



## FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

<b>Quote Number:</b>	<b>Q146/2023</b>	<b>Placement Date: 11/10/2022</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>21/10/2022 @ 12H00</b>	<b>30 Days after official order</b>

<b>Contact Person</b>	<b>Mobile No</b>	<b>Telephone No</b>	<b>Email Address</b>
Roberto Coetzee		022 701 7167	Roberto.Coetzee@sbm.gov.za

<b>Validity period of Quotation:</b>	90 Days
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<b>Requisition Number</b>	<b>Segment Description</b>

### Invitation to Quote Form

#### Full Description of Job / Item and Purpose Required:

**SUPPLY, INSTALL, REPAIR AND MAINTENANCE ALUMINUM WINDOWS \ DOORS FOR SALDANHA BAY MUNICIPALITY FROM 1 NOVEMBER 2022 UNTIL 30 JUNE 2023**

**Evaluation criteria: on total amount \_\_\_\_\_**

**CIDB Grading: 1GB**

**Other Compliance Documents: Letter of good standing WCA**

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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>	Various sites across the municipal area of Saldanha Bay Municipality

## 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 (July 2010) is applicable to this Quotation. In addition to the GCC the following Special Conditions to quote will apply:**

1. 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.
2. **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.**
3. The use of correction fluid (TIPPEX) on the price schedule is prohibited and quotations will be found non-responsive.
4. 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.
5. Delivery charges MUST be included in the price for "Supply and Delivery of Goods".
6. 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.
7. 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.
8. The municipality may accept the whole or a part of the quote where the quote comprises of more than one item.
9. The municipality does not bind itself to accept the lowest or any bid.
10. The acceptance of the quote and the subsequent issuing of an official order constitute a legal binding document and may not be cancelled.
11. Goods and services may only be provided after and according to the official order issued.
12. 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.

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**13. "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."**

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 INVOICE" 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 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
Original or originally certified B-BBEE certificate or affidavit	YES	NO
Company registration documents- CIPC	YES	NO
Letter of good standing (WCA) Proof of valid registration with the Workman's Compensation Association	YES	NO
CIDB Registered	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>
	<b>Tel:</b> <b>Fax:</b> <b>Email:</b> <b>Contact Person:</b>

## Detailed Specifications

### SUPPLY, INSTALL, REPAIR AND MAINTENANCE ALUMINUM WINDOWS \ DOORS FOR SALDANHA BAY MUNICIPALITY

#### PART A:

#### GENERAL & SPECIAL CONDITIONS OF CONTRACT

##### 1. Scope of Work

This contract covers the supply and installation of new aluminium windows / doors and the maintenance / repair / replacement of existing windows / doors to various sites for Saldanha Bay Municipality.

The work includes the following:

- (i) Site Establishment;
- (ii) Setting out of the works;
- (iii) Supply and installation of new aluminium windows / doors of various sizes;
- (iv) Removal and replacement of existing window frames / doors (i.e. steel, wooden, aluminium with new aluminium windows / doors and make good;
- (v) Etc.,

All of the above to be done to the extent of the specifications.

Herein after referred to as the "works", and any other work arising out of or incidental to the above or required of the Contractor for the proper completion of the works in accordance with the true meaning and intent of the contract.

##### 2. Location and Access

Various sites within the municipal area of Saldanha Bay Municipality.

##### 3. Bills of Quantities

Tenderers are required to check the number of pages and should any be found to be missing or in duplicate or the writing to be indistinct or should there be any doubt or obscurity as to the meaning of any particular description or should Tenderers consider that any item is incorrectly or inadequately described they must inform the Project Manager or his duly authorized representative, and have the matter rectified or explained as the case may be as no liability whatsoever will be admitted in respect of errors in a tender due to the foregoing.

No alterations, erasures 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.

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## 4. Schedule of Quantities

- 4.1 The quantities in the Schedule of Quantities are estimated and may be more or less than stated or non. The Contractor shall submit with his tender a complete and detailed priced schedule (prepared in ink) for the works. All work covered by the schedule including work resulting from modifications or alterations to drawings, shall be measured and paid for according to the completed schedule.
- 4.2 The absence of stated quantities in the schedule is no guarantee that none will be required. Reasonable and sufficient rates and/or prices must therefore be inserted to every item, as such prices will be considered when awarding the contract.

