doors shall have a maximum clearance of 2 mm to top & sides, 5 mm at the bottom and the doors shall open and close without binding at any point.

### 8.3 Protection:

All doors and frames shall be properly protected during construction. Concrete, Steel & Wood door frames to be properly braced and protected from staining, chipping or scratching during building operations. Any damaged frames will not be accepted, and these shall be broken out and replaced at the contractor's expense regardless of the stage of the work.

## 9. Windows

Not applicable

## 10. Floor & Wall Finishes:

### 10.1 Hardened Topping:

Prepare concrete surface bed for topping - remove any surface water and laitance and slurry to receive topping. Steel trowel to a smooth and even surface finish. Lay 25mm cement screed on concrete to falls as shown and steel float smooth. Note: NO ponding will be permitted on the surface and the work is to be carried out with care by properly skilled applicators.

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## 10.2 One Coat Cement Plaster:

All wall surfaces to be thoroughly cleaned down. All chases must be cut before plastering and surface must offer good plaster key. Plaster on walls internally to be nominally 5 parts sand, (clean, well graded, complying to SABS 1090; no pit sand to be used) to 1-part Portland cement by volume and not less than 12 mm nor more than 20 mm thick. (Contractor to note that mix may be varied to ensure that the quality of the plaster remains with the contractor). Make good around pipes after finishing's having been done, including all other cracks, blisters and other defects. Steel trowel plaster to an even smooth finish.

## 10.3 Ceramic Glazed Wall Tiling:

200X150mm first grade white glazed wall tiles. Tiles to be laid square Full tiles to the top and cut tiles to bottom as well as left & right-hand sides. Bed onto one coat plaster in TAL wall tile cement and grout with TAL white tile grout. Note the all outer corners are to be fitted with specified quarter round corner protectors taken full height and across exposed length.

## 11. PAINT:

### 11.1 Paint and Quality:

All paints shall be of their best respective qualities. Only those proprietary brands of paint specified shall be used and no substitutes will be allowed. Primers, successive coats and thinning mediums must strictly follow the manufacturer's specification.

### 11.2 Standards and Defective Work:

All work is to conform to the latest "SABS Code of Practice" requirements. Any adulteration of the paint, incorrect mixing, thinning and faulty application will be considered to be defective work, and this shall be re-done at the contractor's expense. All paint failures such as blistering, cracking, flaking, chalking and failure to dry will be rectified.

### 11.3 Film Thicknesses and Testing:

All paint shall be applied to an acceptable dry film thickness so that the complete work is properly covered in all areas. Film thicknesses shall be generally as specified by the manufacturer and, if any doubts exist, then the paint thickness shall be tested to assess its suitability and cover.

### 11.4 Samples:

Where required, the contractor shall prepare samples of paintwork as directed. These may require to be over-coated or to form part of the finished job.

### 11.5 Protection and Final Coats:

During painting all the surrounding surfaces are to be protected from paint splashes and drips. In addition, areas which have been painted must be protected from any damage and marking. Any such damage shall be rectified at the contractor's expense. To this end it is recommended that all final coats be held over until all areas have been cleared of all other activities.

### 11.6 Surface Preparation:

Work to all trades preceding the painter must be properly complete before any paintwork commences. Patches, varying surface textures etc. visible on completion of the paintwork will not be accepted. Care is to be exercised in the surface preparation before any paint is applied and proper priming procedures are to be adhered to for all surfaces. All surfaces are to be properly dry before any paint is applied. Clean off all surface dirt, dust, mortar residue, loose powder and other stains.

### 11.7 Plaster, Concrete and Masonry:

Carefully rake out and fill all surface cracks, holes and uneven areas with manufacturer approved non-shrinking cellulose filler. Allow to dry and rub down and smooth to match surrounding finish.



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## 11.8 Acrylic on One Coat Plaster (Interior)

Apply one coat Alkali resisting primer as recommended by the manufacturer followed by two full coats best quality acrylic emulsion paint direct out of the tin.

