



**SOL PLAATJE LOCAL MUNICIPALITY**

**INVITATION FOR QUOTATIONS**

|  |   |
|--|---|
| <b>QUOTATION NUMBER:</b>   | <b>Q036/22/23</b>   |
| <b>DESCRIPTION:</b>  | <b>AUDITING AND TESTING OF ELECTRICAL NETWORK (RE-ADVERT)</b> |
| NAME OF BIDDER   |   |
| Email address and telephone number   |   |
| PHYSICAL TRADING OFFICE ADDRESS  |   |
| <b>SCOA BUDGET VOTE NO</b>   |   |
| PREPARED FOR: N. SINOMBE<br>SOL PLAATJE MUNICIPALITY<br>PRIVATE BAG X5030<br>KIMBERLEY<br>8300 | PREPARED BY: B. Nkoe<br>DATE: 18 November 2022                |
| <b>CLOSING DATE: 08 DECEMBER 2022</b>  | <b>TIME: 10:00</b>  |

**SOL PLAATJE LOCAL MUNICIPALITY**

**INVITATION FOR QUOTATIONS**

Directorate: Infrastructure  
Contact person: Mrs. N Sinombe  
Date: 18/11/2022

Section: Electrical  
Telephone: 053 830 6595  
Reference No. Q036/22/23

**AUDITING AND TESTING OF ELECTRICAL NETWORK (RE-ADVERT)**

*Documents are obtainable from:  
SCU Contract Department, Abattoir Road, Stores Complex (Opposite Security), Kimberley  
Telephone: 053 830 6180*

**INVITATION FOR QUOTATIONS FOR ORDERS  
ABOVE R30 000 BUT LESS THAN R200 000**

**One complete set of documents is available to download from  
<http://www.solplaatje.org.za> at no cost.**

**ANY QUOTE WILL NOT NECESSARILY BE ACCEPTED AND THE COUNCIL RESERVES  
THE RIGHT TO ACCEPT THE WHOLE OR ANY PART OF ANY QUOTE**

**QUOTATIONS SUBMITTED WILL ONLY BE CONSIDERED IF THE BIDDER HAS BEEN APPROVED ON  
THE CENTRAL SUPPLIER DATABASE (CSD) ON THE NATIONAL TREASURY'S WEBSITE  
([www.csd.gov.za](http://www.csd.gov.za)); COMPLETED AND SUBMITTED ALL DOCUMENTS AS PER LISTING CRITERIA IN  
THE ATTACHED DOCUMENT AND  
THE BIDDER COMPLIES WITH THE REQUIREMENTS OF THE ATTACHED MQD 2.**

**GENERAL CONDITIONS**

***Quotations must be submitted using this official quotation form.***

# SOL PLAATJE LOCAL MUNICIPALITY

| THE FOLLOWING PARTICULARS MUST BE FURNISHED   |   |               |                   |               |              |
|---|---|---------------|-------------------|---------------|--------------|
| YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE SOL PLAATJE MUNICIPALITY                  |   |               |                   |               |              |
| BID NUMBER:   | <b>Q036/22/23</b>   | CLOSING DATE: | <b>08/12/2022</b> | CLOSING TIME: | <b>10H00</b> |
| DESCRIPTION   | <b>AUDITING AND TESTING OF ELECTRICAL NETWORK (RE-ADVERT)</b>   |               |                   |               |              |
|   | <p>One complete set of document is available at <a href="http://www.etenders.gov.za">http://www.etenders.gov.za</a> or <a href="http://www.solplaatje.org.za">http://www.solplaatje.org.za</a> at no cost.</p> <p>The services shall commence on the date of signing the contract, and for a period of 3 months / once off henceforth, with an option to extend as may be agreed upon by both parties upon expiry.</p> <p>Payment must be made at the cashiers on a "NO 10 deposit slip" using the following mSCOA vote no</p> <p style="background-color: #90EE90; display: inline-block;">21 12 1 42 451 0 SG ZZZ ZZ WM</p> |               |                   |               |              |
| <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 SOL PLAATJE MUNICIPALITY**

SCU – CONTRACTS DEPARTMENT, MUNICIPAL STORES COMPLEX

ABATTOIR ROAD, ASHBURNHAM

KIMBERLEY

8301

**SUPPLIER INFORMATION**

|                          |      |  |        |  |  |
|--------------------------|------|--|--------|--|--|
| NAME OF BIDDER           |      |  |        |  |  |
| POSTAL ADDRESS           |      |  |        |  |  |
| PHYSICAL TRADING ADDRESS |      |  |        |  |  |
| TELEPHONE NUMBER         | CODE |  | NUMBER |  |  |
| CELLPHONE NUMBER         |      |  |        |  |  |
| FACSIMILE NUMBER         | CODE |  | NUMBER |  |  |
| E-MAIL ADDRESS           |      |  |        |  |  |

|  |   |  |   |
|--|---|--|---|
| VAT REGISTRATION NUMBER  |   |  |   |
| TAX COMPLIANCE STATUS  | TCS PIN:  | <b>AND</b>                                   | CSD No:   |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX] | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | B-BBEE STATUS LEVEL ORIGINAL SWORN AFFIDAVIT | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

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

The following certificate for BBEE are required for point's allocation.

