

BID NOTICE

STELLENBOSCH MUNICIPALITY HEREBY INVITES YOU TO TENDER FOR B/SM77/23 SUPPLY, DELIVERY AND INSTALLATION OF GENERATORS FOR THE PERIOD ENDING 30 JUNE 2024

TENDER NUMBER: **B/SM 77/23**
DESCRIPTION: **SUPPLY, DELIVERY AND INSTALLATION OF GENERATORS FOR THE PERIOD ENDING 30 JUNE 2024**
CLOSING DATE: **22 May 2023**
CLOSING TIME: **12h00: Bids will be opened in the Council Chambers or Supply Chain Management Boardroom.**
CIDB : The following CIDB class of construction works will be applicable to the Tender, in accordance with the sum tendered or value determined in accordance with regulation 25(7A) of the Construction Industry Development Regulations, 2004 (as amended) – As at 23 May 2019 - **Class of Construction Works: 1 EB or higher.**

INFORMATION:

Tender Specifications: Mark Benson at 021 808 8770:e-mail: Mark.Benson@ Stellenbosch.gov.za
SCM Requirements: Jeanette Williams at 021 808 8524 e-mail: Jeanette.Williams@ Stellenbosch.gov.za
Office hours for collection: **08h00-15h30**

A Compulsory Clarification Meeting will be held on **08 May 2023 at 10:00 at Stellenbosch Municipality Council chambers . The addresses are given below:**

Location: **Stellenbosch Municipality
Plein Street
Stellenbosch
7599**

Tenderers who fail to attend the compulsory information session will be regarded as non-compliant. In the event of a Joint Venture, one of each company must attend the site meeting.

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

Sealed Tenders, with “**B/SM SUPPLY, DELIVERY AND INSTALLATION OF GENERATORS FOR THE PERIOD ENDING 30 JUNE 2024,**”clearly endorsed on the envelope, must be deposited in the Tender box at the offices of the Stellenbosch Municipality, Town House Complex, Plein Street, Stellenbosch. The Tender box is accessible 24 hours a day and Tenders must be accompanied by the completed Tender documents. Tenders not accompanied by a complete Tender document, will not be considered.

NOTE: This tender will be evaluated in terms of the General Conditions of Contract, Supply Chain Management Policy and relevant specification as depicted in the document and also 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.

The preferential points system applied is as follows:80/20 in terms of the approved policy.

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

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

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

*Tender documents, in English, are available free of charge on the website: www.stellenbosch.gov.za. Alternatively, hard copies of the document are obtainable from the offices of the Supply Chain Management Unit, Stellenbosch Municipality, Town House Complex, 1st Floor, Plein Street, Stellenbosch, upon payment of a non-refundable fee of **R 507.50 per document**.*

Note: The municipality will never contact you to pay money in exchange for the award of a tender

G Mettler (Ms)
MUNICIPAL MANAGER

TENDER KENNISGEWING

STELLENBOSCH MUNISIPALITEIT NOOI U VIR DIE VOLGENDE TENDER: B/SM 77/23: VOORSIENING, AFLEWERING EN INSTALLERING VAN KRAGOPWEKKERS VIR DIE TYDPERK EINDIG 30 JUNIE 2024

TENDER NOMMER: **B/SM 77/23**
BESKRYWING: **VOORSIENING, AFLEWERING EN INSTALLERING VAN KRAGOPWEKKERS VIR DIE TYDPERK EINDIG 30 JUNIE 2024**

SLUITINGSdatum: **22 Mei 2023**
TYD VAN SLUITING: **12h00**. Tenders sal oorgemaak word in die **Raadsaal** of in die **Voorsieningskanaalbestuurs Raadsaal**.

KIOR: Die volgende KIOR klas vir konstruksiewerk, in ooreenstemming met die totale bedrag getender of waarde bepaal in ooreenstemming met regulasie 25 (7A) van die Konstruksie-industrie Ontwikkelingsraad, Regulasies, 2004 (soos gewysig) op 23 Mei 2019, sal op die bod van toepassing wees. Tenderaars moet 'n **geskatte KIOR kontrakteurgradering** van ten minste **1EB of hoër** hê

NAVRAE:

Tender spesifikasies: Mark Benson by 021 808 8770: e-pos: Mark.Benson@stellenbosch.gov.za
Vkb vereistes: Jeanette Williams by 021 808 8524 e-pos: Jeanette.Williams@stellenbosch.gov.za
Kantoor Ure: 08h00-15h30

'n **Verpligte inligtingsessie** sal gehou word op **08 Mei 2023 om 10:00** by Stellenbosch Munisipaliteit Raadskamers gehou word. Die **adresse** word hieronder gegee:

Location: Stellenbosch Municipality
Plein Street
Stellenbosch
7599

Tenderaars wat nie die verpligte inligtingsessie bywoon nie, sal nie in ag geneem word nie.

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

Verseëde tenders duidelik gemerk: **"BSM 77/23 VOORSIENING, AFLEWERING EN INSTALLERING VAN KRAGOPWEKKERS VIR DIE TYDPERK EINDIG 30 JUNIE 2024"**, op die koevert, moet geplaas word in tenderbus buite die kantore van Stellenbosch Munisipaliteit, Meenthuis Kompleks, Stellenbosch. Die tenderbus is 24 uur per dag beskikbaar en tenders moet vergesel word met die voltooide stel tenderdokumente. Tenderaanbiedinge wat nie deur die volledige tenderdokument vergesel word nie, sal nie oorweeg word nie.

LET WEL: Hierdie tender sal geëvalueer word ingevolge die Algemene Kontrakvoorwaardes, Voorsieningskanaal Bestuursbeleid and relevante spesifikasies, soos vervat in die tender dokument asook die Stellenbosch Voorkeurverkrygingsbeleid **effektief vanaf 16 Januarie 2023 in samewerking met die Voorkeurverkrygingsregulasies wat op 04 November 2022 deur die Minister van Finansies in Staatskoerant No 47452 afgekondig is.**

Die voorkeerpunte stelsel is soos volg gebaseer: 80/20 in terme van die goedgekeurde beleid:

Prys	80
BBSEB status	20
Totale punte vir prys en B-BSEB	100

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

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

*Tenderdokumente, in Engels, is verkrygbaar by die kantoor van die Voorsieningskanaalbestuursseenheid, Stellenbosch Munisipaliteit, Meenthuis Kompleks, 1ste Vloer, Pleinstraat, Stellenbosch na betaling van 'n nie-terugbetaalde tenderdeelnametoelae van **R 507.50 per dokument**. Alternatiewelik mag die dokument gratis afgelaai word vanaf die webblad www.stellenbosch.gov.za.*

Let wel: Die munisipaliteit sal jou nooit kontak om geld te betaal in ruil vir die toekenning van 'n tender nie.

G Mettler (Me)
MUNISIPALE BESTUURDER



TENDER NO.: B/SM 77/23

**SUPPLY, DELIVERY AND INSTALLATION OF GENERATORS FOR THE PERIOD
ENDING 30 JUNE 2024**

PROCUREMENT DOCUMENT

NAME OF TENDERER:		
Total Bid Price (Inclusive of VAT) (refer to page 138):		
BBBEE LEVEL		
CLAIM POINTS FOR	LOCALITY	N/A

DATE: APRIL 2023

PREPARED AND ISSUED BY:

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

**CONTACT FOR ENQUIRIES
REGARDING SPECIFICATIONS:**

Mark Benson
**Manager: Planning, Design,
Construction & Services**
Tel. Number: **021 808 8770**



1. TENDER NOTICE & INVITATION TO TENDER

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G Mettler (Me)
MUNISIPALE BESTUURDER



**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	BSM 77/23	CLOSING DATE:	22 May 2023	CLOSING TIME:	12:00
DESCRIPTION	SUPPLY, DELIVERY AND INSTALLATION OF GENERATORS FOR THE PERIOD ENDING 30 JUNE 2024				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT **STELLENBOSCH MUNICIPALITY, TOWN HOUSE COMPLEX, PLEIN STREET, STELLENBOSCH**

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]	
3. TOTAL NUMBER OF ITEMS OFFERED			4. TOTAL BID PRICE	R	
5. SIGNATURE OF BIDDER			6. DATE		
7. CAPACITY UNDER WHICH THIS BID IS SIGNED					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Finance (SCM)	CONTACT PERSON	Mark Benson
CONTACT PERSON	Jeanette Williams	TELEPHONE NUMBER	021 808 8770
TELEPHONE NUMBER	021 808 8524	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	Mark.Benson@stellenbosch.gov.za
E-MAIL ADDRESS	Jeanette.Williams@stellenbosch.gov.za		



PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE STELLENBOSCH SUPPLY CHAIN MANAGEMENT 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.

SIGNATURE OF BIDDER:

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

DATE:

.....



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STELLENBOSCH
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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

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



2. CHECKLIST

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

Certificate of Clarification Meeting Attendance - Is the form duly completed and signed by both tenderer and agent of the Stellenbosch Municipality?	Yes	No	
Authority to Sign a Bid - Is the form duly completed and is a certified copy of the resolution attached?	Yes	No	
MBD 4 (Declaration of Interest) - Is the form duly completed and signed?	Yes	No	
MBD 6.1 (Preference Points claim form for purchases/services) - Is the form duly completed and signed? Is a copy of the B-BBEE Certificate issued by a Verification Agency accredited by SANAS or the original Sworn Affidavit 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)	Yes	No	
MBD 8 (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed?	Yes	No	
MBD 9 (Certificate of Independent Bid Determination) - Is the form duly completed and signed?	Yes	No	
MBD 10 (Certificate of Payment of Municipal Accounts) - Is the form duly completed and signed? Are the Identity numbers, residential addresses and municipal account numbers of ALL members, partners, directors, etc. provided on the form as requested? (NB! MUNICIPAL ACCOUNTS WILL BE VERIFIED AND USED AS BASIS FOR PREFERENCE POINTS SCORING IN TERMS OF THE STELLENBOSCH PREFERENTIAL PROCUREMENT POLICY. THE BUSINESS ADDRESS, LEASE AGREEMENT OR SWORN AFFADAVIT WILL BE THE BASIS FOR AWARDING POINTS FOR LOCALITY) (Locality N/A for this tender).	Yes	No	
OHSA (Occupational Health and Safety) - Is the form duly completed and signed? Is a valid Letter of Good Standing from the Compensation Commissioner attached?	Yes	No	
Form of Indemnity - Is the form duly completed and signed?	Yes	No	
Pricing Schedule - Is the form duly completed and signed?	Yes	No	
Form of Offer - Is the form duly completed and signed?	Yes	No	
Declaration by Tenderer - Is the form duly completed and signed?	Yes	No	



3. CLARIFICATION MEETING CERTIFICATE

I / We*, the undersigned, certify that I / we* have examined the Site for the Works and its surroundings for which I / we* am / are* submitting this Tender and have, as far as practicable possible, familiarized myself / ourselves* with all information, risks, contingencies and other circumstances which may influence or affect my / our* tender.

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

NB: Please note that no latecomers will be allowed.

