



# LEPELLE-NKUMPI LOCAL MUNICIPALITY

**Postal Address**  
Private Bag X07  
CHUENESPOORT  
0745

[www.lepelle-nkumpi.gov.za](http://www.lepelle-nkumpi.gov.za)

**Physical Address**  
170 BA Civic Centre  
Unit F, LEBOWAKGOMO, 0737  
Tel : (+27)15 633 4500  
Fax : (+27)15 633 6896

## REQUEST FOR QUOTATION

QUOTATION NUMBER: QT075-2024/25

## REPAIRS & MAINTENANCE OF STANDBY/ BACKUP GENERATORS (ONCE-OFF)

TECHNICAL ENQUIRIES	BIDDING RELATED ENQUIRIES
<b>COMMUNITY SERVICE</b> Ms. Obed Phasha  LEPELLE-NKUMPI LOCAL MUNICIPALITY P/BAG X 07 <b>CHUENESPOORT</b> 0745  Tel: (015) 633 4546 Fax: (015) 633 6896	<b>SUPPLY CHAIN MANAGEMENT UNIT</b> Mr. Kwen Mashiane  LEPELLE-NKUMPI LOCAL MUNICIPALITY P/BAG X 07 <b>CHUENESPOORT</b> 0745  Tel: (015) 633 4602/4537/4538 Fax: (015) 633 6896

**NAME OF BIDDER (BIDDING ENTITY) :** \_\_\_\_\_

**TEL NUMBER :** \_\_\_\_\_

**CENTRAL SUPPLIER DATABASE NO :** \_\_\_\_\_

**CLOSING DATE :** 26 MAY 2025

**CLOSING TIME :** 11H00 AM

**THE OFFERED TOTAL OF THE PRICES INCLUDING VALUE ADDED TAX IS:**

R \_\_\_\_\_ (In figures)

**MUNICIPAL CALL CENTRE NUMBER: 0800 222 011**

**"Motho ke motho ka batho"**



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Suitable service providers are hereby invited to submit formal written quotations for repairs & maintenance of standby/ backup generators (once-off)

## **SPECIFICATION:**

### **General requirements:**

The municipality currently has the following generators (list below) at the given locations. The generators are currently stationed at the locations but have been commissioned and this tender is for service and supplying all the required and necessary parts and expertise to generators operating all time. The system is using automatic switchover to the generator power when grid power fails and automatic cut off for generator when grid power has restored.

All work to be carried must be certifiable to relevant SANS and Eskom Standards and all services must be done to enable continuity of warranty on the generator sets.

### ***The work required includes but not limited to the following:***

- Determine the appropriate sizes for type of battery to be used
- Determine the appropriate hours for service and parts replacement
- Move ATS from generator panels to LV panels
- Supply and install communication cable from ATS panels to generator
- Supply and install all cable trays for renew cables
- Supply and install reserve tank were appropriate
- Dig trenches for new cables and backfill to restore original surfaces
- Supply and install suitable sleeves were appropriate
- Connect cables to existing LV panels and generator panels
- Commissioning by Agents for the guarantee for generators

No	Description of work
1.	Change fuel filters
	Change oil filters
	Change air filters ( when required)
	Change coolant / conditioner
2.	Inspection Sheet
	Drain oil
	Take oil samples analyse and report
	Do inspection every three months

**MUNICIPAL CALL CENTRE NUMBER: 0800 222 011**

***"Motho ke motho ka batho"***



## **Schedule of equipment**

### **Location, Type and size**

#### **Civic Centre**

- 3 Phase x 450kVA 50Hz power load machine
- Make: Perkins
- Model: FGDF3020U136878
- Serial no: 2306A-E14TAG3

#### **Cultural Centre**

- 3 Phase x 400kVA 50Hz power load machine
- Make: Voxgen 400
- Model: Volvo TAD1241GE
- Serial no: D12\*642908\*D1\*A

