



ABOVE R30 000 (Q)									
ADVERTISEMENT DATE:	20 April 2023								
Q NUMBER:	Q339/2023								
DESCRIPTION OF GOODS/SERVICES:	SUPPLY AND INSTALLATION OF BLINDS								
CLOSING DATE:	02 May 2023								
TIME:	12H00								
VALIDITY PERIOD	90 days (will automatically extend as per requirement in clause 23(1)(g) of the SCM Policy)								
SUBMISSIONS:	Sealed quotations clearly marked, " Q " number, must be placed (hand delivered) in the quotation box at: Investment Centre (Ground floor), Saldanha Bay Municipality, 15 Main Road (Private Bag x12), VREDENBURG, 7380								
DELIVERY DATE:	Works to commence 5 working days after official order has been received								
DELIVERY ADDRESS:	New Fire Station, Saldanha Airfield \ Airport, TR08501 - 32°57'24.7"S, 17°58'16.2"E and Various Municipal Offices within Saldanha Bay Municipality								
CONTACT PERSON (SBM):	Gary James								
TELEPHONE OR CELLPHONE NUMBER:	022 701 6802 / 7167								
EMAIL ADDRESS:	gary.james@sbm.gov.za								
EVALUATION CRITERIA:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">TOTAL AMOUNT:</td> <td>YES</td> </tr> <tr> <td>PER ITEM:</td> <td>NO</td> </tr> <tr> <td>EVALUATION CRITERIA:</td> <td>See details in document</td> </tr> <tr> <td>SITE MEETING DATE (Compulsory):</td> <td>COMPULSORY SITE MEETING TO BE HELD ON 25 APRIL 2023 AT 09H30 AM AT SALDANHA AIRFIELD \ AIRPORT, TR08501 - 32°57'24.7"S, 17°58'16.2"E</td> </tr> </table>	TOTAL AMOUNT:	YES	PER ITEM:	NO	EVALUATION CRITERIA:	See details in document	SITE MEETING DATE (Compulsory):	COMPULSORY SITE MEETING TO BE HELD ON 25 APRIL 2023 AT 09H30 AM AT SALDANHA AIRFIELD \ AIRPORT, TR08501 - 32°57'24.7"S, 17°58'16.2"E
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SITE MEETING DATE (Compulsory):	COMPULSORY SITE MEETING TO BE HELD ON 25 APRIL 2023 AT 09H30 AM AT SALDANHA AIRFIELD \ AIRPORT, TR08501 - 32°57'24.7"S, 17°58'16.2"E								
NAME OF BUSINESS:									
CSD NUMBER:									
STREET ADDRESS OF BUSINESS:									
AMOUNT:	R (Only if award is made on total amount)								
NOTE: Only an official order OR appointment letter will be deemed a legal contract with Council. No business may be conducted with a person in service of the state.									

INSTRUCTION TO TENDERER

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. **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.
3. **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.**
4. The use of correction fluid (TIPPEX) on the price schedule is prohibited and quotations will be found non-responsive.
5. 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.
6. Delivery charges MUST be included in the price for “Supply and Delivery of Goods”.
7. 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.
8. Tenderers must duly complete, sign and submit the following compulsory forms:
 - i) Declaration of interest (MBD 4). **NO BUSINESS MAY BE CONDUCTED WITH PERSONS IN SERVICE OF THE STATE.**
 - ii) Preference Points Claim form (MBD 6.1)
 - iii) Certificate for independent bid determination (MBD 9)Note: All relevant documents can be downloaded at www.sbm.gov.za > Tenders / Quotations > Supply Chain Documents.
9. **Tenderers must submit the following proof to claim preference points:**
 - i) **B-BBEE**
Original or originally certified B-BBEE certificate or Affidavit; and
 - ii) **Locality**
 - where the tenderer is the **owner of the property / business:**
 - municipal account registered in the name of the tenderer not older than 3 months;
 - where the tenderer is **not the owner of the property / business:**
 - a valid lease agreement; or
 - **affidavit from the property owner** that the address used to claim points in the MBD 6.1 is being rented out to the tenderer at no cost not older than 3 months.
10. The municipality may accept the whole or a part of the quote where the quote comprises of more than one item.
11. The municipality does not bind itself to accept the lowest or any bid.
12. The acceptance of the quote and the subsequent issuing of an official order constitute a legal binding document and may not be cancelled.
13. Goods and services may only be provided after and according to the official order issued.
14. 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.
15. **“All documents and / packaging of courier must be clearly marked Q with the number. It remains the responsibility of the service provider/contractor to ensure that his quotation bid is clearly marked and placed in the correct box.”**

QUOTATIONS WILL BE EVALUATED IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS, 2022, PREFERENTIAL PROCUREMENT POLICY OF COUNCIL.

