



PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE STELLENBOSCH MUNICIPALITY					
FQ NUMBER:	51/24	CLOSING DATE:	26 October 2023	CLOSING TIME:	14:00
DESCRIPTION	INVERTER AND BATTERY BACKUP SYSTEM INSTALLATION AT THE STELLENBOSCH MUNICIPAL COURT				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) Stellenbosch Municipality, Town Hall Complex, Plein Street, Stellenbosch.					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWORN AFFIDAVIT [TICK APPLICABLE BOX]	☐ Yes ☐ No		CONTRIBUTOR FACTOR (1 – 20)		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
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]	
CRS no	TOTAL BID PRICE (Brought forward from MBD 3.1)				R
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	Finance – SCM		DEPARTMENT	Infrastructure / Electrical	
CONTACT PERSON	Lindsay Linders		CONTACT PERSON	Henk Brand	
TELEPHONE NUMBER	021 808 8522		TELEPHONE NUMBER	021 914 0300 / 083 631 7708	
E-MAIL ADDRESS	Lindsay.Linders@stellenbosch.gov.za		E-MAIL ADDRESS	henk@lyners.co.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, 2022, THE STELLENBOSCH SUPPLY CHAIN MANAGEMENT POLICY, THE STELLENBOSCH PREFERENTIAL PROCUREMENT POLICY, 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 51/24

REQUEST QUOTATION DESCRIPTION: INVERTER AND BATTERY BACKUP SYSTEM INSTALLATION AT THE STELLENBOSCH MUNICIPAL COURT.

CLOSING DATE: 26 October 2023

TIME: 14:00

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

Enquiries can be directed as follows:

Type of enquiry	Contact person	Tel no	Email address
Bidding procedures and documents	Lindsay Linders	021 808 8522	Lindsay.Linders@stellenbosch.gov.za
Technical enquiries	Henk Brand	021 914 0300	henk@lyners.co.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 in terms of the Stellenbosch Preferential Procurement Policy effective from 16 January 2023 in accordance with the Preferential Procurement Regulations that was promulgated by the Minister of Finance on 04 November 2022 in Government Gazette No 47452

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:	



1. Taxes and duties

- 1.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 1.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 1.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 1.4. No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

2. Transfer of contracts

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

3. Amendment of contracts

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

4. Prohibition of restrictive practices.

- 4.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.
- 4.2. If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.
- 4.3. If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

General Conditions of Contract (revised July 2010)



GENERAL CONDITIONS

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

PLEASE NOTE:

- 2.1. FQ's that are deposited in the incorrect box will not be considered.
- 2.2. Mailed, telegraphic or faxed FQ's will not be accepted.
- 2.3. Documents may only be completed in non-erasable ink.
- 2.4. The use of correction fluid/tape is not allowed.
 - 2.4.1. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
 - 2.4.2. Alterations or deletions not signed by the Tenderer may render the tender invalid.
- 2.5. All bids must be submitted in writing on the official forms supplied (not to be re-typed)
- 2.6. All prices shall be quoted in South African currency and be **INCLUSIVE of VAT**.
- 3.1 It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.
- 3.2 The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005. The VAT registration number of the Stellenbosch Municipality is **4700102181**.
- 3 Any FQ received after the appointed time for the closing of FQ's shall not be considered but shall be filed unopened with the other FQ's received or may be returned to the Tenderer at his request.
- 4 FQ's may not be telefaxed to the Municipality and therefore any FQ's received by fax will **not** be considered.
- 5 FQ's shall be opened in public at the Stellenbosch Municipal Offices as soon as possible after the closing time for the receipt of tenders.
- 6 The Municipality shall have the right to summarily disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; **ALTERNATIVELY**;
 - 6.1 That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.
 - 6.2 The tenderer shall declare **all** the Municipal account numbers in the Stellenbosch Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-responsible.
- 7 This bid will be evaluated and adjudicated according to the following criteria:
 - 7.1 Relevant specifications
 - 7.2 Value for money
 - 7.3 Capability to execute the contract
 - 7.4 PPPFA & associated regulations
 - 7.5 Stellenbosch Municipality Preferential Procurement Policy and SCM Policy



DECLARATION OF INTEREST

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

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.

.....

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

3.9.1 If yes, furnish particulars

.....

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

(a) a member of –

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

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

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

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

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

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

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



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

3.10.1 If yes, furnish particulars:

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

3.11.1 If yes, furnish particulars:

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

3.12.1 If yes, furnish particulars:

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

3.13.1 If yes, furnish particulars:

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

3.14.1 If yes, furnish particulars:

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder



MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 – PURCHASES/SERVICES 80/20 or 90/10

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, 2022 and the Stellenbosch Preferential Procurement Policy 2022/23

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 and any other applicable preference

1. GENERAL CONDITIONS

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

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

1.2

- (a) The value of this bid is estimated to not exceed R200 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable

1.3 Points for this bid shall be awarded for:

- (b) Price;
- (c) B-BBEE Status Level of Contributor. and
- (d) Locality of supplier

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
LOCALITY (See definitions)	10
Total points for Price and Preferences must not exceed	100

- 1.5 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.
- 1.6 Failure on the part of a bidder to submit proof of Locality together with the bid, will be interpreted to mean that preference points for Locality are not claimed.
- 1.7 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

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“Locality”** means the local suppliers and/or service providers that business offices are within the Municipal area of Stellenbosch (WC024).
- (h) **“price”** includes all applicable taxes less all unconditional discounts;
- (i) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (j) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (k) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
- (l) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES



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

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

4.3 POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

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

5.1 In terms of Regulation 4 (2) and 5 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining a specific goal specified for the tender

5.2 The tendering conditions will stipulate the specific goals, as contemplated in section 2(1)(d)(ii) of the Preferential Procurement Act, be attained.

5.3 A maximum of 20 points (80/20 preference points system) or 10 (90/10) preference points system), must be allocated for specific goals. These goals are :

(a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;

(b) Promotion of enterprises located in the municipal area (WCO24)



- 5.4 Regarding par 5.3 (a) at least 50% of the 20/10 points must be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows.

B-BBEE Status Level of Contributor	Number of Points for 80/20 Preference Points System
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 5.5 A tenderer must submit proof of its BBBEE status level contributor.
- 5.6 A tenderer failing to submit proof of BBBEE status level of contributor –
- 5.6.1 may only score in terms of the 80/90-point formula for price; and
- 5.6.2 scores 0 points out of 10/5 BBBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.
- 5.7 Regarding par 5.3 (b) a maximum of 50% of the 20/10 points must be allocated to promote this goal. Maximum points will be allocated as follows.

Locality of supplier	Number of Points for 80/20 Preference Points System
Within the boundaries of the municipality	10
Outside of the boundaries of the municipality	0

The maximum will be proportionately adjusted depending on the number of points allocated for this goal. E.G., 40% will equate to 8/4 points.

