

BID NOTICE

STELLENBOSCH MUNICIPALITY HEREBY INVITES YOU TO TENDER FOR B/SM 112/21: PROVISION OF PROFESSIONAL SERVICES FOR THE RE-CALCULATION OF THE DEVELOPMENT CHARGES (DCs) UNIT COSTS FOR ENGINEERING SERVICES AND THE REVISION OF THE DEVELOPMENT CHARGES (DCs) POLICY: PERIOD ENDING 30 JUNE 2024

TENDER NUMBER: B/SM 112/21
DESCRIPTION: Provision of professional services for the re-calculation of the development charges (DCs) unit costs for engineering services and the revision of The Development charges (DCs): Period ending 30 June 2024
CLOSING DATE: 19 July 2021
CLOSING TIME: 12h00: Bids will be opened in the **Council Chambers or Supply Chain Management Boardroom**. Due to Covid-19 restrictions, opening of tenders to the public will not take place, but the opening register will be posted on the municipal website, immediately thereafter.

INFORMATION:

Tender Specifications: Tyrone King at 021 808 8214: Email: Tyrone.king@stellenbosch.gov.za
SCM Requirements: Jane Sampson at 021 808 8520: Email: Jane.sampson@stellenbosch.gov.za
Office hours for collection: 08h00-15h30

A Compulsory Virtual Teams meeting will be held on **29th June 2021 at 11:00**. You are hereby requested to provide contact details which must include the contact person attending, company name you presenting, email address and cell phone number to **Noorun-nisa Ras** at Dev.Admin@stellenbosch.gov.za clearly referring to the tender number on **25th June 2021 at 11:00** (two (2) days) prior to the meeting. Tenderers who fail to provide their contact details for the virtual meeting, will be regarded as non-compliant.

Tenders may only be submitted on the Tender documentation issued by Stellenbosch Municipality and must be valid for **180 days** after tender closing. Late, electronic format, telephonic or faxed Tenders will not be considered and Stellenbosch Municipality does not bind itself to accept the lowest, part of or any Tender.

Sealed Tenders, with “**B/SM 112/21: Provision of professional services for the re-calculation of the development charges (DCs) unit costs for engineering services and the revision of The Development charges (DCs): Period ending 30 June 2024**,” clearly endorsed on the envelope, must be deposited in the Tender box at the offices of the Stellenbosch Municipality, Plein Street, Stellenbosch. The Tender box is accessible 24 hours a day and Tenders must be accompanied by the completed Tender documents. Tenders not accompanied by a complete Tender document, will not be considered.

NOTE: This tender will be evaluated in terms of the General Conditions of Contract, Supply Chain Management Policy, relevant specification as depicted in the document and also the **Preferential Procurement Regulations, 2017 that was promulgated by the Minister of Finance on 20 January 2017 in Government Gazette No 40553**.

The preferential points system applied is as follows:

Price	80
B-BBEE status level of contribution	20
Total points for Price and B-BBEE	100

The following conditions to tender exist (failure to comply may result in your tender being disqualified):

1. This tender is subject to the general conditions of contract (GCC) and special conditions for tendering.
2. Relevant terms of reference.
3. Tenderers must be registered on the Central supplier database (CSD) if they wish to conduct business with the municipality.
4. No award will be made to tenderers whose tax status is non-compliant.
5. Tenders submitted must be in a sealed envelope clearly marked with the tender number, placed in the tender box before closing time. Failure will result in the tender being invalid.

*Tender documents, in English, are available free of charge on the website: www.stellenbosch.gov.za. Alternatively, hard copies of the document are obtainable from the offices of the Supply Chain Management Unit, Stellenbosch Municipality, 1st Floor, Plein Street, Stellenbosch, upon payment of a non-refundable fee of **R234,00 per document**.*

G Mettler (Ms)
MUNICIPAL MANAGER

TENDER KENNISGEWING

STELLENBOSCH MUNISIPALITEIT NOOI U VIR DIE VOLGENDE TENDER: B/SM 112/21: VERSKAFFING VAN PROFESSIONELE DIENSTE VIR DIE HERBEREKEING VAN DIE ONTWIKKELINGSKOSTE (OK'S) EENHEIDSKOSTE VIR INGENIEURSDIENST EN DIE HERSIENING VAN "THE DEVELOPMENT FEES (DC'S)": TYDPERK EINDIG OP 30 JUNE 2024

TENDER NOMMER: **B/SM 112/21**
BESKRYWING: **Verskaffing van professionele dienste vir die herberekeing van die ontwikkelingskoste (OK's) eenheidskoste vir ingenieurdienste en die hersiening van "The Deveelopment fees (DC's)": Tydperk eindig op 30 Junie 2024**
SLUITINGSDATUM: **19 JULIE 2021**
TYD VAN SLUITING: **12h00. Tenders sal oopgemaak word in die Raadsaal of in die Voorsieningskanaal-bestuurs Raadsaal. As gevolg van Covid-19 beperkinge sal die opening van tenders vir die publiek nie plaasvind nie, maar die openingsregister sal onmiddellik daarna op die munisipale webwerf geplaas word.**

NAVRAE:

Tender spesifikasies: **Tyrone King by 021 808 8214: Epos: Tyrone.king@stellenbosch.gov.za**
Vkb vereistes: **Jane Sampson by 021 808 8520: Epos: Jane.sampson@stellenbosch.gov.za**
Kantoor Ure: **08h00-15h30**

'n Verpligte Virtuele spanne-vergadering word op 29 Junie 2021 om 11:00 gehou. U word hiermee versoek om kontakbesonderhede, van die kontakpersoon wat bywoon, die naam van u onderneming, e-posadres en selfoonnommer aan Noorun-nisa Ras by Dev.Admin@stellenbosch.gov.za te verstrek, met verwysing na die tendernommer op 25 Junie 2021 om 11:00 (twee (2) dae) voor die vergadering. Tendersaars wat nie hul kontakbesonderhede vir die virtuele vergadering verstrek nie, sal as nie-nakomend beskou word.

Tenders mag slegs ingedien word op die tenderdokumentasie verskaf deur Stellenbosch Munisipaliteit en moet geldig wees vir **180 dae** na die sluitingsdatum. Laat, elektroniese formaat of gefakse tenders sal nie aanvaar word nie en Stellenbosch Munisipaliteit is nie verplig om die laagste of enige tender wat ingedien word te aanvaar nie.

Verseëde tenders duidelik gemerk: **"B/SM 112/21: Verskaffing van professionele dienste vir die herberekening van die ontwikkelingskoste (OK's) eenheidskoste vir ingenieur dienste en die hersiening van "The Development Fees (DC's): Tydperk eindig 30 Junie 2024"** op die koevert, moet geplaas word in tenderbus by die kantore van Stellenbosch Munisipaliteit, Pleinstraat, Stellenbosch. Die tenderbus is 24 uur per dag beskikbaar en tenders moet vergesel word met die voltooië stel tenderdokumente. Tendersaanbiedinge wat nie deur die volledige tenderdokument vergesel word nie, sal nie oorweeg word nie.

LET WEL: Hierdie tender sal geëvalueer word ingevolge die Algemene Kontrakvoorwaardes, Voorsieningskanaal Bestuursbeleid, relevante spesifikasies, soos vervat in die tender dokument asook die **Voorkeurverkrygingsregulasies 2017 wat op 20 Januarie 2017 deur die Minister van Finansies in Staatskoerant No 40553 afgekondig is.**

Tendersaars mag voorkeerpunte eis in terme van hul B-BSEB status vlak van bydrae as volg:

Prys	80
BBSEB	<u>20</u>
Totale punte	100

Die volgende voorwaardes vir Tender soos volg: (versuim om te voldoen, kan veroorsaak dat u Tender gediskwalifiseer word):

1. Hierdie tender is onderworpe aan die algemene kontrakvoorwaardes (GCC) en spesiale voorwaardes vir die tender.
2. Toepaslike opdrag.
3. Tendersaars moet geregistreer wees op Sentrale verskaffersdatabasis (SVD) as hulle met die munisipaliteit sake wil doen.
4. Geen toekenning sal gemaak word aan diensverskaffers wie se Belasting status ongeldig is.
5. Die tender wat ingedien moet word, moet in 'n verseëde koevert wees wat duidelik gemerk is met die Tendernommer, wat in die tenderbus voor sluitingstyd geplaas word. Versuim sal tot gevolg hê dat die tender ongeldig is.

