

O.R. TAMBO DISTRICT MUNICIPALITY



**O.R. TAMBO
DISTRICT MUNICIPALITY**

PROJECT NO: SCMU 42-20/21

**SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT AND CONSUMABLES
FOR 36 MONTHS**

MARCH 2021

Prepared for:

The Municipal Manager
O.R. Tambo District Municipality
Private Bag x 6043
MTHATHA
5100

Tel. No. (047) 501 6400

Prepared by:

Water Services Provision
O.R. Tambo District Municipality
Private Bag x 6043
MTHATHA
5100

Tel. No. (047) 501 6400

NAME OF BIDDER: _____

TOTAL TENDER AMOUNT: _____

T2.2.1

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

O.R. TAMBO DISTRICT MUNICIPALITY

PROJECT NO: SCMU 42-20/21

SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT AND CONSUMABLES FOR 36 MONTHS

- INDEX -

TENDER

- T1.1 Tender Notice and invitation to tender
- T1.2 Tender Data
- T2.1 List of Returnable Documents
- T2.2 Returnable Documents for tender evaluation purposes
- T2.3 Returnable Documents to be incorporated into the contract

CONTRACT

Part 1: Agreements and Contract data

- C1.1 Forms of Offer and Acceptance
- C1.2 Contract Data

Part 2: Pricing Data

- C2.1 Pricing Instructions
- C2.2 Bill of Quantities

Part 3: Scope of Work

- C3 Scope of Work

Part 4: Site Information

- C4 Site information (if relevant)

Part 5: Additional Relevant Documents

T2.2.2

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

O.R. TAMBO DISTRICT MUNICIPALITY

PROJECT NO: SCMU 42-20/21

SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT FOR 36 MONTHS

T1.1 TENDER NOTICE AND INVITATION TO TENDER

Tenders are hereby invited from suitably qualified and experienced service providers for the supply and delivery of laboratory equipment and consumables for 36 months.

Bid documents shall be available e-tender website (www.etenders.gov.za), alternatively on the O.R Tambo District Municipality website(www.ortambodm.gov.za)

Completed tenders in black ink, in a sealed envelope and clearly marked with the “**Project number , project name and description**” must be placed in the tender box, Ground Floor, OR Tambo District Municipality Building, Nelson Mandela Drive, Myezo Park, Mthatha, Eastern Cape, not later than 30 April 2021.

Invalid or non-submission of the following documents will render the tender disqualified

- Tax Clearance Certificates issued by SARS with pin code to verify tax status
- Valid Tax Verification issued by SARS
- Certified copies of the original Company documents issued by register of Companies.
- Certified copies of the original green bar-coded IDs of Members or directors
- JV agreement in where applicable in CIDB format (signed and initialled on each page)
- Proof of Registration with Central Supplier Database
- Proof of address with municipal services not owing more than 3 months

Tenders may only be submitted on tender documentation issued. No late, faxed, e-mailed or other form of tender will be accepted.

ENQ: Mr L Mashiya 047 501 6400 / 6492 during office hours: Monday to Friday 08H00-13H00 and 13H30-16H30.

Tenders will be evaluated in terms of the Supply Chain Management policy of the OR Tambo District Municipality and the lowest tender will not necessarily be accepted and the right to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the OR Tambo District Municipality. A 80/20 point system shall apply where 80 points is for the price and 20 points is in terms of B-BBEE status level of contributor as follows:

| B-BBEE status level of contributor | Number of points |
|------------------------------------|------------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 16 |
| 4 | 14 |
| 5 | 12 |
| 6 | 10 |
| 7 | 8 |
| 8 | 6 |
| Non-compliant contributor | 0 |

T2.2.3

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Received Responsive Bids will be evaluated based on the following criteria:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

Only Bidders who score 60% or more on stage 1 would be evaluated further and therefore eligible for the award.

| ITEM | WEIGHT |
|-------------------------------------------------------------|------------|
| STAGE 1 OF EVALUATION - FUNCTIONALITY | |
| Functionality | 100 |
| • Previous Experience | 40 |
| • Capacity and Experience | 30 |
| • Experience of the Team | 20 |
| • Locality | 10 |
| STAGE 2 EVALUATION – PRICE & PREFERENTIAL POINTS | |
| Price | 80 |
| BBBEE POINTS | 20 |
| TOTAL | 100 |

Joint Ventures will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such BBBEE scorecard is prepared for every separate tender.

PAX Dunywa
Acting Municipal Manager

T2.2.4

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

O.R. TAMBO DISTRICT MUNICIPALITY

PROJECT NO: SCMU 42-20/21

SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT AND CONSUMABLES FOR 36 MONTHS

TENDERS ARE HEREBY INVITED FOR:

Supply and delivery of Laboratory equipment and Consumables for 36 months

To ensure that your Tender is not exposed to invalidation, documents are to be completed in accordance with the conditions and Tender rules contained in the Tender documents. Supporting documents must be sealed and externally endorsed **PROJECT NO: SCMU 42-20/21 supply and delivery of Laboratory equipment for 36 months** and be submitted in the tender box, Ground floor, O.R. Tambo District Municipality, Nelson Mandela Drive, O.R. Tambo House, Myezo, Mthatha, not later than the closing date and time as stated in the notice.

The lowest or any Bid will not necessarily be accepted and the O.R. Tambo District Municipality reserves the right not to consider any tender not suitably endorsed or comprehensively completed as well as the right to accept a Tender in whole or part. Tenders will be adjudicated in accordance with the Supply Chain Management Policy of the O.R. Tambo District Municipality.

The following documents must be completed, signed (where applicable) and submitted as a complete set:

| Document | |
|----------|-----------------------------------------------------|
| Number | Heading |
| T1.1 | Tender Notice and Invitation to Tender |
| T1.2 | Tender Data |
| T2.1 | List of Returnable Documents |
| T2.2 | Returnable Documents for tender evaluation purposes |
| C1.1 | Form of Offer and Acceptance |
| C1.2 | Contract Data |
| C2.1 | Pricing Instructions |
| C2.2 | Activity Schedule |
| C3 | Scope of Work |
| C4 | Site Information |
| C5 | Additional Relevant Documents |

T2.2.5

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

O.R. TAMBO DISTRICT MUNICIPALITY

PROJECT NO: SCMU 42-20/21

SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT AND CONSUMABLES FOR 36 MONTHS

T1.2 TENDER DATA

The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of Tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Please note that the word "Client" is used in this document and referred to as "Employer" in the Standard Conditions of Tender document.

| | |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clause Number | |
| F.1 | General |
| F.1.1 | The Client is: OR Tambo District Municipality Private Bag x 6043 Mthatha 5100 |
| F.1.2 | The Tender documents issued by the Client comprise: Tender T1.1 Tender Notice and invitation to tender T1.2 Tender Data T2.1 List of Returnable Documents T2.2 Returnable Documents for tender evaluation purposes T2.3 Returnable Documents to be incorporated into the contract |

T2.2.6

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

| | |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>Contract</p> <p>Part 1 : Agreements and Contract data</p> <p>C1.1 Forms of Offer and Acceptance</p> <p>C1.2 Contract Data</p> <p>Part 2 : Pricing Data</p> <p>C2.1 Pricing Instructions</p> <p>C2.2 Bill of Quantities</p> <p>Part 3 : Scope of Work</p> <p>C3 Scope of Work</p> <p>Part 4: Site Information</p> <p>C4 Site information</p> <p>Part 5: Additional Relevant Documents</p> <p>Part 6: Contract Drawings</p> |
| F1.3 | <p>Interpretation</p> <p>The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.</p> |
| F.1.4 | <p>Communication:</p> <p>Communication with all stakeholders shall be through the O.R. Tambo Municipality's Designated Official. Communications shall be in the English language. The Employer shall not take any responsibility for non-receipt of communications from or by a tenderer</p> |
| | <p>Contact person: <u>Mr. L. Mashiya</u></p> <p>Tel: 047 501 6400 / 6592</p> |
| F.1.5 | <p>The employer's right to accept or reject any tender offer</p> |
| F.1.5.1 | <p>Reject or accept</p> <p>The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such a cancellation and rejection, but will give written reasons for such action upon written request to do so.</p> |
| F.1.6 | <p>Procurement procedures</p> |
| F.1.6.1 | <p>a contract will, subject to F.3.13, be concluded with the tenderer who in terms of F.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.</p> |
| F.2 | <p>Tenderer's obligations</p> |
| F.2.1 | <p>CIDB Grading</p> <p>N/A</p> |
| F.2.2 | <p>Cost of tendering</p> <p>Accept that the Employer will not compensate the tenderers for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer satisfy requirements.</p> |
| F.2.3 | <p>Check documents</p> <p>Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p> |
| F.2.4 | <p>Confidentiality and copyright</p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.</p> |