6. BID DECLARATION

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



7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

7.1 B-BBEE Status Level of Contributor: . =(maximum of 10 points)
(Points claimed in respect of paragraph 7.1 must be substantiated by relevant proof of B-BBEE status level of contributor.)

7.2 Within the boundaries of Stellenbosch Municipality (WC024)?

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

Locality of supplier: = (10 points)

Address -
.....
.....

(Points claimed in respect of paragraph 7.2 must be substantiated by relevant proof that the business premises is situated in the Municipal area of Stellenbosch (WC024). A valid municipal account or proof of valid lease agreement must be attached)

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

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

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 or QSE

(*Tick applicable box*)

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise

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



9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:.....

9.8 Total number of years the company/firm has been in business:.....

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;



- iv) If the B-BBEE status level of contributor/Locality points has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

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



DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

ITEM	QUESTION	Yes	No
4.1	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 of the B-BBEE Certificate issued by a Verification Agency accredited by SANAS or the original Sworn Affidavit must be attached

(NB! BBBEE CERTIFICATES CAN BE VERIFIED WITH THE VERIFICATION AGENCY BUT A SWORN AFFIDAVIT MUST BE AN ORIGINAL AND NOT A COPY TO BE ELIGIBLE FOR BBBEE POINTS)

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) NO correction fluid/tape may be used
- e) 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.

19. **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, the Stellenbosch Preferential Procurement Policy of 2022 in accordance with Preferential Procurement Regulations of 2022.
- b) The municipality reserves the right to accept all, some, or none of the bids submitted — either wholly or in part — and it is not obligated to accept the lowest bid.



PART C: TECHNICAL SPECIFICATIONS AND PRICING SCHEDULE

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

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

All bids received shall be evaluated in terms of the Municipal Supply Chain Management Regulations, the Preferential Procurement Policy Framework Act no 5 of 2000, the Stellenbosch Preferential Procurement Policy of 2022 in accordance with Preferential Procurement Regulations of 2022

INVERTER AND BATTERY BACKUP SYSTEM INSTALLATION AT THE STELLENBOSCH MUNICIPAL COURT

SECTION 1 : DESCRIPTION OF THE WORKS

1.1 SCOPE OF WORK

It is the intention of *Stellenbosch Municipality*, the proprietor of the Stellenbosch Municipal Court, to install a hybrid inverter with battery backup system at the courthouse. This forms part of the Municipality's initiative to ensure business continuation at critical municipal buildings during loadshedding.

The purpose of this document is to provide contractors with the minimum technical specifications and performance requirements for the hybrid system with battery backup required, to enable the contractor to provide a price for the design, supply, installation, and commissioning of the required turnkey backup system. No PV will be installed during this phase.

The scope of work required for this project includes but are not limited to:

- Investigations into, and analysis of the available space for the installation of the system with consideration for future battery expansion and addition of solar panels, including cable routing.
- The design of the backup system, including mounting, DC & AC cabling, inverter, battery storage and the metered connection of the system into the electrical network.
- Provision should be made for a dedicated power meter if the distance between the system installation point and the measurement point exceeds the maximum allowable lead length of the inverter's measurement devices.
- **Photos of the existing infrastructure (DB's) and a general load description is included in Appendix A.**
- Application to the Stellenbosch Municipality for approval to install the backup system with "zero-export" as per the Stellenbosch Municipality SSEG guidelines.
- Obtaining clearance from other Stellenbosch municipal departments for the installation of the backup system.
- The supply, installation and commissioning of the complete backup system including a real-time data monitoring system.
- Compliance with OHS Act Construction Safety Regulations.
- Provision of As-built drawings, operating manuals and documentation together with the required Guarantees & Warranties.
- Issuing of a valid CoC for the installation.



This specification together with the applicable standards, policies and supply authority regulations must always be adhered to.

The Electrical Consulting Engineer on the project is *Neil Lyners and Associates (RF) (Pty) Ltd* with the following contact details: Henk Brand; Email: henk@lyners.co.za; Tel: 021 914 0300.

Proposals should be addressed to Mr. Mark Benson of the Stellenbosch Municipality and should include the results of the backup duration estimations for the proposed system, together with the requested guarantees and warranties as specified in this document. The preferred supplier of the system will be appointed directly by the Municipality for the installation of the turnkey system.

1.2 SYSTEM SIZE

The system specifications require respondents to provide offers for a **12 kW three phase hybrid inverter with a 10 kWh battery** and corresponding peripherals. The system battery bank must be expansion ready for at least one extra 10 kWh battery (Layout, cabling & tie-in points). The system shall also be capable of integrating enough solar power to allow the powering of loads and charging of the battery bank in future.

The purpose of the backup system shall be to provide 4 hours of backup time until such time as solar is added to offset load draw.

1.3 DESCRIPTION OF THE SITE

The site, the Municipal Court building, is located in Mark Street Stellenbosch. The site co-ordinates are Latitude 33° 56' 16.22" South and Longitude 18° 51' 17.09" East.

Access to the Municipal Court is off Papegaai Street.

1.4 WORKS LAYOUTS

1.4.1 Relative Positions of Electrical System

The site layout is indicated in Figure 1 below.

Contractors are advised to inspect the site and familiarize themselves with the proposed installation location as well as the locations of the existing distribution boards.

It is the contractor's responsibility to plan installation layouts and cable routing as per the requirements.

Estimated distances between the Main DB and Installation location, and Installation location and Sub DB are 20 m and 20 m respectively.



Figure 1: Relative Positions of the Electrical System

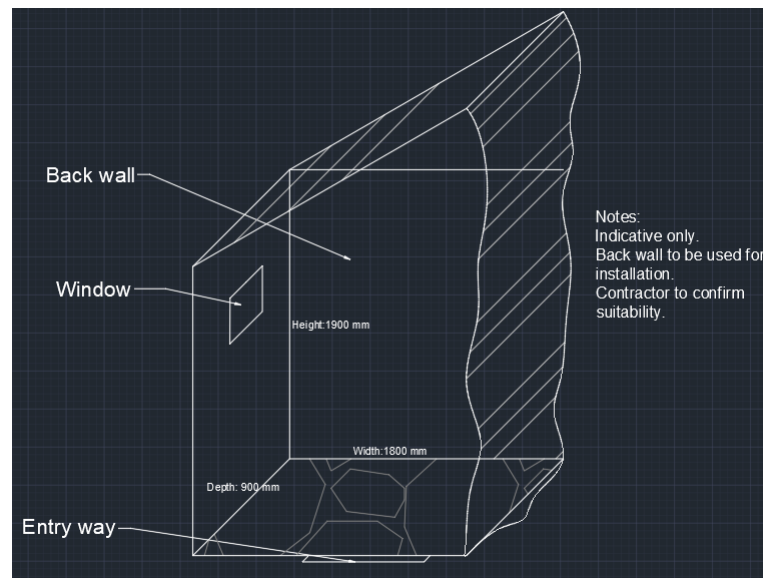


1.4.2 Installation Space for the System

Figure 2 below provides an indication of the space available at the proposed installation location.

