



**PROVISION OF GENERAL CLEANING SERVICES FOR THE STREETS, TAXI RANKS  
AND PUBLIC ABLUTIONS FOR RAY NKONYENI MUNICIPALITY FOR A PERIOD OF  
THREE (3) YEARS**

**Notice: 018 of 2025**

**TENDER NO: 8/2/RNM0568**

**NAME OF THE BIDDER**

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**BID AMOUNT R \_\_\_\_\_**

COMMUNITY SERVICES DEPARTMENT  
P.O. BOX 5  
PORT SHEPSTONE  
4240

MARCH 2025

## TABLE OF CONTENTS

1. Bid Advert	3-4
2. Standard forms	5-7
3. Evaluation Criteria	8-11
4. General conditions of contract	12-25
5. Attachments:	
5.1. RNM /MBD 3.2. Pricing Schedule (non Firm Prices)	41-42
5.2. RNM /MBD 4. Declaration of Interest	45-47
5.3 RNM/MBD 5 Declaration For Procurement Above R10 Million (All Applicable Taxes Included	48-50
5.4. RNM /MBD 5.1. Past experience(1)	51
5.5 RNM /MBD 6.1 Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022	52-56
5.6. RNM /MBD 9 Certificate of Independent Bid Determination	59-61

**RAY NKONYENI MUNICIPALITY**  
 NOTICE NO: 018 OF 2025  
 BID NO: 8/2/RNM0568

**PROVISION OF GENERAL CLEANING SERVICES FOR THE STREETS, TAXI RANKS AND PUBLIC ABLUTIONS ON WEEKENDS AND PUBLIC HOLIDAYS FOR RAY NKONYENI MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS**

Bids are hereby invited for Provision of General Cleaning Services for the Streets, Taxi Ranks and Public Ablutions on weekends and Public holidays for Ray Nkonyeni Municipality for a Period of Three (3) Years

Bid documents can be downloaded on [www.etenders.gov.za](http://www.etenders.gov.za) or [www.rnm.gov.za](http://www.rnm.gov.za) from Friday 21 March 2025

Bidders to submit two (02) copies of the bid document together with the original bid document, bidders that fail to submit copies will be disqualified. Fully completed Bid documents must be submitted in a sealed envelope, clearly marked "8/2/568 Provision of General Cleaning Services for the Streets, Taxi Ranks and Public Ablutions on weekends and Public holidays for Ray Nkonyeni Municipality for a Period of Three (3) Years and must be deposited in the Bid box at the Municipal offices at 10 Connor Street, Port Shepstone, no later than 12:00 on 22 April 2025 after which all Bids will be opened in public.

SPECIFIC GOALS	POINTS	Verification Documents
an EME or QSE which is at least 100% owned by black people;	20	CIPC documents and sworn affidavits
an EME or QSE which is at least 51% - 99% owned by black people;	16	CIPC documents and sworn affidavits
an EME or QSE which is at 25% - 50% owned by black people;	8	CIPC documents and sworn affidavits
Total points	<b>20</b>	

**Tenders will be evaluated on functionality and price All tender offers that fail to score the minimum of 60% of points for will be rejected. The following criteria will be used for functionality evaluation:-**

Criteria	Possible Full Points
<b>Experience</b>	<b>10</b>
<b>Capacity</b>	<b>10</b>
<b>Total</b>	<b>20</b>

All queries to be directed to Mr S. Khumalo on 064 8650714  
 Email address: [Sifiso.Khumalo@rnm.gov.za](mailto:Sifiso.Khumalo@rnm.gov.za)

**NOTE TO BIDDERS ON CONDITIONS OF THE BID:**

- The Supply Chain Management Policy of Ray Nkonyeni Municipality will apply. The Council reserves the right not to accept the lowest bid or any bid and reserves the right to accept the whole or part of the bid, or to reject all bids and cancel the notice to bid;
- Only service providers registered in the Central Supplier Database (CSD) will be considered, attach proof of registration failure to attach will result in your bid not evaluated further.
- Members or Directors of Companies or Service Providers who are state employees are not allowed to bid or quote;
- Unsuccessful bidders will be informed of the Bid outcome through the Municipal website. Aggrieved unsuccessful bidders will be allowed to lodge, within fourteen (14) days of the decision or action, a written objection or complaint to the Office of the Municipal Manager through email, [mm@rnm.gov.za](mailto:mm@rnm.gov.za) or fax number 0865297195. Complaints or objections received after fourteen (14) days of the date of the notice **will not** be entertained; and
- The original bid document plus TWO **extra** (02) copy must be submitted, failure to submit two copies will result in disqualification.
- Bids submitted are to be valid for a period of **120 days**.
- Bidder must attach the latest audited financial statements with the Bid. Bidders who fail to furnish the latest audited financial statements will not be evaluated further.