- **An Original B-BBEE Certificate accredited by SANAS or Certified Copy**
- **An original or certified B-BBEE Sworn Affidavit** for EME'S and QSE's
- **BBEE certificate for EME's**

Companies or bidders bidding as **Joint venture must** include **their consolidated**

- **Joint Venture Agreement** (must clearly stipulate the name of the lead partner)
- **Joint B-BBEE certificate**
- **Separate Tax compliance status pin** for both companies
- **Separate CSD report for both companies**
- **Separate Municipal accounts for both Companies/Valid lease agreement**
- **MBD 4,8 & 9 must** be completed respectively by both parties and submitted as part of the bid document

|   |  |  |  |
|---|--|--|--|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER PART B:3 ] |
| TOTAL NUMBER OF ITEMS OFFERED   |  | TOTAL BID PRICE  | R  |
| SIGNATURE OF BIDDER   |  | DATE   |  |
| CAPACITY UNDER WHICH THIS BID IS SIGNED   |  |  |  |
| SIGNATURE OF WITNESS NO 1   | NAME PRINT   |  |  |
| SIGNATURE OF WITNESS NO 2   | NAME PRINT   |  |  |

| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b> |              | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b> |
|--|--------------|--|
| DEPARTMENT   | Supply Chain | Electrical Section                               |
| CONTACT PERSON   | Mrs B Nkoe   | Mrs. N Sinombe                                   |
| TELEPHONE NUMBER                                       | 6172/6180    | 6595   |
| E-MAIL ADDRESS   |              | NSinombe@solplaatje.org.za                       |

# INVITATION TO QUOTATION BID

## PART A

### INVITATION TO QUOTATION BID

## PART B

### TERMS AND PRE-CONDITIONS FOR BIDDING

#### VERY IMPORTANT NOTICE:

- (1) NO BIDS WILL BE CONSIDERED FROM BIDDERS WHO ARE NOT REGISTERED ON THE CENTRAL SUPPLIERS DATABASE (CSD) ON THE NATIONAL TREASURY WEBSITE [www.csd.gov.za](http://www.csd.gov.za)
- (2) THE LISTING CRITERIA MUST BE COMPLETED IN THE DOCUMENT
- (3) NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

#### 1. BID SUBMISSION:

- 1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted.
- 1.2 All bids must be submitted on the official forms provided – (may not to be re-typed, only hand written submissions will be accepted,). Bidders who have purchased the bid documents from the Municipality MUST include the proof of such purchase by including a copy of the receipt with the original bid document
- 1.3 Should a bidder fail to maintain this status after the contract is awarded; the Council may cancel this contract or make single or multiple deductions from any payment claims in terms of the contract to the amount equal to any outstanding amounts owed to the municipality. The bidder shall have no right whatsoever to claim damages resulting from such action.

1.4 **No correction tape or fluid** may to be used on the tender document. Any errors made should be neatly crossed out and initialled by the bidder.

1.5 All prices **must** include value added tax, bid prices excluding value added tax may not be considered.

**Please attach all annexures on the pages as indicated in the bid document**

1.7 This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, where applicable, any other legislation and special conditions of contract.

#### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 Bidders must ensure compliance with their tax obligations. see MBD 2  
Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable Municipality to view the taxpayer's profile and tax status.
- 2.2 Application for the tax compliance status (TCS) pin may be made via e-filing through the SARS website [www.sars.gov.za](http://www.sars.gov.za).
- 2.3 Foreign suppliers must complete the pre-award questionnaire in Part B Paragraph 5.
- 2.4 In bids where consortia / joint ventures / sub-contractors are involved each party must submit a separate TCS certificate / pin / CSD number.
- 2.5 All Bidders must be **SARS COMPLIANT** on Central Suppliers Database (CSD) and **A CURRENT PROOF** of compliancy and a **TAX COMPLIANCE STATUS CERTIFICATE** must be submitted with the Tender document on closing date.

Bidders are required to submit their detailed CURRENT Central Suppliers Database (CSD) registration report (NOT the summary report) together with the bid document.