The Contractor shall confirm the accuracy of the dimensions before installation.

Figure 2: Proposed Installation Space for System



1.5 COMPLIANCE WITH OH&S ACT

The complete installation shall be in accordance with the Occupational Health and Safety Act (Act 85, 1993), and must comply with all requirements as per the Construction Regulations. The ruling revision of the Act and regulations as at date of tender shall apply.

A site-specific Occupational Health and Safety Plan must be submitted within 14 days from date of award of the Tender.

All equipment installed by the Contractor shall be locked with temporary locks provided by the Contractor. These temporary locks shall be replaced with municipal locks, provided by the Contractor, after take-over of the networks.



1.6 TESTING

Equipment and associated designs offered under the contract shall have been type tested to the specified standards and standards which are customary for such equipment. Equipment which is not fully type tested shall not be offered from the outset. Meeting this requirement is mandatory.

Works test certificates from the manufacturers for all equipment must be provided.

The structure footing to earth measurements, all cable testing and earth measurements of all other equipment must be done with the Engineer's representative present.

The earth resistance may not be more than:

- a) For LV earth electrode : 10 ohm

All cables must be tested as per the guidelines of the manufacturer. Certificates for these tests must be provided to the Engineer.

All costs applicable to the above tests, and any other tests that might be required for proving the works to be safe and in compliance with the scope of work, shall be taken as included in the offer submitted.



INVERTER AND BATTERY BACKUP SYSTEM INSTALLATION AT THE STELLENBOSCH MUNICIPAL COURT

SECTION 2 : TECHNICAL EVALUATION CRITERIA

1. Technical Evaluation Criteria

The following pre-qualification criteria will be used to do a technical evaluation to determine the eligibility of bidders. Failure to produce evidence of the below pre-qualification criteria will deem the bidder non-responsive.

1.1 Professional accreditation:

Bidders must have a valid ECA(SA) - Electrical Contractors Association (South Africa) membership. Proof of membership must be submitted as part of the offering. Failure to produce proof of ECASA membership will make the bidder non-responsive.

1.2 Successfully Completed Previous Projects:

Only suitable service providers which successfully completed three (3) similar projects of this nature in the past 3 years are eligible to submit bids.

1.3 Company profile and established nature:

Bidders must submit proof of their company profile and registration to indicate the established nature of the company. Only Companies with a minimum of five (5) years or more experience in the electrical contracting, supply and installation of electrical equipment and plant will be considered.

1.4 Available Plant and Equipment:

Proof of plant and equipment available for the supply and installation of electrical equipment. A list of relevant major items of plant and equipment which the bidder have immediately available, and which will be acquired for use in this contract should their bidder is successful. Failure to include this list will render a bid offer non-compliant.

1.5 Schedule of References:

It is compulsory that a schedule of Contactable References be provided as part of the bidders offering. The bidders must provide reference letters from two previous projects that was successfully completed in the past three year.

1.6 Wiremen's Licence:

Proof of staff in possession of a valid wiremen's licence must be provided as part of the bidders offering. This is required for the issuing of a CoC's.



INVERTER AND BATTERY BACKUP SYSTEM INSTALLATION AT THE STELLENBOSCH MUNICIPAL COURT

SECTION 3 : CONSTRUCTION SPECIFICATIONS

THE SPECIFIC TECHNICAL CONSTRUCTION DETAILS FOR THIS PROJECT ARE AS FOLLOWS:

PS.1 WORKS SPECIFICATIONS

The system design and installation shall comply with the Stellenbosch Municipality Guidelines for Small Scale Embedded Generation (SSEG), as well as the minimum standards and specifications in **Section 4**.

The system shall furthermore be offered and installed to comply with amongst others the technical requirements covered in the following standards and guidelines:

- NRS 097-2-1: Grid interconnection of embedded generation: Part 2 Small scale embedded generation
- South African Renewable Power Plant Grid Code
- SANS 10142 with a valid Certificate of Compliance issued on completion of works.

PS.2 SYSTEM REQUIREMENTS

The backup system can be installed in the location indicated in the Scope of Work, **Figure 1 & Figure 2**, alternative locations may be suggested if accompanied by approval from the Client.

The system shall function as a UPS and shall be equipped with automatic switches to disconnect the system from the utility network in the event of loss-of-grid.

An islanding condition shall cause the system to break the connection to the utility network within 2s after an abnormal grid event is detected and shall not reconnect to the utility network for 60s after the grid connection was recovered. The hybrid inverter shall ensure an uninterrupted power supply to all essential loads using the battery energy storage system.

Respondents are at liberty to propose their own system tie-in to the building for consideration. Isolation switches shall be installed for all inverters as well as a separate DC battery disconnect with permanent safety signage for maintenance purposes.

The system shall have reverse power flow monitoring/blocking capability installed.

All system parameters shall be metered and recorded via an online data monitoring system to see the performance of the complete system at any given time.

The final layout of the system on site will be determined by the respondent. The system should be designed to minimize the footprint taking into account the space necessary to install and maintain the system as well as future expansion.

The system shall include all switches, bus work, cable, connectors, and protective relaying required for connecting to the electrical network.

PS.3 HYBRID INVERTER

The Inverter shall be a grid-tied hybrid string inverter as specified below.



ITEM NO	DESCRIPTION	UNIT	SPECIFIED
1.	GENERAL		
1.1	Minimum Certification Requirements	-	NRS-097-2-1:2017 & IEC62109
1.2	Minimum Efficiency	%	96%
1.3	AC Output Voltage	V	415V ±10%
1.4	Rated frequency	Hz	50
1.5	Current Harmonic Distortion	%	THD < 3%
1.6	Output Power	-	Balanced Over Phases
1.7	Noise	dB	< 30
1.8	Operating Temperature Range	°C	-25 to 60
2.	STATUS INDICATION		
2.1	Status Indicators Visible	Yes	Front of Inverter
2.2	DC Isolation	Yes	Front of Inverter
2.3	Remote control and Monitoring	Yes	Online Platform
3.	DOCUMENTATION		
3.1	Operation & maintenance manuals	Sets	2
3.2	General arrangement as-built drawing	Sets	2
3.3	Schematic & wiring diagrams	Sets	2

The Inverter shall be reliable with a proven track record in performance. Should multiple inverters be supplied they shall be of the same type and from a single manufacturer.

Inverters shall be certified and operate according to SANS 62109-1, IEC 62109-2, NRS048-2 and NRS 097-2-1.

These functions shall include, but are not limited to, the following:

- Synchronizing the inverter's output voltage and frequency with the AC mains or grid;
- Monitoring the grid and disconnecting, if the voltage or frequency is outside allowable limits, or there is a loss-of-mains;
- Ensuring that the output waveform is within specified harmonic and flicker limits;
- Monitoring faults on the DC side (earth and insulation faults)

All inverters shall be Stellenbosch Municipality approved (see **Appendix D**). The Inverters shall comply with safety requirements according to IEC 62109 and feature anti-islanding according to IEC 62116. The individual harmonic currents of the inverters shall not exceed the limits specified in IEC61727.

