



PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE STELLENBOSCH MUNICIPALITY

FQ NUMBER:	FQ/SM 98/21	CLOSING DATE:	25 February 2021	CLOSING TIME:	14:00
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DESCRIPTION	SUPPLY AND INSTALLATION OF GRP HANDRAILS
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BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
Stellenbosch Municipality, Town Hall Complex, Plein Street, Stellenbosch.

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE or SWORN AFFIDAVIT (Certify copy) [TICK APPLICABLE BOX]	☐ Yes ☐ No		CONTRIBUTOR FACTOR (L1 – L20)		

ONE OF THE FOLLOWING MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS IN TERMS OF B-BBEE:

ORIGINAL B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE ISSUED BY A SANAS ACCREDITED AGENCY; OR

A CERTIFIED COPY OF A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE ISSUED BY A SANAS ACCREDITED AGENCY

ORIGINAL EME OR QSE SWORN AFFIDAVIT OR A CERTIFIED COPY THEREOF

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
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CRS No.:	<i>TOTAL BID PRICE (Brought forward from MBD 3.1)</i>	R
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SIGNATURE OF BIDDER		DATE	
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CAPACITY UNDER WHICH THIS BID IS SIGNED	
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BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	FINANCE	DEPARTMENT	INFRASTRUCTURE SERVICES
CONTACT PERSON	Astrid Luyt	CONTACT PERSON	Leandro Hendricks
TELEPHONE NUMBER	021 808 8511	TELEPHONE NUMBER	021 808 8725
FACSIMILE NUMBER	astrid.luyt@ Stellenbosch.gov.za	E-MAIL ADDRESS	Leandro.Hendricks@ 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)?	☐ YES ☐ NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

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

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



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YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF STELLENBOSCH MUNICIPALITY

REQUEST FOR FORMAL QUOTATION NUMBER: FQ/SM: 98/21

REQUEST QUOTATION DESCRIPTION: SUPPLY AND INSTALLATION OF GRP HANDRAILS

MINIMUM LOCAL CONTENT: Plastic pipes – 100%

CLOSING DATE: 25 February 2021

TIME: 14:00

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

Enquiries can be directed as follows:

Type of enquiry	Contact person	Tel no	Email address
Bidding procedures and documents	Astrid Luyt	021 808 8511	astrid.luyt@stellenbosch.gov.za
Technical enquiries	Leandro Hendricks	021 808 8725	leandro.hendricks@stellenbosch.gov.za

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

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

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

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

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

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

GM METTLER
STELLENBOSCH MUNICIPALITY



AUTHORITY TO SIGN A BID

SOLE PROPRIETOR (SINGLE OWNER BUSINESS) AND NATURAL PERSON

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

OR

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

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

COMPANIES AND CLOSE CORPORATIONS

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

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

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

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

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

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



DECLARATION OF INTEREST

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

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.

.....

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

3.9.1 If yes, furnish particulars

.....

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

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

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

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

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

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

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

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



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

3.10.1 If yes, furnish particulars:
.....

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

3.11.1 If yes, furnish particulars:
.....

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

3.12.1 If yes, furnish particulars:
.....

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

3.13.1 If yes, furnish particulars:
.....

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

3.14.1 If yes, furnish particulars:
.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder



AFFIDAVIT

NAME AND SURNAME: _____

GENDER: **M/F**

ID No: _____ LANGUAGE: _____

HOME ADDRESS _____
_____ TEL NR: _____

WORK ADDRESS: _____

TEL NR: _____

I declare that

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

I KNOW AND UNDERSTAND THE CONTENTS OF THIS STATEMENT

I HAVE NO OBJECTION TO TAKING THE PRESCRIBED OATH

I CONSIDER THE PRESCRIBED OATH TO BE BINDING ON MY CONSCIENCE

SIGNATURE OF DEPONENT

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

SIGNATURE (COMMISSIONER)

FULL NAME AND SURNAME

Commissioner of Oaths
Signature & stamp



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

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

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

1. GENERAL CONDITIONS

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

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

1.2 The value of this bid is estimated not to exceed R200 000 (all applicable taxes included) and therefore the **80/20 points** system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

2.1 “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;



- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;



- 2.17 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

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



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

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

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

- 5.2 Bidders who qualify as EMEs in terms of the B- BBEE Act must submit a certificate issued by a Verification Agency accredited by SANAS or an original sworn affidavit or an originally certified copy thereof.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.



6. BID DECLARATION

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

7. B- BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1 AND 5.1

7.1 B- BBEE Status Level of Contribution: = (maximum of 20 points)

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

8 SUB-CONTRACTING

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

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?%

(ii) the name of the sub-contractor?

(iii) the B-BBEE status level of the sub-contractor?.....

(iv) whether the sub-contractor is an EME? **YES / NO (delete which is not applicable)**

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of firm:

9.2 VAT registration number:

9.3 Company registration number:

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

Private Bag X84, PRETORIA, 0001, the dti Campus, 77 Meintjies Street, Sunnyside, 0002, Tel: (012) 394 0000
the dti Customer Contact Centre local: 0861 843 384 International: +27 12 394 9500, www.thedti.gov.za

Guidance Document for the Calculation of Local Content

1. DEFINITIONS

Unless explicitly provided in this guideline, the definitions given in SATS 1286:2011 apply.

2. GENERAL

2.1. Introduction

This guideline provides tenderers with a detailed description of how to calculate local content of products (goods, services and works) by components/material/services and enables them to keep an updated record for verification requirements as per the SATS 1286:2011 Annexure A and B.

The guideline consists of two parts, namely:

- a written guideline; and
- three declarations that must be completed:
 - Declaration C: “Local Content Declaration – Summary Schedule” (see Annexure C);
 - Declaration D: “Imported Content Declaration – Supporting Schedule to Annex C” (see Annexure D); and
 - Declaration E: “Local Content Declaration – Supporting Schedule to Annex C” (see Annexure E).

The guidelines and declarations should be used by tenderers when preparing a tender. A tenderer must complete Declarations D and E, and consolidate the information on Declaration C.

Annexure C must be submitted with the tender by the closing date and time as determined by the Tender Authority. The Tender Authority reserves the right to request that Declarations D and E also be submitted.

If the tender is successful, the tenderer must continuously update Declarations C, D and E with actual values for the duration of the contract.



NOTE:

Annexure A is a note to the purchaser in SATS 1286:2011; and Annexure B is the Local Content Declaration IN SATS 1286:2011.

2.2. What is local content?

According to SATS 1286:2011, the local content of a product is the tender price less the value of imported content, expressed as a percentage. It is, therefore, necessary to first compute the imported value of a product to determine the local content of a product.

2.3. Categories: Imported and Local Content

The tenderer must differentiate between imported content and local content.

Imported content of a product by components/material/services is separated into two categories, namely:

- products imported directly by the tenderer; and
- products imported by a third party and supplied to the tenderer.

2.3.1. Imported Content

Identify the imported content, if any, by value for products by component/material/services. In the case of components/materials/services sourced from a South African manufacturer, agent, supplier or subcontractor (i.e. third party), obtain that information and Declaration D from the third party.

Calculate the imported content of components/materials/services to be used in the manufacture of the total quantity of the products for which the tender is to be submitted.

As stated in clause 3.2.4 of SATS 1286:2011: "If information on the origin of components, parts or materials is not available, it will be deemed to be imported content."

2.3.1.1. Imported directly by the tenderer:

When the tenderer import products directly, the onus is on the tenderer to provide evidence of any components/materials/services that were procured from a non-domestic source. The evidence should be verifiable and pertain to the tender as a whole. Typical evidence will include commercial invoices, bills of entry, etc.

When the tenderer procures imported services such as project management, design, testing, marketing, etc and makes royalty and lease payments, such payments relating to the tender must be included when calculating imported content.



2.3.1.2. Imported by a third party and supplied to the tenderer:

When the tenderer supplies components/material/services that are imported by any third party (for example, a domestic manufacturer, agent, supplier or subcontractor in the supply chain), the onus is on the tenderer to obtain verifiable evidence from the third party.

The tenderer must obtain Declaration D from all third parties for the related tender. The third party must be requested by the tenderer to continuously update Declaration D. Typical evidence of imported content will include commercial invoices, bills of entry etc.

When a third party procures imported services such as project management, design, testing, marketing etc. and makes royalty and lease payments, such payments relating to the tender must be included when calculating imported content.

2.3.1.3. Exempt Imported Content:

Exemptions, if any, are granted by the Department of Trade and Industry (the dti). Evidence of the exemptions must be provided and included in Annexure D.

2.3.2. Local Content

Identify and calculate the local content, by value for products by components/materials/services to be used in the manufacture of the total quantity of the products.

3. ANNEXURE C

3.1. Guidelines for completing Annexure C: Local Content Declaration – Summary Schedule

Note: The paragraph numbers correspond to the numbers in Annexure C.

C1. Tender Number

Supply the tender number that is specified on the specific tender documentation.

C2. Tender description

Supply the tender description that is specified on the specific tender documentation.

C3. Designated products

Supply the details of the products that are designated in terms of this tender (i.e. buses).

C4. Tender Authority

Supply the name of the tender authority.

C5. Tendering Entity name

Provide the tendering entity name (for example, Unibody Bus Builders (Pty) Ltd).



C6. Tender Exchange Rate

Provide the exchange rate used for this tender, as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

C7. Specified local content %

Provide the specified minimum local content requirement for the tender (i.e. 80%), as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MDB) 6.2.

C8. Tender item number

Provide the tender item number(s) of the products that have a local content requirement as per the tender specification.

C9. List of items

Provide a list of the item(s) corresponding with the tender item number. This may be a short description or a brand name.

