



SOL PLAATJE MUNICIPALITY

INVITATION FOR QUOTATION

Q 083 /2017:

SUPPLY AND DELIVERY OF 110V BATTERY CHARGERS

SUPPLIER _____

ADDRESS: _____ **TEL NO:** _____

_____ **CELL NO.:** _____

_____ **FAX NO:** _____

Prepared for:-
Sol Plaatje Municipality
Private Bag X5030
KIMBERLEY
8300

Prepared by:
Acquisitioner: B Mpotsang
Line Manager: Nomasonto Sinombe
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KIMBERLEY
8300

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SOL PLAATJE MUNICIPALITY

INVITATION FOR QUOTATIONS

Directorate: Financial Services

Section: ICT

Contact person: Wikus Gouws

Telephone: 053 830 6483

Date: 20 February 2017

Reference No. "Q 083 /2017"

SUPPLY AND DELIVERY OF 110V BATTERY CHARGERS

Documents are obtainable from:

*SCU Contract Department, Abattoir Road, Stores Complex (Opposite Security), Kimberley
Telephone: 053 8078482/3/9*

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

**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); 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.

- (1) It must be stated that such envelope contains a bid and the contract reference number must appear on the envelope.
- (2) Bidders are required to confirm the status of their Municipal Rates and Service Accounts. **A current(30days) Municipal Rates and Service account**, letters from Landlords or a **Valid Lease Agreement** and letters and or invoices from the Body Corporate will be accepted. Such confirmation documents **MAY NOT** be older than 30 days. See Listing Criteria in this document.
- (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.

- (4) A **certified copy** of the B-BBEE certificate **must** be included in this bid document to qualify for relevant points claimed as per MQD 6.1 Certificate.
- (5) Prices quoted must include value added tax, delivery charges.
- (6) All quotations will be evaluated on a point system in accordance with the provisions of the Preferential Procurement Policy Framework Act No. 5 of 2000 and the revised Preferential Procurement Regulations 2011.
- (7) Sealed quotations, outwardly marked: **"Q 083 /2017: Supply & Delivery of 110V Battery Chargers"** *must* be addressed to the ***Municipal Manager*** and placed in the: **Tender Box (Opposite Security), Abattoir Road, Municipal Stores Complex, Kimberley** not later than **11:00 on 1 March 2017.**
- (8) ***Quotations will be opened in public in the SCU Boardroom, Abattoir Road, Municipal Stores Complex, and Kimberley immediately after closing the same day.***
- (9) Invoices received before the last working day of each month will, as far as possible, be paid not later than the 15th day of the following month.

DELIVERY TIME _____

SETTLEMENT DISCOUNT ALLOWED _____% _____ DAYS

THESE QUOTED PRICE/S WILL HOLD GOOD UNTIL _____

NAME OF BIDDER _____

AUTHORISED BY THE BIDDER: PRINT NAME _____ SIGNATURE _____

NAME OF COMPANY: _____

POSTAL ADDRESS: _____

TELEPHONE NO. _____ FAX NO. _____

E-MAIL ADDRESS _____

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations. Bids will not be considered if these requirements are not met.

1. Previously a taxpayer (bidder) was required to submit a valid, original paper Tax Clearance Certificate (TCC), the tax payer/ bidder **MUST** now submit TAX COMPLIANCE STATUS PIN NO. Bids **WILL NOT be considered** if the correct PIN NO and Tax Reference Number are not included in this document
2. Applications for the Tax Clearance Certificates **MUST be made via eFiling**. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za or contact the SARS Contact Centre on 0800007277
3. The bidder (Name) Hereby grants Sol Plaatje Local Municipality
Permission to use the following TAX COMPLIANCE STATUS PIN NO
With reference to the following Tax reference Number.....
4. The bidder (Name) Hereby further grants SARS permission to disclose the bidders TAX COMPLIANCE STATUS to Sol Plaatje Local Municipality on an on-going basis during the Contract Term.
5. A bidder who appoints a Sub-Contractor / Joint Venture / Consortia to execute a portion of a contract (Sub-Contractor in excess of National Treasury threshold) must ensure that each appointment is TAX COMPLIANT and remains TAX COMPLIANT for the duration of the contract. Successful bidders must provide Sol Plaatje Local Municipality authority from their appointments confirming that SARS may, on an on-going basis during the contract term, disclose the appointed Sub-Contractor / Joint Venture / Consortia TAX COMPLIANCE STATUS.
6. A bidder who acts on behalf of an undisclosed principal must disclose such a fact upon submission of a bid as well as identity of that principal. The TAX COMPLIANCE STATUS of that principle must be verified in the same manner as that of the bidder. The same principle applies mutatis mutandis to any Sub-Contractor / Joint Venture / Consortia appointed by a successful bidder to execute a portion of a contract.
7. The TAX COMPLIANCE STATUS of all parties must be disclosed and verified if the bidder consist of a partnership and
8. A bidder, who is not resident in the Republic of South Africa, must apply for TAX CLEARANCE at SARS.