Type testing is to be undertaken by a 3rd party test house such as Bureau Veritas, KEMA or TÜV Rheinland. Inverter suppliers shall provide the necessary certification before the equipment is purchased.

The Contractors shall submit the certification of the inverters to be utilised with their proposed design. The certification shall detail the Harmonic Current Distortion for the 2nd to 33rd harmonic of the inverter, values to be less than the maximum permissible percentages as per IEC 61727:2004.



The selection of inverter shall be based on system size detailed in the Scope of Work and functional requirements, including the future integration of PV.

Inverters must be specified for UPS operation and future PV integration and include:

- Surge Protection.
- At least two MPP trackers.
- An advanced system to allow power control and efficiency (maximum efficiency) must be at least 95% (excluding transformer).
- Communication/network connectivity for Remote monitoring and control capabilities.
- Isolation fault detection & Anti-islanding
- Ability to start and stop operation automatically.
- Variable power factor setting.
- If inverters are installed outdoors, they must be protected from direct sunlight.

An IP protection class of IP65 is required for outdoor mounting and an IP grade of at least 21 is required for indoor mounting of the inverters.

In cases where applicable, there may be special grounding and bonding requirements for inverters. In such cases, it is the Contractor's responsibility to notify the Engineer and implement these requirements. **An Earth spike shall be installed as a minimum requirement.**

PS.4 LITHIUM BATTERY

The battery shall comply with the following minimum specifications.

ITEM NO	DESCRIPTION	UNIT	SPECIFIED
1.	GENERAL		
1.1	Nominal Capacity	kWh	10
1.2	Minimum Efficiency	%	93%
1.3	Discharge Rate		1C
1.4	Depth of Discharge	%	80
1.5	Operating Temperature Range	°C	-25 to 60
1.6	Expandable	Unit	5
2.	STATUS INDICATION		
2.1	Status Indicators Visible	Yes	Front of Battery
2.2	Battery Management System	Yes	Integrated
2.3	Remote control and Monitoring	Yes	Tie-in to Inverter
3.	DOCUMENTATION		
3.1	Operation & maintenance manuals	Sets	2
3.2	Schematic & wiring diagrams	Sets	2



The offered battery shall be parallelable and capable of direct connection to the Hybrid inverter including BMS communication. The design life of the battery shall be a minimum of 10 years with a EOL capacity of 60 %.

The battery shall have a minimum DoD of 80 % and be capable of a 1C continuous discharge rate.

The battery shall be capable of supplying a minimum of 125 % of the rated output of the inverters for 30 seconds, and a transient overload of 200 % for a period of 250 milliseconds. Should this not be achievable the respondent is to inform the Engineer and implement control restrictions to remain within safe operating limits.

During normal operation the battery will be charged by the Municipal grid (and be capable of Solar PV charging) to ensure it is in a ready-state in the event of a power failure.

The battery shall have a minimum round-trip efficiency of 93%. A Battery Management System (BMS) shall be provided for electronic protection including but not limited to overcurrent, cell under and over voltage-, temperature out of range, weak cell detection, minimum State of Charge (SoC) control, active voltage-based charge current limiting. Information regarding the SoC and DoD of the batteries shall be available for viewing on the monitoring system. Alarms shall be present to provide early warnings on equipment failures and preventative maintenance required.

PS.5 CABLING AND BREAKERS

All cabling shall be installed in accordance with manufacturers' requirements and inverter and battery manufacturer datasheets.

Minimum requirements will be 6mm² 4-core cable for AC connections and 50mm² for battery connections. Fit for function cable types to be used.

Breakers shall be 4-Pole 32 A with appropriate fault current rating for three phase connections.

The following must also be noted if applicable during the works:

- AC and DC circuits shall not be mixed in a single multi-core cable.
- Cable entry through the roof/wall structure shall be performed without damaging the function of the roof/wall or its insulation.
- No part of cables shall be exposed to direct sunlight.
- Cables shall not be permanently fixed through the use of plastic cable ties.
- AC Cables shall be neatly fitted on cable trays against the internal walls of the inverter spaces, or external walls where applicable. All cables shall be adequately supported throughout their length in accordance with the manufacturer's recommendations, regulations and standards.

The low voltage AC cables of the PV installation must have the following characteristics as minimum:

- All cable construction shall be according to SANS 97 or 1339, SANS 1507 and IEC 60502;
- All AC cables shall be suitable for ducted installation.
- All joints and terminations be completed and tested in accordance with the manufacturer's recommendations.
- AC cables are to be terminated in suitable lugs.

Wiring sizes shall be in accordance with SANS 10142 and any discrepancy between the code and the sizes given in the specification or drawings or equipment manufacturer installation manuals shall be resolved by use of the largest of the specified sizes.



The following colours are acceptable:

- Single phase : Red and Black
- Three phase : Red, White, Blue and Black
- Control supplies : Orange
- Earth : Green or Green alternating Yellow

PS.6 MONITORING SYSTEM

A system that is manufactured by the inverter OEM will be preferred and must enable remote monitoring, configuration and control of the inverters if required.

PS.7 EARTHING AND LIGHTNING PROTECTION

All components of the system including the battery backup and inverters shall be adequately earthed directly to the building's earth terminal in accordance with SANS 10142-1.

Due diligence shall be performed for Lightning and Surge suppression designs. Lightning protection designs shall be in accordance with SANS 62305-1 to 4 of 2011.

PS.8 COMMISSIONING

The Contractor shall supply, as part of the contract documentation and for approval before implementation, the commissioning procedures to be used on the project. The commissioning procedure will cover in detail all the major items of equipment and sub-systems of the works.

The procedures must allow for the recording in writing and the signing off by a qualified person in terms of applicable regulations for any inspections or tests made in accordance with the procedures. The records and signed documents will form part of the as-built records.

The Contractor shall be responsible for the final commissioning of the plant and the integration with the grid by conducting tests to evidence achievement of the completion milestones.

PS.9 TRAINING

The Contractor shall as part of the offer allow for a training session to the Municipality on the operation, control and monitoring of the system. This will include instruction on safe start-up and shut-down as well as registration of accounts for remote monitoring access.

Training shall also include instruction on acceptable loads and estimation methods of remaining backup time based on loading.

PS.10 WARRANTIES AND GUARANTEES

Upon completion, a comprehensive warranty document must be handed over to the Stellenbosch Municipality entailing the following:

- All inverter/s and batteries supplied shall have a warranty of at least 10 years. The contract sales agreement shall clearly define the claiming procedure of defective equipment or parts. The required testing, independent verification requirements and any other conditions that might influence the honoring of the warranties.