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

I hereby declare that I understand the above and is duly authorised to sign on behalf of the abovementioned company

PRINT NAME

SIGNATURE

DATE

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

MBD 4 (DECLARATION OF INTEREST)

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.

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

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

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company

3. 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: | | |
| | | |
| 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:		
4. DETAILS OF DIRECTORS/TRUSTEES/MEMBERS/SHAREHOLDERS		
FULL NAME	ID NUMBER	STATE EMPLOYEE NUMBER
<hr/> Signature	<hr/> Date	
<hr/> Position:	<hr/> Name of Bidder:	

MBD 6.1 (PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND PREFERENTIAL PROCUREMENT POLICY OF COUNCIL: 80/20 PREFERENCE POINT SYSTEM)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER, PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND PREFERENTIAL PROCUREMENT POLICY OF COUNCIL.

1. GENERAL CONDITIONS

1.1 The following preference point system is applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)

1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- a) Price; and
- b) Specific Goals (B-BBEE status level contribution and Locality).

1.3 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20 (10 BBEE and 10 Locality)
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.4.1 B-BBEE

Failure on the part of a tenderer to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.4.2 LOCALITY

Failure on the part of tenderer to submit the following:

- where the tenderer is the owner of the property / business:
 - municipal account registered in the name of the tenderer not older than 3 months;
- where the tenderer is not the owner of the property / business:
 - a valid lease agreement; or
 - affidavit from the property owner that the address used to claim points in the MBD 6.1 is being rented out to the tenderer at no cost not older than 3 months.
- where the tenderer submitted incorrect or outdated information (account, lease agreement or affidavit) or none of the above, it will be interpreted to mean that preference points for Locality are not claimed.

1.5 The municipality reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the municipality.

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) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (e) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (f) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (g) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (h) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

4. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

4.1 POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

5. POINTS AWARDED FOR SPECIFIC GOALS

In terms of the Preferential Procurement policy of Council section 5(2) and 7(2), preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 and 2 below as may be supported by proof/ documentation stated in the conditions of this tender:

5.1

B-BBEE

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

5.2

LOCALITY

Locality of supplier	Number of Points for Preference (80/20)
Within the boundaries of Saldanha Bay Municipality	10
Within the boundaries of the West Coast District	5
Within the boundaries of the Western Cape	2
Outside the boundaries of the Western Cape or failure to provide proof	0

6. DECLARATION

Bidders who claim points in respect of B-BBEE and Locality must complete the following:

6.1 B-BEE-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

B-BBEE Status Level of Contribution: _____ (maximum of 10 points)

6.2 LOCALITY CLAIMED IN TERMS OF PARAGRAPH 1.4 AND 5.2

LOCALITY: _____ (maximum of 10 points)

7. DECLARATION WITH REGARD TO COMPANY / FIRM

7.1 Name of company / firm: _____

7.2 Company registration number: _____

7.3 VAT registration number: _____

7.4 Type of company / firm:

- Partnership / Joint Venture / Consortium
- One-person business / sole propriety
- Close Corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

7.5 MUNICIPAL INFORMATION

Municipality where business is situated: _____

Street address of business:

Registered municipal account number: _____

7.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....
.....

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:
- abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - been convicted for fraud or corruption during the past five years;
 - willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	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

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

No

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:

Director 2 Address:

Director 3 Address:

Director 4 Address:

Director 5 Address:

Director 6 Address:

Director 7 Address:

Director 8 Address:

Director 9 Address:

Attach page if space insufficient.

MBD 9 (CERTIFICATE OF INDEPENDENT BID DETERMINATION)

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a) take all reasonable steps to prevent such abuse;
 - b) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)
in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)
do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a) has been requested to submit a bid in response to this bid invitation;
 - b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

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

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

- 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.
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

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

EVALUATION CRITERIA
80/20 PREFERENCE POINT SYSTEM
The award will be based on the total price.
References: Documented proof must be submitted along with the quote document indicating a minimum of three previously successfully completed projects of a similar nature completed within the past three years. Failure to provide proof of the mentioned criteria will lead to disqualification.