Calculation of local content

C10. Tender price

Provide the unit tender price of each item excluding VAT.

C11. Exempted imported content

Provide the ZAR value of the exempted imported content for each item, if applicable. These value(s) must correspond with the value(s) of column D16 on Annexure D.

C12. Tender value net of exempted imported content

Provide the net tender value of the item, if applicable, by deducting the exempted imported content (C11) from the tender price (C10).

C13. Imported value

Provide the ZAR value of the items' imported content.

C14. Local value

Provide the local value of the item by deducting the Imported value (C13) from the net tender value (C12).

C15. Local content percentage (per item)

Provide the local content percentage of the item(s) by dividing the local value (C14) by the net tender value (C12) as per the local content formula in SATS 1286.

Tender Summary

C16. Tender quantity

Provide the tender quantity for each item number as per the tender specification.



C17. Total tender value

Provide the total tender value by multiplying the tender quantity (C16) by the tender price (C10).

C18. Total exempted imported content

Provide the total exempted imported content by multiplying the tender quantity (C16) by the exempted imported content (C11). These values must correspond with the values of column D18 on Annexure D.

C19. Total imported content

Provide the total imported content of each item by multiplying the tender quantity (C16) by the imported value (C13).

C20. Total tender value

Total tender value is the sum of the values in column C17.

C21. Total exempted imported content

Total exempted imported content is the sum of the values in column C18. This value must correspond with the value of D19 on Annexure D.

C22. Total tender value net of exempted imported content

The total tender value net of exempt imported content is the total tender value (C20) less the total exempted imported content (C21).

C23. Total imported content

Total imported content is the sum of the values in column C19. This value must correspond with the value of D53 on Annexure D.

C24. Total local content

Total local content is the total tender value net of exempted imported content (C22) less the total imported content (C23). This value must correspond with the value of E13 on Annexure E.

C25. Average local content percentage of tender

The average local content percentage of tender is calculated by dividing total local content (C24) by the total tender value net of exempted imported content (C22).

4. ANNEXURE D

4.1. Guidelines for completing Annexure D: "Imported Content Declaration – Supporting Schedule to Annexure C"

Note: The paragraph numbers correspond to the numbers in Annexure D.



D1. Tender number

Supply the tender number that is specified on the specific tender documentation.

D2. Tender description

Supply the tender description that is specified on the specific tender documentation.

D3. Designated products

Supply the details of the products that are designated in terms of this tender (i.e. buses).

D4. Tender authority

Supply the name of the tender authority.

D5. Tendering entity name

Provide the tendering entity name (i.e. Unibody Bus Builders (Pty) Ltd).

D6. Tender exchange rate

Provide the exchange rate used for this tender, as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

Table A. Exempted Imported Content

D7. Tender item number

Provide the tender item number(s) of the product(s) that have imported content.

D8. Description of imported content

Provide a list of the exempted imported product(s), if any, as specified in the tender.

D9. Local supplier

Provide the name of the local supplier(s) supplying the imported product(s).

D10. Overseas supplier

Provide the name(s) of the overseas supplier(s) supplying the exempted imported product(s).

D11. Imported value as per commercial invoice

Provide the foreign currency value of the exempted imported product(s) disclosed in the commercial invoice accepted by the South African Revenue Service (SARS).

D12. Tender exchange rate

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

D13. Local value of imports

Convert the value of the exempted imported content as per commercial invoice (D11) into the ZAR value by using the tender exchange rate (D12) disclosed in the tender documentation.



D14. Freight costs to port of entry

Provide the freight costs to the South African Port of the exempted imported item.

D15. All locally incurred landing costs and duties

Provide all landing costs including customs and excise duty for the exempted imported product(s) as stipulated in the SATS 1286:2011.

D16. Total landed costs excl VAT

Provide the total landed costs (excluding VAT) for each item imported by adding the corresponding item values in columns D13, D14 and D15. These values must be transferred to column C11 on Annexure C.

D17. Tender quantity

Provide the tender quantity of the exempted imported products as per the tender specification.

D18. Exempted imported value

Provide the imported value for each of the exempted imported product(s) by multiplying the total landed cost (excl. VAT) (D16) by the tender quantity (D17). The values in column D18 must correspond with the values of column C18 of Annexure C.

D19. Total exempted imported value

The total exempted imported value is the sum of the values in column D18. This total must correspond with the value of C21 on Annexure C.

Table B. Imported Directly By Tenderer

D20. Tender item numbers

Provide the tender item number(s) of the product(s) that have imported content.

D21. Description of imported content:

Provide a list of the product(s) imported directly by tender as specified in the tender documentation.

D22. Unit of measure

Provide the unit of measure for the product(s) imported directly by the tenderer.

D23. Overseas supplier

Provide the name(s) of the overseas supplier(s) supplying the imported product(s).

D24. Imported value as per commercial Invoice

Provide the foreign currency value of the product(s) imported directly by tenderer disclosed in the commercial invoice accepted by the South African Revenue Service (SARS).

D25. Tender rate of exchange

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.



D26. Local value of imports

Convert the value of the product(s) imported directly by the tenderer as per commercial invoice (D24) into the ZAR value by using the tender exchange rate (D25) disclosed in the tender documentation.

D27. Freight costs to port of entry

Provide the freight costs to the South African Port of the product(s) imported directly by the tenderer.

D28. All locally incurred landing costs and duties

Provide all landing costs including customs and excise duty for the product(s) imported directly by the tenderer as stipulated in the SATS 1286:2011.

D29. Total landed costs excl VAT

Provide the total landed costs (excluding VAT) for each item imported directly by the tenderer by adding the corresponding item values in columns D26, D27 and D28.

D30. Tender quantity

Provide the tender quantity of the product(s) imported directly by the tenderer as per the tender specification.

D31. Total imported value

Provide the total imported value for each of the product(s) imported directly by the tenderer by multiplying the total landed cost (excl. VAT) (D29) by the tender quantity (D30).

D32. Total imported value by tenderer

The total value of imports by the tenderer is the sum of the values in column D31.

Table C. Imported by Third Party and Supplied to the Tenderer

D33. Description of imported content

Provide a list of the product(s) imported by the third party and supplied to the tenderer as specified in the tender documentation.

D34. Unit of measure

Provide the unit of measure for the product(s) imported by the third party and supplied to tenderer as disclosed in the commercial invoice.

D35. Local supplier

Provide the name of the local supplier(s) supplying the imported product(s).

D36. Overseas supplier

Provide the name(s) of the overseas supplier(s) supplying the imported products.

D37. Imported value as per commercial invoice

Provide the foreign currency value of the product(s) imported by the third party and supplied to the tenderer disclosed in the commercial invoice accepted by SARS.



D38. Tender rate of exchange

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

D39. Local value of imports

Convert the value of the product(s) imported by the third party as per commercial invoice (D37) into the ZAR value by using the tender exchange rate (D38) disclosed in the tender documentation.

D40. Freight costs to port of entry

Provide the freight costs to the South African Port of the product(s) imported by third party and supplied to the tenderer.

D41. All locally incurred landing costs and duties

Provide all landing costs including customs and excise duty for the product(s) imported by third party and supplied to the tenderer as stipulated in the SATS 1286:2011.

D42. Total landed costs excluding VAT

Provide the total landed costs (excluding VAT) for each product imported by third party and supplied to the tenderer by adding the corresponding item values in columns D39, D40 and D41.

D43. Quantity imported

Provide the quantity of each product(s) imported by third party and supplied to the tenderer for the tender.

D44. Total imported value

Provide the total imported value of the product(s) imported by third party and supplied to the tenderer by multiplying the total landed cost (D42) by the quantity imported (D43).

D45. Total imported value by third party

The total imported value from the third party is the sum of the values in column D44.

Table D. Other Foreign Currency Payments

D46. Type of payment

Provide the type of foreign currency payment. (i.e. royalty payment for use of patent, annual licence fee, etc).

D47. Local supplier making the payment

Provide the name of the local supplier making the payment.

D48. Overseas beneficiary

Provide the name of the overseas beneficiary.

D49. Foreign currency value paid

Provide the value of the listed payment(s) in their foreign currency.



D50. Tender rate of exchange

Provide the exchange rate used for this tender as per the Standard Bidding Document (SBD) and Municipal Bidding Document (MBD) 6.2.

D51. Local value of payments

Provide the local value of each payment by multiplying the foreign currency value paid (D49) by the tender rate of exchange (D50).

D52. Total of foreign currency payments declared by tenderer and/or third party

The total of foreign currency payments declared by tenderer and/or a third party is the sum of the values in column D51.

D53. Total of imported content and foreign currency payment

The total imported content and foreign currency payment is the sum of the values in column D32, D45 and D52. **This value must correspond with the value of C23 on Annexure C.**

5. ANNEXURE E

5.1. Guidelines to completing Annexure E: "Local Content Declaration-Supporting Schedule to Annexure C"

The paragraph numbers correspond to the numbers in Annexure E

E1. Tender number

Supply the tender number that is specified on the specific tender documentation.

E2. Tender description

Supply the tender description that is specified on the specific tender documentation.

E3. Designated products

Supply the details of the products that are designated in terms of this tender (for example, buses/canned vegetables).

E4. Tender authority

Supply the name of the tender authority.

E5. Tendering entity name

Provide the tendering entity name (for example, Unibody Bus Builders (Pty) Ltd) Ltd).

Local Goods, Services and Works

E6. Description of items purchased

Provide a description of the items purchased locally in the space provided.



E7. Local supplier

Provide the name of the local supplier that corresponds to the item listed in column E6.