*Tenderdokumente, in Engels, is verkrygbaar by die kantoor van die Voorsieningskanaalbestuurseenheid, Stellenbosch Munisipaliteit, 1ste Vloer, Pleinstraat, Stellenbosch na betaling van 'n nie-terugbetaalde tenderdeelnamefooi van **R234,00 per dokument**. Alternatiewelik mag die dokument gratis afgelaai word vanaf die webblad www.stellenbosch.gov.za.*

G Mettler (Me)
MUNISIPALE BESTUURDER



STELLENBOSCH
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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

TENDER NO.: B/SM 112/21

PROVISION OF PROFESSIONAL SERVICES FOR THE RE-CALCULATION OF THE DEVELOPMENT CHARGES (DCs) UNIT COSTS FOR ENGINEERING SERVICES AND THE REVISION OF THE DEVELOPMENT CHARGES (DCs) POLICY: PERIOD ENDING 30 JUNE 2024

PROCUREMENT DOCUMENT

NAME OF TENDERER:	
Total Bid Price (Inclusive of VAT) (refer to page 79):	
BBBEE LEVEL	

JUNE 2021

PREPARED AND ISSUED BY:

Directorate: Finance:
Supply Chain Management Unit
Stellenbosch Municipality,
PO Box 17, Stellenbosch, 7599

**CONTACT FOR ENQUIRIES
REGARDING SPECIFICATIONS:**

Tyrone King
Manager: Development: Infrastructure
Tel. Number: **021 808 8214**



1. TENDER NOTICE & INVITATION TO TENDER

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G Mettler (Me)
MUNISIPALE BESTUURDER



**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	B/SM 112/21	CLOSING DATE:	12 JULY 2021	CLOSING TIME:	12:00
DESCRIPTION	PROVISION OF PROFESSIONAL SERVICES FOR THE RE-CALCULATION OF THE DEVELOPMENT CHARGES (DCs) UNIT COSTS FOR ENGINEERING SERVICES AND THE REVISION OF THE DEVELOPMENT CHARGES (DCs) POLICY: PERIOD ENDING 30 JUNE 2024				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT **STELLENBOSCH MUNICIPALITY, TOWN HOUSE 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 [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
3. TOTAL NUMBER OF ITEMS OFFERED			4. TOTAL BID PRICE	R	
5. SIGNATURE OF BIDDER			6. DATE		
7. CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	FINANCE		CONTACT PERSON	TYRONE KING	
CONTACT PERSON	JANE SAMPSON		TELEPHONE NUMBER	021 808 8214	
TELEPHONE NUMBER	021 808 8520		FACSIMILE NUMBER	-	
FACSIMILE NUMBER	-		E-MAIL ADDRESS	Tyrone.king@ Stellenbosch.gov.za	
E-MAIL ADDRESS	Jane.sampson@ Stellenbosch.gov.za				



PART B
TERMS AND CONDITIONS FOR BIDDING

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.**

SIGNATURE OF BIDDER:

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

DATE:

.....



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PART A – ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY



2. CHECKLIST

PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:

Certificate of Virtual Meeting Attendance - Is the form duly completed and signed by both tenderer and agent of the Stellenbosch Municipality?	Yes		No	
Authority to Sign a Bid - Is the form duly completed and is a certified copy of the resolution attached?	Yes		No	
MBD 4 (Declaration of Interest) - Is the form duly completed and signed?	Yes		No	
MBD 6.1 (Preference Points claim form for purchases/services) - Is the form duly completed and signed? Is a CERTIFIED copy of the B-BBEE Certificate issued by a Verification Agency accredited by SANAS or the original Sworn Affidavit attached?	Yes		No	
MBD 8 (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed?	Yes		No	
MBD 9 (Certificate of Independent Bid Determination) - Is the form duly completed and signed?	Yes		No	
MBD 10 (Certificate of Payment of Municipal Accounts) - Is the form duly completed and signed? Are the Identity numbers, residential addresses and municipal account numbers of ALL members, partners, directors, etc. provided on the form as requested?	Yes		No	
OHSA (Occupational Health and Safety) - Is the form duly completed and signed? Is a valid Letter of Good Standing from the Compensation Commissioner attached?	Yes		No	
Form of Indemnity - Is the form duly completed and signed?	Yes		No	
Pricing Schedule - Is the form duly completed and signed?	Yes		No	
Declaration by Tenderer - Is the form duly completed and signed?	Yes		No	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



3. CLARIFICATION/VIRTUAL MEETING CERTIFICATE

Virtual meetings declaration:

I / We*, the undersigned, certify that I / we* have familiarized ourselves with the requirements of this tender as discussed at the virtual meeting for which I / we* am / are* submitting this Tender and have, as far as practicable, familiarized myself / ourselves* with all information, risks, contingencies and other circumstances which may influence or affect my / our* tender

NAME & SURNAME			
CAPACITY			
NAME OF FIRM			
ADDRESS			
TELEPHONE NO		FAX NO:	
E-MAIL		SIGNATURE	

*For all compulsory virtual teams meetings , bidders who fail to provide their contact details 48 hours prior to the virtual teams meeting , will be regarded as **non-compliant***



4. AUTHORITY TO SIGN A BID

1. SOLE PROPRIETOR (SINGLE OWNER BUSINESS) AND NATURAL PERSON

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

OR

1.2. 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:	

2. COMPANIES AND CLOSE CORPORATIONS

2.1. 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

2.2. 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)			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
Is a CERTIFIED COPY of the resolution attached?		YES	NO
SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



3. PARTNERSHIP

We, the undersigned partners in the business trading as _____ hereby authorize Mr/Ms _____ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner			Signature
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

4. CONSORTIUM

We, the undersigned consortium partners, hereby authorize _____ (Name of entity) to act as lead consortium partner and further authorize Mr./Ms. _____ To sign this offer as well as any contract resulting from this tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and signed by each member:

Full Name of Consortium Member	Role of Consortium Member	% Participation	Signature
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



5. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by JOINT VENTURES

We, the undersigned, are submitting this tender offer in joint venture and hereby authorize Mr./Ms. _____

authorized signatory of the Company/Close Corporation/Partnership (name) _____, acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

(i) Name of firm (Lead partner)			
Address			
		Tel. No.	
Signature		Designation	

(ii) Name of firm			
Address			
		Tel. No.	
Signature		Designation	

(iii) Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

(iv) Name of firm			
Address			
		Tel. No.	
Signature		Designation	

NOTE: A copy of the Joint Venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture, shall be appended to this Schedule.



6. GENERAL CONDITIONS OF CONTRACT – GOVERNMENT PROCUREMENT

1. DEFINITIONS

The following terms shall be interpreted as indicated:

- 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally
- 1.6. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. "Day" means calendar day.
- 1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand
- 1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.
- 1.13. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.14. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.15. "GCC" means the General Conditions of Contract.
- 1.16. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.17. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.18. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.



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- 1.19. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.20. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.21. "Project site" where applicable, means the place indicated in bidding documents.
- 1.22. "Purchaser" means the organization purchasing the goods.
- 1.23. "Republic" means the Republic of South Africa.
- 1.24. "SCC" means the Special Conditions of Contract.
- 1.25. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.26. "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.27. "Tort" means in breach of contract.
- 1.28. "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.29. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

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

3. General

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

4. Standards

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

5. Use of contract documents and information; inspection.

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.



- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 6.2. When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

7. Performance security

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- 7.3.1. bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- 7.3.2. a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. Inspections, tests and analyses

- 8.1. All pre-bidding testing will be for the account of the bidder. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspections tests and analysis, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
- 8.2. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.3. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.4. Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.5. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.



8.6. Any contract goods may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

8.7. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. Packing

9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, and in any subsequent instructions ordered by the purchaser.

10. Delivery

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

11. Insurance

The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

12. Transportation

Should a price other than an all-inclusive delivered price be required, this shall be specified.

13. Incidental

13.1. The supplier may be required to provide any or all of the following services, including additional services, if any:

13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;

13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;

13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

13.1.4. performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

13.1.5. training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.



14. Spare parts

14.1. As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

14.1.1. such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;

14.1.2. in the event of termination of production of the spare parts:

14.1.2.1. advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

14.1.2.2. following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

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

16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3. Payments shall be made by the purchaser **no later than thirty (30) days** after submission of an **invoice, statement** or claim by the supplier.

16.4. Payment will be made in Rand unless otherwise stipulated.

17. Prices

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

18. Variation orders

In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price and such offers, may be accepted provided that there is no escalation in price.



19. Assignment

The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract, if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.4. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22 without the application of penalties.

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

22. Penalties

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

23. Termination for default

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

23.1.1. if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

23.1.2. if the Supplier fails to perform any other obligation(s) under the contract; or

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

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



- 23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.
- 23.5. Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchase actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- 23.6.1. the name and address of the supplier and / or person restricted by the purchaser;
 - 23.6.2. the date of commencement of the restriction
 - 23.6.3. the period of restriction; and
 - 23.6.4. the reasons for the restriction.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency



The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1.If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2.If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3.Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4.Notwithstanding any reference to mediation and/or court proceedings herein,

27.4.1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

27.4.2. the purchaser shall pay the supplier any monies due for goods delivered and / or services rendered according to the prescripts of the contract.

