

# CALL FOR BIDS

BID NUMBER	DESCRIPTION	EVALUATI ON CRITERIA	WHERE TO FIND BID DOCUMENTS	MINIMUM REQUIREMENTS			COMPULSO RYSITE MEETING	CONTACT PERSON (TECHNICAL)	CLOSING DATE & TIME
				LETTER OF GOOD STANDING	CIDB GRADING	REGISTRATION WITH PROFESSIONAL BODIES			
CD72/2022	<p><b>CENTLEC (SOC) Ltd, a Municipal Entity distributing electricity in Mangaung and other Municipalities in the Free State, invite suitable professional service providers to provide inspection, repairs, testing, certification, maintenance and material related to lifting handling equipment and minor plant and machinery. This is required for the current fleet, which consist of amongst other, truck mounted hydraulic platforms, cranes, front-end loaders, logger, tipper, fork-lift, stationary overhead crane, pole-grab, and other related equipment that is fitted with hydraulic components for a period of thirty-six (36) months.</b></p>	80/20	<p><a href="http://www.centlec.co.za">www.centlec.co.za</a> <a href="http://www.etenders.gov.za">www.etenders.gov.za</a></p>	N/A	N/A	N/A	<p>Yes – refer to point 2 under Please Note</p>	<p><a href="mailto:Chantelle.Moodie@centlec.co.za">Chantelle.Moodie@centlec.co.za</a></p>	<p><b>10 October 2022 at 11:00am</b></p>



## MINIMUM REQUIREMENTS

1. Bidders must submit the TAX compliance verification pin on a SARS letterhead. **2.** In the case of the Joint venture, Tax compliance verification pins of all parties must be attached. **3.** Copy of JV agreement (in case of JV) must be attached. **4.** Supply municipal services (water, sanitation, rates and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder. In an event, that the Bidder utilizes prepaid services (e.g. Water or electricity) a valid municipal clearance certificate(s) must still be provided. **5.** All supplementary / compulsory MBD forms contained in the bid document must be completed and signed in full. **6.** Failure to comply with point 5 will invalidate your bid. **7.** Bidders must attach an Original BBEE Verification Certificate or a Valid Copy of BBEE Verification Certificate, in case of Joint Venture bidders must submit consolidated BBEE certificate. **8.** Bidders must be registered on the National Treasury Centralized Suppliers Database and must submit their registration summary report. **9.** Bidders must quote on all the items required on the pricing schedule and adhere to all the requirements as stipulated in the specification (failure to quote on all items will invalidate your proposal/bid). **10. Bidders must neatly bind their bid/proposal documents. Documents must be glued in a book format, indexed and page numbered (Loose documents will be disqualified).** **11. The Bidder shall comply to all the Special Conditions as per Table 1 in Specification Document.**

## PLEASE NOTE:

- 1 Section 217 of the constitution of the Republic of South Africa requires an organ of state to contract for goods and services in accordance with a system which is fair, equitable, transparent, competitive, and cost effective.
  - 1.1 No bid(s) will be accepted from a person in the service of the state.
  - 1.2 No telegraphic, telefax and late bids will be accepted. (*Please sign bid submission register upon submission*)
  - 1.3 The lowest bid / proposal will not necessarily be accepted, and the Municipality reserves the right to accept where applicable a part or portion of any bid or where possible accepts bids or proposals from multiple bidders.
  - 1.4 Municipal Supply Chain Management policy and Preferential Procurement Policy Framework Act No 5 of 2000 (rev 2017) and its regulations will be applied.
- 2 **Bidders will be expected to attend a Compulsory site meeting which will be held on the 20<sup>th</sup> of September 2022 @ 09:00am, Supply Chain Management offices. Bidders who will not be attending the site meeting will not be considered for evaluation.**

Bids are to be submitted to the following address:

**CENTLEC Supply Chain Offices**

**30 Rhodes Avenue**

**Oranjesig**

**Bloemfontein**

**9301**

For Supply Chain related enquiries, please use the following contact details: [Palesa.Makhele@centlec.co.za](mailto:Palesa.Makhele@centlec.co.za) 051 412 2753





**CD72/2022**

**Repair and Maintenance of  
Hydraulic Components**

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## 1. INVITATION

CENTLEC (SOC) Ltd, a Municipal Entity distributing electricity in Mangaung and other Municipalities in the Free State, invite suitable professional service providers to provide inspection, repairs, testing, certification, maintenance and material related to lifting handling equipment and minor plant and machinery. This is required for the current fleet, which consist of amongst other, truck mounted hydraulic platforms, cranes, front-end loaders, logger, tippers, fork-lift, stationary overhead crane, pole-grab, and other related equipment that is fitted with hydraulic components for a period of thirty-six (36) months.

## 2. MINIMUM SUBMISSION REQUIREMENTS

**Any omission of the below listed items would render and automatic disqualification**

- 2.1. Supply unique security personal identification number (PIN) and/or original TAX Clearance Certificate for TAX compliant status.
- 2.2. Supply municipal services (water, sanitation, rates and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder.
  - 2.2.1 In an event, that the Bidder utilizes prepaid services (e.g. Water or electricity) a valid municipal clearance certificate(s) must still be provided.
- 2.3. The bidder must be registered on the National Treasury Centralized Suppliers Database
- 2.4. Submit proof of membership with the Retail Motor Industry (RMI).
- 2.5. Please note that the Special Conditions table as per point three (3) below, needs to be met. All supporting documents needs to be submitted where applicable.

### 3. SPECIAL CONDITIONS

CONDITIONS	YES	NO	SUBMIT DOCUMENTATION
<b>Bidders will be required to attend a compulsory site meeting.</b>			<b>Bidders must complete the attendance register given at the site meeting.</b>
Personnel: The service provider's fully qualified artisans shall carry out the work allocated under this contract in a professional manner to the satisfaction of the Fleet Management Office Representative.  Apprentices and unskilled labour will only be allowed to work under the direct supervision of a competent person.			As per item 7.2 in the Evaluation Criteria
If called to do so, the successful service provider shall validate the labour charge for every specified job with copies of actual time sheets covering the above categories of labour.  Such time sheets shall state: the date, name of workman, order number and time worked in hours. Where fixed rates are quoted, invoices must be made out according to the quoted rates.			Time sheets to be submitted after completion of work and/or task.
The service provider shall provide a schedule indicating timeframes indicating each task.			Applicable to the successful service provider.
All material or parts used shall comply with the relevant specification of the South African National Standards (SANS).			As per point 2.4 in the Minimum Requirements above.
No job shall commence later than 24 hours after an official work-order has been issued.			Applicable to the successful service provider.