SIGNATURE OF BIDDER

DATE:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

WITNESS 1

DATE:

WITNESS 2

DATE:

****MANDATORY** LISTING CRITERIA**

CENTRAL SUPPLIER DATABASE REGISTRATION NUMBER (CSD): _____

1	Company name			
2	Contact details	Telephone Number _____	Fax Number: _____	Cell phone number: _____
	Email address Contact person:	_____ _____		
3	Postal Address:			
4	VAT registered	Yes <input type="checkbox"/>	No <input type="checkbox"/>	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: ** A current (30 days) account, or Lease Agreement in the case of a Landlord responsible for account, must be attached to this document **		_____	
8	Located in Sol Plaatje Municipal Area		Yes <input type="checkbox"/>	No <input type="checkbox"/>
9	% owned by black male: _____ %		% owned by black female: _____ %	
	% owned by black youth: _____ %		% owned by white female: _____ %	
	% owned by disabled persons: _____ %			
10	B-BBEE status level of contribution:			
11	Indicate main sector. Please select one (1) only: Agriculture <input type="checkbox"/> ; Mining and Quarrying <input type="checkbox"/> ; Manufacturing <input type="checkbox"/> ; Electricity, Gas, Water <input type="checkbox"/> ; Construction <input type="checkbox"/> ; Retail & Motor Trade & Repairs <input type="checkbox"/> ; Wholesale Trade, Commercial Agents and Allied Services <input type="checkbox"/> ; Catering & Accommodation & other Trade <input type="checkbox"/> ; Transport, Storage & Communications <input type="checkbox"/> ; 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 most of the page. It is intended for the user to attach proof of CSD database registration.

**ATTACH THE RECENT MUNICIPAL ACCOUNT OR AGREEMENTS AS PER
GENERAL CONDITIONS NO: 2 (MQD 1)**

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the attachment of recent municipal accounts or agreements as specified in the header text.

SUPPLY AND DELIVERY OF 110V BATTERY CHARGERS

PRICE SCHEDULE, SPECIFICATIONS AND SPECIAL CONDITIONS

- ❖ Suppliers are to adhere strictly to the specifications and special conditions given.
- ❖ Not adhering to the specifications and conditions, will result in the quotation not being considered

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

1. INTRODUCTION

This specification is for the supply of 110Vdc Chargers and 30Vdc Battery Charger units for use at Solplaatje substations.
 The charger systems should comply to the technical Information
 All equipment and services shall comply with the mandatory requirements of the Municipality as per technical compliance sheet

2. SCOPE

This specification describes the minimum requirements for battery charger units.

3. DUTY DESCRIPTION

The units shall be suitable for operation in surface substations. Ambient conditions within these substations would generally be as follows:

- Temperatures Maximum 40⁰C
 Minimum -5⁰C
 Average 25⁰C

4. DESIGN CRITERIA AND MATERIAL OF CONSTRUCTION

4.1 ELECTRICAL CONDITIONS

- Supply output voltage 110Volt DC or 30V
 DC
- Supply output current 110Volt @ 10A and
 30V @ 6A
- AC charger supply 230/250 Volt, 1 phase
 +/- 10%
- 30V Chargers : to operate 25 NiCad cells

