

# GEORGE MUNICIPALITY



**TENDER NO: ENG014/2023**

**APPOINTMENT OF A SUITABLE CONTRACTOR FOR THE  
REDESIGN, SUPPLY, INSTALLATION AND COMMISSIONING OF  
POWER FACTOR EQUIPMENT, FOR A PERIOD OF THREE YEARS  
FROM DATE OF APPOINTMENT**

ENQUIRIES: Mr. Kobus Willken  
YORK STREET  
GEORGE  
(044) 874 3917

ISSUED BY:  
THE CITY COUNCIL  
MUNICIPALITY OF GEORGE  
P O BOX 19.  
GEORGE  
6530

## SUMMARY FOR TENDER OPENING PURPOSES

NAME OF BIDDER: .....

CENTRAL SUPPLIER DATABASE NO.: MAAA .....

TOTAL PRICE (INCLUDING VAT) | R

### PREFERENCES CLAIMED FOR:

B-BBEE Status Level of Contributor:

Preference Points Claimed:

**B-BBEE certificates submitted with the tender document MUST be VALID ORIGINAL B-BBEE CERTIFICATES or VALID CERTIFIED COPIES OF THE B-BBEE CERTIFICATES**

**TENDER CLOSES AT 12H00 ON TUESDAY ON 06 October 2023**

For official use.

**Signatures of SCM Officials at Tender  
Opening**

1.

2.

## BIDDER CONTACT DETAILS

This information shall be used for any correspondence or contact with the bidder.

Please indicate whether you want to receive any correspondence via e-mail or send to your postal address by registered mail.

Name of Bidding Company: .....		<b>Mark choice of correspondence with X</b>
Postal Address:	..... ..... ..... ..... Postal Code: .....	
E-mail Address:	.....	
Telephone Number:	.....	
Cellular Number:	.....	
Facsimile Number:	.....	

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### GENERAL TENDER INFORMATION

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TENDER ADVERTISED	: 31 AUGUST 2023
ESTIMATED CIDB CONTRACTOR GRADING DESIGNATION	: 2 EP
COMPULSORY SITE VISIT/CLARIFICATION MEETING	: N/A
VENUE FOR SITE VISIT/CLARIFICATION MEETING	: N/A
CLOSING DATE	: 06 October 2023
CLOSING TIME	: 12H00
LOCATION OF TENDER BOX	: <b>Tender Box</b> at the George Municipality, on the First Floor, Directorate: Financial Services, Supply Chain Management Unit, Civic Centre, York Street, George.

**GEORGE MUNICIPALITY**

**DIRECTORATE: ELECTROTECHNICAL SERVICES**

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APPOINTMENT**

**The Tender (Part T)**

**PART T1 Tender Procedures**

- T1.1 Tender Notice and Invitation to Tender
- T1.2 Tender Data

**PART T2 Returnable Documents (All documents / schedules are returnable)**

- T2.1 List of Returnable Schedules Required for Tender Evaluation and Returnable Schedules
- T2.2 Other documents that will be incorporated into the contract
- T2.3 Returnable Schedules that will be incorporated in the contract

## GEORGE MUNICIPALITY

### DIRECTORATE: ELECTROTECHNICAL SERVICES

TENDER NUMBER: ENG014/2023

### APPOINTMENT OF A SUITABLE CONTRACTOR FOR THE REDESIGN, SUPPLY, INSTALLATION AND COMMISSIONING OF POWER FACTOR EQUIPMENT, FOR A PERIOD OF THREE YEARS FROM DATE OF APPOINTMENT

## Tender Notice and Invitation to Tender (T1.1)

Tenders are hereby invited for the:

**APPOINTMENT OF A SUITABLE CONTRACTOR FOR  
THE REDESIGN, SUPPLY, INSTALLATION AND  
COMMISSIONING OF POWER FACTOR EQUIPMENT**

Completed tenders in a sealed envelope, clearly marked:

**Tender No. ENG 014/2023**, must be placed in the tender box at the George Municipality on the First Floor, Department: Financial Services, Supply Chain Management, York Street, George by no later than **12:00 on Friday, 06 October 2023**. Tenders will be opened on the same day in the Committee Room at 12:05. Late or unmarked tenders will not be considered. No posted tenders or tenders per fax or e-mail will be accepted.

A minimum CIDB contractor grading designation of 2EP or higher. The Contractor's grading must, however, be in accordance with the total sum awarded to that particular Contractor.

Tender documents are available at a non-refundable deposit of R 267-95 each from the Supply Chain Management Unit, First Floor, Civic Centre, York Street, George.

Tender documents are available on the George Municipality's website: [www.george.gov.za](http://www.george.gov.za), free of charge.

Tenders will be evaluated and adjudication in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) Regulations 2022; the George Municipality's Supply Chain Management Policy as well as the George Municipality's Preferential Procurement Policy, where 80 points will be scored for price and 20 points for B-BBEE status and Specific Goals.

For more information, contact Mr. Kobus Wilken at (044) 874 3917 or [icwilken@george.gov.za](mailto:icwilken@george.gov.za)

**The Municipality reserves the right to withdraw any invitation to**

Tenders word hiermee ingewag vir die van:

**AANSTELLING VAN 'N GEPASTE KONTRAKTEUR VIR DIE  
HERONTWERP, VOORSIENING, INSTALLASIE EN IN DIENS  
STEL VAN KRAGFAKTORTOERUSTING**

Voltooiende tenders in 'n verseëelde koevert, duidelik gemerk:

**Tender Nr . ENG 014/2023**, moet voor **Vrydag, 06 Oktober 2023**, om **12:00** in die tenderbus by die George Munisipaliteit op die Eerste Vloer, Departement: Finansiële Dienste, Voorsieningskanaal Bestuurseenheid, Burgersentrum, Yorkstraat, George geplaas word. Tenders sal om 12:05 dieselfde dag in die Komiteekamer oopgemaak word. Laat of ongemerkte tenders sal nie oorweeg word nie. Geen tenders per pos, faks of e-pos sal aanvaar word nie.

'n Minimum kontrakteurs CIDB gradering van 2EP of hoër. Die Kontrakteur se gradering moet egter in ooreenstemming wees met die totale bedrag wat aan daardie spesifieke Kontrakteur toegeken word.

Tender dokumente is verkrygbaar teen 'n R267-95 nie-terugbetaalbare deposito elk by die Voorsieningskanaalbestuur Eenheid op die Eerste Vloer, Burgersentrum, Yorkstraat, George.

Tender dokumente is gratis op die George Munisipaliteit se webblad beskikbaar: [www.george.gov.za](http://www.george.gov.za)

Tenders sal ge-evalueer en toegeken word in terme van die Wet op die Raamwerk vir Voorkeurverkrygingsbeleid (Wet 5 van 2000) Regulasies 2022; die George Munisipaliteit se Voorsieningskanaalbestuursbeleid sowel die George Munisipaliteit se Voorkeurverkrygingsbeleid, waar 80 punte ten opsigte van die prys en 20 punte ten opsigte van B-BBEE status en Spesifieke Doelwitte toegeken sal word.