<b>CONDITIONS</b>	<b>YES</b>	<b>NO</b>	<b>SUBMIT DOCUMENTATION</b>
The successful service provider shall accept full responsibility for any insurance necessary and all risks in respect of loss, theft, or damage to items covered under this contract, in transit, on the successful service provider's premises or in their possession.			Proof of Indemnity cover
Defective or unsatisfactory work will be returned to the successful service provider, who will be required to give immediate attention to returned jobs and shall be liable for all costs incurred in the removal, transport, repair and reinstallation, to the satisfaction of CENTLEC Fleet Management Office.			Applicable to the successful service provider.
The successful service provider will be required to give immediate attention to defective jobs as essential services may be detrimentally affected by any undue delay. CENTLEC will not consider further payment regarding additional work affected in these cases.			Applicable to the successful service provider.
After completion of a job, the service provider shall return the vehicle or other equipment in a tidy condition and shall make good any damage to equipment or components resulting from such repair operations. Failure to do so will result in CENTLEC repairing such damage and the cost of such repairs will be debited against the service provider's account.			Applicable to the successful service provider.
All testing of equipment/facilities, gauges and accessories shall be calibrated regularly. Calibration records of testing equipment must be kept by the successful service provider for audit purposes.			Applicable to the successful service provider.

CONDITIONS	YES	NO	SUBMIT DOCUMENTATION
The successful service provider shall: Render field and after hour services when required. Call outs for possible emergency repairs must be dealt within a maximum of two (2) hours of a call being logged (an emergency turn-around time will be agreed upon for fleet items not in the Mangaung area). Execute emergency services immediately when required.			Applicable to the successful service provider.
CENTLEC's normal working hours are from 07H30 to 16H00 Monday to Friday, excluding Public Holidays. In the event of work that must be conducted on CENTLEC premises, the service provider shall undertake to carry out the repairs during CENTLEC's normal working hours, unless prior arrangements for working outside CENTLEC's normal working hours have been made.			N/A
The successful bidder will be expected to enter into a <b>Service Level Agreement with CENTLEC for 36 months.</b>			Applicable to the successful service provider.
<b>Safety Requirements:</b> The successful service provider will ensure that all equipment shall comply with all safety requirements as prescribed in the Occupational Health and Safety Act No 85 of 1993 (Latest revision). The successful service provider furthermore must accept full responsibilities as per Clause 10 of the Occupational Health and Safety Act No 85 of 1993, "General duties of manufacturers and others regarding articles and substances for use at work.			Applicable to the successful service provider.
Must have an internal health and safety department to assist with specific on-site requirements			Applicable to the successful service provider.

<b>CONDITIONS</b>	<b>YES</b>	<b>NO</b>	<b>SUBMIT DOCUMENTATION</b>
Must be able to provide MSDS (Material Safety Data Sheet) on request.			Applicable to the successful service provider.
Will have to ensure that the successful service providers to be appointed will be supplied with Safety Health Environment and Quality (SHEQ) specification.			Applicable to the successful service provider.
The successful bidder will have to ensure that the SHEQ documentation is audited regularly for the duration of the contract.			Applicable to the successful service provider.
The successful service provider shall within seven (7) days of commencement of the contract, provide CENTLEC with a list of all employees appointed for this contract including supervisor(s) and managers for vetting to be done by CENTLEC as some work will be carried out in the National Key Point area.			Applicable to the successful service provider.
Procedure for execution of work: The nature of the work covered by this contract is inclusive of vehicles, plant and equipment involved in the provision of essential services and it is crucial that the successful service provider shall commence the work as soon as possible after an order has been issued to ensure minimum interruption of CENTLEC services.			N/A
On completion of a job the successful service provider must submit a job card, listing the components repaired, and all spare parts replaced. Parts replaced must be returned at the same time and the Fleet Management Office signature obtained. The Fleet Management Office will retain a copy of the job card.			Applicable to the successful service provider.

<b>CONDITIONS</b>	<b>YES</b>	<b>NO</b>	<b>SUBMIT DOCUMENTATION</b>
Delays: Upon receipt of the work order the service provider shall commence the work immediately and inform the Fleet Management Office of any delay anticipated.			Applicable to the successful service provider.
If it comes apparent that rendering of the services are likely to be delayed on account of any unforeseen circumstances, full written particulars of the circumstances must immediately be submitted.  The service provider at the same time must state the new date on which rendering of the service will be affected.			Applicable to the successful service provider.
CENTLEC reserves the right to withdraw any work and official order or job in the event of undue delay or unsatisfactory repair work and to arrange for the execution of such work as it deems fit.			N/A
Guarantee: A guarantee period will be required in respect of all work carried out. The period of guarantee will commence from the date of accepted delivery of a particular job by the CENTLEC Fleet Management Office.  The bidder must state the guarantee period on the relevant schedule. All services rendered will be subject to a minimum guarantee period of three (3) calendar months starting from the delivery date.			Applicable to the successful service provider.
Inspection of bidder's workshop: CENTLEC representatives may inspect the facilities of the bidders whose documents are in order, to establish whether they conform to CENTLEC's minimum requirements (capability assessments).			As per item 7.3 in the Evaluation Criteria

CONDITIONS	YES	NO	SUBMIT DOCUMENTATION
CENTLEC reserves the right that its representatives be granted access to the premises of the service provider during working hours throughout the contract period.			N/A
CENTLEC representatives shall, during the contract period, be permitted to inspect any equipment of CENTLEC at any stage/process of repair and observe tests being performed on the components and assemblies concerned.			N/A
The successful bidder will be required to submit any records and test reports of repairs to CENTLEC's equipment.			Applicable to the successful service provider.
<p>Maintenance of records:</p> <p>In order to facilitate the monitoring of this repair contract, it is essential that accurate a detailed records be kept and submitted of all work executed and materials used.</p>			Applicable to the successful service provider.
<p>Training:</p> <p>CENTLEC may request from time to time that the service provider assist with the provision of practical 'on-the-job' training for operators and learners in order for them utilize the relevant equipment correctly.</p>			N/A
<p><b>Reporting on plant abuse:</b></p> <p><b>The service provider shall be required to report (verbal and written) immediately to CENTLEC any instance where it is obvious that an item of plant has been blatantly abused or is being operated incorrectly.</b></p>			Applicable to the successful service provider.