T2.2.7

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

| | |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.2.5 | Reference documents Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference. |
| F.2.6 | Acknowledge Addenda Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension of the closing time stated in the tender data, in order to take the addenda into account. |
| F.2.7 | The arrangements for a virtual clarification meeting are: |
| | Date: 01 April 2021 Starting time: 11H00 Location: Virtual |
| F.2.8 | Seek clarification Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data. |
| F.2.10 | Pricing the tender |
| F.2.10.1 | Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data. |
| F.2.10.2 | Show VAT payable by the employer separately as an addition to the tendered total of the prices. |
| F.2.10.3 | State the rates and prices in South African Rand |
| F.2.11 | Alterations to documents Not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited. |
| F.2.12 | Alternative tender offers Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements the tenderer proposes. |
| F.2.13.5 | The Client's address for delivery of Tender offers and identification details to be shown on each Tender offer package are: |
| | Location of Tender box: Tender Box, Ground Floor, OR Tambo District Municipality Building, Nelson Mandela Drive, Myezo Park, Mthatha, Eastern Cape. |
| | Physical address: OR Tambo House, Myezo Park, Nelson Mandela Drive, Mthatha |
| F.2.14 | Information and data to be completed in all respects Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive. |
| F.2.15 | Closing time The closing times for submission of Tenders are 12H00 on Friday, 30 April 2021. |
| F.2.15 | Telephonic, telegraphic, telex, facsimile or e-mailed Bid offers will not be accepted. |
| F.2.16 | Tender offer validity The Tender offer validity period is 90 Days as stated in the tender data. |
| F.2.17 | Clarification of tender offer after submission The tenderer shall provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted. |

T2.2.8



Contractor



Witness 1



Witness 2



Employer



Witness 1



Witness 2

| | |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.2.18 | <p>Provide other material</p> <p>The tenderer shall, when requested by the Employer to do so, Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer’s commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment.</p> <p>Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer’s request, the employer may regard the tender offer as non-responsive.</p> |
| F2.20 | <p>Submit securities, bonds, policies</p> <p>Submit to the employer before formation of the contract, certificates of insurance required in terms of the conditions of contract identified in the contract data.</p> |
| F.2.23 | <p>The tenderer is required to submit with his tender:</p> <ul style="list-style-type: none"> • Tax Clearance Certificates issued by SARS with pin code to verify tax status • Valid Tax Verification issued by SARS • Certified copies of the original Company documents issued by register of Companies. • Certified copies of the original green bar-coded IDs of Members or directors • Certified Copy of the B-BBEE Certificate or an original certified sworn affidavit of the B=BBEE status • JV agreement in where applicable in CIDB format (signed and initialed on each page) • Proof of Registration with Central Supplier Database • Proof of address with municipal services not owing more than 3 months |
| F.3 | <p>The employer’s undertakings</p> |
| F.3.1 | <p>Respond to requests from the tenderer</p> |
| F.3.1.1 | <p>Respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all tenderers who drew procurement documents.</p> |
| F.3.2 | <p>Issue Addenda</p> <p>If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who drew documents.</p> |
| F.3.4 | <p>Opening of tender submissions</p> |
| F.3.4.1 | <p>The employer shall open valid tender submissions in the presence of tenderers’ agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.</p> |
| F.3.4.2 | <p>Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, preferences claimed and time for completion for the main tender offer only.</p> |
| F.3.4.3 | <p>The client shall not be obliged to make available the record outlined in F.3.4.2 to any tenderer who fail to attend the tender opening.</p> |
| F.3.6 | <p>Non-disclosure</p> <p>The client shall not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.</p> |
| F.3.7 | <p>Grounds for rejection and disqualification</p> <p>Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.</p> |
| F3.9 | <p>Arithmetical errors, omissions and discrepancies</p> |

T2.2.9

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

| | |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.3.9.1 | Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern. |
| F.3.9.2 | <p>Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with F.3.11 for:</p> <p>a) the gross misplacement of the decimal point in any unit rate; b) omissions made in completing the pricing schedule or bills of quantities; or c) arithmetic errors in:</p> <p style="padding-left: 40px;">ii) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or ii) The summation of the prices.</p> |
| F.3.9.3 | Notify the tenderer of all errors or omissions that are identified in the tender offer and invite the tenderer to either confirm the tender offer as tendered or accept the corrected total of prices. |
| F.3.9.4 | <p>Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:</p> <p>a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected. b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.</p> |
| F.3.10 | <p>Clarification of a tender offer Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.</p> |

T2.2.10

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

F3.11

EVALUATION

Tenders will be evaluated in terms of the Supply Chain Management policy of the O. R. Tambo District Municipality. The Bid Committees, Bid Evaluation Committee, Bid Adjudication and Accounting Officer with work on the evaluation of the tender. The lowest tender will not necessarily be accepted and the right to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the O. R. Tambo District Municipality.

The bids will be evaluated in two stages, namely:

Stage 1 – Functionality

Stage 2 – Price and B-BBEE Points

Stage 1 – Functionality will be evaluated as follows

Prequalification (Functionality) will be evaluated based on the following criteria (100)

NB: Only bidders who score 60 points or more will be evaluated further (i.e. stage 2) and therefore eligible for the award.

Stage 2 - Price and B-BBEE Points

Tender shall be scored on a 80/20 point system where 80 will be for the price and 20 points is in terms of B-BBEE status level of contributor as follows:

| B-BBEE status level of contributor | Number of points |
|-------------------------------------------|-------------------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 16 |
| 4 | 14 |
| 5 | 12 |
| 6 | 10 |
| 7 | 8 |
| 8 | 6 |
| Non-compliant contributor | 0 |

T2.2.11

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

| | Category of Quality / Functionality | Max points provided |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| B1.1 | Similar Projects | 40 |
| | Service provider must have completed 4 or similar projects of a combined value of R1 600 000.00. Copies of Stamped Completion Certificates with contactable references. No points will be awarded where Copies of stamped Completion Certificates with contactable have not been submitted with the Bid. | 40 |
| | Service provider must have completed 3 or similar projects of a combined value of R900 000.00. Copies of Stamped Completion Certificates with contactable references. No points will be awarded where Copies of stamped Completion Certificates with contactable have not been submitted with the Bid. | 30 |
| | Service provider must have completed 2 or similar projects of a combined value of R400 000.00. Copies of Stamped Completion Certificates with contactable references. No points will be awarded where Copies of stamped Completion Certificates with contactable have not been submitted with the Bid. | 20 |
| | Service provider must have completed 1 or similar projects of a value of R100 000.00. Copies of Stamped Completion Certificates with contactable references. No points will be awarded where Copies of stamped Completion Certificates with contactable reference have not been submitted with the Bid. | 10 |
| B1.2 | Capacity of the Company | 25 |
| | Accreditation to supply lab equipment by the manufacturer (attach the certificate of accreditation) | 25 |
| B1.3 | Experience of Project Team | 20 |
| | Qualified Instrumentation Maintenance Specialist/Technician (Attach a certificate) | 10 |
| | Instrumentation Specialist/Technician 4 years of experience 10 3 years of experience 7.5 2 years of experience 5 1 years of experience 2.5 (Attach proof; Personel CV and atleast 3 contactable references) | |
| | Project manager | 10 |
| | 4 years of experience 10 3 years of experience 7.5 2 years of experience 5 1 years of experience 2.5 (Attach proof; Personel CV and atleast 3 contactable references) | |
| B1.4 | Locality | 15 |
| | Proof of offices,workshop,premises within OR Tambo (attach rates/services certificates/letter from local authorities) | 15 |
| | Proof of offices,workshop,premises within Eastern Cape(attach rates/services certificates/letter from local authorities) | 10 |
| | Attach copies of certificates for project team members as proof | |