*For all compulsory briefing sessions/site meetings/clarification meetings, bids received from interested bidders that did not attend the meeting or arrived later than predetermined date and time, will be **disqualified***



4. AUTHORITY TO SIGN A BID

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

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

OR

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

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

2. COMPANIES AND CLOSE CORPORATIONS

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

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

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

Date Resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated Authorised Signatory			
Capacity			
Specimen Signature			
Full name and surname of ALL Director(s) / Member (s)			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
Is a CERTIFIED COPY of the resolution attached?		YES	NO
SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

3. PARTNERSHIP



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

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

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

4. CONSORTIUM

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

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

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



5. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by JOINT VENTURES

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

authorized signatory of the Company/Close Corporation/Partnership (name) _____

_____, acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

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

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

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

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

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



6. STANDARD CONDITIONS OF TENDER (CIDB)

F.1 General

F.1.1 Actions

F.1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

F.1.1.2 The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

Note

- 1) *A conflict of interest may arise due to a conflict of roles, which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*
- 2) *Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty, which would in any way, affect any decisions taken.*

F.1.1.3 The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

F.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

F.1.3 Interpretation

F.1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

F.1.3.2 These conditions of tender, the tender data and tender schedules, which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

F.1.3.3 For the purposes of these conditions of tender, the following definitions apply:

- a) **conflict of interest** means any situation in which:
 - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially;
 - ii) an individual or organisation is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
 - iii) incompatibility or contradictory interests exist between an employee and the organisation which employs that employee.
- b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;



-
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;
 - d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels;
 - e) **organization** means a company, firm, enterprise, association or other legal entity, whether incorporated or not, or a public body;
 - f) **functionality** means the measurement according to the predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, reliability, viability and durability of a service and technical capacity and ability of a tenderer.

F.1.4 Communication and employer's agent

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non- receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

F.1.5 Cancellation and Re-Invitation of Tenders

F1.5.1 An organ of state may, prior to the award of the tender, cancel a tender if-

- (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or
- (b) funds are no longer available to cover the total envisaged expenditure; or
- (c) no acceptable tenders are received.

F1.5.2 The decision to cancel a tender must be published in the cidb website and in the government Tender Bulletin for the media in which the original tender invitation was advertised.

F.1.6 Procurement procedures

F.1.6.1 General

Unless otherwise stated in the tender data, a contract will, subject to F.3.13, be concluded with the tenderer who in terms of F.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

F.1.6.2 Competitive negotiation procedure

F.1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of F.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of F.3.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

F.1.6.2.2 All responsive tenderers, or not less than three responsive tenderers that are highest ranked in terms of the evaluation method and evaluation criteria stated in the tender data, shall be invited in each round to enter into competitive negotiations, based on the principle of equal treatment and keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of F.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's



competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

F.1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to make a fresh tender offer, based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

F.1.6.2.4 The contract shall be awarded in accordance with the provisions of F.3.11 and F.3.13 after tenderers have been requested to submit their best and final offer.

F.1.6.3 Proposal procedure using the two stage-system

F.1.6.3.1 Option 1

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

F.1.6.3.2 Option 2

F.1.6.3.2.1 Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

F.1.6.3.2.2 The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data, and award the contract in terms of these conditions of tender.

F.2 Tenderer's obligations

F.2.1 Eligibility

F.2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

F.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

F.2.2 Cost of tendering

F2.2.1 Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

F2.2.2 The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

F.2.3 Check documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

F.2.4 Confidentiality and copyright of documents



Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

F.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

F.2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

F.2.7 Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

F.2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

F.2.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

F.2.10 Pricing the tender offer

F.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

F.2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

F.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

F.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

F.2.11 Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

F.2.12 Alternative tender offers

F.2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

F.2.12.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.



F.2.12.3 An alternative tender offer may only be considered in the event that the main tender offer is the winning tender.

F.2.13 Submitting a tender offer

F.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

F.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

F.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

F.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

F.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

F.2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

F.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

F.2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

F.2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

F.2.14 Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

F.2.15 Closing time

F.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

F.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

F.2.16 Tender offer validity



- F.2.16.1** Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.
- F.2.16.2** If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.
- F.2.16.3** Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.
- F.2.16.4** Where a tender submission is to be substituted, submit a substitute tender in accordance with the requirements of F.2.13 with the packages clearly marked as "SUBSTITUTE".

F.2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

***Note:** Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.*

F.2.18 Provide other material

- F.2.18.1** Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.
- F.2.18.2** Dispose of samples of materials provided for evaluation by the employer, where required.

F.2.19 Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

F.2.20 Submit securities, bonds and policies

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

F.2.21 Check final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

F.2.22 Return of other tender documents

If so instructed by the employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data.

F.2.23 Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

F.3 The employer's undertakings

F.3.1 Respond to requests from the tenderer



F.3.1.1 Unless otherwise stated in the tender Data, respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all tenderers who drew procurement documents.

F.3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

F.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who drew documents.

F.3.3 Return late tender offers

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

F.3.4 Opening of tender submissions

F.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

F.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its B-BBEE status level and time for completion for the main tender offer only.

F.3.4.3 Make available the record outlined in F.3.4.2 to all interested persons upon request.

F.3.5 Two-envelope system

F.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

F.3.5.2 Evaluate functionality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on B-BBEE status level. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality.

F.3.6 Non-disclosure



Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

F.3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

F.3.8 Test for responsiveness

F.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

F.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

F.3.9 Arithmetical errors, omissions and discrepancies

F.3.9.1 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with F.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:
 - i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
 - ii) the summation of the prices.

F3.9.2 The employer must correct the arithmetical errors in the following manner:

- a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.
- b) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the



prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

F.3.10 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

F.3.11 Evaluation of tender offers

F.3.11.1 General

Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

F.3.11.2 Method 1: Price and Preference

In the case of a price and preference:

- 1) Score tender evaluation points for price
- 2) Score points for preference
- 3) Add the points scored for price and preference

F.3.11.3 Method 2: Functionality, Price and Preference

In the case of a functionality, price and preference:

- 1) Score functionality, rejecting all tender offers that fail to achieve the minimum number of points for functionality as stated in the Tender Data.
- 2) No tender must be regarded as an acceptable tender if it fails to achieve the minimum qualifying score for functionality as indicated in the tender invitation.
- 3) Tenders that have received the minimum qualification score for functionality must be evaluated further in terms of the preference points system prescribed in paragraphs 4 and 5 below.

The 80/20 point system for acquisition of services, works or goods up to Rand value of R50 million.

The following formula must be used to calculate the points for price in respect of tender (including price quotation) with a rand value equal to, or above R30 000 and up to Rand value of R50 000 000 (all applicable taxes included):

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

Where:

- P_s = Points scored for price of bid under consideration;
 P_t = Price of bid under consideration; and
 P_{min} = Price of lowest acceptable tender or offer.

- 1) (a)(1) 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 :



-
- (i) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
- (ii) Promotion of enterprises located in the municipal area (WCO24)
- 2) Regarding par 1(a)(1)(i) 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

- A tenderer must submit proof of its BBBEE status level contributor.
 - A tenderer failing to submit proof of BBBEE status level of contributor may only score in terms of the 80/90-point formula for price; and 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.
- 3) Regarding par 1(a)(1)(ii) 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	Number of Points for 90/10 Preference Points System
Within the boundaries of the municipality	10	5
Outside of the boundaries of the municipality	0	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.

- 4) An employer of state may apply the formula in paragraph (i) for price quotations with a value less than R30 000, if and when appropriate:



- 5) Subject to paragraph 4.3.8 of “Standard for Uniformity in Procurement, April 2017”, the contract must be awarded to the tender who scores the highest total number of points.

The 90/10 preference points system for acquisition of services, works or goods with a Rand value above R50 million

- 5) (a) The following formula must be used to calculate the points for price in respect of tenders with a Rand value above R50 000 000 (all applicable taxes included):

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

Where:

- P_s = Points scored for price of bid under consideration;
 P_t = Price of bid under consideration; and
 P_{min} = Price of lowest acceptable bid.

- 6) (a)(i) 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 :
- (ii) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
- (iii) Promotion of enterprises located in the municipal area (WCO24)
- 7) Regarding par 6(a)(i) 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
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

- A tenderer must submit proof of its BBBEE status level contributor.
- A tenderer failing to submit proof of BBBEE status level of contributor may only score in terms of the 80/90-point formula for price; and



scores 0 points out of 10/5 BBEE 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.

- 8) Regarding par 6(a)(1)(ii) 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	Number of Points for 90/10 Preference Points System
Within the boundaries of the municipality	N/A	N/A
Outside of the boundaries of the municipality	0	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.

- 5) (c) A maximum of 10 points may be allocated in accordance with subparagraph (5)(b).
- 5) (d) The points scored by tender in respect of B-BBEE contribution must be added to the points scored for price as calculated
- 5) (e) Subject to paragraph 4.3.8 of “Standard for Uniformity in Procurement, April 2017”, the contract must be awarded to the tender who scores the highest total number of points.

F.3.11.6 Decimal places

Score price, preference and functionality, as relevant, to two decimal places.

F.3.11.7 Scoring Price

Score price of remaining responsive tender offers using the following formula:

$$N_{FO} = W_1 \times A$$

Where:

N_{FO} = the number of tender evaluation points awarded for price.

W_1 = the maximum possible number of tender evaluation points awarded for price as stated in the Tender Data.

A = a number calculated using the formula and option described in Table F.1 as stated in the Tender Data.

Table F.1: Formulae for calculating the value of A

Formula	Comparison aimed at achieving	Option 1 ^a	Option 2 ^a
1	Highest price or discount	$A = \left(1 + \frac{P - P_m}{P_m}\right)$	$A = P / P_m$
2	Lowest price or percentage commission / fee	$A = \left(1 - \frac{P - P_m}{P_m}\right)$	$A = P_m / P$
^a P_m = is the comparative offer of the most favourable comparative offer. P = is the comparative offer of the tender offer under consideration.			

F.3.11.8 Scoring preferences

Confirm that tenderers are eligible for the preferences claimed in accordance with the provisions of the tender data and reject all claims for preferences where tenderers are



not eligible for such preferences. Calculate the total number of tender evaluation points for preferences claimed in accordance with the provisions of the tender data.

F.3.11.9 Scoring functionality

Score each of the criteria and sub-criteria for quality in accordance with the provisions of the Tender Data.

Calculate the total number of tender evaluation points for quality using the following formula:

$$N_Q = W_2 \times S_O / M_S$$

Where:

S_O = the score for quality allocated to the submission under consideration;

M_S = the maximum possible score for quality in respect of a submission; and

W_2 = the maximum possible number of tender evaluation points awarded for the quality as stated in the tender data

F.3.12 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

F.3.13 Acceptance of tender offer

Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- e) complies with the legal requirements, if any, stated in the tender data, and
- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

F.3.14 Prepare contract documents

F.3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents, and
- c) other revisions agreed between the employer and the successful tenderer.

F.3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

F.3.15 Complete adjudicator's contract



Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

F.3.16 Notice to unsuccessful tenderers

F.3.16.1 Notify the successful tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period.

F.3.16.2 After the successful tenderer has been notified of the employer's acceptance of the tender, notify other tenderers that their tender offers have not been accepted.

F.3.17 Provide copies of the contracts

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

F.3.18 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender, but withhold information, which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

F3.19 Transparency in the procurement process

F3.19.1 The cidb prescripts require that tenders must be advertised and be registered on the cidb i-Tender system.

F3.19.2 The employer must adopt a transparency model that incorporates the disclosure and accountability as transparency requirements in the procurement process.

F3.19.3 The transparency model must identify the criteria for selection of projects, project information template and the threshold value of the projects to be disclosed in the public domain at various intervals of delivery of infrastructure projects.