CONDITIONS	YES	NO	SUBMIT DOCUMENTATION
Penalties: Because CENTLEC is rendering an essential service, the repairs and return of equipment to CENTLEC is of critical importance. To ensure the latter is happening, the following minimum penalties will be applied to late delivery and performance:			Applicable to the successful service provider.
One day late = 0,5% of invoice amount excluding VAT			Applicable to the successful service provider.
Return of repaired work after delivery due to incomplete repair = 1,0% of invoice amount excluding VAT			Applicable to the successful service provider.
The successful bidder will be required to provide complete recommendations on best practice operations of hydraulic equipment to ensure safe handling, limit unnecessary wear and tear and possible failure.			Applicable to the successful service provider.

**Table 1: Special Conditions**

#### **4. SCOPE OF WORK**

This specification details the requirements for the repairs to hydraulic components, which include amongst other, repairing leaks by fastening hose fittings or removing and replacing hoses. It includes fixing of leaking cylinders by installing new seals, supply of hydraulic components and general repair and maintenance of hydraulic systems.

Repair and reconditioning of single and multiple rods, single and double acting hydraulic cylinders and the supply of spare parts for such cylinders.

It further includes the rendering of the necessary labour, material, spares, and repair work related to all CENTLEC's equipment utilizing hydraulic components. Statutory inspection and testing of lifting equipment.

Repairs to minor plant and machinery, including but not limited to brush cutters, chain saws, rammers, crimpers and other equipment powered by small two- and four-stroke petrol engines.

**A compulsory site meeting will be scheduled to ensure that Bidders are in the know of the existing components utilized by CENTLEC.**

## 5. DEFINITIONS AND INTERPRETATIONS

In this document, unless the context otherwise requires, the following terms shall have the meanings assigned to them below and cognate expressions shall have corresponding meanings:

**Install or fit:** means to re-install a component in position or place and connect and adjust it for use.

**Secure:** means to fasten a component to ensure it is kept firm in its original position.

**Repair / Restore / Renew:** means to repair, restore or renew to a good and working condition after wear, tear or damage occurred, in order to return the component to its former or normal condition.

**Service:** means to restore or repair a component by carrying out routine maintenance to make it fit for continued use.

**Strip:** means to take apart a component or system to uncover the enclosed parts making up the component.

**Test:** means the physical testing to ascertain the correct performance of the individual component or group of components. The method or practice of testing should be done in accordance with the prescribed standard of the original equipment manufacturer.

**New Seals:** means removing a component, stripping it, making such component good by installing new seals as specified by manufacturer, assembling such component and then re-installs it to its original position.

**Overhaul:** means to make the necessary repairs on and to restore to a serviceable condition any component or system.

## 6. TECHNICAL SPECIFICATION

The successful service provider will be required to provide quality work, carried out by competent and qualified personnel, including but not limited to hydraulic fitters, boilermakers, welders, and machinists.

Work must be conducted in a functional and registered workshop fully equipped for fitment, service, repair, manufacturing, refurbishment of hydraulic lifting equipment and its associated mechanisms. Each workman must have his/her own required set of tools.

The service provider should provide full particulars of service centers and after sales services available in Free State. The following services, amongst other, will be required from the successful service provider:

5.1 Preventative Maintenance of Lifting and Material Handling Equipment as listed below, but not limited to:

- 5.1.1 Visual Inspection for cracks, deformations, etc.
- 5.1.2 Tightening all bolts, bearing ring mounts, bridge bolts, fittings, hydraulic lines, etc.
- 5.1.3 Lubricating of the crane throughout
- 5.1.4 Checking and labeling of all control and lever functions
- 5.1.5 Check oil level, filter, and sample oil
- 5.1.6 Check all safety and safe working load rating markers
- 5.1.7 Replacement of oil filter, when necessary
- 5.1.8 Pressure and flow testing of the crane
- 5.1.9 Statutory inspection and testing of lifting equipment. Periodic inspection and testing of cranes, access platforms, hoists, gantries, slings, shackles and all other lifting equipment in accordance with the current Occupational Health and Safety Regulations.

A written report/certificate of every inspection or load test must be submitted within three (3) working days of the completion of the test.

- 5.2 Cause of failure: Before commencing with a repair, the service provider shall, where possible, make every endeavour to determine the cause of a failure and then proceed to rectify such cause before allowing the repaired plant to continue operating. If the work involved in rectifying the cause of the failure is extensive, the service provider shall notify the CENTLEC fleet management office, who will decide on what course of action to take.
- 5.3 Provide a free delivery and collection service.
- 5.4 To have a fully equipped workshop (proof is required in the Evaluation Criteria, reference item 7.3), details to be completed in paragraph 5.7.6 of this document.



- 5.3. In the event of a crane or component failure, the priority should be to ensure timely and safe repairs, minimizing costly downtime and ensuring the restoration of equipment to maximum productivity.
- 5.4. The service provider will be required to stock and provide most parts and accessories with a SANS grading or of reputable quality for all makes of truck mounted cranes/aerial platforms. The service provider shall use only material or parts of the best quality acceptable to the manufacturer.
- 5.5. Preference will be given to service providers that house a machining and manufacturing section and manufactures most components, from new cylinders to structural components.
- 5.6. Should it be discovered that components of an inferior quality are being or were used, CENTLEC shall have the right to order such components to be replaced with those of approved quality at the successful service provider's expense.
- 5.7. Company Information – **completion of below table is compulsory**

No.	Description	Detail required
5.7.1	Delivery period on parts (Calculated from receipt of work order)	Stock: _____ hours or days
		Factory: _____ days
5.7.2	Guarantee period on workmanship	_____ months (Minimum of 3 months)
5.7.3	Warranty period on hydraulic components	_____ months
5.7.4	The spares and parts are guaranteed against factory faults for	_____ months (Minimum of 6 months)
5.7.5	Class of labour quantities	Artisans (qualified): _____
		Artisans (in training): _____
		Artisans Assistants: _____
		Semi-Skilled workers: _____
		Other (specify): _____

5.7.6	Equipment available:	Yes/No (please complete each line)
	Lathe	
	Milling machine	
	CO <sup>2</sup> Welding Machine	
	Power Pack testing equipment/gauge (250 bar)	
	Other equipment (specify)	Attach as annexure for information purposes, not for evaluation purposes

**Table 2: Company Information**

## 7. EVALUATION CRITERIA

All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of CENTLEC. The most suitable candidates will then be selected.

Please take note that CENTLEC is not bound to select any of the bidders submitting proposals.

Furthermore, technical competence is the principal selection criteria, CENTLEC will evaluate the technical criteria first, and will only look at the price and BBBEE level of contribution if it is satisfied with the technical evaluation. As a result of this, CENTLEC does not bind itself in any way to select the bidder offering the lowest price.