28. Limitation of liability

28.1.Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

28.1.1. the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

28.1.2. the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment

29. Governing language

The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

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

31. Notices

31.1.Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2.The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1.A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2.A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3.No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.



32.4. No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of contracts

The contractor shall not abandon, transfer, cede, assign or sublet a contract or part thereof without the written permission of the purchaser.

34. Amendment of contracts

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

35. Prohibition of restrictive practices.

35.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.

35.2. If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 of 1998.

35.3. If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

General Conditions of Contract (revised July 2010)



7. GENERAL CONDITIONS OF TENDER

1. Sealed tenders, with the **“Tender Number and Title”** clearly endorsed on the envelope, must be deposited in the **tender box** at the offices of the Stellenbosch Municipality, Plein Street, Stellenbosch.
2. The tender must be lodged by the Tenderer in the tender box in the Main Hall Entrance, Stellenbosch Municipal Offices, Plein Street, Stellenbosch

PLEASE NOTE:

- 2.1. Tenders that are deposited in the incorrect box will not be considered.
 - 2.2. Mailed, telegraphic or faxed tenders will not be accepted.
 - 2.3. Documents may only be completed in non-erasable ink.
 - 2.4. The use of correction fluid/tape is not allowed.
 - 2.4.1. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
 - 2.4.2. Alterations or deletions not signed by the Tenderer may render the tender invalid.
 - 2.5. All bids must be submitted in writing on the official forms supplied (not to be re-typed)
 - 2.6. All prices shall be quoted in South African currency and be **INCLUSIVE of VAT**.
- 3. Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. The municipality will deem the price above R 1 000 000,00 (R1 million) to be VAT inclusive even if it is indicated that no VAT is charged. Please insure that provision is made for VAT in these instances.**
- 3.1 It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.
 - 3.2 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**.
- 3 Any Tender received after the appointed time for the closing of Tenders shall not be considered but shall be filed unopened with the other Tenders received or may be returned to the Tenderer at his request.
 - 4 Tenders may not be telefaxed to the Municipality and therefore any tenders received by fax will **not** be considered.
 - 5 Tenders shall be opened in public at the Stellenbosch Municipal Offices as soon as possible after the closing time for the receipt of tenders.
 - 6 The Municipality shall have the right to summarily disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; **ALTERNATIVELY**;
 - 6.1 That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.
 - 6.2 The tenderer shall declare **all** the Municipal account numbers in the Stellenbosch Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-responsible.



7. Negotiations for a fair market related price

7.1 The award of the tender may be subject to price negotiation with the preferred tenderers.

8 This bid will be evaluated and adjudicated according to the following criteria:

8.1 Relevant specifications

8.2 Value for money

8.3 Capability to execute the contract

8.4 PPPFA & associated regulations

9 Service Level Agreement

The award of the tender is subject to the signing of a Service Level Agreement (SLA) between the successful bidder and Stellenbosch Municipality.

10 Centralised Supplier Database

No Bids will be awarded to a bidder who is not registered on the Centralised Supplier Database (CSD).

The CSD supplier number starting with (MAAA) number is automatically generated by the Central Database System after successful registration and validation of a prospective service provider. This number is now a mandatory requirement, as referred to in regulation 14(1) (b) of the Municipal Supply Chain Management Regulations, as part of the listing criteria for accrediting a prospective service provider. Prospective suppliers should self – register on the CSD website at www.csd.gov.za Registration on the CSD will be compulsory in order to conduct business with the STELLENBOSCH MUNICIPALITY. Registration on CSD can be done by contacting 021 808 8594 or Nicolene.Hamilton@stellenbosch.gov.za

Centralised Supplier Database No. MAAA.....



8. MBD 4 – 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 and/or take an oath declaring his/her interest.
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, shareholder ² etc.)													
3.4.	Company Registration Number													
3.5.	Tax Reference Number													
3.6.	VAT Registration Number													
3.7.	Are you presently in the service of the state?	YES		NO										
3.7.1.	If so, furnish particulars:													
3.8.	Have you been in the service of the state for the past twelve months?	YES		NO										
3.8.1.	If so, furnish particulars:													

¹ MSCM Regulations: "in the service of the state" means to be –

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



3.9.	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	
3.9.1.	If so, furnish particulars:				
3.10.	Are you aware of any relationship (family, friend, other) between a 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	
3.10.1.	If so, furnish particulars:				
3.11.	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.11.1.	If so, furnish particulars:				
3.12.	Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.12.1.	If so, furnish particulars:				
3.13.	Do you or any of the directors, trustees, managers, principal 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	
3.13.1.	If so, furnish particulars:				



3.14.	Please provide the following information on ALL directors/shareholders/trustees/members below:		
Full Name and Surname	Identity Number	Personal Income Tax Number	Provide State ³ Employee Number

NB: a) PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S) b) PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.

4. DECLARATION

I, the undersigned (name) _____, certify that the information furnished in paragraph 3 above is correct.

I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

³ MSCM Regulations: "in the service of the state" means to be –

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



9. MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 – PURCHASES/SERVICES 80/20

NB:

Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2017.

1. GENERAL CONDITIONS

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

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

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.2 Points for this bid shall be awarded for:

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

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

	POINTS
1.1.1. Price	80
1.1.2. 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 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.2 “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.3 “**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 goods or services, through price quotations, advertised competitive bidding processes or proposals;

2.4 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003); as amended by Act No. 46 of 2013; (this was added by us)

- 2.5 **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 2.6 **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- 2.7 **“prices”** includes all applicable taxes less all unconditional discounts;
- 2.8 **“proof of B-BBEE status level of contributor”** means:
 - 2.8.1 B-BBEE Status level certificate issued by an authorized body or person;
 - 2.8.2 A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 2.8.3 Any other requirement prescribed in terms of the B-BBEE Act;
- 2.9 **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 2.10 **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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

$$P_S = 80 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

or

or

90/10

$$P_S = 90 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Where:

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

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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



5. BID DECLARATION

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

6. B -BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or the original sworn affidavit.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted? <i>(Tick applicable box)</i>	YES		NO	
7.1.1 If yes, indicate:				
7.1.1.1 what percentage of the contract will be subcontracted?				
7.1.1.2 the name of the sub-contractor?				
7.1.1.3 the B-BBEE status level of the sub-contractor?				
7.1.1.4 whether the sub-contractor is an EME or QSE? <i>(Tick applicable box)</i>	YES		NO	

7.1.1.5 Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		



8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of Company/firm:		
8.2 VAT registration number		
8.3 Company registration number		
8.4 Type of Company/Firm: (Tick applicable box)	Partnership / Joint Venture / Consortium	
	One person business / sole proprietor	
	Close Corporation	
	Company	
	(Pty) Limited	
8.5 Describe Principal Business Activities		
8.6 Company Classification (Tick applicable box)	Manufacturer	
	Supplier	
	Professional service provider	
	Other service providers, e.g. transporter, etc.	
8.7 Municipal Information		
Municipality where business is situated:		
Registered Account Number:		
Stand Number:		
8.8 Total Number of years the Company/Firm has been in business:		



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 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- 9.1 The information furnished is true and correct;
- 9.2 The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- 9.3 In the event of a contract being awarded as a result of points claimed as shown in paragraph 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- 9.4 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 –
- 9.4.1 disqualify the person from the bidding process;
- 9.4.2 recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- 9.4.3 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;
- 9.4.4 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
- 9.4.5 forward the matter for criminal prosecution

SIGNATURE OF BIDDER(S):			
WITNESS 1:		WITNESS 2:	
DATE:			
ADDRESS:			



10. MBD 8 – 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:
 - 3.1. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 3.2. been convicted for fraud or corruption during the past five years;
 - 3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4. 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.

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? <i>(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).</i>	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)? <i>(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).</i>	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
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:		

5. 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:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			



11. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).⁴ Collusive bidding is a *per 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:
 - 3.1. take all reasonable steps to prevent such abuse;
 - 3.2. 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
 - 3.3. 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:

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

In response to the invitation for the bid made by:

STELLENBOSCH MUNICIPALITY

I, the undersigned, in submitting the accompanying bid, hereby make the following statements that I certify to be true and complete in every respect:

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:
 - 5.1. has been requested to submit a bid in response to this bid invitation;

⁴ 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.



- 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- 5.3. 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 consortium⁵ 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:
 - 7.1. prices;
 - 7.2. geographical area where product or service will be rendered (market allocation)
 - 7.3. methods, factors or formulas used to calculate prices;
 - 7.4. the intention or decision to submit or not to submit, a bid;
 - 7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
 - 7.6. bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

SIGNATURE:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			

⁵ 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.