## 5. Trade Names

Prices for articles described by trade names or catalogue references must be based on the type and manufacture 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.

## 6. Inspection of Site

It is a condition of tender that the Tenderer shall have carried out a full and detailed inspection of the tender documents and shall have inspected the site if applicable, prior to the submission of a tender for the project. By such an inspection, the Tenderer shall be deemed to be fully informed as to the nature and degree of complexity of the project, the constructional problems related thereto, the conditions under which the work is to be carried out, the means of access to the site and building and generally of all matters which may influence his tender. No claim of any nature whatsoever will be considered after the submission of tenders due to the failure on the part of the Tenderer to fulfill this obligation.

## 7. Pricing and Alternative Offers

The Tenderer is required to acquaint himself with the contents of the tender and the price must be based on all the documents enclosed herewith.

Tenderers may, apart from their main offer based fully on the tender specifications, submit an alternative offer/proposal, clearly identified as such and accompanied by detailed supporting documentation and explanation of the benefits to be gained from acceptance of the alternative offer/proposal.

The price offered shall be fixed for the duration of the contract.

By submitting this tender, the Tenderer is deemed to have acquainted himself with all the terms and conditions of contract.

## 8. Completion of Work

8.1 The Contractor may offer a shorter completion period in his tender, which offer may be taken into consideration when adjudicating the tenders.

8.2 Saldanha Bay Municipality requires that the Works be completed within **3(three) working weeks** after receipt of an official order, which shall include any statutory holidays falling within this period and shall exclude the period from 16 December to 9 January, both days included. The completion date will

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be determined by adding the period specified above to the date when the order is received by the successful Tenderer.

### 9. Acceptance of Tender

Saldanha Bay Municipality does not bind itself to accept the lowest or any tender.

### 10. Penalties for late Completion

Should the Contractor fail to complete the Works by the date stipulated in the contract, or such extended date/s as may be allowed by Saldanha Bay Municipality, he shall pay to Saldanha Bay Municipality as penalties the amount of R500,00 (five hundred rand) for each day or part thereof during which the Works remain incomplete.

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

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

i) Nil

### 12. Increase and Decrease in Cost

No escalation will be applicable to this contract and Tenderers must therefore make the necessary allowance in their rates.

### 13. Validity

Tenders shall hold good for 90 (ninety) days from the closing date, during which period prices shall remain firm.

The contract will lapse with the contract value of R200 000.00, irrespective of the contract period

### 14. Bills of Quantities and Variation to Work

Saldanha Bay Municipality reserves the right to omit or vary portions of the work without prejudice to the contract. Any additions to the work for which a tendered price does not apply will be adjusted by means of a variation order after agreement has been reached between the Contractor and the Project Manager on the rate/price offered.

### 15. Payments

Payment will be made only for work satisfactory completed, (minus retention money), and in accordance with the Schedule of Rates and Prices.

### 16. Toilet Facilities

- The Contractor shall provide, maintain, move to new positions as required and finally remove, proper latrines of sufficient number at his cost.
- Latrines shall be constructed and placed in position hidden from public view. Conservancy tank or chemical type latrines shall be used, and the Contractor shall make his own arrangements with the Local Authority for the disposal of night soil at his cost.

### 17. Inspection of the Works

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- 17.1 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.

- 17.2 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.

- 17.3 Site records: (Belongs to Saldanha Bay Municipality)

17.3.1 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.

17.3.2 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.

17.3.3 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.

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



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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.

#### 17.3.4 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.

#### 17.3.5 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.

### 18. Electricity, Water, Refuse Removal, Telephone

- Water will be made available for the purpose of construction/installation of the works the contractor is however responsible for all connections and / or transport cost.
- Electricity can be made available to the Contractor. If an electrical connection is obtained all electrical supply cables shall be laid underground. All electrical connection and consumption charges are subject to tariff increases as laid down by the Local Authority from time to time.
- The contractor shall make his own arrangements for the removal of refuse to an approved municipal or a telephone, if required, for his use during construction.