Vir verdere inligting, kontak Mr. Kobus Wilken by (044) 874 3917 or [icwilken@george.gov.za](mailto:icwilken@george.gov.za)

**Die Munisipaliteit behou die reg voor om enige versoek vir 'n tender terug te trek en/of te her-adverteer of enige**

<p>tender and/or to readvertise or reject any quotation or to accept a part of it. The Municipality is not bound to accept the lowest or any tender .</p> <p>A TCS PIN for bidders' tax compliance information must be submitted with the tender document.</p> <p>It will be required from all successful bidders to register on the Central Supplier Database (CSD).</p> <p>DR M GRATZ MUNICIPAL MANAGER GEORGE MUNICIPALITY GEORGE 6530</p>	<p>tender te verwerp of gedeeltelik te aanvaar. Die Munisipaliteit is nie daartoe gebind om die laagste of enige tender te aanvaar nie.</p> <p>'n "TCS PIN" vir bieërs se belasting nakoming inligting moet ingesluit wees by die tender dokument.</p> <p>Dit sal van alle suksesvolle bieërs verwag word om op die Sentrale Verskaffersdatabasis (SVD) te registreer.</p> <p>DR M GRATZ MUNISIPALE BESTUURDER GEORGE MUNISIPALITEIT GEORGE 6530</p>
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**Tender Data (T1.2)**

<b>Clause number</b>	The conditions of Tender are the <b>Standard Conditions of Tender</b> as contained in the Construction Industry Development Board (CIDB) Standard for Uniformity in Engineering and Construction Works Contracts, August 2019 (See www.cidb.org.za). The Standard Conditions of Tender for Procurements make several references to the Tender Data for details that apply specifically to this Tender. 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.
<b>C.1</b>	<b>General</b>
<b>C.1.1</b>	The Employer is the GEORGE MUNICIPALITY, DIRECTORATE: ELECTROTECHNICAL SERVICES, PO Box 19, George, 6530.
<b>C.1.2</b>	<b>Tender Documents</b>
	<p>The Tender documents issued by the Employer comprise:</p> <p><b><u>The Tender</u></b>  <b>Part T1: Tender Procedures</b>  T1.1 Tender notice and invitation to tender  T1.2 Tender data</p> <p><b>Part T2 Returnable Documents</b>  T2.1 List of returnable documents  T2.1 Returnable schedules  T2.2 Other documents required for tender evaluation purposes T2.3.  Returnable schedules that will be incorporated in the contract</p> <p><b><u>The Contract</u></b>  <b>Part C1: Agreement and contract data</b>  C1.1 Form of offer and acceptance  C1.2 Contract data  C1.3 Objections and Complainants form</p> <p><b>Part C2: Pricing data</b>  C2.1 Pricing instructions  C2.2 Pricing Schedule / Bill of Quantities / Activity Schedule</p> <p><b><u>Part C3: Scope of Works</u></b>  C3.1 Description of works  C3.2 Engineering  C3.3 Procurement  C3.4 Construction  C3.5 Management  C3.1 Annexures</p> <p><b>Part C4: Site Information</b>  C4.1 Site Information</p>



<b>C.1.3</b>	<b>Interpretation</b>
C.1.3.1	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 conditions of tender.
C.1.3.2	These conditions of tender, the tender data and tender schedules which are required for tender evaluation purposes, shall form part of any contract arising from the invitation to tender/quote.
C.1.3.3	For the purposes of these conditions of tender, the following definitions apply: a) <b>conflict of interest</b> means any situation in which: i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially; ii) an individual or tenderer is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or iii) incompatibility or contradictory interests exist between an employee and the tenderer who employs that employee. b) <b>comparative offer</b> means the price after the factors of a non-firm price and all unconditional discounts it can be utilized to have been taken into consideration; c) <b>corrupt practice</b> means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; d) <b>fraudulent practice</b> means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels.
<b>C.1.4</b>	<b>Communication and employer’s agent</b>
	Name: Mr Kobus Wilken Address: 71 York Street, George Tel: (044) 874 3917 E-mail: <a href="mailto:jcwiken@george.gov.za">jcwiken@george.gov.za</a> .
<b>C.1.5</b>	<b>Cancellation and Re-Invitation of Tenders</b>
C.1.5.1	An employer may, prior to the award of the tender, cancel a tender if- a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation; b) funds are no longer available to cover the total envisaged expenditure; or c) no acceptable tenders are received. d) there is a material irregularity in the tender process.
C.1.5.2	The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised.
C.1.5.3	An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.
<b>C.1.6</b>	<b>Procurement procedures</b>
<b>C.1.6.1</b>	<b>General</b>
	Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.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.
<b>C.2</b>	<b>Tenderer’s obligations</b>
<b>C.2.1</b>	<b>Eligibility</b>

C.2.1	<p>Only those tenderers who satisfy the following criteria are eligible to submit tenders:</p> <p>a) Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for CE class of construction work, are eligible to have their tenders evaluated. A <b>2EP</b> contractor grading designation or higher is anticipated.</p> <p>b) Joint ventures provided that:</p> <p>i) Every member of the joint venture is registered with the CIDB;</p> <p>ii) The lead partner has a contractor grading designation not lower than one level below the required SL designation class of construction work;</p> <p>iii) The combined contractor grading designation calculated in accordance with the Construction Industry Development Board Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for that CE class of construction work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations; and</p> <p>iv) All members of the joint venture submit copies of the returnable documentation or original copies where it is so stipulated, as well as for the following:</p> <ul style="list-style-type: none"> <li>• The tax compliance status PIN must be for the Joint Venture / Consortium or individual tax compliance status PIN's for all the members of the Joint Venture.</li> <li>• A valid consolidated BBBEE Verification Certificate must be submitted for the Joint Venture / Consortium, failing which the Tenderer will score zero points for Preference.</li> </ul>
C.2.1.1	<p>Only Tenderers that meet the following pre-qualification conditions are eligible to have their tenders further evaluated.</p> <p>a) Quality control practices and procedures which ensure compliance with stated employer's requirements.</p> <p>(b) Availability of resources.</p> <p>(c) Capacity to mobilize own and sub-contracting resources.</p> <p>(d) Availability of skills to manage and perform the contract (assigned personnel).</p> <p>(e) Quality achievements on previous contracts of a similar nature.</p> <p>(f) Previous work of a similar nature.</p> <p>1. Supply only locally produced goods meeting the following minimum threshold for local production and content: N/A For this purpose, the MBD 6.2 – Declaration Certificate for Local Content which is attached under Part T2.2.11 must be completed and duly signed. The exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of the advertisement of the tender, and the South African Bureau of Standards (SANS) approved technical specification number SATS 1286:2011 method must be used for the calculation of the local production and content.</p> <p>2. A minimum CIDB contractor grading designation of <b>2EP</b> or higher and must be registered on the central supplier's database (CSD). The Contractor's grading must, however, be in accordance with the total sum awarded to that particular Contractor. Proof of the Tenderer's CIDB registration and contractor grading and CSD registration must be submitted with the tender. Tenderers who fail to comply with these conditions will be disqualified.</p>

	Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.	
<b>C.2.7</b>	The arrangements for a <b>compulsory clarification meeting</b> are:	
	<b>Date: N/A</b> <b>Starting time: N/A</b>	<b>Location: N/A</b>
<b>C.2.11</b>	<b>Alterations to documents</b>	
	Do 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.	
<b>C.2.12</b>	<b>No alternative tender offers will be considered.</b>	
C.2.13.1	Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.	
C.2.13.2	Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.	
C.2.13.3	Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.	
C.2.13.4	Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.	
C.2.13.5	Seal the original and each copy of the tender offer as separate packages marking the packages as “ORIGINAL” and “COPY”. Each package shall state on the outside the employer’s address and identification details stated in the tender data, as well as the tenderer’s name and contact address.  <u>The Employer’s address for delivery of tender offers and identification details are:</u> George Municipality, First Floor, Directorate: Financial Services, Supply Chain Management Unit, Civic Centre, York Street, George (location of tender box). The identification details are: Tender number <b>ENG014/2023</b>	
C.2.13.6	A two-envelope system will <b>not</b> be followed.	
C.2.13.7	Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer’s address and identification details as stated in the tender data.	
C.2.13.8	Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.	
C.2.13.9	Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.	