**3. MUNICIPAL ACCOUNTS/ PHYSICAL TRADING ADDRESS:**

- A Valid Municipal account of the physical trading address for the bidding company and or of Directors, that is not in arrears for more than 90 days.
- If the entity or any of its directors/shareholders /partners/members, etc. rents/leases premises a copy of the rental/lease agreement/ statements must be submitted with this bid.
- In cases where bidders use a lease premise for conducting their business, a valid lease agreement between the company or directors and Lessor, which clearly stipulates the party responsible for municipal services, rates and taxes, must be attached to the bid document.
- A valid municipal account of the trading address or tax invoice (body corporate) of the leased premises that is not in arrears must be submitted where the lessee is responsible for municipal services.

**NB:** Sol Plaatje Municipality will not be issuing letters to unsuccessful bidders, however, it is the responsibility of the bidders to visit the municipal website ([www.solplaatje.org.za](http://www.solplaatje.org.za)) to obtain such information.

**4. COMPULSORY CLARIFICATION MEETINGS/ CIDB GRADINGS (IF APPLICABLE) N/A**

4.1 LOCAL CONTENT: N/A

4.2 A COMPULSORY CLARIFICATION SESSION: N/A

4.3 CIDB: N/A

**5. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 5.1 IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 5.2 DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO
- 5.3 DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 5.4 DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO
- 5.5 IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**IT WOULD BE APPRECIATED IF YOUR COMPANY COULD PROVIDE THIS OFFICE WITH A RETURNABLE ADDRESS ON THE BACK OF THE ENVELOPES**

YES  NO

**In terms of section 13 of the Municipal Supply Chain Management Regulations No. 27636 of 30 May 2005, the Municipal Manager shall reject all bids that do not comply with the following preconditions:**

1. Bidders that have not furnished the Municipality with his/her full names, identification number or company or other registration number and tax reference number and vat registration number, if any.
2. Bidders that have not submitted a valid tax clearance certificate from SARS or provided their tax compliance status pin number
3. Bidders that have not indicated: -
  - a. Whether he/she is in the service of the state or has been in the service of the state in the previous twelve months;
  - b. If the bidder is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state or has been in the service of the state in the previous twelve months, or
  - c. Whether a spouse, child or parent of the bidder or of a director, manager, shareholders or stakeholder in the previous twelve months.
4. Any special conditions as contained in the bid documents.

**Bidders scoring the highest points or any bid will not necessarily be accepted, and the Municipality**

**reserves the right to Sub-divide the contract and accept any portion of any bid, or determine a multiple award.**

Bids will be evaluated in terms of the approved point system **80/20** of Sol Plaatje Municipality as detailed in Preference Points form MBD 6 enclosed in Bid document. The Tender validity period should be for **30 days**.

**NO BIDS BY FAX OR BY E-MAIL WILL BE ACCEPTED.** Sealed bids outwardly marked with the relevant contract number **CONTRACT: Q036/22/23 - AUDITING AND TESTING OF ELECTRICAL NETWORK (RE-ADVERT)**

must be addressed to the Municipal Manager and placed in the **TENDER BOX (OPPOSITE SECURITY), MUNICIPAL STORES COMPLEX, ABATTOIR ROAD, ASHBURNHAM, Kimberley, not later than 10:00 on 08 DECEMBER 2022.**

**IT IS THE PROSPECTIVE BIDDERS RESPONSIBILITY TO OBTAIN BID DOCUMENTS IN TIME TO ENSURE THAT RESPONSES REACH SPLM, TIMEOUSLY. MUNICIPALITY SHALL NOT BE HELD RESPONSIBLE FOR DELAYS IN THE POSTAL/ COURIER SERVICES.**

**Bids will be opened in public in the SCU BOARDROOM, STORES COMPLEX, ABATTOIR ROAD, Kimberley, immediately after closing on the same day at 10 am.**

INVITATION FROM: MUNICIPAL MANAGER  
CIVIC OFFICES, SOL PLAATJE DRIVE  
PRIVATE BAG X5030,  
KIMBERLEY, 8300

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: \_\_\_\_\_

CAPACITY UNDER WHICH THIS BID IS SIGNED: \_\_\_\_\_

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



## **Certificate of Attendance of Clarification Meeting on Site (if applicable)**

NOTE: If the attendance register was signed at the clarification meeting held at the SCM Boardroom, the name of the signatory shall be inserted on this page and the authorized signatory shall sign this page.