K J ZULU  
MUNICIPAL MANAGER

Ray Nkonyeni Municipality  
10 Connor Street  
P O Box 5  
PORT SHEPSTONE  
4240

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

**NB!!!! Please attach copies of the following documents.**

- **Company registration documents.**
- **Certified copy of ID documents of directors/owners/members/  
shareholders.**
- **Copy of a valid TAX Compliance Certificate  
Or Tax Compliance Status PIN Sheet.**
- **Declarations (MBD 4, 6.1, 8 & 9).**
- **Joint Venture agreements (where applicable)**


## STANDARD FORMS

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Relevant specifications
2. Value for money
3. Capability to execute the contract
4. PPPFA & associated regulations

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE**

<b>RAY NKONYENI MUNICIPALITY STANDARD FORM FOR BIDS</b>
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<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (RAY NKONYENI MUNICIPALITY)</b>					
BID NUMBER:	8/2/RNM0568	CLOSING DATE:	22 APRIL 2025	CLOSING TIME:	12:00
DESCRIPTION	PROVISION OF GENERAL CLEANING SERVICES FOR THE STREETS, TAXI RANKS AND PUBLIC ABLUTIONS ON WEEKENDS AND PUBLIC HOLIDAYS FOR RAY NKONYENI MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					

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

<b>RAY NKONYENI MUNICIPALITY</b>
<b>PO BOX 5</b>
<b>PORT SHEPSTONE (10 Connor Street)</b>
<b>4240</b>

<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		<b>OR</b>	CSD No:	

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
<b>TOTAL NUMBER OF ITEMS OFFERED</b>		<b>TOTAL BID PRICE</b>	<b>R</b>
<b>SIGNATURE OF BIDDER</b>	.....	<b>DATE</b>	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>			

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	TREASURY SCM	CONTACT PERSON	MR S KHUMALO
CONTACT PERSON	MR BONGANI MFENQA	TELEPHONE NUMBER	064 8650714
TELEPHONE NUMBER	039-3128304	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	Sifiso.Khumalo@rnm.gov.za
E-MAIL ADDRESS	Bongani.Mfenqa@rnm.gov.za		

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT THE BID OFFER MUST BE SIGNED BY A PERSON AUTHORIZED TO SIGN ON BEHALF OF THE BIDDER;</p> <p>1.4. A BIDDER WHO SUBMITTED A BID AS A JOINT VENTURE HAS INCLUDED AN ACCEPTABLE JOINT VENTURE AGREEMENT WITH HIS/HER BID;</p> <p>1.5. A BIDDER WHO IS A JOINT VENTURE HAS INCLUDED MBD 4, 8 &amp; 9 FOR EACH ENTITY IN THE JOINT VENTURE / CONSORTIUM WITH HIS/HER BID</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

## EVALUATION OF TENDER OFFERS

The procedure for evaluation of responsive Bid Offers will be **METHOD 4 : (Financial Offer, preference and quality (functionality))** with 80/20 Preference Points System. Score quality, rejecting all Bid Offers that fail to score the minimum number of points for quality stated in the Bid Data. The total score awarded will be the addition of the two scores for price and preference.

The following formula will be used in Calculation of Percentage for Functionality

$$PS = \frac{So \times Ap}{Ms}$$

Where:

Ps = percentage scored for functionality by Bid/proposal under consideration

So = total score of bid/proposal under consideration

Ms = Maximum possible score

Ap = percentage allocated for functionality

- I. A maximum of **10 points** will be awarded for a Company with 5 or more years' experience in successfully completed other projects of similar nature in the past five years.
- II. A maximum of **10 points** will be awarded to a Company with Capacity
- III. Point system for functionality will be as per table below:-



<b>Key aspect of criterion</b>	<b>Evaluation criterion</b>	<b>Points</b>	<b>Verification method</b>
<b>Company experience</b>	<b>5 or more years in General cleaning of Municipal streets in CBD's/small towns/ taxi ranks and public ablution Facilities in the Municipality environment</b>	<b>10</b>	<b>Appointment letter/s with Bid numbers and three corresponding purchase orders</b>
	<b>2 -4 years in General cleaning of Municipal streets in CBD's/small towns/ taxi ranks and public ablution Facilities in the Municipality environment</b>	<b>6</b>	<b>Appointment letter/s with Bid numbers and two corresponding purchase orders</b>
	<b>1- year in General cleaning of Municipal streets in CBD's/ Shopping complexes/ small towns/ taxi ranks and public ablution Facilities in the Municipality environment</b>	<b>3</b>	<b>Appointment letter/ s with Bid numbers and one corresponding purchase order</b>
<b>Capacity</b>	<b>1 x 6 Tons cage truck and more plus 3 x bakkies or more</b>	<b>10</b>	<b>Attached certified proof of ownership and registration of vehicles/lease of agreement or confirmation of lease</b>  <b>All documents must be in the name of the company and or name of company directors</b>
	<b>1 x 3 - 5 tons cage truck or more plus 3 bakkies or more</b>	<b>6</b>	<b>Attached certified proof of ownership and registration of vehicles/lease of agreement or confirmation of lease</b>  <b>All documents must be in the name of the company and or name of company directors</b>
	<b>1 x Less than 3 tons cage truck and less than 3 bakkies</b>	<b>3</b>	<b>Attached certified proof of ownership and registration of vehicles/lease of agreement or confirmation of lease</b>

			<b>All documents must be in the name of the company and or name of company directors</b>
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b) Financial Offer

The financial offer will be scored using the following formula:

$$Nf = W1 \times [1 - (P - Pm) / Pm]$$

Where:

W1 = **80** for financial values up to R 50, 000, 000.00 (inclusive of VAT) of all responsive tenders received:

Pm = the value of the comparative offer of the most favourable tender;

P = the value of the comparative offer under consideration;

In the application of the 90/10 preference point system, if all bids received are below R 50, 000, 000.00, the bid must be cancelled. If one or more of the acceptable bid(s) received are above R 50, 000, 000.00 threshold, all bids received must be evaluated on the 90/10 preference point system.

c) Preferences

Up to **20** points (for financial values up to R 50, 000, 000.00), will be awarded to bidders who complete the preference schedule and who are found to be eligible for the preference claimed.