F3.19.4 The client must publish the information on a quarterly basis, which contains the following information:

- Procurement planning process
- Procurement method and evaluation process
- Contract type
- Contract status
- Number of firms tendering
- Cost estimate
- Contract title
- Contract firm(s)
- Contract price
- Contract scope of work
- Contract start date and duration
- Contract evaluation reports

F3.19.5 The employer must establish a Consultative Forum which will conduct a random audit in the implementation of the transparency requirements in the procurement process.

F3.19.6 Consultative Forum must be an independent structure from the bid committees. F3.19.7 The information must be published on the employer's website.

F 3.19.8 Records of such disclosed information must be retained for audit purposes.



7. GENERAL CONDITIONS OF TENDER

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

PLEASE NOTE:

- 2.1. Tenders that are deposited in the incorrect box will not be considered.
 - 2.2. Mailed, telegraphic or faxed tenders will not be accepted.
 - 2.3. Documents may only be completed in non-erasable ink.
 - 2.4. The use of correction fluid/tape is not allowed.
 - 2.4.1. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
 - 2.4.2. Alterations or deletions not signed by the Tenderer may render the tender invalid.
 - 2.5. All bids must be submitted in writing on the official forms supplied (not to be re-typed)
 - 2.6. All prices shall be quoted in South African currency and be **INCLUSIVE of VAT**.
3. **Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. The municipality will deem the price above R 1 000 000,00 (R1 million) to be VAT inclusive even if it is indicated that no VAT is charged. Please insure that provision is made for VAT in these instances.**
- 3.1 It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.
 - 3.2 The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005. The VAT registration number of the Stellenbosch Municipality is **4700102181**.
- 3 Any Tender received after the appointed time for the closing of Tenders shall not be considered but shall be filed unopened with the other Tenders received or may be returned to the Tenderer at his request.
 - 4 Tenders may not be telefaxed to the Municipality and therefore any tenders received by fax will **not** be considered.
 - 5 Tenders shall be opened in public at the Stellenbosch Municipal Offices as soon as possible after the closing time for the receipt of tenders.
 - 6 The Municipality shall have the right to summarily disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; **ALTERNATIVELY**;
 - 6.1 That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.
 - 6.2 The tenderer shall declare **all** the Municipal account numbers in the Stellenbosch Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-



responsible.

7. Negotiations for a fair market related price

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

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

- 8.1 Relevant specifications
- 8.2 Value for money
- 8.3 Capability to execute the contract
- 8.4 PPPFA & associated regulations

9 Service Level Agreement

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

10 Centralised Supplier Database

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

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

Centralised Supplier Database No. MAAA.....



8. MBD 4 – DECLARATION OF INTEREST

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

3.1.	Full Name of bidder or his or her representative										
3.2.	Identity Number										
3.3.	Position occupied in the Company (director, shareholder ² etc.)										
3.4.	Company Registration Number										
3.5.	Tax Reference Number										
3.6.	VAT Registration Number										

3.7.	Are you presently in the service of the state?	YES		NO	
3.7.1.	If so, furnish particulars:				
3.8.	Have you been in the service of the state for the past twelve months?	YES		NO	
3.8.1.	If so, furnish particulars:				

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

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

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



3.9.	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?	YES		NO
3.9.1.	If so, furnish particulars:			
3.10.	Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES		NO
3.10.1.	If so, furnish particulars:			
3.11.	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO
3.11.1.	If so, furnish particulars:			
3.12.	Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO
3.12.1.	If so, furnish particulars:			
3.13.	Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	YES		NO
3.13.1.	If so, furnish particulars:			



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

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

4. DECLARATION

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

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

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

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

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



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

NB:

Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 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 R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and BBEE (must not exceed 100)	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.(N/A)

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;

4. POINTS AWARDED FOR PRICE

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

or

90/10

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

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

4.3 POINTS AWARDED FOR PRICE

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

or

90/10

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

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

$P_{\max}$ = Price of highest acceptable bid

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) **(N/A)**



- 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	Number of Points for 90/10 Preference Points System
1	20	10
2	18	9
3	16	8
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	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	Number of Points for 90/10 Preference Points System
Within the boundaries of the municipality	N/A	N/A
Outside of the boundaries of the municipality	0	0



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 20 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)? **(N/A)**

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

Business 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, or sworn affidavit 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 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:			



PLEASE COMPLETE IN FULL TO CLAIM POINTS

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE – GENERAL (DRAFT EXAMPLE) (DO NOT USE. USE NEW/APPLICABLE TEMPLATE)

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (Select one) of the following enterprise and am duly NB! authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <ul style="list-style-type: none"> (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- <ul style="list-style-type: none"> i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"



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Definition of "Black Designated Groups"	<p>"Black Designated Groups means:</p> <ul style="list-style-type: none"> (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"
--	---

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of _____ (DD/MM/YYYY), the a **NB!** Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the



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Enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date : _____

NB! ORIGINALLY CERTIFIED/ NOT COPY

 Commissioner of Oaths

Signature & stamp

Date:

EXAMPLE OF POINT SCORING AND ALLOCATION OF PREFERENCE POINTS (80/20) WHERE LOCALITY AS A GOAL IS INCLUDED. STELLENBOSCH PREFERENTIAL PROCUREMENT POLICY.

BIDDER	PRICE	BBBEE LEVEL (VALID)	BUSINESS PREMISES (IN WC024)
TENDERER A	R 80 000	1	NO
TENDERER B	R 75 000	1	YES
TENDERER C	R 70 000	2	NO

BIDDER	PRICE POINTS (Out of 80)	BBBEE POINTS (Out of 10)	LOCALITY POINTS (Out of 10)	TOTAL POINTS (Out of 100)
TENDERER A	68.57	10	0	78.57
TENDERER B	74.29	10	10	94.29
TENDERER C	80	9	0	89

10. MBD 8 – DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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



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

5. CERTIFICATION

I, the undersigned (full name), _____, certify that the information furnished on this declaration form true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

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



11. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

In response to the invitation for the bid made by:

STELLENBOSCH MUNICIPALITY

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

⁴ Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



- 5.1. has been requested to submit a bid in response to this bid invitation;
 - 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - 5.3. provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium⁵ will not be construed as collusive bidding.
 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - 7.1. prices;
 - 7.2. geographical area where product or service will be rendered (market allocation)
 - 7.3. methods, factors or formulas used to calculate prices;
 - 7.4. the intention or decision to submit or not to submit, a bid;
 - 7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
 - 7.6. bidding with the intention not to win the bid.
 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

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

⁵ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



12. MBD 10 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

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

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

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

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

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

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

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

NB: Please attach certified copy (ies) of ID document(s) and Municipal Accounts If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement or sworn affidavit must be submitted with this tender.

- PLEASE SUBMIT MUNICIPAL ACCOUNTS FOR THE FOLLOWING TWO MONTHS AFTER BID CLOSURE TO THE RELEVANT SCM PRACTITIONER SHOULD THE BID NOT BE AWARDED YET.

Signature	Position	Date



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

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

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

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

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

NOTE:

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

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



14. FORM OF INDEMNITY

INDEMNITY

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

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

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

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



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PART B – SPECIFICATIONS AND PRICING SCHEDULE



15. SPECIFICATIONS

Specification for the supply and delivery and installation of Generators

1 Introduction

The Stellenbosch Municipality needs to appoint a suitable and qualified supplier to supply, deliver and install three phase, 400V Alternating current diesel engine driven standby generators from 16kVa to 1000kVa.

2 Background

Existing generators are either outdated or overloaded due to additional load over the past years. The purpose of this tender is to procure and install new suitable silent type generators at some municipal buildings and municipal water and sewage plants which are without standby generators and considered to have uninterrupted power supply for emergency and essential services. These buildings are located in Stellenbosch, Franschhoek and in the greater WC024 area. These generators must be able to deliver a continuous power supply for typical inductive loads during load shedding or other interruptions of electrical supply.

3 Scope

This document sets out the minimum requirements for the selection, manufacture, testing and supply of generators.

It should be noted that preference will be given to offers that will meet the consideration to rationalize the design of generators. This will affect the direct and indirect costs to the Municipality and the manufacturer's delivery times.

Running conditions at Stellenbosch determine at sea level with maximum ambient temperature @ 45°C and minimum 0°C.

4 Conditions of tender:

- 4.1 Nothing in this specification shall lessen the obligations of the supplier. The supplier shall be fully responsible for the design and its satisfactory performance in service. Approval by Stellenbosch Municipality shall not relieve the supplier of the responsibility for the adequacy of the design.
- 4.2 The Municipality will not be bound to consider alternative offers.
- 4.3 All relevant specifications of equipment offered and supporting documentation of the tender must be attached at the back of this document.

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



- 4.4 This tender document must not be dismembered (Do not take it apart or put documents between its pages). The tender document and all relevant specifications and attachments thereto must be binded together in a suitable binder.
- 4.6 A copy of the completed returnable documents in PDF electronic file format included on cd only with tender is requested but not compulsory.
- 4.7 Stellenbosch Municipality does not bind itself to accept the lowest or any tender.
- 4.8 Tenders must have an accreditation to SABS ISO 9001 – 2008 as a minimum, ISO 9001 – 2015 would be preferred.
- 4.9 Tenderers should have a minimum CIDB EB Supplier's grading in line with the specific item value that the tenderer is tendering on or must be in a position to be registered.
- 4.10 Tenders must be the Original Equipment Manufacturer (OEM) supplier or agents duly appointed to supply and install the generators offered.
- 4.11 Only suitable Service providers successfully completed similar projects of this nature are eligible to submit tenders.
- 4.12 Special conditions of tender
- 4.12.1 Clarification meeting

The Tenderer must be represented at the site inspection by a person who is suitably qualified and experienced to comprehend the implications of the work involved. Should a Tenderer or his representative do not attend the site inspections; his tender offer will be disqualified.

4.12.2 Quality accreditation

Tenderers must have a valid SABS ISO 9001 – 2008 accreditation to be eligible for qualification for this tender.

4.12.3 Evaluation of tenderers / eligibility of tenderers

- 4.12.3.1 Only suitable manufacturers / suppliers which successfully completed similar projects of this nature are eligible to submit tenders.

4.12.3.2 Company profile and established nature:

Tenderers must submit proof of their company profile and registration to indicate established nature of the company. Only Suppliers with a minimum of eight (8) years or more experience in the manufacturing, supply and installation of generators will be considered.

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



4.12.3.3 Plant and equipment available for manufacturing, supply and installation of generators.

A list of relevant major items of plant and equipment which the Tenderer and/or Sub-Supplier have immediately available, and which will be acquired for use in this contract should their tender is successful.

Failure to include this list will prejudice a tender offer as being submitted by an insufficiently equipped Tenderer and it will be rejected for such cause.

4.12.3.4 Schedule of references

It is compulsory that the schedule of Contactable References as provided in this tender be completed in full and must accompany each proposal. Please complete the schedules in the format indicated below. Separate schedules may be attached with the returnable documents.

4.12.3.5 Quality accreditation

Tenderers must have a valid SABS ISO 9001 – 2008 accreditation to be eligible for qualification for this tender.