***If attendance register has been signed at the clarification meeting:***

Name of person appearing on attendance register:  
\_\_\_\_\_

Representative organization name on attendance register:  
\_\_\_\_\_

***If the attendance register has not been signed at the clarification meeting.***

This is to certify that I, \_\_\_\_\_

representative of (Tenderer) \_\_\_\_\_

of (address) \_\_\_\_\_  
\_\_\_\_\_

telephone number \_\_\_\_\_

e-mail \_\_\_\_\_

attended the bid clarification meeting (date) \_\_\_\_\_

in the company of (Employer's Line Manager / Engineer's representative) \_\_\_\_\_

EMPLOYER'S LINE MANAGER / ENGINEER'S REPRESENTATIVE: \_\_\_\_\_

**ATTACH TAX COMPLIANCE STATUS PIN CERTIFICATE**

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the attachment of a tax compliance status pin certificate.

**ATTACH VALID MUNICIPALITY ACCOUNT OR VALID LEASE AGREEMENT**

A large, empty rectangular box with a thin black border, intended for the attachment of a valid municipality account or a valid lease agreement. The box occupies most of the page's vertical space below the header.

Sol Plaatje Municipality




SOL PLAATJE MUNICIPALITY, KIMBERLEY

**\*\*MANDATORY\*\* LISTING CRITERIA**

CENTRAL SUPPLIER DATABASE REGISTRATION NUMBER (CSD): \_\_\_\_\_

|    |   |  |  |
|----|---|--|--|
| 1  | Company name  |  |  |
| 2  | Contact details   | Telephone Number: _____  | Fax Number: _____<br>Cell phone number: _____                            |
|    | Email address<br>Contact person:  | _____<br>_____   |  |
| 3  | Postal Address: _____   |  |  |
| 4  | VAT registered  | Yes <input type="checkbox"/>   | No <input type="checkbox"/><br>If registered, VAT Registration No: _____ |
| 5  | Settlement discount allowed   | _____ %  | For payment within _____ days  |
| 6  | Bank account details  | Account No.: _____   | Branch No.: _____  |
|    | Bank Name   | _____  |  |
|    | Branch Name   | _____  |  |
|    | Bank account type   | _____  |  |
| 7  | Business Municipal Rates and Service Account Number:<br>** A current (30 days) account, or Lease Agreement in the case of a Landlord responsible for account, <b>must be</b> attached to this document **   |  | _____  |
| 8  | Located in Sol Plaatje Municipal Area   | Yes <input type="checkbox"/>   | No <input type="checkbox"/>  |
| 9  | % owned by black male: _____ %<br>% owned by black youth: _____ %<br>% owned by disabled persons: _____ %   | % owned by black female: _____ %<br>% owned by white female: _____ % |  |
| 10 | B-BBEE status level of contribution: _____  |  |  |
| 11 | Indicate main sector. Please select one (1) only:<br>Agriculture <input type="checkbox"/> ; Mining and Quarrying <input type="checkbox"/> ; Manufacturing <input type="checkbox"/> ; Electricity, Gas, Water <input type="checkbox"/> ; Construction <input type="checkbox"/> ;<br>Retail & Motor Trade & Repairs <input type="checkbox"/> ; Wholesale Trade, Commercial Agents and Allied Services <input type="checkbox"/> ;<br>Catering & Accommodation & other Trade <input type="checkbox"/> ; Transport, Storage & Communications <input type="checkbox"/> ;<br>Finance and Business Services <input type="checkbox"/> ; Community, Social and Personal Services <input type="checkbox"/> |  |  |
| 12 | Amount full time employed staff: _____  | Annual Turnover: R _____   | Asset Value (Excluding fixed property) R _____                           |
| 13 | It is the responsibility of the Supplier/Bidder to inform Sol Plaatje Municipality of any changes during the contract period  |  |  |
|    | NAME (PRINT) _____ SIGNATURE: _____   |  |  |
|    | CAPACITY: _____   |  |  |
|    | WITNESS (NAME): _____ SIGNATURE: _____  |  |  |
|    | DATE: _____   |  |  |

**ATTACH PROOF OF CSD DATABASE REGISTRATION HERE**

A large, empty rectangular box with a thin black border, occupying the majority of the page below the header. It is intended for the user to attach proof of CSD database registration.

