

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS (RFQ)  
(PROCUREMENT LESS THAN R200 000 INCLUDING VAT)**

|  |  |
|--|--|
| <b>REFERENCE NUMBER:</b>                       | 2606   |
| <b>DESCRIPTION:</b>                            | Spring protection at Skwayini Ward 19- Mhlontlo LM   |
| <b>CIDB GRADING REQUIRED</b>                   | 1CE or Higher  |
| <b>ADVERTISEMENT DATE:</b>                     | 20 May 2020  |
| <b>CLOSING DATE:</b><br><b>CLOSING TIME:</b>   | 27 May 2020<br>12 pm   |
| <b>VALIDITY PERIOD OF QUOTATION:</b>           | 90 days  |
| <b>SUBMISSION OF QUOTATIONS:</b>               | Tender Box, O.R. Tambo House<br>O.R. Tambo District Municipality<br>Nelson Mandela Drive<br>Mthatha  |
| <b>CONTACT PERSON SCM FOR ENQUIRIES:</b>       | <b>Name:</b> Zimasa Jim<br><b>Tel</b> : 047 501 6557<br><b>Email:</b> <a href="mailto:zimasaj@ortambodm.gov.za">zimasaj@ortambodm.gov.za</a> |
| <b>CONTACT PERSON FOR TECHNICAL ENQUIRIES:</b> | <b>Name :</b> Mr. Mbilase<br><b>Tel</b> : 079 274 8906<br><b>Email</b> :mbilase123@webmail.co.za   |

**To be completed by bidder:**

|  |   |
|--|---|
| <b>NAME OF BIDDER:</b>                 |   |
| <b>CSD SUPPLIER NUMBER:</b>            |   |
| <b>SARS TAX COMPLIANCE STATUS PIN:</b> |   |
| <b>TELEPHONE NUMBER:</b>               |   |
| <b>CELL NUMBER:</b>                    |   |
| <b>PHYSICAL ADDRESS:</b>               |   |
|  |   |
| <b>EMAIL ADDRESS:</b>                  |   |
|  |   |
| <b>QUOTATION AMOUNT:</b>               | R |

## SECTION 1: COMPULSORY RETURNABLE DOCUMENTS AND SCHEDULES

Bidders must complete and/or submit the returnable documents and schedules listed below, together with their quotations.

| No. | Returnable document / schedule  | Compulsory (Yes / No) | Non-submission will render quotation non-responsive (Yes / No)        |
|-----|---|-----------------------|---|
| 1.  | CSD supplier number   | Yes                   | Yes   |
| 2.  | Stamp the front page with the business stamp  | Yes                   | Yes   |
| 3.  | Initial all pages   | Yes                   | Yes   |
| 4.  | Original or certified BBBEE certificate   | No                    | No<br>(However, zero points will be allocated for BBBEE status level) |
| 4.1 | A sworn affidavit confirming annual total revenue and level of black ownership, if bidder is an Exempted Micro Enterprise (EME) or Qualified Small Enterprise (QSE) | No                    | No<br>(However, zero points will be allocated for BBBEE status level) |
| 4.2 | Original or certified consolidated BBBEE scorecard, if bidder is a trust, joint venture or consortium that is an unincorporated entity                              | No                    | No<br>(However, zero points will be allocated for BBBEE status level) |
| 5.  | Business registration documents   | Yes                   | Yes, if the registration documents cannot be verified on CSD          |
| 6.  | Certified copy of identity documents of directors / shareholders / partners / members, as the case may be   | Yes                   | Yes, if the identity documents cannot be verified on CSD              |
| 7.  | MBD 1 Invitation to bid - completed and signed  | Yes                   | No  |
| 8.  | MBD 4 declaration form – completed and signed   | Yes                   | Yes   |
| 9.  | MBD 6.1, 8 and 9 forms – completed and signed   | Yes                   | Yes   |
| 10. | Proof of CIDB registration 1CE or Higher  | YES                   | YES   |

### **Verification of bidder's documentation on the Central Supplier Database (CSD)**

The municipality will verify on the CSD, the following documentation submitted by bidders:

- (i) Business registration status, including details of directorships and membership
- (ii) Tax compliance status
- (iii) Identity numbers of directors, shareholders, partners, members
- (iv) Proof of bank account registration
- (v) Tender defaulters and restrictions status
- (vi) Whether any director, manager, principal shareholder or stakeholder of the bidder is in the service of the state.

### **SECTION 2: PROCEDURE FOR SUBMISSION OF QUOTATIONS**

1. No quotation will be considered unless submitted on this RFQ document.
2. Telephonic, telegraphic, facsimile or emailed submissions, or any other electronic submissions, will not be accepted, unless indicated otherwise in this document.
3. Submissions must be marked with the RFQ description and reference number, sealed and deposited in the tender box on or before the closing date and time for submissions.
4. Submissions deposited in the tender box after the closing time or closing date will be considered to be late.
5. Late submissions will not be accepted, and where practicable, shall be returned unopened to the bidder.
6. O.R. Tambo District Municipality accepts no responsibility for ensuring that RFQ submissions are placed in the correct box, and submissions placed in the incorrect box will not be accepted.
7. Bidders are entitled to submit one quotation only, either as a single tendering entity or as a member of a joint venture or consortium.
8. Bidders are responsible for all costs incurred in the preparation and submission of their quotation.
9. The RFQ submission must be signed by a person or persons duly authorised to do so.
10. Once the quotation is awarded, all purchases will be made through an official O.R. Tambo District Municipality purchase order.
11. No goods or services must be delivered or provided before an official order has been sent to, and accepted by the successful bidder.

### SECTION 3: TEST FOR RESPONSIVENESS

#### Invalid submissions

Quotations shall be invalid if:

1. The submission is not completed in non-erasable ink.
2. The bidder, if he or she is a natural person, is in the service of the state, or if not a natural person, a director, manager, principal shareholder or stakeholder of the bidder is in the service of the state.
3. The bidder is listed on the National Treasury Register of Tender Defaulters and / or List of Restricted Suppliers and is restricted from doing business with the public sector.
4. The bidder has been restricted from doing business with O.R. Tambo District Municipality in terms of its supply chain management policy and procedures.

#### Non-responsive submissions

Quotations will be declared as non-responsive and eliminated from further evaluation in the following instances:

1. The submission does not comply with the mandatory requirements of the RFQ, if any, including any minimum evaluation criteria.
2. The bidder's tax matters are found not to be in order upon verification by the Municipality on CSD, and the bidder fails to ensure that its tax matters are in order within such timeframe as may be granted by the municipality.
3. Where the bidder is not registered on CSD.
4. Where the bidder is not registered on the municipal supplier database, or does not meet the listing criteria for accredited suppliers specified in the municipality's SCM Policy, and does not register on the database or meet the listing criteria within such timeframe as may be granted by the municipality.