#### **LNM Traffic Offices**

- 3 Phase x 250kVA 50Hz power load machine
- Make: Voxgen 250
- Model: Volvo TAD 940GE
- Serial no: D9A21\*7009172010

#### **Technical Offices**

- 3 Phase x 33kVA 50Hz power load machine
- Make: Voxgen 40
- Model: Deutz TD226B-3
- Serial no: 3B080401702

## **SCHEDULE OF PRICES**

### **SCHEDULE 1**

#### **MATERIAL & PARTS**

Item	Description	Unit	Qty	Rate	
2.1	Materials & parts basis shall be as follow:				
	<b><u>Civic Centre</u></b>  3 Phase x 450kVA 50Hz power load machine				
2.1.1	Alternator repair	number	1		
2.1.2	Battery  12V	number	4		
	Assess belts and pulley and replace if necessary	number	1		
	Program all Sensors, replace if necessary	number	1		
	Starter service	number	1		
	Assess water pump and replace if necessary	number	1		
	Injectors assess and replace if necessary	number	6		
	Assess and replace oil pump if necessary	number	1		
	Assess and replace Fuel Pump if necessary	number	1		
	Assess and replace turbo charger if necessary	number	1		
	Replace Thermostat	number	1		
	Replace leaking pressure pipe with fittings	Number	1		
	Refurbish canopy and provide locks	Number	1		
	Control box rewire and refurbish	Number	1		
	Repair and program ECM	Number	1		
	<b>Amount to be carried forward to Summary Page</b>		Total		

## **SCHEDULE 2**

### **MATERIAL & PARTS**

Item	Description	Unit	Qty	Rate	
2.1	Materials & parts basis shall be as follow:				
	<b><u>Cultural Centre</u></b>  3 Phase x 400kVA 50Hz power load machine				
2.1.1	Alternator repair	number	1		
2.1.2	Battery  12V	number	2		
	Assess belts and pulley and replace if necessary	number	1		
	Program all Sensors, replace if necessary	number	1		
	Starter service	number	1		
	Assess water pump and replace if necessary	number	1		
	Injectors assess and replace if necessary	number	6		
	Assess and replace oil pump if necessary	number	1		
	Assess and replace Fuel Pump if necessary	number	1		
	Assess and replace turbo charger if necessary	number	1		
	Replace Thermostat	number	1		
	Replace leaking pressure pipe with fittings	m	1		
	Control box rewire and refurbish	Number	1		
	Repair and program ECM	Number	1		
	Refurbish canopy	Number	1		
	<b>Amount to be carried forward to Summary Page</b>		Total		

### **SCHEDULE 3**

#### **MATERIAL & PARTS**

Item	Description	Unit	Qty	Rate	
2.1	Materials & parts basis shall be as follow:				
	<b><u>LNM Traffic Offices</u></b>  3 Phase x 250kVA 50Hz power load machine				
2.1.1	Alternator repair	number	1		
2.1.2	Battery  12V	number	2		
	Assess belts and pulley and replace if necessary	number	1		
	Program all Sensors, replace if necessary	number	1		
	Starter service	number	1		
	Assess water pump and replace if necessary	number	1		
	Injectors assess and replace if necessary	number	6		
	Assess and replace oil pump if necessary	number	1		
	Assess and replace Fuel Pump if necessary	number	1		
	Assess and replace turbo charger if necessary	number	1		
	Replace Thermostat	number	1		
	Replace leaking pressure pipe with fittings	m	1		
	Control box rewire and refurbish	Number	1		
	Refurbish canopy and provide locks	Number	1		
	Repair and program ECM	Number	1		
	<b>Amount to be carried forward to Summary Page</b>		Total		