12. MBD 10 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003)

I, _____, _____ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Stellenbosch Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of _____ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

FURTHER DETAILS OF THE BIDDER'S Director / Shareholder / Partners, etc.:

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

NB: Please attach certified copy (ies) of ID document(s) and Municipal Accounts

If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender.

Signature	Position	Date



13. COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT 130 OF 1993)

COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT 130 OF 1993)

Stellenbosch Municipality has legal duty in terms of Section 89 of the said Act to ensure that all contractors with whom agreements are entered into for the execution of work are registered as employers in accordance with the provisions of this Act and that all the necessary assessments have been paid by the contractor.

In order to enter into this agreement, the following information is needed regarding the above-mentioned:

Contractor's registration number with the office of the Compensation Commissioner:

NOTE:

A copy of the latest receipt together with a copy of the relevant assessment OR a copy of a valid Letter of Good Standing must be handed in, in this regard.

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	



14. FORM OF INDEMNITY

INDEMNITY

Given by (Name of Company) _____
of (registered address of Company) _____
a company incorporated with limited liability according to the Company Laws of the Republic of South Africa (hereinafter called the Contractor), represented herein by (Name of Representative) _____
_____ in his capacity as (Designation) _____
of the Contractor, is duly authorised hereto by a resolution dated _____/20____,
to sign on behalf of the Contractor.

WHEREAS the Contractor has entered into a Contract dated _____ / 20____,
with the Municipality who require this indemnity from the Contractor.

NOW THEREFORE THIS DEED WITNESSES that the Contractor does hereby indemnify and hold harmless the Municipality in respect of all loss or damage that may be incurred or sustained by the Municipality by reason of or in any way arising out of or caused by operations that may be carried out by the Contractor in connection with the aforementioned contract; and also in respect of all claims that may be made against the Municipality in consequence of such operations, by reason of or in any way arising out of any accidents or damage to life or property or any other cause whatsoever; and also in respect of all legal or other expenses that may be incurred by the Municipality in examining, resisting or settling any such claims; for the due performance of which the Contractor binds itself according to law.

SIGNATURE OF CONTRACTOR:	
DATE:	
SIGNATURE OF WITNESS 1:	
DATE:	
SIGNATURE OF WITNESS 2:	
DATE:	



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

PART B – SPECIFICATIONS AND PRICING SCHEDULE



15. SPECIFICATIONS

PROVISION OF PROFESSIONAL SERVICES FOR THE RE-CALCULATION OF THE DEVELOPMENT CHARGES (DCs) UNIT COSTS FOR ENGINEERING SERVICES AND THE REVISION OF THE DEVELOPMENT CHARGES (DCs) POLICY

SPECIFICATIONS

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13. EMPLOYERS RIGHT TO RECOVER COSTS

1. INTRODUCTION

In terms of the Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA), the Land Use Planning Act 3 of 2014 (LUPA) and the By-Law on Municipal Land Use Planning of the Stellenbosch Municipality, the Stellenbosch Municipality is responsible for determining and imposing Development Charges (DCs) in respect of the provision of engineering infrastructure and for calculating the DCs during the assessment of development or land use applications or in the event of the intensification of land use.

2. BACKGROUND

The Municipality must re-calculate the DCs unit costs for each municipal infrastructure service at least once every five years or within such longer period as is approved in advance by the Council of the Municipality, to take into account the

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current and planned capacity for each municipal infrastructure service at the date of re-calculation, and any other relevant factors.

The unit costs were last updated and revised in 2017/18, and therefore this exercise must be performed now, for implementation of the new unit costs in the 2022/23 financial year.

3. EMPLOYER'S OBJECTIVE

The Stellenbosch Municipality's objective is to review their Development Charges Policy as well as to re-calculate the DCs unit costs for each municipal infrastructure service.

This Policy must take cognisance of existing legislation and clearly establish a DCs calculation process for engineering services. The Policy must include the regulatory and administrative process to attain financial, legal and planning compliance and correlate with national frameworks on the subject matter.

The DCs unit costs must reflect the actual cost impact of the various engineering services, to facilitate provision of bulk services in an equitable and sustainable manner.

The services for the calculation of the DCs unit costs shall entail the DCs for the Civil Engineering services and Community Facilities and will not include electrical services. The basis upon which DCs will be determined i.t.o. electricity will be as per NRS 069: Code of practice for the recovery of capital costs for distribution network assets.

3.1 Time Frames and Phasing

In terms of time-frames and phasing, the DCs Policy and DCs unit costs are to be developed and approved in Year 1 (2021/22). The Service Provider will also be required to provide ongoing technical support to the municipality for the two (2) years thereafter. An indication of services which may be required over this 2 year period are listed below:

- Annual update of the Excel DC tariff tables (in Excel and pdf) format and DC calculator, for publication in the annual municipal budget and for use by municipal officials.
- Technical and/or legal support and advice (written and/or verbal) with regards to the interpretation of the policy and its principles, and proposed amendments during the annual revision of the policy.
- Technical and/or legal support and input (written and/or verbal) in order to assist officials to field queries and challenges from the public and developers, relating to the

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determination of the unit cost and applicability of DCs in various development scenarios.

It is envisaged that these services will be provided on a time-cost basis. Provision has been made in the Pricing Schedule for this.

4. DESCRIPTION OF THE SERVICES REQUIRED

4.1 Key Personnel

It is envisaged that the required services will be performed by a professional team consisting of the various disciplines:

- Project Leader
- Civil Engineer/s
- Transport Planner
- Town and Regional Planner
- Commercial Attorney
- Financial Services Professional
- Public Participation Facilitator

In order to be considered for an appointment in terms of this tender, a pre-qualification process will be followed – Refer to Section 17 (Pre-qualification scoresheet). The tenderer must use the schedules provided in Section 17 (Pre-qualification scoresheet) and demonstrate that they have the required key personnel available, that complies with the criteria as stated in the Section 17 (Pre-qualification scoresheet) and as also stated below.

It is possible that one person may perform more than one of these roles or more than one person may perform one role, where composite skills are required.

- A **Project Leader** who must:
 - (i) be in the permanent employ of the Main Tenderer and may not be a sub-consultant;
 - (ii) be registered as a Professional Engineer with the Engineering Council of South Africa (ECSA) and who will be the **Project Leader**, responsible as the **Project Manager/Principal Consultant/Principal Agent** of all work carried out in terms of this tender;
 - (iii) have a minimum qualification of a BSc(Eng) or BTech degree in Civil Engineering;

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- (iv) have at least five (5) years verifiable post qualification experience in civil engineering;
 - (v) **provide proof that he/she has performed a similar role on at least two (2) previous projects on the calculation of development charges unit costs for local authorities;**
 - (vi) provide proof of specific knowledge and understanding of master planning of engineering services, town planning processes, and the application of Development Charges in a municipal environment will be required.
- **Civil Engineer(s)** who is a qualified Engineer/ Technologist/ Technician and is registered with the Engineering Council of South Africa (ECSA) as a professional member. At least five (5) years verifiable post graduate experience in the fields below are required on a high level planning and design of bulk municipal services :
 - Stormwater Planning, Analysis & Design
 - Potable Water Planning, Analysis & Design
 - Waste Water Planning, Analysis & Design
 - Major Road Planning, Analysis & Design
 - Solid Waste Planning, Analysis & Design
 - A **Transport Planner** who is a qualified Engineer/Technologist/Technician and is registered with the Engineering Council of South Africa (ECSA) as a professional member.

At least five (5) years of verifiable post graduate experience in the field of transport planning and modelling of transport networks.
 - A qualified **Town & Regional Planner(s)** registered with the South African Council for Planners.

At least five (5) years of verifiable post graduate experience on a high level master planning of municipal land use models, with specific exposure to the following :
 - Land Use Planning
 - Master Planning

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- Land Use Legislative processes
- Town Planning Legislation
- A qualified and admitted **Commercial Attorney** with at least five (5) years of verifiable post graduate experience in the fields of land use planning legislation and municipal law.
- A qualified **Financial Services Professional** with at least five (5) years of verifiable post graduate experience in the fields of municipal finance and procedures that will provide the “Financial and Economic Services” as described in the Scope of Works.
- A **Public Participation Facilitator** with at least five (5) years of verifiable experience.

4.2 **Scope of Works**

The Scope of Works is given below. These work items also correspond to the items in Section 1 of the Pricing Schedule.

The basis upon which development charges unit costs of the civil services and community services will be determined, shall be consistent with National Treasury's “Policy Framework for Municipal Development Charges (as amended)” and can be broadly summarised as follows:

- Choose a planning horizon in the future (say 20 years).
- Use town-planning scenarios and engineering masterplanning to determine what new services are required, such that at that point in the future, the joint capacity of existing and future services matches the number of consumption units that will be in place, being the existing amount plus the future development amount.
- Estimate the costs of the existing and future infrastructure, as though it was all being constructed at the present day, i.e. replacement cost for existing infrastructure or present-day cost for future infrastructure.
- Establish the number of consumption units that the total infrastructure will cater for i.e. existing consumption plus future consumption.
- From the above calculate the cost per unit consumption factor.
- The DC for the development in question is then calculated by multiplying the nett additional consumption needed for that development, by the cost per unit consumption factor.

