



PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE STELLENBOSCH MUNICIPALITY					
FQ NUMBER:	FQ/SM 78/21	CLOSING DATE:	15 December 2020	CLOSING TIME:	14:00
DESCRIPTION	Annual Service & Repairs of Chlorine Gas dosing Equipment and Instrumentation				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) Stellenbosch Municipality, Town Hall Complex, Plein Street, Stellenbosch.					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWORN AFFIDAVIT [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	CONTRIBUTOR FACTOR (1 – 20)		
[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]					
<u>ORIGINAL</u> B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE ISSUED BY A <u>SANAS</u> ACCREDITED AGENCY; OR					
A <u>CERTIFIED COPY</u> OF A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE ISSUED BY A <u>SANAS</u> ACCREDITED AGENCY					
<u>ORIGINAL</u> EME OR QSE SWORN AFFIDAVIT OR A CERTIFIED COPY THEREOF					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	[IF YES ENCLOSE PROOF]			[IF YES, ANSWER PART B:3]	
CRS no	TOTAL BID PRICE (Brought forward from MBD 3.1)				R
SIGNATURE OF BIDDER			DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	FINANCE		DEPARTMENT	Waste Water	
CONTACT PERSON	Ms. L Linders		CONTACT PERSON	Brian Botha	
TELEPHONE NUMBER	021 808 8522		TELEPHONE NUMBER	021 808 8251	
E-MAIL ADDRESS	Lindsay.Linders@stellenbosch.gov.za		E-MAIL ADDRESS	Brian.Botha@stellenbosch.gov.za	

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA .
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> 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.	

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

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

THE MUNICIPALITY RESERVES THE RIGHT TO ACCEPT ALL, SOME, OR NONE OF THE BIDS SUBMITTED EITHER WHOLLY OR IN PART — AND IT IS NOT OBLIGATED TO ACCEPT THE LOWEST BID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

PART A: REQUIREMENTS IN TERMS OF REGULATORY FRAMEWORK

1. Invitation to bid (MBD 1)
2. Quotation conditions
3. Authority to sign a bid
4. Declaration of interest (MBD 4)
5. Preference claim form in terms of the Preferential Procurement Regulations 2017 (MBD 6.1)
6. Declaration of bidder's past supply chain management practices (MBD 8)
7. Certificate of independent bid determination (MBD 9)
8. Certificate for municipal services and payments to service providers
9. Responsiveness criteria

PART B: TECHNICAL SPECIFICATIONS, PRICING SCHEDULE AND CHECKLIST

10. Technical specifications
11. Pricing schedule (MBD 3.1)
12. Checklist for completeness



YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF STELLENBOSCH MUNICIPALITY

REQUEST FOR FORMAL QUOTATION NUMBER: FQ/SM: 78/21

REQUEST QUOTATION DESCRIPTION: Annual Service & Repairs of Chlorine Gas dosing Equipment and Instrumentation

CLOSING DATE: 15 December 2020

TIME: 14:00

Bid documents can be obtained from the Supply Chain Management Unit, 1ST floor, Plein Street , Stellenbosch 08h00 and 15:00. A non-refundable fee of R50-00 is payable to Stellenbosch Municipality. Alternatively, the bid documents can be downloaded from our website at www.stellenbosch.gov.za by following the Supply Chain Management link.

Enquiries can be directed as follows:

Type of enquiry	Contact person	Tel no	Email address
Bidding procedures and documents	Lindsay Linders	021 808 8522	Lindsay.Linders@stellenbosch.gov.za
Technical enquiries	Brian Botha	021 808 8251	Brian.Botha@stellenbosch.gov.za

Bids may only be submitted on the bid documentation provided by the municipality and must remain valid for 60 days after bid closing.

Bids must be submitted in a sealed envelope. The quotation number and quotation description must appear on the outside of the envelope. Bidders that fail to adhere to this requirement will be disqualified at the bid opening.

Bids must be deposited in the **bid box**, located at the entrance of the Municipal Offices of Stellenbosch Municipality, Ground floor, Plein Street , Stellenbosch, by no later than the date and time as specified above. This quotation box is open 24/7. Telephonic, telex, facsimile, e-mail and late bids will not be accepted.