## **SCHEDULE 4**

### **MATERIAL & PARTS**

Item	Description	Unit	Qty	Rate	
2.1	Materials & parts basis shall be as follow:				
	<b><u>Technical Offices</u></b>  3 Phase x 33kVA 50Hz power load machine				
2.1.1	Alternator repair	number	1		
2.1.2	Battery  12V	number	1		
	Assess belts and pulley and replace if necessary	number	1		
	Program all Sensors, replace if necessary	number	1		
	Supply and install starter	number	1		
	Assess water pump and replace if necessary	number	1		
	Injectors assess and replace if necessary	number	3		
	Assess and replace oil pump if necessary	number	1		
	Assess and replace Fuel Pump if necessary	number	1		
	Assess and replace turbo charger if necessary	number	1		
	Replace Thermostat	number	1		
	Replace leaking pressure pipe with fittings	m	1		
	Control box rewire and refurbish with a new engine controller with oil and temperature safety	Number	1		
	Repair and program ECM	Number	1		
	<b>Amount to be carried forward to Summary Page</b>		Total		



**SCHEDULE 5****CONSUMABLES**

Description	Unit	Qty	Rate
Consumables shall be as follow:			
Oil filter	number	12	
Air filter	number	4	
Fuel filter	number	7	
Coolant	Liters	210	
Engine oil	Per machine	140	
Pressure industrial cleaning	Number	4	
Amount to be carried forward to Summary Page		Total	

**SUMMARY OF SCHEDULE OF PRICES**

Schedule No	Schedule	Amount
1	Schedule 1	R
2	Schedule 2	R
3	Schedule 3	R
4	Schedule 4	R
5	Schedule 5	R
Sub Total		R
VAT 15%		R
TOTAL TENDER SUM CARRIED TO FORM OF TENDER		R

**TOTAL AMOUNT OF QUOTATION INCLUSIVE OF VAT****R**

## STANDARD SPECIFICATIONS

### 1. General Standard Specifications, Regulations and Codes

The latest edition, including all amendments up to date of tender of the following Specifications, publications and codes of practice shall be read in conjunction with this specification and shall deem to form part thereof.

### 2. SANS and other specifications and codes

SANS 0400	-	The applications of the building regulations
SANS 0142	-	Code of practice for the wiring of premises
SANS 0140	-	Identification colour marking
SANS 044	-	Parts I to IV: Welding
SANS 460	-	Copper tubes for domestic plumbing
	SANS 0103	- The measurement and rating of environmental noise with respect to annoyance and speech communications
CKS 332	-	Specifications for industrial V-belts Atmosphere Pollution Prevention Act, No 45 of 1965
BS 2790		
BS 1740		
BS 21		
BS 1640		
SANS 0147 and 1992	-	Refrigeration systems including plants associated with Air Condition Systems
	SANS 0139 and	
1981	-	The prevention, automatic detection and extinguishing of fire in buildings

#### 2.3 Occupational Health and Safety Act

All regulations and statutory requirements as prescribed in the latest edition of the Occupational Health and Safety Act. 1993 (Act No 85 of 1993) shall be adhered to.

#### 2.4 Manufacturer's Specification, Codes of and Practice and Installation Instructions

All equipment and materials shall be installed, serviced and repaired strictly in accordance with the manufacturers' specifications, instructions and codes of practice.

#### 2.5 Municipal regulations, laws and by-laws

All municipal regulations, laws, by-laws and special requirements of the Local Authority shall be adhered to unless otherwise specified.

### 3. GENERAL REPAIR AND INSTALLATIONS REQUIREMENTS

- a. All materials and equipment supplied and installed shall be of new high quality, Designed and manufactured to the relevant specifications, suitable for providing efficient, reliable and trouble-free service.
- b. All work shall be executed in a first-class workman-like manner by qualified tradesmen.
- c. All equipment, component parts, fittings and materials supplied and/or installed, shall conform in respect of quality, manufacture, test and performance to the requirements of the applicable current SABS specifications and codes, except where otherwise specified or approved by the Engineer in writing.