**SOL PLAATJE LOCAL MUNICIPALITY**

**Q036/22/23 - AUDITING AND TESTING OF ELECTRICAL NETWORK (RE-ADVERT)**

**NB. PRICES MUST HOLD GOOD FOR AT LEAST 1 MONTH (30 days) AS FROM CLOSING DATE**

- + THIS BID WILL NOT BE CONSIDERED IF THIS PAGE IS NOT FULLY COMPLETED.**
- + PRICES ALTERED BY MEANS OF CORRECTION FLUID WILL NOT BE CONSIDERED**
- + THE QUOTE WILL BE EVALUATED ON THE TOTAL PRICE AND NOT PER LINE ITEM**
- + ANY QUOTE WILL NOT NECESSARILY BE ACCEPTED AND THE COUNCIL RESERVES THE RIGHT TO ACCEPT THE WHOLE OR ANY PART OF THE QUOTE.**

**SCOPE OF WORK FOR AUDITING AND TESTING OF ELECTRICAL NETWORK.**

The service provider is required to test the following items mentioned below with their own testing equipment:

**1. Complete Audit of 66KV lines**

- PD Testing
- Day and night PD testing should be carried out.
- Infra-red thermal scanning
- Full evaluation audit report
- Complete visual inspection of incoming overhead lines
- Full evaluation of the test reports and a detailed report should be issued on engineered solutions to rectify the earth fault and any other faults.
- Test equipment should be used for a verification check and to help with the visual inspection and verify that all connection/bonding is to correct SANS requirements and that all earthing is visually present and verified by testing.

**2. Complete Audit of HV Outdoor breakers**

- a. HV breaker audit protocol checklist and auditing- The full risk assessment and health surveys of the Capital Equipment. Validate wiring in substations to control panels.
- b. Transient earth fault voltage ultrasound and RF Sniffer
  - Level 1 testing (Normal PD testing)
  - Level 2 Review of readings and analysis
  - Level 3 identification and analysis of defect/concern that has been identified in level 2 and level 1 and applied solution with time frames and parts required to rectify defect/concern.
- c. Infrared thermal scanning
  - Non-intrusive testing
- d. SF6 Inspection
  - SF6 readings
  - SF6 Leak testing
  - Aerial SF6 testing

e. Inspection of SF6 breakers

3. Complete Audit of Power Transformers 66/11KV

a. Power Transformer audit protocol checklist and auditing

- The full risk assessment and health surveys of Capital Equipment.

b. Transient earth fault voltage ultrasound and RF Sniffer

- Level 1 testing (Normal PD testing)
- Level 2 Review of readings and analysis
- Level 3 identification and analysis of defect/concern that has been identified in level 2 and level 1 and applied solution with time frames and parts required to rectify defect/concern.

c. Infrared red thermal scanning

- Non-intrusive testing

d. Oil sampling testing (live tank oil sample test)

- Non-intrusive testing

e. Bucholz inspection and reading

f. Visual inspection of Power Transformer

- Examine paintwork, fittings and auxiliary for damage

g. Check radiators for obvious damage.

h. Inspect condition of silica gel breathe, check oil seal cup is filled to correct level with clean oil.

i. Check terminations and connections

j. Check and inspect bushings

4. Complete Audit of indoor breakers

a. HV breaker audit protocol checklist and auditing- The full risk assessment and health surveys of the Capital Equipment.

b. Transient earth fault voltage ultrasound and RF Sniffer

- Level 1 testing (Normal PD testing)
- Level 2 Review of readings and analysis
- Level 3 identification and analysis of defect/concern that has been identified in level 2 and level 1 and applied solution with time frames and parts required to rectify defect/concern.

c. Infrared thermal scanning

- Non-intrusive testing

d. Oil sampling testing (live tank oil sample test)

- Non-intrusive testing

5. Complete Audit of Battery room and associated equipment.

a. Audit protocol checklist and auditing- The full risk assessment and health surveys of the Capital Equipment.

- b. Infrared thermal scanning
    - Non-intrusive testing
  - c. Individual voltages and discharge load
  - d. SG Levels were applicable
  - e. Confirmation of alarms and applied solutions.
  - f. Electrolyte levels
6. Complete verification of Capital Equipment as per Asset register
- a. All serial numbers on the capital equipment at site should be verified to the Asset register.
  - b. If there is any Capital equipment at site not showing on the register a full description will be logged and handed to the Asset department once Audit has been completed.
7. Complete verification of cables and cable trenches inside control room and outside in 66KV yard.
- a. Cables entries covered and fire protection
  - b. Cables painted with fire protection coating
  - c. Cable trenches and slots suitably covered.
  - d. Cables correctly installed well supported and secured
  - e. Adequate spacing on cable racking
  - f. Cables correctly terminated or jointed
  - g. Cables operating temperature and outer sheath intact
  - h. Where applicable and single core cables connected and installed, ensure that they meet the trefoil configuration.
  - i. Cables that are buried should be marked and correctly located on the applicable drawings
  - j. Transient earth fault voltage ultrasound and RF Sniffer
    - Level 1 testing (Normal PD testing)
    - Level 2 Review of readings and analysis
    - Level 3 identification and analysis of defect/concern that has been identified in level 2 and level 1 and applied solution with time frames and parts required to rectify defect/concern.
  - k. Infrared thermal scanning
    - Non-intrusive testing
8. Complete Audit of HV outdoor yard.
- a. Access to outdoor yard are controlled and adheres to OHSA and IEC standards
  - b. Partial discharge test the insulators throughout the yard and on overhead lines
  - c. Partial discharge test the terminations and cruch on the HV Cable throughout the yard
  - d. Partial discharge test the HV Connection points on the overhead lines, jumpers and Disconnection points
  - e. Tests on surge and lightning protection fitted to overhead lines and to power transformers.
  - f. Tests on Current transformers and Voltage Transformers
9. Earth integrity –Inspection and testing Substation
- a. Earth integrity – inspection and testing of earthing in all the substations.
  - b. Earth integrity- inspection and testing of 66/11KV Transformers
  - c. Basic level of insulation throughout all the 66/11kv substations.