**CENTLEC (SOC) Ltd reserves the right to appoint one or more service providers to complete various services as and when required.**

The relative technical weighting criteria / Qualification Parameters will be as follows:

No	Criteria	Description	Pts
7.1	Track record and experience	<p>The bidder shall submit a proof of company registration as well as a company profile which must include at least the following:</p> <ul style="list-style-type: none"> <li>• number of years active and experience gained in this field,</li> <li>• list of projects/contracts, where similar work was performed</li> <li>• record of services rendered as well as quantities, <u>complete with references.</u></li> </ul> <p><b>Provide documentation to confirm track record and detail of services rendered to date, with detail regarding scope of work.</b></p> <p>Score will be based on number of years.</p> <p>Less than three (3) years' experience with two (2) reference letters = <b>10 points</b></p> <p>Four (4) to Six (6) years' experience with three (2) reference letters = <b>20 points</b></p> <p>Seven (7) and more years' experience with four (2) reference letters = <b>30 points</b></p>	30
7.2	Technical Capacity	<p>The bidder shall submit a list of team members including competent supervisor, highlight their experience (CV's) and include copies of their respective qualifications.</p> <p>1 to 2 qualified artisans = <b>10 points</b></p> <p>2 to 4 qualified artisans = <b>20 points</b></p> <p>5 and more qualified artisans = <b>30 points</b></p>	30
7.3	Plant and equipment	<p>Minimum equipment to service and repair hydraulic components (submit proof of the company profile and photos detailing and providing visual proof of available plant and equipment)</p> <p>Fully equipped workshop as a minimum (refer to 5.5.6 above) = <b>20 points</b></p> <p>If not fully equipped = <b>0 points</b></p>	20
7.4	Local (Mangaung) operational capability and economic investment	<p>Does the bidder have a local office with operational capability, and will they use local resources and procure from local businesses? Or what is their plan to do this during the duration of this project?</p> <p>Existing and established local office (CENTLEC distribution area) = <b>20 points</b></p> <p>If not (Within South Africa) = <b>10 points</b></p>	20
<b>Points</b>			<b>100</b>

**Table 3: Evaluation criteria**

A bidder who gets a minimum of 50 points and above on will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system.

The bidder must score minimum points as follows:

Item 1 – 10 points

Item 2 – 10 points

Item 3 – 20 points

Item 4 – 10 points; in the Evaluation Criteria.

The point system applicable to this project will be: 80/20

80 points for Price

20 points for BBEEE certificate from accredited verification agencies.

### Price and referential points scoring – (Stage 2)

A Maximum of 80 Points is allocated for price on the following basis:

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

Where

$P_s$  = Points Scored for comparative price of bid under consideration

$P_t$  = Comparative Price of bid under consideration

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

In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, Preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below

B-BBEE Status Level of Contributor	Number of Points (80/20 System)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

**Table 4: BBEE level status**

**8. PRICING**

- 8.1 The contract price(s) shall be CPI based. Year 2 and 3 will be based on CPI as per Service Level Agreement requirements.
- 8.2 Price list (Price should be in Rand and exclusive of VAT)
- 8.3 Traveling cost should be as per AA rates.
- 8.4 Any item or work not covered in the pricing schedule, the supplier`s invoice must be submitted with the Service Provider`s invoice.

**Table 5: Pricing Schedules**

<b>Description</b>	<b>Quantity</b> <i>Quantities purely for evaluation purposes</i>	<b>Rate</b>
Load-test Rate	1	
Service Rate	1	
Call out charges during normal working hours	1	
Call out charges after hours (including Saturdays)	1	
Call out charges Sundays and Public Holidays	1	
Percentage mark up on all related items not listed in this document		%
Percentage mark up on spares cost		%
Percentage mark up on outsourced specialised services		
Training of equipment use per person per hour	Per person per hour	
Any other fee, please specify		
Any other fee, please specify		
Any other fee, please specify		

Type of Labour	Normal labour rate per hour	After hours (Overtime) labour rate per hour
Artisans (qualified)		
Artisans (in training)		
Artisan Assistants		
Semi-skilled workers		
Other, please specify _____		

**Pricing should include any other unspecified expenses related to items listed under technical specifications**

<b>SUPERLIFT: AERIAL PLATFORM</b> ITEM/PART DESCRIPTION	UNIT	PRICE PER ITEM / MATERIAL (EXCL. VAT)	QTY LABOUR HOURS FOR INSTALLATION / MANUFACTURE
BASKET FRAME CENTRE PIN - SHAFT NEW	1		
BOOM REST - NEW COMPLETE	1		
BUCKET CYLINDER - REPAIR - SEALS	1 SET		
BUCKET CYLINDER - BARREL NEW	1		
BUCKET CYLINDER -SHAFT NEW	1		
BUCKET GLAND - NEW COMPLETE	1		
BUCKET CYLINDER - NEW COMPLETE	1		
BUCKET PISTON - NEW COMPLETE	1		
BUCKET SPHERICAL BEARINGS - MANUFACTURE	1		
BUCKET SPHERICAL BEARINGS - NEW COMPLETE	1		
CHROMED SHAFT 25mm	1Mtr		

<b>SUPERLIFT: AERIAL PLATFORM</b> ITEM/PART DESCRIPTION	<b>UNIT</b>	<b>PRICE PER ITEM / MATERIAL (EXCL. VAT)</b>	<b>QTY LABOUR HOURS FOR INSTALLATION / MANUFACTURE</b>
CHROMED SHAFT 50mm	1Mtr		
CONTROL LEVER CABLE	1		
CROSS MEMBER - (NEW)	2		
E-CHAIN NEW (COMPLETE) - AERIAL PLATFORM	1		
EXTENSION CYLINDER - REPAIR - SEALS	1 SET		
EXTENSION CYLINDER - BARREL NEW	1		
EXTENSION CYLINDER - SHAFT NEW	1		
EXTENSION CYLINDER - NEW COMPLETE	1		
EXTENSION CYLINDER SMALL - REPAIR - SEALS	1 SET		
EXTENSION CYLINDER SMALL- BARREL NEW	1		
EXTENSION CYLINDER SMALL - SHAFT NEW	1		
EXTENSION CYLINDER - SMALL - NEW COMPLETE	1		
FLAT WEB HEAVY DUTY SLING 4M X 6T	1		
GUIDE BUSH - NEW	1		
GUIDE BUSH HOLDER - NEW	1		
HINGE PIN - NEW	1		
HYDRAULIC FILTER - AERIAL PLATFORM	1		
HYDRAULIC FILTER CARTRIDGE- AERIAL PLATFORM	1		
HYDRAULIC GEAR PUMP (LARGE)	1		
HYDRAULIC GEAR PUMP (SMALL)	1		
HYDRAULIC PUMP SLEEVE KIT	1		