Bids will be opened in public in the Supply Chain Management Conference room at the 1st Floor , Room 101B, Plein Street , Stellenbosch. The lowest, only or any bid shall not necessarily be accepted and the municipality reserves the right to accept any part of the bid or to withdraw the invitation to bid.

This bid shall be evaluated on the 80/20 preference points system as prescribed by the Preferential Procurement Regulations 2017 (government gazette no. 40553)

Prospective bidders must familiarise themselves with the content of Stellenbosch Municipality's Supply Chain Management Policy and must be registered on the **Central Supplier Database (CSD)** if they wish to conduct business with the municipality. The General Conditions of Contract is applicable.

GM METTLER
STELLENBOSCH MUNICIPALITY

AUTHORITY TO SIGN A BID**SOLE PROPRIETOR (SINGLE OWNER BUSINESS) AND NATURAL PERSON**

I, _____, the undersigned, hereby confirm that I am the sole owner of the business trading as _____.

OR

I, _____, the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

COMPANIES AND CLOSE CORPORATIONS

If a Bidder is a COMPANY, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid

In the case of a CLOSE CORPORATION (CC) submitting a bid, a resolution by its members, authorizing a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY/MEMBERS OF THE CC

Date Resolution was taken	
Resolution signed by (name and surname)	
Capacity	
Name and surname of delegated Authorised Signatory	
Capacity	
Specimen Signature	

Full name and surname of ALL Director(s) / Member (s)			
Is a CERTIFIED COPY of the resolution attached?	YES		NO

SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.

.....

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

3.9.1 If yes, furnish particulars _____

¹MSCM 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) an executive member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² 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.

.....

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

3.10.1 If yes, furnish particulars:

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

3.11.1 If yes, furnish particulars:

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

3.12.1 If yes, furnish particulars:

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

3.13.1 If yes, furnish particulars:

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

3.14.1 If yes, furnish particulars:

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

AFFIDAVIT

NAME AND SURNAME: _____

GENDER: **M/F**

ID No: _____

LANGUAGE: _____

HOME ADDRESS _____

_____ TEL NR: _____

WORK ADDRESS: _____

TEL NR: _____

I declare that

- I do **not** have property registered in my name with Stellenbosch Municipality and/or any other municipality for services/ rates etc.
- That I do not have any municipal account that is in arrears to my knowledge.
- That all my municipal accounts are paid in full.
- That all agreements entered into, to pay back the amounts that are in arrears are honoured monthly.
- That all my municipal accounts are not in arrears for more than 90 days.

I KNOW AND UNDERSTAND THE CONTENTS OF THIS STATEMENT**I HAVE NO OBJECTION TO TAKING THE PRESCRIBED OATH****I CONSIDER THE PRESCRIBED OATH TO BE BINDING ON MY CONSCIENCE**_____
SIGNATURE OF DEPONENT

I CERTIFY THAT THE ABOVE MENTIONED STATEMENT WAS TAKEN BY ME AND THAT THE DEPONENT HAS ACKNOWLEDGED THAT HE/SHE KNOWS AND UNDERSTANDS THE CONTENTS OF THE STATEMENT. THIS STATEMENT HAS BEEN SIGNED AND SWORN TO ON MY PRESENCE AT _____ (place)

ON _____

SIGNATURE (COMMISSIONER)_____
FULL NAME AND SURNAME

Commissioner of Oaths
Signature & stamp

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated not to exceed R200 000 (all applicable taxes included) and therefore the **80/20 points** 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
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

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

1.5. 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 utilized 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

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

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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 5.2 Bidders who qualify as EMEs in terms of the B- BBEE Act must submit a certificate issued by a Verification Agency accredited by SANAS or an original sworn affidavit or an originally certified copy thereof.
- 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 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. AND 5.1

- 7.1 B- BBEE Status Level of Contribution: = (maximum of 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 an original sworn affidavit or an originally certified copy thereof).