4.12.3.6 CIDB Rating

Tenderers should have a minimum CIDB EB Supplier's grading in line with the specific item value that the tenderer is tendering on or must be in a position to be registered

4.12.3.7 Asset components

Unbundle the capital asset for the electricity infrastructure in the corporate asset register in accordance with the requirements of Generally Recognized Accounting Practice (GRAP) with specific reference to GRAP 17 (Property Plant and Equipment). The user department will be responsible for the implementation but all relevant information regarding the assets will be made available by the successful service provider. All relevant legislations, statutory requirements and NRS standards will be adhered to in this process. The following information should be provided for each component of the capital asset once the project has been unbundled:

- i. Asset description
- ii. Original cost
- iii. Capital suspense account
- iv. WIP Asset code
- v. Expected useful life
- vi. Acquisition date (Equal to the date of last expenditure, except retention)
- vii. Start depreciation date

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



viii. Asset Class as per Asset hierarchy

All unbundled capital assets must be captured spatially by geo referencing on a system compatible to the Municipality.

Pricing conditions

Pricing must be fixed and firm for the duration of this tender.

PART 1 GENERATOR

1. General

This specification covers the supply and installation of canopied generator sets with automatic changeover equipment and panels installed on concrete plinths.

The Supplier shall allow for the supply, delivery, installation, testing, including flights and accommodation for Factory Acceptance testing to be witnessed by Municipal official prior to commissioning, commissioning, and guarantee of canopied, emergency generating sets and associated electrical equipment as needed. The exact position shall be determined on site.

All additional material will be supplied by Stellenbosch Municipality.

The above is outlined hereunder:

- a) Supply, assembly and testing of complete canopy generator set.
- b) Liaison with the successful tenderer to provide dimensions and details for the concrete platform for the generator set and changes over equipment/panels.
- c) Delivery, offloading, positioning of the generating set on the platform on site.
- d) One full tank of diesel.
- e) Connecting, testing, commissioning and guarantee of the complete generating set.
- f) The bidder will as part of their offer make allowance for Factory Acceptance Testing to be witnessed by Municipal officials prior to delivery to site, including flights and accommodation. This will be required on each machine prior to delivery to site.

2. TYPE OF LOAD

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



This generating set will be required to provide electricity when municipal power fails.

The generator will supply a resistive load.

3. CABLE INSTALLATION

Successful tenderer will be responsible for disconnect and reroute of existing cable to the generator change-over panel and installation of cable from generator control panel to the existing main distribution board. Municipality will be responsible for additional materials including cables and earthing. All excavation, reinstatement and supply of plinth, installation of earthing to the required standards, installation of cables to the Stellenbosch Municipality Standards will be done by the successful bidder.

4. CONTROL PANEL

This paragraph sets out amendments and additions to the Standard Specification.

4.1 Control Logic

The control logic shall be generally as described in the standard specification but all engine and alternator monitoring and control, plus control of the change-over switches shall be managed by a dedicated generator controller **of the Deep Sea 7320 or similar approved**. The controller must be able to be connected via a suitable gsm module for remote monitoring of generator sets.

4.2 GSM Module Installation

Suitable GSM module installed on the generator controller for remote monitoring and operation of all essential functions to enable effective and efficient operation of generator performance, all information windows of the controller must be accessible via remote dial in. Critical alarms for generator set must be able to be sent via the gsm module to remote monitoring. Multi login apps system is essential. No minimum communication range as assess via module must be from within anywhere in South Africa.

4.3 Construction

The dimensions of the panel shall suit the available space. A full weatherproof canopy is required.

The panel shall be finished in baked enamel or powder coated in SIGNAL RED to SABS 1091.

All cables shall enter the unit from the bottom.

4.4 Alarm Annunciator

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



A **remote** alarm annunciator system **Deep Sea 2548 or similar** as per specification is required, complete with continuously rated siren, to be mounted on the Control Panel. Wiring from the terminals of the potential free contacts from the alarm relay must be included.

4.5 Battery Charger

A suitable Battery Charger for the generator engine starting batteries shall be incorporated in the control Panel, complete with instrumentation and battery low alarm and annunciator.

4.6 Automatic Change-over System

The change-over system shall comprise of suitable load break make set of contactors and electrically and mechanically interlocked operated by the generator controller and timers where necessary.

4.7 Bypass Switch

A bypass switch is required and to be mounted inside the MDB for isolation purposes by tenderer (See item 4.7 in pricing schedule)

4.8 Fireman's Switch

A Fireman's switch is required and to be mounted in close proximity to the generator for isolation purposes in case of a fire. The bidder will be responsible for the supply and installation of the fireman's switch. The cable and associated accessories like conduit will be supplied by the municipality. The bidder will have to supply the fireman's switch and do the installation as part of the commissioning of the generator. (See item 4.8 in pricing schedule)

4.9 Labelling

Labels as per specification shall be provided on the control panel, as applicable.
(See approval to connect generator)

4.10 Emergency Stop Facility

An Emergency stop button shall be installed on the control panel to shut down the entire set-in case of emergency. (See item 4.10 in pricing schedule)

4.11 First year service maintenance

The generator Supplier will include for the first-year service maintenance of the unit as per the Original Engine, Generator maintenance manual and schedules. This will include as a minimum for 3 x Quarterly Minor services and 1x Annual Major Service. The generator Supplier to submit a copy of what the services will entail, and which will at least adhere to the minimum schedule below:

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

**Quarterly Minor Servicing:**

Check the battery and ensure all terminals are tight and clean
Clean plant and all its components
Grease and oil all moving parts
Check oil and water level and top up if necessary
Check water heater and hoses
Test plant for 30 minutes
Check automatic starting in full test mode with simulated faults on each mains phase
Check the proper working of all parts, including the protective devices and fault indicators, the changeover equipment and the battery charger
Necessary adjustment must be made
Do mains fail test if customer approve to do so
All materials such as fuel, oil and any other parts whether mechanical or electrical will be Quoted for extra in this service

Annual Major Servicing:

Clean plant and it's components
Grease and oil all moving parts
Check water level and top up if necessary
Check water heaters and hoses
Check and clean air filter (replace if necessary and will be charge additional)
Drain the sump and refill with fresh lubricating oil
Replace oil filter
Replace fuel filter
Check the battery and ensue all terminals are tight and clean
Test run the plant for 30 minutes
Check automatic starting in full test mode with simulated faults on each mains phase
Check the proper working of all parts, including the protective devices and fault indicators, the changeover equipment's and the battery charger
Necessary adjustments will be made
The oil, oil filter, fuel filters and labour will be included in the major service pricing

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



5. DIESEL ENGINE

This paragraph sets out amendments and additions to the Standard Specification.

5.1 Engine Rating

The engine shall be rated to drive an alternator as needed at 0,9 Power Factor and within the prescribed limitations as described hereunder.

5.2 Engine Cooling

The engine may be air or water cooled.

The Supplier shall provide all the required fans, ducting etc. to enable the engine to run continuously, under full load conditions, at the prescribed maximum ambient air temperatures as per specification include in page 9.

5.3 Engine Heater

The engine shall be fitted with a 220V heating element and thermostat in the cooling water system to ensure easy starting under cold ambient conditions. Suitable inline close-off taps will be fitted on either side of the heater unit to isolate coolant during maintenance of refurbishment. This system must keep the engine close to working temperatures at all times. Circulation of water which engine is standing will be considered.

5.4 Engine Instruments

All critical engine parameters such as oil pressure, temperature etc. shall be monitored by the generator controller.

5.5 Fuel Tank

A fuel tank of sufficient capacity for the engine to run at full load for a period of 8 hours shall be incorporated. The fuel tank shall be able to be filled from a point on the outside of the container. A lockable fuel filler cap shall be secured behind a vandal resistant lockable mechanism.

The fuel tank shall have a fuel gauge and a low fuel level sensor connected to the generator controller. The fuel tank shall be of the double skinned type.

A rotary hand refuelling pump as well as an electrical refuelling pump with controls will be fitted on the tank base.

Fire fusible cable links with ball weight will be fitted on the fuel feeder line to shut-off fuel supply in the event of a fire inside the enclosure.

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



An additional 10-micron water separator of the Racor type or similar will be fitted inline between the feeder line and the primary engine fuel filter. The separator will be including a head assembly with top push priming knob for easy priming of the engine.

5.6 Exhaust System

The engine shall be fitted with a residential type of silencer of 3cr12 stainless manufactured. The exhaust end point will be fitted with a suitable rain flap.

The complete exhaust system if not internalised inside the enclosure shall be lagged and clad with type 304 stainless steel.

5.6.1 Exhaust Emissions

Stellenbosch Municipality has by-laws and application processes with regard to noise and Emissions please ensure that these conditions and application processes are adhered to during construction and commissioning of the generators. Failure to adhere to these conditions will render the offer non-compliant.

Please refer to Annexure A

REGISTRATION OF STANDBY GENERATORS IN TERMS OF CHAPTER 3 OF THE STELLENBOSCH MUNICIPALITY AIR QUALITY BY-LAW, 2018 (PROMULGATED IN PROVINCIAL GAZETTE NO. 80, DATED 8 FEBRUARY 2019)

Please refer to Annexure B

NOISE REQUIREMENTS FOR THE USE OF GENERATORS OR SIMILAR MACHINERY

Please refer to Annexure C

APPLICATION FOR APPROVAL FOR THE INSTALLATION FOR FUEL BURNING EQUIPMENT:
STAND-BY GENERATOR In terms of the STELLENBOSCH MUNICIPALITY AIR QUALITY BY-LAW 2018

5.7 Noise Levels and Sound Proofing

The complete set shall be constructed such that the noise level under any conditions shall not exceed **45 dBA at 4 m outside the container, in any direction**. The canopy enclosure will be manufactured from 3cr12 stainless, and powder coated. Please refer to table below for Residential Districts category (a) Rural Districts for outdoor use, column 2.

Complete test to be done by tenderer after installation is completed.

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



A “disturbing noise” means a noise level that causes the ambient noise level to rise above the designated zone level or, if no zone level has been designated, the typical rating level for ambient noise in districts, indicated in SANS 10103, and given in Table A.1, are applicable. See SANS 10103 for more detail.

1	2	3	4	5	6	7
Type of District	Equivalent continuous rating level ($L_{Req,T}$) for noise dBA					
	Outdoors			Indoors, with open windows		
	Day/night $L_{R,dn}$ a	Daytime $L_{Req,d}$ b	Night-time $L_{Req,n}$ b	Day/night $L_{R,dn}$ a	Daytime $L_{Req,d}$ b	Night-time $L_{Req,n}$ b
Residential Districts						
(a) Rural districts	45	45	35	35	35	35
(b) Suburban districts with little road traffic	50	50	40	40	40	30
(c) Urban districts	55	55	45	45	45	35
Non-residential districts						
(d) Urban districts with some workshops, business premises and main roads	60	60	50	50	50	40
(e) Central Business Districts	65	65	55	55	55	45
(f) Industrial districts	70	70	60	60	60	50

5.7 Automatic dummy load

An automatic dummy load will be incorporated at the discharge end to activate when the load drop below 20% of the engine output rating and disengage when the site load increase to above 30%. (See item 5.7 in pricing schedule)

6. ALTERNATOR

This paragraph sets out amendments and additions to Standard Specification.

6.1 General

The alternator shall be rated at prescribed kVA (continuous) at a minimum of power factor 0,80 lagging, with a three-phase output of 400/230 V 50Hz at no load. The alternator shall be of the single bearing type.

6.2 Rotor/Stator Windings

Rotor shall be insulated to Class H and the stator to Class F (BS 2613).