E8. Value

Provide the total value of the item purchased in column E6.

E9. Total local products (Goods, Services and Works)

Total local products (goods, services and works) is the sum of the values in E8.

E10. Manpower costs:

Provide the total of all the labour costs accruing only to the tenderer (i.e. not the suppliers to tenderer).

E11. Factory overheads:

Provide the total of all the factory overheads including rental, depreciation and amortisation for local and imported capital goods, utility costs and consumables. (Consumables are goods used by individuals and businesses that must be replaced regularly because they wear out or are used up. Consumables can also be defined as the components of an end product that are used up or permanently altered in the process of manufacturing, such as basic chemicals.)

E12. Administration overheads and mark-up:

Provide the total of all the administration overheads, including marketing, insurance, financing, interest and mark-up costs.

E13. Total local content:

The total local content is the sum of the values of E9, E10, E11 and E12. This total must correspond with C24 of Annexure C.



MBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably). **The guidance document for the calculation of local content is available on request and on the municipality's website by following the Supply Chain Management link.**

Before completing this declaration, bidders must study the following:

1. General Conditions,
2. Definitions,
3. Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011; and
4. the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 and the guidance on the calculation of local content together with the local content declaration templates which are:
 - i. Annexure C – local content declaration : summary schedule
 - ii. Annexure D – imported content declaration: supporting schedule to annexure C and
 - iii. Annexure E – local content declaration: supporting schedule to annexure C.

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) makes provision for the promotion of local production and content.
- 1.2. Regulation 8(1) prescribes that in the case of designated sectors, where in the award of bids local production and content, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Regulation 9(4) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.
- 1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4.1. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = 1 - \left(\frac{x}{y} \right) \times 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)



Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of the advertisement of the bid.

1.6. A bid will be disqualified if:-

- i. the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below; and
- ii. this declaration certificate and annexure C (Local content declaration: summary schedule) is not submitted as part of the bid documentation.

2. Definitions

2.1. "bid" includes advertised competitive bids, written price quotations or proposals;

2.2. "bid price" price offered by the bidder, excluding value added tax (VAT);

2.3. "contract" means the agreement that results from the acceptance of a bid by an organ of state;

2.4 "designated sector" means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5 "duly sign" means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6 "imported content" means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7 "local content" means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8 "stipulated minimum threshold" means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9 "sub-contract" means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:-

#	Description of services, works or goods	Stipulated minimum threshold as a %
A	Plastic pipes	100%
1	Fibre-glass reinforced handrails	100%



4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box below)

YES		NO	
-----	--	----	--

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of the advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to annexure A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate(s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?(*Tick applicable box*)

YES		NO	
-----	--	----	--

5.1. If yes, provide the following particulars:

Full name of auditor	
Practice number	
Telephone and cell number	
Email address	

Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer.

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Accounting Officer provide directives in this regard.



LOCAL CONTENT DECLARATION
(REFER TO ANNEXURE B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF FQ/SM NO: 98/21
ISSUED BY: Stellenbosch Municipality

NB: The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annexure C, D and E) is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),

do hereby declare, in my capacity as

of (name of bidding entity), the following:-

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.
- (c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:-

Bid price, including VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286	

If the bid is for more than one product, a schedule of the local content by product shall be attached.

- (d) I accept that the municipality has the right to request that the local content be verified in terms of the requirements of SATS 1286.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the municipality imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS 1: _____

DATE: _____

WITNESS 2: _____

DATE: _____



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Note: It should be noted that the **SABS** approved technical specification number **SATS 1286:2011** and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates (attached)[Annexure C (Local Content Declaration: Summary Schedule), D (Imported Content: Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annexure C)] are accessible to all potential bidders on the dti's official website <http://www.thedti.gov.za/industrialdevelopment/ip.jsp> at no cost.

ANNEXURE C								SATS 1286.2011			
Local Content Declaration – Summary Schedule											
(C1) Tender No.								NOTE: VAT to be excluded from all calculations			
(C2) Tender Description											
(C3) Designated product(s)											
(C4) Tender Authority											
(C5) Name of Tendering Entity											
(C6) Tender Exchange Rate		Currency				Rate					
(C7) Specified local content %											
Calculation of local content											
Tender Item No's	List of Items	Tender Price – each	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)				
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)				
								(C20) Total tender value			
								(C21) Total Exempt imported content			
								(C22) Total Tender value net of exempt imported content			
SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION								(C23) Total Imported content			
DATE								(C24) Total local content			
								(C25) Average local content % of tender			



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ANNEXURE D										SATS 1286.2011		
Imported Content Declaration – Supporting Schedule to Annexure C												
(D1)	Tender No.									NOTE: VAT to be excluded from all calculations		
(D2)	Tender Description											
(D3)	Designated product(s)											
(D4)	Tender Authority											
(D5)	Tendering Entity's Name											
(D6)	Tender Exchange Rate	Currency		Rate								
A. Exempted imported content						Calculation of imported content				Summary		
Tender item no's	Description of imported content	Local supplier	Overseas supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entity	All locally incurred landing costs & duties	Total landed cost		Tender Quantity	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)		(D17)	(D18)
									(D19) Total exempt imported value			
											This total must correspond with Annex C – C21	
B. Imported directly by the Tenderer						Calculation of imported content				Summary		
Tender item no's	Description of imported content	Unit of measure	Overseas supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entity	All locally incurred landing costs & duties	Total landed cost		Tender Quantity	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)		(D30)	(D31)
									(D32) Total imported value by tenderer			



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ANNEXURE D - continued											SATS 1286.2011	
Imported Content Declaration – Supporting Schedule to Annexure C												
NOTE: VAT to be excluded from all calculations												
C. Imported by a 3 rd party and supplied to the Tenderer						Calculation of imported content				Summary		
Description of imported content	Unit of measure	Local supplier	Overseas supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entity	All locally incurred landing costs & duties	Total landed cost		Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D426)		(D43)	(D44)
(D45) Total imported value by 3 rd party												
D. Other foreign currency payments			Calculation of imported content							Summary of Payments		
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender rate of exchange							Local value of payments	
(D46)	(D47)	(D48)	(D49)	(D50)							(D51)	
					(D52) Total of foreign currency payments declared by tenderer and/or 3 rd party							
					(D53) Total of imported content and foreign currency payments – (D32), (D45) and (D52) above							
SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION										This total must correspond with Annex C – (C23)		
DATE												

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			R

(E10) **Manpower costs** (Tenderer's manpower cost) R

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc) R

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc) R

(E13) Total local content R

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: _____

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality/municipal entity, or to any other municipality/municipal entity, that is in arrears for more than three months	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality/ municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED

.....
(FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME BY THE MUNICIPALITY SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER

DECLARATION: CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS TO SERVICE PROVIDERS**PART A: PROPERTY OWNED BY ENTERPRISE OR DIRECTORS**

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

Name of account holder:

Account number:

Name of account holder:

Account number:

Name of account holder:

Account number:

PART B: PROPERTY LEASED BY ENTERPRISE OR DIRECTORS

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

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

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

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

.....

Signature for and on behalf of the bidder

.....

Date

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:-

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by **Stellenbosch Municipality**

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

I certify, on behalf

of: _____ that:
(Name of Bidder)

6. I have read and I understand the contents of this Certificate;
7. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
8. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
9. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
10. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:-
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
11. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
12. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:-
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

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

13. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
14. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
15. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER

RESPONSIVENESS AND EVALUATION CRITERIA

1. RESPONSIVENESS CRITERIA

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. EVALUATION OF BIDS

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

PART C: TECHNICAL SPECIFICATIONS AND PRICING SCHEDULE

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

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

Condition(s)

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

1. DESCRIPTION OF WORKS

1.1 Introduction / Employer's Objectives

The Employer requires the supply and installation of fibre-glass reinforced handrails at a few stormwater structures along the R304, Kayamandi and Plankenburg areas. The offered services must be from a reputable and qualified manufacturer of proven ability, which has regularly engaged in the manufacturing and installation of Glass Reinforced Plastic (GRP) structures.

The approved service provider is to safely deliver and install the service as per relevant regulatory requirements;

- National Environmental Management Act, (No. 107 of 1998)
- Occupational Health and Safety Act, 85 of 1993
- The National Road Traffic Act 93 of 1996

The contractor is to advise the Employer with regards to all safety measures during execution of the works. It's the responsibility of the approved contractor to ensure full liaison with relevant Regulatory Authorities through the contract period and to obtain applicable authorizations for required services.

1.2 Background / Overview of works

Stellenbosch Municipal Water Services is actively involved in the maintenance, replacement and construction of stormwater network infrastructures. In this case five stormwater structures requires fitting/installation of GRP handrails. The Employer intends to safely supply and install these GRP handrails on the stormwater structures in accordance with Regulatory requirements through the appointment of a reliable and qualified manufacturer with proven experience.

1.3 Site Location

The locations of the stormwater structures which are to receive GRP hand railings are Farm Cloetesdal Number 81 portion 2, Erf 2174/RE (remainder extent) and Erf 1410/RE, Stellenbosch registration division. The sites in total are five with the following descriptions and coordinates.

Table 1: Location of Stormwater Structures for GRP Handrail Installation

Stormwater Structure No.	Erf or Farm	Latitude	Longitude
2	Farm Cloetesdal 81 portion 2	33,91327	18,84896
3	Farm Cloetesdal 81 portion 2	33,91719	18,85153
4	Erf 2174 / RE	33,92034	18,85256
5	Erf 2174 / RE	33,92149	18,85208
6	Erf 1410 / RE	33,92465	18,84996

Please note other possible sites identified within WC024 will also be serviced.