**SOL PLAATJE LOCAL MUNICIPALITY**

**Q036/22/23 - AUDITING AND TESTING OF ELECTRICAL NETWORK (RE-ADVERT)**

| <b>No#</b>                 | <b>Description</b>   | <b>Quantity</b> | <b>Price</b> |
|----------------------------|--|-----------------|--------------|
| 1                          | Auditing and testing of the electrical network at 10 municipal 66/11KV substations | 10 substations  | R            |
| <b>Total Including VAT</b> |  |                 | R            |

Special conditions

- The service provider must have a valid ORHVS (HV04) certificate and the proof must be submitted.
- The service provider is required to submit valid calibration certificates of all test equipment to ensure that the testing devices are calibrated.

Bids MUST comply with the following Special conditions of Contract where applicable:

- **Period required for delivery** \_\_\_\_\_ **days**
- **Completion of Project** \_\_\_\_\_ **weeks**
- Settlement Discount Allowed
  - \_\_\_\_\_ % 30 days
  - \_\_\_\_\_ % 15 days
- Value added Tax as well as Delivery Costs to the Municipal Stores must be included in ALL PRICES
- **THESE BID PRICES MUST HOLD GOOD 30 DAYS AS FROM CLOSING DATE**  
**THE BIDDER WILL BE HELD LIABLE FOR ANY DAMAGES CAUSED DURING TRANSPORTATION**  
**OF GOODS AND SERVICES**

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

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

**DECLARATION OF INTEREST**

**BIDDERS WHO FAIL TO DECLARE ACCURATELY AND HONESTLY SHALL BE DISQUALIFIED AND THEIR NAMES AND COMPANY DETAILS WILL BE SUBMITTED TO NATIONAL TREASURY AND PROVINCIAL TREASURY TO BE BLACK LISTED. SHOULD YOUR INTEREST BE DISCOVERED AFTER THE AWARD OF THE CONTRACT THE MUNICIPALITY SHALL TERMINATE YOUR CONTRACT ON THE BASIS OF THE ABOVE.**

1. No bid will be accepted from persons in the service of the State<sup>1</sup>. (Employed by the State)
2. Any person, having a relationship with persons in the service of the State (Employed by the State), including a blood relative, 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, 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? (**Employee 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 (employee of the State) for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars

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3.10 Do you have any relationship (family, friend, other) with persons in the service of the State (employed by 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.

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

3.11.1 If yes, furnish particulars

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3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the State (employed by the State)? **YES / NO**

3.12.1 If yes, furnish particulars.

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3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the State (employed by 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 |
|-----------|-----------------|-----------------------|
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |

**DECLARATION**

I, THE UNDERSIGNED (NAME) \_\_\_\_\_

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
(Print) Name of bidder

**THE MBD4 IS MANDATORY MUST BE COMPLETED AND SIGNED BY THE BIDDER**

**BIDDER MUST UPDATE MBD 4 DOCUMENT ANNUALLY IN LINE WITH SCM POLICY**

**PREFERENCE POINT SYSTEM**

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

**PURCHASES**

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

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

**1. GENERAL CONDITIONS**

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

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

1.2 The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the..... preference point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

|  | POINTS     |
|--|------------|
| <b>PRICE</b>   | 80         |
| <b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>               | 20         |
| <b>Total points for Price and B-BBEE must not exceed</b> | <b>100</b> |

1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

**2. DEFINITIONS**

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) as amended by Act No 46 of 2013;
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** 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;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

#### 4. POINTS AWARDED FOR PRICE

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

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

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

Where

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

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

#### 5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

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

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

5.2 A bidder who qualifies as an EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.

5.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.



- 5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1**

7.1 B-BBEE Status Level of Contribution: \_\_\_\_\_ = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a sworn affidavit.