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

- a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

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

The maximum points for this tender are allocated as follows:

SPECIFIC GOALS	POINTS	Verification Documents
an EME or QSE which is at least 100% owned by black people;	20	CIPC documents and sworn affidavits

an EME or QSE which is at least 51% - 99% owned by black people;	16	CIPC documents and sworn affidavits
an EME or QSE which is at 25% - 50% owned by black people;	8	CIPC documents and sworn affidavits
Total points	<b>20</b>	

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

## **GENERAL CONDITIONS OF CONTRACT TABLE OF CLAUSES**

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information inspection
6. Patent Rights
7. Performance security
8. Inspections, tests and analyses
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental Services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Variation orders
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Anti-dumping and countervailing duties and rights
25. Force Majeure
26. Termination for insolvency
27. Settlement of Disputes
28. Limitation of Liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. Transfer of contracts
34. Amendments of contracts
35. Prohibition of restrictive practices

## **General Conditions of Contract**

- 1. Definitions**
- 1.1 The following terms shall be interpreted as indicated:
- 1.2 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
- 1.3 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.4 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.5 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.6 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.7 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.8. “Database application form” means the application form required by the Ray Nkonyeni Municipality to be filled in by the successful Bidder, following the award of the contract, for inclusion on the RNM database before payment is made.
- 1.9 “Day” means calendar day.
- 1.10 “Delivery” means delivery in compliance of the conditions of the contract or order.
- 1.11 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
- 1.12 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
- 1.13 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of

origin and which have the potential to harm the local industries in the RSA.

- 1.14 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.15 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.16 "GCC" means the General Conditions of Contract.
- 1.17 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.18 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.
- 1.19 "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.20 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.21 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.22 "Project site," where applicable, means the place indicated in bidding documents.
- 1.23 "Purchaser" means the organization purchasing the goods.
- 1.24 "Republic" means the Republic of South Africa.
- 1.25 "SCC" means the Special Conditions of Contract.
- 1.26 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services,

such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

- 1.27 “Supplier” means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.28 “Tort” means in breach of contract.
- 1.29 “Turnkey” means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.30 “Written” or “in writing” means hand-written in ink or any form of electronic or mechanical writing.

**2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

**3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a nonrefundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

**4. Standards**

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

**5. Use of contract documents and information inspection**

- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specifications, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.
- 7. Performance security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser;
  - (b) a cashier's or certified cheque.
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.
- 8. Inspections, tests and**
- 8.1 All pre-bidding testing will be for the account of the bidder.



## **analyses**

- 8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

## **9. Packing**

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional

requirements, if any, and in any subsequent instructions ordered by the purchaser.

- 10. Delivery and documents** 10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the contract.
- 11. Insurance** 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.
- 12. Transportation** 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.
- 13. Incidental services** 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
- 14. Spare parts** 14.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
  - (b) in the event of termination of production of the spare parts:

- (i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
- (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**15. Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated.

- 16.5. Payment will only be made if the supplier has filled in and submitted the necessary database application form to the satisfaction of the Chief Financial Officer.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.
- 18. Variation orders**
- 18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all sub-contracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.
- 21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is

agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

**22. Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

**23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time

period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

- 23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (a) the name and address of the supplier and / or person restricted by the purchaser;
  - (b) the date of commencement of the restriction;
  - (c) the period of restriction; and
  - (d) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Bid Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping and countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the supplier to the

purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

- 25. Force majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.
- 28. Limitation of liability**
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the Supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.
- 33. Transfer of contracts** 33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser.
- 34. Amendment of contracts** 34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed



by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

- 35. Prohibition of restrictive practices**
- 35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998 as amended, an agreement between, or concerted practice by , firms or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.
- 35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.
- 35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

**No contract will be awarded to a person who has failed to submit a copy of Tax Compliance Certificate with a PIN from the South African Revenue Service (“SARS”) certifying that the taxes of that person to be in order or that suitable arrangements have been made with SARS.**

I certify that I have the appropriate authority to furnish the above-mentioned information and that the above information is correct at the time of completion.

Name:	Signature:
Designation:	Date:



## Tender Specifications

The tender is for general cleaning services of streets and Public Ablution facilities on weekends and Public holidays from Hibberdene to Port Edward inclusive of Gamalakhe and Ezingolweni.