## SECTION 4: EVALUATION OF QUOTATIONS

### Evaluation of quotations

Quotation submissions will be evaluated in three stages:

Stage 1: Mandatory requirements

Stage 2: Functionality

Stage 3: Price and B-BBEE status level

### STAGE 1 – MANDATORY REQUIREMENTS

The Contractor must be registered with CIDB on the Class and Grade CE 1 or higher

### STAGE 2 - FUNCTIONALITY

| Criteria for Functionality  | Points     |
|---|------------|
| <b>Locality</b> <ul style="list-style-type: none"> <li>From the same Local Municipality where the project base</li> <li>Within the district (Ortdm)</li> <li>Within the EC Province</li> </ul> Proof of residence in the form municipal rates bill in the name of the owner or letter from ward Councilor | 40         |
| <b>Knowledge of the task/s</b> <ul style="list-style-type: none"> <li>The bidder should reflect that it had executed and completed projects. At least 2 projects to the value of R 50 000 each with proof from the client will qualify to maximum points.</li> </ul>                                      | 20         |
| <b>Skills and capacity</b> <ul style="list-style-type: none"> <li>Team Member/s skills and capability in project management. (Abridged CV s with references demonstrating the necessary skills and capacity)</li> </ul>   | 20         |
| <b>Plant and Equipment</b> <ul style="list-style-type: none"> <li>Availability of the necessary plant and equipment to execute the project. (Working vehicle in the form of LDV/ Truck). Where the company does not own the vehicle a formal lease agreement/ commitment.</li> </ul>                      | 20         |
| <b>Total</b>  | <b>100</b> |

Only Bidders who score a minimum of 60 points in Stage 2 will be evaluated further.



### STAGE 3 – PRICE AND BBBEE STATUS LEVEL

1. Submissions will be evaluated in accordance with the 80/20 price and preferential procurement points system.

| B-BBEE Status Level of Contributor | Number of Points |
|------------------------------------|------------------|
| 1                                  | 10               |
| 2                                  | 9                |
| 3                                  | 8                |
| 4                                  | 5                |
| 5                                  | 4                |
| 6                                  | 3                |
| 7                                  | 2                |
| 8                                  | 1                |
| Non-compliant contributor          | 0                |

2. Unless stated otherwise in this document, the quotation will be awarded to the bidder who meets the all the requirements of the RFQ.

For fair distribution of municipal resources, the highest scorer will not necessary be awarded

### SECTION 5: SPECIFICATIONS AND EVALUATION CRITERIA

| ITEM NO | DESCRIPTION   | Quantity |
|---------|---|----------|
| 1.      | <ul style="list-style-type: none"> <li>- Construction of spring protection</li> <li>- Construction of gravity water main approximately 500m</li> <li>- Construction of 1 No. Air Valves, 1 No. scour valves,</li> <li>- Installation of 2 No. 20kl Water Tanks complete with associated, inlet and outlet chamber, concrete base and valves</li> <li>- Construction of 2 No. of Standpipes</li> </ul> | 01       |

### STATUS

In the event of any discrepancy between the Scope of Work and any part of the SANS 1200 Standardized Specifications, the Bill of Quantities or the Drawings, the Scope of Work shall take precedence and prevail in the Contract.

### EMPLOYER'S OBJECTIVES

OR Tambo Discript Municipality seek to bring urgent refurbishment of springs in Mhlontlo Local Municipality to improve the level of water supply during the COVID – 19 Pandemic.

### OVERVIEW OF THE WORKS

This contract entails the construction of springs protection, installation of storage tank and construction of standpipe.



O.R. TAMBO  
DISTRICT MUNICIPALITY

## EXTENT OF THE WORKS

The Works to be carried out by the Contractor under this Contract comprise mainly the following:

- The supply and laying of bulk water mains consisting of the following diameters and Construction of spring protection
- Construction of gravity water main approximately 500m
- Construction of 1 No. Air Valves, 1 No. scour valves,
- Installation of 2 No. 20kl Water Tanks complete with associated, inlet and outlet chamber, concrete base and valves
- Construction of 2 No. of Standpipes

This description of the Works is not necessarily complete and shall not limit the work to be carried out by the Contractor under this Contract.

Approximate quantities of each type of work are given in the Bill of Quantities.

## LOCATION OF THE WORKS

The Project is located in OR Tambo District Municipality within Mhlontlo Municipality Local Municipality. Coordinates of each village with a spring are in the table below.

| Village Name | Latitude      | Longitude     |
|--------------|---------------|---------------|
| MTHONJENI    | 30°53'29.41"S | 28°44'24.53"E |

The location of the site is indicated on the locality plan bound as Appendix A.

## TEMPORARY WORKS

The Contractor will be responsible for determining the extent of temporary works required to execute the contract. Nonetheless, it is envisaged that temporary work may be required for the following activities:

### C3.2 CONSTRUCTION

#### WORKS SPECIFICATION

##### Applicable SANS standards

The applicable SANS 1200 Standardised Specifications for Civil Engineering Construction read in conjunction with the SANS 0120 Code of Practice for use with standardised specifications for Civil Engineering Construction and Contract Documents will apply until such time as the SANS standards for civil engineering are finalised. (The Contractor shall obtain his own copy of the SANS 1200 Standardised Specification and the equivalent codes under SANS 0120).

##### C3.3.1.1 Other standards

**Not applicable.**



### **C3.3.1.2 Applicable national and international standards**

For the purpose of this Contract the latest issues of the following Standardised Specifications for Civil Engineering Construction, applicable at the date of the tender advertisement shall apply:

|                       |  |
|-----------------------|--|
| <b>SANS 1200 A :</b>  | <b>GENERAL</b>                             |
| <b>SANS 1200 AB :</b> | <b>EMPLOYER'S AGENT'S OFFICE</b>           |
| <b>SANS 1200 C :</b>  | <b>SITE CLEARANCE</b>                      |
| <b>SANS 1200 D :</b>  | <b>EARTHWORKS</b>                          |
| <b>SANS 1200 DB :</b> | <b>EARTHWORKS (PIPE TRENCHES)</b>          |
| <b>SANS 1200 DK :</b> | <b>GABIONS AND PITCHING</b>                |
| <b>SANS 1200 G :</b>  | <b>CONCRETE (STRUCTURAL)</b>               |
| <b>SANS 1200 HA :</b> | <b>STRUCTURAL STEELWORK (SUNDRY ITEMS)</b> |
| <b>SANS 1200 L :</b>  | <b>MEDIUM-PRESSURE PIPELINES</b>           |
| <b>SANS 1200 LB :</b> | <b>BEDDING (PIPES)</b>                     |

The term "project specifications" appearing in any of the SANS 1200 standardised specifications must be replaced with the term "Scope of Work".

### **C3.3.1.3 Particular/Generic Specifications**

The particular and/or generic specifications listed below are applicable to this contract. These specifications are bound into this document in section C3.4 Construction.

#### **PA Fencing**

### **C3.3.1.4 Certification by recognised bodies**

Not applicable.

### **C3.3.1.5 Agreement certificates**

Not applicable.

## **PLANT AND MATERIALS**

### **C3.3.1.6 Plant and materials supplied by the employer**

The Employer shall not supply any plant or materials for use on this contract. The Contractor shall provide all plant and materials.

### **C3.3.1.7 Materials, samples and shop drawings**

Materials or work, which does not conform to the approved samples submitted in terms of Clause 7 of the Conditions of Contract, will be rejected. The Employer's Agent reserves the right to submit samples to tests to ensure that the material represented by the sample meets the specification requirements.