<b>C.2.14</b>	<b>Information and data to be completed in all respects</b>
	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.
<b>C.2.15</b>	<b>Closing time</b>
C.2.15.1	Ensure that the employer received the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.  The closing time for submission of tender offers is at <b>12H00 on 06 October 2023</b>
C.2.15.2	Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.
<b>C.2.16</b>	<b>Tender offer validity</b>
C.2.16.1	The tender offer validity period is 84 days.
<b>C.2.17</b>	<b>Clarification of tender offer after submission</b>
	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.
<b>C.2.18</b>	<b>Provide other material</b>
C.2.18.1	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.  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.
<b>C.2.19</b>	<b>Inspections, tests, and analysis</b>
	Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.
<b>C.2.22</b>	<b>Return of other tender documents</b>
	If so instructed by the employer, return all retained tender documents within twenty-eight (28) days after the expiry of the validity period stated in the tender data.
<b>C.2.23</b>	<b>Certificates</b>
	Include in the tender submission or provide the employer with any certificates as stated in the tender data.
C.3.4.1	The time and location for opening of the tender offers is: <b>12h05 on 06 October 2023. The Tender Box at the George Municipality is on the First Floor, Directorate: Financial Services, Supply Chain Management Unit, Civic Centre, York Street, George. Tenders will be opened in the Committee Room</b>

<b>C.3.11</b>	<b>Evaluation of tender offers</b>
	<p>Method 1: Price and Preference will be used</p> <ol style="list-style-type: none"> <li>1) Score tender evaluation points for price.</li> <li>2) Score points for BBEE contribution.</li> </ol> <p>Add the points scored for price and BBEE to two decimal places</p>
<b>C.3.13</b>	<b>Acceptance of tender offer</b>
	<p>Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the tenderer:</p> <ol style="list-style-type: none"> <li>a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement;</li> <li>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;</li> <li>c) has the legal capacity to enter into the contract;</li> <li>d) is not; insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing;</li> <li>e) complies with the legal requirements, if any, stated in the tender data; and</li> <li>f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.</li> </ol>
<b>C.3.17</b>	<b>Provide copies of the contracts</b>
	<p>Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.</p>

**B-BBEE certificates submitted with the tender documents MUST be a VALID ORIGINAL B-BBEE CERTIFICATE or VALID CERTIFIED COPY OF THE B-BBEE CERTIFICATE.**

**In the case of a Trust, Consortium or Joint Venture, they will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.**

**TAX COMPLIANCE INFORMATION**

**PART A**

Tax Compliance Status	TCS Pin:	or	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
<p><b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVIT (FORM EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b></p>			
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 2.]
Signature of Bidder	.....	Date	.....

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. TAX COMPLIANCE REQUIREMENTS</b>		
1.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
1.2	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.	
1.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .	
1.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B2.	
1.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
1.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
1.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL CUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
<b>2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b> [Tick Applicable Box]		
2.1	Is the entity a resident of the Republic of South Africa (RSA)?	YES NO
2.2	Does the entity have a branch in the RSA?	YES NO
2.3	Does the entity have a permanent establishment in the RSA?	YES NO
2.4	Does the entity have any source of income in the RSA?	YES NO
2.5	Is the entity liable in the RSA for any form of taxation?	YES NO
<b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.</b>		

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

Signature of Bidder: .....

Capacity Under Which This Bid Is Signed: .....

Date: .....

**DECLARATION OF INTEREST**

1.	No bid will be accepted from persons in the service of the state*.	
2.	Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.	
3.	In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.	
3.1	Full Name of bidder or his / her representative: .....	
3.2	Identity number: .....	
3.3	Position occupied in the Company (director, trustee, shareholder <sup>2</sup> ): .....	
3.4	Company Registration Number: .....	
3.5	Tax Reference Number: .....	
3.6	VAT Registration Number: .....	
3.7	The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers (where applicable) must be indicated in paragraph 4 below.	
3.8	Are you presently in the service of the state?*	<b>YES / NO</b>
3.8.1	If yes, furnish the following particulars:  Name of person / director / trustee / shareholder member: .....  Name of state institution at which you or the person connected to the bidder is employed: .....  Position occupied in the state institution: .....  Any other particulars: ..... .....	
3.9	Have you been in the service of the state for the past twelve months?	<b>YES / NO</b>



3.9.1	If so, furnish particulars. ..... .....	
3.10  3.10.1	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?  If yes, furnish the following particulars:  Name of person: .....  Name of state institution at which you or the person connected to the bidder is employed: .....  Position occupied in the state institution: .....  Any other particulars: ..... .....	<b>YES / NO</b>
3.11  3.11.1	Are you aware of any relationship (family, friend, other) between the bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid?  If yes, furnish the following particulars:  Name of person: .....  Name of state institution at which you or the person connected to the bidder is employed: .....  Position occupied in the state institution: .....  Any other particulars: ..... .....	<b>YES / NO</b>
3.12  3.12.1	Are any of the company’s directors, managers, principal shareholders or stakeholders in the service of the state?  If yes, furnish the following particulars:  Name of person / director / trustee / shareholder / member: .....	<b>YES / NO</b>

	Name of state institution at which you or the person connected to the bidder is employed: .....  Position occupied in the state institution: .....  Any other particulars: ..... .....	
3.13    3.13.1	Is any spouse, child or parent of the company’s directors, trustees, managers, principle shareholders or stakeholders in the service of the state?  If yes, furnish the following particulars:  Name of person / director / trustee / shareholder / member: .....  Name of state institution at which you or the person connected to the bidder is employed: .....  Position occupied in the state institution: .....  Any other particulars: ..... .....	<b>YES / NO</b>
3.14   3.14.1	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?  If yes, furnish particulars:  .....  .....	<b>YES / NO</b>
4. Full details of directors / trustees / members / shareholders:		
<b>THE FOLLOWING INFORMATION IS COMPULSORY TO COMPLETE:</b>		
<b>Full Name</b>	<b>Identity Number</b>	<b>Individual Tax Number for each</b>
		<b>State Employee Number (where</b>

		<b>Director</b>	<b>applicable)</b>
<b>5.</b>	<b>The contract will be automatically cancelled if there is a conflict of interest which is not disclosed by the bidder.</b>		

**Protection of Personal Information Act, 2013 (Act no.4 of 2013) (POPIA)**

All parties agree that they will comply with Protection of Personal Information Act, 2013 (Act no.4 of 2013) (POPIA) and process all the information and/or personal data in respect of the goods and/or services being rendered in accordance with the said act and only for the purpose of providing the goods and/or services set out in the agreement to provide such goods and/or services.

The contract between the municipality and the service provider must ensure compliance with the Protection of Personal Information Act, 2013 (Act no.4 of 2013) (POPIA), in that the service provider establishes and maintains security measures to safeguard personal information being processed on behalf of the municipality. The service provider must notify the municipality immediately in an event where there are reasonable grounds to believe personal information has been accessed by an unauthorized person.

The contract with a service provider must ensure confidentiality of personal information processed on behalf of the municipality. A supply contract with a service provider must include standard clauses outlining joint responsibility in terms of the protection of personal information.