The tender has been split into two (2) zones namely as follows

- North Zone: - Hibberdene to Oslo Beach inclusive of Izingolweni
- South Zone: - Shelly Beach to Port Edward inclusive of Gamalakhe

North Zone and South Zone will have five (5) categories that are to be tendered for namely:-

- Street Cleaning - Day and Night Shift- Weekends and Public Holidays
- Cleaning of Public Ablution Facilities- Weekends and Public Holidays
- Seasonal Street Cleaning – 1 December to 9 January and 10 days over Easter Period
- Festive- Beach Season Cleaning – 8 days per year
- Washing of Pavements and Sidewalks once a month

Staff must be issued with protective clothing, Reflective vests, brooms, spades and black bags etc. All refuse to be removed daily and disposed of at the Oatlands Landfill Site. Staff must remain in their allocated areas for the entire shift and cannot be utilized in other areas

Day Shift is from 06:00 to 16:00 (10 hour shift)

Night Shift is from 16:00 to 02:00 (10 hour shift)

Ablution facilities at bus shelters etc must be opened at 07:00 and kept clean throughout the day and locked at 17:30. Service Provider to provide all chemicals for cleaning and toilet paper. The staff will also be responsible for the cleanliness of the area of 100 meters around the abluion facility which must be kept free of litter, cigarettes butts, leaves etc.

The seasonal cleaning is for the period of 1 December to 9 January + ten (10) days for the Easter holiday period of each year of the tender.

North Zone with 30 staff will work from 12:00 to 21:00 and South Zone with 20 Staff will work from 15:00 to 24:00 each day (i.e 50 days). All protective clothing/reflective vests, brooms, spades and refuse bags etc to be supplied by the service provider. All refuse bags are to be removed by the Contractor to the Oatlands Landfill Site or designated area as approved by the Area Manager of that Zone.

Festive Season/high peak season will be eight days during the period of the 17 December to the 5 January of each year. The relevant Area Manager will advise you on the 1 December each year which days will be worked. The hours of duty are 03:00 to 08:00. All beach areas and parking lots must be clean and refuse bags removed before 08:00.

### North Zone- Festive/High Peak Season

Hibberdene to Shelly Beach inclusive of Izingolweni - 2 Supervisors and 35 staff

All refuse collected must be removed hourly to the Oatlands landfill Site or to an area designated by the relevant Area Manager. All staff to be provided protective clothing, rakes, brooms and refuse bags. Estimate ±5000 refuse bags used over this period.

## **A: NORTH ZONE**

NB : Cleaning includes, sweeping of all gutters, streets, sidewalks and taxi ranks with hard industrial brooms. All sand, grass, cigarette butts, litter, leaves, plastics, etc. must be swept, and removed.

	Area	Minimum Number of Staff required	Number of staff tendered	Rate per Month Inclusive of VAT
1.1	The Hibberdene CBD and National Road and surrounds. Hibberdene CBD (Marlin Drive, Station Rd, Main Road, 16km, Hibberdene Freeway to Idombe River	4		
1.2	The Southport CBD and National Road. Hibiscus Drive, Bendigo Rd, Main Road (4km), Idombe River to Umtentweni River.	2		
1.3	The Umtentweni CBD and National Road including the area from the robots to Port Shepstone. Commercial Road, Adingdon Road, Rethman Drive, Main Road (5km) from Umtentweni River to Umzimkulu River.	2		
1.4	The National Road From The Umzimkulu Bridge to Merlewood entrance (6km) Marine Drive from Confusion Junction (Port Shepstone) to the Izotsha robots (Shelly Beach) and up to the robots to the south Coast Mall (8,9km) Port Shepstone CBD from the Umzimkulu Bridge in the North to the ocean (east) to Borough sportsfield (south to Dick King/Berea (west) and including Settlers Park	8		

1.5	Port Shepstone Bus and Taxi Rank and CBD areas (night shift )	10		
1.6	Port Shepstone, Murchison Bus and taxi rank	4		
1.7	Marburg – Berg Street, Watterson Rd, Link Road, Industrial Road, Windsor and Pioneer road, Old Harding Road to Sasol (to N2) - inclusive of Palm and yellow wood ,open space and parking next to Merlewood primary school and shopping complex	8		
1.8	Ezingoleni CBD ,national roads leading in to the CBD 50m radius	6		
1.9	N2 intersections	2		
	SUB TOTAL			
	VAT			
	TOTAL			

## **2. NORTH ZONE PUBLIC TOILET FACILITIES AND SURROUNDING AREAS**

NB	All ablutions are single block with male and female toilets. The contractor is required to clean all litter within a 100 meter radius of the toilet facility	MALE FACILITIES ON SITE	FEMALE FACILITIES ON SITE	MINIMUM NUMBER OF STAFF REQUIRED	MINIMUM NUMBER OF STAFF TENDERED FOR	Rate per month Inclusive of VAT
2.1	Hibberdene Bus Rank	1	1	1		
2.2	Southport Bus Rank	3	2	1		

2.3	Dick King Car Park and Bus Rank	4	6	2		
2.4	Port Shepstone Taxi Rank (Old block)	4	5	2		
2.5	Port Shepstone Taxi Rank (New block)	6	5	2		
2.6	Colley street	2	3	1		
2.7	Settlers Park	1	1	1		
2.8	Oslo Beach	1	1	1		
2.9	Murchison Taxi Rank	3	4	1		
2.10	Ezingoleni taxi Rank	2	2	2		
	SUB TOTAL					
	VAT					
	TOTAL					