The costs of any such test conducted by or on behalf of the Employer's Agent, the results of which indicate that the samples provided by the Contractor do not conform to the requirements of the Contract, shall, in accordance with the provisions of Clause 7 of the Conditions of Contract, be for the Contractor's account.

## **CONSTRUCTION EQUIPMENT**

### **C3.3.1.8 Requirements for equipment**

All equipment must comply with the requirements as stipulated in the Environmental regulations and specifications and contained in the OHS Act.

All construction plant and equipment used on this contract shall be in good working order, well maintained, of adequate size and fit for purpose. No plant or equipment that leaks oil, fuel or hydraulic fluids may be used on site.

Any plant or equipment that, in the opinion of the Employer's Agent, is not of adequate size or fit for use shall be removed from the site and replaced with acceptable plant and equipment, all at the Contractor's cost.

### **C3.3.1.9 Equipment provided by the employer**

**The Employer shall not supply any equipment.**

## **EXISTING SERVICES**

The requirements of PSA 5.4 shall apply.

The Contractor shall familiarize himself with all existing services and liaise with all relevant authorities for the location and detection of existing services. The Contractor shall also use all necessary means to locate and expose services without damage to such services. The Contractor shall protect any services which are visible or can be reasonably expected to be in certain positions. If the Employer's Agent rules that the Contractor has negligently damaged services, the Contractor shall pay the amount certified by the Employer's Agent to the Employer. The Employer's Agent ruling shall be final.

If the Employer's Agent rules that the damage was not due to the Contractor's negligence, the Employer shall pay for the repair of the services so damaged. The responsibility shall remain with the Contractor to establish the position of existing services prior to commencing any excavation.

## **SITE ESTABLISHMENT**

### **C3.3.1.10 Water Supply**

The Contractor shall make his own arrangements regarding the supply of water.



The Contractor shall, at his own expense, be responsible for obtaining and distributing all water as may be required for the purposes of executing the Contract, including water for both construction purposes and domestic use as well as for making all arrangements in connection therewith. The Contractor shall further, at his own expense, be responsible for providing all necessities for procuring, storing, transporting and applying water required for the execution of the Contract, including but not limited to all piping, valves, tanks, pumps, meters and other plant and equipment, as well as for all work and superintendence associated therewith.

The Contractor shall make himself thoroughly acquainted with the regulations relating to the use of water and shall take adequate measures to prevent the wastage of water.

The sources of all water utilised for the purposes of the Contract shall be subject to the prior approval of the Employer's Agent, which approval shall not be unreasonably withheld. The Contractor shall comply with all prevailing legislation in respect of drawing water from natural and other sources and shall, when required by the Employer's Agent, produce proof of such compliance.

The distribution of water shall be carried out by the Contractor strictly in accordance with the applicable laws and regulations. All water provided by the Contractor for construction purposes shall be clean, free from undesirable concentrations of deleterious salts and other materials and shall comply with any further relevant specifications of the Contract.

The Contractor shall, whenever reasonably required by the Employer's Agent, produce test results demonstrating such compliance. Water provided by the Contractor for human consumption shall be healthy and potable to the satisfaction of the health authorities around the Site.

The Employer accepts no responsibility for the shortage of water due to any cause whatsoever or for the additional costs incurred by the Contractor because of such shortage.

#### **C3.3.1.11 Sanitary facilities**

The Contractor shall, at his own expense, be responsible for safely and hygienically dealing with and disposing of all human excrement and similar matter generated on the Site during the course of the Contract, all to the satisfaction of the responsible health authorities in the area of the Site as well as the Employer's Agent.

All such excrement shall be removed from the Site and shall not be disposed of by the Contractor on the Site. The Contractor shall further comply with any other requirements in this regard as may be stated in the Contract.

The Contractor shall further, as a minimum, supply and maintain chemical toilets for use by his workmen. The number of toilets shall be based on one toilet per fifteen personnel on site.

Under no circumstances will the Contractor's staff be allowed to use any other toilet facilities in and around the Site.



O.R. TAMBO  
DISTRICT MUNICIPALITY

### C3.3.1.12

### Disposal site

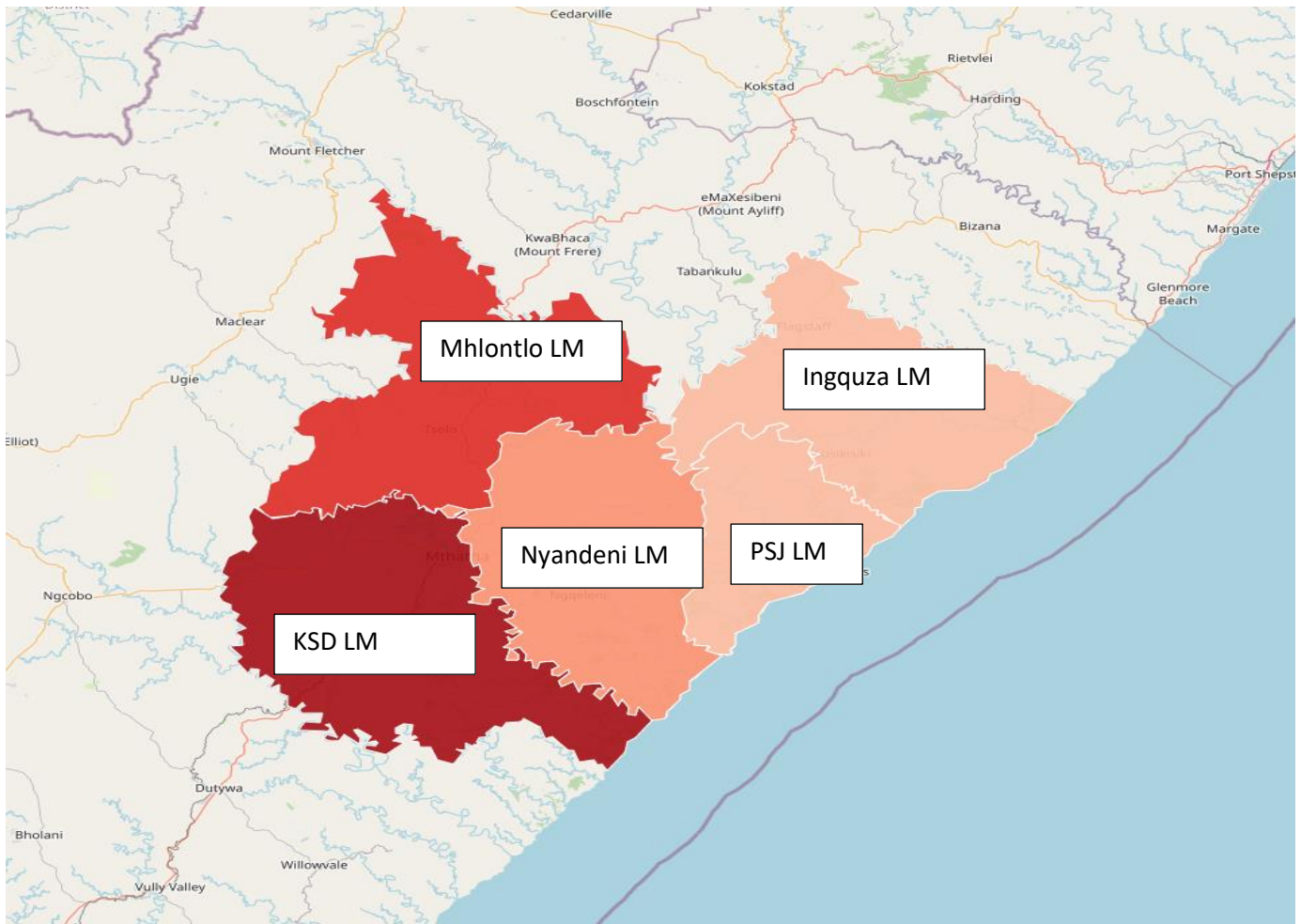
All material cleared on the site, rubble, spoil and refuse shall be disposed of at the one of the municipal solid waste sites. Hazardous material shall only be disposed of at the waste site with Waste license issued by the Department of Environmental Affairs.