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



7. EARTHING

A separate two-meter earth electrode with suitable earth lead and connection clamps will be installed for generator by bidder. The installation will include testing to ensure that the required Stellenbosch Municipality. The earth resistance reading must be less than 10 ohm or less. The installation by the bidder must include trenching installation of earth spikes and bare copper and reinstatement of all the trenching. The material for the earthing will be provided by the municipality.

7.1 General

The electrical installation shall be earthed in accordance with the General Technical Specification and SANS 10142.

Tenderer will be responsible for the issuing of the Certificate of Compliance for the generator installation.

8. Generator Type

8.1 a) Engine

NO	ITEM	EQUIPMENT OFFERED
		16 kVA
1.	Manufacturer's Name	
2.	Country of Origin	
3.	Manufacturer's model No. and year of manufacture	
4.	Continuous sea level rating after allowing for ancillary equipment: a) In b.h.p. b) In kW	
5.	Percentage de-rating for site conditions, in accordance with SANS 8528 a) For altitude b) For temperature c) For humidity d) Total de-rating	
6.	Nett. output on site in kW	
7.	Nominal speed in r.p.m.	
8.	Number of cylinders	
9.	Strokes per working cycle	
10.	Stroke in mm	

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



NO	ITEM	EQUIPMENT OFFERED
		16 kVA
11.	Cylinder bore in mm	
12.	Displacement volume in cm ³	
13.	Mean piston speed in m/min	
14.	Compression ratio	
15.	Cyclic irregularity	
16.	Fuel consumption of the complete generating set on site in l/h of alternator output at :	
	a) Full load	
	b) $\frac{3}{4}$ load	
	c) $\frac{1}{2}$ load	
	NOTE: A tolerance of 5% shall be allowed above the stated value of fuel consumption.	
17.	Make of fuel injection system.	
18.	Capacity of fuel tank in litres	
19.	Is gauge glass fitted to tank?	
20.	Is electric pump for filling the fuel tank included?	
21.	Method of starting	
22.	Voltage of starting system	
23.	Method of cooling	
24.	Type of radiator if water-cooled	
25.	Type of heater for warming cylinder heads	
26.	Capacity of heater in kW	
27.	Method of protection against high temperature	
28.	Method of protection against low oil pressure	
29.	Type of governor	

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



NO	ITEM	EQUIPMENT OFFERED
		16 kVA
30.	Speed variation in % a. Temporary b. Permanent	
31.	Minimum time required for as assumption of full load in seconds	
32.	Recommended interval in running hours for : a. Lubricating oil change b. Oil filter element change c. Decarbonising	
33.	Type of base	
34.	Can plant be placed on solid concrete floor?	
35.	Are all accessories and ducts included?	
36.	Is engine naturally aspirated	
37.	Are performance curves attached?	
38.	Diameter of exhaust pipe	
39.	Noise level in plant room in dBA	
40.	Noise level at tail of exhaust pipe in dBA	
50.	BMEP (4 stroke) at continuous rating (kPA)	
51.	% Load acceptance to SANS 8528 with 10% transient speed droop	

8.1 b) Alternator

NO	ITEM	EQUIPMENT OFFERED
		16 kVA
1.	Manufacturer's name and model no.	
2.	Country of Origin and year of manufacture	
3.	Type of enclosure	
4.	Nominal speed in r.p.m.	

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



NO	ITEM	EQUIPMENT OFFERED
		16 kVA
5.	Number of bearings	
6.	Terminal voltage	
7.	Sea level rating kVA at 0,8 power factor	
8.	Derating for site conditions	
9.	Input required in kW	
10.	Method of excitation	
11.	Efficiency at 0,8 power factor and : a) Full load b) $\frac{3}{4}$ load c) $\frac{1}{2}$ load	
12.	Maximum permanent voltage variation in %	
13.	Transient voltage dip on full load	
14.	Voltage recovery on full load application in milli-seconds	
15.	Is alternator brushless?	
16.	Class of insulation of windings	
17.	Is alternator tropicalized?	
18.	Symmetrical short circuit current at terminals n Ampere	
19.	Type of Coupling	

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



8.1 c) Control and Switchboard

NO	ITEM	EQUIPMENT OFFERED
		16 kVA
1.	Maker's Name	
2.	Country of Origin	
3.	Is board floor mounted? Change over panel	
4.	Does the general construction comply to SANS 1473	
5.	Does the maintenance comply with SANS 1473	
6.	What is the fault level rating of board	
7.	Finish of board change over panel- Paint type	
8.	Digital programmable generator controller	
9.	Ratio of current transformers	
10.	Make of circuit breaker	
11.	Type of circuit breaker	
12.	Rating of miniature circuit breaker in Amp and fault level in kA	
13.	Setting range of overload trips	
14.	Setting range of instantaneous trips	
15.	Make of change-over equipment	
16.	Make of voltage relay	
17.	Is control and protection equipment mounted on a small removable panel?	
18.	Type of control equipment	
19.	Make of mains isolator	
20.	Type of indicators for protective devices	

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



NO	ITEM	EQUIPMENT OFFERED
		16 kVA
21.	Make of rectifier	
22.	Type of rectifier	
23.	Battery charging maintaining / Indicator	
24.	Are volt- and ammeters provided for charging circuit?	
25.	Is the alarm hooter of the continuous duty type?	
26.	Rating in Amps of: a. Change-over equipment b. Mains on load isolator c. By-pass switch (optional) d. Circuit breaker to outgoing feed	

8.1 d) Battery

This item must be completed for tender purposes.

NO	ITEM	EQUIPMENT OFFERED
		16 kVA
1.	Maker's Name	
2.	Country of Origin	
3.	Type of battery	
4.	Voltage of battery	
5.	Number of cells	
6.	Capacity in cold crank amp	

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



8.1 e) Dimensions

NO	ITEM	EQUIPMENT OFFERED
		16 kVA
1.	Overall dimensions of set (set only, excluding canopy) in mm	
2.	Overall mass	
3.	Is the proposed space adequate for the installation of the set	

8.1 f) Deviation from the Specification (State briefly)

NO	DESCRIPTION

8.1 g) Guarantee

This item **must** be completed for tender purposes.

NO	ITEM	REMARKS
i)	Guarantee period in months	
ii)	State conditions of guarantee	

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



8.1 h) Weather/ Acoustic Canopy:

This item must be completed for tender purposes.

NO	ITEM	EQUIPMENT OFFERED
		16 kVA
1.	Canopy material	
2.	Standard canopy colour	
3.	Overall external dimensions of canopy in mm	
4.	Overall mass (canopy plus generator set)	
5.	Is the proposed space adequate for the installation of the set	
6.	Proposed concrete plinth size	
7.	Is exhaust silencer to be incorporated inside the canopy?	
8.	Sound Attenuation (Splitters) Maker's Name	
9.	Dimensions of Splitters: intake	
10.	Dimensions of Splitters: discharge	
11.	Acoustic Weather Louvre's Maker's Name	
12.	Dimensions of Acoustic Weather Louvre's: discharge	
13.	Acoustic Lining Material of canopy: Product name/ description.	
14.	Noise level outside canopy dBA (1m from generator canopy)	
15.	Noise level outside canopy dBA (7m from generator canopy)	

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



8.1 i) Spare Parts and Maintenance Facilities

NO	ITEM	REMARKS
1.	Approximate value of spares carried in stock for this particular diesel engine and alternator	
2.	Where are these spares held in stock	
3.	What facilities exist for the servicing of the equipment offered	
4.	Where are these facilities available	

8.2 a) Engine

NO	ITEM	EQUIPMENT OFFERED
		100 kVA
1.	Manufacturer's Name	
2.	Country of Origin	
3.	Manufacturer's model No. and year of manufacture	
4.	Continuous sea level rating after allowing for ancillary equipment: c) In b.h.p. d) In kW	
5.	Percentage de-rating for site conditions, in accordance with SANS 8528 e) For altitude f) For temperature g) For humidity h) Total de-rating	
6.	Nett. output on site in kW	
7.	Nominal speed in r.p.m.	
8.	Number of cylinders	
9.	Strokes per working cycle	
10.	Stroke in mm	
11.	Cylinder bore in mm	

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



NO	ITEM	EQUIPMENT OFFERED
		100 kVA
12.	Displacement volume in cm ³	
13.	Mean piston speed in m/min	
14.	Compression ratio	
15.	Cyclic irregularity	
16.	Fuel consumption of the complete generating set on site in l/h of alternator output at :	
	d) Full load	
	e) $\frac{3}{4}$ load	
	f) $\frac{1}{2}$ load	
	NOTE: A tolerance of 5% shall be allowed above the stated value of fuel consumption.	
17.	Make of fuel injection system.	
18.	Capacity of fuel tank in litres	
19.	Is gauge glass fitted to tank?	
20.	Is electric pump for filling the fuel tank included?	
21.	Method of starting	
22.	Voltage of starting system	
23.	Method of cooling	
24.	Type of radiator if water-cooled	
25.	Type of heater for warming cylinder heads	
26.	Capacity of heater in kW	
27.	Method of protection against high temperature	
28.	Method of protection against low oil pressure	
29.	Type of governor	

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



NO	ITEM	EQUIPMENT OFFERED
		100 kVA
30.	Speed variation in % c. Temporary d. Permanent	
31.	Minimum time required for as assumption of full load in seconds	
32.	Recommended interval in running hours for : a. Lubricating oil change d. Oil filter element change e. Decarbonising	
33.	Type of base	
34.	Can plant be placed on solid concrete floor?	
35.	Are all accessories and ducts included?	
36.	Is engine naturally aspirated	
37.	Are performance curves attached?	
38.	Diameter of exhaust pipe	
39.	Noise level in plant room in dBA	
40.	Noise level at tail of exhaust pipe in dBA	
50.	BMEP (4 stroke) at continuous rating (kPA)	
51.	% Load acceptance to SANS 8528 with 10% transient speed droop	

8.2 b) Alternator

NO	ITEM	EQUIPMENT OFFERED
		100 kVA
1.	Manufacturer's name and model no.	
2.	Country of Origin and year of manufacture	
3.	Type of enclosure	

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



NO	ITEM	EQUIPMENT OFFERED
		100 kVA
4.	Nominal speed in r.p.m.	
5.	Number of bearings	
6.	Terminal voltage	
7.	Sea level rating kVA at 0,8 power factor	
8.	Derating for site conditions	
9.	Input required in kW	
10.	Method of excitation	
11.	Efficiency at 0,8 power factor and : d) Full load e) $\frac{3}{4}$ load f) $\frac{1}{2}$ load	
12.	Maximum permanent voltage variation in %	
13.	Transient voltage dip on full load	
14.	Voltage recovery on full load application in milli-seconds	
15.	Is alternator brushless?	
16.	Class of insulation of windings	
17.	Is alternator tropicalized?	
18.	Symmetrical short circuit current at terminals n Ampere	
19.	Type of Coupling	

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



8.2 c) Control and Switchboard

NO	ITEM	EQUIPMENT OFFERED
		100 kVA
1.	Maker's Name	
2.	Country of Origin	
3.	Is board floor mounted?	
4.	Does the general construction comply to SANS 1473	
5.	Does the maintenance comply with SANS 1473	
6.	What is the fault level rating of board	
7.	Finish of board	
8.	Digital programmable generator controller	
9.	Ratio of current transformers	
10.	Make of circuit breaker	
11.	Type of circuit breaker	
12.	Rating of miniature circuit breaker in Amp and fault level in kA	
13.	Setting range of overload trips	
14.	Setting range of instantaneous trips	
15.	Make of change-over equipment	
16.	Make of voltage relay	
17.	Is control and protection equipment mounted on a small removable panel?	
18.	Type of control equipment	
19.	Make of mains isolator	
20.	Type of indicators for protective devices	

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



NO	ITEM	EQUIPMENT OFFERED
		100 kVA
21.	Make of rectifier	
22.	Type of rectifier	
23.	Is battery charging	
24.	Are volt- and ammeters provided for charging circuit?	
25.	Is the alarm hooter of the continuous duty type?	
26.	Rating in Amps of: e. Change-over equipment f. Mains on load isolator g. By-pass switch (optional) h. Circuit breaker to outgoing feed	

8.2 d) Battery

This item **must** be completed for tender purposes.