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:

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>
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DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

ITEM	QUESTION	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).	Yes	No
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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za , 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).	Yes	No
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	No
4.3.1	If so, furnish particulars:		

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	No 15
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	No
4.5.1	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 BY THE MUNICIPALITY SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER

DECLARATION: CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS TO SERVICE PROVIDERS

PART A: PROPERTY OWNED BY ENTERPRISE OR DIRECTORS

Please complete the following if property is owned by the enterprise, the proprietors, directors or partners in their personal capacity, obtain the confirmation of the relevant municipality and attach a copy of their municipal account(s) which are not older than 90 days. (Refer MBD 4 paragraph 4)

Name of account holder:

Account number:

Name of account holder:

Account number:

Name of account holder:

Account number:

PART B: PROPERTY LEASED BY ENTERPRISE OR DIRECTORS

Please attach a sworn affidavit or a copy of your lease agreement if the property is leased by the enterprise or the proprietors or directors in their personal capacity, for which the aforementioned is not responsible for payment of municipal rates and taxes.

PART C: WHERE PROPERTY IS NOT OWNED OR LEASED BY ENTERPRISE OR DIRECTORS

Please attach a sworn affidavit from the proprietor or director of the enterprise confirming that the enterprise does not own or lease any property and that the aforementioned is not responsible for payment of any municipal rates and taxes.

I,....., the undersigned, certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 90 days.

.....

.....

Signature for and on behalf of the bidder

Date

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 **Stellenbosch Municipality**

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)

6. I have read and I understand the contents of this Certificate;
7. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
8. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
9. 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;
10. 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.
11. 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.
12. 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.

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.

13. 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.
14. 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.
15. 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

RESPONSIVENESS AND EVALUATION CRITERIA

1. RESPONSIVENESS CRITERIA

No bid will be considered by Stellenbosch Municipality unless it meets the following responsiveness criteria (for the bid to be considered responsive, the bid must meet the following requirements):

- a) Bidders must ensure that they are registered on the Central Supplier Database (CSD), if they wish to conduct business with the Municipality.
- b) Enquiries regarding the above can be directed to:

Contact persons	Tel no	Email address
Nicolene Hamilton	021 8088594	Nicolene.hamilton@stellenbosch.gov.za

2. Stellenbosch Municipality will reject a bid in terms of the following:

- a) If any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors to this or any other municipality or municipal entity, are in arrears for more than three months (90 days).
- b) The name of the company of any of its director(s) names appear on the list of Tender Defaulters or restricted suppliers as published by National Treasury.

3. The following completed documents must be submitted or provided as part of the bid submission:

- a) Copy or Certified valid B-BBEE Status Level Verification Certificate or sworn affidavit. Bidders who do not submit a B-BBEE Status Level Verification Certificate or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE, but will not be disqualified from the bidding process. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification certificate for every separate bid.
- b) Completed and signed declaration of interest form (MBD 4).

4. No bids will be accepted unless the bid documentation as issued by the municipality is utilised.

5. The awarding of this bid is subject to the following:

- a) Relevant technical specifications as stated in this bid document;
- b) Attendance of compulsory site meetings, as may be applicable;
- c) Proper completion of this bid document and signing of declarations
- d) Documents as indicated in MBD 1.
- e) Any special conditions of contract as stipulated in this bid document.

6. Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.

7. **Inducements, rewards, gifts and favours to municipalities, officials and other role players**

- a) No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representation intermediary promise, offer or grant any inducement or reward to the Stellenbosch Municipality for or in connection with the award of a contract;

- b) The accounting officer must promptly report any alleged contravention of subparagraph (1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.

8. Telephonic, facsimile, electronic/ emailed and late bids will not be accepted.

- 9. Bids shall be declare invalid, and shall be endorsed and recorded as such in the bid opening record by the responsible official to open the bid, in the following instances:
 - a) If the bid is not sealed;
 - b) if the bid including the bid price amount, where applicable is not submitted on the official pricing schedule;
 - c) if the bid is not completed in non-erasable ink; or
 - d) if the name of the bidder is not stated, or is indecipherable
- 10. A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount.
- 11. The official bid document must be fully completed in indelible ink.
- 12. All requested relevant and/ or additional documentation such as compliance certificates, professional registration, artisan qualification, etc., must be attached behind the bid document.
- 13. If the entity submitting a bid is a joint venture or consortium or partnership, each party to that formation must submit all the above information.
- 14. The bidder must adhere to the pricing instructions.
- 15. The Bidder's details must be provided.
- 16. The necessary document authorising the representative to sign and submit the bid on the bidder's behalf must be completed and signed.
- 17. The bid must comply with all the minimum technical specifications.
- 18. Alternative offers may be submitted by the bidder. The municipality is under no obligation to accept alternative offers.