<b>SUPERLIFT: AERIAL PLATFORM</b> ITEM/PART DESCRIPTION	<b>UNIT</b>	<b>PRICE PER ITEM / MATERIAL (EXCL. VAT)</b>	<b>QTY LABOUR HOURS FOR INSTALLATION / MANUFACTURE</b>
HYDRAULIC HOSE (REPAIR)	17MTR		
HYDRAULIC HOSE - NEW	17MTR		
HYDRAULIC OIL	P/Litre		
LOAD TEST - AERIAL PLATFORM	1		
LOAD TEST - 6 MONTHLY INSPECTION	1		
LOCK PIN - BASKET HINGE - SUPERLIFT	1		
LOCK PIN - BASKET	1		
LOCK PIN OUTRIGGER	1		
LOWER BOOM CYLINDER - NEW COMPLETE	1		
LOWER BOOM CYLINDER - REPAIR - SEALS	1 SET		
LOWER BOOM CYLINDER - REPAIR - BARREL NEW	1		
LOWER BOOM CYLINDER - REPAIR - SHAFT NEW	1		
MAIN BOOM CYLINDER - NEW COMPLETE	1		
MAIN BOOM CYLINDER - REPAIR - SEALS	1 SET		
MAIN BOOM CYLINDER - REPAIR - BARREL NEW	1		
MAIN BOOM CYLINDER - REPAIR - SHAFT NEW	1		
MOTOR OIL - DIESEL ENGINE - COMPRESSOR	5		
AERIAL PLATFORM BASKET - NEW	1		
OUTRIGGER CYLINDER - NEW COMPLETE	1		
OUTRIGGER CYLINDER - REPAIR - SEALS	1 SET		
OUTRIGGER CYLINDER - BARREL NEW	1		



<b>SUPERLIFT: AERIAL PLATFORM</b> ITEM/PART DESCRIPTION	<b>UNIT</b>	<b>PRICE PER ITEM / MATERIAL (EXCL. VAT)</b>	<b>QTY LABOUR HOURS FOR INSTALLATION / MANUFACTURE</b>
OUTRIGGER CYLINDER - SHAFT NEW	1		
RATCHET - NEW	1		
RATCHET STRAP - NEW	1		
REFLECTIVE TAPE RED	1 MTR		
REFLECTIVE TAPE YELLOW	1 MTR		
SPIRAL GUARD 25	1 MTR		
SPIRAL GUARD 85	1 MTR		
STOP / START BUTTON	1		
TILT CYLINDER REPAIR - (SMALL) - SEALS	1 SET		
TILT CYLINDER REPAIR - (SMALL) - BARREL NEW	1		
TILT CYLINDER REPAIR - (SMALL) - SHAFT NEW	1		
TILT CYLINDER - (SMALL) - NEW COMPLETE	1		
VALVE LEVERS BUCKET - NEW	1 SET		
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			

<b>MANOTTI: AERIAL PLATFORM</b> ITEM/PART DESCRIPTION	<b>UNIT</b>	<b>PRICE PER ITEM / MATERIAL (EXCL. VAT)</b>	<b>QTY LABOUR HOURS FOR INSTALLATION / MANUFACTURE</b>
BASKET FRAME CENTRE PIN - SHAFT NEW	1		
BOOM REST - NEW COMPLETE	1		
BUCKET CYLINDER - REPAIR - SEALS	1 SET		
BUCKET CYLINDER - BARREL NEW	1		
BUCKET CYLINDER - SHAFT NEW	1		
BUCKET GLAND - NEW COMPLETE	1		
BUCKET CYLINDER - NEW COMPLETE	1		
BUCKET PISTON - NEW COMPLETE	1		
BUCKET SPHERICAL BEARINGS - MANUFACTURE	1		
BUCKET SPHERICAL BEARINGS - NEW COMPLETE	1		
CHROMED SHAFT 25mm	1Mtr		
CHROMED SHAFT 50mm	1Mtr		
CONTROL LEVER CABLE	1		
CROSS MEMBER - (NEW)	2		
E-CHAIN NEW (COMPLETE) - AERIAL PLATFORM	1		
EXTENSION CYLINDER - REPAIR - SEALS	1 SET		
EXTENSION CYLINDER - BARREL NEW	1		
EXTENSION CYLINDER - SHAFT NEW	1		
EXTENSION CYLINDER - NEW COMPLETE	1		
EXTENSION CYLINDER SMALL - REPAIR - SEALS	1 SET		
EXTENSION CYLINDER SMALL- BARREL NEW	1		

<b>MANOTTI: AERIAL PLATFORM</b> ITEM/PART DESCRIPTION	<b>UNIT</b>	<b>PRICE PER ITEM / MATERIAL (EXCL. VAT)</b>	<b>QTY LABOUR HOURS FOR INSTALLATION / MANUFACTURE</b>
EXTENSION CYLINDER SMALL - SHAFT NEW	1		
EXTENSION CYLINDER - SMALL - NEW COMPLETE	1		
FLAT WEB HEAVY DUTY SLING 4M X 6T	1		
GUIDE BUSH - NEW	1		
GUIDE BUSH HOLDER - NEW	1		
HINGE PIN - NEW	1		
HYDRAULIC FILTER - AERIAL PLATFORM	1		
HYDRAULIC FILTER CARTRIDGE- AERIAL PLATFORM	1		
HYDRAULIC GEAR PUMP (LARGE)	1		
HYDRAULIC GEAR PUMP (SMALL)	1		
HYDRAULIC PUMP SLEEVE KIT	1		
HYDRAULIC HOSE (REPAIR)	17MTR		
HYDRAULIC HOSE - NEW	17MTR		
HYDRAULIC OIL	P/Litre		
LOAD TEST - AERIAL PLATFORM	1		
LOAD TEST - 6 MONTHLY INSPECTION	1		
LOCK PIN - BASKET HINGE - SUPERLIFT	1		
LOCK PIN - BASKET	1		
LOCK PIN OUTRIGGER	1		
LOWER BOOM CYLINDER - NEW COMPLETE	1		
LOWER BOOM CYLINDER - REPAIR - SEALS	1 SET		