Figure 1: Map Indicating Stormwater structure locations



Figure 1: Location of Stormwater Structures No. 2 - 5

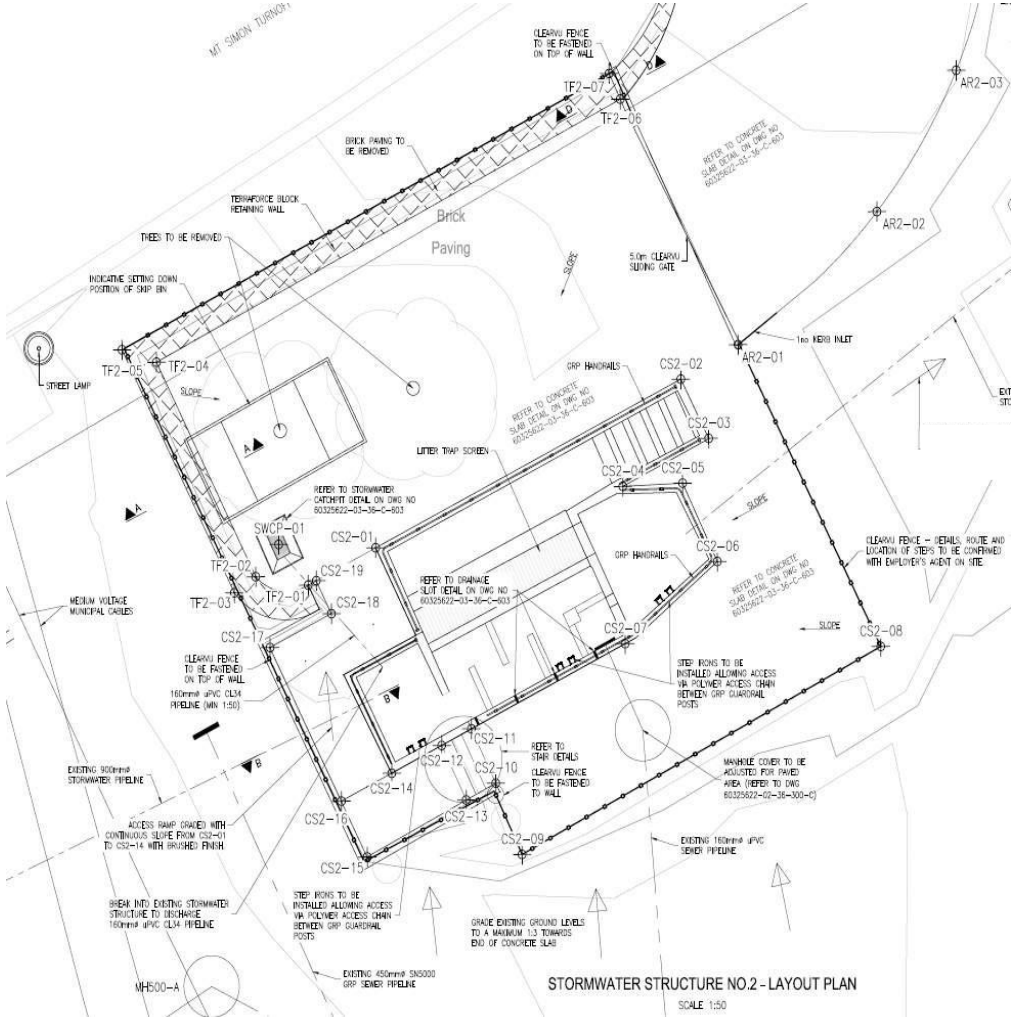


Figure 3: Stormwater Structure No.2 – Layout

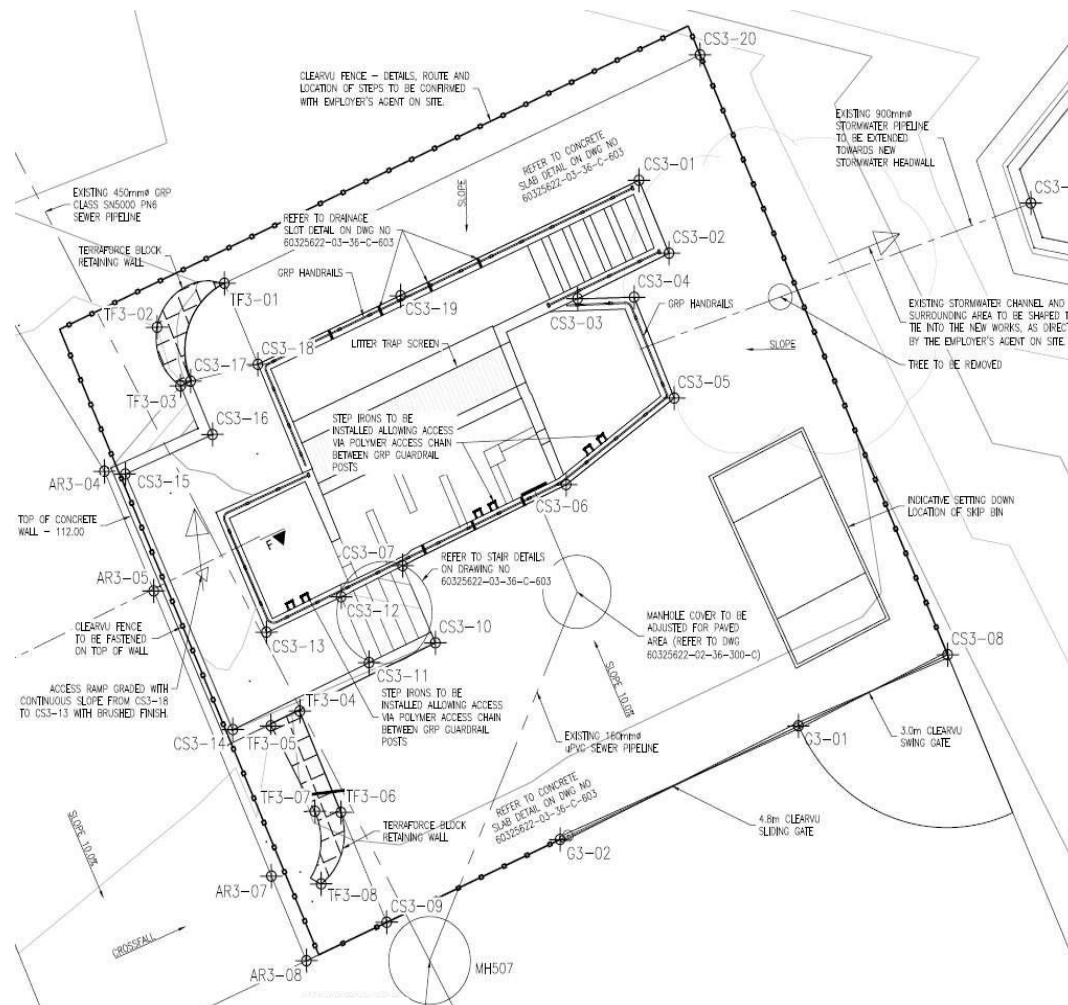


Figure 4: Stormwater Structure No.3 – Layout

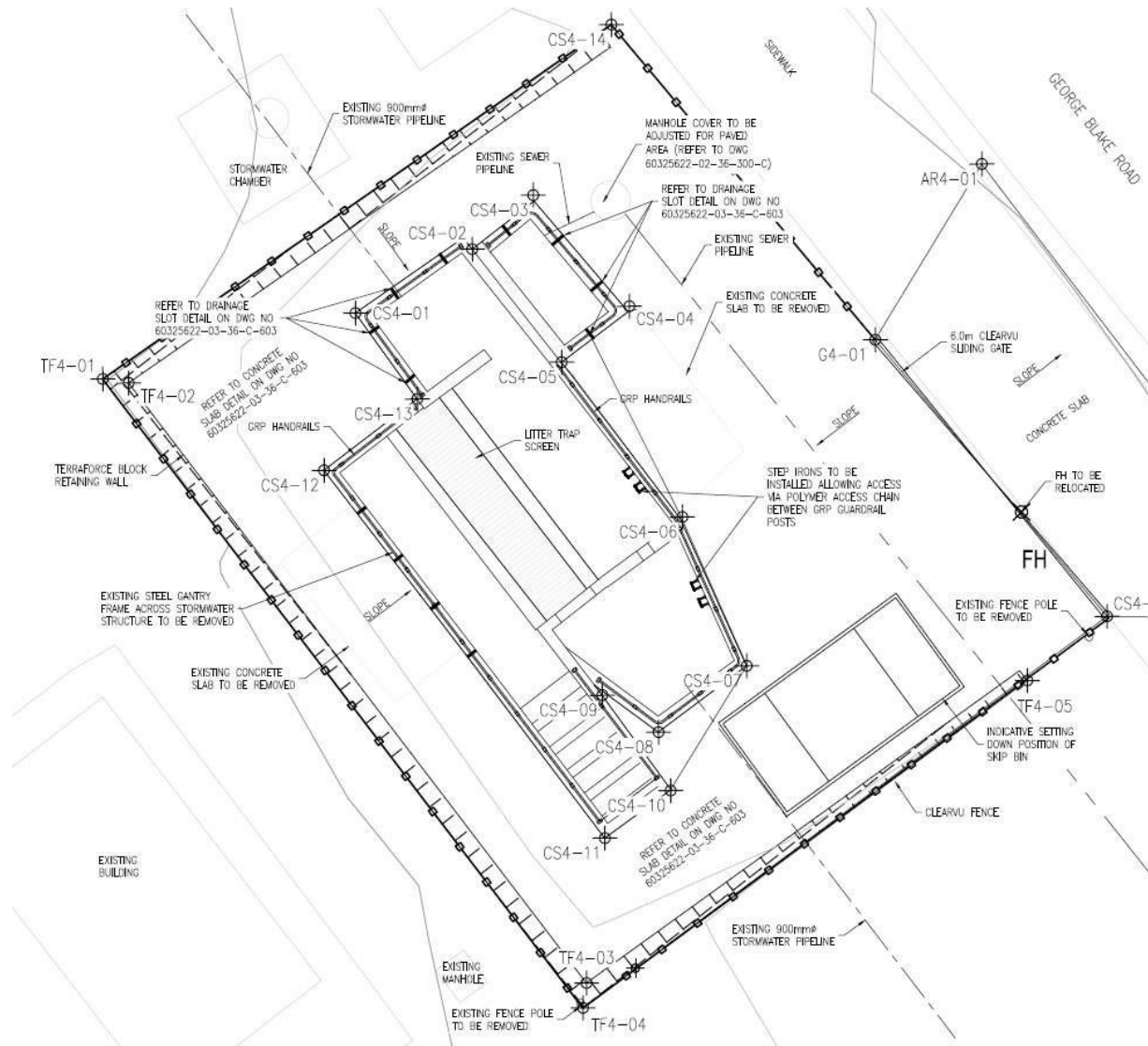


Figure 5: Stormwater Structure No.4 – Layout