- 110V Chargers: to operate 85 NiCad cells ; 54 Single Vented Lead Cells or 9 x 12V VRLA

4.2 TECHNICAL SPECIFICATION

- 4.2.1** The charging equipment shall be suitable for operating under the substation conditions specified, at the voltages, currents and rating specified. Particular attention is directed to the temperature range at site and to the maximum permissible AC component of the charging current to prevent AC corrosion of the battery. Double pole circuitry is to be adopted throughout. The charger shall be rated to supply the continuous standing load in addition to the charging of the battery.
- 4.2.2** The output shall be smoothed to 5% RMS of the nominal DC output with the battery disconnected.
- 4.2.3** The charging unit shall be of the constant voltage controlled current type suitable for pre-selection of the DC float voltage which is to be maintained across the battery to within +- 1% for a variation in AC supply voltage of +- 10%.
- 4.2.4** Shall be Thyristor type chargers
- 4.2.5** Voltage and current adjusting shall be done via touch screen panel on 110V Chargers
- 4.2.6** Touch screen panel should be password protected
- 4.2.7** The design of the charger shall be such that the failure of the control equipment shall automatically reduce the DC output current to a safe minimum value.
- 4.2.8** A double pole AC circuit breaker shall be provided for the incoming AC supply, for single phase chargers.
- 4.2.9** The outgoing circuits shall be protected by Load Circuit Breakers “LCB”
- 4.2.10** Chargers shall be provided with surge suppressors for protection against diode failure, due to voltage transients, and also AC input surge suppression.
- 4.2.11** The charger shall be provided with static overload protection to ensure that in the event of the charger output being short circuited, the maximum output current is kept to a value within the continuous rating of the charger components.
- 4.2.12** The charger should be equipped with 100 BASE-T Ethernet port and SNMP protocol
- 4.2.13** The charger shall be equipped with a proprietary automatic boost, test and alarm system. This system shall indicate the following:
- 4.2.14** **AUTOMATIC BOOST & MANUAL BOOST SELECTOR**
- Boost charging is to be initiated every 28 days and automatically changed back to float when the battery is fully charged. Boost charging also to be initiated if the battery is discharged to the present low voltage alarm level. Boost charge is automatically terminated by means of a 2 hour override timer or by HVA 1 or HVA 2 as described below
- Manual boost / boost charger for service mounted inside the charger, as fully labelled.

HIGH VOLT ALARM (HVA1)

Alarm level to be preset to just above the normal float voltage. HVA 1 allows for boost charging whilst providing protection against overcharging or excessive load voltage. Boost charge is terminated after 5,5 hours in the HVA 1 condition. An alarm is initiated if the battery voltage exceeds this preset level for 11 hours, or alternatively is above normal float for 21 hours.

HIGH VOLT ALARM (HVA2)

This alarm level to be preset to just above the normal boost voltage. When the HVA 2 level is reached, boost is immediately terminated and a high voltage alarm initiated.

4.2.15 AUTOMATIC BATTERY TESTING

Modern standby chargers are of the constant voltage type and usually incorporate alarm systems which monitor output voltage and current. Unfortunately, since a healthy charger maintains a constant voltage output, these alarms would not indicate if a fault occurred in the battery, with possible disastrous results in the event of mains failure.

There is thus a requirement for an automatic facility which would continuously monitor battery conditions and ensure that the battery is capable of supplying power when required to do so.

The battery monitoring unit automatically checks the internal resistance of the battery and associated connectors every 10 hours. The charger is automatically switched off, for 5 seconds and the voltage across the battery is checked. If this voltage drops below a preset level a "Battery Fail Alarm" is initiated and latched. This alarm would not latch for a low voltage condition resulting from a normal discharge. Separate local indication is given for "Battery Fail" and "Low Voltage".

To prevent additional discharging of the battery, the pulse testing is inhibited after indication of charge failure.

4.2.16 CHARGE FAIL

Charge fail alarm to be initiated when the charging voltage is below normal float.

4.2.17 EARTH FAULT

A suitable bi polar earth fault detection system shall be provided with indication of positive or negative earth faults exceeding 40ma.

4.2.18 MAINS FAIL ALARM

A suitable Mains fail timer – adjustable from one (1) minute to one (1) hour shall be provided.