### 19. Site storage and Working Area

Saldanha Bay Municipality will make available to the Contractor an area 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 Contractors materials and he will be totally responsible for this.

### 20. Works to be Left Tidy

During the construction of the works, the site shall at all times be kept in a neat and tidy condition. Rubble must be removed at regular intervals. Noise and dust levels must be reduced to an absolute minimum. The Project Manager may order the Contractor to stop all work, until such time as, in his opinion, this condition has been observed.

### 21. Personnel Restrictions

The offices, depots, sites etc. will be fully operational during the execution of the work All personnel are to be kept under strict supervision at all times. Supervisors will be held responsible for ensuring that no one enters any adjacent buildings or private

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property and that no interference with any other task being carried out on the property occurs.

### **22. Inspection of Work**

- Prior to the commencement of any work, the Contractor shall inspect the site with a Representative of Saldanha Bay Municipality to acquaint him / her with the actual site conditions as the Contractor shall be held liable for any damage caused by their activities.
- During the progress of the contract all materials being supplied, and all work being undertaken by the contractor shall be subject to periodic inspection by Saldanha Bay Municipality's Project Manager or his duly authorized representative. All such material and workmanship shall be supplied and performed, respectively to the entire satisfaction of the Project Manager or his duly authorized representative.
- Should at any stage in the progress of the said works, or on completion, an inspection visit reveals any defects in the construction, which are due to the part of the Contractor, such defective material or workmanship shall immediately be replaced or remedied by the Contractor at his own expense and to the satisfaction of the Project Manager or his duly authorized representative.

### **23. Cleaning of Site**

The Contractor shall provide for cleaning up and carting away all demolished/removed material not wanted by Saldanha Bay Municipality, rubbish and debris of whatever kind on completion and is to clear away and remove all rubbish, unused materials, temporary erections, plant and debris and leave the site and the whole of the works clean and tidy to the satisfaction of the Project Manager. Material required by Saldanha Bay Municipality must be delivered to the Building Depot in Vredenburg.

### **24. 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).

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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 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.

### 24.1 Damage to Saldanha Bay Municipality's Assets and Liability

Saldanha Bay Municipality will not provide any insurance.

### 24.2 Act 85

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

### 24.3 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.

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## 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

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

On completion of the 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 municipal Health and Safety representative to arrange for induction process;

Details of the Municipal Safety Representatives: Mr. Edward Makok @ 022 701 7190

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## PART B: PROJECT SPECIFICATION

### 1. Scope of Work

This contract covers the supply and installation of new aluminium windows / doors and the maintenance / repair / replacement of existing windows / doors to various sites for Saldanha Bay Municipality.

The work includes the following:

- (i) Site Establishment;
- (ii) Setting out of the works;
- (iii) Supply and installation of new aluminium windows / doors of various sizes;
- (iv) Removal and replacement of existing window frames / doors (i.e. steel, wooden, aluminium with new aluminium windows / doors and make good;
- (v) Etc.,

All of the above to be done to the extent of the specifications.

Herein after referred to as the "works", and any other work arising out of or incidental to the above or required of the Contractor for the proper completion of the works in accordance with the true meaning and intent of the contract.

### 2. General

- 2.1. This contract will be a "Direct Contract" to Saldanha Bay Municipality. The Contractor / Supplier will enter into an agreement with the Saldanha Bay Municipality.
- 2.2. The Conditions of Tender applicable to this contract will be the "General Conditions of Contract for Construction Works" 2nd Edition 2010 as issued by the South African Institution of Civil Engineering.
- 2.3. Tenders will be evaluated per total price (i.e. evaluation will be based on total amount and orders based on rates and quantities of work required).
- 2.4. Prices must include all preparation, material, labour and transport costs for replacement and or new installations of aluminium windows and doors at the various sites within the jurisdiction of Saldanha Bay Municipality.
- 2.5. All construction work must conform to the standard Civil and Building Industry Code of Practice.