T2.2.12

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

| | |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.3.13 | Acceptance of tender offer |
| F3.13.1 | <p>Accept the tender offer, if in the opinion of the employer, it does not present any unacceptable commercial risk and only if the tenderer:</p> <p>a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,</p> <p>b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,</p> <p>c) has the legal capacity to enter into the contract,</p> <p>d) is not insolvent, in receivership, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,</p> <p>e) complies with the legal requirements, if any, stated in the tender data, and</p> <p>f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.</p> |
| F3.13.2 | <p>Notify the successful tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period. Providing the form of offer and acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the employer and the successful tenderer as described in the form of offer and acceptance.</p> |
| F.3.14 | <p>Notice to unsuccessful tenderers</p> <p>After the successful tenderer has acknowledged the employer's notice of acceptance, after written request, the employer will notify the tenderers that their tender offers have not been accepted in O.R Tambo District Municipality's website: www.ortambodm.org.za by listing the successful tender.</p> |
| F.3.15 | <p>Prepare contract documents</p> <p>If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:</p> <p>a) addenda issued during the tender period,</p> <p>b) inclusion of some of the returnable documents,</p> <p>c) other revisions agreed between the employer and the successful tenderer, and</p> <p>d) The schedule of deviations attached to the form of offer and acceptance, if any.</p> |
| F.3.16 | <p>Issue final contract</p> <p>Prepare and issue the final draft of the contract to the successful tenderer for acceptance as soon as possible after the date of the employer's signing of the form of offer and acceptance (including the schedule of deviations, if any).</p> |

T2.2.13

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

O.R. TAMBO DISTRICT MUNICIPALITY

PROJECT NO: SCMU 42-20/21

SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT AND CONSUMABLES FOR 36 MONTHS

T2.1 LIST OF RETURNABLE DOCUMENTS

The Tenderer must complete the following returnable documents:

| T2.2 Returnable Documents required for Tender evaluation purposes | | |
|--------------------------------------------------------------------------|-------------|--------------------------------------------|
| 1 | Form 2.2.1 | General Information of the Tenderer |
| 2 | Form 2.2.2 | Authority for Signatory |
| 3 | Form 2.2.3 | Schedule of Previous Experience |
| 4 | Form 2.2.4 | Schedule of Current Projects |
| 5 | Form 2.2.5 | Declaration of good standing regarding tax |
| 6 | Form 2.2.6 | Certificate of Attendance at Site Meeting |
| 7 | Form 2.2.7 | Proposed Key Personnel |
| 8 | Form 2.2.8 | Schedule Equipment to be used |
| 9 | Form 2.2.9 | Schedule of Proposed Sub-Contractors |
| 10 | Form 2.2.10 | Financial References |

| T2.3 Returnable Documents that will be incorporated into the contract | | |
|------------------------------------------------------------------------------|------------|---------------------------------------|
| 1 | Form 2.3.1 | Record of Addenda to Tender Documents |
| 2 | Form 2.3.2 | Procurement Form |

T2.2.14

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

O.R. TAMBO DISTRICT MUNICIPALITY

PROJECT NO: SCMU 42-20/21

SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT AND CONSUMABLES FOR 36 MONTHS

T2.2 RETURNABLE DOCUMENTS

RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

- Form 2.2.1 General Information of Tenderer
- Form 2.2.2 Authority of Signatory
- Form 2.2.3 Schedule of Previous Experience
- Form 2.2.4 Schedule of Current Projects
- Form 2.2.5 Declaration of good standing regarding tax
- Form 2.2.6 Certificate of Attendance at Site Meeting
- Form 2.2.7 Proposed Key Personnel
- Form 2.2.8 Schedule of Proposed Sub-consultants
- Form 2.2.9 Financial References
- Form 2.2.10 Declaration of interest

T2.2.15

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM 2.2.1 GENERAL INFORMATION OF TENDERER

1. **Name of Tenderer:**

2. **Contact details**

Address :

Tel no :

Fax no :

Cell no :

E-mail address:

3. **Legal entity: Mark with an X.**

| | |
|-------------------|--|
| Sole proprietor | |
| Partnership | |
| Close corporation | |
| Company (Pty) Ltd | |
| Joint venture | |

In the case of a Joint venture, provide details on joint venture members:

| Joint venture member | Type of entity (as defined above) |
|----------------------|-----------------------------------|
| | |
| | |

4. **Income tax reference number:**
(in case of a joint venture, provide for all joint venture members)

5. **Municipal services area where the enterprise is registered:**
(in case of a joint venture, provide for all joint venture members)

6. **Company / close corporation Registration Number:**
(in case of a joint venture, provide for all joint venture members)

7. **VAT Registration number:**
(in case of a joint venture, provide for all joint venture members)

T2.2.16

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

ATTACH THE FOLLOWING DOCUMENTS HERETO

1. For Closed Corporations

Certified copies of CK1 or CK2 as applicable (Founding Statement)

2. For Companies

Certified copies of Shareholders register

3. ID copies

Certified ID Copies for members

4. For Joint Venture Agreements

Copy of the Joint Venture Agreement between all the parties, as well as the certified documents in (1), and or (2) and (4) and (4) of each Joint Venture member.

5. Copy of the latest municipal service account not older than 3 months where enterprise is registered

T2.2.17

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM 2.2.2 AUTHORITY OF SIGNATORY

Details of person responsible for tender process:

Name : _____

Contact number : _____

Office address : _____

Signatories for close corporations and companies shall confirm their authority by attaching to this form a **duly signed and dated original or certified copy** of the relevant resolution of their members or their board of directors, as the case may be.

"By resolution of the board of directors passed on (date)

Mr

has been duly authorized to sign all documents in connection with the Tender for Contract Numberand any Contract which may arise there from on behalf of

(BLOCK CAPTIALS)

SIGNED ON BEHALF OF THE COMPANY

IN HIS CAPACITY AS

DATE
:

FULL NAMES OF SIGNATORY

AS WITNESSES: 1.

2.

T2.2.18

[Signature box]

Contractor

[Signature box]

Witness 1

[Signature box]

Witness 2

[Signature box]

Employer

[Signature box]

Witness 1

[Signature box]

Witness 2

FORM 2.2.2 CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms
 , authorised signatory of the company
 , acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

| NAME OF FIRM | ADDRESS | DULY AUTHORISED SIGNATORY |
|--------------|---------|--------------------------------------------------------------|
| Lead partner | | Signature. Name Designation. |
| | | Signature. Name Designation. |
| | | Signature. Name Designation. |
| | | Signature. Name Designation. |

T2.2.19

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**ATTACH HERETO THE DULY SIGNED AND DATED
ORIGINAL OR CERTIFIED COPY OF AUTHORITY OF
SIGNATORY ON COMPANY LETTERHEAD**

T2.2.20

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM 2.2.3 SCHEDULE OF PREVIOUS EXPERIENCE

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work).

| Description | Value (R) VAT excluded | Year(s) work executed | Reference | | |
|-------------|---------------------------|-----------------------------|-----------|--------------|--------|
| | | | Name | Organisation | Tel no |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Name of Tenderer: Date:

Signature :

Full name of signatory:

T2.2.21

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM 2.2.4 SCHEDULE OF CURRENT PROJECTS

Provide the following information on current projects. This information is material to the award of the Contract.

| Description | Value (R) VAT excluded | Date Appointed | Reference | | |
|-------------|---------------------------|-------------------|-----------|--------------|--------|
| | | | Name | Organisation | Tel no |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Name of Tenderer: Date:

Signature :

Full name of signatory:

T2.2.22

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM 2.2.5 DECLARATION OF GOOD STANDING REGARDING TAX

| | |
|---------------------------------------|---------------------|
| SOUTH AFRICAN REVENUE SERVICES | Tender No: |
| | Closing Date: |

**DECLARATION OF GOOD STANDING REGARDING TAX
PARTICULARS**

| | |
|---------------------------------------------------------|-------------------------------------------|
| 1. Name of Taxpayer/Tenderer: | |
| 2. Trade Name: | |
| 3. Identification Number: (If applicable) | <input style="width: 100%;" type="text"/> |
| 4. Company / Close Corporation registration number: | <input style="width: 100%;" type="text"/> |
| 5. Income Tax reference number: | <input style="width: 100%;" type="text"/> |
| 6. VAT registration number: (If applicable) | <input style="width: 100%;" type="text"/> |
| 7. PAYE employer’s registration number: (If applicable) | <input style="width: 100%;" type="text"/> |
| 8. Monetary value of Bid: | <input style="width: 100%;" type="text"/> |

DECLARATION

I, the undersigned, the above taxpayer/Bidder, hereby declare that my Income Tax, Pay-As-You-Earn (PAYE) and Value-Added-Tax (VAT) obligations of the above-mentioned taxpayer, which include the rendition of returns and payment of the relevant taxes:

- (i) Have been satisfied in terms of the relevant Acts; or
- (ii) That suitable arrangements have been made with the Receiver of Revenue,..... to satisfy them.*

| | | |
|---------------------------|--------------------------|----------------------|
| SIGNATURE | CAPACITY | DATE |
|---------------------------|--------------------------|----------------------|

PLEASE NOTE:* The declaration (ii) cannot be made unless formal arrangements have been made with the Receiver of Revenue with regard to any outstanding revenue/outstanding tax returns.