.....  
Signature

.....  
Date

.....  
Capacity

.....  
Name of Bidder

<sup>1</sup>MSCM Regulations: “in the service of the state” means to be -

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

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

## MBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022**

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

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

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

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

**1.2 To be completed by the organ of state**

*(Delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- (a) Price;
- (b) BBBEE; and
- (c) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>BBBEE</b>	10
<b>SPECIFIC GOALS</b>	10
<b>Total points for PRICE and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 **Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.**
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 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 tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{min}$  = Price of lowest acceptable tender

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

## 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

## 4. POINTS AWARDED FOR BBEE AND SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:

## 4.1.1 Points awarded for B-BBEE Level of Contributor

In terms of the Specific Goals as per the George Municipality Preferential Procurement Policy, preference points must be awarded to a tenderer for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
1	10	5
2	9	4.5
3	7	3
4	6	2.5
5	4	2
6	3	1.5
7	2	1
8	1	0.5
Non-compliant contributor	0	0

**Bidder MUST submit a valid BBEE certificate, failure to attach no points will be awarded for BBEE points.**

## 4.1.2 Points awarded for Specific Goals

In terms of the Specific Goals as per the George Municipality Preferential Procurement Policy, preference points must be awarded to a Tenderer for Locality in accordance with the table below:

Locality of Tenderer’s Office	Number of points (80/20 system)	Number of points (90/10 system)
Within the boundaries of George Municipality	10	5
Within the boundaries of the Garden Route District Municipality	6	3
Within the borders of the Western Cape	4	2
Outside the borders of the Western Cape	2	1

**Bidder MUST submit proof of address (e.g., municipal account, rental/lease agreement, or affidavit) not older than three (3) months. Failure to attach proof will result in no points awarded for Specific Goals.**

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**5. BID DECLARATION**

Tenderers who claim points in respect of BBEE must complete the following:

**B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 4.1 AND 4.1.1**

5.1. **Contribution to BBEE: ..... = .....(maximum of 5 or 10 points)**

(Points claimed in respect of paragraph 5.1 must be in accordance with the table reflected in paragraph 4.1.1 and **must be substantiated by relevant proof of B-BBEE status level of contributor.**)

**LOCALITY OF TENDERERS OFFICE CLAIMED IN TERMS OF PARAGRAPHS 4.1 AND 4.1.2**

5.2. **Contribution to specific Goals: ..... = .....(maximum of 5 or 10 points)**

(Points claimed in respect of paragraph 5.2 must be in accordance with the table reflected in paragraph 4.1.2 and **must be substantiated by relevant proof of address of a company office.**)

**DECLARATION WITH REGARD TO COMPANY/FIRM**

5.3. Name of company/firm.....

5.4. Company registration number: .....

5.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 5.1 and 5.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process.
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct.
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
  - (d) recommend that the tenderer or contractor, its shareholders,



and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution, if deemed necessary.

	..... SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	.....
DATE:	.....
ADDRESS:	..... .....

**B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES  
(ISSUED IN TERMS OF THE AMENDED CONSTRUCTION SECTOR CODE)**

**(Gazette Vol. 630 No. 41287)**

Issued in terms of paragraph 3.6.2.4.1 (B)

I, the undersigned,

<b>Full names and surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a Member / Director / Owner of the following enterprise and am duly authorized to act on its behalf:

<b>Enterprise Name:</b>			
<b>Trading Name (If Applicable):</b>			
<b>Registration Number:</b>			
<b>Physical Address:</b>			
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>			
<b>Nature of Construction Business: Indicate the applicable category with a tick.</b>	<b>BEP</b> (Built Environment Professional)	<b>Contractor</b>	<b>Supplier</b>
<b>Definition of “Black People”</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds, and Indians – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalization before 27 April 1994; or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”		
<b>Definition of “Black Designated Groups”</b>	“Black Designated Groups” means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution. (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”		

- I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is \_\_\_\_\_% Black Owned
- The Enterprise is \_\_\_\_\_% Black Female Owned
- The Enterprise is \_\_\_\_\_% Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)
  - Black Youth % \_\_\_\_\_%

- Black Disabled % \_\_\_\_\_%
- Black Unemployed % \_\_\_\_\_%
- Black People living in Rural areas % \_\_\_\_\_%
- Black Military Veterans % \_\_\_\_\_%

**Construction Sector Affidavit**

1. Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was less than the applicable amount confirmed **by ticking the applicable box below.**

BEP	R1.8 million	
Contractor	R3.0 million	
Supplier	R3.0 million	

*If the turnover exceeds the applicable amount in the table above, then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.*

2. Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box below.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
At least 30% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	<b>Level Five</b> (80% B-BBEE procurement recognition level)	

3. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
4. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**COMMISSIONER OF OATHS**  
**SIGNATURE & STAMP**

MBD8

## 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:
  - 3.1 abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system.
  - 3.2 been convicted for fraud or corruption during the past five years.
  - 3.3 willfully neglected, reneged on, or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - 3.4 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 as a company or person prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury’s ebsite (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - 3.1 take all reasonable steps to prevent such abuse.
  - 3.2 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
  - 3.3 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 (MBD9) must be completed and submitted with the bid:

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_ (Bid Number and Description)

in response to the invitation for the bid made by:

**GEORGE 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)

- 6. I have read and I understand the contents of this Certificate.
- 7. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
- 8. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
- 9. 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.
- 10. 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:
  - 10.1 has been requested to submit a bid in response to this bid invitation.
  - 10.2 could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - 10.3 Provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

**MBD9**

- 11 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
- 12 In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - 12.1 prices.
  - 12.2 geographical area where product or service will be rendered (market allocation);
  - 12.3 methods, factors or formulas used to calculate prices;
  - 12.4 the intention or decision to submit or not to submit, a bid;
  - 12.5 the submission of a bid which does not meet the specifications and conditions of the bid; or bidding with the intention not to win the bid.
- 13. 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.
- 14. 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.
- 15. 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

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



**CERTIFICATE FOR MUNICIPAL SERVICES (COMPULSORY TO COMPLETE)**

Information required in terms of the Supply Chain Management Regulations, Regulation 28 (1) (c).

<b>Tender Number:</b> ENG014/2023
<b>Name of the Bidder:</b> _____

**DETAILS OF THE BIDDER/S: Owner / Proprietor / Director(s) / Partner(s), etc:**

Physical Business address of the Bidder	Municipal Account Number(s)

If there is not enough space for all the names, please attach the additional details to the Tender document.

Name of Director / Member / Partner	Identity Number	Physical <b>residential</b> address of Director / Member / Partner	Municipal Account number(s)

I, \_\_\_\_\_, the undersigned,  
(full name in block letters)

certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment if overdue for more than 30 days.

\_\_\_\_\_  
Signature

THUS DONE AND SIGNED for and on behalf of the Bidder / Contractor

at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2023

**PLEASE NOTE:**

**MUNICIPAL ACCOUNTS FOR ALL PROPERTIES OWNED BY BIDDER/S MUST BE ATTACHED TO THE TENDER DOCUMENT!**

Even if the requested information is not applicable to the Bidder, the table above should be endorsed **NOT APPLICABLE** with a reason and **THIS DECLARATION MUST STILL BE COMPLETED AND SIGNED.** In the event of leasing, a lease agreement **MUST** be attached to the tender document.

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## Returnable Documents (Part T2)

*(ALL Documents and Schedules MUST BE RETURNED for the TENDER to Qualify)*

- T2.1 List of Returnable Schedules Required for Tender Evaluation & Returnable Schedules
- T2.2 Other documents that will be incorporated into the contract
- T2.3 Returnable Schedules that will be incorporated in the contract

### **NOTE:**

Although the documents under Part T2 is headed “Returnable Documents” in line with the CIDB model, these are not the only documents to be returned together with the Tender. **All** the documents indicated on document T1, must be completed and signed where applicable and submitted as a **complete set of documents**.

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**List of Returnable Schedules Required for Tender  
Evaluation Purposes (T2.1)**

- Form 2.1.1 General Information
- Form 2.1.2 Authority for Signatory
- Form 2.1.3 Schedule of Work Carried Out by Tenderer
- Form 2.1.4 Proposed Key Personnel
- Form 2.1.5 Schedule of Infrastructure and Resources
- Form 2.1.6 Schedule of Approach and Methodology
- Form 2.1.7 Schedule of Proposed Sub-Contractors
- Form 2.1.8 Financial References

**FORM 2.1.1 GENERAL INFORMATION**

1. Name of tendering entity: \_\_\_\_\_

1. Contact details

Address : \_\_\_\_\_  
\_\_\_\_\_

Tel no : (\_\_\_\_\_) \_\_\_\_\_

Fax no : (\_\_\_\_\_) \_\_\_\_\_

E-mail address : \_\_\_\_\_

2. 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)

3. Income tax reference number: \_\_\_\_\_  
(in the case of a joint venture, provide for all joint venture members)

4. Regional services area where the enterprise is registered: \_\_\_\_\_  
(In the case of a joint venture, provide for all joint venture members)

5. Regional services levy registration number: \_\_\_\_\_  
(In the case of a joint venture, provide for all joint venture members)

6. VAT registration number: \_\_\_\_\_  
(In the case of a joint venture, provide for all joint venture members)

- 8. Company or closed corporation registration number: \_\_\_\_\_  
(In the case of a joint venture, provide for all joint venture members)
  
- 9. Details of proprietor, partners, closed corporation members, or company directors, indicating technical qualifications where applicable (Form on the next page).
  