**8. SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

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

8.1.1 If yes, indicate:

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

*(Tick applicable box)*

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

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

9.1 Name of company/firm: \_\_\_\_\_

9.2 VAT registration number: \_\_\_\_\_

9.3 Company registration number: \_\_\_\_\_

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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9.6 COMPANY CLASSIFICATION

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

**Municipality where business is situated:** \_\_\_\_\_

**Registered Account Number:** \_\_\_\_\_

**Stand Number:** \_\_\_\_\_

9.8 Total number of years the company/firm has been in business: \_\_\_\_\_

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

**N.B: THE MBD 6.1 IS MANDATORY MUST BE COMPLETED AND SIGNED BY THE BIDDER AND WITNESSES.**

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

NAME: (PRINT) \_\_\_\_\_

DULY AUTHORISED TO SIGN ON BEHALF OF \_\_\_\_\_

\_\_\_\_\_  
ADDRESS \_\_\_\_\_

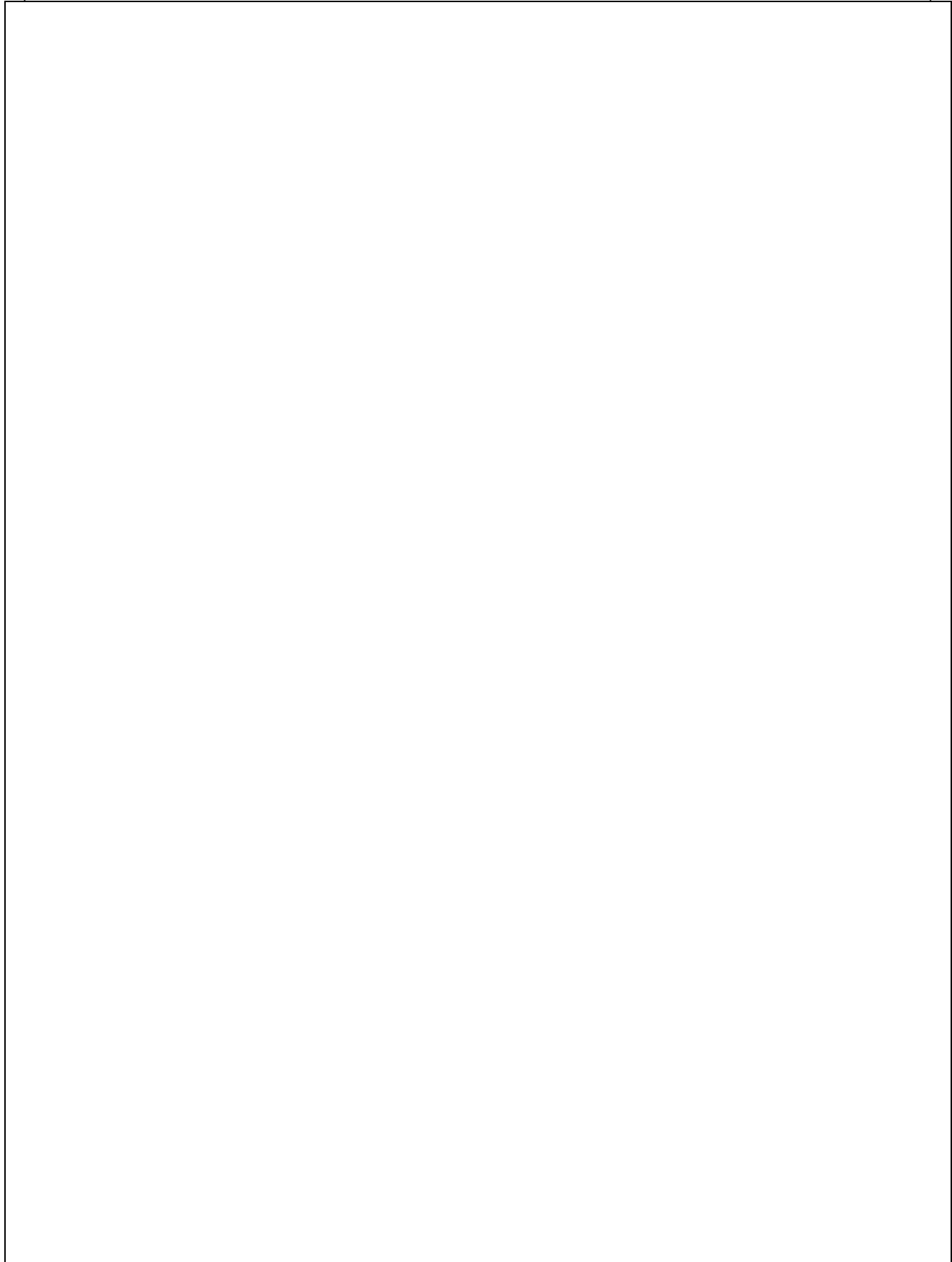
\_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS (1) \_\_\_\_\_ NAME (PRINT) \_\_\_\_\_

