PART A: TECHNICAL SPECIFICATIONS AND CONDITIONS

COMPANY NAME:…….

Compulsory site meeting will be held on 28 October 2021 @ 10h00, Eikestad Mall, Stellenbosch
Meeting point – Main Entrance, Eikestad Mall
Contact person: Mr Piet Smit tel- 021- 808 8189
Department: Property Management

Scope of work:

- All floor covering need to be removed, tiles etc. to the basic concrete floor.
- The floor needs to be self-level screed.
- All internal walls, divisions will need to be removed, besides the perimeter walls and the wall with your DB Board.
- All boundary walls need to be clean and painted white PVA (needs to cover the walls)
- All ceilings, bulk heads, cable trays need to be removed
- Ceilings need to be painted with white PVA.
- All electrical wires and fixtures need to be removed, (besides the landlord's power supply to any air-conditioning units, fresh air fans, smoke detectors etc.)
- All plumbing needs to be made good. (All ablutions to be removed, pipe work, etc. Only applicable if required) Only one waterpoint tap with a standard sink, (cold water supply) all other plumbing to be removed, this would include the Fat trap outside the shop, floor drains etc. Air conditioning remains as this is the landlord's assets.
- All shop front doors in 100% working order/ roller shutter and to be serviced with a certificate (handles included as well as two sets of keys for each door lock)
- No cracked windows, these must be replaced. Windows need to be clean. (Glassing certificate required. (Painted with PVA 1,8m height)
- All signage to be removed around the building, shop fronts and walls, to be made good (Painted with the buildings colour) (Note sign frame to be left on the outside of the shop)
- One temporary light within the area and one pug by the DB in working order.
- All lights to be removed, besides one temporary fitting.
- All electrical plugs to be removed besides the one next to the DB Board.
- Only one temporary light circuit, plug circuit and air-conditioning supply to be working on the DB Board. (Roller shutter circuit if required)
- Plumbing certificate must be issued by a qualified plumber.
- Electrical certificate must be issued by a qualified electrician
- All fire detection smoke detection to be left on the slab this must be done in conjunction with our preferred contractor MFS. (Certificate must be issued)
- One fire extinguisher to remain next to DB Board (serviced)

Note all work must be done after trading hours that cause noise, windows need to be covered either with white vinyl or painted on the inside 1,8m height with PVA neatly.

Submission of quotes closing time and date: 2 November 2021 @ 14:00 strictly to be e-mailed to: astrid.luyt@stellenbosch.gov.za NO HAND DELIVERIES or TENDER BOX

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PART A: TECHNICAL SPECIFICATIONS AND CONDITIONS

Itemised description of work	Qty	Rate	Price
Office Space – additional work			
		R.....	R.....
		R.....	R.....
		Sub-total	R.....
		VAT 15%	R.....
		Total price	R

The following conditions will apply:

Price quoted must be itemised as listed in the specifications.

You must be registered on Stellenbosch Supplier database and CSD when submitting quote.

References must be listed in the table provided.

OHS and any other legislation applicable must be adhered to for the duration of the contract.

Completeness of this document and duly signed.

No other pages must be included.

Non adherence to these conditions will automatically lead to disqualification.

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PART B: PRICE SCHEDULE, BREAKDOWN

COMPANY NAME:

1. COST OF MATERIAL

Type of material to be used	Measure	Price

Total cost of material:

2. COST OF LABOUR

Type of labour to be used	Rate	Price

Total cost of labour:

3. COST OF OVERHEAD EXPENSES

Type of overhead expenses applicable	Price

Total for cost of overhead expenses:

***SUM TOTAL OF QUOTE: (1 + 2 + 3) = R……

Please indicate duration for completion of project

_____ (number of days / weeks)

PART C: PRICE QUOTATION ON COMPANY LETTERHEAD

Attach quotation on your letterhead on this page.

Your quotation must include the following:

	Tick YES	Tick NO
1. Company name and registration number		
2. Address		
3. Contact details		
4. Contact person		
5. Date		
6. Quotation number		
7. Our reference number		
8. Stellenbosch SCM contact person with details		
9. CSD and Stellenbosch Municipality Supplier Database number		
10. Description of work		
11. Price with VAT indicated		
12. Price quoted must be in accordance with the items as listed in the specifications		
13. Signed by authorised person		

Please note: Quotes will only be accepted if it adhere to all these requirements.

PART D: MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

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 *per se* prohibition meaning that it cannot be justified under any grounds.

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.

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.

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)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:-
   (a) has been requested to submit a bid in response to this bid invitation;
   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium[3] will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:-
   (a) prices;
   (b) geographical area where product or service will be rendered (market allocation)
   (c) methods, factors or formulas used to calculate prices;
   (d) the intention or decision to submit or not to submit, a bid;
   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

[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.

…… ……

SIGNATURE DATE

…….. ……

POSITION NAME OF BIDDER