2. EVALUATION OF BIDS

- a) All bids received shall be evaluated in terms of the Municipal Supply Chain Management Regulations, the Preferential Procurement Policy Framework Act no 5 of 2000 and the Preferential Procurement Regulations of 2017.
- b) The municipality reserves the right to accept all, some, or none of the bids submitted — either wholly or in part — and it is not obligated to accept the lowest bid.

PART C: TECHNICAL SPECIFICATIONS AND PRICING SCHEDULE

The following minimum specifications are applicable and must be complied with.

NB: Service providers are required to read and study the specification, its general condition of contract, as well as the instructions to them very carefully before submitting their offers.

All tenders received will be evaluated in terms of the Municipal Supply Chain Management Regulations, PPPFA, the Stellenbosch Municipality Supply Chain Management Policy and relevant specifications.

Annual Service & Repairs of Chlorine Gas dosing Equipment and Instrumentation

1. BACKGROUND

In order to ensure effluent quality compliance at the Wastewater Treatment Works (WWTW) the Chlorine Dosing systems must be serviced annually to ensure smooth and effective chlorination. Chlorine gas is used to destroy or deactivate harmful microorganisms (pathogens) in the final effluent, with aim to manage human health, agricultural or environmental risk. Chlorine gas can be harmful to the human body and is therefore utmost important that all chlorine systems (equipment, monitoring instrumentation and safety devices) operate optimal at all times.

2. SPECIFICATIONS

None compliance to specifications will invalidate your offer

NB: Service providers are required to read and study the specification, its general condition of contract, as well as the instructions to them very carefully before submitting their offers.

- **Voluntary site inspection, can be done from Monday to Friday, between 09:00 and 14:00 but must be arranged at least one working in advance with a representative of the Water Service Department**

LOCATION OF THE CHLORINATION STATIONS

Stellenbosch Municipality			
No	Chlorination Stations	location	GPS
1	<i>Raithby WWTW (70 kg)</i>	<i>Access from Winery Rd</i>	<i>Long:18.7942 Lat:-34.028637</i>
2	<i>Wemmershoek WWTW (940 – 1000kg)</i>	<i>Access from Franschoek Rd</i>	<i>Long:19.071389 Lat:-33.832443</i>
3	<i>Pniel WWTW (70 kg)</i>	<i>Access from Pniel WWTW</i>	<i>Long:18.959513 Lat:-33.904161</i>
4	<i>Klapmuts WWTW (70 kg)</i>	<i>Access from old Paarl Rd</i>	<i>Long:18.858292 Lat:-33.80321</i>

1. MAINTENANCE AND SERVICING OF CHLORINE EQUIPMENT

The contractor shall execute maintenance and maintenance management in conjunction with the Water Services Department for a contract period of a maximum of one (1) year. The Stellenbosch Municipalities representative during the period of the contract will be from the Water Services department consisting of the following:

- Millwright (Water & Waste Water Treatment)
- Superintendents (Water & Waste Water Treatment)
- And / or any other authorised Representatives

Maintenance can be defined as the function of maintaining, machinery and equipment, by conducting services, repair work, replacements of parts and restoration to allow such items to used, in a, serviceable operational functioning condition to operate in the way they were intended safely. Maintenance includes the cleaning, removal of contaminants and waste, correct adjustment and setting, tightening, testing, fixing, refill, lubrication, corrosion prevention, touch up, servicing, inspection, replacement, re-installation, troubleshooting, calibration, condition determination, repair, modification, overhaul and rebuilding of Chlorine equipment. Maintenance can either be preventative or corrective of nature.