- Any extension and the full scope of that extension to the standard limited warranty that is included in the price should be indicated clearly. The conditions which void the warranties shall be clearly stated.
- Upon request by the Engineer, the respondent must provide proof that the manufacturers have sufficient financial backup that covers manufacturers in bankruptcy or insolvency procedures. The conditions which void the warranties shall be clearly stated.
- The warranties offered by the Inverter manufacturers shall be transferrable to the Employer. Other terms and conditions for warranties transferability must be clearly defined. A warranty certificate issued by the OEM to the Employer indicating the date of registration is a minimum requirement. The respondent is responsible for the registration process.
- The parties will agree upon manufacturer's warranties but, at a minimum, they will include all component parts, including the energy storage modules, communications and control equipment, cooling and climate control equipment, protection equipment including fire protection.
- All components shall be new and of good quality and workmanship, free from defects or deficiencies in materials, workmanship, design and title; and conform materially to all applicable specifications and contractual requirements as specified by the OEM.
- The warranty of the Lithium Phosphate batteries shall be as follows:
 - 10-year (or 4000 cycles) warranty for 80% average DoD. A single cycle is defined as a discharge to maximum 80% depth of discharge @ 1C, followed by a recharge to 100% state-of-charge.
 - Should the Battery be found unable to produce 60% of its 'as new capacity' in kWh prior to the 10-year service life, or 4 000 cycles being achieved, the respondent undertakes to service the battery to ensure that it thereafter again meets this performance objective. The respondent may however decide at its sole discretion to replace the battery if a repair is considered to be uneconomical. Should a replacement battery be required, the respondent will cover a percentage of the cost of the labor and transport required for the replacement based on a fair use formula as follows:
 - Battery age 0 to 5 years – Respondent will cover the full cost of the battery replacement
 - Battery age 5 to 6 years – Respondent will cover 50% of the cost of the battery replacement
 - Battery age 6 to 7 years – Respondent will cover 40% of the cost of the battery replacement
 - Battery age 7 to 8 years – Respondent will cover 30% of the cost of the battery replacement
 - Battery age 8 to 9 years – Respondent will cover 20% of the cost of the battery replacement
 - Battery age 9 to 10 years – Respondent will cover 10% of the cost of the battery replacement
 - If the same model battery is not available at the time of the warranty claim, the Contractor undertakes to provide a suitable alternative solution.
 - The contractor shall provide a verification test procedure that will allow the Employer to verify the remaining capacity of the battery. This procedure should be executable with only the installed equipment. Testing and verification of the battery for warranty and RMA purposes is the responsibility of the Contractor should the Employer verification test indicate that the capacity has declined below the relevant threshold.
- An accompanying workmanship warranty that covers the installation, connection and commissioning of the system.



INVERTER AND BATTERY BACKUP SYSTEM INSTALLATION AT THE STELLENBOSCH MUNICIPAL COURT

SECTION 4 : APPLICABLE STANDARDS AND SPECIFICATIONS

The following minimum specifications will form an integral part of the contract as applicable, but are not provided with this document:

CODES AND ACTS

ELECTRICITY REGULATION ACT, ACT 4 OF 2006 AND ELECTRICITY REGULATION AMENDMENT ACT, 28 OF 2007 AS AMENDED

SOUTH AFRICAN DISTRIBUTION CODE (ALL PARTS)

SOUTH AFRICAN GRID CODE (ALL PARTS)

GRID CONNECTION CODE FOR RENEWABLE POWER PLANTS (RPPS) CONNECTED TO THE ELECTRICITY TRANSMISSION SYSTEM (TS) OR THE DISTRIBUTION SYSTEM (DS) IN SOUTH AFRICA, VERSION 2.6, NOVEMBER 201

OCCUPATIONAL HEALTH AND SAFETY ACT 1993 AS AMENDED

NRS

NRS 097-2-1: 2010 - GRID INTERCONNECTION OF EMBEDDED GENERATION, PART 2: SMALL-SCALE EMBEDDED GENERATION, SECTION 1: UTILITY INTERFACE

IEC

- IEC 61727 - PHOTOVOLTAIC (PV) SYSTEMS – CHARACTERISTICS OF THE UTILITY INTERFACE. THE EMBEDDED GENERATOR'S A.C VOLTAGE, CURRENT AND FREQUENCY SHALL BE COMPATIBLE WITH THE UTILITY SYSTEM IN ACCORDANCE WITH IEC 61727
- IEC 60364-7-712 - ELECTRICAL INSTALLATIONS OF BUILDINGS – PART 7-712: REQUIREMENTS FOR SPECIAL INSTALLATIONS OR LOCATIONS – SOLAR PHOTOVOLTAIC (PV) POWER SUPPLY SYSTEMS
- IEC 62116:2008 - EDITION 1 : TEST PROCEDURE OF ISLANDING PREVENTION MEASURES FOR UTILITY-INTERCONNECTED PHOTOVOLTAIC INVERTERS
- IEC 61643-1 - SURGE PROTECTIVE DEVICES CONNECTED TO LOW VOLTAGE DISTRIBUTION SYSTEMS

SANS

- SANS 10142 - PARTS 1 TO 4: THE WIRING OF PREMISES
- SANS 60947-2/
IEC 60947-2 - LOW-VOLTAGE SWITCHGEAR AND CONTROL GEAR PART 2: CIRCUIT-BREAKERS
- SANS 156 - MOULDED-CASE CIRCUIT-BREAKERS
- SANS 529 - HEAT-RESISTING WIRING CABLES