- 10. For joint ventures the following must be attached (**COMPULSORY**):
  - Written power of attorney for authorised signatory.
  - **Pro-forma of the joint venture agreement.**  
\* If the Joint Venture Agreement is not attached, the tender will not be considered!

**DETAILS OF PROPRIETOR, PARTNERS, CLOSED CORPORATION MEMBERS OR COMPANY DIRECTORS**

Name and Identity Number	Relevant qualifications and experience	Years of relevant experience

**Name of Tendering Entity :** \_\_\_\_\_

**Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_

**FORM 2.1.2 AUTHORITY FOR SIGNATORY**

Details of person responsible for Tender process

Name .....

Contact number ( ) .....

Address of office submitting the Tender .....

Telephone no ( ) .....

Fax no ( ) .....

E-mail 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 Number .....and any Contract which may arise there from on behalf of

(BLOCK CAPITALS) .....

SIGNED ON BEHALF OF THE COMPANY .....

IN HIS CAPACITY AS .....

DATE .....

FULL NAMES OF SIGNATORY .....

AS WITNESSES 1. ....

2. ....

**FORM 2.1.3 SCHEDULE OF WORK CARRIED OUT BY TENDERER**

**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. In addition to any requirements, bidders must furnish particulars of:

- a. all construction works provided to an organ of state in the last five years;
- b. any similar construction works provided to an organ of state in the last five years.

This information is material to the award of the Contract.

Description	Value (R, VAT excluded)	Year(s) executed	Reference		
			Name	Organisati on	Tel no

Name of Tendering  
Entity:

Signature :

Date :

**FORM 2.1.4 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.

DESIGNATION	NAME OF	NATIONALITY:	SUMMARY OF		HDI Status	Fee (Time Based)
	NOMINEE (ii) ALTERNATE		QUALIFICATIONS AND NQF STATUS	EXPERIENCE AND PRESENT OCCUPATION	Yes/No	
HEADQUARTERS Partner/director						
Project manager						
Other key staff (give designation)						

**Name of Tendering Entity :** \_\_\_\_\_

**Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_



**Returnable Schedules Required For Tender Evaluation**

**Part T2.1**

Form 2.1.4 continued ....

DESIGNATION	NAME OF	NATIONALITY:	SUMMARY OF		HDI Status Yes/No	Fee (Time Based)
	NOMINEE (ii) ALTERNATE		QUALIFICAT- IONS AND NQF STATUS	EXPERIENCE AND PRESENT OCCUPATION		
<u>CONSTRUCTION MONITORING</u>						
Other key staff (give designation)						

**Name of Tendering Entity :** \_\_\_\_\_

**Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_

**FORM 2.1.5 SCHEDULE OF INFRASTRUCTURE AND RESOURCES**

Provide information on the following:

**Infrastructure and resources available**

Physical facilities

Description	Address	Area (m <sup>2</sup> )

**Equipment**

Provide information on equipment and resources that you have available for this project  
(attach details if the spaces provided are not enough)

<b>Description: Equipment owned</b>	<b>Number of units</b>
<b>Description: Computer Hardware</b>	<b>Number of units</b>
<b>Description: Software to be Used</b>	<b>Number of units</b>

**Size of enterprise and current workload:**

What was your turnover in the previous financial year? .....

What is the estimated turnover for your current financial year? .....

**List your current contracts and obligations:**

Description	Value ®	Start date	Duration	Expected completed date

Do you have the capacity to supply the goods and services described in this Tender, should the contract be awarded to you? YES / NO

**Staffing Profile:**

Provide information on the staff that you have available to execute this contract (attach a separate list if the space provided is insufficient)

Permanently employed staff : gender and race	Number of staff
Temporary staff to be employed for the project : gender and race	Number of staff

**Name of Tendering Entity :** \_\_\_\_\_

**Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_

**FORM 2.1.6 SCHEDULE OF APPROACH AND METHODOLOGY/ WORK PLAN**

**Understanding the terms of reference / brief**

- 1. Do you as the contractor understand what is required in terms of the project stated above?

Yes		No	
-----	--	----	--

(Tick Appropriate Block)

- 2. If you answered Yes to question 1 above, please explain briefly your understanding of the project in no more than 50 words.


- 3. Considering questions 1 and 2 above, please provide in summary, details of your proposed approach and work plan to the successful completion of the above project.


- 4. Briefly state if you have any innovative approach for this particular project mentioned above, that you feel will be unique but also economically superior to the normal workable approach at presently undertaken as the norm.


**Name of Tendering Entity :** \_\_\_\_\_

**Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_

**FORM 2.1.7 SCHEDULE OF SUB-CONTRACTORS**

The Bidder shall list below the sub-contractors he/she proposes to employ for part(s) of the work.

*If any or all of the sub-contractor/s listed hereunder are not approved subsequent to acceptance of the Tender, it shall in no way invalidate the Tender or the Contract, and the Tendered unit rates for the respective items of work shall remain final and binding even if a sub-contractor/s not listed below is approved by the Employer.*

Sub- Contractor's Name	Work Activities to be undertaken by the Sub-contractor	Work Recently Executed by Sub-contractor

**FORM 2.1.8 FINANCIAL REFERENCES****FINANCIAL STATEMENTS**

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

**DETAILS OF TENDERING ENTITY'S BANK**

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

<b>DESCRIPTION OF BANK DETAIL</b>	<b>BANK DETAILS APPLICABLE TO TENDERER 'S HEAD OFFICE</b>
Name of bank	
Branch name	
Branch code	
Street address	
Postal address	
Name of manager	
Telephone number	(    )
Fax number	(    )
Account number	

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**Other Documents Required For Tender Evaluation  
Purposes (Part T2.2)**

- |            |   |
|------------|---|
| Form 2.2.1 | Certificate of Tenderer's Attendance at the Compulsory Information Session / Site Meeting     |
| Form 2.2.2 | Written Proof of Tenderers registration at the Construction Industry Development Board (CIDB) |

**FORM 2.2.1 CERTIFICATE OF TENDERER'S ATTENDANCE AT THE COMPULSORY CLARIFICATION MEETING N/A**

This is to certify that I, ..... ,  
representative of (Tenderer) .....

.....  
of (address) .....

.....  
.....

Telephone number .....

Fax number .....

attended Clarification Meeting on **N/A** in the company of  
(George Municipality / Employer's Representative) .....

**PLEASE NOTE:**

Tenderers are requested to submit the minutes received at above-mentioned compulsory information session/meeting with their Tender documents. (Non-submission of this information may lead to rejection of this Tender)

**TENDERER 'S REPRESENTATIVE:** .....

**GEORGE MUNICIPALITY / EMPLOYER'S REPRESENTATIVE:** .....



**FORM 2.2.2 PROOF OF REGISTRATION AT THE CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB)**

The Tenderer is to affix to this page:

- Written proof of Tenderers registration at the CIDB.