COMPULSORY DOCUMENTS TO BE SUBMITTED BY SUPPLIERS	Comply Please mark/tick where applicable	
MBD 4 - Declaration of Interest	YES	NO
MBD 6.1 - Preference Points Claim form <ul style="list-style-type: none"> • Original or originally certified B-BBEE certificate or affidavit • Municipal account for business or lease agreement <u>(See instruction to Tenderer and details in MBD 6.1 for proof required) 0 points will be allocated if incomplete or invalid</u>	YES	NO
MBD 8 - Declaration of Bidder's Past Supply Chain Management Practices	YES	NO
Declaration – Director's municipal accounts	YES	NO
MBD 9 - Certificate of Independent Bid Determination	YES	NO
Municipal accounts or lease agreements for directors	YES	NO
Company registration documents- CIPC	YES	NO
References (written proof)	YES	NO
I hereby declare that I am duly authorised to sign on behalf of the abovementioned company		
_____ PRINT NAME	_____ SIGNATURE	_____ DATE

SPECIAL CONDITIONS OF CONTRACT

1. It is compulsory to comply to all requirements and submission of attachments (including samples where applicable). All proof of technical compliance and technical documentation as requested in the detailed general specifications must be submitted with the quote document at the closing date. Failure to submit all technical documentation as per the general specifications and special conditions of contract at the closing date will render your bid non-responsive.
2. It is compulsory to complete all line items of the Bill of Quantities.
No line items must be left blank. Line items where the cost is included in the tender price must be indicated as "included". Line items provided free of charge must be indicated with "R0.00". If these pricing instructions are not adhered to, the tender will be found non-responsive.

SPECIFICATIONS

SUPPLY AND INSTALLATION OF BLINDS – PVC \ FAUX \ STYRO-WOOD VENETIAN BLINDS (50MM)

Venetian blinds covered by this specification shall be of the corded free-hanging design, with horizontal 50mm slats adjustable to various angles and to different heights, and used as window covering when it is desired to simultaneously control the degrees of light, privacy, view, heat and ventilation.

1. Measurements to be verified on site by contractor.
2. All blinds shall have slats capable of being angled to closure in either direction. Blinds shall be capable of being raised or lowered and maintain various heights. All blinds under this specification shall be of the quality supplied for commercial use.

3. Head (Top) Rail:

The head rail shall contain all operating mechanisms, and those mechanisms shall not be visible when the head rail is mounted at eye level. The head rail shall not sag, twist or distort during normal operation. Long edges of the rail shall be rolled or hemmed. All surfaces visible after installation shall be the same colour as the slats, or a colour compatible with the slats.

4. Bottom (Sill) Rail:

The bottom rail shall not sag or distort during normal operation and shall be of channel or tubular (including lock seam) design. End caps shall close each end of the bottom rail. The colour shall be the same as the slats, or a colour compatible with the slats. There shall be an optional provision of a hold down device to limit movement of the bottom rail.

5. Slats – 50mm:

6.

Slats shall be corrosion resistant and of the colour specified and available. All slats within a blind shall be of consistent length. Slats shall be 50 mm wide.

7. Tapes (Ladders):

Tapes shall maintain uniform slat spacing throughout all tilt angles. Tape colour shall be compatible with the slats and shall be colourfast. Tapes shall meet an acceptable breaking strength levels and resist shrinkage and stretch. Tapes shall be positioned in relation to the head rail such that the top slat shall barely contact the head rail when the blind is in the fully closed position.

8. Tilt Mechanism and Control:

Lift cords (and tilt cords, if present) shall be the same colour as the slats, or a colour compatible with the slats. Unless otherwise specified, lift cords shall be the manufacturer default length in relation to the specified length of the blind. Control cord ends shall be provided with tassels of good quality. The blinds shall limit the possibility of a hazardous loop being formed by the inner cords.

9. Lift Cord Lock:

The cord lock shall permit the raising and lowering of the blind and shall hold the blind at the desired height. The cord lock shall also prevent a free fall if the blind is released without being locked. The cord lock shall be corrosion resistant if applicable. Unless otherwise specified, the cord lock shall be on the right side.

10. Installation Hardware:

All installation hardware shall be corrosion resistant. Brackets shall allow for easy installation and removal and shall provide secure anchoring of the blind at all times. Intermediate brackets shall be provided as needed for wide or heavy blinds. All visible hardware shall be the same colour as the head rail, or a colour compatible with the head rail. Complete installation to clients and manufacturers requirements.

11. Pricing and Alternative Offers:

Where trade names and catalogue references have been used in these Specifications to specify a product, Tenderers must tender on that particular product specified or equivalent (i.e. Contractors are required to price the provided item below). 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

Tenderers are welcome to propose or an equivalent \ alternative product(s) / 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.**

Special brands, where named, are used to indicate the standard of quality desired. Tenderer's similar or equivalent item will be considered, provided that the Tenderer specifies brand name(s) and submits full specifications. If the full set of specifications of the alternative item is not submitted, the item will not be evaluated and will not be considered for award.