SANS 556-1	- LOW-VOLTAGE SWITCHGEAR
SANS 767-1	- EARTH LEAKAGE PROTECTION UNITS
SANS 62305	- LIGHTNING PROTECTION
SANS 1063	- EARTH RODS AND COUPLER
SANS 1411-1	- MATERIALS OF INSULATED ELECTRIC CABLES AND FLEXIBLE CORDS – PART 1: CONDUCTORS
SANS 1433	- ELECTRICAL TERMINALS AND CONNECTORS
SANS 1574	- ELECTRIC CABLES – FLEXIBLE CORDS AND FLEXIBLE CABLES
SANS 1765	- LOW-VOLTAGE SWITCHGEAR AND CONTROLGEAR ASSEMBLIES (DISTRIBUTION BOARDS) WITH A RATED SHORT-CIRCUIT WITHSTAND STRENGTH UP TO AND INCLUDING 10 KA
SANS 10199	- THE DESIGN AND INSTALLATION OF EARTH ELECTRODES
SANS 10292	- EARTHING OF LOW-VOLTAGE (LV) DISTRIBUTION SYSTEM
SANS 60269/	
IEC 60269	- LOW-VOLTAGE FUSES
SANS 60439-2/	
IEC 60439-2	- LOW-VOLTAGE SWITCHGEAR AND CONTROLGEAR ASSEMBLIES – PART 2: PARTICULAR REQUIREMENTS FOR BUSBAR TRUNKING SYSTEMS (BUSWAYS)
SANS 60439-4/	
IEC 60439-4	- LOW-VOLTAGE, SWITCHGEAR AND CONTROLGEAR ASSEMBLIES – PART 4: PARTICULAR REQUIREMENTS FOR ASSEMBLIES FOR CONSTRUCTION SITES (ACS)
SANS 60439-5/	
IEC 60439-5	- LOW-VOLTAGE SWITCHGEAR AND CONTROLGEAR ASSEMBLIES - PART 5: PARTICULAR REQUIREMENTS FOR ASSEMBLIES INTENDED TO BE INSTALLED OUTDOORS IN PUBLIC PLACES – CABLE DISTRIBUTION CABINETS (CDCS) FOR POWER DISTRIBUTION IN NETWORKS
SANS 60529/	
IEC 60529	- DEGREES OF PROTECTION PROVIDED BY ENCLOSURES (IP CODE)
SANS 60947/	
IEC 60947	- LOW-VOLTAGE SWITCHGEAR AND CONTROLGEAR
SANS 60950/1/	
IEC 60950-1	- INFORMATION TECHNOLOGY EQUIPMENT – SAFETY – PART 1: GENERAL REQUIREMENTS
SANS 61000-4-5/	
IEC 61000-4-5	- ELECTROMAGNETIC COMPATIBILITY (EMC) – PART 4-5: TESTING AND MEASUREMENT TECHNIQUES – SURGE IMMUNITY TEST
SANS 61000-4-7/	
IEC 61000-4-7	- ELECTROMAGNETIC COMPATIBILITY (EMC) – PART 4-7: TESTING AND MEASUREMENT TECHNIQUES – GENERAL GUIDE ON HARMONICS AND INTERHARMONICS MEASUREMENTS AND INSTRUMENTATION, FOR POWER SUPPLY SYSTEMS AND EQUIPMENT CONNECTED THERETO
SANS 61084/	
IEC 61084	- CABLE TRUNKING AND DUCTING SYSTEMS FOR ELECTRICAL INSTALLATION



SANS 61238-1/

- IEC 61238-1 - COMPRESSION AND MECHANICAL CONNECTORS FOR POWER CABLES FOR RATED VOLTAGES UP TO 30 KV (UM = 36 KV) – PART 1: TEST METHODS AND PAYMENTS

SANS 61312/

- IEC 61312 - PROTECTION AGAINST LIGHTNING ELECTROMAGNETIC IMPULSE

SANS 61347-2-2/

- IEC 61347-2-2 - LAMP CONTROLGEAR – PART 2-2: PARTICULAR REQUIREMENTS FOR D.C. OR A.C. SUPPLIED ELECTRONIC STEP-DOWN CONVERTORS FOR FILAMENT LAMPS

SANS 61386/

- IEC 61386 - CONDUIT SYSTEMS FOR ELECTRICAL INSTALLATIONS

SANS 61558/

- IEC 61558 - SAFETY OF POWER TRANSFORMERS, POWER SUPPLY UNITS AND SIMILAR

SANS 61643-1/

- IEC 61643-1 - SURGE PROTECTIVE DEVICES CONNECTED TO LOW-VOLTAGE POWER DISTRIBUTION SYSTEMS – PART 1: PERFORMANCE REQUIREMENTS AND TESTING METHODS

SANS 62053-11/

- IEC 62053-11 - ELECTRICITY METERING EQUIPMENT (A.C.) – PARTICULAR REQUIREMENTS – PART 11: ELECTROMECHANICAL METERS FOR ACTIVE ENERGY (CLASSES 0,5, 1 AND 2)

SANS 62053-21/

- IEC 62053-21 - ELECTRICITY METERING EQUIPMENT (A.C.) – PARTICULAR REQUIREMENTS – PART 21: STATIC METERS FOR ACTIVE ENERGY (CLASSES 1 AND 2)

Note:

The latest edition at the time of tender of the above specifications shall apply.



**INVERTER AND BATTERY BACKUP SYSTEM INSTALLATION AT THE
STELLENBOSCH MUNICIPAL COURT**

SECTION 5 : TENDER DRAWINGS

1. GENERAL

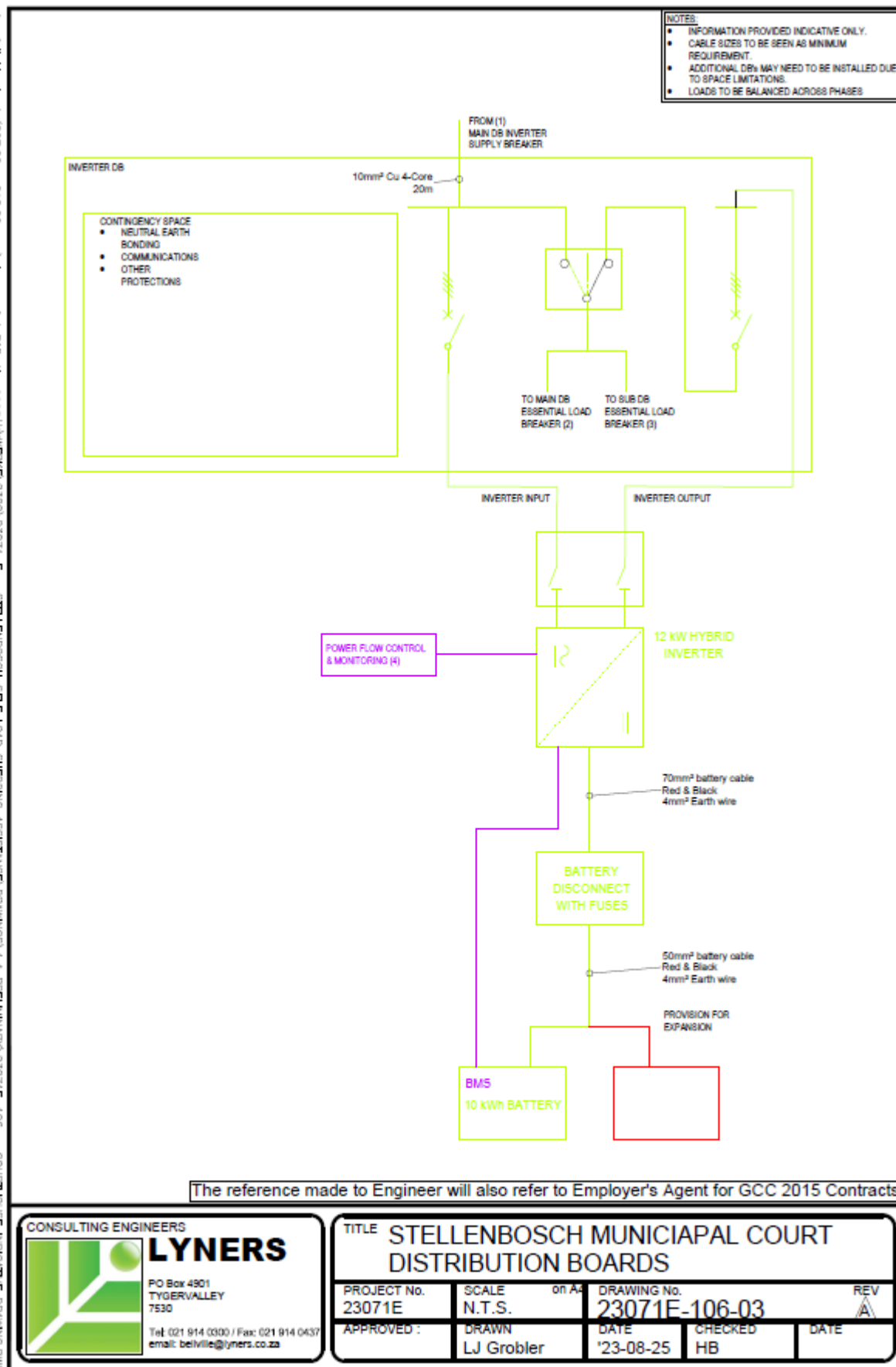
The following drawings shall form part of the specification. Any discrepancy between specifications and drawing shall be referred to the Engineer for resolution at tender stage.