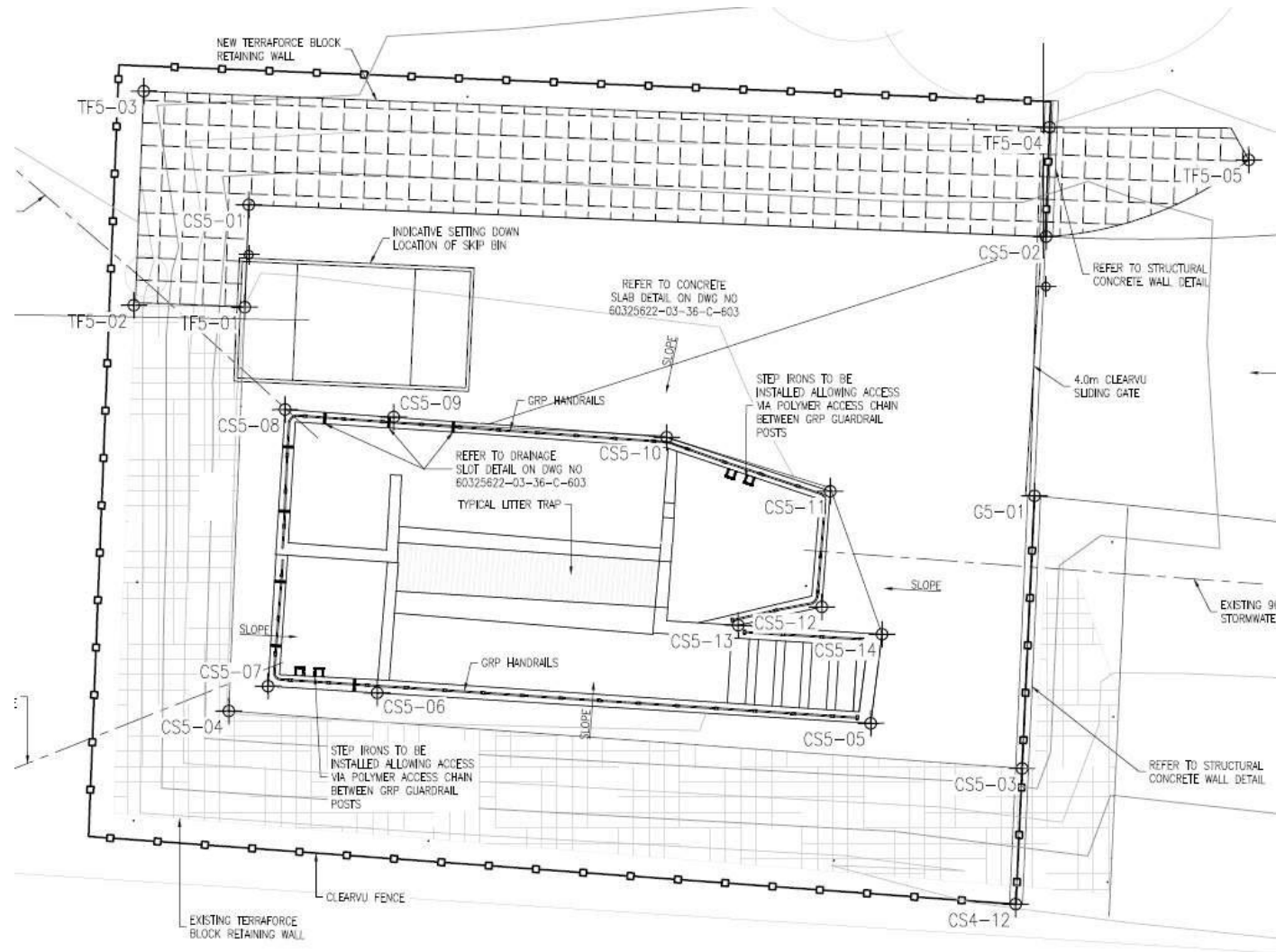


Figure 6: Stormwater Structure No.5 – Layout



Figure 7: Location of Stormwater Structure No.6

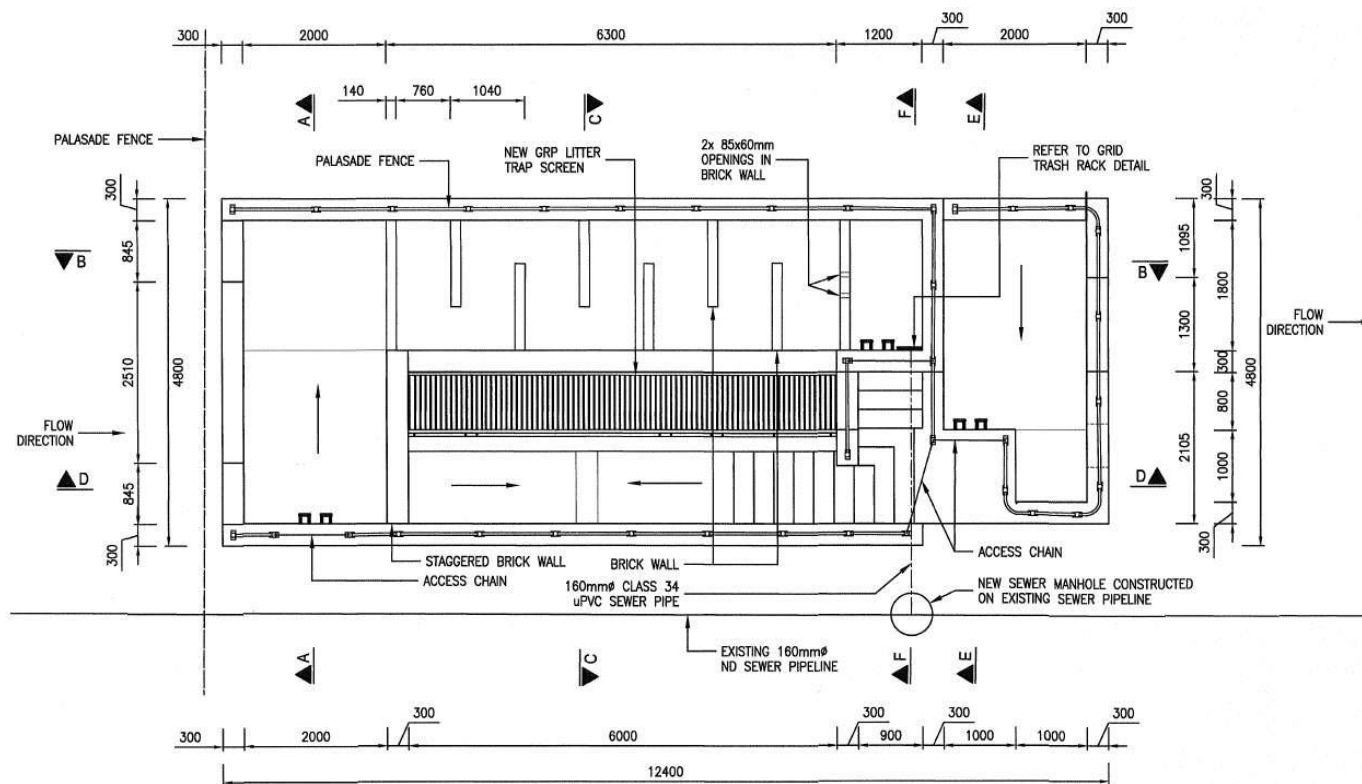


Figure 8: Stormwater Structure No. 6 Layout

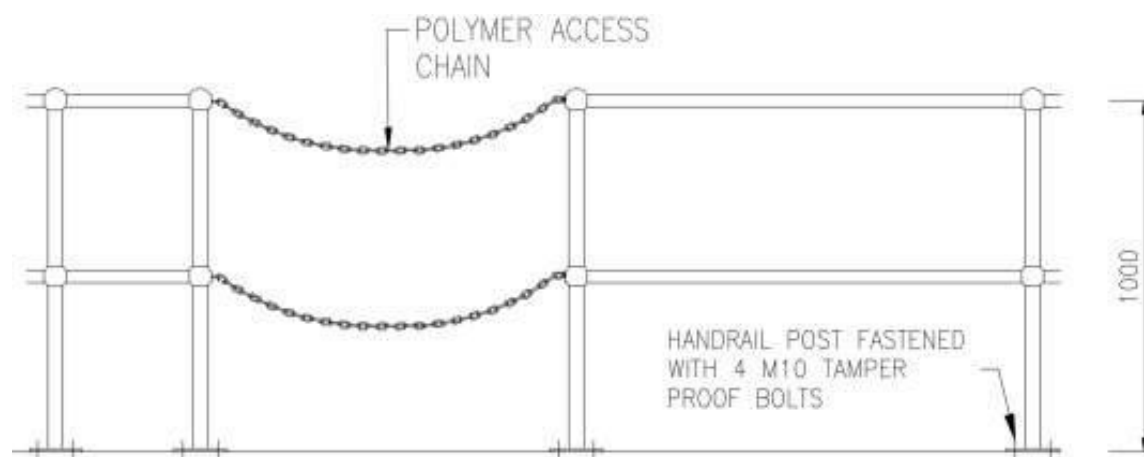


Figure 9: GRP Handrail Detail

1.4 Site Facilities

No offices or storage facilities are available on site for the use of the Contractor.