T2.2.23

| | | | | | |
|---------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|
| <input style="width: 100%; height: 40px;" type="text"/> | <input style="width: 100%; height: 40px;" type="text"/> | <input style="width: 100%; height: 40px;" type="text"/> | <input style="width: 100%; height: 40px;" type="text"/> | <input style="width: 100%; height: 40px;" type="text"/> | <input style="width: 100%; height: 40px;" type="text"/> |
| <i>Contractor</i> | <i>Witness 1</i> | <i>Witness 2</i> | <i>Employer</i> | <i>Witness 1</i> | <i>Witness 2</i> |

ATTACH ORIGINAL
VALID TAX CLEARANCE CERTIFICATE

T2.2.24

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM 2.2.6 CERTIFICATE OF ATTENDANCE AT SITE MEETING

This is to certify that I, (Name)

duly authorised representative of(Tenderer)

Address:

Date:

Visited the site on(date) in the presence of

.....
(Engineer)

I have made myself familiar with the site and all the local conditions likely to influence the work and the cost thereof.

I further certify that I am satisfied with the description of the work and explanations given by the said Engineer and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

REPRESENTATIVE OF EMPLOYER

REPRESENTATIVE OF TENDERER

T2.2.25

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM 2.2.7 PROPOSED KEY PERSONNEL

The Tenderer shall list below the key personnel (including first nominee and the second choice alternate), whom he proposes to employ on the project should his Tender be accepted, both at his headquarters and on the Site, to direct and for the execution of the work, together with their qualifications, experience, positions held and their nationalities.

| No | Name | Qualification | Designation | HDI Status | PR Number |
|----|------|---------------|-------------|------------|-----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Signature of the Tenderer: _____

T2.2.26

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM 2.2.8 SCHEDULE OF PROPOSED SUB-CONTRACTORS

| NAME OF SUB-CONTRACTOR | FULL DESCRIPTION OF WORK TO BE PERFORMED BY SUB- CONTRACTORS |
|------------------------|--------------------------------------------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Name of Tenderer:

Date:

Signature :

Full name of signatory:

T2.2.17

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM 2.2.9 FINANCIAL REFERENCES

FINANCIAL STATEMENTS

I/We agree to furnish an audited copy of the latest set of financial statements together with my/our Directors' and Auditors' report for consideration by the Client.

DETAILS OF TENDERERS BANKING INFORMATION

I/We hereby authorise the Client/Engineer to approach all or any of the following banks for the purposes of obtaining a financial reference:

| | | | | | | | | | |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------|-------------|--------------------------|--------------|--------------------------|---------------------|--------------------------|
| BANK NAME: | | | | | | | | | |
| ACCOUNT NAME: <i>(e.g. ABC Civil Construction cc)</i> | | | | | | | | | |
| ACCOUNT TYPE: <i>(e.g. Savings, Cheque etc)</i> | | | | | | | | | |
| ACCOUNT NO: | | | | | | | | | |
| ADDRESS OF BANK: | | | | | | | | | |
| CONTACT PERSON: | | | | | | | | | |
| TEL. NO. OF BANK / CONTACT: | | | | | | | | | |
| How long has this account been in existence: | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">0-6 months</td> <td style="width: 30px; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">7-12 months</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">13-24 months</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">More than 24 months</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> (Tick which is appropriate) | 0-6 months | <input type="checkbox"/> | 7-12 months | <input type="checkbox"/> | 13-24 months | <input type="checkbox"/> | More than 24 months | <input type="checkbox"/> |
| 0-6 months | <input type="checkbox"/> | | | | | | | | |
| 7-12 months | <input type="checkbox"/> | | | | | | | | |
| 13-24 months | <input type="checkbox"/> | | | | | | | | |
| More than 24 months | <input type="checkbox"/> | | | | | | | | |

Name of Tenderer:

Date:

Signature :

Full name of signatory:

T2.2.17

| | | | | | |
|-------------------|------------------|------------------|-----------------|------------------|------------------|
| | | | | | |
| <i>Contractor</i> | <i>Witness 1</i> | <i>Witness 2</i> | <i>Employer</i> | <i>Witness 1</i> | <i>Witness 2</i> |

ATTACH AUDITED
FINANCIAL STATEMENTS

T2.2.17

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM 2.2.10 MUNICIPAL BIDDING DOCUMENTS

MBD 1

**PART A
INVITATION TO BID**

| | | | | | |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------|---------------|----------------------|---------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF O.R. TAMBO DISTRICT MUNICIPALITY | | | | | |
| BID NUMBER: | ORTDM SCMU 42-20/21 | CLOSING DATE: | 30 APRIL 2021 | CLOSING TIME: | 12h00PM |
| DESCRIPTION: | SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT AND CONSUMABLES FOR 36 MONTHS | | | | |

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

| |
|----------------------------------------------------------------------------|
| <i>TENDER BOX, GROUND FLOOR, O.R. TAMBO DISTRICT MUNICIPALITY BUILDING</i> |
| <i>NELSON MANDELA DRIVE , MYEZO PARK, MTHATHA</i> |
| <i>EASTERN CAPE</i> |

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: | | CSD No: |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX] | <input type="checkbox"/> Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No |

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

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3] | |
| 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. LUTHANDO MASHIYA |
| CONTACT PERSON | MR. SAKHIWO HOPA | TELEPHONE NUMBER | 047 501 6492 |
| TELEPHONE NUMBER | 047 501 6449 | FACSIMILE NUMBER | N/A |
| FACSIMILE NUMBER | N/A | | mashiya@ortambodm.gov.za |
| E-MAIL ADDRESS | sakhiwoh@ortambodm.gov.za | | |

T2.2.17

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**PART B
TERMS AND CONDITIONS FOR BIDDING**

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

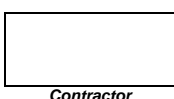
NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

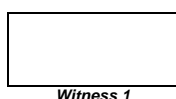
SIGNATURE OF BIDDER:

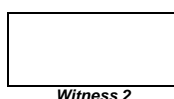
CAPACITY UNDER WHICH THIS BID IS SIGNED:

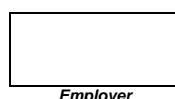
DATE:


T2.2.17

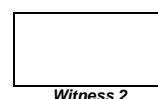

Contractor


Witness 1


Witness 2


Employer


Witness 1


Witness 2

MBD4

1. No tender will be awarded to any persons in the employment of the Organ of State or O.R. Tambo District Municipality
2. **Any person, having a kingship with persons in the employment of the Organ of State or O.R. Tambo District Municipality, including a blood relationship, may make an offer or offers in terms of this invitation to tender.** In the view of possible allegations of favouritism, should the resulting tender or part thereof, be awarded to persons connected with or related to persons in the employment of the Organ of State or O.R. Tambo District Municipality, it is required that the tenderer or their authorised representative declare their positions in relation to the evaluating/adjudication authority and/or take oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed by the tenderer and submitted together with the tender. **Note that the selected answer by the tenderer will be the one considered as a response to the questions**

3.1. Full Name:

3.2. Identity Number:

3.3. Company Registration Number:.....

3.4. Tax Reference Number:

3.5. Vat Registration Number:

3.6. Are you Presently in the service of the Organ of State or O.R. Tambo District Municipality **YES/NO**

3.6.1.If so furnish particulars
.....
.....
.....