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4.2.1 **Project Leader Services**

As part of the overall project management, the Project Leader must co-ordinate all disciplines, individual tasks and the overall programme to meet the required milestones.

The Project Leader will be responsible for the effective financial management of the project and ensure that all administrative and procedural requirements of the collective disciplines are met.

A task team comprising of the relevant municipal officials and consultant disciplines must be formed and regular meetings and progress reports will be required.

The Project Leader may involve the different disciplines to lead specific tasks separately, but will remain responsible for the overall performance of the team.

4.2.2 **Develop DCs Policy and Unit Cost Framework**

Firstly, a DC Unit Cost determination framework must be formulated by the service provider and must clearly outline the principles on which the policy and re-calculation of the unit costs will be based.

This framework must include a study of the previous report, reports by other municipalities, new national and provincial guidelines and legislation, as well as input at work sessions in this regard.

There will be certain specific issues that must be put forward to a task team of officials and once agreed upon, it may be required to include these items for consideration in the new policy development. Specific issues to be addressed and recorded in the framework include (but is not limited to):

4.2.2.1 Triggers for DC's,

4.2.2.2 Develop a set of criteria that will help to determine if a particular infrastructure item is DC deductible or not. For example, sometimes a master plan item / bulk network item only serves one or a few private developments, and is not necessarily DCs deductible. For such instances, criteria is required to make the identification of DC deductible items more predictable and transparent.

4.2.2.3 Treatment of island developments,

4.2.2.4 Class 4 roads inclusion where roads master planning are available,

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4.2.2.5 Provincial and national road inclusion or exclusion in DC unit costs determination,

4.2.2.6 Area differentiation,

4.2.2.7 Trip Generation reduction factors:

The possibility of introducing a trip reduction factor, must be investigated. This option is mentioned in the TMH17, but it should be investigated if it is valid in the context of vehicle ownership, vehicle usage habits and traffic patterns in the Stellenbosch context.

The public transport system will play an important role in the network development. As part of the study, the public transport system must be evaluated and the effect on the road network be analysed.

It will be required to identify the public transport corridors spatially for the entire municipal area and determine transport zones where possible trip reduction can be included in the calculation of the development charge. These areas will be earmarked for higher densities and bulk to support a sustainable public transport system and due to possible trip reduction, an incentive could be reflected in the final development charge.

A list of criteria must be developed to enable officials to easily and transparently determine if any development qualifies for this.

4.2.2.8 Incentives to promote development of housing in the middle income and GAP markets e.g. the introduction of DCs categories based on sale price of units, to incentivise development in the GAP/middle income market:

If it can be proven that this category of development has different (lower) unit consumptions than the current DC categories, then it can be considered to add a new DCs category which can hopefully help to incentivise development in this market. One of the concerns/challenges is how it can be ensured that the re-sale price remains in that pricing bracket. If re-sold for a higher price, making it unaffordable to the middle income/GAP market, then the purpose will be defeated and the DCs will have been under-recovered.

A list of criteria must be developed to enable officials to easily and transparently determine if any development qualifies for this.

4.2.2.9 Mixed use reduction factors:

In terms of the TMH 17, mixed-use developments are defined as developments in an area that consist of two or more single-use developments between which trips can be made by means of non-motorised modes of transport (such as walking). This has the net effect of reducing the vehicle trip generation in the area. The possible application

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of a mixed use reduction factor, especially in the context of Stellenbosch, must be investigated as part of this study.

A list of criteria must be developed to enable officials to easily and transparently determine if any development qualifies for this.

4.2.2.10 Development outside of the urban edge (farms)

Principles and criteria for possible reduction factors for development outside of the urban edge must be investigated. These principles should be based on practical and scientific reasoning taking into account the actual impact on especially the municipal road infrastructure, as many of these farms gain access from provincial roads. It should however be noted that, in general, the traffic generated by a development located along a provincial road, will ultimately end up on the Municipality's road network that link to the provincial roads which is why DCs are still applicable and cannot be totally waived.

A list of criteria must be developed to enable officials to easily and transparently determine if any development qualifies for this.

4.2.2.11 Welfare, hospitals and schools impact and charge:

Investigate scenarios and criteria where development charges can be waived where such developments are providing a critical social and/or economic benefit to the Municipality.

A list of criteria must be developed to enable officials to easily and transparently determine if any development qualifies for this.

4.2.3 Town Planning Services

Information on the existing and ultimate land use with specific reference to the different land use categories in the Integrated Zoning Scheme must be obtained from the Municipality and/or their other consultants, to inform the engineering services models. This includes the number of existing erven/units/GLA, future development planning and densities, new zoning scheme, and existing and future rights.

4.2.4 Land Use Impact Determination

The different land use types and their specific impact on the engineering services must be identified in conjunction with the municipal officials.

The land use types must be categorised in line with the integrated zoning scheme, to ensure synergy between the policy and the zoning scheme.

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The actual unit impact that each land use type will have on the different engineering services must then be determined, to enable calculation of the unit consumption per service.

It is expected that engineering standards used in practice will determine the unit consumption, but separate research may be required to determine more accurate unit consumptions for smaller land use types, or specific land use types that may or may not be listed in the IZS.

The standard of engineering services required to accommodate the consumption must be determined to enable calculation of the infrastructure cost required.

4.2.5 **Bulk Services determination**

The bulk services for each service must be defined. The specific levels and standards of services must be determined.

The principles and methodology for calculating the infrastructure cost must be clearly defined and will be used for the costing of the different engineering services models.

Definitions of bulk-, link- and internal services must be determined for each service. Drawings must be produced to identify which network items have been included in the determination of the DC unit costs.

Specific reference to the draft Policy on Development Charges prepared by National Treasury is made and the methodology and principles used in the national framework must be considered, to ensure uniformity on a broader basis.

This will include obtaining all master-planning information from the Municipality and/or other consultants, the Klampmuts information, and GIS information.

Funding of Provincial and National Road Infrastructure: Specific attention must be given to the handling of Provincial and National road infrastructure, in terms of its inclusion or exclusion in the determination of the new DCs unit costs. Clear and definite principles and guidelines must be developed in order for this aspect to be managed and administered equitably, predictably, fair and transparently.

4.2.6 **Engineering Services – Unit cost determination**

The available information obtained above, must be collated and any gaps therein filled in as best possible by means of interpolation and extrapolation on the basis of engineering judgement and experience. Once completed, the value of the various engineering services (both existing & planned) must be determined by cost-estimates.

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Using the information from previous sections and statutory guidelines on DCs, the service provider must use the formula for DCs unit cost determination, and then calculate the various parameters and factors for the different services, based on usages/consumption for different zoning categories. This will include obtaining loan & grant information from the treasury department, and taking these into account.

Various scenarios of the above must be checked for sensitivity to variation in parameters used, for greenfield/brownfield/combined scenarios, for different areas, for the new issues identified earlier, and also compared to other authorities, before final recommendations are made, discussed and decided on. The DC service categories shall be as follows:

- Water
- Sewer
- Stormwater
- Solid Waste
- Roads
- Non-motorised Transport (NMT) (New category)
- Parking
- Community Facilities

4.2.7 **Financial and Economic Services**

As part of the determination of the Development Charges Policy and unit costs, a financial and economic model must be included to ensure the sustainable delivery of bulk services. As part of this module, it is required to perform all financial costing and calculations reflecting the best and most sustainable costing model for the financing of bulk engineering services.

Furthermore, where the criteria for exemptions of DCs are to be investigated, the financial services professional will have to ascertain the impact of any exemption on the municipality's ability to finance the provision of services or in other words, can such exemptions be absorbed without compromising the municipality's ability to provide bulk services. And what outcomes of the development will impact the municipality positively (financially or in ways that will indirectly lead to a positive financial impact) and can therefore justify the exemption of a DC.

A clear and audible process of collection must be developed and measuring against municipal finance legislation is required.

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4.2.8 **Legal Services**

The application of DCs must comply with the various legal frameworks. To enable the implementation of DCs, the new policy must be compliant with National and Provincial Legislation, as well as Local Authority By-laws.

As part of the new policy development, each phase must be measured for compliance with the legislation and in particular the Land Use Planning- and Financial Legislation.

The Commercial Attorney on the team will have to provide expert legal advice and ensure that the new policy complies with all relevant legislation and municipal by-laws.

This aspect of the project will also include a review of the current Engineering Services Installation Agreement Template, and the Land-Use approval conditions template, to take into account the latest legislation, by-laws and practices.