- Preventative Maintenance (PM) can be seen as the execution of operational maintenance to reduce breakdowns and to detect weakness of defects for safety and operational statutory compliance. It therefore includes the replacement of unreliable components with approved components or subsystems with will improve the reliability of the equipment.
- 1.1** Corrective maintenance (CM), unscheduled maintenance or breakdown can be seen as breakdowns of equipment caused by fault such as normal wear and tear, misuse of equipment and general failure. This is type of maintenance cannot be planned s it can occur at any point of time. All components have an operating life time expectancy that is indicated by the manufacturer. Once a component reaches its total life operating time, planned corrective maintenance can be introduced as part of the preventative maintenance execution.

1.2 Scope of Work

1.1.1 Maintenance

Periodic Preventative Maintenance of the chlorine equipment will happen as follows:

- **A major service (first semester of the year) - that will require supply and fitment of all listed (in Equipment Specification list) service kits and to include tasks as per minor service. (see 1.1.2 for breakdown and C1 for BOQ).**
- **A minor (second semester of the year) - “strip and clean” of equipment to remove contaminants and deposits (see 1.1.3 for the breakdown and C2 for BOQ)**

Please note that the interval between minor and major service is 6 months.

1.1.2 Major Service to consist of the following:

- Periodic Preventative Maintenance to disassemble, inspect, clean and accomplish recommended parts replacement. Kits of replacement parts required for this periodic maintenance are available.
- Because of aging of elastomeric components and the desirability of checking internal zones for possible accumulations of deposits not seen in routine maintenance, it is recommended that they are performed during this one-year intervals, each of the principal components of the system should be completely disassembled.
- It is the contractor's responsibility to ensure that the appropriate preventative maintenance kits are available.
- Servicing of the chlorine equipment including installation of parts from maintenance kits should be restricted to trained, authorized personnel who are completely familiar with the entire contents of the equipment.

1.1.3 Minor Service to consist of the following:

- Periodic Cleaning to remove contaminants and deposits brought to the vacuum regulator(s) and control unit(s) by the gas flow and to the injector(s).
- In this service o-rings have to be removed and replaced, small components like the Injector Throat and Tailway etc. have to be cleaned on every six monthly service.
- This service includes but does not limit:
 - a) Cleaning Vacuum Regulator
 - b) Cleaning Rota-meter
 - c) Cleaning Injector Throat and Tail-way

NB! See attached Bill of Quantities (C1-C8) for pricing schedule. Below are a summary of current the existing installations.

Equipment Specification list as per Wastewater Treatment Plant					
Item Description		Raithby WWTW	Pniel WWTW	Wemmershoek WWTW	Klapmuts WWTW
Evaporator /Liquid trap & Gas manifold	Make / Type	n/a	n/a	n/a	n/a
	Part no / model no	n/a	n/a	n/a	n/a
	Quantity	2	2	2	2
Vacuum Regulator	Make / Type	ALLDOS – C111	Siemens W&T	Siemens W&T	Siemens W&T
	Part no / model no	C111	W&TAAB2693 PVC	S10K	W&TAAB2693 PVC
	Quantity	2	2	2	2
Pressure gauge	Make / Type	Suitable gauge to be installed	Rhomberg	Suitable gauge to be installed	No indication
	Part no / model no		(Maxal Projects) Min. Press -100bar & Max Press 150bar		(Maxal Projects) Min. Press -100kPa & Max Press 1600kPa
	Quantity	0	2	0	2
Chlorinator	Make / Type	Siemens: S10K Auto	Siemens: V10K Auto	Siemens: V10K (auto)	Siemens:S10X XC4EXXX
				Siemens W&T: S10K (manual)	
	Part no / model no	S10-6700589-A (rota-meter max 60g/h)	6700630 G (S10K:rota-meter max 2.0 kg/h)	GB7:10BBKHAAA (rota-meter max 3.0kg/h)	(S10k: rota-meter: 2.0kg/h)
			W3T292562 (rota-meter: max 400g/h)		
	Quantity	1	1	1 + 1	1
Injector	Make/Type	Alldos: 545-12	Siemens: S10K	Siemens:S10K	Siemens: S10K