3.7. Have you been in the employment of the Organ of State OR Tambo District Municipality for the past twelve months **YES/NO**

3.7.1.If so furnish the particulars
.....
.....
.....

3.8. Do you, have any close family members or persons in the employment of the Organ of State OR Tambo District Municipality and who may be involved with the evaluation and or adjudication of this tender **YES/NO**

3.8.1.If so furnish the details
.....
.....

3.9. Are you aware of any relationship between the tenderer and any persons in the employment of the Organ of State OR Tambo District Municipality who may be involved with the evaluation and or adjudication of this tender **YES/NO**

3.9.1.If so furnish particulars
.....

T2221

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

.....
.....

3.10. Are any of the company’s directors, managers, principle shareholders or stakeholders in the employment of the Organ of State OR Tambo District Municipality **YES/NO**
3.10.1. If so furnish particulars

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

3.11. Are any of your spouse, child or parent of company’s Directors , Managers, Principle Shareholders or Stakeholders in the employment of the Organ of State OR Tambo District Municipality **YES/NO**
3.11.1. If so, furnish particulars

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAMES AND SURNAME)

CERTIFY (in the presence of Commissioner of Oaths) THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE O.R. TAMBO DISTRICT MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE

Signature of the Tenderer:



Commissioner of Oaths Stamp

T2221

[Empty signature box]

Contractor

[Empty signature box]

Witness 1

[Empty signature box]

Witness 2

[Empty signature box]

Employer

[Empty signature box]

Witness 1

[Empty signature box]

Witness 2

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

| NO. | QUESTION | ANSWER (TICK WHICH RESPONSE IS APPLICABLE) | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----|
| | | YES | NO |
| 1. | Are you by law required to prepare annual financial statements? | | |
| 1.1 | If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the last 3 years. | | |


| NO. | QUESTION | ANSWER (TICK WHICH RESPONSE IS APPLICABLE) | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----|
| | | YES | NO |
| 2. | Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than 3 months or any other service provider in respect of which payment is overdue for more than 30 days? | | |
| 2.1 | If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than 3 months or other service provider in respect of which payment is overdue for more than 30 days. | | |
| 2.2 | If yes, provide details: | | |

| NO. | QUESTION | ANSWER (TICK WHICH RESPONSE IS APPLICABLE) | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----|
| | | YES | NO |
| 3. | Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract? | | |
| 3.1 | If yes, provide details: | | |

T2221



Contractor



Witness 1



Witness 2



Employer



Witness 1



Witness 2

| NO. | QUESTION | ANSWER (TICK WHICH RESPONSE IS APPLICABLE) | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----|
| | | YES | NO |
| 4. | Will any portion of the goods or services be sourced from outside the Republic, and if so, what portion, and whether any portion of payment from the municipality is expected to be transferred outside of the Republic? | | |
| 4.1 | If yes, provide details: | | |

CERTIFICATION

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

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS THIS DECLARATION
 PROVE TO BE FALSE.


.....
 Signature

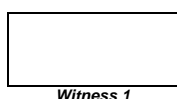
.....
 Date

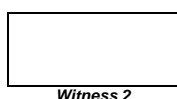
.....
 Position

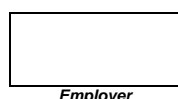
.....
 Name of Bidder


T2.2.22

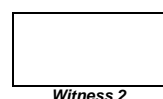

 Contractor


 Witness 1


 Witness 2


 Employer


 Witness 1


 Witness 2

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 |
| Total points for Price and B-BBEE must not exceed | 100 |

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;

T2.23

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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:

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

Where

- P_s = Points scored for 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

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....

T2.2.24

| | | | | | |
|------------|-----------|-----------|----------|-----------|-----------|
| | | | | | |
| Contractor | Witness 1 | Witness 2 | Employer | Witness 1 | Witness 2 |

- 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 last 51% owned by: | EME | QSE |
|-----------------------------------------------------------------------|------------|------------|
| | √ | √ |
| 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 | | |
| OR | | |
| 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:.....

T2225

| |
|--|
| |
|--|

Contractor

| |
|--|
| |
|--|

Witness 1

| |
|--|
| |
|--|

Witness 2

| |
|--|
| |
|--|

Employer

| |
|--|
| |
|--|

Witness 1

| |
|--|
| |
|--|

Witness 2

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)

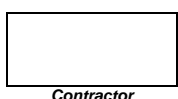
DATE:.....

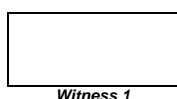
ADDRESS:

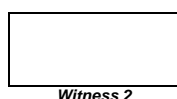
.....

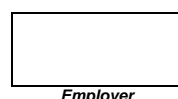
.....


T2.2.26

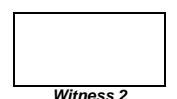

Contractor


Witness 1


Witness 2


Employer


Witness 1


Witness 2

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

| Item | Question | Yes | No |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.1 | <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? (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>The Database of Restricted Suppliers now resides on the National Treasury’s website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p> | Yes <input type="checkbox"/> | No <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)? The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p> | 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"/> |

T2227

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

| | | | |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.4.1 | If so, furnish particulars: | | |
| 4.5 | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.7.1 | If so, furnish particulars: | | |

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

T2.2.28

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

T2229

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

PROJECT NO.: ORTDM SCMU 42-20/21

in response to the invitation for the bid 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 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

[22.31

| | | | | | |
|-------------------|------------------|------------------|-----------------|------------------|------------------|
| | | | | | |
| <i>Contractor</i> | <i>Witness 1</i> | <i>Witness 2</i> | <i>Employer</i> | <i>Witness 1</i> | <i>Witness 2</i> |

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

T22.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

O.R. TAMBO DISTRICT MUNICIPALITY

PROJECT NO: SCMU 42-20/21

SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT AND CONSUMABLE FOR 36 MONTHS

T2.3 RETURNABLE DOCUMENTS

RETURNABLE DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT

- Form 2.3.1 Record of Addenda to Tender Documents
- Form 2.3.2 Procurement Form

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM 2.3.1 RECORD OF ADDENDA TO TENDER DOCUMENTS

(Addenda received from clients representative for amendments on Tender Documentation)

| | Date | Title or Details |
|----|-------------|-------------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

Name of Tenderer:

Date:

Signature :

Full name of signatory:

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM 2.3.2 PROCUREMENT FORM

Acceptable Tenders will be evaluated using a system that awards points on the basis of Tender price and the meeting of specific goals.

DEFINITIONS

“Acceptable Tender” means any Tender which, in all respects, complies with the conditions of Tender and specifications as set out in the Tender document, including conditions as specified in the Preferential Procurement Policy Framework Act (Act 5 of 2000) and the Supply Chain Management of Council.

“Council” refers to the OR TAMBO DISTRICT Municipality.

“Equity ownership” refers to the percentage ownership and control, exercised by individuals within an enterprise and they are involved in the day to day running of the Company.

“HDI equity ownership” refers to the percentage of an enterprise, which is owned by individuals, or in the case of a company, the percentage shares that are owned by individuals meeting the requirements of the definition of a HDI.

“Historically disadvantaged individuals (HDIs)” means all South African citizens –

- (i) Who had no franchise in national elections prior to the introduction of the 1983 And 1993 constitutions (Referred to as Previously Disadvantaged Individuals (PDIs) in this document)
- (ii) Women
- (iii) Disabled persons.

“SMME’s” (small, medium and micro enterprises) refers to separate and distinct business entities, including co-operative enterprises and NGOs, managed by one owner or more, as defined in the National Small Business (Act 102 of 1996). Refer to the attached addendum for a definition of SMME’s for different economic sectors.

Tenders are adjudicated in terms of NDM Procurement Policy, and the following framework is provided as a guideline in this regard.

1. Technical adjudication and General Criteria

- Tenders will be adjudicated in terms of inter alia:
- Compliance with Tender conditions
- Technical specifications

If the Tender does not comply with the Tender conditions, the Tender will be rejected. If technical specifications are not met, the Tender may also be rejected.