- d. All materials and workmanship which, in the opinion of the Engineer, is inferior to that specified for the work will be condemned. All condemned material and workmanship shall be replaced or rectified as directed and approved by the Engineer at the cost of the Contractor.
- e. The Contractor shall submit a detailed list of the equipment and material to be used to the Engineer for approval before placing orders or commencing installation.
- f. All new equipment, materials and systems shall be installed and positioned such as to not impede on access routes, entrances and other services. The Contractor shall co-ordinate these items taking other services and equipment into account.
- g. All control equipment and serviceable items shall be installed and positioned such that they will be accessible and maintainable.
- h. The Contractor shall make sure that all safety regulations and measures are applied and enforced during the repair and construction periods to ensure the safety of the public and User Client.

#### **4. GUARANTEE OF INSTALLATION AND EQUIPMENT**

The Contractor shall provide guarantees obtained from the manufacturer(s) and/or supplier(s) to the effect that each piece of new equipment supplied and installed under the repair work, complies with the required performance and will function as part of the complete system.

All new equipment, including new installations, and the systems as a whole, shall be guaranteed for a period of 12 (twelve) months commencing upon date of issue of certificate of completion for repair work of the installation.

#### **5. SAFE HANDLING OF BACKUP GENERATOR**

**NO** Contractor will be allowed on site without documented **proof of registration AS** Mechanical tradesman

#### **6. ELECTRICAL REPAIRS**

**NO** Contractor will be allowed to carry out any electrical work on site unless by a suitable qualified and registered electrician.

#### **7. REFRIGERATION REPAIRS**

**NO** Contractor will be allowed to replace any part of an standby generator unless by a suitable qualified mechanical Technician.

#### **8. ROUTINE SERVICE**

The following is works that is to be executed every quarterly service

- 8.1. Check and adjust thermostat
- 8.2. Check the condenser coil to determine if it need cleaning
- 8.3. Check all wiring and connections to controls and electrical connections
- 8.4. Check blower belt wear ,tension and adjust
- 8.5. Check voltage and amperage draw an all motor w/meter
- 8.6. Check control box and overload settings
- 8.7. Visually inspect control box information and check amp draw
- 8.8. Check start capacitor and potential relay
- 8.9. Check pressure switch cut out setting.

- 8.10. Replace air filter or clean reusable type filter. Including grille and diffusers
- 8.11. Install gauges and check operating pressures
- 8.12. Check fan blades
- 8.13. Check all mountings and anti-vibration mountings
- 8.14. Check remote operations and replace battery if required
- 8.15. Submit a written report on the Serviced unit.
- 8.16. Clean drain pipes and remove obstacle

## **9. EXISTING INFRASTRUCTURE**

The Municipal buildings are normal brick and mortar and one building structure are a single and double storey with approximately **6 Unit**

## **10. CONDITIONS**

- 1. Supplies will be ordered as and when required.
- 2. Bidders are required to indicate the delivery period. The successful bidder shall deliver the required quantities in 2 days.
- 3. If the successful (preferred) bidder cannot or does not deliver the material within the delivery period as indicated, the bidder must inform the Municipality in writing of delays in delivery.
- 4. Should the bidder failed to inform the Municipality and the material is not delivered within the delivery period, the order will be cancelled and the Municipality will automatically source the material from the alternative bidder.
- 5. All prices must be valid for a period starting on the date of the Signing of the SLA
- 6. Only one service provider will be appointed for the 12 months contract duration

## **11. ESCALATION:**

Consider the firm and non-firm guidance

## **12. NEW INSTALLATION**

All new materials and parts should carry a **12 months** warranty and the manufacture specification compliances

## FUNCTIONALITY (TECHNICAL) REQUIREMENTS

The bidder is expected to score a minimum of 60 points in order to be evaluated further