Equipment Specification list as per Wastewater Treatment Plant					
Item Description		Raithby WWTW	Pniel WWTW	Wemmershoek WWTW	Klapmuts WWTW
	Part no/ Model no	-	19mm	19mm	19mm
	Quantity	1	1	2	1
Gas leakage detector	Make / Type	GMS	PTW	GMS	GMS
	Part no / model no	Current: 4 to 20mA & range: 0ppm to 10ppm	HAYDEN 1508	Current: 4 to 20mA & range: 0ppm to 10ppm	Current: 4 to 20mA & range: 0ppm to 10ppm
	Quantity	1	1	1	1
Alarm or siren	Make / Type	not indicated	not indicated	not indicated	not indicated
	Part no / model no	-	-	-	-
	Quantity	1	1	1	1
Scale	Make / Type	GTS – P – HLG	GTS – P – HLG	XK3101 Weighing Transducer	-
				2 Ton Shear beam load cell	
	Part no / model no	not indicated	not indicated	(KM05)	Micro T7E
				BSA Shear Beam 250kgf – 5tf	
Quantity	2	2	3 + 3	2	
Wind sock	Make / Type	n/a	n/a	n/a	n/a
	Part no / model no	n/a	n/a	n/a	n/a
	Quantity	1	1	1	1
Shower	Make / Type	n/a	n/a	n/a	n/a
	Part no / model no	n/a	n/a	n/a	n/a
	Quantity	1	1	1	1
Chlorination facility distances to each site from Stellenbosch WWTW		19 km	27 km	14 km	23 km

Equipment Specification list as per Wastewater Treatment Plant				
Item Description	Raithby WWTW	Pniel WWTW	Wemmershoek WWTW	Klapmuts WWTW
Comments / remarks:				

1.1.4 Quality:

The contractor must comply with SANS 10298:2009 SOUTH AFRICAN NATIONAL STANDARD

Indirect small to medium-sized gas chlorination *systems for* the disinfection of water or wastewater effluent. *South Africa* this means the Occupational Health and Safety Act, 1993 (Act No. ... and the *maintenance* of small to medium-sized *chlorine gas* installations.

2. MAINTENANCE REQUIREMENTS

The contractor shall be responsible for a full guarantee of the units' installation for a duration of 12 months after installation and for the execution of both the 6-monthly and the annual maintenance service, except if the suppliers recommend a different service interval, which will first be discussed between all role players. The contractor shall be responsible for any failures as a result of the installation / service during this period. Faulty equipment shall be replaced with the original manufacturer's parts.

Should the contractor fail to attend to an emergency breakdown, stoppage or any other problem, he shall be responsible for payment to any other contractor called by the Stellenbosch Municipalities representative to attend or repair the fault on the Water & Sanitation units or system.

Note: The Contractor shall be in default if s/he – fails to commence with the Works as prescribed in the specification, or stops, abandons or suspends the Works before completion, or fails to comply with any of the provisions of the specification, or refuses or neglects to comply strictly with any of the conditions of this specification or any instructions and Order in Writing given in terms of the tender document. Should the contractor be in default the Employer shall have the right to provide such number of men and purchase such materials as the Employer deems fit to complete the Works or any portion thereof. The Contractor hereby agrees and binds himself, his successors in title or his trustees (or his liquidator) not in any way to dispute the right so to deduct.

Should it be necessary to do repair work on a system during the servicing, the contractor shall inform the operational staff of Stellenbosch Municipality or authorised representative for approval to commence. To help the contractor with maintenance, it is crucial for the contractor to make sure that he has full complement of technical staff located in Cape Town that is qualified to execute maintenance, fault finding and solve both mechanical / chemical and electrical problems and controls specialist problems on the equipment offered and installed.

2.1 STAFF REQUIREMENTS

The minimum staff required for this tender is:

- 1 Maintenance team consisting of: 1 trained and qualified technician with a TETA 09-205 certificate of accreditation and 1 technician assistant.

3. TURN AROUND TIME

Service requirements – Ensure a continuous operation of water & sanitation facilities 24/7 (365 days per annum), Restore any interruption to water & sanitation facilities within the agreed restoration times and Maintain an accurate database of all assets maintained.

Note: Work requirements / responsibilities of Engineering & Asset Management mechanical maintenance during the service period will be the work requirements / responsibilities of the contractor as set out above.

3.1 Response Time

The minimum response time should not exceed 3 hours (to the furthest depot) to be linked to the SCM non-performance procedure.