These are dedicated disposal sites and therefore no separate overhaul shall be paid. The Contractor shall pay all charges levied at the waste site and must make allowance in his rates to cover these charges as no separate payment will be made in this regard.

### Site Information

The Project is located in OR Tambo District Municipality within Mhlontlo Municipality Local Municipality.

### ANNEXURE A – Locality Map



## ANNEXURE B – Mhlontlo Local Municipality



## PRICING INSTRUCTIONS

- a) The Conditions of Contract, the Contract Data, the Scope of Work, the Site Information and the Drawings shall be read in conjunction with the Bill of Quantities.
- b) Measurement and payment shall be in accordance with the relevant provisions of clause 8 of each of the SANS 1200 Standardized Specifications for Civil Engineering Construction or the Particular Specifications referred to in the Scope of Work, subject to the variations and amendments contained therein.
- c) The Bill of Quantities comprises items covering the Contractor's profit and costs of general liabilities and of the construction of Temporary and Permanent Works.

Although the Tenderer is at liberty to insert a rate of his own choosing for each item in the Bill of Quantities, he should note the fact that the Contractor is entitled, under various circumstances, to payment for additional work carried out and that the Employer's Agent is obliged to base his assessment of the rates to be paid for such additional work on the rates the Contractor inserted in the Bill of Quantities.

Clause 8 of each Standardized Specification, and the measurement and payment clause of each Particular Specification, read together with the relevant clauses of the Scope of Work, all set out which ancillary or associated activities are included in the rates for the specified operations.

- d) Descriptions in the Bill of Quantities are abbreviated and comply generally but may differ from those in the Standardized Specifications and Scope of Work. No consideration will be given to any claim by the Contractor submitted on such a basis. The Bill of Quantities has been drawn up generally in accordance with the latest issue of Civil Engineering Quantities<sup>1</sup>. Should any requirement of the measurement and payment clause of the appropriate Standardized or Particular Specifications be contrary to the terms of the Bill of Quantities or, when relevant, to the Civil Engineering Quantities, the requirement of the appropriate Standardized or Particular Specification, as the case may be, shall prevail.
- e) Unless stated to the contrary, items are measured net in accordance with the Drawings without any allowance having been made for waste.
- f) The amounts and rates to be inserted in the Bill of Quantities shall be the full inclusive amounts to the Employer for the work described under the several items. Such amounts shall cover all the costs and expenses that may be required in and for the construction of the work described, and shall cover the costs of all general risks, profits, taxes (but excluding Value Added Tax), liabilities and obligations set forth or implied in the documents on which the tender is based.

Provision is made on the Summary of the Bill of Quantities for the addition of Value Added Tax.

- g) An amount or rate shall be entered against each item in the Bill of Quantities, whether or not quantities are stated. An item against which no amount or rate is entered will be considered to be covered by the other amounts or rates in the Bill.

The Tenderer shall also fill in a rate against the items where the words "rate only" appears in the amount column. Although no work is foreseen under these items and no quantities are consequently given in the quantity column, the tendered rates shall apply should work under these items actually be required.

Should the Tenderer group a number of items together and tender one sum for such group of items, the single tendered sum shall apply to that group of items and not to each individual item,

---

<sup>1</sup> The standard system of measurement of civil Employer's Agenting quantities published by the South African Institution of Civil Employer's Agents.



or should he indicate against any item that full compensation for such item has been included in another item, the rate for the item included in another item shall be deemed to be nil.

The tendered rates, prices and sums shall, subject only to the provisions of the Conditions of Contract, remain valid irrespective of any change in the quantities during the execution of the Contract.

- h) The quantities of work as measured and accepted and certified for payment in accordance with the Conditions of Contract, and not the quantities stated in the Bill of Quantities, will be used to determine payments to the Contractor. The validity of the Contract shall in no way be affected by differences between the quantities in the Bill of Quantities and the quantities certified for payment.

The quantities set out in the Bill of Quantities are the estimated quantities of the Contract Works, but the Contractor will be required to undertake the quantities as may be directed by the Employer's Agent from time to time. The Contract Price for the completed contract shall be computed from the actual quantities of work done, valued at the relevant unit rates and prices.

**Ordering of materials** is not to be based on the Bill of Quantities, but only on information issued for construction purposes.

- i) For the purposes of this Bill of Quantities, the following words shall have the meanings hereby assigned to them:

Unit: The unit of measurement for each item of work as defined in the Standardized or Particular Specifications