WITNESS (2) \_\_\_\_\_ NAME (PRINT) \_\_\_\_\_

ATTACHED CERTIFIED COPY OF B-BBEE CERTIFICATE OR SWORN AFFIDAVIT  
(FAILURE TO ATTACH BBEE CERTIFICATE OR SWORN AFFIDAVIT, BIDDERS WILL FORFEIT POINTS)



## MBD 6.1.1

What are the other firms' principal business activities? \_\_\_\_\_

Describe all property agreements relating to facilities shared:

\_\_\_\_\_

| FACILITY | MONTHLY | RENTAL | AMOUNT | OWNER | AGREEMENT<br>VERBAL/WRITTEN |
|----------|---------|--------|--------|-------|-----------------------------|
|          |         |        |        |       |                             |
|          |         |        |        |       |                             |
|          |         |        |        |       |                             |
|          |         |        |        |       |                             |

(F) Did the firm exist under a previous name? (✓ tick one box)

Yes  No

If yes, what was its previous name and who were the owners/ partners/directors?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(G) Identify any owner or shareholder who has membership interest, or is an employee of, or has duties in another business enterprise, which has also tendered for this contract.

| OWNER/<br>SHAREHOLDER | NAME & ADDRESS<br>OF OTHER FIRM | TITLE IN OTHER<br>FIRM | %<br>OWNERSHIP | TYPE OF BUSINESS<br>OF OTHER FIRM |
|-----------------------|---------------------------------|------------------------|----------------|-----------------------------------|
|                       |                                 |                        |                |                                   |
|                       |                                 |                        |                |                                   |
|                       |                                 |                        |                |                                   |
|                       |                                 |                        |                |                                   |

(H) Is this a joint venture contract? (✓ tick one box)

Yes  No

If yes, describe the joint venture (with what firm and value of work)

\_\_\_\_\_  
 \_\_\_\_\_

## MBD 6.1.1

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, affirms that:

- (i) the information furnished is true and correct;
- (ii) no part of this contract, other than stated at the time of bid or application, will be subcontracted to other parties.
- (iii) the signatory to the bid document is duly authorised thereto;
- (iv) documentary proof regarding any bidding issues will, when required, be submitted to the satisfaction of the Municipality.
- (v) Upon detecting any false claim or statement will result in the de-registration and the bidder will be prevented from participating in future contracts for a period of three (3) years.

**N.B: THE MBD 6.1.1 IS MANDATORY MUST BE COMPLETED AND SIGNED BY THE BIDDER AND WITNESSES**

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

NAME: (PRINT) \_\_\_\_\_

DULY AUTHORISED TO SIGN ON BEHALF OF \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS (1) \_\_\_\_\_ NAME (PRINT) \_\_\_\_\_

WITNESS (2) \_\_\_\_\_ NAME (PRINT) \_\_\_\_\_

**DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

**Penalty: -**

***Upon detecting any false claim or statement hereunder will result in the bidder’s de-registration and the bidder will be prevented from participation in future contracts for a period of three (3) years.***

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
  - a. abused the institution’s supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 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 companies or persons prohibited from doing business with the public sector?<br><br><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<br><input type="checkbox"/> | No<br><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)?<br><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<br><input type="checkbox"/> | No<br><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 outside of the Republic of South Africa) for fraud or corruption during the past five years?   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars:  |                                 |                                |
| 4.4   | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars:  |                                 |                                |

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME) \_\_\_\_\_

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

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

**N.B: THE MBD 8 IS MANDATORY MUST BE COMPLETED AND SIGNED BY THE BIDDER AND WITNESSES**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Bidder

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

NAME (PRINT) \_\_\_\_\_

CAPACITY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME OF FIRM \_\_\_\_\_

DATE \_\_\_\_\_

|                  |  |
|------------------|--|
| WITNESSES        |  |
| 1 _____          |  |
| Name Print _____ |  |
| 2 _____          |  |
| Name Print _____ |  |



# CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids 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). Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that 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:

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

**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 Ref Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

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 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.

**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.

11. **N.B: THE MBD 9 IS MANDATORY MUST BE COMPLETED AND SIGNED BY THE BIDDER AND WITNESSES.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Bidder (print)

WITNESS (1) \_\_\_\_\_ NAME (PRINT) \_\_\_\_\_

WITNESS (2) \_\_\_\_\_ NAME (PRINT) \_\_\_\_\_

ATTACH ALL ADDITIONAL ANNEXURES HERE