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**Returnable Schedules that will be Incorporated in  
the Contract (Part T2.3)**

Form 2.3.1

Record of Addenda to Tender Documents

**FORM 2.3.1 RECORD OF ADDENDA TO TENDER DOCUMENTS**

We confirm that the following communications received from the Employer before the submission of this Tender offer, amending the Tender documents, have been taken into account in this Tender offer:

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

Attach additional pages if more space is required.

Signed: ..... Date: .....

Name: ..... Position: .....

SIGNED ON BEHALF OF TENDERER: .....

**1. Infrastructure and resources available**

Evaluation of the following in terms of the size, nature and complexity of goods and/or services required:

- Physical facilities.
- Infrastructure and resources available for the contract owned by the Tenderer.
- Infrastructure and resources the Tenderer intends renting, should the contract be awarded to him.

**2. Size of enterprise, and current workload**

Evaluation of the Tenderer'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 Tenderer's position in terms of:

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

**4. Previous experience**

Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following:

- Experience in the relevant technical field
- Experience of contracts of similar size
- Some or all of the references will be contacted to obtain their input.

**5. Financial ability to execute the contract**

Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:

- Professional indemnity
- Contact the Tenderer's bank manager to assess the Tenderer's financial ability to execute the contract and the Tenderer hereby grants his consent for this purpose.

If the Tender does **not** meet the requirements contained in the George Municipality Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.

**6. Penalties**

The George Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Departmental Head, one or more of the following penalties will be imposed:

- Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer.
- Impose a financial penalty of twice the theoretical financial preference associated with the claim, which was made in the Tender.

- Restrict the Tenderer, its shareholders and directors on obtaining any business from the George Municipality for a period of 5 years.

### Compliance with Employment Equity Act 55 of 1998

Attach a valid certificate from the Department of Labour, or a declaration (Refer to Equity Ownership Table) by the designated EMPLOYER, that the EMPLOYER complies with the relevant chapters of the Employment Equity Act.

A failure to comply with the above is sufficient ground for rejection of any offer to conclude an agreement or for cancellation of the agreement.

### Definitions in terms of the last-mentioned Act.

“designated EMPLOYER means-

- an EMPLOYER who employs 50 or more employees;
- an EMPLOYER who employs fewer than 50 employees, but has a total annual turnover that is equal to or above the applicable annual turnover of a small business in terms of Schedule 4 to this Act.”

### “Schedule 4”

### TURNOVER THRESHOLD APPLICABLE TO DESIGNATED EMPLOYERS

Sector or sub sector in accordance with the Standard Industrial Classification	Total annual turnover
Agriculture	R 2,00 m
Mining and Quarrying	R 7,50 m
Manufacturing	R 10,00 m
Electricity, Gas and Water	R 10,00 m
Construction	R 5,00 m
Retail and Motor Trade and Repair Services	R 15,00 m
Wholesale Trade, Commercial Agents and Allied Services	R 25,00 m
Catering, Accommodation and other Trade	R 5,00 m
Transport, Storage and Communications	R 10,00 m
Finance and Business Services	R 10,00 m
Community, Social and Personal Services	R 5,00 m

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**The Contract (Part C)**

Part C1	Agreement and Contract Data
Part C2	Pricing Data
Part C3	Scope of Works

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**Agreement And Contract Data (Part C1)**

Part C1.1	Form of Offer and Acceptance
Part C1.2	Contract Data
Part C1.3	Objections and Complainants Form
Part C1.4	<b>Form of Professional Indemnity Insurance / Form of Guarantee??</b>

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**Form of Offer and Acceptance (Part C1.1)**

**(AGREEMENT) OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of:

.....

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 apart 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 \_\_\_\_\_

(Name and address of organisation)



**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 C1 Agreements and Contract Data  
(which includes this Form of Offer and Acceptance)
- Part C2 Pricing Data
- Part C3 Scope of Work

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

The Tenderer shall within two weeks after receiving a completed copy of this Agreement, contact the Employer's representative (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. 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 Contractor) within five working 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: \_\_\_\_\_

Name \_\_\_\_\_

Capacity **DIRECTOR: ELECTROTECHNICAL SERVICES**

**GEORGE MUNICIPALITY  
CIVIC CENTRE  
YORK STREET  
GEORGE**

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:**

Signature(s)

Name(s)

Capacity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name and address of organisation)

**FOR THE EMPLOYER:**

Signature:

Name

Capacity

**DIRECTOR: ELECTROTECHNICAL SERVICES**

**GEORGE MUNICIPALITY  
CIVIC CENTRE  
YORK STREET  
GEORGE**

## GEORGE MUNICIPALITY

### DIRECTORATE: ELECTROTECHNICAL SERVICES

TENDER NUMBER: ENG014/2023

### APPOINTMENT OF A SUITABLE CONTRACTOR FOR THE REDESIGN, SUPPLY, INSTALLATION AND COMMISSIONING OF POWER FACTOR EQUIPMENT, FOR A PERIOD OF THREE YEARS FROM DATE OF APPOINTMENT

## Contract Data (Part C1.2)

### C1.2 CONTRACT DATA

*The General Conditions of Contract for Construction Works, Third Edition, 2015 published by the South African Institution of Civil Engineering, Private Bag X200, Halfway House, 1685, is applicable to this Contract and is obtainable from [www.saice.org.za](http://www.saice.org.za).*

The Conditions of Contract are:

- the “General Conditions of Contract”

as they appear in the commercially available publication “*General Conditions of Contract for Construction Works, Third Edition (2015)*”, published by the South African Institution of Civil Engineering (SAICE) as the August 2015 print edition, hereinafter referred to as GCC 2015; and

- specific data as contained in this Contract Data.

Each party to the Contract shall purchase its own copy of the GCC 2015, from a duly authorised commercial vendor or directly from the publisher:

South African Institution of Civil Engineering  
Private Bag X200  
Halfway House 1685  
South Africa  
Tel +27 (0)11 805 5947

### PART 1: DATA PROVIDED BY THE EMPLOYER

The following contract specific data are applicable to this Contract:

Clause 1	The Employer is the George Municipality.	
3.4 and 3.5	The Authorised and Designated representative of the Employer is:	
	Name: <b>Kobus Wilken (Project Manager)</b>	
	The Employer's address for receipt of communications is:	
	<u>Physical address:</u> George Municipality York Street George, 6530	<u>Postal address:</u> George Municipality PO Box 19 George, 6530

Clause 1	The Employer is the George Municipality.	
	Telephone: (044) 874 3917 E-mail: jcwilken@george.gov.za	
	The Project is for the appointment of a suitable contractor for the redesign, supply, installation and commissioning of power factor equipment.	
3.6	The Service Provider may release public or media statements or publish material related to the Services or Project subject to the approval of the Employer.	
3.7	The Services Provision shall be completed for the portions as set out in the Scope of Works.	
5.1.1 and 5.1.2	The Service Provider is required to provide the Service with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards. Where services include the powers to certify, decide or otherwise exercise discretion in regard to a contractor agreement between the Employer and others then the Service provider shall act in respect of that contract/agreement as an independent	
5.4.1	The Service Provider is required to provide the following insurances:	
	1. Insurance against	<b>Risk in performing professional services (Professional Indemnity cover)</b>
	Cover is:	Equivalent to the project value
	Period of cover:	Duration of Project
	Deductibles are:	
5.5	The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions: 1. Appointing Sub-Contractors for the performance of any part of the Services.	
Additional Clause to be added 7.3	The Employer will not be responsible for any overtime worked by or overtime payments made to personnel, or any additional costs not specified in the tender submitted by the Tenderer.	
9.1	Copyright of documents prepared for the Project shall be vested with George Municipality.	
12.1	Settlement of disputes is to be in terms of Clause 49 and 50 of the Supply Chain Management Policy of the George Municipality. See Document C1.3.	
14	Where not specifically indicated, all tendered prices, rates, tariffs, fees, etcetera are to include 15% VAT.	