Quantity: The number of units of work for each item

Rate: The payment per unit of work at which the Tenderer tenders to do the work

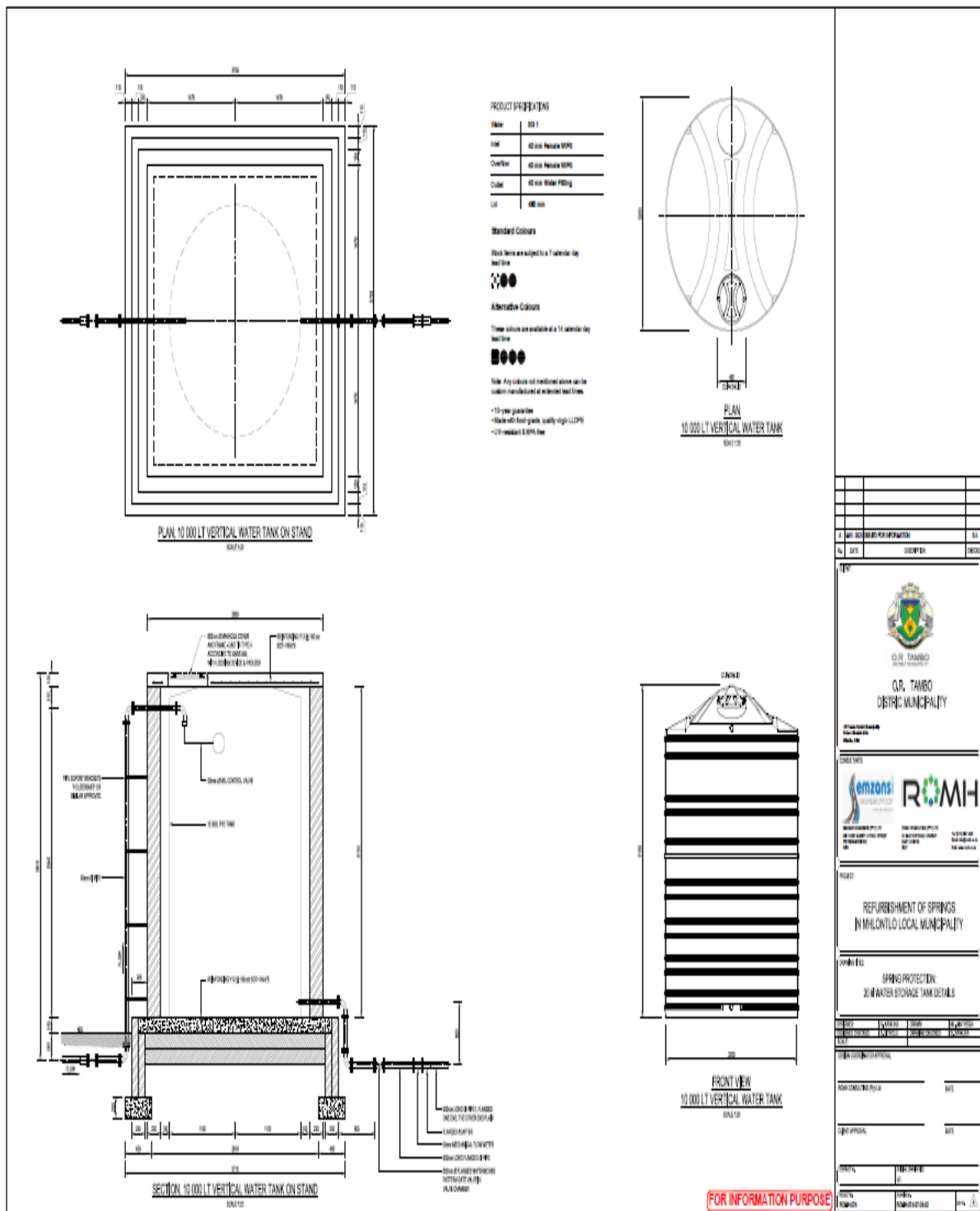
Amount: The quantity of an item multiplied by the tendered rate of the (same) item

Sum: An amount tendered for an item, the extent of which is described in the Bill of Quantities, the Specifications or elsewhere, but of which the quantity of work is not measured in units

- j) The units of measurement indicated in the Bill of Quantities are metric units. The following abbreviations may appear in the Bill of Quantities:

|                      |   |                       |          |   |                  |
|----------------------|---|-----------------------|----------|---|------------------|
| mm                   | = | millimetre            | h        | = | hour             |
| m                    | = | metre                 | kg       | = | kilogram         |
| km                   | = | kilometre             | t        | = | ton (1 000 kg)   |
| m <sup>2</sup>       | = | square metre          | No       | = | number           |
| m <sup>2</sup> .pass | = | square metre-pass     | sum      | = | lump sum         |
| ha                   | = | hectare               | MN       | = | Meganewton       |
| m <sup>3</sup>       | = | cubic metre           | MN.m     | = | Meganewton-metre |
| m <sup>3</sup> .km   | = | cubic metre-kilometre | PC sum   | = | Prime Cost sum   |
| ℓ                    | = | litre                 | Prov sum | = | Provisional sum  |
| kℓ                   | = | kilolitre             | %        | = | per cent         |
| MPa                  | = | MegaPascal            | kW       | = | kilowatt         |
| Mℓ                   | = | Megalitre (1000 kℓ)   | kN       | = | kilonewton       |













O.R. TAMBO  
DISTRICT MUNICIPALITY

## BILL OF QUANTITIES

### REFURBISHMENT OF SPRINGS IN MTHONJENI OF MHLONTLO

#### LOCAL MUNICIPALITY

#### SCHEDULE NO 1: GENERAL REQUIREMENTS

| ITEM  | DESCRIPTION   | UNIT | QTY | RATE | AMOUNT |
|-------|---|------|-----|------|--------|
| 1,00  | <b><u>GENERAL REQUIREMENTS AND CONDITIONS</u></b>   |      |     |      |        |
| 1.1   | <b>Allow for all costs and expenses in connection with the following</b>  |      |     |      |        |
| 1.1.1 | Establishment /disestablishment on Site   | sum  | 1   |      |        |
| 1.1.2 | General expenses incurred in complying with the requirements of contract  | sum  | 1   |      |        |
| 1.1.3 | Other General expenses incurred in complying with the requirements of the Scope of Work not included above ( <u>Specify</u> ):-   | sum  | 1   |      |        |
| 1.2   | <b><u>COMPLIANCE WITH OHS ACT 85 OF1993, CR 2014 AND C19 OHS 2020</u></b>   |      |     |      |        |
|       | It is required of the Contractor price for Compliance with the Occupational Health and Safety Act 85 of 1993 , Construction Regulations 2014 and the COVID-19 Occupational Health and Safety Measures in Workplaces - COVID-19 (C19 OHS), 2020. |      |     |      |        |
| 1.2.1 | Screening and Testing<br>Daily screening of employees on site for high temperature and sickness symptoms  | sum  | 1   |      |        |
|       |   |      |     |      |        |



O.R. TAMBO  
DISTRICT MUNICIPALITY

| ITEM  | DESCRIPTION   | UNIT | QTY | RATE | AMOUNT |
|---|---|------|-----|------|--------|
| 1.2.2   | Awareness Workshops<br>(Selection and appointment of a competent Service Provider approved by the Representative/Agent, provision of a Service Provider Workshop Plan and a suitable venue, conducting of awareness workshops by means of traditional and/or modern multi-media techniques, including follow-up courses, making available all tuition material and performing assessment procedures.) | sum  | 1   |      |        |
| 1.2.3   | Provision of PPE (Face Masks and Sanitizers)<br>(Provision and maintenance of face masks and sanitizer on a daily basis as required for the duration of the construction period)  | sum  | 1   |      |        |
| <b>TOTAL SCHEDULE NO 1 - CARRIED FORWARD TO SUMMARY</b> |   |      |     |      |        |



O.R. TAMBO  
DISTRICT MUNICIPALITY

## SCHEDULE NO 2: SPRING PROTECTION

| ITEM   | PAYMENT<br>T<br>CLAUSE | DESCRIPTION   | UNIT | QTY | RATE | AMOUNT |
|--------|------------------------|---|------|-----|------|--------|
| 2      | SABS<br>1200C          | <b>SPRING PROTECTION<br/>SITE CLEARANCE</b>   |      |     |      |        |
| 2.1    | 8.2.1                  | Clear and grub vegetation<br>and trees of girth up to 1 m   | M    | 100 |      |        |
| 2.2    | 8.2.3                  | Remove and grub all trees<br>and tree stumps regardless<br>of girth   | M    | 1   |      |        |
| C1.3   | 8.2.4                  | Reclear surfaces (only where<br>ordered by Engineer)<br>(Provisional)   | m    | 75  |      |        |
| C1.5   | 8.2.10                 | Remove topsoil to nominal<br>depth of 150 mm and<br>stockpile   | m3   | 50  |      |        |
| C2     | SABS<br>1200DB         | <b>TRENCH EXCAVATION</b>  |      |     |      |        |
| C2.1   | 8.3.2                  | <b>Excavate in all materials<br/>for trenches, backfill,<br/>compact and dispose of<br/>surplus material for water<br/>mains up to 100mm<br/>diameter</b><br>Over and Up to |      |     |      |        |
| C2.1.1 |                        | 0,0 m 1,0 m   | M    | 200 |      |        |
| C2.1.2 |                        | 1,0 m 2,0 m   | M    | 100 |      |        |