## 12. Drainage "Drn":

### 12.1 Regulations

Only registered drain layers are to be employed.

Drainage shall be installed according to the requirements and code of practice laid down in Part "P" of the National Building Regulations SABS 0400 – 1990. Any variations which may occur on site in order to conform to the above shall not increase the contract price.

### 12.2 Testing

The Contractor is to provide all testing apparatus and materials, etc., and labour for the completion and proper testing of the drains and their connections in accordance with the relevant SABS code of practice. Should the drainage system fail to withstand the tests, all defects shall be made good and all tests repeated.

### 12.3 Casing of Drains

Drains in an inaccessible position and under a building or roads or less than 450 mm below natural ground level, must be encased with concrete 100 mm thick. The continuity of the concrete surround must be broken at all flexible joints of the pipe by the use of soft board or other suitable inserts. Drainpipes must pass through walls or other structures freely and where necessary a suitable sleeve should be provided.

### 12.4 Gradients and Ramps

Unless otherwise shown, gradients for a 110 mm dia. pipe shall not be steeper than 1:15 or flatter than 1:60. Where inclined ramps are necessitated the slope may never exceed 45 degrees and where such ramps are constructed with pipes other than cast iron, they must be encased in concrete.

### 12.5 Ventilation and Anti-Syphon Pipes

The open end of any drain or ventilation pipes or anti siphonage pipes must be 600 mm higher than the part roof which is closest to it and at least 2000 mm above the head of any window and any unsupported parts, adequately stayed.

### 12.6 Rodding Positions

Every drain should have means of access at intervals not more than 25m either by way of manholes or cleaning eyes (rodding) and to be reached with normal rodding equipment.

### 12.7 U.P.V.C. Pipes

Un-plasticized polyvinyl chloride pipes 110 mm dia. with ring seal socket end and solvent cement welding to both spigot and socket. Laid in narrow width (400 mm) trenches to uniform gradients. Pipes firmly supported throughout its length on a continuous bed of river sand minimum 100 mm thick under the pipe barrel and similar selected filling to pipe surround.

Suitable backfill to be completed with material or excavated spoil and compacted in layers not exceeding 200 mm thick.

### 12.8 Inspection Eyes

Where marked "I.E." on plan, and at every junction and bend, after all ramps, and cleaning eyes provided with an inspection eye (access pipe) with stoppers sealed in bitumen. Note that cleaning eyes "CE" to be taken with easy bend to surface with marked screw on cover for rodding.

### 12.9 Soil Pipes

Soil pipes and ventilating pipes are to be in 110mm dia. UPVC piping jointed with gaskets and securely fixed to walls with hinged holderbats and where indicated as "O.V.P." on drawings, fitted with vent valves above highest fitting. Only heavy-duty ribbed piping to be used below ground.

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## 12.10 uPVC Wastewater Pipes

Polyvinyl chloride 50 mm dia. wastewater pipes with ring seal jointing and solvent cement welding to both spigot and socket. Fixing must occur with galvanized holder-bats and clips at maximum 1000 mm centers. Exposed bends with threaded caps to cleaning eyes.

## 13. Electrical

### 13.1 Electrical Work in General

All electrical work to be carried in terms of the details and specifications provided.

## Appendix I - DETAILED FINISHES & FITTING DESCRIPTIONS

This list specifies detailed descriptions of all finishes & fittings applicable to the work. It also indicates which spaces have fittings located within them. Items are scheduled on the finishing schedule – room by room.

ITEM No: DESCRIPTION

### Floors

- 101 Cement Screed: Lay 25mm sand /cement floor screed to all floors. Steel float to smooth, level, even finish with tolerance of 3mm / LM in all directions.
- 102 Cement screeds: Lay sand/cement screeds to average thickness of 25mm using sharp coarse river sand aggregate mixed with PC to min strength 1:4 with 5% Corundum hardening additive. Tamp to smooth/even surface and steel float to finish – tolerance 3mm /LM in all directions.