NO	ITEM	EQUIPMENT OFFERED
		100 kVA
1.	Maker's Name	
2.	Country of Origin	
3.	Type of battery	
4.	Voltage of battery	
5.	Number of cells	
6.	Capacity in cold crank amp	

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



8.2 e) Dimensions

NO	ITEM	EQUIPMENT OFFERED
		100 kVA
1.	Overall dimensions of set (set only, excluding canopy) in mm	
2.	Overall mass	
3.	Is the proposed space adequate for the installation of the set	

8.2 f) Deviation from the Specification (State briefly)

NO	DESCRIPTION

8.2 g) Guarantee

This item **must** be completed for tender purposes.

NO	ITEM	REMARKS
i)	Guarantee period in months	
ii)	State conditions of guarantee	

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



8.2 h) Weather/ Acoustic Canopy:

This item **must** be completed for tender purposes.

NO	ITEM	EQUIPMENT OFFERED
		100 kVA
1.	Canopy material	
2.	Standard canopy colour	
3.	Overall external dimensions of canopy in mm	
4.	Overall mass (canopy plus generator set)	
5.	Is the proposed space adequate for the installation of the set	
6.	Proposed concrete plinth size	
7.	Is exhaust silencer to be incorporated inside the canopy?	
8.	Sound Attenuation (Splitters) Maker's Name	
9.	Dimensions of Splitters: intake	
10.	Dimensions of Splitters: discharge	
11.	Acoustic Weather Louvre's Maker's Name	
12.	Dimensions of Acoustic Weather Louvre's: discharge	
13.	Acoustic Lining Material of canopy: Product name/ description.	
14.	Noise level outside canopy dBA (1m from generator canopy)	
15.	Noise level outside canopy dBA (7m from generator canopy)	

8.2 i) Spare Parts and Maintenance Facilities

NO	ITEM	REMARKS
1.	Approximate value of spares carried in stock for this particular diesel engine and alternator	
2.	Where are these spares held in stock	

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



NO	ITEM	REMARKS
3.	What facilities exist for the servicing of the equipment offered	
4.	Where are these facilities available	

8.3 a) Engine

NO	ITEM	EQUIPMENT OFFERED
		200 kVA
1.	Manufacturer's Name	
2.	Country of Origin	
3.	Manufacturer's model No. and year of manufacture	
4.	Continuous sea level rating after allowing for ancillary equipment: e) In b.h.p. f) In kW	
5.	Percentage de-rating for site conditions, in accordance with SANS 8528 i) For altitude j) For temperature k) For humidity l) Total de-rating	
6.	Nett. output on site in kW	
7.	Nominal speed in r.p.m.	
8.	Number of cylinders	
9.	Strokes per working cycle	
10.	Stroke in mm	
11.	Cylinder bore in mm	
12.	Swept volume in cm ³	
13.	Mean piston speed in m/min	
14.	Compression ratio	
15.	Cyclic irregularity	

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



NO	ITEM	EQUIPMENT OFFERED
		200 kVA
16.	Fuel consumption of the complete generating set on site in l/h of alternator output at :	
	g) Full load	
	h) $\frac{3}{4}$ load	
	i) $\frac{1}{2}$ load	
	NOTE: A tolerance of 5% shall be allowed above the stated value of fuel consumption.	
17.	Make of fuel injection system.	
18.	Capacity of fuel tank in litres	
19.	Is gauge glass fitted to tank?	
20.	Is electric pump for filling the fuel tank included?	
21.	Method of starting	
22.	Voltage of starting system	
23.	Method of cooling	
24.	Type of radiator if water-cooled	
25.	Type of heater for warming cylinder heads	
26.	Capacity of heater in kW	
27.	Method of protection against high temperature	
28.	Method of protection against low oil pressure	
29.	Type of governor	
30.	Speed variation in % e. Temporary f. Permanent	
31.	Minimum time required for as assumption of full load in seconds	

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



NO	ITEM	EQUIPMENT OFFERED
		200 kVA
32.	Recommended interval in running hours for : a. Lubricating oil change f. Oil filter element change g. Decarbonising	
33.	Type of base	
34.	Can plant be placed on solid concrete floor?	
35.	Are all accessories and ducts included?	
36.	Is engine naturally aspirated	
37.	Are performance curves attached?	
38.	Diameter of exhaust pipe	
39.	Noise level in plant room in dBA	
40.	Noise level at tail of exhaust pipe in dBA	
50.	BMEP (4 stroke) at continuous rating (kPA)	
51.	% Load acceptance to SANS 8528 with 10% transient speed droop	

8.3 b) Alternator

NO	ITEM	EQUIPMENT OFFERED
		200 kVA
1.	Manufacturer's name and model no.	
2.	Country of Origin and year of manufacture	
3.	Type of enclosure	
4.	Nominal speed in r.p.m.	
5.	Number of bearings	
6.	Terminal voltage	

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



NO	ITEM	EQUIPMENT OFFERED
		200 kVA
7.	Sea level rating kVA at 0,8 power factor	
8.	Derating for site conditions	
9.	Input required in kW	
10.	Method of excitation	
11.	Efficiency at 0,8 power factor and : g) Full load h) $\frac{3}{4}$ load i) $\frac{1}{2}$ load	
12.	Maximum permanent voltage variation in %	
13.	Transient voltage dip on full load	
14.	Voltage recovery on full load application in milli-seconds	
15.	Is alternator brushless?	
16.	Class of insulation of windings	
17.	Is alternator tropicalized?	
18.	Symmetrical short circuit current at terminals in Ampere	
19.	Type of Coupling	

8.3 c) Control and Switchboard

NO	ITEM	EQUIPMENT OFFERED
		200 kVA
1.	Maker's Name	
2.	Country of Origin	
3.	Is board floor mounted?	

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



NO	ITEM	EQUIPMENT OFFERED
		200 kVA
4.	Does the general construction comply to SANS 1473	
5.	Does the maintenance comply with SANS 1473	
6.	What is the fault level rating of board	
7.	Finish of board	
8.	Digital programmable generator controller	
9.	Ratio of current transformers	
10.	Make of circuit breaker	
11.	Type of circuit breaker	
12.	Rating of miniature circuit breaker in Amp and fault level in kA	
13.	Setting range of overload trips	
14.	Setting range of instantaneous trips	
15.	Make of change-over equipment	
16.	Make of voltage relay	
17.	Is control and protection equipment mounted on a small removable panel?	
18.	Type of control equipment	
19.	Make of mains isolator	
20.	Type of indicators for protective devices	
21.	Make of rectifier	
22.	Type of rectifier	
23.	Is battery charging	
24.	Are volt- and ammeters provided for charging circuit?	

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



NO	ITEM	EQUIPMENT OFFERED
		200 kVA
25.	Is the alarm hooter of the continuous duty type?	
26.	Rating in Amps of: i. Change-over equipment j. Mains on load isolator k. By-pass switch (optional) l. Circuit breaker to outgoing feed	

8.3 d) Battery

This item **must** be completed for tender purposes.

NO	ITEM	EQUIPMENT OFFERED
		200 kVA
1.	Maker's Name	
2.	Country of Origin	
3.	Type of battery	
4.	Voltage of battery	
5.	Number of cells	
6.	Capacity in cold crank amp	

8.3 e) Dimensions

NO	ITEM	EQUIPMENT OFFERED
		200 kVA
1.	Overall dimensions of set (set only, excluding canopy) in mm	
2.	Overall mass	

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



NO	ITEM	EQUIPMENT OFFERED
		200 kVA
3.	Is the proposed space adequate for the installation of the set	

8.3 f) Deviation from the Specification (State briefly)

NO	DESCRIPTION

8.3 g) Guarantee

This item **must** be completed for tender purposes.

NO	ITEM	REMARKS
i)	Guarantee period in months	
ii)	State conditions of guarantee	

8.3 h) Weather/ Acoustic Canopy:

This item **must** be completed for tender purposes.

NO	ITEM	EQUIPMENT OFFERED
		200 kVA
1.	Canopy material	
2.	Standard canopy colour	
3.	Overall external dimensions of canopy in mm	
4.	Overall mass (canopy plus generator set)	
5.	Is the proposed space adequate for the installation of the set	
6.	Proposed concrete plinth size	

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



NO	ITEM	EQUIPMENT OFFERED
		200 kVA
7.	Is exhaust silencer to be incorporated inside the canopy?	
8.	Sound Attenuation (Splitters) Maker's Name	
9.	Dimensions of Splitters: intake	
10.	Dimensions of Splitters: discharge	
11.	Acoustic Weather Louvre's Maker's Name	
12.	Dimensions of Acoustic Weather Louvre's: discharge	
13.	Acoustic Lining Material of canopy: Product name/ description.	
14.	Noise level outside canopy dBA (1m from generator canopy)	
15.	Noise level outside canopy dBA (7m from generator canopy)	

8.3 i) Spare Parts and Maintenance Facilities

NO	ITEM	REMARKS
1.	Approximate value of spares carried in stock for this particular diesel engine and alternator	
2.	Where are these spares held in stock	
3.	What facilities exist for the servicing of the equipment offered	
4.	Where are these facilities available	

8.4 a) Engine

NO	ITEM	EQUIPMENT OFFERED
		300 kVA
1.	Manufacturer's Name	
2.	Country of Origin	
3.	Manufacturer's model No. and year of manufacture	

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



NO	ITEM	EQUIPMENT OFFERED
		300 kVA
4.	Continuous sea level rating after allowing for ancillary equipment: g) In b.h.p. h) In kW	
5.	Percentage de-rating for site conditions, in accordance with SANS 8528 m) For altitude n) For temperature o) For humidity p) Total de-rating	
6.	Nett. output on site in kW	
7.	Nominal speed in r.p.m.	
8.	Number of cylinders	
9.	Strokes per working cycle	
10.	Stroke in mm	
11.	Cylinder bore in mm	
12.	Swept volume in cm ³	
13.	Mean piston speed in m/min	
14.	Compression ratio	
15.	Cyclic irregularity	
16.	Fuel consumption of the complete generating set on site in l/h of alternator output at:	
	j) Full load	
	k) $\frac{3}{4}$ load	
	l) $\frac{1}{2}$ load	
	NOTE: A tolerance of 5% shall be allowed above the stated value of fuel consumption.	
17.	Make of fuel injection system.	
18.	Capacity of fuel tank in litres	
19.	Is gauge glass fitted to tank?	