4.2.19 REMOTE INDICATION

- a) Potential free change over contact to be provided for remote indication of "High Voltage" "Low Voltage, Battery Fail" and "Charge Fail" on all 110V Chargers
- b) Under Mains or charge fail conditions the alarm system shall not draw more than 80ma from the battery.
- c) Furthermore the charger microprocessor should be able to communicate to SMS modem for remote alarms via GPRS

4.2.20 Unless otherwise approved all control wiring shall be wired in multi strand PVC wires of the appropriate cross section.

All wiring shall be numbered by means of numbering ferrules. Crimped lugs shall be used for terminations.

Care shall be taken that the wiring is adequately supported, insulated and carried out in a neat manner.

- 4.2.21** The charger unit shall be vermin proofed and provision shall be made for termination of all external cabling, both top, bottom and side entry.
- 4.2.22** A rating plate shall be supplied indicating the maximum charge current, AC and DC voltage.
- 4.2.23** The cells forming the battery will be supplied complete with all inter-cell and inter-row connectors and nuts and bolts.
- 4.2.24** Labels shall be provided on the front panels and interior of the unit for marking terminals, switches, fuses, alarm devices and outgoing terminals. These labels shall correspond with the schematic diagram.

Material used shall be anodized aluminium or white/black traffolyte and shall be engraved in accordance with approved label schedules. The labels shall be finished to give an overall neat appearance.

For warning labels, white letters on a red background are preferred.

External labels shall be fixed by means of screws.

Labels on the front shall be in English.

- 4.2.25** After drilling, cutting etc. the cubicles shall be cleaned and painted with structured gloss paint to SABS 1091. The interior chassis plate of the cubicle shall be finished in gloss white.

Where batteries are contained within the charger cubicle, the charger and battery compartments are to be entirely separated from one another with no air movement possible between them. Battery shelves shall be protected by coating with Polyurethane rubber paint.

4.2.26 Wiring, terminals and ferrules

Wiring shall be colour coded and ferrule marked in accordance with SABS 158 and such ferrule marking as may be shown on schematic diagrams that may be issued with the enquiry. For identification purposes identical ferrule markers of approved type shall be fitted to both ends of each wire. Ferrule markers shall be of a durable insulating material having a reasonable glossy finish to prevent the adhesion of dirt. Ferrule markers shall be marked clearly and permanently and shall not be affected by moisture, heat or battery acid. Unless otherwise approved, ferrule markers shall be white with black lettering.

All wiring shall be taken to terminals and wires shall not be joined or teed between terminal points. Terminals shall be of the insertion double ended pinch bar type. Terminals shall be suitable to accommodate at least two 4mm² wires but not more than two wires shall be connected to an end of an insertion type terminal. Unless terminals are the fully insulated type, suitable insulating barriers shall be provided between terminals. Terminal strips shall be suitably labelled and terminals shall be numbered to facilitate identification.

4.2.27 Routine Testing

The following tests / checks shall be carried out:

- Measurement of float voltage at full charge.
- Measurement of float current at full charge.
- Measurement of boost charge rate.
- Measurement of boost current at full charge.
- Measurement of the primary current “AC Input Current” at no Load

- Measurement of the primary current “AC Input Current” at full Load

A handover certificate detailing the results of above tests shall be submitted to the Solplaatje Municipality.

5. DRAWINGS, DATA AND INSTRUCTION MANUALS

Drawings and documentation shall be to standard.

- Dimensioned outline drawing.
- Typical schematic drawings of the battery charger circuits.
- Three sets of each drawings handbooks and operational instructions to be submitted with the product on final delivery.

The manuals shall be complete with all relevant drawings enabling the equipment to be assembled, tested and maintained.

All drawings to be supplied in hard copy as well as electronically in **.dwg** or **pdf** format.

6. DELIVERY

The manufacturer is to pack the Charger in a suitable manner to ensure that it arrives at the specified destination in good condition.

The manufacturer shall be responsible for the safe delivery of the equipment and the manufacturer shall provide for the necessary insurance cover.