O.R. TAMBO  
DISTRICT MUNICIPALITY

| ITEM     | PAYMENT<br>T<br>CLAUSE | DESCRIPTION  | UNIT | QTY | RATE | AMOUNT |
|----------|------------------------|--|------|-----|------|--------|
| C2.4     | 8.3.3                  | Excavate and dispose of unsuitable material from trench bottom (Provisional) | m3   | 50  |      |        |
| C2.5     | 8.3.3.1                | <b>Excavation ancillaries</b>  |      |     |      |        |
| C2.5.1   |                        | Make up deficiency in backfill material:                                     |      |     |      |        |
| C2.5.1.1 | 8.3.5                  | From other necessary excavations on Site                                     | m3   | 50  |      |        |
| C2.6     | 8.3.5 a)               | <b>Existing services that intersect or adjoin a trench</b>                   |      |     |      |        |
| C2.6.1   |                        | Services that intersect a trench:  |      |     |      |        |
| C2.6.1.1 |                        | Watermains up to 110 mm dia  | No   | 2   |      |        |
| C2.6.1.2 |                        | Overhead cables  | No   | 2   |      |        |
| C2.6.1.3 | SABS<br>1200LB         | Stormwater pipes 200 mm to 300 mm dia  | No   | 2   |      |        |
| C3       | 8.2.1                  | <b>BEDDING (PIPES)</b>   |      |     |      |        |
| C3.1     |                        | <b>Provision of bedding from trench excavation:</b>                          |      |     |      |        |
| C3.1.1   |                        | Selected granular material   | m3   | 50  |      |        |



O.R. TAMBO  
DISTRICT MUNICIPALITY

| ITEM     | PAYMEN<br>T<br>CLAUSE | DESCRIPTION  | UNIT           | QTY | RATE | AMOUNT |
|----------|-----------------------|--|----------------|-----|------|--------|
| C3.1.2   | 8.2.2                 | Selected fill material                                 | m3             | 50  |      |        |
| C3.2     | 8.2.2.1               | <b>Supply only of bedding by<br/>importation:</b>      |                |     |      |        |
| C3.2.1   |                       | <b>From other necessary<br/>excavations</b>            |                |     |      |        |
| C3.2.1.1 |                       | Selected granular material                             | m3             | 25  |      |        |
| C3.2.1.2 | 8.3.9                 | Selected fill material                                 | m3             | 25  |      |        |
| C3.2.3   |                       | <b>Crushed stone bedding<br/>layer and geotextile:</b> |                |     |      |        |
| C3.2.3.1 |                       | 13mm crushed stone from<br>commercial sources          | m3             | 2   |      |        |
| C3.2.3.1 |                       | 19mm crushed stone from<br>commercial sources          | m3             | 2   |      |        |
| C3.2.3.1 |                       | 100 - 200 mm Gabion stone<br>from commercial sources   | m3             | 5   |      |        |
| C3.2.3.2 | SABS<br>1200L         | Geotextile   | m <sup>2</sup> | 20  |      |        |



O.R. TAMBO  
DISTRICT MUNICIPALITY

| ITEM     |       | DESCRIPTION  | UNIT | QTY | RATE | AMOUNT |
|----------|-------|--|------|-----|------|--------|
| C4       |       | <b>MEDIUM PRESSURE<br/>PIPELINES</b>   |      |     |      |        |
| C4.1     |       | <b>Supply, lay, joint, bed<br/>(bedding for flexible pipes)<br/>pipes, and test, complete<br/>with couplings and<br/>including disinfection:</b> |      |     |      |        |
| C4.1.1   | 8.2.2 | 50mm diameter HDPE Class 12  | m    | 300 |      |        |
| C4.1.2   |       | 50mm diameter GI Pipe  | m    | 10  |      |        |
|          |       |  |      |     |      |        |
| C4.2     |       | <b>Extra over Items C4.1 for<br/>the supplying, laying,<br/>jointing, bedding and<br/>testing of specials :</b>                                  |      |     |      |        |
| C4.2.1   |       | GI Pipe  |      |     |      |        |
| C4.2.1.1 |       | 50mm diameter 90°  | No   | 8   |      |        |
| C4.2.1   |       | GI Spool Piece Pipe (min 1000m)  |      |     |      |        |
| C4.2.1.1 |       | 50mm Flanged Spool Piece   | No   | 8   |      |        |
| C4.2.2   |       | Pipe Support Brackets  |      |     |      |        |
| C4.2.2.1 |       | Holderbats or Simillar approved  | No   | 3   |      |        |
| C4.2.3   |       | Flange adaptors  |      |     |      |        |
| C4.2.3.1 |       | 50 mm diameter   | No   | 4   |      |        |





O.R. TAMBO  
DISTRICT MUNICIPALITY

| ITEM     | PAYMENT<br>CLAUSE | DESCRIPTION   | UNIT | QTY | RATE | AMOUNT |
|----------|-------------------|---|------|-----|------|--------|
| C4.3     | 8.2.3<br>PSL8.2.3 | <b>Extra over Items C4.1 for the supplying, fixing, bedding, and testing of valves, hand closing, rising spindle, with handwheel:</b> |      |     |      |        |
| C4.3.1   |                   | Flanged valves:   |      |     |      |        |
| C4.3.1.1 |                   | 50 mm diameter RSV.   | No   | 3   |      |        |
| C4.4     | 8.2.3             | <b>Extra over Items C4.1 for the supplying, fixing and testing of air valves:</b>   |      |     |      |        |
| C4.4.1   |                   | 25mm "Double Orifice Air Vales" or similar approved   | No   | 1   |      |        |
| C4.5     | 8.2.3             | <b>Extra over Items C4.1 for the supplying, fixing and testing of flow meter</b>  |      |     |      |        |
| C4.5.1   |                   | 50mmFlow meter  | No   | 1   |      |        |
| C5       |                   | <b>ANCILLARIES</b>  |      |     |      |        |
| C5.1     | 8.2.11            | <b>Anchor/thrust blocks and pedestals:</b>  |      |     |      |        |
| C5.1.1   |                   | 50mm diameter   | No   | 4   |      |        |
| C5.2     | 8.2.13            | <b>Precast Valve and hydrant chambers:</b>  |      |     |      |        |
| C5.2.1   |                   | Precast Valve chamber complete detailed in drawing ROMH 074-07-05-01:   |      |     |      |        |
|          |                   | Gate valve chamber  | No   | 2   |      |        |
| C5.2.1.2 |                   |   |      |     |      |        |