- All toilet facilities are to be cleaned, throughout the period from 07:00 to 17:30
- Service Provider responsible for the following:-
  - All cleaning materials, chemicals and brooms etc
  - Toilet Paper
  - Deo Blocks

### **3. NORTH ZONE SEASONAL CLEANING**

This is for the cleaning streets, parking bays, and the surrounding areas for the period 1 December to 9 January + 10 (ten ) days in Easter Period of each year

Area	Minimum No. of staff	No. of staff tendered for	Rate for period of 50 days inclusive of VAT
Hibberdene to Oslo Beach	30		
Ezingolweni	1 x Supervisor and 20 staff		

### **4. NORTH ZONE -Festive High Peak Season for Cleaning Services/**

This is for 8 days to be allocated by the Area Managers for the period 17 December to 5 January of each year. The hours of duty are from 03:00am to 08:00am

Area	Minimum No. of staff Supervisor/Cleaners	Daily rate inclusive of VAT	Rate for 8 days inclusive of VAT
Hibberdene to Oslo Beach inclusive	2 Supervisors	R	R
	35 Cleaners	R	R
Total			R

All litter/refuse to be placed into black bags and all bags to be removed before 08:00am each day.

### **5. North Zone Washing of Pavements and sidewalks.**

Service Provider to work and clean all pavements/sidewalks once a month

Area	No.of Staff Tendered	Rate per month inclusive of VAT
Port Shepstone	5	

Total tender for North Zone:-

- Weekend Cleaning of streets, parking bays and surroundings
- Weekend Cleaning/Public Ablutions
- Seasonal Cleaning
- Festive /High Peak Season cleaning services
- Washing of Pavements /Sidewalks

Total amount to be carried forward to the pricing schedule on page 41

R	No of Services	Total cost for 3 years
R	36	R
R	36	R
R	3	R
R	3	R
R	36	R
R		R

## **B: SOUTH ZONE**

Cleaning includes the sweeping of all gutters, sidewalks and taxi ranks with hard industrial brooms. All sand, grass, cigarette butts, litter, leaves, plastics, etc. must be swept and removed.

	Area	Minimum Number of Staff required	Number of staff tendered	Rate per Month Inclusive of VAT
1.	Shelly Beach & Part of Uvongo including Shelly Beach Ski Boat Club	6		
1.1	St Michael's Bridge to Uvongo Bridge- Main Road R102-2.5km			
1.2	Uvongo CBD – Area Beach, Nicholas Road & Foster Road -600m	4		
1.3	Uvongo Town Hall parking – Parking area of Town Planning Offices- Crest Rd -600m			
2.	Uvongo Area to Manaba Area and Robots at seaslopes to Gayridge chicken farm (P200) and Quarry road	6		
2.1	Uvongo Bridge to Margate Bus stop- Main Road R102 - 5.6km including Uvongo Civic Centre			
2.2	Manaba CBD from F.T Builders to Chippi Take Away, side Road to Bargain Wholesalers –			

	side Road Manaba Beach 1.3km + Alexander Rd and Teddard Avenue			
2.3	Cross Road Shopping Centre – St Andrew Road to dead end – Bank Street and Valley Road 750m + Collis Road			
3.	Cross Road Robot Marine Drive to Finnis Road Margate Police Station	10		
3.1	Cross Road Robot Marine Drive to Finnis Road Margate 2.8km			
3.2	Marine Drive from Margate Hotel to Panorama Parade and all off road leading to Marine Drive to Finnis road, Remmington Lane, Balance Lane Post Office lane, Warwick Avenue, Beach Road, Lagoon Road (2.9km)			
3.3	From Marine Drive front of parking lot to Upland the road to Police Station – 800m			
3.4	Marine Drive Front of Woodpecker Holiday Flats to Hibiscus Road to Upland Rd front of Sunlawns Hotel – 1.1km			
3.5	From police Station Robot – Warski Rd to Lavenski Drive to Sea Slopes shopping centre to Shepstone Ave and to Margate Airport and P200- Bobby Lock Road ±5km including Margate Civic Centre			
3.6	From Finnis Road to Marine Drive – R102 Ramsgate CDB 1.3km			
3.7	Erasmus Rd to Police Station 900m. this work also include all parking areas at Checkers and old Town Hall parking – 1.3km			



4.	The Ramsgate Business Centres North and South.	2		
4.1	Ramsgate CBD from Daddywall Rd to Ramsgate CBD to Southbroom robots the R102 -4km			
4.2	Ramsgate from Marine drive R102 to Alford Rd to the freeway off ramp 1.1km			
4.3	Port Edward CBD and taxi rank	4		
4.4	Munster and Glenmore CBD	2		
4.5	Leisure bay CBD	1		
4.6	Southbroom CBD Areas Southbroom Avenue, Captain Smith, Imbezane Drive and Outlook Rd	2		
4.7	Marina Beach CBD and Marine Drive	2		
4.8	R61 from Southbroom to Port Edward (Umtamvuna Bridge)	4		
4.9	Margate CBD area – night shift including Margate Civic Centre and Munro road. Winston Ave to Margate school Rd as well as Frank Road to Margate Hospital and Margate Civic Centre	15		
4.10	Marine Drive from the Izotsha robots (Shelly Beach) to the St Michael's Bridge (1.8km) The Shelly Beach CBD including the car parks at Shelly Beach. Parking area fro Thompson Nissan to ESKOM, car parks of Council owned properties outside Vic Bards Centre and the Bite and Grill. Also the beachfront area from	2		