### Walls

- 201 Bricks: Lay bricks per selected supply in stretcher bond to courses with even perpend square ruled to match the existing building.
- 202 One-coat Plaster: Apply one coat sand/cement plaster to new and old internal wall surfaces and bricked up areas carefully matched to surrounding finishes. Sand down and prime with Plascon alkali resistant plaster primer.
- 203 Acrylic wall coating: Apply two coats luxury surface coating to pre-prepared and primed wall surfaces all in accordance with the manufacturers spec.  
Colour: Per project manager's instruction
- 204 Glazed tiles: Lay 150 X 200mm/200 X 200mm Grade 1 glazed/ceramic tiles to areas indicated with 1.5mm spacing in TAL tile paste mixed with 10% TYLON additive. Grout all joints with white TAL tile grout.

### Ceilings

- 301 The Contractor shall supply and install 4mm Nutec ceiling board ceilings with H-provile PVC strips at joints and rhino 'cove' cornice.  
Colour: White.

### External Finishes

- 401 Clay Face Bricks: 2.70/3.00m High external walls laid in stretcher bond per specification. Horizontal and vertical joints (perpends) to be square ruled and polished. Note that door openings to be provided with BOE lintels.  
Brick Type: 7 Mpa – Rock Face Cement and Standard Cement Brick – 220x106x70mm
- 402 Roof: Colorbond corrugated steel sheeting.  
Colour: Charcoal.

### Validity period

Regulation 23 (1)(g)(i)(ii) and (iii) of the Supply Chain Management Policy will apply:

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1) The procedures for the handling, opening and recording of bids, are as follows: -

g) Validity Periods

- i) A minimum bid validity period will apply to all bids and will be calculated from the bid closure date. Bids shall remain in force and binding for the minimum bid validity period as indicated in the invitation to bid and the bid documents, subject to any other applicable legislation and instructions from the National Treasury for specific types of procurement.
- ii) Unless otherwise indicated in writing by the bidder, the validity of bids submitted will automatically extend beyond the minimum bid validity period as set out in sub-paragraph (g)(i) above and will remain valid for acceptance until the bid award process, including the consideration of any appeals, objections or complaints, has been concluded.
- iii) Any bidder may at any time withdraw their bid in writing in which case the bid will not be further considered.

**SALDANHA BY MUNICIPALITY**

**CONTRACT NO:**

**Construction \ Building of a Flower Boutique**

ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	RATE	AMOUNT R
<b>1.1</b>		<b>PRELIMINARY AND GENERAL</b>				
		<b>Fixed-Charged Items</b>				
	1.1.1	Contractual Requirements - company overheads, insurance, compliance with legislation, health and safety, etc.	Sum	1.00		
<b>2.1</b>		<b>EARTHWORKS, SITE CLEARANCE, ETC.</b>				
		<b>SITE CLEARANCE, EXCAVATION, FILLING, ETC.</b>				
		<b>Excavation in earth not exceeding 1m deep and part return, fill in &amp; ram:</b>				
2.1.1		Clear pavers, level & dig Foundation Trenches	m <sup>3</sup>	16.62		Rate only
		<b>EARTH FILLING, ETC.</b>				
		<b>Clean earth filling compacted in layers of maximum 150mm to a minimum density of at least 98% Mod. AASHTO:</b>				
		<b>Under floors</b>				
2.1.2		Clean dry filling arising from excavations	m <sup>3</sup>	8.13		Rate Only
2.1.3		Sand	m <sup>3</sup>	4.65		
<b>3.1</b>		<b>CONCRETE, FORMWORK AND REINFORCEMENT</b>				
		<b>UNREINFORCED CONCRETE, ETC.</b>				
		<b>UNREINFORCED CONCRETE</b>				
		<b>25Mpa/19mm Site Mix Concrete</b>				