O.R. TAMBO  
DISTRICT MUNICIPALITY

| ITEM  | PAYMENT<br>CLAUSE | DESCRIPTION  | UNIT | QTY | RATE | AMOUNT |
|---|-------------------|--|------|-----|------|--------|
| C5.2.1.2  | 8.2.17            | Air valve chamber  | No   | 1   |      |        |
| C5.3  |                   | <b>Markers</b>   |      |     |      |        |
| C5.3.2  |                   | Pipeline route markers   | No   | 2   |      |        |
| C5.4  |                   | <b>SPRING PROTECTION</b><br>Construction of spring<br>protections complete as<br>detailed in drawing ROMH<br>074-07-05-01  |      |     |      |        |
| C5.4.1  |                   | Spring Box at Eye Spring   | No   | 1   |      |        |
| C5.4.2  |                   | Silt Trap Box  | No   | 1   |      |        |
| C5.5  |                   | <b>STORAGE TANKS</b><br>Construction of water tanks<br>complete housed in brick<br>structure and flow control<br>valve as detailed in drawing<br>ROM 074-07-05-02 and<br>ROMH-074-07-05-03 |      |     |      |        |
| C5.5.1  |                   | 10 000 liter tank  | No   | 1   |      |        |
| C5.5.2  |                   | 20 000 liter tank  | No   | 1   |      |        |
| C6  |                   | <b>STANDPIPE</b>   |      |     |      |        |
| C6.1  |                   | Installation of Standpipe<br>complete with all associated<br>fitting as detailed in drw<br>ROMH 074-07-05-04   | No   | 1   |      |        |
| <b>TOTAL SCHEDULE NO 3 - CARRIED TO SUMMARY</b> |                   |  |      |     |      |        |



O.R. TAMBO  
DISTRICT MUNICIPALITY

| REFURBISHMENT OF SPRINGS IN MTHONJENI OF MHLONTLO LOCAL MUNICIPALITY |                     |        |
|--|---------------------|--------|
|  |                     |        |
| OR TAMBO DISTRICT MUNICIPALITY                                       |                     |        |
|  |                     |        |
|  |                     |        |
| SCHEDULE NO 3: SUMMARY   |                     |        |
|  |                     |        |
| ITEM   | DESCRIPTION         | AMOUNT |
|  | <b>SUMMARY</b>      |        |
| 1  | GENERAL             |        |
| 2  | SPRING PROTECTION   |        |
| 3  | Sub Total (1+2)     |        |
| 4  | Contingencies (10%) |        |
|  |                     |        |
| 5  | Sub Total (3+4)     |        |
| 6  | VAT @ 15%           |        |
|  |                     |        |
| 7  | <b>Total (5+6)</b>  |        |

**Note:**

1. All prices quoted must include VAT, if the bidder is a registered VAT vendor.
2. Prices quoted must include delivery costs and goods must be delivered to the address provided.
3. All prices submitted must be firm. Firm prices are deemed to be fixed prices, which are only subject to statutory changes.

**SECTION 7: CONDITIONS OF CONTRACT**

The contract between the municipality and the appointed bidder will be administered in accordance with the General Conditions of Contract 2010 as issued by National Treasury. A copy of the General Conditions of Contract may be obtained from the National Treasury website – [www.treasury.gov.za](http://www.treasury.gov.za)

## PART A INVITATION TO BID

**MBD 1**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF O.R. TA MBO DISTRICT MUNICIPALITY**

|             |   |               |             |               |         |
|-------------|---|---------------|-------------|---------------|---------|
| RFQ NUMBER: | 2606  | CLOSING DATE: | 27 May 2020 | CLOSING TIME: | 12.00PM |
| DESCRIPTION | SPRING PROTECTION AT MTHONJENI WARD 19- MHLONTLO LM |               |             |               |         |

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).**

RFQ RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

**GROUND FLOOR, O.R. TAMBO DISTRICT MUNICIPALITY BUILDING**

**NELSON MANDELA DRIVE, MYEZO PARK**

**MTHATHA**

**SUPPLIER INFORMATION**

|   |   |  |                                     |   |  |
|---|---|--|-------------------------------------|---|--|
| NAME OF BIDDER  |   |  |                                     |   |  |
| POSTAL ADDRESS  |   |  |                                     |   |  |
| STREET ADDRESS  |   |  |                                     |   |  |
| TELEPHONE NUMBER  | CODE  |  | NUMBER                              |   |  |
| CELLPHONE NUMBER  |   |  |                                     |   |  |
| FACSIMILE NUMBER  | CODE  |  | NUMBER                              |   |  |
| E-MAIL ADDRESS  |   |  |                                     |   |  |
| VAT REGISTRATION NUMBER   |   |  |                                     |   |  |
| TAX COMPLIANCE STATUS   | TCS PIN:  |  | OR                                  | CSD No:   |  |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE<br>[TICK APPLICABLE BOX] | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

|   |  |  |   |
|---|--|--|---|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER PART B:3] |
|---|--|--|---|

|                               |  |                 |   |
|-------------------------------|--|-----------------|---|
| TOTAL NUMBER OF ITEMS OFFERED |  | TOTAL BID PRICE | R |
|-------------------------------|--|-----------------|---|

|                     |  |      |  |
|---------------------|--|------|--|
| SIGNATURE OF BIDDER |  | DATE |  |
|---------------------|--|------|--|

**CAPACITY UNDER WHICH THIS BID IS SIGNED**

| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: |  | TECHNICAL INFORMATION MAY BE DIRECTED TO: |  |
|---|--|---|--|
| DEPARTMENT                                      | SCM DEPARTMENT   | CONTACT PERSON                            | MR MBILASE   |
| CONTACT PERSON                                  | ZIMASA JIM   | TELEPHONE NUMBER                          | 079 274 8906   |
| TELEPHONE NUMBER                                | 047 501 6557   | FACSIMILE NUMBER                          | N/A  |
| FACSIMILE NUMBER                                | N/A  | E-MAIL ADDRESS                            | <a href="mailto:Mbilase123@webmail.co.za">Mbilase123@webmail.co.za</a> |
| E-MAIL ADDRESS                                  | <a href="mailto:zimasaj@ortambodm.gov.za">zimasaj@ortambodm.gov.za</a> |   |  |

## PART B TERMS AND CONDITIONS FOR BIDDING

**MBD1**

|  |
|--|
| <b>1. BID SUBMISSION:</b>  |
| <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>  |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>  |
| <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a>.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>   |
| <b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>   |
| <p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p> |

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

DATE:.....

## DECLARATION OF INTEREST

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

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

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

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

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

3.8.1 If yes, furnish particulars.....

.....

<sup>1</sup> MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

(i) any municipal council;  
(ii) any provincial legislature; or  
(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.



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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars .....

.....

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

3.11.1 If yes, furnish particulars.....

.....

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

3.12.1 If yes, furnish particulars .....

.....

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

3.13.1 If yes, furnish particulars.....

.....

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

3.14.1 If yes, furnish particulars .....

.....