	Albert Meyer Drive, East Street to Irene Street and including the park at Oslo Beach.			
4.11	Gamalakhe robot intersection inclusive of Ring Rd (Ray Nkonyeni Road ) +-8.7km	6		
	SUB TOTAL			
	VAT			
	TOTAL			

Please note that Service Providers who do not quote the minimum number of staff will be disqualified

## **2. SOUTH ZONE -PUBLIC TOILET FACILITIES AND SURROUNDING AREAS**

2.1	Margate Taxi rank	3	3	2		
2.2	Margate Checkers Car Park	2	3	1		
2.3	Uvongo Bus Stop Marine Drive	2	2	1		
2.4	Margate Crossroads, Bus Stop	2	2	1		
2.5	Margate Rodolo Park	2	3	1		
2.6	Gamalakhe Taxi Rank	3	3	1		
2.7	Shelly beach	2	2	2		
2.8	Shelly Beach Ski Boat bay	4	4	2		
	SUB TOTAL					
	VAT					
	TOTAL					

- All toilet facilities are to be cleaned, throughout the period from 07:00 to 17:30
- Service Provider responsible for the following:-
  - All cleaning materials, chemicals and brooms etc
  - Toilet Paper
  - Deo Blocks

### **3. SOUTH ZONE SEASONAL CLEANING-**

This is for the cleaning of streets ,parking bays and surroundings for the period 1 December to 9 January + ten(10) days in Easter Period of each year

Area	Minimum No. of staff	No. of staff tendered for	Rate for period of 50 days inclusive of VAT
St Micheals to Port Edward	20		R
Supervisor	1		

### **4. SOUTH ZONE -Festive High Peak Season for Cleaning Services**

This is for 8 days to be allocated by the Area Managers for the period 17 December to 5 January of each year. The hours of duty are from 03:00am to 08:00am

Area	Minimum No. of staff Supervisor/Cleaners	Daily rate inclusive of VAT	Rate for 8 days inclusive of VAT
Shelly beach to Port Edward	6 Supervisors	R	R
	125 Cleaners	R	R
Total			R

#### South Zone- Festive/High Peak Season

Shelly Beach to Uvongo	2 Supervisors and 35 Staff
Margate CBD and Beach Areas	2 Supervisors and 40 Staff
Ramsgate to Trafalgar	1 Supervisor and 25 Staff
Palm Beach to Port Edward	1 Supervisor and 25 Staff

All litter/refuse to be placed into black bags and all bags to be removed before 08:00am each day

### **5. SOUTH ZONE- WASHING OF PAVEMENTS AND SIDEWALKS.**

Service Provider to work and clean all pavements/sidewalks once a month

Area	No.of Staff Tendered	Rate per month inclusive of VAT
Margate CBD	5	R

Total tender for South Zone:-

- Weekend Street Cleaning
- Weekend Cleaning/Public Ablutions
- Seasonal Cleaning of streets, parking bays and surroundings
- Festive /High Peak Season cleaning services
- Washing of Pavements /Sidewalks

R	No of Services	Total cost for 3 years
R	36	R
R	36	R
R	3	R
R	3	R
R	36	R
R		R

- Total amount to be carried forward to the pricing schedule on page 42

**N.B. Additional staff must be supplied during the peak holiday periods.**

ADDITIONAL INFORMATION

DAY SHIFT WORKERS

CATORGORY	RATE PER DAY
Supervisor	R
Cleaners	R

NIGHT SHIFT WORKERS

CATORGORY	RATE PER DAY
Supervisor	R
Cleaners	R

Service Provider to quote on Mandays required each year as detailed below:-

DESIGNATION	DAILY RATE
Supervisor	R
Cleaners	R

The Tenderer shall be disqualified for failure to include all overheads including vehicles, protective clothing, additional seasonal staff and materials in the tender price on the face of the document. These staff will be utilised when required and as authorised by the Head of Department –Community Services

## **ADDITIONAL REQUIREMENTS FOR CONTRACTOR**

### **1. EXTENT OF CONTRACT**

The Contractor's obligations under the contract comprises of the provision of staff and equipment to render services as specified in the tender document and to ensure that the contract is provided and maintained to a very high standard at all times.

### **2. INSPECTION OF ALL AREAS AND PUBLIC ABLUTIONS**

The onus is on the Contractor to do the inspections and examine all the areas and their surroundings and shall satisfy himself with the scope of work required before submitting his/ her tender and will be solely responsible to obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect his/ her tender.

### **3. INSURANCE**

The Contractor will be responsible for the following minimum insurance cover: Proof of insurance cover will be required.

#### **3.1 PUBLIC LIABILITY**

A policy of R5 000 000.00 for Public Liability Insurance for each and every claim is required. The policy must be endorsed noting the interest of the Ray Nkonyeni Municipality.