**PART 2: DATA PROVIDED BY THE SERVICE PROVIDER**

Clause		
5.1	The Service Provider is:	
5.3	The authorized and designated representative of the Service Provider is:	
	Name:	
	The Service Provider's address for receipt of communications is	
	Physical address:	Postal address:
	Telephone:	
	Fax:	
E-mail:		

**GEORGE MUNICIPALITY**

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**Objections and Complainants Form (Part C1.3)**

(Section 4, item 50 of the George Municipality's Supply Chain Management Policy)

(1) Details of Objector/Complainant

Name: \_\_\_\_\_

Address: (postal and street): \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact person: \_\_\_\_\_

Reference number of Tender : \_\_\_\_\_

Other Party's Details (If any)

Name: \_\_\_\_\_

Address: (postal and street): \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact person: \_\_\_\_\_

Reference number of Tender: \_\_\_\_\_

Description of Issue[s] in Dispute  
\_\_\_\_\_

List of Documents Attached

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Determination Sought in Respect of Objection or Complaint

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Form submitted by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**GEORGE MUNICIPALITY**

**DIRECTORATE: ELECTROTECHNICAL SERVICES**

**TENDER NUMBER: ENG014/2023**

**APPOINTMENT OF A SUITABLE CONTRACTOR FOR THE REDESIGN,  
SUPPLY,INSTALLATION AND COMMISSIONING OF POWER FACTOR  
EQUIPMENT, FOR A PERIOD OF THREE YEARS FROM DATE OF  
APPOINTMENT**

**Form of Professional Indemnity Insurance / Form  
of Performance Guarantee ????**

**(Part C1.4)**

The Tenderer must affix proof of Professional Indemnity Insurance to this page.

**N/A**

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**Pricing Data (Part C 2)**

C2.1 Pricing Instructions

C2.2 Schedule of Activities



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**Pricing Instructions (Part C2.1)**

**C2.1 PRICING INSTRUCTIONS**

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.
2. Show VAT payable by the employer separately as an addition to the tendered total of the prices.
3. Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.
4. State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

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APPOINTMENT****Schedule of Activities (C2.2)****PRICE SCHEDULE**

ITEM	Description	QTY	Unit Price	Total Price (excl. VAT)
1	Supply and delivery of Capacitor Filter Bank Protection and Control relay	1		
2	Retrofit per site	Per site		
3	Scheme philosophy and settings	Per site		
4	Commissioning of scheme	Per site		
5	Control cable work	Per site		
6	Replacement of free issue cables (at one site)	Per meter		
7	Supply and installation of CAT5e ethernet cable (30m)	Per Site		
8	Supply and deliver Capacitor as per specifications	1		
9	Supply and deliver Fuse barrel	1		
10	Supply and deliver Spring	1		
11	Maintenance on 3.6MVA <sub>r</sub> Filter-bank (12 capacitors) as per specifications	1		
12	Maintenance on 7.2MVA <sub>r</sub> Filter-bank (24 capacitors) as per specifications	1		
13	Replacement of capacitor (adhoc)	1		
14	Disposal of capacitor in accordance with national regulations	1		

ADDITIONAL AUXILLARY WORKS				
15	Engineer	Per hr		
16	Technician	Per hr		
17	Skilled Worker	Per hr		
18	Unskilled Worker	Per hr		
19	Transport per km	Per km		
20	Accommodation	Per day		
			<b>TOTAL (excl.)</b>	
			<b>VAT</b>	
			<b>TOTAL (incl.)</b>	

It must be noted that the total amount will be for adjudication purposes only due to this being a rates tender. The project will span over a three-year period and adjudication will take all 3 years into consideration.

Any additional auxiliary works must be pre-approved by the George Municipal project manager.

Year 1 rates to be fixed and rates for year 2 and 3 to be indicated but may not exceed CPI:

Year 2 \_\_\_\_\_% Increase

Year 3 \_\_\_\_\_% Increase

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APPOINTMENT****Scope of Works (C3)****C 3.1 DESCRIPTION OF WORKS****SCOPE OF WORK AND TECHNICAL SPECIFICATIONS**

This section defines the scope of work information.

- 1) Description of works
- 2) Drawings
- 3) General specification
- 4) Protection
- 5) Capacitors
- 6) Maintenance

**1. DESCRIPTION OF WORKS****1.1 BACKGROUND**

George Municipality has existing Capacitor/Filter banks that requires refurbishment, maintenance, and protection upgrades.

**1.2 OBJECTIVES**

By means of this tender, George municipality wishes to improve the performance and reliability of the existing capacitor filter banks by appointing a specialist contractor to successfully redesign, install, maintain, and refurbish power factor correction equipment.

**1.3 DESCRIPTION AND EXTENT OF WORKS**

This contract requires a competent and experienced contractor for the redesign, supply, installation, and commissioning of power factor equipment as set out in this document. The scope of this contract includes the planning, redesign, supply, installation, testing, and commissioning of the following:

- Decommissioning of the current power factor control panel.
- Supply and install a new power factor protection and control relay in the existing 11kV ABB power factor breaker panel.
- Reroute the current control cables from the decommissioned panel to the 11kV ABB panel.
- All cable work between the decommissioned and existing 11kV ABB panel.
- Installation of Cat5E ethernet communications cable from the protection relay to the substation gateway.
- Supply, testing and replacement of faulty capacitors, fuses, and fuse bases.
- Removal of all redundant control cables to the decommissioned panel.
- Setting and programming of protection to the specifications as set out in this document.
- Commissioning of the new scheme
- Produce drawings of the new scheme
- Close out report on completion of the new scheme

It must be noted that there are at least 3 sites that needs to be refurbished. One of which, cables need to be replaced from the filter-bank to the existing 11kV ABB panel. The cable will be free issued. The sites are as follows:

- Langenhoven 66/11kV Substation (3.6MVA<sub>r</sub>)
- Tamsui 66/11kV substation (3.6MVA<sub>r</sub>)
- George 66/11kV Substation (7.2MVA<sub>r</sub>)

The retrofit (Item 2 on the pricing schedule) must include all equipment (terminals, fuses, panel wire, markers, etc) to complete the work for each site in accordance with George Municipal standards.

The following status inputs to be wired to the protection relay:

- Circuit breaker closed
- Circuit breaker open
- Circuit breaker spring charged
- Circuit breaker in local
- Circuit breaker in service
- Filter bank earth switch closed
- SF6 Gas Alarm

The following control outputs to be wired from the protection relay:

- Circuit breaker trip / open
- Circuit breaker close

The following DNP3 points must be made available to the substation gateway / automation controller for monitoring and control and tested as such:

- Breaker status
- Breaker spring charge indication
- Breaker in local
- Breaker in service
- Filter bank earth switch closed
- Breaker SF6 Alarm
- Filter Bank ready to switch
- Filter bank in Auto mode
- Filter bank in supervisory mode
- All Relay front panel LED's
- Relay healthy
- Filter bank amps analog
- Filter bank MVAr analog
- Filter bank breaker close control
- Filter bank breaker open control
- Relay reset control

## **2 DRAWINGS**

Drawings of the current installed scheme will be made available as reference.

## **3. GENERAL SPECIFICATIONS**

### **3.1 NATIONAL AND INTERNATIONAL STANDARDS**

The whole installation shall comply with the latest edition of the following South African standards:

- Occupational Health and Safety Act, 1993 (Act 85 of 1993) and the regulations promulgated in terms of the act.
- SANS 1019: Standard voltages, currents, and insulation levels for electricity supply.
- SANS 60044-1: Instrument transformers Part 1: Current Transformers.