2. LIST OF PROJECT DRAWINGS

Drawing No	Description
23071-E-106-01	Main DB
23071-E-106-02	Sub DB
23071-E-106-03	System Single Line Drawing

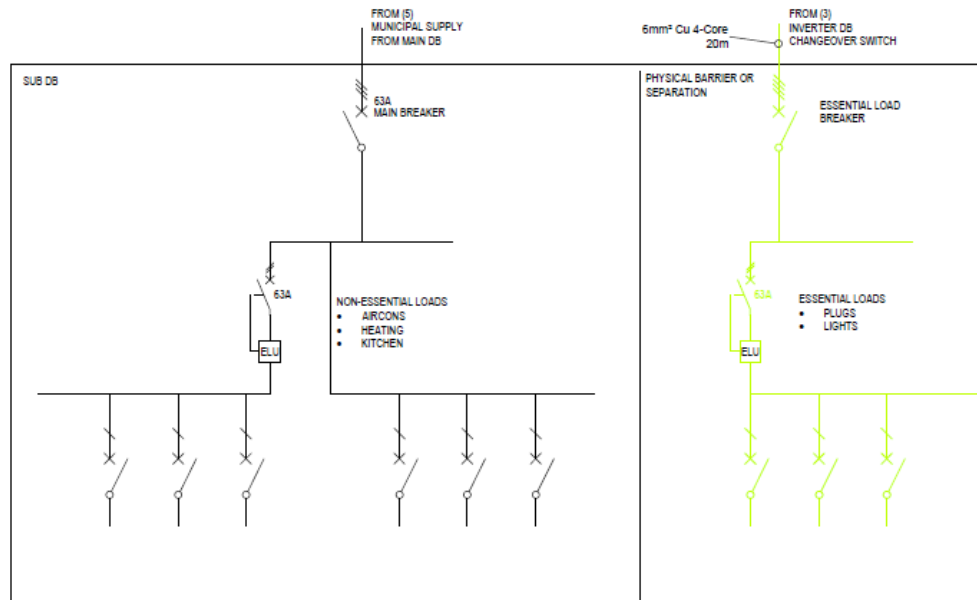


no full head of (297.00 x 210.00 mm) Lyners_AutoCAD.ctb 2023-08-25 14:00:00 E - STELLENBOSCH SOL LOAD SHEDDING ASSISTANCE\DRAWINGS\1.4 PRELIMINARY\23071E-106 - COURTHOUSE INDICATIVE DRAWING.DWG





- NOTES:
- INFORMATION PROVIDED INDICATIVE ONLY.
 - CABLE SIZES TO BE SEEN AS MINIMUM REQUIREMENT.
 - ADDITIONAL DB's MAY NEED TO BE INSTALLED DUE TO SPACE LIMITATIONS.
 - LOADS TO BE BALANCED ACROSS PHASES



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All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

The reference made to Engineer will also refer to Employer's Agent for GCC 2015 Contracts

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	LJG
DRAWN	LJG
CHECKED	HB

CONSULTING ENGINEERS

LYNERS

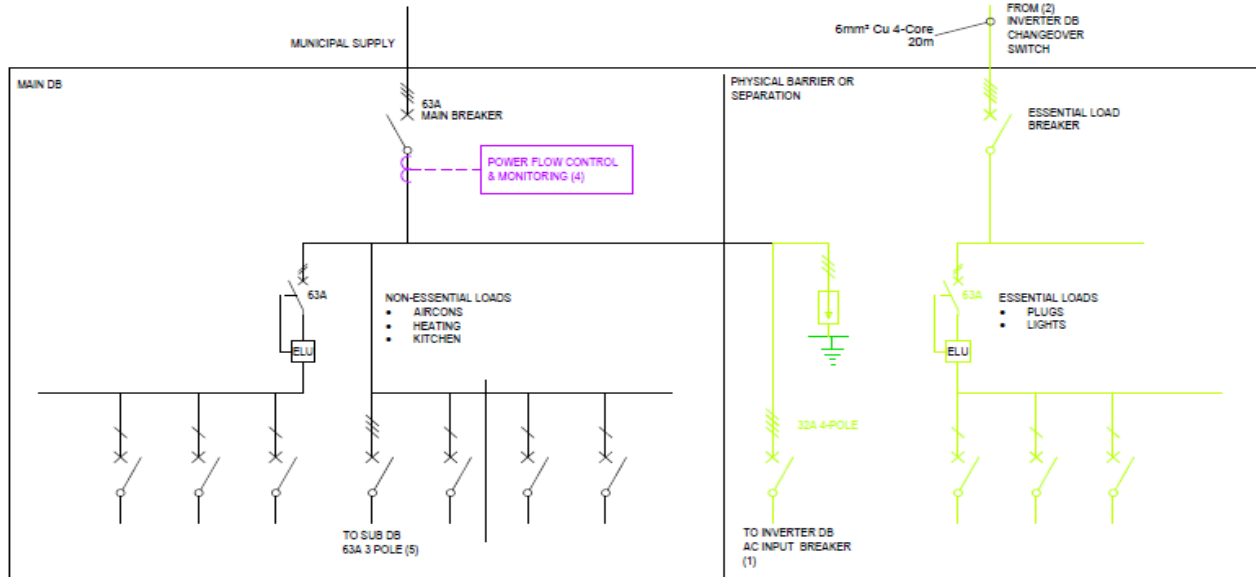
PO Box 4901
TYGERVALLEY
7530

Tel: 021 914 0300 / Fax: 021 914 0437
email: bellville@lyniers.co.za

TITLE			
STELLENBOSCH MUNICIPAL COURT DISTRIBUTION BOARDS			
PROJECT No.	SCALE	on A4	DRAWING No.
23071E	N.T.S.		23071E-106-02
			REV A