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

| Full Name | Identity Number | State Employee Number |
|-----------|-----------------|-----------------------|
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**



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

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

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

### 1. GENERAL CONDITIONS

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

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

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

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

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

|  | POINTS     |
|--|------------|
| PRICE  | 80         |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR                       | 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 proof of B-BBEE Status level of contributor 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) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“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 goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

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

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

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

### 5. BID DECLARATION



O.R. TAMBO  
DISTRICT MUNICIPALITY

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 CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

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

(**Tick applicable box**)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

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 or QSE

(**Tick applicable box**)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

| Designated Group: An EME or QSE which is at least 51% owned by:   | EME<br>√ | QSE<br>√ |
|---|----------|----------|
| Black people  |          |          |
| Black people who are youth  |          |          |
| Black people who are women  |          |          |
| Black people with disabilities                                    |          |          |
| Black people living in rural or underdeveloped areas or townships |          |          |
| Cooperative owned by black people                                 |          |          |
| Black people who are military veterans                            |          |          |
| <b>OR</b>   |          |          |
| Any EME   |          |          |
| Any QSE   |          |          |

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation



☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

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 contributor indicated in paragraphs 1.4 and 6.1 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 paragraphs 1.4 and 6.1, 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 contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESS:

1. ....
2. ....

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

DATE: .....

ADDRESS: .....

.....

.....

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

| Item  | Question   | Yes                                 | No                                 |
|-------|--|-------------------------------------|------------------------------------|
| 4.1   | <p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p> | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars:  |                                     |                                    |
| 4.2   | <p>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)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>   | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:  |                                     |                                    |



O.R. TAMBO  
DISTRICT MUNICIPALITY

|             |  |                                 |                                |
|-------------|--|---------------------------------|--------------------------------|
| 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<br><input type="checkbox"/> | No<br><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<br><input type="checkbox"/> | No<br><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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.7.1       | If so, furnish particulars:  |                                 |                                |

### CERTIFICATION

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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



## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

---

(Quotation Number and Description)

in response to the invitation for bids made by:

### **O.R. Tambo District Municipality**

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 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 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 this invitation; or
  - (f) submitting a bid 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 bid.

<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.

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



## FORM A: EXPERIENCE OF KEY PERSONNEL

Curriculum Vitae (CV), up to a maximum of five (5) pages must be submitted, for each of the key personnel (at least **Contract Manager**, and **Site Foremen**) proposed in Returnable Schedule: **FORM A: Proposed Organisation and Staffing**. The CVs must specifically include the qualifications, professional accreditation and experience and roles and responsibilities in construction projects of a similar nature. Contact details of at least three (3) contactable referees must also be provided. A template for CV's is provided overleaf.

**Each CV must be clearly cross-referenced to and labelled to correspond with the organogram submitted in terms of Returnable Schedule: FORM A: Proposed Organisation and Staffing, so as to indicate which role the person in question is proposed to fulfil in the Contract.**

| Name and Surname | Position         | Years' Experience<br>(Post qualification) | References for past projects               |               |
|------------------|------------------|---|--|---------------|
|                  |                  |   | Project Description<br>(Similar in Nature) | Project Value |
|                  | Contract Manager |   |  |               |
|                  | General Foremen  |   |  |               |
|                  |                  |   |  |               |
|                  |                  |   |  |               |
|                  |                  |   |  |               |
|                  |                  |   |  |               |

**\*\*\*In the event that Schedule 1 is not completed, no points will be awarded, and the proposal will be scored as not meeting the specific requirement**

Note: In respect of positions of Contract Manager and Construction Manager two separate individuals are required for the above positions (and this is to be stated in the tender document).

**FORM B: KEY PERSONNEL CVs****INSERT KEY PERSONNEL CVs HERE ACCORDING TO THE TEMPLATE BELOW**

Name:

Professional:

Date of Birth:

Parent Firm:

Position in Firm: *Indicate if Director, Contractor's Representative, construction Foreman (with component of responsibility) etc.*

Years with Firm:

Nationality:

Tertiary Education (and year obtained):

Professional Accreditation (and year obtained):

Years of Relevant Experience:

Languages: Indicate first language. If the first language is not English, please indicate proficiency in English. In other languages, including South African indigenous languages, please show speaking, reading and writing ability.

| Language | Speaking | Reading | Writing |
|----------|----------|---------|---------|
| English  |          |         |         |

Countries of Work Experience

Proposed Position of Team

Key Qualifications

*Under this heading, give outline of staff members experience and training most pertinent to the assigned work on the team.*

Relevant Experience

*Describe degree of responsibility held by staff member on relevant previous assignments, and give dates, project values and locations. For experience in the last ten years, also give types of activities performed and Client references where appropriate.*

Summary of Other Experience

*Under this heading, list all positions held by staff member since graduation, giving dates, names of employing organisation, title of position held and location, type and value of construction projects.*

References

Signed ..... Date .....

Name ..... Position .....

## FORM C: HEALTH AND SAFETY PLAN

Tenderers are to note the requirements of the Occupational Health and Safety Act No. 85 of 1993 and the Construction Regulations 2014 issued in terms of Section 43 of the Act and Covid-19 Occupational Health and Safety Measures in Workplaces – COVID-19 (C19 OHS), 2020. The Tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith.

In this regard, the Tenderer shall prepare and attach a Health and Safety Plan in respect of the Works in order to demonstrate the necessary competencies and resources to perform the construction work all in accordance with the Act and Regulations. The Health and Safety specification for OR Tambo DM is attached. The Tenderer's Health and Safety Plan shall cover inter-alia the following details:

- 1) Management Structure, Site Supervision and Responsible Persons including a succession plan.
- 2) Contractor's induction training programme for employees, sub-contractors and visitors to the Site.
- 3) Health and safety precautions and Procedures to be adhered to in order to ensure compliance with the Act, Regulations and Safety Specifications.
- 4) Regular monitoring Procedures to be performed.
- 5) Regular liaison, consultation and review meetings with all parties.
- 6) Site security, welfare facilities and first aid.
- 7) Site rules and fire and emergency Procedures.

Tenderers are to note that the Contractor is required to ensure that all sub-contractors or others engaged in the performance of the contract also comply with the above requirements.

The Tenderer shall also take into account the additional requirements stated in the Scope of Work when drawing up the Health and Safety Plan for the contract.

**Details of the Health and Safety Plan shall be appended to this Schedule.**

Number of sheets appended by the Tenderer to this Schedule (If nil, enter NIL)

### SIGNED BY/ON BEHALF OF TENDERER:

Signed Date .....

Name Position .....



## FORM D: PRELIMINARY PROGRAMME

The Tenderer shall provide a preliminary programme in Gantt Chart format showing how the requirements of C1.2: Contract Data and Part C3: Scope of Work will be met; and outlining the key activities and milestones and Critical Path for the Works and the sequencing thereof. In addition, a preliminary cash flow forecast, matching the progress of the programme must be submitted.

The programme must be based on the tendered Time for Completion.

The preliminary programme must be included in the Supporting Documentation file to be submitted

### SIGNED BY/ON BEHALF OF TENDERER:

Signed ..... Date .....

Name..... Position .....



## FORM E: TAX COMPLIANCE STATUS PIN

In terms of Clause 43 of the Municipal Supply Chain Management Policy, tenderers must ensure that they are up-to-date with their payments of taxes. It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

The tenderer must attach to this page an **Tax Compliance Status PIN**

No contract shall be awarded to a Tenderer who does not have a valid Tax Compliance Status