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

With regard to the above, certain actions or errors are unacceptable, and warrants **REJECTION OF THE TENDER**, for example:

- Certified or scanned copies of Tax Clearance Certificates. (**Only valid original tax clearance certificates** must be attached to the Tender document).
- Pages to be completed, removed from the Tender document, and have therefore not been submitted.
- Failure to complete the schedule of quantities as required
- Scratching out without initialling next to the amended rates or information.
- Writing over / painting out rates / the use of tippex or any erasable ink, eg. Pencil.
- Failure to attend compulsory site inspections
- The Tender has not been properly signed by a party having the authority to do so, according to the **Form 2.2.2 – “Authority for Signatory”**
- No authority for signatory submitted.
- Form of Offer not completed.
- Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.
- The Tender’s attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract.
- The Tender has been submitted after the relevant closing date and time
- Each page of the Contract portion of this Tender document (Part C1 – C4) must be initialled by the authorised person in order for the document to constitute a proper Contract between the Employer (ORTDM) and the undersigned.
- If any municipal rates and taxes or municipal service charges owed by that Tender or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months.
- If any Tender who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tender that performance was unsatisfactory.

2. Size of enterprise and current workload

Evaluation of the Tender’s position in terms of:

- Previous and expected current annual turnover
- Current contractual obligations
- Capacity to execute the contract

3. Staffing profile

Evaluation of the Tender’s position in terms of:

- Staff available for this contract being Tendered for
- Qualifications and experience of key staff to be utilised on this contract

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

4. Good standing with SA Revenue Services

- Determine whether an original valid tax clearance certificate has been submitted.
- The Tender must affix an original valid Tax Clearance Certificate to page T2.2.9 of the Tender document.

5. Penalties

The O.R. Tambo District Municipality will if upon investigation it is found that a preference in terms of the Contract has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed:

- Cancel the contract and recover all losses or damages incurred or sustained from the Tender.
- Impose a financial penalty of twice the theoretical financial preference associated with the claim, which was made in the Tender.
- Restrict the suppliers, its shareholders and directors on obtaining any business from the O.R. Tambo District Municipality for a period of 5 years.

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

DECLARATION

I/We the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, certifies that the items mentioned in part of the foregoing procurement form and returnable documents qualifies/qualify for the preference(s) shown and acknowledge(s) that:

The information furnished is true and correct.

The contractor may be required to furnish documentary proof to the satisfaction of the OR Tambo District Municipality that the claims are correct.

If the claims are found to be inflated, the OR Tambo District Municipality may, in addition to any other remedy it may have, recover from the contractor all cost, losses or damages incurred or sustained by the OR Tambo District Municipality as a result of the award of the contract and/or cancel the contract and claim any damages which the OR Tambo District Municipality may suffer by having to make less favourable arrangements after such cancellation.

Signature of Tenderer

Signed at _____ on _____ day of _____ 2013

For the tenderer

WITNESSES:

1. _____

2. _____

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

O.R. TAMBO DISTRICT MUNICIPALITY

PROJECT NO: SCMU 42-20/21

SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT AND CONSUMABLES FOR
36 MONTHS

C1 AGREEMENTS AND CONTRACT DATA

- C1.1 Form of Offer and Acceptance
- C1.2 Contract Data
- C1.3 Special Condition

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FORM C1.1 FORM OF OFFER AND ACCEPTANCE

OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works: **Project: SCMU 42-20/21: Supply and Delivery of Laboratory Equipment and Consumables for 36 Months**

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Service provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....
..

..... Rand (in words); R (in figures).

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Service provider in the Conditions of Contract identified in the Contract Data.

Signature(s) _____

Name(s) _____

Capacity _____

For the tenderer _____
(Name and address of organisation)

Name & Signature
Of Witness _____
Name Date

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Service provider the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in:

- Part 1 Agreements and Contract Data (which includes this Agreement)
- Part 2 Pricing Data
- Part 3 Scope of Work
- Part 4 Site information

which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representative(s) of both parties.

The Tenderer shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at or just after the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Service provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

Signature(s) _____

Name(s) _____

Capacity _____

For the tenderer _____

(Name and address of organisation)

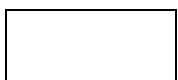
Name & Signature

Of Witness _____

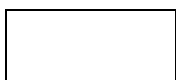
Name

Date

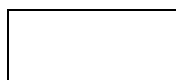
T2.2.31



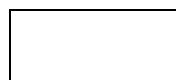
Contractor



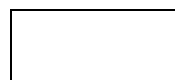
Witness 1



Witness 2



Employer



Witness 1



Witness 2

SCHEDULE OF DEVIATIONS

Notes:

1. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
2. A Tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid becomes the subject of agreements reached during the process of Offer and Acceptance; the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract, shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here shall also be incorporated into the final draft of the Contract.

1 Subject

Details

2 Subject

Details

3 Subject

Details

4 Subject

Details

5 Subject

Details

6 Subject

Details

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or change to the terms of the Offer agreed by the Tenderer and the Employer during this process of Offer and Acceptance. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

FOR THE TENDERER:

Signatures (s) _____

Name(s) _____

Capacity _____

(Name and address of Organisation)

Name & Signature
Of Witness _____ Date _____

FOR THE EMPLOYER

Signatures (s) _____

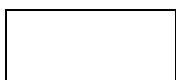
Name(s) _____

Capacity _____

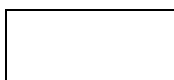
(Name and address of Organisation)

Name & Signature
Of Witness _____ Date _____

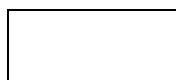
T2.2.31



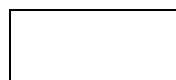
Contractor



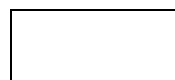
Witness 1



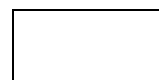
Witness 2



Employer



Witness 1



Witness 2

FORM C1.2 CONTRACT DATA

PART 1: DATA PROVIDED BY THE EMPLOYER

- The contract data of this contract are:
C1.2.1 Conditions of Contract
C1.2.2 Data provided by the Employer
C1.2.3 Data provided by the Service provider

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

C1.2.2 Data provided by the employer

Each item of data given below is cross-referenced to the clause in the General Conditions of Contract for Construction Works to which it mainly applies.

The following contract specific data are applicable to this Contract:

CONTRACT SPECIFIC DATA

The following contract specific data, referring to the General Conditions of Contract for Construction Works, Second Edition, 2010, are applicable to this Contract:

Clause 1.1.1.13:

The Defects Liability Period is **6 months**.

Clause 1.1.1.14:

The time for achieving Practical Completion is **36 Months**.

Clause 1.1.1.15:

The name of the Employer is **O. R. Tambo District Municipality**

Clause 1.2.1.2:

The address of the Employer is: *Postal:* Private Bag x 6043, Mthatha 5100.

Physical: O.R. Tambo House, Nelson Mandela Drive, Mthatha 5100.

Tel: [047] 501 6400

Fax: [047] 532 4166

Clause 1.1.1.16:

The name of the Project Manager is **L Mashiya**

Clause 1.2.1.2:

The address of the Project Manager is ***Postal:* Private Bag x 6043, Mthatha 5100**

Clause 5.3.2:

The time to submit the documentation required before commencement with Works execution is **14 days**.

Clause 5.6.1:

The Service provider shall deliver to the Project Manager as part of the documentation required before commencement with works execution in accordance with Clause 5.3.1, an initial programme of carrying out the works in order to meet the due completion date. Whenever the approved programme no longer reflects that actual progress will meet the due completion date, the Service provider shall deliver to the Project Manager an adjusted price

Clause 5.7.1:

Where the Rate of Progress falls behind the approved Programme of Works by three months, the Employer may terminate the contract giving a five days' notice

Clause 5.8.1:

The non-working days are Sundays and Saturdays

The special non-working days are:

(1) public holidays

(2) The year-end break commencing on **15/12/2020 and ending on 04/01/2020**.

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Clause 5.11.1

In the event that the performance of the services has to be suspended on the grounds of Force Majeure, the period of performance shall be extended by the extent of the delay at no extra cost.
The employer may relocate the Service provider to another ward within the same local municipality without any remuneration or compensation.

Clause 5.11.2

During the period of his inability to perform services as a result of an event of Force Majeure, the service provider shall not be entitled to any payment in terms of the contract.

Clause 5.13.1:

The penalty for failing to complete the Works is **R 1 000.00** per calendar per day.

Clause 5.16.3:

The latent defect period is **10 years**.