7. PAINTING AND PROTECTIVE COATING

Final colour shall be Eskom Grey G29

8. PERFORMANCE AND GUARANTEE

- The performance of the items supplied in terms of this specification, as defined by the order, shall be warranted by the vendor / contractor and, if specified, be tested in accordance therewith.
- The vendor / contractor shall not be specifically required to conduct a performance test on site.
- The equipment supplied is guaranteed for a period of **24** months from the date of commissioning against defective materials and workmanship. Tenderers are to indicate clause compliance with this specification and any divergences are to be clearly stated.

Tenderers are to submit a written undertaking at the time of tender that a complete range of spares for the equipment offered will be held by the manufacturer for a minimum period of 10 years from date of tender.

FILL IN AND COMPLETE THE FOLLOWING TECHNICAL COMPLIANCE SHEET AS PER ABOVE SPECIFICATION

ITEM	SOLPLAATJE REQUIREMENT	OFFERED BY TENDERER (Comply or Non -Comply)	REMARKS
1	Comply		
2	Comply		
3	Comply		
4	Comply		

4.1	Comply		
4.2	Comply		
4.2.1	Comply		
4.2.2	Comply		
4.2.3	Comply		
4.2.4	Comply		
4.2.5	Comply		
4.2.6	Comply		
4.2.7	Comply		
4.2.8	Comply		
4.2.9	Comply		
4.2.10	Comply		
4.2.11	Comply		
4.2.12	Comply		
4.2.13	Comply		
4.2.14	Comply		
4.2.15	Comply		
4.2.16	Comply		
4.2.17	Comply		
4.2.18	Comply		
4.2.19			
a)	Comply		
b)	Comply		
c)	Comply		
4.2.20	Comply		
4.2.21	Comply		
4.2.22	Comply		
4.2.23	Comply		
ITEM	SOLPLAATJE REQUIREMENT	OFFERED BY TENDERER (Comply or Non -Comply)	REMARKS
4.2.24	Comply		
4.2.25	Comply		
4.2.26	Comply		
4.2.27	Comply		
5	Comply		
6	Comply		
7	Comply		
8	Comply		

SPECIAL CONDITIONS :

1. Compliance sheet must be fully completed and truthfully.
2. Proof of previous supply must be included.
3. Battery chargers should be delivered by the 30th of March 2017.

PRICE SCHEDULE:

Details and Specifications		Quantity	Price per each. Inclusive of Vat & Delivery	Total price Inclusive of Vat & Delivery.
1.	110 V BATTERY CHARGERS	3		
NETT TOTAL AMOUNT, R				

*** FOR OFFICE USE ONLY***

AS AGREED BY: -	
LINE/PROJECT MANAGER: _____	DATE: _____
ACQUISITIONING MANAGER: _____	DATE: _____
APPROVED BY:	
GENERAL MANAGER: SUPPLY CHAIN : _____	DATE: _____

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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, 2011.

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 R1 000 000 (all applicable taxes included); and

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 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.

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

	POINTS
1.3.1.1 PRICE	... <u>80</u>
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	... <u>20</u>
Total points for Price and B-BBEE must not exceed	<u>100</u>

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 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

- 2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 “**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;
- 2.4 “**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;
- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
- 2.7 “**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;
- 2.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “**EME**” means any enterprise with an annual total revenue of R5 million or less;
- 2.10 “**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;
- 2.11 “**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;
- 2.12 “**non-firm prices**” means all prices other than “firm” prices;
- 2.13 “**person**” includes a juristic person;
- 2.14 “**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;
- 2.15 “**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;

- 2.16 “**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;
- 2.17 “**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
- 2.18 “**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 PREFERENCE POINT SYSTEMS

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

80/20

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

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 (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

ATTACH CERTIFIED COPY OF B-BBEE CERTIFICATE HERE

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA 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 1.3.1.2 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 Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8. SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

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? YES / NO (delete which is not applicable)

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of 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

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

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

WITNESSES:

1.

.....
SIGNATURE(S) OF BIDDER(S)

2.

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	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

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

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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.**

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

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ 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.

³ **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

ATTACH ALL ADDITIONAL ANNEXURES HERE

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the attachment of additional annexures.