<b>MANOTTI: AERIAL PLATFORM</b> ITEM/PART DESCRIPTION	<b>UNIT</b>	<b>PRICE PER ITEM / MATERIAL (EXCL. VAT)</b>	<b>QTY LABOUR HOURS FOR INSTALLATION / MANUFACTURE</b>
LOWER BOOM CYLINDER - REPAIR - BARREL NEW	1		
LOWER BOOM CYLINDER - REPAIR - SHAFT NEW	1		
MAIN BOOM CYLINDER - NEW COMPLETE	1		
MAIN BOOM CYLINDER - REPAIR - SEALS	1 SET		
MAIN BOOM CYLINDER - REPAIR - BARREL NEW	1		
MAIN BOOM CYLINDER - REPAIR - SHAFT NEW	1		
MOTOR OIL - DIESEL ENGINE - COMPRESSOR	5		
AERIAL PLATFORM BASKET - NEW	1		
OUTRIGGER CYLINDER - NEW COMPLETE	1		
OUTRIGGER CYLINDER - REPAIR - SEALS	1 SET		
OUTRIGGER CYLINDER - BARREL NEW	1		
OUTRIGGER CYLINDER - SHAFT NEW	1		
RATCHET - NEW	1		
RATCHET STRAP - NEW	1		
REFLECTIVE TAPE RED	1 MTR		
REFLECTIVE TAPE YELLOW	1 MTR		
SPIRAL GUARD 25	1 MTR		
SPIRAL GUARD 85	1 MTR		
STOP / START BUTTON	1		
TILT CYLINDER REPAIR - (SMALL) - SEALS	1 SET		
TILT CYLINDER REPAIR - (SMALL) - BARREL NEW	1		



<b>PALLFINGER: AERIAL PLATFORM</b> ITEM/PART DESCRIPTION	<b>UNIT</b>	<b>PRICE PER ITEM / MATERIAL (EXCL. VAT)</b>	<b>QTY LABOUR HOURS FOR INSTALLATION / MANUFACTURE</b>
BUCKET PISTON - NEW COMPLETE	1		
BUCKET SPHERICAL BEARINGS - MANUFACTURE	1		
BUCKET SPHERICAL BEARINGS - NEW COMPLETE	1		
CHROMED SHAFT 25mm	1Mtr		
CHROMED SHAFT 50mm	1Mtr		
CONTROL LEVER CABLE	1		
CROSS MEMBER - (NEW)	2		
E-CHAIN NEW (COMPLETE) - AERIAL PLATFORM	1		
EXTENSION CYLINDER - REPAIR - SEALS	1 SET		
EXTENSION CYLINDER - BARREL NEW	1		
EXTENSION CYLINDER - SHAFT NEW	1		
EXTENSION CYLINDER - NEW COMPLETE	1		
EXTENSION CYLINDER SMALL - REPAIR - SEALS	1 SET		
EXTENSION CYLINDER SMALL- BARREL NEW	1		
EXTENSION CYLINDER SMALL - SHAFT NEW	1		
EXTENSION CYLINDER - SMALL - NEW COMPLETE	1		
FLAT WEB HEAVY DUTY SLING 4M X 6T	1		
GUIDE BUSH - NEW	1		
GUIDE BUSH HOLDER - NEW	1		
HINGE PIN - NEW	1		
HYDRAULIC FILTER - AERIAL PLATFORM	1		

<b>PALLFINGER: AERIAL PLATFORM</b>			
ITEM/PART DESCRIPTION	UNIT	PRICE PER ITEM / MATERIAL (EXCL. VAT)	QTY LABOUR HOURS FOR INSTALLATION / MANUFACTURE
HYDRAULIC FILTER CARTRIDGE- AERIAL PLATFORM	1		
HYDRAULIC GEAR PUMP (LARGE)	1		
HYDRAULIC GEAR PUMP (SMALL)	1		
HYDRAULIC PUMP SLEEVE KIT	1		
HYDRAULIC HOSE (REPAIR)	17MTR		
HYDRAULIC HOSE - NEW	17MTR		
HYDRAULIC OIL	P/Litre		
LOAD TEST - AERIAL PLATFORM	1		
LOAD TEST - 6 MONTHLY INSPECTION	1		
LOCK PIN - BASKET HINGE - SUPERLIFT	1		
LOCK PIN - BASKET	1		
LOCK PIN OUTRIGGER	1		
LOWER BOOM CYLINDER - NEW COMPLETE	1		
LOWER BOOM CYLINDER - REPAIR - SEALS	1 SET		
LOWER BOOM CYLINDER - REPAIR - BARREL NEW	1		
LOWER BOOM CYLINDER - REPAIR - SHAFT NEW	1		
MAIN BOOM CYLINDER - NEW COMPLETE	1		
MAIN BOOM CYLINDER - REPAIR - SEALS	1 SET		
MAIN BOOM CYLINDER - REPAIR - BARREL NEW	1		
MAIN BOOM CYLINDER - REPAIR - SHAFT NEW	1		
MOTOR OIL - DIESEL ENGINE - COMPRESSOR	5		



<b>PALLFINGER: AERIAL PLATFORM</b> ITEM/PART DESCRIPTION	<b>UNIT</b>	<b>PRICE PER ITEM / MATERIAL (EXCL. VAT)</b>	<b>QTY LABOUR HOURS FOR INSTALLATION / MANUFACTURE</b>
AERIAL PLATFORM BASKET - NEW	1		
OUTRIGGER CYLINDER - NEW COMPLETE	1		
OUTRIGGER CYLINDER - REPAIR - SEALS	1 SET		
OUTRIGGER CYLINDER - BARREL NEW	1		
OUTRIGGER CYLINDER - SHAFT NEW	1		
RATCHET - NEW	1		
RATCHET STRAP - NEW	1		
REFLECTIVE TAPE RED	1 MTR		
REFLECTIVE TAPE YELLOW	1 MTR		
SPIRAL GUARD 25	1 MTR		
SPIRAL GUARD 85	1 MTR		
STOP / START BUTTON	1		
TILT CYLINDER REPAIR - (SMALL) - SEALS	1 SET		
TILT CYLINDER REPAIR - (SMALL) - BARREL NEW	1		
TILT CYLINDER REPAIR - (SMALL) - SHAFT NEW	1		
TILT CYLINDER - (SMALL) - NEW COMPLETE	1		
VALVE LEVERS BUCKET - NEW	1 SET		
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			