1.5 Weather Conditions

The Stellenbosch service site is situated in an area with weather conditions typical of the Western Cape region, with an annual rainfall of between 600mm – 800mm and north-westerly winds prevailing during the winter months, and strong south-easterly winds during the summer months. Weather mostly moderate. This data is given in good faith without guarantee that it will be representative of the average conditions encountered during the execution of the contract.

1.6 Water Supply

No water connection is available on sites, the Contractor must make alternative arrangement for water elsewhere to ensure continued service delivery.

1.7 Electricity

No electricity supply is available, specifically for this Contract and it is recommended that the Contractor makes provision for his/her own portable power supply if and when required.

1.8 Staff Accommodation

Staff may not be housed on any of the sites. The Contractor must transport staff to and from the sites if and as required.

1.9 Site Maintenance

During the progress of the works and upon completion thereof, the Site of the Works shall be kept in a clean and orderly condition. The Contractor shall store materials and equipment for which he is responsible in an orderly manner and shall keep the site free from debris and obstructions.

1.10 Access to site

The stormwater structures No. 2 & 3 is accessible via the R304 road, while No. 4 and 5 can be accessed via George Blake street. Structure No. 6 is situated to the west of George Blake street and can be access via Linton street, Stellenbosch registration division.

Approved access shall be awarded with the following conditions:

- The Employer shall provide the Contractor with access to the sites for implementation of works only.
- The Contractor shall ensure that he/she is familiar with the conditions of access road and identified stormwater structures.
- The Contractor shall ensure that no inconvenience will occur at the site and Employer's personnel.

1.11 Treatment of Existing Services

The Contractor shall familiarise himself with all existing services and take care to protect existing services and infrastructure on site.

1.12 Damage to Services

The Contractor shall ensure that his employees do not interfere with, or cause damage to any existing services or activities that may or may not hinder the operations on site and he shall instruct them to refrain from entering areas where they are not required to carry out any work related to the contract.

1.13 Labour, Plant, Materials and Equipment

Only competent personnel that have been adequately trained by the Contractor shall execute work under this Contract. All tools, equipment and materials required shall be provided by the Contractor at his own cost.

Equipment and tools used to carry out the works shall be SABS approved of high quality, in working order and comply with the Specifications. All plant, tools and equipment shall comply with the requirements as stipulated in the National Environmental Management Act 107 of 1998 and Occupational Health and Safety Act 85 of 1998 and the Construction Regulation 2014 issued in terms of the Act. The Contractor shall ensure compliance with these specifications and if requested by the Employer, shall prove compliance at his own cost.

2. SCOPE OF WORKS

The scope of works requires the Contractor / Service provider to supply, handle and install fibre-glass reinforced handrails, including all fixes and chains, as per GRP handrail detail at the identified stormwater structures.

The services required include the following:

- The supply, handling and installation GRP handrails including all fixes and chains, as per GRP handrail detail at the identified stormwater structures.
- Safe workplace measures accordance with current approved legislations and best practices.

3. GENERAL

- 1.1 The Contractor shall, with due care and diligence, execute the Contract and complete the Works/ Deliverables to the satisfaction of the Employer. When complete, the Deliverables shall be to the satisfaction of the Employer and fit for the purpose for which the Deliverables are intended as defined in the Contract.
- 1.2 The Contractor shall provide all staff, materials, Contractor's Equipment and all other requirements deemed necessary for the successful execution of the Contract and completion of the Works to the sole satisfaction of the Employer.
- 1.3 The Contractor shall give prompt written notice to the Employer's Representative, of any error, omission, fault or other defects in the specification for the Deliverables that the Contractor discovers when reviewing the Contract Documents or executing the Contract.
- 1.4 All works, where applicable to be completed according to SANS approved works.
- 1.5 Adhere to all safety requirements as prescribed by the Employer including though not limited, to the National Environmental Management Act, (No. 107 of 1998) and The Occupational, Health and Safety Act (Act 85 of 1993).
- 1.6 Contract duration: 1 year
- 1.7 Bidders shall visit and familiarize themselves with the location and on-site conditions for services to be effectively delivered.
- 1.8 The tender validity period will be 60 days after closing date.

Throughout the contract documents the terms Scope of Works and Project Specifications are synonymous. The works set out in the Specifications below shall apply and are to be allowed for in the Rates. The specifications below must be complied with and clearly marked with an “X” in the **YES** column to serve as confirmation to the specification. If the bidder wants to deviate from the specification, it shall be marked in the **NO** column. The bidder shall supply a reason and include deviation details for not complying with the specification. Please note that a “**NO**” indication may have a negative effect on the evaluation of your offer, i.e. non-compliance

4.1 Minimum Requirements:		Please indicate with and “X” whether the offer complies with the requirements.		
		YES	NO	Comment
4.1.1	Quality Assurance			
	a) A reputable and qualified manufacturer of proven ability, which has regularly engaged in the manufacture and installation of GRP systems, shall furnish the material covered by this specification.			
	b) Substitution of any component or modification of system shall be made only when approved by the Engineer.			
	c) Fabrication Qualifications: Firm experienced in successfully producing GRP fabrications similar to that indicated for this project, with sufficient production capacity to produce required units without causing delay in the work.			
	d) Products are manufactured in accordance with procedure manuals and quality inspection sheets.			
	e) The service provider shall ensure cleanliness of the site/premises that's to be serviced.			
	f) The service provider shall submit the approved Plan of Work to the Employer and to the Provincial Inspector not less than 14 days prior to commencement of the work.			

4.1 Minimum Requirements:		Please indicate with and "X" whether the offer complies with the requirements.		
		YES	NO	Comment
	g) The service provider shall provide written confirmation to the Employer on completion of the works, that all GRP handrails and other components have been successfully installed.			
	h) Service provider shall provide all employees with Personal Protective Equipment (PPE).			
	i) Proof of company accreditation /experience to supply, handle and install GRP handrails with the required components as specified. Contractors to have completed at least two projects of GRP handrail installation (provide contract and contact information) in excess of R95 000.			
4.1.2	Design Criteria			
	a) The design of GRP products shall be in accordance with governing building codes and standards as applicable.			
4.1.3	Submittal			
	a) Shop drawings of all GRP handrails shall be submitted to the Engineer for approval.			
	b) Manufacturer's catalogue data showing: <ul style="list-style-type: none"> • Dimensions, spacing and construction of handrail • Materials of construction 			
	c) Detail shop drawings shown: <ul style="list-style-type: none"> • Dimensions of handrails • Sectional assembly • Location and identification mark 			
	d) Samples of each type of handrail system proposed shall be submitted for approval prior to placement of purchase orders.			
4.1.4	Transport and Storage Instructions			

4.1 Minimum Requirements:		Please indicate with and "X" whether the offer complies with the requirements.		
		YES	NO	Comment
	a) All systems, sub-systems and structures shall be shop fabricated and assembled into the largest practical size suitable for transporting.			
	b) All materials and equipment necessary for the fabrication and installation of handrails shall be stored before, during and after shipment in a manner to prevent cracking, twisting, bending, breaking, chipping or damage due to over exposure to the sun. <ul style="list-style-type: none"> Any material that, in the opinion of the Engineer/Employer, has become damaged as to unfit for use, shall be promptly removed from the site of work, and the contractor shall receive no compensation for the damaged material or its removal. c) Identify and match-mark all materials, items and fabrications for installation and field assembly.			
4.1.5	Structural Shapes			
	a) Structural shapes shall be made from a premium grade iso-polyester or vinyl ester resin. All structural shapes shall contain a UV inhibitor.			
	b) Manufactured by the pultrusion process Structural GRP members composition shall consist of a glass fibre reinforced polyester or vinyl ester resin matrix, approximately 50% resin to glass ratio. A synthetic surface veil shall be the outermost layer covering the exterior surfaces. Continuous glass strand rovings shall be used internally for longitudinal strength. Continuous strand glass mats shall be used internally for transverse strength.			
4.1.6	Materials			