The attorney appointed in terms of this tender is prohibited to act on behalf of developers who would challenge the Municipality on the implementation and interpretation of the DCs Policy or any DCs related matter, for the duration of this contract period.

4.2.9 **Public Participation**

Two formal meetings/workshops with the Council and/or public must be allowed for i.e at policy formulation feedback, and prior to final policy document approval. Meetings/discussions with officials and other professionals/parties must be allowed for under the respective categories above.

4.2.10 **Statutory Process and Control**

The current process of imposing DCs, the monitoring and collection of development contributions and the financial audit process must be evaluated. A clear process must be developed and documented, to ensure that the policy and legislative processes are adhered to at all times. Specific consideration must be given to financial and land use planning controls and clearance in terms of the By-Law on Municipal Land Use Planning of the Stellenbosch Municipality.

A mechanised process control must be developed to ensure all sectors of business adhere to the policy.

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As part of the final outcome, an integrated spread sheet-based calculation sheet must be developed to enable simple entry of parameters to calculate different categories of development charges.

The process of dedicated funds managed in collective areas to ensure implementation of bulk services must be clearly defined and the process flow to collect, manage and utilize funds must be determined.

The legal principle on the team will have to provide expert legal advice and ensure that the process and controls complies with all relevant legislation and municipal by-laws.

4.2.11 **General issues identified:**

As part of the development of the new policy and DCs unit costs, there may come to the fore a number of new issues that will require some investigation. These issues must be put forward to a task team of officials and once agreed upon, it may be required to include items in the new policy development. A provisional sum will be allowed for this item in the schedule of quantities.

4.2.12 **Final Policy Document and DC unit costs**

The primary objective is to produce a policy on development charges for engineering services and a table(s) of the DC unit costs, which can be published annually as part of the municipal budget tariffs. The final policy document must carefully record the principles, methodology and procedures to enable explanation of Councils objective.

An active calculation sheet in Excel must be produced to calculate development charges by simple population of fields.

All information intellectual property of this study will vest in the Stellenbosch Municipality and must be made available to them in electronic- and hard copies format on completion of the final document.

5. KEY OUTPUTS & DOCUMENTATION

The primary objective is to produce a policy on development charges for engineering services.

All processes followed to produce the final document must be accurately documented.

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- 5.1 Firstly, a DCs Policy and Unit Cost Framework document, must be produced. This document must carefully record the principles, methodology and procedures used to determine the policy unit cost.
- 5.2 Secondly, a DCs Policy document must be produced that carefully records the principles, methodology and procedures applicable to DCs and will be the formal policy document that is published annually as part of the Municipal budget. This document must include an executive summary clearly explaining all facets of the policy.
- 5.3 Thirdly, the DCs unit cost tables must be produced and will be the formal tables that is published annually as part of the Municipal budget.
- 5.4 Fourthly, an active calculation sheet in Excel must be produced to calculate development charges by simple population of fields.
- 5.5 Drawings clearly indicating the bulk services included in the determination of the unit costs must be produced. All drawings must be in GIS, DWG/DXF and PDF format and all other documentation must be in Word and PDF formats.

All information intellectual property of this study will vest in Council and must be made available to Council in electronic- and hard copies format on completion of the final document. The service provider will be responsible to draw up a detailed programme with set milestones for each item indicating at least the items above. Sub items of each workflow item may be included and the timeframe set below must be complied with.

6. ADDITIONAL SERVICES

6.1 Time Frames/Milestones and Work Programme

Milestones set by the Employer typically revolve around budget cycles of the Stellenbosch Municipality and the need to spend the budget in any given financial year. The important milestones are therefore the financial year ends (30 June each year) and the Service Provider will be expected to establish a project programme, in consultation with the Stellenbosch Municipality that takes cognisance of the budgets available and the budget cycles. Once agreed, the Service Provider is expected to ensure that the programme is adhered to, and to intervene timeously if necessary.

It is envisaged that the deliverables must be available in a final draft format by the end of January 2022, in time for its inclusion in the municipal budget documents that will go out for public participation. Once public comments have been received, they

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are to be taken into consideration when compiling the final deliverables, which will be submitted to council for approval in April/May 2022 and adopted as part of the 2022/23 municipal budget.

Once appointed, the service provider will be responsible to draw up a detailed programme with set milestones for each item indicating at least the items below. Sub items of each workflow item may be included and the timeframe set below must be complied with.

Year 1: Phase 1

- Framework
- Town Planning
- Land Use Impacts
- Bulk Services

Year 1: Phase 2

- Engineering services
- Financial and Economic
- Submit final draft documents (as per the deliverables) for public participation (Required end January 2022 at the latest)

Year 1: Phase 3

- Public Participation (January 2022 – April 2022)
- Final Policy Document, DC unit costs and other deliverables (April/May 2022)

Years 2 and 3: Phase 4 (24 months)

- Ongoing technical and/or legal support as described in “Employer’s objective”.

The Service Provider shall submit a revised programme for approval as and when required by the Employer.

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6.2 Places for the Performance of Specific Tasks

It will be expected from the successful tenderer to operate out of their local office, which must be within a radius of 50km of Stellenbosch Town (Town Hall used as reference point).

The Service Providers personnel will however be required to attend meetings elsewhere in the Stellenbosch area as and when required.

6.3 Reporting Requirements

Aside from the required reports in terms of the brief above, the Service Provider may be required to prepare, or contribute to, ad hoc reports on specific aspects of the project.

Furthermore, the Service Provider shall submit intermediate cost reports to the Employer showing expenditure in respect of the Service Provider's appointment, together with the anticipated spend to the end of the financial year in question.

7. REFERENCE DATA

The Municipality will make arrangements to provide all available relevant information to the Service Provider at no cost.

8. APPLICABLE NATIONAL AND INTERNATIONAL STANDARDS

The Service Provider shall take cognisance of, and adhere to, all applicable national and international standards in the execution of his own work and when compiling specifications for the project. International standards should only be used where no national standards exist, or where it is the norm to use or refer to international standards.

National Treasury produced a draft framework and policy document on municipal development charges. These documents must be evaluated as part of the policy development, to ensure synergy on national level.

The relevant documents that needs to considered for this purpose include, but is not limited to:

8.1 National Treasury "Policy Framework for Municipal Development Charges" Final Draft Version 10, as amended.

8.2 National Treasury "GUIDELINES FOR THE IMPLEMENTATION OF MUNICIPAL DEVELOPMENT CHARGES IN SOUTH AFRICA", as amended

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8.3 DRAFT MUNICIPAL FISCAL POWERS AND FUNCTIONS AMENDMENT BILL
(Gazette Notice number 3 of 2020).

8.4 By-Law on Municipal Land Use Planning of the Stellenbosch Municipality

9. APPROVALS

The Service Provider shall be responsible for obtaining the Municipality officials' approvals for the relevant stages, to ensure each section of the works is compliant to the Scope of Work.

Notwithstanding any approval received from the Municipality, the Service Provider shall remain responsible for all work carried out by the Service Provider in terms of this agreement.

10. SKILLS TRANSFER

The Service Provider together with the Municipal project manager must assess and indicate the way that skills transfer will be applied. A Skills Transfer report must be submitted, together with the Close-Out report on completion of the project.

11. FORMAT OF COMMUNICATION

All requests for formal approval from the Employer or any other body, shall be submitted in writing in hardcopy format. Interim payment claims shall be submitted in the same format, accompanied by an original tax invoice. Ad-hoc communication between the Employer and the Service Provider may be conducted per facsimile or in electronic format (e-mail).

All plans and project documents submitted for approval shall be in hardcopy and electronic format.

12. CLAIMS FOR PAYMENT

The Service Provider may submit interim claims for payment (invoices) as the work in terms of this contract progresses, but not more frequently than at monthly intervals. All interim claims must be accompanied by an original tax invoice. Payment will be effected within 30 days of the date on the tax invoice.

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13. EMPLOYER'S RIGHT TO RECOVER COSTS

The Employer reserves the right to recover, by way of a deduction from any amount due to the Service Provider, any additional cost which the Employer incurs arising out of non-performance/negligence of the Service Provider.

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16. PRE-QUALIFICATION SCORE SHEET

* **Proof of Contactable References is required, as indicated below, and must accompany each proposal.**

PRE-QUALIFICATION REQUIREMENTS

A. Key personnel

In order to be considered for an appointment in terms of this tender, the tenderer must have the following key personnel in its permanent employment at the close of tender. Alternatively, a signed undertaking from a specialist consultant/firm having the required personnel, stating that they will undertake the necessary work on behalf of the tenderer in terms of a sub-consultant agreement, will be acceptable. Such undertaking must be attached to **Schedule: Key Personnel (below)**.

The service provider shall maintain the involvement of the following key personnel as the needs of his contract require. It is possible that one person may perform more than one of these roles or more than one person may perform one role, where composite skills are required. Where two or more people perform one role in order to provide composite skills, each person must have the appropriate qualification and requisite experience.