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3.1.1		Strip footings	m <sup>3</sup>	4.98	
3.1.2		Apron	m <sup>3</sup>	4.02	
3.1.3		Surface beds and thickenings	m <sup>3</sup>	2.98	
3.1.4		Step & Ramps	m <sup>3</sup>	0.35	
		<b>Reinforcement</b>			
		<b>Mesh Reinforcement - Ref 193</b>			
3.1.5		In floor slabs, apron & ramps	m <sup>2</sup>	35.00	Rate only
		<b>Square Tube Post</b>			
3.1.6		Make 400x400mm and 600mm deep hole through concrete and plant square tube post to support roof structure.	No	1	
<b>4.1</b>		<b>MASONRY BRICKWORK IN FOUNDATIONS, ETC.</b>			
		<b>Standard cement brick skin in 220x106x70mm [7mpa] cement bricks in class II mortar:</b>			
4.1.1		250mm Hollow walls of two half brick skins with 50mm cavity between including brickforce & wire ties.	m <sup>2</sup>	12.59	
4.1.2		60 x 70mm High triangular fillet in cavity of hollow wall	m	9.20	
		<b>BRICKWORK IN SUPERSTRUCTURE</b>			
		<b>Facebrick internal half brick skin in "Corobrick Constantia Travertine " cement face bricks pointed as the works proceeds with square recessed horizontal and vertical joints pressed back 10mm cleaned on completion. Brickwork external half brick skin in 220x106x70mm [14mpa] cement bricks in class II mortar:</b>			
4.1.3		250mm Hollow walls of two half brick skins with 50mm cavity between.	m <sup>2</sup>	25.19	
		<b>Standard Cement Brick [7 Mpa] in class II mortar:</b>			
4.1.4		220mm One Brick wall	m <sup>2</sup>	6.81	
		<b>BRICKWORK SUNDRIES</b>			
4.1.5		Supply and build in 76/150mm Brickforce in every fourth course and four courses continually above lintels	Sum	1.00	
4.1.6		Supply and build in 2.5 'Butterfly' wire ties per square meter into cavity walls	Sum	1.00	
4.1.7		38 x 1,2mm Galvanised hoop iron tied with one end built three courses deep into brickwork and the other end wrapped around roof truss and spiked to wall plate	Sum	1.00	
<b>5.1</b>		<b>WATERPROOFING DAMPPROOFING OF WALLS AND FLOORS, ETC.</b>			

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		<b>One layer of 375 micron 'Consol Plastics Brikgrip' DPC embossed damp proof course:</b>			
5.1.1		In walls and under brick work	m	9.23	Rate only
		<b>One layer of 250-micron damproof membrane sealed at laps with Gunplas Pressure Sensitive Tape:</b>			
5.1.2		Under surface beds	m <sup>2</sup>	40.00	Rate only
<b>6.1</b>		<b>ROOF COVERINGS / CEILINGS / CARPENTRY PROFILED METAL SHEETING AND ACCESSORIES, ETC.</b>			
		<b>Colorbond (AZ150) corrugated single length roof sheeting colour charcoal fixed to 76x52mm S.A. Pine purlins spaced at max 300mm c.c. on 150x50 mm S.A. Pine roof rafters spaced at 550mm c/c positioned on 114x38mm S.A. Pine wallplate and tied into walls below with galvanised mild steel hoop irons embedded at least 4 brick courses. Roof pitch 2°.</b>			
6.1.1		Install/erect roof rafters inclusive of purlins, wallplates, bracing, etc. as per manufacturer and engineer's detail.	Sum	1.00	
6.1.2		Fit and fix Roof sheets/covering with pitch not exceeding 10 degrees to roof rafters.	m <sup>2</sup>	13.42	
6.1.3		Poly closure with adhesive strip	m	7.58	
		<b>ROOF INSULATION</b>			
		<b>Double-sided 'Alucushion®' (code 1983) polyethylene bubblefold insulation laminated on both sides with aluminium foil:</b>			
5.1.4		Insulation laid taut over timber rafters at approximately 1200mm centres) and fixed concurrent with purlins, etc.	m <sup>2</sup>	13.42	
		<b>EAVES, VERGES, ETC</b>			
		<b>Facia board (PAR)</b>			
6.1.5		12x225mm Plain-medium density Nutec fibre cement fascia's joined/connected with PVC H-profile barge joiners	m	6.46	
<b>7.1</b>		<b>PROVISIONAL</b>			
		The following estimates for works to be done for by the Client and are to be included in the tender amount.			
		Tenderers are to allow for profit and attending upon this work by inserting the relevant percentage fee opposite the items listed below. The relevant amount then to be extended and included in the tender rates.			