#### **3.2 WORKMANS COMPENSATION**

All eligible workers employed by the Contractor are to be insured against accidents in terms of the Compensation for Occupational Injuries and Diseases Act 1993 As per labour Act), as amended and other workers are to be insured against accident and injury, etc. It is obligatory that the Tenderer submit a copy of the Workmen's Compensation Clearance Certificate with his tender document.

#### **3.3 PERIOD OF INSURANCE.**

Public Liability Insurance for R5 000 000-00 is deemed to be effected from the first day of the contract and the policy must clearly indicate this date as well as being indorsed noting the interest of the Ray Nkonyeni Municipality. The policy must remain valid for the duration of the three (3) year contract and proof of this must be provided annually and when required by the Area Manager.

### **4. REMEDY ON CONTRACTORS FAILURE TO INSURE**

If the Contractor shall fail to effect and keep in force any of the insurance referred to in the appendix to Form of Tender or any other insurance which he may be required to effect in terms of the contract, then and in such case the Council may effect and keep in force such insurance and pay such premiums as may be necessary for that purpose and from time to time deduct the amount so paid by the Council as aforesaid from any monies due or which may become due to the Contractor or recover the same as a debt from the Contractor

## 5. REGISTRATION WITH RELEVANT AUTHORITIES

The tender company shall further be obliged to apply for and maintain registration with the relevant regulatory boards that may apply to the services such permits consents trading licences authorities and work permits as may from time to time be prescribed or required by South African law for the purpose of enabling the tender company to provide the services lawfully. The tender company also undertakes to supply the client with all relevant registrations numbers and the original registration certificates as reflected in

## 6. REIMBURSEMENT OF STOLEN OR DAMAGED PROPERTY

The tender company accepts that it shall be held liable for the damage, loss or theft of any property, either of the Council or public committed by an employee(s) of the tender company.

## 7. STAFF BENEFITS

The Ray Nkonyeni Municipality requests all companies to provide a comprehensive proposal of additional packages that it will make available to its staff during the three (3) year contract. These packages must include Life Insurance policies, Medical Aids etc. Proof of affiliation with the National Contract Cleaning Association (NCCA) will be required within the first three (3) months of tender implementation.

## 8. GROOMING OF STAFF

Employees are to project a professional image at all times and the tender company will ensure that its employees are well groomed and neat at all times.

## 9. REMOVAL OF STAFF

The Contractor shall employ in and about the execution of the service only such persons as are careful, competent and efficient and fully qualified in their occupation and callings and the manager or his representative shall be at liberty to object to and require the contractor to remove from the beaches any person employed by the contractor in or about the execution of the works who, in the opinion of the manager or his representative misconducts himself or is incompetent or negligent in the proper performance of his duties and such person shall not again be employed for the tender without the written permission of the manager of his representative.

## 10. ACCIDENT OR INJURY TO STAFF

The Council shall not be liable for or in respect of any damages or compensation payable by law in respect, of persons in the employment of the contract save and except an accident or injuries resulting from the act or default of the council, its agents or servants and the contractor shall indemnify and keep indemnified the council against all such damages and compensation and against all claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

## 11. RATES AND WAGES OF STAFF

The Contractor shall pay rates of wages and observe hours and conditions of labour not less favourable to workers than those established for the trade or industry in the district where the work is carried out, or statutory authority (Bargaining Council for Contract Cleaning Services KWA ZULU NATAL). Contractor must take into account annual increase of hourly wages as determined by the BCCCI.

The contractor shall provide proof of registration with BCCCI and certificate of compliance after every six months after the commencement of the contract.

Please note the following information:

**It should be noted that calculations for wages should include the following:**

- A. The hourly rate of staff is adjusted by the BCCCI on an annual basis.
- B. The current minimum hourly rate in terms of BCCCI is R30.86 per hour
- C. 52 Saturdays per annum: Staff to be paid a normal hourly rate.
- D. 52 Sundays per annum: Staff to be paid at time and a half of hourly rate
- E. 13 public Holidays per annum: Staff to be paid at double of hourly rate.

## 12. ATTENDANCE REGISTERS

It is compulsory for the contractor to submit on a monthly basis original copies of attendance registers for all staff employed for the above contract. These copies must clearly indicate where staff have signed on and off on a daily basis and on which area they were on duty. This information is essential as it will be used by the Ray Nkonyeni Municipality to measure the attendance and work performance of the company.

The contractor will submit as required copies of employees Identity Documents, Contract of employment between the employee and the contractor and any information as requested by the Ray Nkonyeni municipality timeously.

The contractor must have an administrative officer within the boundaries of Ray Nkonyeni Municipality due to the nature of the contract and its value thereof.

## 13. PROTECTIVE CLOTHING/ UNIFORMS TO BE PROVIDED

All employees of the successful contractor are to be provided with suitable protective clothing at the cost of the contractor. These protective clothing will be in the form of overalls, T shirts protective shoes/gum boots and gloves. The uniforms will be BLUE in colour with YELLOW REFLECTIVE STRIPS of a minimum 100mm width on both the sleeves and legs of the uniform. These uniforms are to be clearly labelled as follows:-

“COMPANY NAME” contracted to RAY NKONYENI MUNICIPALITY and the COUNCIL’S LOGO” –  
SIZE OF LETTERING: 50mm.