### 3. Technical Requirements

- 3.1. The contractor must provide all materials, labour and transport to complete the work.
- 3.2. Remove existing windows \ doors i.e. wooden, steel, aluminium.
- 3.3. Supply and install new aluminium window \ door  
Units built into positions shown on the drawings or as pointed out by the project manager as per supplier's regulation, good building practice and supplier \ manufacturer's details and specification. All units to be built in square and plumb with ruled and polished. Units to be protected from staining and chipping during construction (damaged units are to be replaced as chips cannot be suitably repaired). Include all glazing as per window schedule.

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- 3.4. The contractor must remove and dispose of any spoil materials and leave the works neat and tidy on completion.

3.12. Minimum Requirements:		Please indicate with and "X" whether the offer complies with the requirements.			Reference (Supporting documents attached)
		YES	NO	Comment	
3.12.1	<b>Previous Relevant Experience of Vendor</b> [complete Annexure 'A'] • Minimum of FIVE previously successfully completed projects of a similar nature completed within the past FIVE years				
3.12.2	Supply a list of at least FIVE (contactable) references.				
3.12.3	CIDB registration of at least 1GB.				

## 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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## 4. CONTINGENCIES

Allowance for unforeseen extra work, if any and when the Project Manager has issued a written site instruction.

### VALIDITY PERIOD

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

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

g) Validity Periods

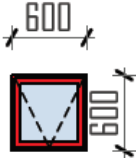
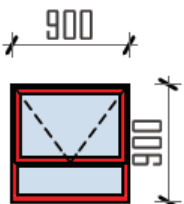
- i) A minimum bid validity period will apply to all bids and will be calculated from the bid closure date. Bids shall remain in force and binding for the minimum bid validity period as indicated in the invitation to bid and the bid documents, subject to any other applicable legislation and instructions 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.

## Pricing Schedule

Items	Particulars:	Unit	Quantity	Unit price (vat excluded)	Total Price
	<b>DEMOLITION / REMOVAL OF EXISTING WINDOWS AND DOORS, ETC.</b>				
	<b>Materials used for patching and repair of existing walls, floors, etc. must match existing.</b>				
<b>1</b>	<b>Taking out and removing existing window frames complete in existing walls and prepare for the installation of new aluminium windows of similar size and making good existing finishes on both sides and into reveals / soffits / sills to match existing (new windows measured elsewhere)</b>				
1.1	Window sizes: 0.00m <sup>2</sup> - 1.00 m <sup>2</sup>	<b>No.</b>	<b>1</b>		
1.2	Window sizes: 1.00m <sup>2</sup> - 2.00 m <sup>2</sup>	<b>No.</b>	<b>1</b>		

# FORMAL QUOTATIONS

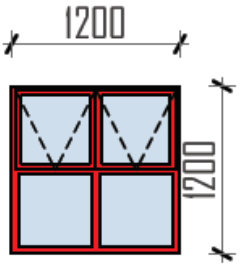
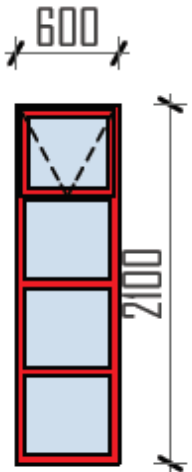
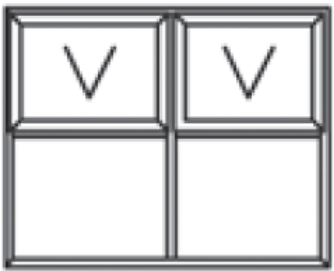
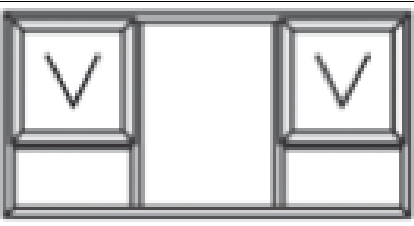
Total Value of Items / Services more than R 30 000.00