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		Actual amounts paid to the Contractor will be at the percentage fee tendered pro rata to the estimated cost in the Bill or to the contract price of the nominated contract, whichever is the highest			
		<b>Appointment of a Structural Engineer \ Aluminium Structure</b>			
7.1.1		Amount to be allowed: R 40 000,00	Sum	1.00	40 000.00
7.1.2		Allow for profit and attendance as a percentage of the PC Amount	%		
<b>8.1</b>		<b>PLASTERING SCREEDS, ETC.</b>			
		<b>Screeds on concrete:</b>			
		<b>4:1 Cement plaster screeds finished with a wood float/steel trowel on concrete</b>			
8.1.1		50mm Thick screed on concrete surface bed	m <sup>2</sup>	34.67	
		<b>PLASTER</b>			
8.1.2		On walls and finish with steel float (including narrow widths)	m <sup>2</sup>	44.06	
<b>9</b>		<b>Gate \ Aluminium Door:</b>			
		<b>870 x 1725mm Aluminium door / gate with Garapa stained timber panels to be epoxy powder coated charcoal grey</b>			
9.1.1		Setup and Build-in of aluminium Gate \ Door & Frame	No.	1	
		<b>Aluminium casement window - PTT1812(A1) to suit opening size 1800 x 1200mm high with clear glass etc. build-in, finished centre, including bedding, jointing, pointing, etc.</b>			
9.1.2		Fit\Build-in Origin 340 top hung casement window - PTT1812(A1) to suit opening size 1800 x 1200mm high with 4mm clear glass or similar approved	No.	1	
<b>10.1</b>		<b>TILING \ CLADDING WALL TILING, ETC.</b>			
		<b>Calcite stone fixed with adhesive to plaster (plaster elsewhere) including grouting and flush pointing in tile cement/grout:</b>			
10.1.1		On walls and ramps	m <sup>2</sup>	15.00	
		<b>FLOOR TILING, ETC.</b>			
		<b>300 x 300 x 10mm First grade Ceramic tiles fixed with adhesive and flush pointed with jointing compound:</b>			
10.1.2		Allow the PC sum of R200.00 per square meter for "Ceramic" tiles and add for cuttings/waste, profit and take delivery, off-load, store and fix floor	m <sup>2</sup>	14.91	

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		tiles to floors including adhesive and grout joints.				
<b>11</b>		<b>PAINTWORK</b>				
		<b>Apply one undercoat 'Alkali Resistant Primer', one coat Undercoat and two final coats paint:</b>				
11.1.1		On walls.	m <sup>2</sup>	12.94		
		<b>ON CEILINGS</b>				
		Apply one coat 'Alkali Resistant Primer' and 2 coats acrylic white PVA paint				
11.1.2		On Fascia's	m	6.46		
<b>Sub Total</b>						

**CONTINGENCIES**

**10%**

\_\_\_\_\_

**SUB TOTAL**

=====

**15% VAT**

**15%**

\_\_\_\_\_

**FINAL TOTAL**

=====

# FORMAL QUOTATIONS

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(To be completed by Supplier)