<b>Company past experience</b>  <b>NB:</b> The tender must submit proof of appointments letter and referral letter from the clients of <b>three (3)</b> similar project in the last 8 years  Similar project means – An appointment letter(s) of repair; installation and maintenance of at least 10 backup generator contract for the duration 6 months or longer.	30	No	SCORING CRITERIA		WEIGHT	SCORE	
		1	Tender scores zero (0) points where no information regarding the company's relevant past experience indicated		0		
		2	Tenderer scores (15) points per project, where information regarding the company's experience is provided but with no supporting documents provided (i.e. Appointment letter)		10		
		3	Tenderer scores (20) points per project, where information regarding the company's relevant experience is indicated, and copies of appointment letters is attached		20		
		4	Tenderer scores (30) points per project, where information regarding the company's relevant experience is indicated, and copies of appointment and reference letters is attached		30		
			TOTAL		30		
<b>Bank rating</b>  Tenderer to submit proof of bank rating not older than three (3) months. Bank rating and bank statements should be of the Lead Partner in terms of Joint Venture.	25						
		<b>Bank Rating</b>		<b>Weighting</b>	<b>Score</b>		
		Bank Rating = A,B, C		<b>25</b>			
		Bank Rating = D		<b>15</b>			
		Bank Rating = E		<b>10</b>			
		Bank Rating = F to G		<b>5</b>			
		<b>TOTAL</b>		<b>20</b>			
<b>Key Personnel</b>  Bidder to attach CV's and proof of certified copies of qualifications	45		Qualifications (team leader)		Points scored		
		Poor (score 0)	Tender scores zero (0) points where he does not have formal qualifications.				
		Satisfactor y (score 15)	The tender will score 15 points if he/she has Formal repair of air conditioners certificate with at least 2 years' experience in repairs and maintenance of air conditioners				
		Good (score 30)	The tender will score 30 points if he/she has a Trade certificate in air conditioner repairs or electrician trade certificate with at least 3 years' experience in repair and maintenance of air				

			conditioners		
		Very good (score 45)	The tender will score 30 points if he/she has Trade certificate in air conditioner repairs and electrician trade certificate with formal courses done in air conditioning and at least 5 years' experience in repair and maintenance of air conditioners(In this category It can be 2 different individuals)		
<b>Total</b>	<b>100</b>	<b>Functionality Threshold(Minimum score) =60</b>			

## **CONDITIONS**

1. Quotations in sealed envelope written quotation number must be deposited in the **QUOTATION BOX** at Lepelle-Nkumpi Local Municipality, Civic Centre Lebowakgomo (Next to entrance) between 07h30 and 16H30
2. Quotations must be accompanied by the following (Failure to attach will lead to disqualification):
  - Pin/CSD number to be completed in MBD 1 on the document
  - Copy of CK/Company registration certificate,
  - Certified copy of I.D of Directors (**Certification must not be older than 03 months**)
  - **CIDB grading of 2ME or 2EB OR Higher**
  - Bidder (Company and director/partner or sole propriety) must attach proof of municipal rates on municipality letterhead not older than 90 days. If the statement of municipal rates is not in the name of the bidder an affidavit from SAPS must be attached. OR
  - Letter of traditional authority not older than 90 days for bidder.
  - In case of a lease agreement, lease agreement must be signed by both parties
  - The bid will be rejected if any municipal rates and taxes or municipal service charges owed by that bidder or any of its directors to the Municipality or Municipal entity, or to any other Municipality or Municipal entity are in arrears for more than three months (90 days).
  - **Bid document (inclusive of all the MBD Forms) must be completed in full.**
  - **All pages (inclusive of general condition of contract (GCC) must be initialized**
3. Fixed prices must be valid for at least ninety (90) days.
4. Price(s) quoted must be firm and inclusive of VAT.
5. Quotations must be on an official letterhead of the company.
6. Alterations must be signed for.
7. A firm delivery period must be indicated on the quotation.