1.3	Window sizes: 2.00m <sup>2</sup> - 3.00 m <sup>2</sup>	No.	1		
1.4	Window sizes: 3.00m <sup>2</sup> - 4.00 m <sup>2</sup>	No.	1		
1.5	Window sizes: 4.00m <sup>2</sup> - 5.00 m <sup>2</sup>	No.	1		
2	<b>Taking out and removing existing doors and frames complete in existing walls and prepare for the installation of new aluminium doors of similar size and making good existing finishes on both sides and into reveals / soffits / sills to match existing (new windows measured elsewhere)</b>				
2.1	Door sizes: 1.50m <sup>2</sup> - 2.50 m <sup>2</sup>	No.	1		
2.2	Door sizes: 2.50m <sup>2</sup> - 3.50 m <sup>2</sup>	No.	1		
2.3	Door sizes: 3.50m <sup>2</sup> - 4.50 m <sup>2</sup>	No.	1		
2.4	Door sizes: 4.50m <sup>2</sup> - 5.50 m <sup>2</sup>	No.	1		
	<b>SUPPLY AND INSTALL ALUMINIUM WINDOWS AND DOORS</b>				
1	<b>The following in "Origin 38 or similar approved Top Hung Casement Windows" in standard coated colours, aluminium windows to suit openings in various walls with sizes as described including factory AAMSA specification glazing minimum 4mm and safety glazing in panes below 500mm from the FFL.</b>				
1.1	 <p>Size: 600 x 600mm</p>	No.	1		
1.2	 <p>Size: 900 x 900mm</p>	No.	1		



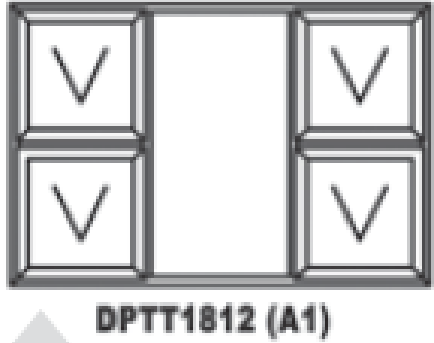



# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

1.3	 <p>Size: 1200 x 1200mm</p>	No.	1		
1.4	 <p>Size: 600 x 2100mm</p>	No.	1		
1.5	 <p>PTT1512+ (A1)</p> <p>Size: 1500 x 1200mm</p>	No.	1		
1.6	 <p>PTT189 (A3)</p> <p>Size: 1800 x 900mm</p>	No.	1		

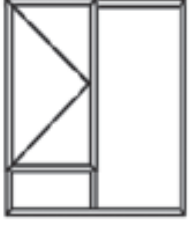


# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

1.7	 <p><b>DPTT1812 (A1)</b> Size: 1800 x 1200mm</p>	No.	1		
2	<p>The following in "Origin 340 or similar approved Side Hung Casement Windows" in standard coated colours aluminium windows to suit openings in various walls with sizes as described including factory AAMSA specification glazing minimum 4mm and safety glazing in panes below 500mm from the FFL.</p>				
2.1	 <p><b>SHH1215</b> Size: 1200 x 1500mm</p>	No.	1		
2.2	 <p><b>SH1212</b> Size: 1200 x 1200mm</p>	No.	1		
2.3	 <p><b>SHH1212</b> Size: 1200 x 1200mm</p>	No.	1		



# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

2.4	 <p>SH1215 Size: 1200 x 1500mm</p>	No.	1		
3	<p>The following in "Origin Palace Heavy-duty Sliding Door" or similar approved, in standard colours, aluminium sliding doors to suit openings in various wall openings with sizes as described including factory fitted AAMSA approved Laminated Safety Glass complete with Mortice lock with handles installed. 0 = fixed and X = sliding</p>				
3.1	 <p>OX Size: 1800 x 2100(h)mm</p>	No.	1		
3.2	 <p>OX Size: 2400 x 2100(h)mm</p>	No.	1		