<b>MBD 4</b>		
<b>DECLARATION OF INTEREST</b>		
1. No bid will be accepted from persons in the service of the state		
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, 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 authorized representative declare their position in relation to the evaluating/adjudicating authority.		
<p><b>MSCM Regulations: “in the service of the state” means to be –</b></p> <p><b>(a) a member of-</b></p> <p style="padding-left: 40px;">(i) any municipal council;</p> <p style="padding-left: 40px;">(ii) any provincial legislature, or</p> <p style="padding-left: 40px;">(iii) the national Assembly of the national Council of provinces</p> <p><b>(b) a member of the board of directors of any municipal entity;</b></p> <p><b>(c) an official of any municipality or municipal entity;</b></p> <p><b>(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);</b></p> <p><b>(e) a member of the accounting authority of any national or provincial public entity, or</b></p> <p><b>(f) an employee of parliament or a provincial legislature</b></p>		
<p><b>“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</b></p>		
<b>3. PERSONAL DETAILS</b>		
3.1. Name of bidder/representative:		
3.2. ID Number:		
3.3. Position in Company:		
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.		
<b>QUESTIONNAIRE</b>		
3.8. Are you presently in service of the state?	YES	NO
3.8.1. If YES, please furnish particulars:		
3.9. Have you been in service of the state for the past 12 months?	YES	NO
3.9.1. If YES, please furnish particulars:		



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3.10. Do you have any relationship (family, friend, other) with persons in service of the state, who may be involved with the evaluation/adjudication of this bid?			YES	NO
3.10.1. If YES, please 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 /adjudication of this bid?			YES	NO
3.11.1. If YES, please furnish particulars:				
3.12. Any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?			YES	NO
3.12.1. If YES, please 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, please 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 his contract?			YES	NO
3.14.1. If YES, please furnish particulars:				
<b>4. DETAILS OF DIRECTORS/TRUSTEES/MEMBERS/SHAREHOLDERS</b>				
<b>FULL NAME</b>		<b>ID NUMBER</b>		<b>STATE EMPLOYEE NUMBER</b>
_____		_____		
<b>Signature</b>		<b>Date</b>		
_____		_____		
<b>Position:</b>		<b>Name of Bidder:</b>		

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

MBD 6.1

## 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 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	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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.

# FORMAL QUOTATIONS

## Total Value of Items / Services more than R 30 000.00

- 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);

# FORMAL QUOTATIONS

## Total Value of Items / Services more than R 30 000.00

- (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.

### ADJUDICATION USING A POINT SYSTEM

- 2.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 2.2 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;
- 2.3 Points scored must be rounded off to the nearest 2 decimal places.
- 2.4 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.
- 2.5 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.
- 2.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

## 3. POINTS AWARDED FOR PRICE

### 3.1 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

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

## 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
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

- 4.2 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.
- 4.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 4.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 4.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 4.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.8 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.

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

## 5. BID DECLARATION

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

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

6.1 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.

## 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

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

7.1.1 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"/>
-----	--------------------------	----	--------------------------

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

**Municipality where business is situated:** .....

**Registered Account Number:** .....

**Stand Number:**.....

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

8.9 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;

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

- (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. ....
2. ....

.....
SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....
.....



# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

## MBD 6.2

### 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, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

#### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

y is the bid price in Rand excluding value added tax (VAT)

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

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

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

**2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
All Steel Products	100%
Cement	100%

**3.** Does any portion of the goods or services offered have any imported content?

*(Tick applicable box)*

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

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

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

- Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

## **LOCAL CONTENT DECLARATION**

**(REFER TO ANNEX B OF SATS 1286:2011)**

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

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

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

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.
- Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrial-development/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

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

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may

# FORMAL QUOTATIONS

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result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).	
<b>SIGNATURE:</b> _____	<b>DATE:</b> _____
<b>WITNESS No. 1</b> _____	<b>DATE:</b> _____
<b>WITNESS No. 2</b> _____	<b>DATE:</b> _____