Clause 6.8.2

There contract price adjustment will not exceed 10% annually until the lapse of contract term

Clause 6.10.1.5:

The percentage advance on materials not yet built into the Permanent Works is **0%**

Clause 6.10.3:

The limit of retention money is **10%** if applicable

Clause 8.6.1.1.2:

The value of Plant and materials supplied by the Employer to be included in the insurance sum is **NIL**

Clause 8.6.1.3:

The limit of indemnity for liability insurance is **R5 million**.

Clause 9.2.1

The Employer may terminate the contract:

- a) Where the services are no longer required
- b) Where the funding for the services is no longer available
- c) If the service provider does not remedy a failure in the performance of his obligations under the Contract within 7 days after having been notified thereof by the employer.
- d) If the service provider becomes insolvent or liquidated; or
- e) If as a result of Force Majeure, the Service Provider is unable to perform part or the whole service for a period of thirty (30) days.
- f) Where the Rate of Progress falls behind the approved Programme of Works by three months, the Employer may terminate the contract giving a five days' notice.

Clause 10.5.3

The number of Adjudication Board Members to be appointed is **one**.

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

C1.2.3 Data to be provided by the Service provider

Clause 1.1.1.9 The name of the Service provider is: (insert legal name)

Clause 1.2.1.2 The address of the Service provider is:

Physical address _____

Postal Address _____

Telephone _____

Fax _____

Email _____

Tenderer's signature

Note A

The Performance Guarantee shall be of an Insurance Company listed on the Johannesburg Stock Exchange or owned by such a company, a Registered South African Bank or a recognised government sponsored, provincial or national development agency.

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

O.R. TAMBO DISTRICT MUNICIPALITY

PROJECT NO: SCMU 42-20/21

SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT AND CONSUMABLES FOR
36 MONTHS

C2 PRICING DATA

C2.1 Pricing Instructions

C2.2 Bill of Quantities

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

O.R. TAMBO DISTRICT MUNICIPALITY

PROJECT NO: SCMU 42-20/21

SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT AND CONSUMABLES FOR 36 MONTHS

FORM C2.1 PRICING INSTRUCTIONS

1. The Tender Data, the Scope of Work are to be read in conjunction with the Schedule of Quantities.
2.
 - a. The Schedule comprises items covering the Consortium's profit and costs of general liabilities.
 - b. Although the Tenderer is at liberty to insert a rate of his own choosing for each item in the Schedule, his attention is drawn to the fact that the tenderer has the right, under various circumstances, to payment for additional works carried out and that the Client is obliged to base his assessment of the payment to be paid for such additional work on the rates inserted in the Schedule by the tenderer.
 - c. Clause 8 of each Standardized Specification and the measurement and payment clause of each Particular Specification, read together with the relevant clause of the Project Specification, set out what ancillary or associated activities are included in the rate for the operations specified.
3. Descriptions in the Schedule of Quantities are abbreviated.
4. The prices and rates to be inserted in the Schedule of Quantities are to be the full inclusive prices to the Employer for the work described under the several items. The prices and rates shall be exclusive of Value Added Tax. Such prices shall cover all costs and expenses that may be required in and for the construction of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based.
5. A price or rate is to be entered, in **BLACK INK**, against each item in the Schedule of Quantities.
6. In the event of the Tenderer failing to price any item it will be held that the Tenderer has made adequate allowance under other items for all labour, material and costs required for the execution, not only of the quantum of work covered by the unpriced item but also for any increase in the said quantum which may have to be undertaken during the course of the Contract.
7. 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.

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

The Bidder 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 bid rates should apply should work under these items actually be required.

9 The quantities set out in the schedule of quantities are only approximate quantities. The quantities of work finally accepted and certified for payment, and not the quantities given in the schedule of quantities, will be used to determine payments to the service provider.

10 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, Project or Particular Specifications
- Quantity : The number of units of work for each item
- Rate : The payment per unit of work at which the Bidder bids to do the work
- Amount : The quantity of an item multiplied by the bid rate of the (same) item
- Sum : An amount bid 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

11 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
- m = metre
- km = kilometre
- km-pass = kilometre-pass
- m² = square metre
- m²-pass = square metre-pass
- ha = hectare
- m³ = cubic metre
- m³-km = cubic metre-kilometre
- kW = kilowatt
- kN = kilonewton
- kg = kilogram
- t = ton (1 000 kg)
- % = per cent
- MN = mega Newton

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

O.R. TAMBO DISTRICT MUNICIPALITY

PROJECT NO: SCMU 42-20/21

SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT AND CONSUMABLES FOR
36 MONTHS

FORM C2.2 BILL OF QUANTITIES

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

BILL OF QUANTITIES

| Description | Pack | Qty | Unit Price | Total |
|----------------------------------------------|-----------|-----|------------|-------|
| 2100Q StablCal Calibration kit | ea | 1 | R | R |
| 2100P StablCal Calibration kit | ea | 1 | R | R |
| Buffer pack, 500ml's each pH4, pH7 and pH10 | 500ml x3 | 1 | R | R |
| COD vials HR | pk/150 | 1 | R | R |
| COD Vials LR | pk/150 | 1 | R | R |
| DPD Free Chlorine rgt pp | pk/100 | 1 | R | R |
| DPD Total Chlorine rgt pp | pk/100 | 1 | R | R |
| NitraVer 5 Nitrate rgt pp | pk/100 | 1 | R | R |
| NitriVer 3 Nitrate rgt pp | pk/100 | 1 | R | R |
| PhosVer 3 Phosphater gt pp | pk/100 | 1 | R | R |
| Nitrogen Ammonia rgt set pp | pk/100 | 1 | R | R |
| Nitrogen Ammonia rgt set TNT Amver | pk/50 | 1 | R | R |
| Phosphorous TNT LR | pk/50 | 1 | R | R |
| DPD Free Chlorine refill vial | 250 tests | 1 | R | R |
| 2100Q Turbidimeter | ea | 1 | R | R |
| Portable pH / conductivity kit inc probes | ea | 1 | R | R |
| DR300 Free & Total Chlorine colorimeter | ea | 1 | R | R |
| Complete Blue drop kit - include 2100Q | ea | 1 | R | R |
| Complete Green drop kit - | ea | 1 | R | R |
| Gel Body pH electrode | ea | 1 | R | R |
| Dissolved Oxygen probe | ea | 1 | R | R |
| Conductivity probe | ea | 1 | R | R |
| LDO Replacement sensor cap | ea | 1 | R | R |
| FerroVer Iron rgt pp | pk/100 | 1 | R | R |
| DRB200 COD reactor 15 place | ea | 1 | R | R |
| HQ40d Multimeter only NO PROBES | ea | 1 | R | R |
| DR3900 Spectrophotometer | ea | 1 | R | R |
| Silicon oil | 15ml | 1 | R | R |
| DR900 colorimeter | ea | 1 | R | R |
| DR900 Sample cells | pk/6 | 1 | R | R |
| Phosphorous reactive TNT HR | pk/50 | 1 | R | R |
| Velp JLT6 - 6 place stirrer | ea | 1 | R | R |
| Velp JLT4 - 4 place stirrer | ea | 1 | R | R |
| JLT6 Power supply | ea | 1 | R | R |
| Plastic Beaker 1000ml | ea | 1 | R | R |
| Plastic Beaker 500ml | ea | 1 | R | R |
| Volumetric flask 500ml | ea | 1 | R | R |
| Volumetric flask 1000ml | ea | 1 | R | R |
| Syringes 5ml | pk/100 | 1 | R | R |
| Syringe 10ml | pk/100 | 1 | R | R |
| Syringe 20ml | pk/50 | 1 | R | R |
| Syringe 50ml | pk/25 | 1 | R | R |
| Nitrile blue gloves (small / medium / large) | pk/100 | 1 | R | R |