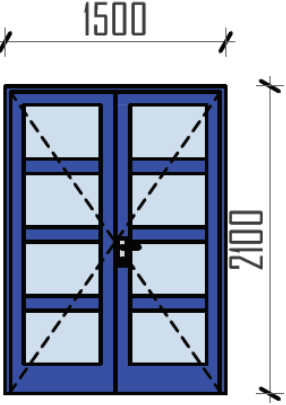
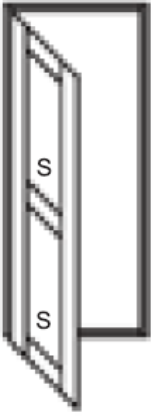
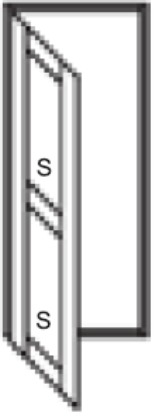
# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

3.3	 <p style="text-align: center;">OX</p> <p style="text-align: center;">Size: 2400 x 2400(h)mm</p>	No.	1		
3.4	 <p style="text-align: center;">OX</p> <p style="text-align: center;">Size: 3000 x 2100(h)mm</p>	No.	1		
4	<p>The following in "Origin Hinge Doors Including Frame" or similar approved in standard colours, aluminium doors to openings in various walls with sizes as described including factory fitted AAMSA approved Laminated Safety Glass complete with Hinges, Mortice lock with handles, etc installed.</p>				
	Large Pane Single Door				

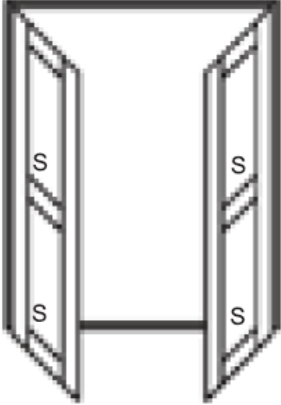
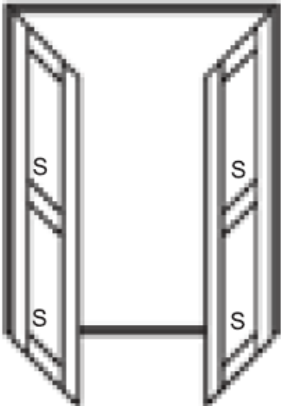
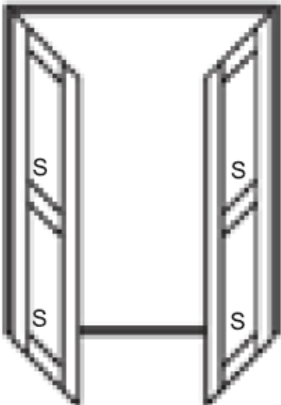
# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

<p>4.1</p>	 <p>Size: 1500 x 2100(h)mm</p>	<p>No.</p>	<p>1</p>		
			<p>1</p>		
	<p><b>Hinged Doors with Midrail</b></p>				
<p>4.2</p>	 <p>Size: 900 x 2100(h)mm</p>	<p>No.</p>	<p>1</p>		
<p>4.3</p>	 <p>Size: 900 x 2400(h)mm</p>	<p>No.</p>	<p>1</p>		

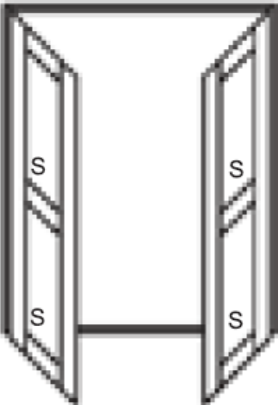
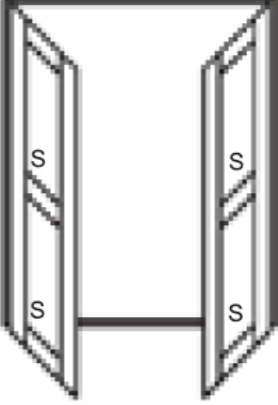
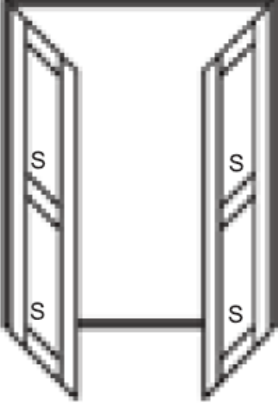
# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