**(PLEASE ATTACH ANNEXURE C ALONG WITH THE RETURNABLE DOCUMENTS TO THE BACK OF THIS TENDER DOCUMENT. SCHEDULES SHOULD BE COMPLETED FOR EACH ITEM OFFERED AS PER DTI GUIDLINES)**

Documents can be downloaded from the Municipal website:

<http://www.sbm.gov.za>



**ANNEXURE C**

**SATS 1286.2011**

**Local Content Declaration – Summary Schedule**

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

(C1) Tender No.						
(C2) Tender Description						
(C3) Designated product(s)						
(C4) Tender Authority	Saldanha Bay Municipality					
(C5) Name of Tendering Entity						
(C6) Tender Exchange Rate	Pula		EU		GBP	
(C7) Specified local content %						

Tender Item No's	List of Items	Calculation of local content					
		Tender Price – each	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
6.1.2	Steel roofing sheet						100%
3.1.5, 3.1.6, 4.1.5, 4.1.7	Steel Value added products						100%
3.1.1, 3.1.2, 3.1.3, 3.1.4, 4.1.1, 4.1.2, 4.1.3, 4.1.4, 8.1.1, 8.1.2	Cement						100%

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
13.42 m <sup>2</sup>			
44.06 m <sup>2</sup>			
As specified in BOQ			
<b>(C20) Total tender value</b>			

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\_\_\_\_\_  
SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

\_\_\_\_\_  
DATE

(C21) Total Exempt imported content		
(C22) Total Tender value net of exempt imported content		
(C23) Total Imported content		
(C24) Total local content		
(C25) Average local content % of tender		



## MINIMUM THRESHOLD FOR LOCAL CONTENT

The following industries, sectors and sub-sectors have so far been designated for local production with minimum local content thresholds.

Nr. of Sectors designated	Industry/sector/sub-sector	Minimum threshold for local content
1	<b>Buses (Bus Body)</b>	80%
2	<b>Textile, Clothing, Leather and Footwear</b>	100%
3	<b>Steel Power Pylons,</b> Monopole Pylons, Steel Substation Structures, Powerline Hardware, Street Light Steel Poles, Steel Lattice Towers	100%
4	<b>Canned / Processed Vegetables</b>	80%
5	<b>Pharmaceutical Products:</b> <ul style="list-style-type: none"> <li>• OSD Tender</li> <li>• Family Planning Tender</li> </ul>	<ul style="list-style-type: none"> <li>• 70% (volumes)</li> <li>• 50% value</li> </ul>
6	<b>Rail Rolling Stock</b>	65%
7	<b>Set Top Boxes (STB)</b>	30%
8	<b>Furniture Products:</b> <ul style="list-style-type: none"> <li>• Office Furniture</li> <li>• School Furniture</li> <li>• Base and Mattress</li> </ul>	<ul style="list-style-type: none"> <li>• 85%</li> <li>• 100%</li> <li>• 90%</li> </ul>
9	Solar Water Heater Components	70%
10	Electrical and telecom cables	90%
11	Valves products and actuators	70%
12	<b>Residential Electricity Meter:</b> <ul style="list-style-type: none"> <li>• Prepaid Electricity Meters</li> <li>• Post Paid Electricity Meters</li> <li>• SMART Meters</li> </ul>	<ul style="list-style-type: none"> <li>• 70%</li> <li>• 70%</li> <li>• 50%</li> </ul>
13	<b>Working Vessels/Boats (All types):</b> <ul style="list-style-type: none"> <li>• Components</li> </ul>	60% <ul style="list-style-type: none"> <li>• 10% - 100%</li> </ul>
14	Conveyance Pipes	80% - 100%
	<b>Transformers and Shunt Reactors:</b> <ul style="list-style-type: none"> <li>• Class 0</li> <li>• Class 1</li> <li>• Class 2</li> <li>• Class 3</li> <li>• Class 4</li> </ul>	<ul style="list-style-type: none"> <li>• 90%</li> <li>• 70%</li> <li>• 70%</li> <li>• 45%</li> <li>• 10%</li> </ul>
	<ul style="list-style-type: none"> <li>• Components and conversion activities</li> </ul>	<ul style="list-style-type: none"> <li>• 50% - 100%</li> </ul>
15	<b>Solar PV Components:</b> <ul style="list-style-type: none"> <li>• Laminated PV Modules</li> <li>• Module Frame</li> <li>• DC Combiner Boxes</li> </ul>	<ul style="list-style-type: none"> <li>• 15%</li> <li>• 65%</li> <li>• 65%</li> </ul>