12. Completion of Work:

The Contractor may offer a shorter completion period in his tender, which offer may be taken into consideration when adjudicating the tenders. Saldanha Bay Municipality requires that the Works be completed within 3 (Three) working weeks, which shall include any statutory holidays falling within this period and shall exclude the period from 15 December to 6 January, both days included. The completion date will be determined by adding the period specified above to the date when the order is received by the successful Tenderer.

13. Acceptance of Tender:

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

14. 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.

15. Materials to be supplied by Saldanha Bay Municipality:

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

- Non/Nil

16. Increase and Decrease in Cost:

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

17. Bills of Quantities/Schedule of Rates 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.

18. Payments:

One payment will be made and only for work satisfactory completed, and in accordance with the Schedule of Rates and Prices.

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 installation/construction of the works, the site shall at all times be kept in a neat and tidy condition. 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:

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

22. Inspection of Work:

- 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.

24. Safety Precautions and Insurance.

- A24.1 Act 85
- The contractor shall comply with the Occupational Health & Safety Act, 1993 (Act 85 of 1993).

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 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.

25. Protection - Covering of workplace surroundings:

The contractor shall provide all necessary dustsheets, covers, etc. and shall exercise all necessary care to prevent marking the surfaces of joinery, walls, floors, electrical fittings, etc. All parts of the work must be left perfectly clean and free at all times from spotting, accumulating of rubbish, debris and dirt arising from the painting during operations. Any surface disfigured or damaged must be completely renovated as necessary to the Project Manager's approval, by the Contractor at his own expense.

PRICING SCHEDULE

Items	Particulars	Estimated Quantity	Unit price (vat excluded)	Total Price
	SUPPLY AND INSTALL BLINDS – PVC \ FAUX \ STYRO-WOOD (i.e. wood-look) VENETIAN BLINDS (50MM SLATS) – Minimum 2-year warranty.			
1.	600(w)mm x 1800mm	21 No.		
2.	1000mm x 1200mm	4 No.		
3.	1100mm x 1200mm	2 No.		
4.	1100mm x 1600mm	7 No.		
5.	2200mm x 1600mm	3 No.		
6.	1065mm x 1160mm	1 No.		
7.	565mm x 545mm	11 No.		
	SUPPLY AND INSTALL PVC RIGID VERTICAL BLINDS IN LANGEBAAN: They are to allow for daylight adjustment as the vanes must be able to be opened completely or only partially or all the slats may be moved away from the opening for a picturesque panoramic view. 127mm (standard width) slat widths. Headrails are to be made from white powder-coated aluminium which is fitted into any opening with metal top-clips. For a face fit or for an extended			

	<p>fit (away from wall or glass) zinc plated L-shaped brackets or flat extension brackets must be used.</p> <p>Vertical blinds are to be fitted with polypropylene ballast weights (at the bottom of each individual slat), polyacetal stabilizing chain for interconnecting these weights with Snap-On coupling and plastic control bubble chain together with a cord weight/holder. Sun can make these components brittle and they will have to be replaced at some stage at a minimal cost.</p>			
8.	1700(w) x 2100(h)mm	1 No.		
9.	900mm x 1860mm	7 No.		
10.	800mm x 1800mm	1 No.		
11.	1200mm x 1800mm	5 No.		
12.	900mm x 1200mm	1 No.		
13.	1000mm x 2100mm	1 No.		
14.	1500mm x 1200mm	3 No.		
15.	3500mm x 1200mm	1 No.		
	TINTING (WINDOW)			
16	Amount to be allowed for blinds: R10 000,00	PC Sum	R10 000.00	R10 000.00
SUB TOTAL				
CONTINGENCY COST 5%				
TOTAL (VAT Exclusive)				
VAT 15% (if applicable)		VAT registration nr: 4.....		
TOTAL (VAT INCLUSIVE)				R.....-.....
NB!!! QUOTATIONS MUST BE VALID FOR AT LEAST 90 DAYS FROM CLOSING DATE				

NB! All items quoted for above must include all labour, profit and the necessary material (i.e. nuts & bolts, screws, nails, concrete etc.) to ensure a complete product \ installation which comply with the applicable SANS standards and good building practice.

Contingencies is an allowance for unforeseen extra work, if any and when the Project Manager has issued a written site instruction.

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