8. Errors and / or omissions in technical specification of the offer, or the prices calculations will disqualify your quotation.
9. No pricing option is allowed. Only one price for one brand/product must be supplied
- 10. USAGE OF TIPPEX/ERASING FLUID NOT ALLOWED**
11. Suppliers must be in a position to deliver within at least 14 days upon receipts of an official purchase order.



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**12. Quotations will be evaluated on an 80/20 preference point system. Whereas 80 points will be for price and 20 for special goal points as per the Preferential Procurement Regulations 2022. (More information about application and requirements, please refer to MBD 6.1 for compliance and guidance on how to be accredited.**

**Issued on 16/05/2025**

**Closing date for submission will be 26/05/2025 at 11H00 AM**

**Please Note**

- No quotation by facsimile or by e-mail will be accepted
- Enquiries in this regard can be directed to **Murwa BP** on **015 633 4531** during office hours
- Technical specification enquiries should be directed to **Mr Ngwako Monaga on 015 633 4560**
- Council reserves the right not to accept the lowest or any quotation or to accept part of a quotation ONLY.

**Mr MAPHORU LD  
ACTING MUNICIPAL MANAGER**

**MUNICIPAL CALL CENTRE NUMBER: 0800 222 011**

***"Motho ke motho ka batho"***



## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>					
BID NUMBER:	QT075-2024/25	CLOSING DATE:	26 MAY 2025	CLOSING TIME:	11:00 AM
DESCRIPTION	REPAIRS & MAINTENANCE OF STANDBY/ BACKUP GENERATORS (ONCE-OFF)				
<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)

170 BA CIVIC CENTRE					
LEBOWAKGOMO					
0737					
<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:		OR	CSD No:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID ISSIGNED	.....				
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	Lepelle-Nkumpi Local Municipality		CONTACT PERSON	Mr Ngwako Monaga	
CONTACT PERSON	Mr Kwena Mashiane		TELEPHONE NUMBER	015 633 4528/29	
TELEPHONE NUMBER	015 633 4602/4537/4538		FACSIMILE NUMBER		
FACSIMILE NUMBER	015 633 6896		E-MAIL ADDRESS	Ngwako.monaga@lepelle-nkumpi.gov.za	
E-MAIL ADDRESS	Kwena.mashiane@lepelle-nkumpi.gov.za				

## PART B

### TERMS AND CONDITIONS FOR BIDDING

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

## MBD 4

### DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, 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 authorized 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, hareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

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

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

3.8.1 If yes, furnish particulars. ....

.....

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

(a) a member of –

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

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

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

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

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

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

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....  
.....

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

3.11.1 If yes, furnish particulars

.....  
.....

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

3.12.1 If yes, furnish particulars.

.....  
.....

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

3.13.1 If yes, furnish particulars.

.....  
.....

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

3.14.1 If yes, furnish particulars:

.....  
.....

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

Full Name	Identity Number	State Employee Number


.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

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

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

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

### 1. GENERAL CONDITIONS

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

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

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

1.2 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.

1.3 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.4 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.

1.5 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
- (c) includes all applicable taxes less all unconditional discounts.
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“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
- (f) **“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:

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

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:

80/20 or 90/10

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

Where

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

#### 4. POINTS AWARDED FOR 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 either the 90/10 or 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 (90/10 system) (To be completed by the organ of state)	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)
100% Black Person owned as per CSD	02	04	
People or Businesses residing with Lepelle-Nkumpi Local Municipality as per proof of residence	02	04	
Woman for 100% Woman owned company as per CSD	02	04	
People with disability for 100% disability owned company as per CSD	02	04	
Youth(18 to 35 years) for 100% youth owned company as per CSD	02	04	

#### **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.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

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

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality/ municipal entity, or to anyother 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 PROVETO 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:
  - i has been requested to submit a bid in response to this bid invitation;
  - ii could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - iii 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;
  - a. geographical area where product or service will be rendered (market allocation)
  - b. methods, factors or formulas used to calculate prices;
  - c. the intention or decision to submit or not to submit, a bid;

- d. the submission of a bid which does not meet the specifications and conditions of the bid; or  
(a) bidding with the intention not to win the bid.