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



NO	ITEM	EQUIPMENT OFFERED
		300 kVA
20.	Is electric pump for filling the fuel tank included?	
21.	Method of starting	
22.	Voltage of starting system	
23.	Method of cooling	
24.	Type of radiator if water-cooled	
25.	Type of heater for warming cylinder heads	
26.	Capacity of heater in kW	
27.	Method of protection against high temperature	
28.	Method of protection against low oil pressure	
29.	Type of governor	
30.	Speed variation in % g. Temporary h. Permanent	
31.	Minimum time required for as assumption of full load in seconds	
32.	Recommended interval in running hours for : a. Lubricating oil change h. Oil filter element change i. Decarbonising	
33.	Type of base	
34.	Can plant be placed on solid concrete floor?	
35.	Are all accessories and ducts included?	
36.	Is engine naturally aspirated	
37.	Are performance curves attached?	
38.	Diameter of exhaust pipe	

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



NO	ITEM	EQUIPMENT OFFERED
		300 kVA
39.	Noise level in plant room in dBA	
40.	Noise level at tail of exhaust pipe in dBA	
50.	BMEP (4 stroke) at continuous rating (kPA)	
51.	% Load acceptance to SANS 8528 with 10% transient speed droop	

(8.4 b) Alternator

NO	ITEM	EQUIPMENT OFFERED
		300 kVA
1.	Manufacturer's name and model no.	
2.	Country of Origin and year of manufacture	
3.	Type of enclosure	
4.	Nominal speed in r.p.m.	
5.	Number of bearings	
6.	Terminal voltage	
7.	Sea level rating kVA at 0,8 power factor	
8.	Derating for site conditions	
9.	Input required in kW	
10.	Method of excitation	
11.	Efficiency at 0,8 power factor and : j) Full load k) ¾ load l) ½ load	
12.	Maximum permanent voltage variation in %	

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



NO	ITEM	EQUIPMENT OFFERED
		300 kVA
13.	Transient voltage dip on full load	
14.	Voltage recovery on full load application in milli-seconds	
15.	Is alternator brushless?	
16.	Class of insulation of windings	
17.	Is alternator tropicalized?	
18.	Symmetrical short circuit current at terminals n Ampere	
19.	Type of Coupling	

8.4 c) Control and Switchboard

NO	ITEM	EQUIPMENT OFFERED
		300 kVA
1.	Maker's Name	
2.	Country of Origin	
3.	Is board floor mounted?	
4.	Does the general construction comply to SANS 1473	
5.	Does the maintenance comply with SANS 1473	
6.	What is the fault level rating of board	
7.	Finish of board	
8.	Digital programmable generator controller	
9.	Ratio of current transformers	
10.	Make of circuit breaker	
11.	Type of circuit breaker	

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



NO	ITEM	EQUIPMENT OFFERED
		300 kVA
12.	Rating of miniature circuit breaker in Amp and fault level in kA	
13.	Setting range of overload trips	
14.	Setting range of instantaneous trips	
15.	Make of change-over equipment	
16.	Make of voltage relay	
17.	Is control and protection equipment mounted on a small removable panel?	
18.	Type of control equipment	
19.	Make of mains isolator	
20.	Type of indicators for protective devices	
21.	Make of rectifier	
22.	Type of rectifier	
23.	Is battery charging	
24.	Are volt- and ammeters provided for charging circuit?	
25.	Is the alarm hooter of the continuous duty type?	
26.	Rating in Amps of: m. Change-over equipment n. Mains on load isolator o. By-pass switch (optional) p. Circuit breaker to outgoing feed	

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



8.4 d) Battery

This item **must** be completed for tender purposes.

NO	ITEM	EQUIPMENT OFFERED
		300 kVA
1.	Maker's Name	
2.	Country of Origin	
3.	Type of battery	
4.	Voltage of battery	
5.	Number of cells	
6.	Capacity in cold crank amp	

8.4 e) Dimensions

NO	ITEM	EQUIPMENT OFFERED
		300 kVA
1.	Overall dimensions of set (set only, excluding canopy) in mm	
2.	Overall mass	
3.	Is the proposed space adequate for the installation of the set	

8.4 f) Deviation from the Specification (State briefly)

NO	DESCRIPTION

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



8.4 g) Guarantee

This item **must** be completed for tender purposes.

NO	ITEM	REMARKS
i)	Guarantee period in months	
ii)	State conditions of guarantee	

8.4 h) Weather/ Acoustic Canopy:

This item **must** be completed for tender purposes.

NO	ITEM	EQUIPMENT OFFERED
		300 kVA
1.	Canopy material	
2.	Standard canopy colour	
3.	Overall external dimensions of canopy in mm	
4.	Overall mass (canopy plus generator set)	
5.	Is the proposed space adequate for the installation of the set	
6.	Proposed concrete plinth size	
7.	Is exhaust silencer to be incorporated inside the canopy?	
8.	Sound Attenuation (Splitters) Maker's Name	
9.	Dimensions of Splitters: intake	
10.	Dimensions of Splitters: discharge	
11.	Acoustic Weather Louvre's Maker's Name	
12.	Dimensions of Acoustic Weather Louvre's: discharge	
13.	Acoustic Lining Material of canopy: Product name/ description.	
14.	Noise level outside canopy dBA (1m from generator canopy)	

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



NO	ITEM	EQUIPMENT OFFERED
		300 kVA
15.	Noise level outside canopy dBA (7m from generator canopy)	

8.4 i) Spare Parts and Maintenance Facilities

NO	ITEM	REMARKS
1.	Approximate value of spares carried in stock for this particular diesel engine and alternator	
2.	Where are these spares held in stock	
3.	What facilities exist for the servicing of the equipment offered	
4.	Where are these facilities available	

8.5 a) Engine

NO	ITEM	EQUIPMENT OFFERED
		400 kVA
1.	Manufacturer's Name	
2.	Country of Origin	
3.	Manufacturer's model No. and year of manufacture	
4.	Continuous sea level rating after allowing for ancillary equipment: i) In b.h.p. j) In kW	
5.	Percentage de-rating for site conditions, in accordance with SANS 8528 q) For altitude r) For temperature s) For humidity t) Total de-rating	
6.	Nett. output on site in kW	

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



NO	ITEM	EQUIPMENT OFFERED
		400 kVA
7.	Nominal speed in r.p.m.	
8.	Number of cylinders	
9.	Strokes per working cycle	
10.	Stroke in mm	
11.	Cylinder bore in mm	
12.	Swept volume in cm ³	
13.	Mean piston speed in m/min	
14.	Compression ratio	
15.	Cyclic irregularity	
16.	Fuel consumption of the complete generating set on site in l/h of alternator output at :	
	m) Full load	
	n) $\frac{3}{4}$ load	
	o) $\frac{1}{2}$ load	
	NOTE: A tolerance of 5% shall be allowed above the stated value of fuel consumption.	
17.	Make of fuel injection system.	
18.	Capacity of fuel tank in litres	
19.	Is gauge glass fitted to tank?	
20.	Is electric pump for filling the fuel tank included?	
21.	Method of starting	
22.	Voltage of starting system	
23.	Method of cooling	
24.	Type of radiator if water-cooled	
25.	Type of heater for warming cylinder heads	
26.	Capacity of heater in kW	

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



NO	ITEM	EQUIPMENT OFFERED
		400 kVA
27.	Method of protection against high temperature	
28.	Method of protection against low oil pressure	
29.	Type of governor	
30.	Speed variation in % i. Temporary j. Permanent	
31.	Minimum time required for as assumption of full load in seconds	
32.	Recommended interval in running hours for: a. Lubricating oil change j. Oil filter element change k. Decarbonising	
33.	Type of base	
34.	Can plant be placed on solid concrete floor?	
35.	Are all accessories and ducts included?	
36.	Is engine naturally aspirated	
37.	Are performance curves attached?	
38.	Diameter of exhaust pipe	
39.	Noise level in plant room in dBA	
40.	Noise level at tail of exhaust pipe in dBA	
50.	BMEP (4 stroke) at continuous rating (kPA)	
51.	% Load acceptance to SANS 8528 with 10% transient speed droop	

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



8.5 b) Alternator

NO	ITEM	EQUIPMENT OFFERED
		400 kVA
1.	Manufacturer's name and model no.	
2.	Country of Origin and year of manufacture	
3.	Type of enclosure	
4.	Nominal speed in r.p.m.	
5.	Number of bearings	
6.	Terminal voltage	
7.	Sea level rating kVA at 0,8 power factor	
8.	Derating for site conditions	
9.	Input required in kW	
10.	Method of excitation	
11.	Efficiency at 0,8 power factor and : m) Full load n) $\frac{3}{4}$ load o) $\frac{1}{2}$ load	
12.	Maximum permanent voltage variation in %	
13.	Transient voltage dip on full load	
14.	Voltage recovery on full load application in milli-seconds	
15.	Is alternator brushless?	
16.	Class of insulation of windings	
17.	Is alternator tropicalized?	
18.	Symmetrical short circuit current at terminals n Ampere	
19.	Type of Coupling	

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



8.5 c) Control and Switchboard

NO	ITEM	EQUIPMENT OFFERED
		400 kVA
1.	Maker's Name	
2.	Country of Origin	
3.	Is board floor mounted?	
4.	Does the general construction comply to SANS 1473	
5.	Does the maintenance comply with SANS 1473	
6.	What is the fault level rating of board	
7.	Finish of board	
8.	Digital programmable generator controller	
9.	Ratio of current transformers	
10.	Make of circuit breaker	
11.	Type of circuit breaker	
12.	Rating of miniature circuit breaker in Amp and fault level in kA	
13.	Setting range of overload trips	
14.	Setting range of instantaneous trips	
15.	Make of change-over equipment	
16.	Make of voltage relay	
17.	Is control and protection equipment mounted on a small removable panel?	
18.	Type of control equipment	
19.	Make of mains isolator	

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



NO	ITEM	EQUIPMENT OFFERED
		400 kVA
20.	Type of indicators for protective devices	
21.	Make of rectifier	
22.	Type of rectifier	
23.	Is battery charging	
24.	Are volt- and ammeters provided for charging circuit?	
25.	Is the alarm hooter of the continuous duty type?	
26.	Rating in Amps of: q. Change-over equipment r. Mains on load isolator s. By-pass switch (optional) t. Circuit breaker to outgoing feed	

8.5 d) Battery

This item must be completed for tender purposes.

NO	ITEM	EQUIPMENT OFFERED
		400 kVA
1.	Maker's Name	
2.	Country of Origin	
3.	Type of battery	
4.	Voltage of battery	
5.	Number of cells	
6.	Capacity in cold crank amp	

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



8.5 e) Dimensions

NO	ITEM	EQUIPMENT OFFERED
		400 kVA
1.	Overall dimensions of set (set only, excluding canopy) in mm	
2.	Overall mass	
3.	Is the proposed space adequate for the installation of the set	

8.5 f) Deviation from the Specification (State briefly)

NO	DESCRIPTION

8.5 g) Guarantee

This item **must** be completed for tender purposes.

NO	ITEM	REMARKS
i)	Guarantee period in months	
ii)	State conditions of guarantee	

8.5 h) Weather/ Acoustic Canopy:

This item **must** be completed for tender purposes.