Unless otherwise indicated below different individuals must be identified for each of the key personnel listed below and on **Schedule: Key Personnel (below)**.

- A **Project Leader** who must:
 - (vii) be in the permanent employ of the Main Tenderer and may not be a sub-consultant;
 - (viii) be registered as a Professional Engineer with the Engineering Council of South Africa (ECSA) and who will be the **Project Leader**, responsible as the **Project Manager/Principal Consultant/Principal Agent** of all work carried out in terms of this tender;
 - (ix) have a minimum qualification of a BSc(Eng) or BTech degree in Civil Engineering;
 - (x) have at least five (5) years verifiable post qualification experience in civil engineering;
 - (xi) **provide proof that he/she has performed a similar role on at least two (2) previous projects on the calculation of development charges unit costs for local authorities;**
 - (xii) provide proof of specific knowledge and understanding of master planning of engineering services, town planning processes, and the application of Development Charges in a municipal environment will be required.

A list of projects on which the Project leader has performed this role must be clearly ascertainable from the curriculum vitae submitted and listed in the **Schedule: Project Leader's previous experience of a similar nature**.



- **Civil Engineer(s)** who is a qualified Engineer/ Technologist/ Technician and is registered with the Engineering Council of South Africa (ECSA) as a professional member. At least five (5) years verifiable post graduate experience in the fields below are required on a high level planning and design of bulk municipal services :

- Stormwater Planning, Analysis & Design
- Potable Water Planning, Analysis & Design
- Waste Water Planning, Analysis & Design
- Major Road Planning, Analysis & Design
- Solid Waste Planning, Analysis & Design

A list of projects on which the Civil Engineer(s) has performed this role must be clearly ascertainable from the curriculum vitae of each person submitted.

- A **Transport Planner** who is a qualified Engineer/Technologist/Technician and is registered with the Engineering Council of South Africa (ECSA) as a professional member.

At least five (5) years of verifiable post graduate experience in the field of transport planning and modelling of transport networks.

A list of projects on which the Transport Planner has performed this role must be clearly ascertainable from the curriculum vitae submitted.

- A qualified **Town & Regional Planner(s)** registered with the South African Council for Planners.

At least five (5) years of verifiable post graduate experience on a high level master planning of municipal land use models, with specific exposure to the following :

- Land Use Planning
- Master Planning
- Land Use Legislative processes
- Town Planning Legislation

A list of projects on which the Planner has performed this role must be clearly ascertainable from the curriculum vitae submitted.

- A qualified and admitted **Commercial Attorney** with at least five (5) years of verifiable post graduate experience in the fields of land use planning legislation and municipal law.



A clearly ascertainable curriculum vitae illustrating experience in the required fields and other must be submitted.

- A qualified **Financial Services Professional** with at least five (5) years of verifiable post graduate experience in the fields of municipal finance and procedures that will provide the “Financial and Economic Services” as described in the Scope of Works.

A clearly ascertainable curriculum vitae illustrating experience in the required fields and other must be submitted.

- A **Public Participation Facilitator** with at least five (5) years of verifiable experience.

A clearly ascertainable curriculum vitae illustrating experience in the required field must be submitted.

Should it become necessary to replace any of the key personnel listed at the time of tender during the course of this contract, they may only be replaced by individuals with similar or better qualifications and experience, who satisfies the minimum requirements with the written approval of the employer.

Where required, the professional registration numbers of the key personnel must be indicated on Schedule: Key Personnel (below). The *curriculum vitae* of all key personnel (including sub-consultants), must be submitted with the tender submission, appended to Schedule: Key Personnel (below).

Key personnel will be expected to operate out of the **local office**, as the needs of this project require.

Qualifying criteria:

In order to qualify for further evaluation, the tenderer must include and identify **all** of the above key personnel in the Schedule: Key Personnel (below).

A1 - SCHEDULE: KEY PERSONNEL

The tenderer shall insert in the spaces provided below details of the key personnel required to be in the employment of the tenderer or a specialist consultant/firm, in order for the tenderer to be eligible to submit a tender for this project. The Curriculum Vitae of each individual must be appended to this schedule. Where a sub-consultant is proposed the sub-consultant agreement must be appended to this schedule.



PROJECT LEADER				
NAME	JOB TITLE	QUALIFICATIONS	ECSA REGISTRATION NO.	NO. OF YEARS SPECIFIED EXPERIENCE
CIVIL ENGINEER(S)				
NAME	JOB TITLE	QUALIFICATIONS	ECSA REGISTRATION NO.	NO. OF YEARS SPECIFIED EXPERIENCE
TRANSPORT PLANNER				
NAME	JOB TITLE	QUALIFICATIONS	ECSA REGISTRATION NO.	NO. OF YEARS SPECIFIED EXPERIENCE
TOWN AND REGIONAL PLANNER				



NAME	JOB TITLE	QUALIFICATI ONS	SOUTH AFRICAN COUNCIL FOR PLANNERS REGISTRATIO N NO.	NO. OF YEARS SPECIFIED EXPERIENC E
COMMERCIAL ATTORNEY				
NAME	JOB TITLE	QUALIFICATI ONS	N/A	NO. OF YEARS SPECIFIED EXPERIENC E
PUBLIC PARTICIPATION PRACTITIONER				
NAME	JOB TITLE	QUALIFICATI ONS	N/A	NO. OF YEARS SPECIFIED EXPERIENC E



A2 - SCHEDULE: PROJECT LEADER'S PREVIOUS EXPERIENCE OF A SIMILAR NATURE

Provide proof that the Project Leader has performed a similar role on at least two (2) previous successful projects on the calculation of Development Charges unit costs for local authorities.

COMPLETED CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE COMPLETED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if more space is required.

**B. Availability/Allocation of additional resources**

Tenderers must indicate what resources, **other than** the key personnel listed above, they have at their disposal and intend allocating to this project as and when required. The following minimum resources must be available:

- cad operators or architectural draft persons/modellers,
- cad software,
- the required engineering analysis software packages that are capable of modelling and analysing the various engineering networks.

All additional resources shall be listed on Schedule: Additional resources (below).

Qualifying criteria:

The minimum items listed above must be available.

SCHEDULE: ADDITIONAL RESOURCES

The tenderer shall insert in the spaces provided below details of the additional personnel and/or resources for the project. The Curriculum Vitae of each individual must be appended to this schedule. Where a sub-consultant is proposed the sub-consultant agreement must be appended to this schedule.

RESOURCE	DETAILS

Attach additional pages if more space is required.

SIGNATURE (Bidder)		FOR OFFICE USE ONLY:	
CAPACITY		Evaluated by	
NAME OF FIRM		Signature:	
NAME (PRINT)		Designation:	
DATE		Date:	



17. SCHEDULE OF SUBCONTRACTORS

I/we the tenderer, notify the Stellenbosch Municipality that it is our intention to employ the following Subcontractors for work in this contract.

SUBCONTRACTORS				
Category / Type	Subcontractor Name; Address; Contact Person; Tel. No.		Items of work (pay items) to be undertaken by the Subcontractor	Estimated cost of Work (Rand)
1.	Name of firm			
	Contact person			
	Tel No			
	Address			
2.	Name of firm			
	Contact person			
	Tel No			
	Address			
3.	Name of firm			
	Contact person			
	Tel No			
	Address			
4.	Name of firm			
	Contact person			
	Tel No			
	Address			
5.	Name of firm			
	Contact person			
	Tel No			
	Address			
Number of sheets appended by the tenderer to this schedule (<i>If nil, enter NIL</i>)				

Acceptance of this tender shall not be construed as approval of all or any of the listed subcontractors. Should any of the subcontractors not be approved subsequent to acceptance of the tender, this shall in no way invalidate this tender, and the tendered unit rates for the various items of work shall remain final and binding, even in the event of a subcontractor not listed above being approved by the Engineer.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



18. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – CURRENT CONTRACTS

CURRENT CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE COMPLETED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
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Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)				
SIGNATURE		NAME (PRINT)		
CAPACITY		DATE		
NAME OF FIRM				



19. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – COMPLETED CONTRACTS

The following is a statement of similar work successfully executed by myself / ourselves:

COMPLETED CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE COMPLETED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
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Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



20. PRICING SCHEDULE

NOTE:

1. Only firm prices will be accepted. Non-firm prices will not be considered.
2. All delivery costs **MUST** be included in the bid price, for delivery at the prescribed destination.
3. Document **MUST** be completed in non-erasable black ink.
4. **NO** correction fluid/tape may be used.
 - a. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
5. The Bidder **MUST** indicate whether he/she/the entity is a registered VAT Vendor or not.
 - a. In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate including VAT) must reflect the same amount.