\\fs-01\shared\23071E-106-1\PRELIMINARY\23071E-106-1\DRAWINGS\1-4 PRELIMINARY\23071E-106-1-COURTHOUSE-INDICATIVE-DRAWING.DWG



- NOTES:**
- INFORMATION PROVIDED INDICATIVE ONLY.
 - CABLE SIZES TO BE SEEN AS MINIMUM REQUIREMENT.
 - ADDITIONAL DBs MAY NEED TO BE INSTALLED DUE TO SPACE LIMITATIONS.
 - LOADS TO BE BALANCED ACROSS PHASES

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REV	DESCRIPTION	DATE	REV BY	CHKD
REVISIONS				

DESIGNED	LJG
DRAWN	LJG
CHECKED	HB

CONSULTING ENGINEERS

LYNERS

PO Box 4901
TYGERVALLEY
7530

Tel: 021 914 0300 / Fax: 021 914 0437
email: belville@lyniers.co.za

TITLE			
STELLENBOSCH MUNICIPAL COURT DISTRIBUTION BOARDS			
PROJECT No.	SCALE	on A4	DRAWING No.
23071E	N.T.S.		23071E-106-01
REV			△



**INVERTER AND BATTERY BACKUP SYSTEM INSTALLATION AT THE
STELLENBOSCH MUNICIPAL COURT**

APPENDIX A
LOAD DESCRIPTION AND EXISTING INFRASTRUCTURE

A. LOAD DESCRIPTION

The Court has a three-phase electrical supply from the Stellenbosch Municipality. The Main DB provides power to the court room; associated administration offices; air conditioning units and feeds power to a Sub DB. The Sub DB provides power to the remainder of the administration offices and a staff kitchen.

The essential loads include, but are not limited to:

Description	Quantity/Notes
Desktop computers	3
Laptops	2
Printers (commercial)	2
Printer (residential)	1
Lights	Entire building
Court room sound and transcription equipment	1 set
Plug circuits	Provision for an office environment, chargers, telephones, desk lamps etc.

Loads deemed non-critical

Description	Quantity/Notes
Airconditioning units	Estimated 4 units
Kitchen appliances	Includes kettle, microwave, water heating unit.

Onsite load-splitting and balancing to be done by the respondent/contractor.



PHOTOS OF EXISTING INFRASTRUCTURE

B.1 Main DB

Figure 1: Main DB First row circuit breakers



Figure 2 Main DB Second row circuit breakers

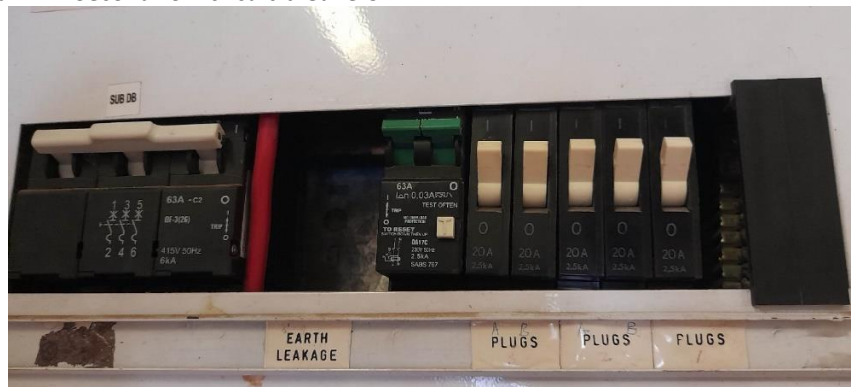


Figure 3 Main DB internals





Figure 4 Main DB Expansion circuit breakers

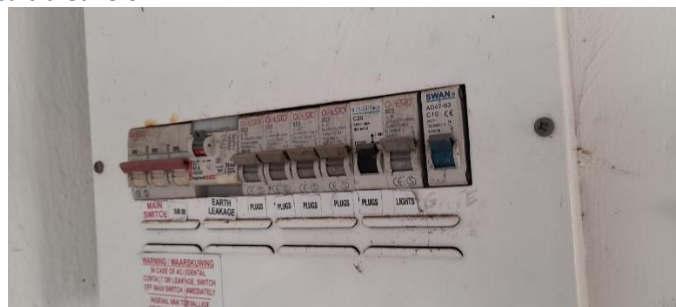


Figure 3 Main DB Expansion internals



B.2 Sub DB

Figure 4 Sub DB circuit breakers



NONE COMPLIANCE TO SPECIFICATIONS WILL INVALIDATE YOUR OFFER

Note: It should be noted that the service will commence in 2023/2024 financial year.



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.

NOTE:

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



BILL OF QUANTITIES : MUNICIPAL COURT INVERTER AND BATTERY BACKUP SYSTEM

ITEM	DESCRIPTION	UNIT	QUAN- TITY	UNIT RATE	TOTAL AMOUNT (Rand)
1	12kW three phase hybrid inverter	each	1		
2	10kWh Lithium-ion battery	each	1		
3	Re-wiring of Main DB complete including required protection devices and essential DB as detailed	sum	1		
4	Re-wiring of Sub DB complete including required protection devices and essential DB as detailed	sum	1		
5	Inverter DB complete including protection devices as detailed	sum	1		
6	Battery disconnect complete including DC fuses	sum	1		
7	Measurement and control devices	sum	1		
8	Cables and cable management for complete project	sum	1		
9	Earth spike	sum	1		
10	Labour to install system	sum	1		
11	Regulatory compliance & other administration including CoC	sum	1		
12	Handover training	session	1		
13	Health and Safety Compliance	sum	1		
14	Preliminary & General Costs	sum	1		
SUB- TOTAL EXCLUDING VAT					
PLUS 15% VAT					
TOTAL CARRIED FORWARD TO FORM OF OFFER AND ACCEPTANCE					

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

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



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

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

VALUE ADDED TAX

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

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



CHECK LIST FOR COMPLETENESS OF BID DOCUMENT

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

(*Mark with "X" where applicable)

Items to be checked	Yes	No	Comments
1. Completed and signed MBD 1			
2. Authority to sign bid			
3. Completed the pricing schedule (MBD 3.1)			
4. Completed and signed declaration of interest (MBD 4)			
5. Completed and signed declaration in order to claim preference points (MBD 6.1) and attached a certified copy or original B-BBEE certificate as well as proof of address to claim locality points Copy of the B-BBEE Certificate issued by a Verification Agency accredited by SANAS or the original Sworn Affidavit must be attached (NB! BBBEE CERTIFICATES CAN BE VERIFIED WITH THE VERIFICATION AGENCY BUT A SWORN AFFIDAVIT MUST BE AN ORIGINAL AND NOT A COPY TO BE ELIGIBLE FOR BBBEE POINTS)			
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