- 8 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

### **Objections and complaints**

Persons aggrieved by decisions or actions taken in the appointment of this tender or affected by the entire process of supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action to: The Municipal Manager, Private Bag X 07, Chuenespoort, 0745. To report any fraud; irregularities or corruption related incidents you may call our Anti-Fraud Hotline number: 0800 20 50 53

THE NATIONAL TREASURY

## **Republic of South Africa**



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## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**



**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 “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.
  - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 “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.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 “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.
  - 1.7 “Day” means calendar day.
  - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
  - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
  - 1.10 “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 supplies are so delivered and a valid receipt is obtained.
  - 1.11 "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  
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.  - 1.12 “Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or

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t restricted to, acts of the purchaser  
initiates sovereign capacity, wars or  
revolutions, fires, floods, epidemics,  
quarantine restrictions and freight  
embargoes.

- 1.13 “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.
- 1.14 “GCC” means the General Conditions of Contract.
- 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 “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 supplies covered by the bid will be manufactured.
- 1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

		bidding documents.
1.20	“P r o j e c t s i t e , ” w h e r e a p p l i c a b l e , m e a n s t h e p l a c e i n d i c a t e d i n	1.21 “Purchaser” means the organization purchasing the goods.  1.22 “Republic” means the Republic of South Africa.  1.23 “SCC” means the Special Conditions of Contract.  1.24 “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.  1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
2.		<p><b>Application</b> 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
3.		<p><b>General</b> 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 non-refundable fee for documents may be charged.</p> <p>3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from <a href="http://www.treasury.gov.za">www.treasury.gov.za</a></p>
Standards	4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

**4. Use of contract documents and information; inspection.**

- 4.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, 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 performance 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.
- 4.2 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.
- 4.3 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.
- 4.4 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.

**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. 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; or
  - (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 in SCC.

**7. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 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 supplies 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 supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies 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 supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies 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 supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies 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 23 of GCC.

**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 and 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, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**9. Delivery and documents**

9.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

9.2 Documents to be submitted by the supplier are specified in SCC.

**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 in the SCC.

**Transportation** 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

**12. Incidental services**

12.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (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.

12.2 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.

**Spare parts**

14.1 As specified in SCC, 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.

**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 in SCC.

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 in SCC 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 in SCC, 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.

**Payment** 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

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 in SCC.

**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 in SCC or in the purchaser's request for bid validity extension, as the case may be.

**17. Contract amendments** 17.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

**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.

**Subcontracts** 20.1 The supplier shall notify the purchaser in writing of all subcontracts 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.

**20. Delays in the supplier's performance** 20.1 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.

20.2 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.

20.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

20.4 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  
supplies are required, or the supplier's services are not readily available.

20.5 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 21.2 without the application of penalties.

20.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies 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.

#### **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.

#### **22. Termination for default**

22.1 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 judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

22.2 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.

22.3 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.

22.4 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 intended penalty as not objected against and may impose it on the supplier.

22.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, 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 Accounting Officer / Authority actively associated.

22.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) 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.

22.7 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 Tender 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.

### **23. Anti-dumping and countervailing duties and rights**

23.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the 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 contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies 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

**24. 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.

**25. 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.

**26. 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 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 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.

**27. 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

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.

**28. Governing language**

(b) aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall

29.1 The contract

**29. Applicable law**

29.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

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.

32.1 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 the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

**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

**32. National Industrial Participation (NIP) Programme**

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

**34 Prohibition of Restrictive practices**

34.1 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 (or bid rigging).

34.2 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 the Competition Act No. 89 of 1998.

- 34.3 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.

Js General Conditions of Contract (revised July 2010)