- SANS 60044-6: Instrument transformers Part 6: Requirements for protective current transformers for transient performance.
- SANS 60529: Degrees of protection provided by enclosures (IP Code).
- IEC 60289: Reactors.
- IEC 60871-1: Shunt capacitors for AC power systems having a rated voltage above 1000 V – Part 1: General performance, testing, and rating.
- IEC 60871-4: Shunt capacitors for AC power systems having a rated voltage above 1000 V – Part 4: Internal fuses.
- SANS 10142-1: The wiring of premises Part 1: Low-voltage installations with the latest amendments, issued by the South African Bureau of Standards.
- The National Grid Codes.
- The relevant SANS, NRS, BS and IEC and ISO supporting specifications referred to in the standard specifications.
- All other standards that apply to this installation.

### **3.2 APPROVALS**

Drawings of the scheme must be submitted to the employer for approval before work can commence.

### **3.3 MATERIALS**

All materials needed to complete the project must be catered for in the price schedule under “Retrofit per panel”. This includes, but is not limited to panel wire as per George Municipalities specifications, terminals, labels, wire markers etc.

### **3.4 USE OF REASONABLE SKILLS AND CARE**

In executing this project, the Contractor shall exercise all the reasonable skill, care, and diligence to be expected of an appropriately qualified and competent contractor experienced in carrying out equivalent installations for projects of a similar size, scope, complexity, value, and purpose to the Development.

## **4. PROTECTION**

The protection and control relay shall comply with the following as a minimum:

The relay shall be flush or semi-flush panel mountable with an IP54 rating. The relay shall have single, two and three phase overload protection caused by harmonic currents and over voltages.

The relay shall have undercurrent and undervoltage capabilities. A discharge timer should be settable between 300 and 4500 second or better and inhibit the closing of the breaker.

The relay shall have definite time and IDMT characteristics for all over- and under current protection elements.

The relay shall have a RJ45 copper ethernet port at the back with DNP3 level 2 communications.

Description	Specification	Offered
1,2 and 3 Phase overload protection	YES	
Undercurrent protection	YES	
Discharge Timer (with closing inhibit)	>300-4500s	
Current unbalance	YES	
Switching resonance protection	YES	
Phase Overcurrent (DT)	YES	
Phase Overcurrent (IDMT)	YES	
Earth fault (DT)	YES	
Earth fault (IDMT)	YES	
Overvoltage protection	YES	
Undervoltage protection	YES	
Voltage input elements	3	
Current input elements	5	
Binary Inputs	>=7	
Trip circuit supervision	YES	
Binary outputs	>=4	
Operating voltage	110Vdc	
Sequence of events recorder	>256	
Disturbance recorder	>32	
Fault records	>32	
DNP3 v2 TCP Communications	YES	
Communications port	Ethernet RJ45	
Display	Large Graphical	
LED Indications	>=12 LED's	
Power consumption	<50 Watt	
EMC IEC60255-26 compliant	YES	

The protection philosophy and settings must be discussed with the George Municipal representative before implementation.

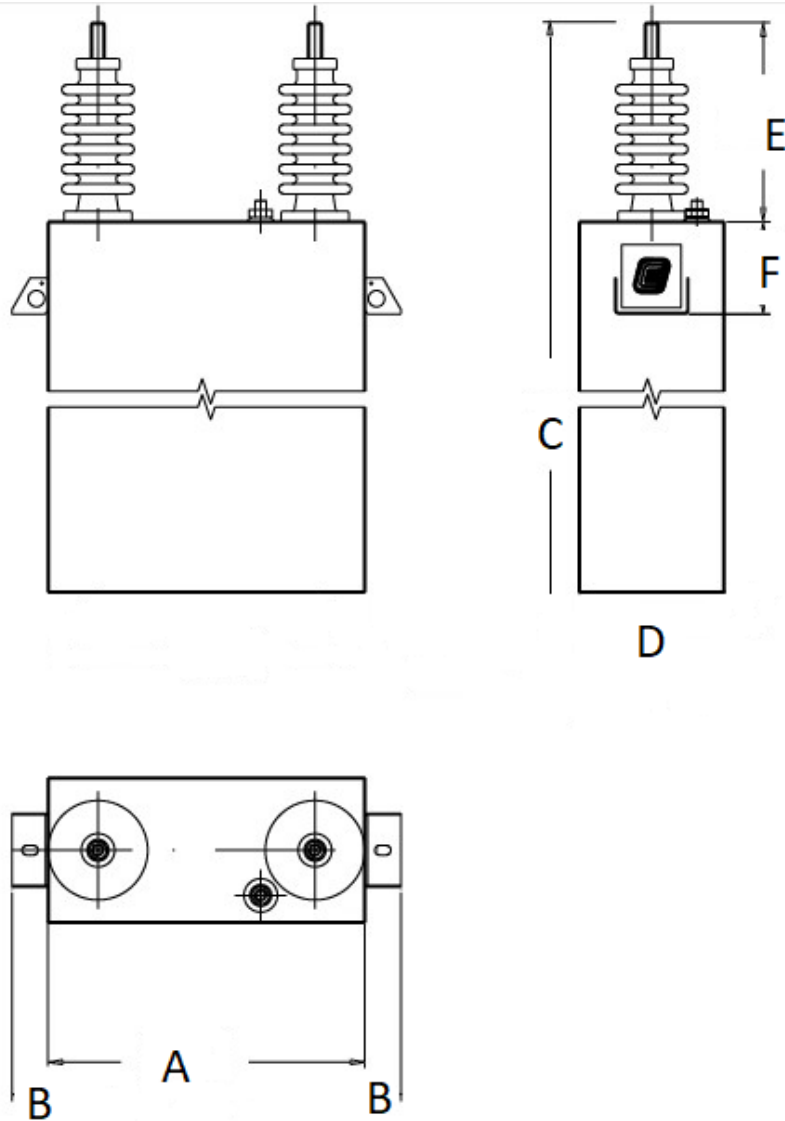


## 5. CAPACITORS

The 50Hz Film capacitors must be of the non-pcb type and must comply with the following specifications as a minimum:

Description	Specification	Offered
Rated Voltage	>7350V	
Rated output	390 - 410 KVAR	
BIL	>20/60 kV	
Weight	<55 kg	
Temperature category	-5 to +50 deg C or better	
Fuse type	External	
Internal Connection	S=4, P=5	
Frequency	50 Hz	
Discharge time	<12 minutes	
Pollution level	< 16mm/kV	
Assembly position	Vertical	
Phase	single	
Colour	Grey	
Bushings	Porcelain glazed / Ceramic	
Internal discharge Resistor	YES	
Case	Standard	
Case potential	Non-live	
Losses	< 0.1 W/KVAR	
Impregnation	PCB-Free	

The dimensions of the capacitors currently in use are as follows:



A	340mm
B	45mm
C	900mm
D	150mm
E	300mm
F	230mm

Table 1 (measurements)

The offered capacitors must resemble as close as possible to the capacitors currently in use to best fit the structure.

**6. MAINTENANCE (Items 10 & 11 on pricing schedule)**

This contract makes provision for the maintenance of filter-banks. Maintenance should include the following:

- Cleaning of capacitors
- Cleaning of insulators
- Verify capacitance
- Verify capacitor insulation
- Fuse spring tension
- Torque of all nuts and bolts in accordance with manufacturer's specifications
- Replacement of faulty capacitors if necessary

Faulted capacitors must be disposed of in accordance with the relevant waste management legislation which includes:

- National Environmental Management Act, 1998 (Act 107 of 1998)
- Environment Conservation Act (Act 73 of 1989) Section 20
- National Water Act (Act 36 of 1998)
- Health Act (Act 63 of 1977)
- Air Quality Act (Act 39 of 2004)
- Hazardous Substances Act (Act 15 of 1973)
- Occupational Health and Safety Act (Act 85 of 1993)

After proper disposal, a certificate must be supplied indicating such disposal.

A maintenance report must be submitted for each bank stating findings and measured values of each element.

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**Site Information (Part C4)**

**N/A**

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**Annexure: Drawings (Part C5)**

**N/A**