4.1 Minimum Requirements:		Please indicate with and “X” whether the offer complies with the requirements.																																									
		YES	NO	Comment																																							
4.1.6.1	<p>a) GRP Handrails</p> <ul style="list-style-type: none">The rails shall be 38 x 38 x 5mm round tube and the posts shall be 51 x 51 x 6mm square tube manufactured by the pultrusion process. The parts must be coated with an industrial grade polyurethane paint for additional UV protection and wear resistance. The resin matrix shall be isopolyester and shall contain an UV inhibitor.The pultruded parts shall meet the following minimum mechanical properties: <table><tr><th>Properties</th><th>Test Method</th><th>Values</th></tr><tr><td>Tensile Stress</td><td>ASTM D638</td><td>206.8 MPa</td></tr><tr><td>Tensile Modules</td><td>ASTM D638</td><td>17.2 GPa</td></tr><tr><td>Compressive Stress</td><td>ASTM D695</td><td>206.8 MPa</td></tr><tr><td>Compressive Modules</td><td>ASTM D695</td><td>17.2 GPa</td></tr><tr><td>Flexural Stress</td><td>ASTM D790</td><td>206.8MPa</td></tr><tr><td>Flexural Modules</td><td>ASTM D790</td><td>11 031.6MPa</td></tr><tr><td>Shear Stress</td><td>ASTM D2344</td><td>31.0 MPa</td></tr><tr><td>Density</td><td>ASTM D792</td><td>1.66 – 1.99 g/cm3</td></tr><tr><td>24 hr. Water Absorption</td><td>ASTM D570</td><td>0.6% max</td></tr><tr><td>Coef. of Thermal Expansion</td><td>ASTM D696</td><td>4.4 x 10-6</td></tr><tr><td>Flexural Stress</td><td>Full Section</td><td>2482.1 MPa</td></tr><tr><td>Flexural Modules</td><td>Full Section</td><td>25510.6 MPa</td></tr></table>	Properties	Test Method	Values	Tensile Stress	ASTM D638	206.8 MPa	Tensile Modules	ASTM D638	17.2 GPa	Compressive Stress	ASTM D695	206.8 MPa	Compressive Modules	ASTM D695	17.2 GPa	Flexural Stress	ASTM D790	206.8MPa	Flexural Modules	ASTM D790	11 031.6MPa	Shear Stress	ASTM D2344	31.0 MPa	Density	ASTM D792	1.66 – 1.99 g/cm3	24 hr. Water Absorption	ASTM D570	0.6% max	Coef. of Thermal Expansion	ASTM D696	4.4 x 10-6	Flexural Stress	Full Section	2482.1 MPa	Flexural Modules	Full Section	25510.6 MPa			
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Flexural Modules	Full Section	25510.6 MPa																																									
4.1.7	Fabrication																																										
4.1.7.1	<p>GPR Handrail</p> <p>The fibre-glass handrail system shall be fabricated into finished sections by pushing the round tube through the predrilled square stanchions using epoxy adhesive and plastic rivets at the connections. All tubing ends in a stanchion, therefore no closures or any other fittings are required. Two options are available:</p> <ul style="list-style-type: none">Prefabricated handrail panels custom made according to either the customer’s drawings or site measurements.																																										

4.1 Minimum Requirements:		Please indicate with and "X" whether the offer complies with the requirements.		
		YES	NO	Comment
	<ul style="list-style-type: none"> Standard system consisting of predrilled stanchions with lengths of railing for the customer to assemble as required. 			
4.1.8	Installation of Handrail Sections			
	a) The GRP manufacturer shall supply the fabricated handrail sections complete with fittings. The components used to join the fabricated sections together may be shipped loose, to be epoxied and riveted together in the field by the contractor, per the manufacturer's recommendations.			
	b) The fabricated handrail sections shall be installed as shown on the approved shop drawings. The handrail sections shall be accurately located, erected plumb and level. The sections shall be fastened to the structure as shown on the approved shop drawing			
	c) The stanchions shall be top mounted using a GRP foot piece.			
4.1.9	Operational Imperatives:			
	a) The conditions for the operation and services provision are to minimise the risk of danger when accessing the stormwater structure sites.			
	b) The operation must be carried out so that pollution and degradation of the environment are avoided, or, where they cannot be altogether avoided, are minimised and remedied;			
	c) Haulage loading vehicles for supply and transportation of GRP handrails and required components shall be reliable registered and complies with relevant traffic regulations. (The National Road Traffic Act 93 of 1996).			

4.1 Minimum Requirements:		Please indicate with and "X" whether the offer complies with the requirements.		
		YES	NO	Comment
4.1.10	Operational Procedures:			
	a) Supply, handle and install of GRP handrails with required components at all identified stormwater structure sites.			
	b) Observe and adhere to site rules at stormwater structures sites.			
4.1.11	Record Keeping:			
	a) The contractor shall keep accurate records of all work done per site services. b) Records of breakdowns / damages of supplied components.			
	c) The contractor shall provide and maintain files of work done for the duration of the Contract. All schedules, checklists, maintenance record, and monthly reports shall be filed, together with the information regarding jobcards, materials and equipment used for the works			
4.1.12	Contractors Resources:			
	a) The contractor is required to provide all plant, staff, tools, equipment, fuel, consumables and any other requirements deemed necessary for the successful operations of this contract.			
	b) The contractor must state in the Tender Form at the time of tendering, the number, designations and qualifications of all staff to be utilised for this contract.			
	c) State the various types of plant and equipment to be utilised and the size and description. Colour pictures of specific equipment must be attached/included in the bid.			

4.1 Minimum Requirements:		Please indicate with and "X" whether the offer complies with the requirements.		
		YES	NO	Comment
	d) Colour pictures and specifications of GRP handrails and other components intended for installation under this contract must be submitted as part of the bid document.			
4.1.13	Measurement and Payment:			
	a) This Contract is a formal quotation and rates as per the Pricing Schedule shall apply.			
	b) Within one week of receipt of a payment certificate from the Services Provider the Employer will review and approve the certificate and upon approval, the Service Provider will be required to submit a tax invoice showing the amount due for payment equal to that stated in the approved Service provider's certificate.			
	c) The Service Provider is also required to submit a report with each invoice that states the following: <ul style="list-style-type: none"> • Work done as per specific stormwater site. • The dates of work done per site. 			
	d) Approval of payment certificates will be subject to the Employer receiving a valid receipt or invoice for supply and installation of GRP handrail and other components for each site.			
	e) The Service Provider shall address the TAX invoice to: Stellenbosch Municipality and Include on each invoice the following information: <ul style="list-style-type: none"> • Name and address and contact details of the Service provider and Service Provider Manager • The contract number and contract title • The latest official order number issued for the contract • The Employer's VAT registration number • Service Provider's VAT registration number 			

4.1 Minimum Requirements:		Please indicate with and "X" whether the offer complies with the requirements.		
		YES	NO	Comment
	<ul style="list-style-type: none"> Description of services provided for each item invoiced based on the pricing schedule Total amount invoices excluding VAT. Total amount invoiced including VAT (if applicable) 			

4.2 HEALTH AND SAFETY SPECIFICATION

PHS 01 DOCUMENT PURPOSE AND INTEND

The purpose of this document is to provide clear health and safety specifications as well as terms & conditions for the supply, handle and installation of GRP handrails with required components at various stormwater structure sites within the Stellenbosch Municipal Jurisdiction. This site is to be serviced to the applicable performance standards as well as works to comply with current regulatory requirements and standards of best practice that relates to the works during the contract term.

- 1.1 The specifications contained in this document relate to the health and safety requirements pertaining to the associated works of the aforementioned construction site, so as to ensure the health and safety of persons on all aspects of the work pertained to this contract.
- 1.2 Compliance to the Occupational Health and Safety Act (Act 85 of 1993) shall not be limited to the specifications and definitions contained in this document.
- 1.3 A comprehensive, documented Health & Safety Plan (H&S Plan) is to be drawn up based on the specifications provided, and presented to the agent for approval prior to commencement of work / together with the tender documents.
- 1.4 Monitoring of compliance on site shall be to the requirements of the OHS Act and other applicable Regulations as well as the contents of the H&S Plan(s) of the Principal Service Provider and Service Providers.

PHS 02 APPLICATION AND INTERPRETATION

2.1 This document is to be read and understood in conjunction with the following, inter alia:

- Occupational Health and Safety Act (Act 85 of 1993).
- All regulations published in terms of the Occupational Health and Safety Act.
- Contract Documents

- National Environmental Act (107 of 1998)
- Health and Safety Specification for the provision of construction services.

2.1.1 Definitions

The following definitions from the Occupational Health and Safety Act are listed as follows:

2.1.2 Chief Executive Officer

In relation to a body corporate or an enterprise conducted by the State, means the person who is responsible for the overall management and control of the business of such body corporate or enterprise.

2.1.3 Danger

Means anything which may cause injury or damage to persons or property.

2.1.4 Employee

Means, subject to the provisions of Subsection (2), any person who is employed by or works for any employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person.

2.1.5 Employer

Means, subject to the provisions of Subsection (2), any person who employs or provides work for any person or remunerates that person or expressly or tacitly undertakes to remunerate him, but excludes a labour broker as defined in Section 1(1) of the Labour Relations Act, 1953 (Act No. 28 of 1956).

2.1.6 Healthy

Means free from illness or injury attributable to occupational causes.

2.1.7 Machinery

Means any article or combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy to performing work, or which is used or intended to be used, whether incidental thereto or not, for developing, receiving, storing, containing, confining, transforming, transmitting, transferring or controlling any form of energy.

2.1.8 Medical Surveillance

Means a planned programme of periodic examination (which may include clinical examinations, biological monitoring or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner.

2.1.9 Plant

Includes fixtures, fittings, implements, equipment, tools and appliances, and anything which is used for any purpose in connection with such plant.

2.1.10 Properly Used

Means used with reasonable care, and with due regard to any information, instruction or advice supplied by the designer, manufacturer, importer, seller or supplier.

2.1.11 User

In relation to plant or machinery, means the person who uses plant or machinery for his own benefit or who has the right of control over the use of plant or machinery, but does not include a lessor of, or any person employed in connection with, the plant or machinery.