<b>SIMON MOTOR / DONKEY MOTOR</b> ITEM/PART DESCRIPTION	UNIT	PRICE PER ITEM / MATERIAL (EXCL. VAT)	QTY LABOUR HOURS FOR INSTALLATION / MANUFACTURE
SIMON MOTOR - NEW COMPLETE	1		
AIR FILTER - NEW SIMON/DONKEY MOTOR	1		
BRACKET - NEW SIMON/DONKEY MOTOR	1		
DIESEL TANK - REPAIR SIMON/DONKEY MOTOR	1		
DIESEL TANK - NEW SIMON/DONKEY MOTOR	1		
SOLINOID - DONKEY MOTOR / SIMON MOTOR	1		
STARTER - NEW SIMON/DONKEY MOTOR	1		
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
<b>HYDRAULIC CRANES</b> ITEM/PART DESCRIPTION	UNIT	PRICE PER ITEM / MATERIAL (EXCL. VAT)	QTY LABOUR HOURS FOR INSTALLATION / MANUFACTURE
EXTENSION CYLINDER - REPAIR - SEALS	1 SET		
EXTENSION CYLINDER - BARREL NEW	1		
EXTENSION CYLINDER - SHAFT NEW	1		
EXTENSION CYLINDER - NEW COMPLETE	1		
LOAD TEST - CRANE	1		
LOAD TEST - 6 MONTHLY INSPECTION	1		
LOWER BOOM CYLINDER - NEW COMPLETE	1		
LOWER BOOM CYLINDER - REPAIR - SEALS	1 SET		
LOWER BOOM CYLINDER - REPAIR - BARREL NEW	1		

<b>HYDRAULIC CRANES</b> ITEM/PART DESCRIPTION	<b>UNIT</b>	<b>PRICE PER ITEM / MATERIAL (EXCL. VAT)</b>	<b>QTY LABOUR HOURS FOR INSTALLATION / MANUFACTURE</b>
LOWER BOOM CYLINDER - REPAIR - SHAFT NEW	1		
MAIN BOOM CYLINDER - NEW COMPLETE	1		
MAIN BOOM CYLINDER - REPAIR - SEALS	1 SET		
MAIN BOOM CYLINDER - REPAIR - BARREL NEW	1		
MAIN BOOM CYLINDER - REPAIR - SHAFT NEW	1		
OUTRIGGER CYLINDER - REPAIR HIAB 650	1		
OUTRIGGER CYLINDER - REPAIR - SEALS	1 SET		
OUTRIGGER CYLINDER - BARREL NEW	1		
OUTRIGGER CYLINDER - SHAFT NEW	1		
OUTRIGGER FOOTPLATE (NEW)	1		
POWER TAKE OFF (PTO) - UD60 - UD40 - FUSO - CABSTAR	1		
TILT CYLINDER REPAIR - (SMALL) - SEALS	1 SET		
TILT CYLINDER REPAIR - (SMALL) - BARREL NEW	1		
TILT CYLINDER REPAIR - (SMALL) - SHAFT NEW	1		
TILT CYLINDER - (SMALL) - NEW COMPLETE	1		
UPPER BOOM CYLINDER - REPAIR - SEALS PM CRANE 2 TON	1		
UPPER BOOM CYLINDER - REPAIR - BARREL NEW PM CRANE 2 TON	1		
UPPER BOOM CYLINDER - REPAIR - SHAFT NEW PM CRANE 2 TON	1		
UPPER BOOM CYLINDER - NEW COMPLETE - PM CRANE 2 TON	1 SET		
ANY OTHER, PLEASE SPECIFY			

<b>BELL 220</b> ITEM/PART DESCRIPTION	<b>UNIT</b>	<b>PRICE PER ITEM / MATERIAL (EXCL. VAT)</b>	<b>QTY LABOUR HOURS FOR INSTALLATION / MANUFACTURE</b>
HYDRAULIC FILTER BELL 220	1		
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
<b>KOMATSU FORKLIFT (7 TON)</b> ITEM/PART DESCRIPTION	<b>UNIT</b>	<b>PRICE PER ITEM / MATERIAL (EXCL. VAT)</b>	<b>QTY LABOUR HOURS FOR INSTALLATION / MANUFACTURE</b>
HYDRAULIC FILTER KOMATSU	1		
TELESCOPIC CYLINDER REPAIR - SEALS	1 SET		
TELESCOPIC CYLINDER REPAIR - BARREL NEW	1		
TELESCOPIC CYLINDER REPAIR - SHAFT NEW	1		
TELESCOPIC CYLINDER - NEW COMPLETE	1		
UPPER BOOM CYLINDER REPAIR - SEALS (KOMATSU)	1 SET		
UPPER BOOM CYLINDER REPAIR - NEW SHAFT (KOMATSU)	1		
UPPER BOOM CYLINDER REPAIR - NEW BARREL (KOMATSU)	1		
UPPER BOOM CYLINDER - NEW COMPLETE (KOMATSU)	1		
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			

<b>CATERPILLAR TLB</b> ITEM/PART DESCRIPTION	<b>UNIT</b>	<b>PRICE PER ITEM / MATERIAL (EXCL. VAT)</b>	<b>QTY LABOUR HOURS FOR INSTALLATION / MANUFACTURE</b>
SLEW CYLINDER REPAIR - SEALS	1		
SLEW CYLINDER REPAIR - NEW SHAFT	1		
SLEW CYLINDER REPAIR - NEW BARREL	1		
SLEW CYLINDER REPAIR - NEW COMPLETE	1		
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
<b>KOMATSU TLB</b> ITEM/PART DESCRIPTION	<b>UNIT</b>	<b>PRICE PER ITEM / MATERIAL (EXCL. VAT)</b>	<b>QTY LABOUR HOURS FOR INSTALLATION / MANUFACTURE</b>
SLEW CYLINDER REPAIR - SEALS	1		
SLEW CYLINDER REPAIR - NEW SHAFT	1		
SLEW CYLINDER REPAIR - NEW BARREL	1		
SLEW CYLINDER REPAIR - NEW COMPLETE	1		
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			
ANY OTHER, PLEASE SPECIFY			

## 9. CONTACT DETAILS

- 9.1 For any further technical information regarding the document contents please contact Me Chantelle Moodie e-mail: [chantelle.moodie@centlec.co.za](mailto:chantelle.moodie@centlec.co.za) Such queries must be done in writing, the email address provided serves this purpose. The answer to one question will be sent to all the other prospective bidders that have bought the bid documents.
- 9.2 For Supply Chain Related questions, please contact Me. Palesa Makhele at [palesa.makhele@centlec.co.za](mailto:palesa.makhele@centlec.co.za)



### INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ENTITY)

BID NUMBER: ..... CLOSING DATE: ..... CLOSING TIME: .....

DESCRIPTION.....

**The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).**

BID DOCUMENTS MAY BE POSTED TO:

.....  
.....

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

.....  
.....

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS -- (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER .....

FACSIMILE NUMBER CODE ..... NUMBER.....

E-MAIL ADDRESS .....

VAT REGISTRATION NUMBER .....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED? (MBD 2) YES/NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1) YES/NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)

A REGISTERED AUDITOR

(Tick applicable box)

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

ARE YOU THE ACCREDITED REPRESENTATIVE  
IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED ?