I / We _____

(full name of Bidder) the undersigned in my capacity as _____

of the firm _____

hereby offer to Stellenbosch Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Stellenbosch Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

	INDICATE WITH AN 'X'									
	YES					NO				
Are you/is the firm a registered VAT Vendor										
If "YES", please provide VAT number										

Please note the following:

1. Stellenbosch Municipality reserves the right to downward adjust the scope of work/ quantity required to stay within its budget.
2. Only firm prices will be accepted and non-firm prices will not be considered.
3. This is a re-measurement contract and the Price Schedule comprises only items measured in terms of the standard method of measurement using quantities and rates or stated as lump sums. Value related items are not used. Time related items are items measured using rates where the rate is a unit of time.

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4. The Price Schedule needs to be read in conjunction with any information identified in the Scope of Works / Specifications.
5. The Prices and rates stated for each item in the Price Schedule shall be treated as being fully inclusive of all work, risks, liabilities, obligations, overheads, profit and everything necessary as incurred or required by the Supplier in carrying out or providing that item.

Cost containment:

- 1) Due to cost containment regulations, where time based fees are required, the maximum allowable rate will be based on the Department of Public Services and Administration (DPSA) on hourly fee rates for consultants and the latest annually published rates will be applicable.
- 2) The latest Guidelines for Services and Processes for Estimating Fees for Persons Registered in terms of the Engineering Profession Act, 2000, (Act No. 46 of 2000) must be used to determine the applicable Category (Clause 4.2) for the registered person(s) and the relationship between these ECSA categories and the DPSA fee categories are given below, refer to Table below:
ECSA Categories and DPSA Salary Bands.
- 3) The latest Guidelines for Services and Processes for Estimating Fees for Persons Registered in terms of the Engineering Profession Act, 2000, (Act No. 46 of 2000) can be used as a reference to set out the various stages of a project and estimating the applicable consultant fee.
- 4) The maximum allowable rates for Travelling Cost and Typing and duplication will be based on the latest tariffs and fees as issued by Department of Public Works (DPW) – see table below.
- 5) All tenderers must establish a local office as defined in the Specifications to be considered for an assignment. Additional payments will not be made for the following:
 - Subsistence allowance
 - Travelling time and cost for travelling between the consultant's offices and Stellenbosch municipal offices is excluded.
 - Travelling cost directly related to carrying out of the duties of an assignment (i.e. travelling between consultant's offices and specific project sites) will be claimable.
- 6) Vehicle type to suite individual site conditions and will be agreed upon per individual assignment.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



- 7) The estimated consultant fees in the tables below are provided for information purposes only to indicate the maximum allowable rates. Tenderers must determine their own competitive rates keeping these maximum allowable rates in mind.
- 8) Where additional specialist services are required during the course of undertaking an individual assignment, (such as survey, geotechnical investigation etc.) actual cost incurred plus the mark-up tendered in the Pricing Schedule will be applicable. Where possible fees of such specialist must be in line with standardised rates that have been determined by professional institutes or associations established in terms of legislation.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



BILL OF QUANTITIES

PROVISION OF PROFESSIONAL SERVICES FOR THE RE-CALCULATION OF THE DEVELOPMENT CHARGES (DC) UNIT COSTS FOR ENGINEERING SERVICES AND THE REVISION OF THE DEVELOPMENT CHARGES (DC'S) POLICY

Bill Pg	Item	Description	Unit	BillQty	Rate	Amount
	1	<u>Services (These services are applicable to Year 1)</u>				
	1,1	Allow a lump sum for providing <u>Project Leader Services</u> , as described in the Scope of Works.	Sum	-	-	
	1,2	Allow a lump sum for the <u>Development of a DCs Policy and Unit Cost Framework</u> document, as described in the Scope of Works.	Sum	-	-	
	1,3	Allow a lump sum for providing <u>Town Planning Services</u> , as described in the Scope of Works.	Sum	-	-	
	1,4	Allow a lump sum for <u>Land Use Impact determination</u> , as described in the Scope of Works.	Sum	-	-	
	1,5	Allow a lump sum for <u>Bulk Services determination</u> , as described in the Scope of Works	Sum	-	-	
	1,6	<u>Allow a lump sum for providing the following Engineering Services</u> , as described in the Scope of Works :				
	1.6.1	Water Network	Sum	-	-	
	1.6.2	Sewer Network	Sum	-	-	
	1.6.3	Stormwater Network	Sum	-	-	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



1.6.4	Solid Waste	Sum	-	-	
1.6.5	Roads Network	Sum	-	-	
1.6.6	NMT Network	Sum	-	-	
1.6.7	Parking	Sum	-	-	
1.6.8	Community Facilities	Sum	-	-	
1,7	Allow a lump sum for providing Financial and Economic services , as described in the Scope of Works.	Sum	-	-	
1,8	Allow a lump sum for providing Legal Services , as described in the Scope of Works.	Sum	-	-	
1,9	Allow a lump sum for providing Public Participation services , as described in the Scope of Works.	Sum	-	-	
1,10	Allow a lump sum for the determination of Statutory Process and Control Measures , as described in the Scope of Works.	Sum	-	-	
1,11	Allow a provisional sum for General issues identified , as described in the Scope of Works.	Prov. Sum	-	-	100 000,00
1,12	Allow a lump sum for providing the Final Policy Documents , including guidelines, calculation sheets, drawings, etc. as described in the Scope of Works.	Sum	-	-	
TOTAL OF ITEM 1 TO SUMMARY					
2	Recoverable Expenses (Disbursements) – all disciplines – Maximum rates allowable are as per the Pricing Instructions				
2,1	Recoverable expenses in respect of printing/copying as specified below :				
2.1.1	Printing: size A0	No	40		
2.1.2	Printing: size A1	No	40		

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2.1.3	Printing: size A2	No	40		
2.1.4	Printing: size A3	No	100		
2.1.5	Printing/copying: size A4 (reports and tender documents only).	No	2 500		
2.1.6	Compilation and binding of reports, books of drawings.	No	20		
2.1.7	Electronic Data provided on USB Drive	No	5		
2.1.8	Travel (only applicable for trips as defined in Pricing Instructions)	km	2 500		
2.2.1	Allow a provisional sum for other costs incurred on behalf of and with the approval of the Employer.	Prov Sum	-	-	100 000,00
2.2.2	Mark up - The mark-up percentage for overheads and profit added to the specialists/supplier's cost for additional work is % (max 10% allowed, defaults to 7.5% if no percentage tendered)	%	-		-
2.3	Time based cost: For any work additional to the above identified during Year 1 and; For technical support as and when required during years 2 and 3)				
2.3.1	<u>Engineering Services:</u> (Categories as defined in Par 4.4 of ECSA's Guideline Professional Fees - Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000, 26 March 2021)				
2.3.1.1	Category A - Specialist / Expert				
2.3.1.1.1	Year 1	Hrs	25		
2.3.1.1.2	Year 2	Hrs	25		
2.3.1.1.3	Year 3	Hrs	25		

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2.3.1.2	Category B - Director of Consulting Practice Company				
2.3.1.2.1	Year 1	Hrs	40		
2.3.1.2.2	Year 2	Hrs	40		
2.3.1.2.3	Year 3	Hrs	40		
2.3.1.3	Category C - Professionally registered Senior Technician / Technologist / Engineer				
2.3.1.3.1	Year 1	Hrs	60		
2.3.1.3.2	Year 2	Hrs	60		
2.3.1.3.3	Year 3	Hrs	60		
2.3.1.4	Category D - Technician / Technologist / Engineer				
2.3.1.4.1	Year 1	Hrs	40		
2.3.1.4.2	Year 2	Hrs	40		
2.3.1.4.3	Year 3	Hrs	40		
2.3.2	Legal Services by Commercial Attorney				
2.3.2.1	Year 1	Hrs	60		
2.3.2.2	Year 2	Hrs	60		
2.3.2.3	Year 3	Hrs	60		
TOTAL OF ITEM 2 TO SUMMARY					

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



SUMMARY

	ITEMS	TOTAL
1	Services	
2	Recoverable Expenses (Disbursements) – all disciplines	
3	SUB TOTAL	
4	Contingencies 15 %	
5	VAT 15%	
6	TOTAL INCL VAT	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



21. DECLARATION BY TENDERER

I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this tender document and that I / we accept the conditions in all respects.

I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of *my / our tender and that I / we elect *domicillium citandi et executandi* (physical address at which legal proceedings may be instituted) in the Republic at:

I / We accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving in me / us under this agreement as the principal liable for the due fulfillment of this contract.

I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender; that the price quoted cover all the work / items specified in the tender documents and that the price(s) cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.

I / We furthermore confirm that my / our offer remains binding upon me / us and open for acceptance by the Purchases / Employer during the validity period indicated and calculated from the closing date of the bid.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			
WITNESS 1		WITNESS 2	