2.1.12 Reasonably Practicable

Means practicable having regarded to:

- (a) the severity and scope of the hazard or risk concerned,
- (b) the state of knowledge reasonably available concerning that hazard or risk and of any means of removing or mitigating that hazard or risk.
- (c) the availability and suitability of means to remove or mitigate that hazard or risk; and
- (d) the cost of removing or mitigating that hazard or risk in relation to the benefits deriving there from.

2.1.13 Risk

Means the probability that injury or damage will occur.

2.1.14 Safe

Means free from any hazard.

2.1.15 Standard

Means any provision occurring:

- (a) in a specification, compulsory specification, code of practice or standard method as defined in Section 1 of the Standards Act, 993 (Act No. 29 of 1993); OR

- (b) In any specification, code or any other directive having standardization as its aim and issued by an institution or organization inside or outside the Republic which, whether generally or with respect to any particular article or matter and whether internationally or in any particular country or territory, seeks to promote standardization.

PHS 03 RISK ASSESEMENT

- 3.1 Risk assessments of all required activities shall form an integral part of the H&S Plan.

PHS 04 SAFE WORK PROCEDURES

The approved Contractor must prepare a Health & Safety Plan (H&SP) to address and manage all applicable sources of risks for service to be provided. The Contractor shall incorporate these risks into the H&SP for the execution of the entire contract works. Should any additional risks be identified in the course of the contacted work, such risks must be assessed and addressed in amended H&SP which must then be submitted to the Employer for approval.

- 4.1 The specifications relating to health and safety requirements are subject to the provisions of the Occupational Health and Safety Act (Act 85 of 1993) and the Regulations thereunder. The monitoring and compliance on site as well as during transportation shall be to the requirements of the Occupational Health and Safety Act. The Municipality reserves the right to itself to request the service provider to submit a detailed Health and Safety Plan should same be necessary.
- 4.2 The specifications relating to environmental management requirements are subject to the provisions of the National Environmental Management Act (Act 107 of 1998) and the Regulations thereunder. The Municipality reserves the right to itself to request the service provider to submit a detailed written submission setting out the method the service provider proposes using to carry out the activity set out in this tender with regard to materials handling, use, storage and transportation.
- 4.3 Safe Work Procedures for the following activities are to form part of the H&S Plan:
- Working at stormwater infrastructure sites.
 - All health hazards that can be present during any of the above activities and should include individual dusts, gases, fumes, vapours, noise, extreme temperatures, illumination, vibration and ergonomic hazards.
 - Procedures for compliance with all requirements of the OHS Act and other applicable legislations / acts / laws / policies.

- Undertaking and procedure to stop any work which endangers the safety or health of any person.
- Systems for recording and reporting of incidents.

4.4 The following table provides information on factors to be taken into account when the risk assessments and Safe Work Procedures are compiled:

Physical	Chemical	Biological	Mechanical	Psycho-social
Noise	Liquids	Insects	Posture	Stress
Vibration	Dusts	Fungi	Movement	Work pressure
Ionising radiation	Fumes	Bacteria	Repetitive tasks	Monotony
Non-ionizing radiation	Fibres	Viruses		Un-sociable hours
Health and cold	Mists			Ergonomically
Electricity	Gasses			
Pressure	Vapours			

System	Stress/Agency	Illness/Disease
Musculoskeletal	Lifting/loads Repetitive strain Abnormal postures Whole body vibration	Muscular pain syndromes Ténosynovites Bursitis Osteoarthritis
Sensory	Noise	Hearing loss
Skin	Cement (chromates), rubber Thinners, epoxies Tar, pitch Solar radiation	Allergie contact dermatites Irritant contact dermatites Acne, Skin cancer Keratosis, Cancer
Respiratory	Silica Asbestos Spray-paints, woods, epoxies Irritant dusts, welding fumes	Silicosis, TB, Asbestosis, Cancer Asthma Bronchites

Psychosomatique	Physical stress Psychosocial stress	Head aches Dépression Fatigue Substance abuse
Nervous System	Lead Organic solvents	Peripheral and central neuropathy Headaches, Dizziness, Mood disorder, Dementia

PSEM4-1 METHOD STATEMENTS

- 4.1.1 Any Method Statement required by the Employer shall be produced within such reasonable time as the Employer shall specify. The Service Provider shall not commence the activity until the Method Statement has been approved and shall, except in the case of emergency activities, allow a period of two weeks for approval of the Method Statement by the Employer. Such approval shall not unreasonably be withheld.
- 4.1.2 The Employer may require changes to a Method Statement if the proposal does not comply with the specification or if, in the reasonable opinion of the Employer, the proposal may result in, or carries a greater than reasonable risk of, damage to the environment in excess of that permitted by the Specifications.
- 4.1.3 Approved Method Statements shall be readily available on the site and shall be communicated to all relevant personnel. The Service Provider shall carry out the Works in accordance with the approved Method Statement. Approval of the Method Statement shall not absolve the Service Provider from any of his obligations or responsibilities in terms of the Contract.

5. PRE-QUALIFICATION AND EVALUATION CRITERIA

PRE-QUALIFICATION SCORE SHEET

PRE-QUALIFICATION AND EVALUATION CRITERIA:

Bids will be evaluated in term of the Municipality's Supply Chain Management Policy. Please refer to SECTION 7: INFORMATION TO BE PROVIDED BY THE TENDERER.

Proof of previous work done and Plan of Works / Methodology are compulsory requirements and shall be submitted with this bid. Bidders who do not comply will be deemed Non-Responsive and will not be considered for further evaluation.

ITEM	PRE-QUALIFICATION	CRITERIA	Compliance Yes/ No
1.	Proof of work done	GRP Handrails installation / similar type of work Contractors to have completed at least two projects of GRP handrail installation (provide contract and contact information) in excess of R95 000.00	
2.	Plan of Work / Methodology	Methodology and indication of how the bidder's resources (e.g. transportation, equipment, staffing, OHS and operations) will be utilized.	

6. INFORMATION TO BE PROVIDED BY THE TENDERER

The following information is to be provided by the tenderer for functionality scoring evaluation.

- 1) Proof of previous similar type of work done shall be submitted with this bid. Bidders who does not meet this requirement shall be deemed Non-Responsive and will not be considered for further evaluation.
- 2) GRP handrails and required components specifications, intended for supply and installation under this contract, must be submitted as part of the bid document.
- 3) Plan of Works, Methodology, HS and shall be submitted

Does your offer comply with these specifications? - Indicate YES or NO

1.1 Bidder's declaration

I, _____ (bidder's name) representative of _____ (company name) hereby confirm reading and understanding above mentioned requirements of this tender and is in full agreement with these terms and conditions.

Signature: _____

Date: _____

RIGHTS OF THE MUNICIPALITY

The Municipality reserves the right to accept any quote or part thereof and may adjust the extent of the job.

The approved bidder must sign an indemnity form to accept the responsibility for any damages, loss of life, injuries or loss caused by his/their action to any municipal property, equipment or accessories. All insurances to cover the above mentioned, are for the contractors account. Successful contractors will indemnify the municipality against any claim that may arise from their operations.

Disclaimer: I hereby exempt Stellenbosch Municipality against any claim(s) for damages that may arise in the execution of thus formal quotation/tender/quotations in accordance with the Occupational Health and Safety (OHS) Act and its associated regulations.

Signed:

Date:

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

.....

Name (print)

.....

Signature

.....

Capacity

.....

Date

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

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

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

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

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

PRICING SCHEDULE

Schedule Of Rates

Description	Unit	Quantity	Rate/unit	Amount (Inclusive of VAT)
a) Supply, handle and install fibre-glass reinforced handrail complete, including all fixes and chains, as per GRP handrail detail.	m	200	R.....	R.....
Sub-total				R.....
Total amount for project (incl. 15% VAT)				R.....

- A minimum quantity of 200 meters for the Supply, handle and install fibre-glass reinforced handrail complete, including all fixes and chains, as per GRP handrail detail.
- R200 000 Incl. vat is the maximum value for this Formal Quotation.
- Balance of tendered amount could be spent in WC024 as and when required.

Pricing Instructions

- 6.1 Only firm prices will be accepted. Non-firm prices will not be considered.
- 6.2 Quoted rates shall be inclusive of all costs incurred (including general liabilities, administration, transportation, handling, delivery, overheads, profit and compliance with OHS regulations)
- 6.3 Document must be completed in non-erasable black ink.
- 6.4 NO correction fluid/tape may be used; 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.
- 6.5 The bidder MUST indicate whether he/she/ the entity is a registered VAT vendor or not; in the case of the bidder not being a registered VAT vendor, both columns (Amount rate Excluding AND including VAT must reflect the same amount.
- 6.6 The Tender Data, the Contract Data, the Scope of the Work and the Site Information are to be read in conjunction with the Pricing Schedule.

- 6.7 Stellenbosch Municipality reserves the right to downwards or upwards adjust portions of the scope of works, subject to the availability of funds.
- 6.8 The prices and rates to be inserted in the Pricing Schedule are to be the full inclusive rates to the Service Provider for the work described under each item. Such rates shall cover all costs and expenses that may be required in and for the supply and delivery of all services and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based.
- 6.9 A price or rate is to be entered against each item in the Pricing Schedule, whether the quantities are stated or not. An item against which no price is entered will be considered to have a price or rate of R 0,00.

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

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

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

VALUE ADDED TAX

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

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

CHECK LIST FOR COMPLETENESS OF BID DOCUMENT

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

(*Mark with "X" where applicable)

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

CERTIFICATION

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

.....
Name (print)

.....
Signature

.....
Position

.....
Date