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	<ul style="list-style-type: none"> <li>• Mounting Structure</li> <li>• Inverter</li> </ul>	<ul style="list-style-type: none"> <li>• 90%</li> <li>• 40%</li> </ul>
16	<b>Two Way Radio Terminals and Associated Equipment:</b>	
	<ul style="list-style-type: none"> <li>• Portable Radio</li> <li>• Mobile Radio</li> <li>• Repeater</li> </ul>	<ul style="list-style-type: none"> <li>• 60%</li> <li>• 60%</li> <li>• 60%</li> </ul>
	<ul style="list-style-type: none"> <li>• Components</li> </ul>	<ul style="list-style-type: none"> <li>• 20% - 100%</li> </ul>
17	<b>Rail Signalling:</b>	<ul style="list-style-type: none"> <li>• 65%</li> </ul>
	<ul style="list-style-type: none"> <li>• Components</li> </ul>	<ul style="list-style-type: none"> <li>• 40% - 100%</li> </ul>
18	<b>Wheely Bins:</b>	100%
19	<b>Fire Fighting Vehicle</b>	30%
	<ul style="list-style-type: none"> <li>• Crew Cabin</li> <li>• Super Structure</li> <li>• Assembly</li> </ul>	<ul style="list-style-type: none"> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> </ul>
20	<b>Steel Products and Component for Construction</b>	
21	<b>Steel Value-added Products</b>	
	<ul style="list-style-type: none"> <li>• Fabricated Structural Steel</li> <li>• Joining/Connecting Components</li> <li>• Frames</li> <li>• Roof and Cladding</li> <li>• Fasteners</li> <li>• Wire Products</li> <li>• Ducting and Structural pipework</li> <li>• Gutters, downpipes &amp; lauders</li> </ul>	<ul style="list-style-type: none"> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> </ul>
	<b>Steel Value-added Products</b>	
	<ul style="list-style-type: none"> <li>• Plates</li> <li>• Sheets</li> <li>• Galvanised and Colour Coated Coils</li> <li>• Wire Rod and Drawn Wire</li> <li>• Sections</li> <li>• Reinforcing bars</li> </ul>	<ul style="list-style-type: none"> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> <li>• 100%</li> </ul>

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

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:
  - 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?  <b>(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).</b>	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)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, 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).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

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:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
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"/>
4.5.1	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 Tenderer

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

## DECLARATION OF MUNICIPAL ACCOUNTS OF COMPANY AND DIRECTORS

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"/>
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The Tenderer must affix proof of Municipal Accounts or valid lease agreements of the company as well as Directors and also complete the addresses of Directors below. If the Bidder has more than 12 Directors, a schedule with addresses must also be attached to the tender document.

**Director 1 Address:**

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**Director 2 Address:**

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**Director 3 Address:**

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**Director 4 Address:**

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**Director 5 Address:**

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**Director 6 Address:**

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**Director 7 Address:**

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**Director 8 Address:**

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**Director 9 Address:**

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**Director 10 Address:**

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**Director 11 Address:**

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**Director 12 Address:**

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# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

**MBD 9**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

**MBD 9**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(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

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

**MBD 9**

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 consortium<sup>3</sup> 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.

<sup>3</sup> 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.

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

**MBD 9**

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