4.4	 <p>Size: 1200 x 2100(h)mm</p>	No.	1		
4.5	 <p>Size: 1500 x 2100(h)mm</p>	No.	1		
4.6	 <p>Size: 1800 x 2100(h)mm</p>	No.	1		


# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

4.7	 <p>Size: 1200 x 2400(h)mm</p>	No.	1		
4.8	 <p>Size: 1500 x 2400(h)mm</p>	No.	1		
4.9	 <p>Size: 1800 x 2400(h)mm</p>	No.	1		

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

5	<p>Supply and install Polycarbonate Burglar (flat) Bars with tamper-proof fixing system to windows</p> 	M	1		
6	<p>Direct Labour for repairs, installations etc.</p> <p>6.1 Technician/Artisan(Normal hours)</p>	Hr.	120		
	6.2 Assistant (Normal hours)	Hr.	120		
7	<p>Direct Material etc.</p> <p>7.1 Parts and equipment etc</p>	Item	1	R35 000.00	R35 000.00
	7.2 Sundry material _____% on the net cost material excluding VAT. (Item 7.1)	Item	1		
	7.3 Allow _____% profit on the net cost of material excluding VAT. (Item 7.1 & 7.2)	Item	1		
	<b>SUBTOTAL</b>				
	Contingencies(added to each order) 10%				
	<b>TOTAL (VAT Exclusive)</b>				
VAT 15% (if applicable)		VAT registration no: 4.....			
	<b>TOTAL (VAT INCLUSIVE)</b>				
	R.....				
<b>NB!!! QUOTATIONS MUST BE VALID FOR AT LEAST 90 DAYS FROM CLOSING DATE</b>					



# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

**The Municipality reserves the right to install new, maintain \ repair any quantity of work, including none.**

**The tender will be evaluated based on the total price, award \ orders will be based on rates and the quantity required.**

Failure to comply to all sections of the notice and all minimum specifications will render the tender non-responsive.

NB! ALL ITEMS QUOTED FOR ABOVE MUST INCLUDE ALL LABOUR, PROFIT AND THE NECESSARY MATERIAL (I.E. NUTS & BOLTS, ROOFING SCREWS, NAILS, CONCRETE ETC.) TO ENSURE A COMPLETE INSTALLATION WHICH COMPLY WITH THE APPLICABLE SANS STANDARDS and\or GOOD BUILDING PRACTICE

NB!! THE ABOVE ESTIMATES MUST NOT BE SEEN AS A COMPLETE BILL BUT MUST BE READ INCONJUNCTION WITH THE PROJECT SPECIFICATIONS AND RELEVANT DRAWINGS.

**NB! CONTINGENCIES IS ONLY TO ALLOW FOR UNFORSEEN EXTRA WORK, IF ANY AND WHEN THE PROJECT MANAGER HAS ISSUED A WRITTEN SITE INSTRUCTION. CONTINGENCIES WILL BE ADDED TO EACH ORDER.**

(To be completed by Supplier)

**No faxed, emailed or copied quotations will be accepted**

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

<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: "<u>in the service of the state</u>" means to be –</b></p> <p><b>(a) a member of-</b></p> <p style="padding-left: 40px;"><b>(i) any municipal council;</b></p> <p style="padding-left: 40px;"><b>(ii) any provincial legislature, or</b></p> <p style="padding-left: 40px;"><b>(iii) the national Assembly of the national Council of provinces</b></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>		
3. PERSONAL DETAILS		
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.		
QUESTIONNAIRE		
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:		

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

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

# FORMAL QUOTATIONS

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

together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) as amended by Act No 46 of 2013;
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice issued

# FORMAL QUOTATIONS

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

in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person. **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

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

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

- 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.

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

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.

## 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



# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

## 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

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES
1. ....
2. ....

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

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

MBD 8

<b>DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES</b>
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- 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"/>

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
<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