4. INFORMATION TO BE PROVIDED TO THE STELLENBOSCH MUNICIPALITY BY CONTRACTOR

The contractor will provide the Stellenbosch Municipality with maintenance information in a report format on each PM and CM executed. General Information requirements that the contractor will deliver to, the Water Services Department, in Report / certificate form (paper and computer sheet format. This report / certificate form must be signed by the client department (operations supervisor) where the work was executed; it must then be submitted at the end of each service and/or repairs.

4.1 Maintenance Management

From information received on the PM's and CM's reports, logbook (produced by the contractor) and Water Services Department requests, maintenance management will be executed by the contractor in conjunction with the Water Services Department authorised representative. Stellenbosch Municipality holds the right to conduct random checks at any given time in the contract.

A maintenance meeting will be held once every 3rd month during the maintenance period where the contractor and Water Services Department Water Services Department Water Services Department authorised representative will discuss all areas of the maintenance execution process, problems, maintenance information, and non-compliances and introduce maintenance management processes to be implemented by the contractor during the maintenance period.

5. HEALTH AND SAFETY ISSUES

The Contractor will adhere and comply with the Stellenbosch Municipalities policy and procedures regarding access to and from the various sites. Safety induction training will be given at each operational site.

Responsibility for Health and Safety, relating to this Tender and its Scope of Works, lies with the Contractor. Nothing stated in or omitted from this Tender Specification shall in any way limit the Contractor's obligation and liabilities in terms of the Occupational Health and Safety Act 58 of 1933.

The Contractor shall adhere and comply with, and ensure that all Staff Members are familiar with, the requirements of the OHS Act, and ALL other applicable regulations of the OHS Act.

5.1 Health and Safety programs

The Occupational Health and Safety Act 85 of 1993 and Regulations for hazardous chemical substances, 1995 has to be adhered to by the contractor. An effective health and safety program must be implemented for the tender period in the different workplaces in which chlorine equipment is used or stored must be submitted to the Water Services Department representative at the first delivery of the

tender, the program MUST include the following:

1. A written occupational health and safety policy that:
 - States the employer's commitment to health and safety
 - States the program's objectives
 - Defines the responsibilities and roles of the service provider, supervisors and workers
2. Emergency response procedures (Each plant's plan can be adopted)
3. Technical Training and instruction for Stellenbosch Municipality supervisors and workers
4. Regular worksite inspections
5. Regular health and safety meetings
6. Incident and accident investigations
7. Records and statistics (for example, reports of inspections and incident investigations)
8. Written Safe Work Procedures that informs workers how to perform their duties safely. Service Provider must ensure that all workers understand these procedures well enough to perform chlorine Safe Work Practices and their duties competently. Service provider and his workers must jointly review all written safe work and emergency procedures at least once a year.
9. Proof of chlorine handling training to be provided.
10. Exposure control plan which explains the work procedures and other controls that will be used to reduce workers' risk of exposure to chlorine.

Some tasks that require written safe work procedures include (but are not limited to):

- Leak detection and control
- Checking on a worker working alone
- Respirator program
- Routine maintenance of equipment (for example, chlorinators, piping, etc)

5.2 Personal Protective Equipment

- 5.2.1 The contractor is responsible for providing protective equipment (PPE) such as splash goggles, face shields, gloves, coveralls, and leather boots when working around chlorine and ensuring that its workers use it properly.
- 5.2.2 Operations Breathing Apparatus Systems can be used if need be, it is however the contractor's responsibility to ensure that his workers know how to use the BA sets.
- 5.2.3 The following will be provided by the various plants:
 - Detection equipment
 - Eye washes and showers
 - Respiratory

5.3 Service kits

The service kits for the chlorine systems must be replaced unless otherwise specified.

Note: It should be noted that the service will commence in 2020/2021 financial year.

I, the undersigned, for and on behalf of the bidder, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

.....

Name (print)

.....

Signature

.....

Capacity

.....

Date

In the event of any deviation from the minimum specifications, the bidder must attach details thereof to this bid document.