All night shift staff must wear reflective vests that must be visible for a minimum distance of 20 meters.

It is the onus of the contractor to ensure that staff wear their protective clothing at all times whilst on duty. Council reserves the right to implement action to terminate the contract the contractor's staff are not properly attired

#### 14. MAINTENANCE

All maintenance issues with regards to Public Facilities as specified in the tender must be reported to the offices of the Managers in North Zone in writing on a weekly basis via e mail to [Phumla.Chiliza@rnm.gov.za](mailto:Phumla.Chiliza@rnm.gov.za), and [Asanda.Mzobe@rnm.gov.za](mailto:Asanda.Mzobe@rnm.gov.za) , for South Zone the following Monday by 12:00.



**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 .....
.....	.....

-----

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

-----

We hereby quote / tender for the following: The Ray Nkonyeni Municipality Hereby Invites Bids Provision of General Cleaning Services for the Streets, Taxi Ranks and Public Ablutions on weekends and Public holidays for Ray Nkonyeni Municipality for a Period of Three (3) Years

- This quote/tender is valid for a period of 120 Days.
- .These prices quoted are non firm
- Escalation will be made annually based on the average CPI of each completed year of the tender awarded

**Total tender for North Zone:- (Page 30 to 33)**

- Weekend Street Cleaning for a 3-year period : R-----
  - Weekend Cleaning/Public Ablutions for 3-year period: R-----
  - Seasonal Cleaning of streets, parking bays and surroundings for a 3-year period: R-----
  - Festive /High Peak Season cleaning services for a 3-year period: R-----
  - Washing of Pavements /Sidewalks for a 3 year period :R-----
  -
- Total R \_\_\_\_\_

**Total tender for South Zone:- (Page 34 to 36)**

- Weekend Street Cleaning 3-year period :R-----
  - Weekend Cleaning/Public Ablutions for a 3-year period: R-----
  - Seasonal Cleaning of street ,parking bay and surroundings for a 3-year period :R-----
  - Festive /High Peak Season cleaning services for a 3 year period : R-----
  - Washing of Pavements /Sidewalks for a 3-year period : R-----
- Total R
- 

**TOTAL AMOUNT TENDERED FOR BOTH NORTH AND SOUTH ZONES FOR THE 3 YEAR PERIOD** R-----  
**AMOUNT TO BE CARRIED FORWARD FROM PAGES 41 AND 42 TO FRONT PAGE OF TENDER DOCUMENT**

**Quote for Madays**

DESIGNATION	DAILY RATE
Supervisor	R
Cleaners	R

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

**PRICE ADJUSTMENTS**

**A NON-FIRM PRICES SUBJECT TO ESCALATION**

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V) Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2 ... = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
- R1t, R2t ..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index..... Dated.....

Index..... Dated..... Index..... Dated..... Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

**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 IN FOREIGN CURRENCY REMITTED 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 NEW CALCULATED PRICE WILL BE EFFECTIVE

**DECLARATION OF INTEREST**

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

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

- 3.1 Full Name of bidder or his or her representative:.....
  - 3.2 Identity Number: .....
  - 3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....
  - 3.4 Company Registration Number: .....
  - 3.5 Tax Reference Number:.....
  - 3.6 VAT Registration Number: .....
  - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
  - 3.8 Are you presently in the service of the state? **YES / NO**
  - 3.8.1 If yes, furnish particulars. ....
- .....

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

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

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....  
.....

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

3.11.1 If yes, furnish particulars

.....  
.....

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

3.12.1 If yes, furnish particulars.

.....  
.....

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

3.13.1 If yes, furnish particulars.

.....  
.....

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

3.14.1 If yes, furnish particulars:

.....  
.....

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

Full Name	Identity Number	State Employee Number
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**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.

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

\* Delete if not applicable

**\*YES / NO**



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

3.1 If yes, furnish particulars

.....  
.....

**\*YES / NO**

4. Will any portion of goods or services be sourced from outside

**\*YES / NO**

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?

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



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

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

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

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**1 GENERAL CONDITIONS**

- 1.5 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.6 **To be completed by the organ of state**  
*(delete whichever is not applicable for this tender).*
- a) The applicable preference point system for this tender is the 80/20 preference point system.
- 1.7 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (c) Price; and
  - (d) Specific Goals.
- 1.8 **To be completed by the organ of state:**  
The maximum points for this tender are allocated as follows:
- 1.9 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.10 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{P min}}{\mathbf{P min}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{P min}}{\mathbf{P min}} \right) \end{array}$$

Where

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

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \end{array}$$

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

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

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
an EME or QSE which is at least 100% owned by black people;	20	
an EME or QSE which is at least 51% -99% owned by black people;	16	
an EME or QSE which is at 25% - 50% owned by black people;	8	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....



**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 Bid 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 Bid 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 Bid 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	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <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>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;

- (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

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

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

\_\_\_\_\_  
**POSITION**

\_\_\_\_\_  
**NAME OF BIDDER**

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