T2.2.31

Contractor

Witness 1

Witness 2

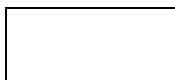
Employer

Witness 1

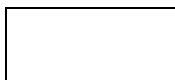
Witness 2

| Description | Pack | Qty | Unit Price | Total |
|-------------------------------------------------------------------------------------------------------------------|--------|-----|------------|-------|
| Brush 8 x 100 x 800mm nylon tip | ea | 1 | R | R |
| Brush 16 x 100 x 300mm fan tip | ea | 1 | R | R |
| Brush 30 X 100 X 300 mm FAN TIP | ea | 1 | R | R |
| Stopwatch | ea | 1 | R | R |
| MN615 Filter paper 150mm dia | pk/100 | 1 | R | R |
| 2 x 1lt Imhoff cone + Stand | set | 1 | R | R |
| Kimwipe Garage roll | ea | 1 | R | R |
| Kimwipe stand | ea | 1 | R | R |
| Plastic sample bottle 500ml | ea | 1 | R | R |
| Plastic sample bottle 1000ml | ea | 1 | R | R |
| Plastic Measuring cylinder 50ml | ea | 1 | R | R |
| Plastic measuring cylinder 100ml | ea | 1 | R | R |
| Plastic Measuring cylinder 500ml | ea | 1 | R | R |
| Plastic Measuring cylinder 1000ml | ea | 1 | R | R |
| Glass Beaker 1000ml | ea | 1 | R | R |
| Glass Beaker 600ml | ea | 1 | R | R |
| Glass Beaker 250ml | ea | 1 | R | R |
| Colilert - 18 (100ml sample) | pk/200 | 1 | R | R |
| 100ml Sterile vessel with Sodium thiosulphate | pk/200 | 1 | R | R |
| Quanti-Tray (51 well) 0-200cfu | pk/100 | 1 | R | R |
| 100ml Sterile vessel with /out Sodium thiosulphate | pk/200 | 1 | R | R |
| QuantiTray Sealer Plus | ea | 1 | R | R |
| UV Viewing Cabinet | ea | 1 | R | R |
| 6Watt UV Lamp | ea | 1 | R | R |
| 40lt Digital Incubator | ea | 1 | R | R |
| SL1000 PPA Unit including chemkeys and probes | ea | 1 | R | R |
| Free Chlorine Chemkey | pk/300 | 1 | R | R |
| Orthophosphate Chemkey | pk/25 | 1 | R | R |
| Free& Total Ammonia Chemkey HR | pk/25 | 1 | R | R |
| Nitrite Chemkey | pk/25 | 1 | R | R |
| AA Batteries | pk/4 | 1 | R | R |
| AAA Batteries | pk/4 | 1 | R | R |
| AA Rechargeable batteries x4 + Charger | ea | 1 | R | R |
| AAA Rechargeable batteries x2 + Charger | ea | 1 | R | R |
| DPD Chlorine LR SpecCheck DR300 | ea | 1 | R | R |
| Infrared Thermometers | ea | 1 | R | R |
| DR6000 UV/Vis Spectrophotometer with RFID | ea | 1 | R | R |
| FP 360 sc Oil-in-Water Sensor, 5,000 ppb | ea | 1 | R | R |
| SC200 Universal Controller | ea | 1 | R | R |
| Hq440d Lab LDO / PH, Conductivity kit | ea | 1 | R | R |
| Percentage mark-up as items approved by the client or his representative with attached invoices for material used | % | % | % | % |

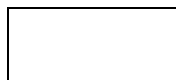
T2.2.31



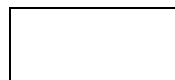
Contractor



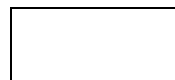
Witness 1



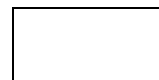
Witness 2



Employer



Witness 1



Witness 2

| | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|----------|---|
| <p>Training on site for all operators must be provided in English, isiXhosa and where needed Afrikaans. Subjects required: Installation, Commissioning and Operator training in the use. Including Calibration verification of all equipment offered for supply under this tender. Conduct training of approx. 200 controllers. The training should be specifically on the use of the laboratory instruments provided as well as the necessary care of equipment like cleaning / storage and calibration. The training should be done 3 times per year, namely 1 after initial delivery of instruments. Secondly, 3 months after initial training and lastly a follow up training on use and caring of the equipment. It is hereby certified that we believe all our staff to be adequately educated in the theory of water treatment and computer use of Microsoft Excel. Should the trainer identify constraints among our staff requiring correction through additional education, these should be reported for correction outside of this tender project.</p> | | | | |
| | Rate/year | 1 | R | R |
| Instrumentation Technician | Hr | 1 | R | R |
| Travelling LDV 4x4 | km | 1 | R | R |
| Subtotal | | | R | |
| Vat | | | R | |
| Grand total | | | R | |

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

O.R. TAMBO DISTRICT MUNICIPALITY

PROJECT NO: SCMU 42-20/21

SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT AND CONSUMABLES FOR 36 MONTHS

C3 SCOPE OF WORK

TERMS OF REFERENCE – O.R TAMBO DISTRICT MUNICIPALITY SUPPLY OF LABORATORY EQUIPMENT AND CONSUMABLES FOR 36 MONTHS

C 3.1 INTRODUCTION

One of the greatest challenges that water services facing is unavailability of laboratory apparatus for usage for testing raw and clear water as well as final effluent at the Water Treatment Works and Waste Water Treatment Works. The Water and Sanitation Services Department based on the services that it is providing to the community of O.R Tambo District Municipality has Waste Water Treatment works and Water Treatment Works under King Sabata Dalidyebo (KSD), Mhlontlo, Nyandeni, Port St Johns (PSJ) and Ingquza Hill LM.

C 3.2 PURPOSE OF THE PROJECT

According to Department of Water and Sanitation it is Blue and Green Drop compliance requirement to have laboratory Apparatus up to standard with calibration results, thus resulting at O.R Tambo District Municipality able to conduct tests as per acceptable standards as well as qualified process controllers rendering services.

The primary purpose of this project is to:

- Supply testing equipment's for all Or Tambo DM Water Treatment Works with reagents.
- Supply testing equipment's for all Or Tambo DM Waste Water Treatment Works with reagents.
- The supply will based on a call down service through an official order as and when required
- Exact quantities will be determined by an official purchase order/or written instruction as on the bill of quantities only rates are required

C 3.3 OBJECTIVES OF THE PROJECT

The aim is to ensure all the treatment works at O.R Tambo District Municipality have proper laboratory equipment as to assist in clear water and final effluent testing. The training objective is to ensure Green and Blue Drop requirements are met leading to proper functionality of treatment works as to ensure good productions as per DWS water quality standards.

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

C 3.4.1 Scope of work

The scope includes the supply of laboratory apparatus, portable test kits and training of process controllers in the use of equipment and thus ensuring trained process controllers for ensuring functionality at O.R Tambo District Municipality treatment works and the training should take place according to a training plan to be provided by employer during the contract period. Initial training should be done every time after the delivery of lab apparatus to various Water and Waste Water Treatment Works and the training to be done at that specific treatment work. Secondly, a follow up training should be done 3 months later after the initial training has been done and the last one 3 months later. To monitor Water and Waste Water Treatment Works operation as to provide assistance for the BDS and GDS requirements.

C3.4.2 Components of the proposal

The supply and delivery proposal must amongst others include the following:

Clear method and process to be followed;

- Comprehensive company profile and contact person to be responsible for the supply and further indicate the names and CV of other professionals to form part of the consortium;
- Clear timeframes for availability of the laboratory apparatus required on treatment works
- Comprehensive presentations on type of equipment the supplier possessed and demonstrate tests as per the client standards before any advancement stages.

C3.4.3 Specific Project Objectives

The successful supplier will be required to undertake amongst others the following tasks as part of the exercise:

- Must provide strong and reliable equipment which complies with SANAS and ISO9001 requirements
- Prepare supply and delivery plan
- Issue invoices as per the Bill of Quantity
- Manual operation guide as well as in electronic version

C 3.4.4 Supply and Delivery time

The supply and installation time frame is for the period of the financial year 2020/21 – 2020/23 of the Municipality from the date of appointment of the service provider.

C 3.5 Supply and delivery management.

The supply, delivery and installation where necessary is to be co-ordinated and managed by Operational Team consisting of Water Quality Coordinator, WSU Manager, Superintendents as well as the appointed Service Provider.

C 3.6 Reference Materials

It is recommended that the documents mentioned below be used for reference in preparation of proposal:

- O.R Tambo District Municipality's Supply Chain Management Policy
- Water Services Act, Act 108 of 1997
- Strategic framework for water services.
- Water and Sanitation Master Plan

T2.2.31

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2