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

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

Name of bidder:	Quotation number:
Closing Time:	Closing Date:

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	SECTION MC: Major Service (Annual Service)				
	Allow for all costs and expenses in connection with the service., repair, painting, testing, supply, delivery, offloading, install and storage of the following materials:				
	RAITHBY STW				
1	Liquid trap: strip and clean	No	2		
2	Repair / replace Alldos C111 - Vacuum Regulator	No	1		
3	Alldos C111 - Vacuum Regulator: 191835975 Maintenance kit	No	1		
4	Siemens dosing regulator S10K V - notch: service kit	No	1		
5	Alldos, 545-12: Injector - service kit	No	1		
6	Repair / replace scales	No	2		
7	Check windsock	No	1		
8	Test Shower	No	1		
9	Labour to install service kits	Sum	1		
10	Travelling per km	Sum	1		
11	Any additional work not listed.	Sum	1		
	PNIEL WWTW				
1	Liquid trap: strip and clean	No	2		
2	Siemens S10K - Vacuum Regulator : service kit	No	2		

3	Siemens dosing regulator S10K V - notch: service kit	No	1		
4	Siemens S10K, 19mm: Injector - service kit	No	1		
5	Check windsock	No	1		
6	Test Shower	No	1		
7	Labour to install service kits	Sum	1		
8	Travelling per km	Sum	1		
9	Any additional work not listed.	Sum	1		

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
WEMMERSHOEK WWTW					
1	Liquid trap: strip and clean	No	2		
2	Siemens S10K - Vacuum Regulator: service kit	No	2		
3	Siemens dosing regulator V10K V - notch; 3kg/h: service kit	No	1		
4	Siemens dosing regulator S10K, 400g/h: service kit	No	1		
5	Siemens S10K, 19mm: Injector - service kit	No	2		
6	Check windsock	No	1		
7	Test Shower	No	1		
8	Labour to install service kits	Sum	1		
9	Travelling per km	Sum	1		
10	Any additional work not listed.	Sum	1		
KLAPMUTS WWTW					
1	Liquid trap: strip and clean	No	2		
2	Siemens S10K - Vacuum Regulator: service kit	No	2		
3	Siemens dosing regulator S10K, 2kg/h; service kit	No	1		
4	Siemens S10K, 19mm: Injector - service kit	No	1		
5	Check windsock	No	1		
6	Test Shower	No	1		
7	Labour to install service kits	Sum	1		
8	Travelling per km	Sum	1		

9	Any additional work not listed.	Sum	1		
TOTAL SUM CARRIED FORWARD TO SUMMARY INCLUSIVE 15% VAT					

NB: Stellenbosch Municipality reserve the right to downward adjust the scope of work/ quantity required to stay within its budget, R200 000 threshold applicable.

Note: All cost must be included in price, and prices must be firm for the duration of the project within the above-mentioned threshold.

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

- Does offer comply with specification? *YES/NO
- If not to specification, indicate deviation(s)
- Is price firm for duration of contract *YES/NO
- Period required for service delivery

VALUE ADDED TAX

The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.

The VAT registration number of the Stellenbosch Municipality is **4700102181**

CHECK LIST FOR COMPLETENESS OF BID DOCUMENT

The bidder is required to complete the following checklist in order to ensure that the necessary documentation, as required, is attached to this bid document and that all declarations are signed by the bidder:

(*Mark with "X" where applicable)

Items to be checked	Yes	No	Comments
1. Completed and signed MBD 1			
2. Authority to sign bid			
3. Completed the pricing schedule (MBD 3.1)			
4. Completed and signed declaration of interest (MBD 4)			
5. Completed and signed declaration in order to claim preference points (MBD 6.1) and attached a certified copy or original B-BBEE certificate			
6. Completed and signed declaration of bidder's past supply chain management practices (MBD 8)			
7. Completed and signed certificate of independent bid determination (MBD 9)			
8. Completed and signed certificate for municipal services and payments to service providers and attached a copy of your municipal account which is not older than 90 days			
9. Signed declaration for understanding and complying with technical specifications			
10. Bidder to initial every page of this bid document			

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....CERTIFY THAT THE INFORMATION FURNISHED ON THIS CHECK LIST IS TRUE AND CORRECT.

.....
Name (print)

.....
Signature

.....
Position

.....
Date