YES/NO  
(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER .....

DATE .....

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

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED .....

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Municipality / Municipal Entity:** .....

**Department:** .....

**Contact Person:** .....

**Tel:** .....

**Fax:** .....

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Contact Person:** .....

**Tel:** .....

**Fax:** .....



## TAX CLEARANCE CERTIFICATE REQUIREMENTS

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder.....	Bid Number.....
Closing Time .....	Closing Date .....

**OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.**

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	--

- Required by: .....
- At: .....
- Brand and Model .....
- Country of Origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- \*Delivery: Firm/Not firm
- Delivery basis .....

**Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.**

**\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

\*Delete if not applicable

**PRICING SCHEDULE – NON-FIRM PRICES  
(PURCHASES)**

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder.....	Bid number.....
Closing Time .....	Closing Date .....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	--

- Required by: .....
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- Delivery: \*Firm/Not firm

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable



**B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT FOREIGN CURRENCY REMIT ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH CALCULATED PRICES WILL BE EFFECTIVE

**PRICING SCHEDULE**  
(Professional Services)

Name of Bidder: .....	Bid Number: .....
Closing Time: .....	Closing Date: .....

OFFER TO BE VALID FOR .....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
---------	-------------	--

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

R.....

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days

- 5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

\*\*\*all applicable taxes\* includes value-added taxes, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL R			.....

- 6. Period required for commencement with project after acceptance of bid .....
- 7. Estimated man-days for completion of project .....
- 8. Are the rates quoted firm for the full period of contract? ..... \*YES/ NO.
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.....  
.....  
.....  
.....

\*Delete if not applicable

**MBD 4**

**DECLARATION OF INTEREST**

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

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

3.2 Identity Number: .....

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

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

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

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

3.8.1 If yes, furnish particulars. ....  
.....

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

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

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



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

**3.9.1 If yes, furnish particulars.....**  
.....

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

**3.10.1 If yes, furnish particulars.**  
.....  
.....

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

**3.11.1 If yes, furnish particulars**  
.....  
.....

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

**3.12.1 If yes, furnish particulars.**  
.....  
.....

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

**3.13.1 If yes, furnish particulars.**  
.....  
.....

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

**3.14.1 If yes, furnish particulars:**  
.....  
.....

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

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

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

1 Are you by law required to prepare annual financial statements for auditing?

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

**\*YES / NO**

.....

.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....

.....

.....

.....

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of

\* Delete if not applicable

**\*YES / NO**

such contract?

3.1 If yes, furnish particulars

.....  
.....

**\*YES / NO**

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

**\*YES / NO**

4.1 If yes, furnish particulars

.....  
.....

**CERTIFICATION**

**I, THE UNDERSIGNED (NAME) .....**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.**

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## **DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### **1. General Conditions**

1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.

1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as required in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedtl.gov.za/industrial development/ip.jsp](http://www.thedtl.gov.za/industrial%20development/ip.jsp) at no cost.**

1.6. A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

## 2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
  - 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
  - 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
  - 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
  - 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
  - 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
  - 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
  - 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
  - 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?  
(Tick applicable box)

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

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

<u>Currency</u>	<u>Rates of exchange</u>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?  
(Tick applicable box)

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

5.1. If yes, provide the following particulars:

- (a) Full name of auditor:.....
- (b) Practice number: .....
- (c) Telephone and cell number:.....
- (d) Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Accounting Officer / Accounting Authority provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY: (Procurement Authority / Name of Municipality / Municipal Entity):**  
.....

**NB**

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder  
entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;



Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

(d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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

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

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

**1. GENERAL CONDITIONS**

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

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

1.2

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the ..... Preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

	<b>POINTS</b>
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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



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

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?  
 (Tick applicable box)

YES  NO

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES  NO

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

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

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

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

8.2 VAT registration  
 number:.....

8.3 Company registration  
 number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

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

**WITNESSES**

1. ....

2. ....

.....  
**SIGNATURE(S) OF BIDDERS(S)**

**DATE:** .....

**ADDRESS** .....

.....

.....

### CONTRACT FORM - PURCHASE OF GOODS/WORKS

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

#### PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

<b>WITNESSES</b>	
1	.....
2.	.....
DATE:	.....

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**  
**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT ..... ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. ....

2. ....

DATE .....



**CONTRACT FORM - RENDERING OF SERVICES**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

<b>WITNESSES</b>	
1	.....
2	.....
DATE: .....	

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number ..... dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1 .....

2 .....

DATE: .....

## CONTRACT FORM - SALE OF GOODS/WORKS

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE SELLER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE SELLER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

### PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to purchase all or any of the goods and/or works described in the attached bidding documents from (name of institution)..... in accordance with the requirements stipulated in (bid number)..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the seller during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) cover all my obligations and I accept that any mistakes regarding price(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I undertake to make payment for the goods/works as specified in the bidding documents.
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

<b>WITNESSES</b>	
1	.....
2.	.....
DATE: .....	

**CONTRACT FORM - SALE OF GOODS/WORKS**  
**PART 2 (TO BE FILLED IN BY THE SELLER)**

1. I..... in my capacity as.....  
 accept your bid under reference number ..... dated.....for the purchase of  
 goods/works indicated hereunder and/or further specified in the annexure(s).
2. I undertake to make the goods/works available in accordance with the terms and conditions of the  
 contract.

ITEM NO.	DESCRIPTION	PRICE (ALL APPLICABLE TAXES INCLUDED)		

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT ..... ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1. ....

2. ....

DATE .....

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

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
<b>Item Question</b>			
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

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

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder



6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>9</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>9</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, In addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

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### **Arbitration Clause**

This clause is part of this document to be compliant to regulation 50 of Supply Chain Management Regulations as published in Gen N 868 in Government Gazette 27636 of 30 May 2005.

Any dispute of whatsoever nature arising out of this contract concerning any of the rights and/ or obligations of any party thereto, either during the currency of the contract or after the completion thereof, including a dispute as to the validity of the contract, is hereby referred to the arbitration. The decision of a single arbitrator would be final and the parties agree to accept the award as final and binding upon them.

The arbitrator shall be:

- 
- Selected by agreement between the parties, or failing such agreement,
- Appointed at the request of either party by the chairman for the time being of the Free State Council.
- A person with more than 10 years in the practice of law and a member of the arbitration foundation of Southern Africa.
- The costs associated with the arbitration action would be those prescribed by the Arbitration Association of South Africa

The cancellation of this contract by either party for whatever reason shall not affect the validity of this clause.

\_\_\_\_\_  
**Signature by tenderer of  
acceptance**

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