NO	ITEM	EQUIPMENT OFFERED
		400 kVA
1.	Canopy material	
2.	Standard canopy colour	

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



NO	ITEM	EQUIPMENT OFFERED
		400 kVA
3.	Overall external dimensions of canopy in mm	
4.	Overall mass (canopy plus generator set)	
5.	Is the proposed space adequate for the installation of the set	
6.	Proposed concrete plinth size	
7.	Is exhaust silencer to be incorporated inside the canopy?	
8.	Sound Attenuation (Splitters) Maker's Name	
9.	Dimensions of Splitters: intake	
10.	Dimensions of Splitters: discharge	
11.	Acoustic Weather Louvre's Maker's Name	
12.	Dimensions of Acoustic Weather Louvre's: discharge	
13.	Acoustic Lining Material of canopy: Product name/description.	
14.	Noise level outside canopy dBA (1m from generator canopy)	
15.	Noise level outside canopy dBA (7m from generator canopy)	

8.5 i) Spare Parts and Maintenance Facilities

NO	ITEM	REMARKS
1.	Approximate value of spares carried in stock for this particular diesel engine and alternator	
2.	Where are these spares held in stock	
3.	What facilities exist for the servicing of the equipment offered	
4.	Where are these facilities available	

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



8.6 a) Engine

NO	ITEM	EQUIPMENT OFFERED
		500 kVA
1.	Manufacturer's Name	
2.	Country of Origin	
3.	Manufacturer's model No. and year of manufacture	
4.	Continuous sea level rating after allowing for ancillary equipment: k) In b.h.p. l) In kW	
5.	Percentage de-rating for site conditions, in accordance with SANS 8528 u) For altitude v) For temperature w) For humidity x) Total de-rating	
6.	Nett. output on site in kW	
7.	Nominal speed in r.p.m.	
8.	Number of cylinders	
9.	Strokes per working cycle	
10.	Stroke in mm	
11.	Cylinder bore in mm	
12.	Swept volume in cm ³	
13.	Mean piston speed in m/min	
14.	Compression ratio	
15.	Cyclic irregularity	
16.	Fuel consumption of the complete generating set on site in l/h of alternator output at :	
	p) Full load	
	q) $\frac{3}{4}$ load	
	r) $\frac{1}{2}$ load	
	NOTE:	

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



NO	ITEM	EQUIPMENT OFFERED
		500 kVA
	A tolerance of 5% shall be allowed above the stated value of fuel consumption.	
17.	Make of fuel injection system.	
18.	Capacity of fuel tank in litres	
19.	Is gauge glass fitted to tank?	
20.	Is electric pump for filling the fuel tank included?	
21.	Method of starting	
22.	Voltage of starting system	
23.	Method of cooling	
24.	Type of radiator if water-cooled	
25.	Type of heater for warming cylinder heads	
26.	Capacity of heater in kW	
27.	Method of protection against high temperature	
28.	Method of protection against low oil pressure	
29.	Type of governor	
30.	Speed variation in % k. Temporary l. Permanent	
31.	Minimum time required for as assumption of full load in seconds	
32.	Recommended interval in running hours for : a. Lubricating oil change l. Oil filter element change m. Decarbonising	
33.	Type of base	
34.	Can plant be placed on solid concrete floor?	
35.	Are all accessories and ducts included?	

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



NO	ITEM	EQUIPMENT OFFERED
		500 kVA
36.	Is engine naturally aspirated	
37.	Are performance curves attached?	
38.	Diameter of exhaust pipe	
39.	Noise level in plant room in dBA	
40.	Noise level at tail of exhaust pipe in dBA	
50.	BMEP (4 stroke) at continuous rating (kPA)	
51.	% Load acceptance to SANS 8528 with 10% transient speed droop	

8.6 b) Alternator

NO	ITEM	EQUIPMENT OFFERED
		500 kVA
1.	Manufacturer's name and model no.	
2.	Country of Origin and year of manufacture	
3.	Type of enclosure	
4.	Nominal speed in r.p.m.	
5.	Number of bearings	
6.	Terminal voltage	
7.	Sea level rating kVA at 0,8 power factor	
8.	Derating for site conditions	
9.	Input required in kW	
10.	Method of excitation	

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



11.	Efficiency at 0,8 power factor and : p) Full load q) $\frac{3}{4}$ load r) $\frac{1}{2}$ load	
12.	Maximum permanent voltage variation in %	
13.	Transient voltage dip on full load	
14.	Voltage recovery on full load application in milli-seconds	
15.	Is alternator brushless?	
16.	Class of insulation of windings	
17.	Is alternator tropicalized?	
18.	Symmetrical short circuit current at terminals n Ampere	
19.	Type of Coupling	

8.6 c) Control and Switchboard

NO	ITEM	EQUIPMENT OFFERED
		500 kVA
1.	Maker's Name	
2.	Country of Origin	
3.	Is board floor mounted?	
4.	Does the general construction comply to SANS 1473	
5.	Does the maintenance comply with SANS 1473	
6.	What is the fault level rating of board	
7.	Finish of board	
8.	Digital programmable generator controller	
9.	Ratio of current transformers	

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



NO	ITEM	EQUIPMENT OFFERED
		500 kVA
10.	Make of circuit breaker	
11.	Type of circuit breaker	
12.	Rating of miniature circuit breaker in Amp and fault level in kA	
13.	Setting range of overload trips	
14.	Setting range of instantaneous trips	
15.	Make of change-over equipment	
16.	Make of voltage relay	
17.	Is control and protection equipment mounted on a small removable panel?	
18.	Type of control equipment	
19.	Make of mains isolator	
20.	Type of indicators for protective devices	
21.	Make of rectifier	
22.	Type of rectifier	
23.	Is battery charging	
24.	Are volt- and ammeters provided for charging circuit?	
25.	Is the alarm hooter of the continuous duty type?	
26.	Rating in Amps of: u. Change-over equipment v. Mains on load isolator w. By-pass switch (optional) x. Circuit breaker to outgoing feed	

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



8.6 d) Battery

This item must be completed for tender purposes.

NO	ITEM	EQUIPMENT OFFERED
		500 kVA
1.	Maker's Name	
2.	Country of Origin	
3.	Type of battery	
4.	Voltage of battery	
5.	Number of cells	
6.	Capacity in cold crank amp	

8.6 e) Dimensions

NO	ITEM	EQUIPMENT OFFERED
		500 kVA
1.	Overall dimensions of set (set only, excluding canopy) in mm	
2.	Overall mass	
3.	Is the proposed space adequate for the installation of the set	

8.6 f) Deviation from the Specification (State briefly)

NO	DESCRIPTION

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



8.6 g) Guarantee

This item **must** be completed for tender purposes.

NO	ITEM	REMARKS
i)	Guarantee period in months	
ii)	State conditions of guarantee	

8.6 h) Weather/ Acoustic Canopy:

This item **must** be completed for tender purposes.

NO	ITEM	EQUIPMENT OFFERED
		500 kVA
1.	Canopy material	
2.	Standard canopy colour	
3.	Overall external dimensions of canopy in mm	
4.	Overall mass (canopy plus generator set)	
5.	Is the proposed space adequate for the installation of the set	
6.	Proposed concrete plinth size	
7.	Is exhaust silencer to be incorporated inside the canopy?	
8.	Sound Attenuation (Splitters) Maker's Name	
9.	Dimensions of Splitters: intake	
10.	Dimensions of Splitters: discharge	
11.	Acoustic Weather Louvre's Maker's Name	
12.	Dimensions of Acoustic Weather Louvre's: discharge	

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



13.	Acoustic Lining Material of canopy: Product name/ description.	
14.	Noise level outside canopy dBA (1m from generator canopy)	
15.	Noise level outside canopy dBA (7m from generator canopy)	

8.6 i) Spare Parts and Maintenance Facilities

NO	ITEM	REMARKS
1.	Approximate value of spares carried in stock for this particular diesel engine and alternator	
2.	Where are these spares held in stock	
3.	What facilities exist for the servicing of the equipment offered	
4.	Where are these facilities available	

8.7 a) Engine

NO	ITEM	EQUIPMENT OFFERED
		800 kVA
1.	Manufacturer's Name	
2.	Country of Origin	
3.	Manufacturer's model No. and year of manufacture	
4.	Continuous sea level rating after allowing for ancillary equipment: m) In b.h.p. n) In kW	
5.	Percentage de-rating for site conditions, in accordance with SANS 8528 y) For altitude z) For temperature aa) For humidity bb) Total de-rating	

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



NO	ITEM	EQUIPMENT OFFERED
		800 kVA
6.	Nett. output on site in kW	
7.	Nominal speed in r.p.m.	
8.	Number of cylinders	
9.	Strokes per working cycle	
10.	Stroke in mm	
11.	Cylinder bore in mm	
12.	Swept volume in cm ³	
13.	Mean piston speed in m/min	
14.	Compression ratio	
15.	Cyclic irregularity	
16.	Fuel consumption of the complete generating set on site in l/h of alternator output at :	
	s) Full load	
	t) $\frac{3}{4}$ load	
	u) $\frac{1}{2}$ load	
	NOTE: A tolerance of 5% shall be allowed above the stated value of fuel consumption.	
17.	Make of fuel injection system.	
18.	Capacity of fuel tank in litres	
19.	Is gauge glass fitted to tank?	
20.	Is electric pump for filling the fuel tank included?	
21.	Method of starting	
22.	Voltage of starting system	
23.	Method of cooling	
24.	Type of radiator if water-cooled	
25.	Type of heater for warming cylinder heads	

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



NO	ITEM	EQUIPMENT OFFERED
		800 kVA
26.	Capacity of heater in kW	
27.	Method of protection against high temperature	
28.	Method of protection against low oil pressure	
29.	Type of governor	
30.	Speed variation in % m. Temporary n. Permanent	
31.	Minimum time required for as assumption of full load in seconds	
32.	Recommended interval in running hours for: a. Lubricating oil change n. Oil filter element change o. Decarbonising	
33.	Type of base	
34.	Can plant be placed on solid concrete floor?	
35.	Are all accessories and ducts included?	
36.	Is engine naturally aspirated	
37.	Are performance curves attached?	
38.	Diameter of exhaust pipe	
39.	Noise level in plant room in dBA	
40.	Noise level at tail of exhaust pipe in dBA	
50.	BMEP (4 stroke) at continuous rating (kPA)	
51.	% Load acceptance to SANS 8528 with 10% transient speed droop	

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



8.7 b) Alternator

NO	ITEM	EQUIPMENT OFFERED
		800 kVA
1.	Manufacturer's name and model no.	
2.	Country of Origin and year of manufacture	
3.	Type of enclosure	
4.	Nominal speed in r.p.m.	
5.	Number of bearings	
6.	Terminal voltage	
7.	Sea level rating kVA at 0,8 power factor	
8.	Derating for site conditions	
9.	Input required in kW	
10.	Method of excitation	
11.	Efficiency at 0,8 power factor and : s) Full load t) ¾ load u) ½ load	
12.	Maximum permanent voltage variation in %	
13.	Transient voltage dip on full load	
14.	Voltage recovery on full load application in milli-seconds	
15.	Is alternator brushless?	
16.	Class of insulation of windings	
17.	Is alternator tropicalized?	
18.	Symmetrical short circuit current at terminals n Ampere	

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



NO	ITEM	EQUIPMENT OFFERED
		800 kVA
19.	Type of Coupling	

8.7 c) Control and Switchboard

NO	ITEM	EQUIPMENT OFFERED
		800 kVA
1.	Maker's Name	
2.	Country of Origin	
3.	Is board floor mounted?	
4.	Does the general construction comply to SANS 1473	
5.	Does the maintenance comply with SANS 1473	
6.	What is the fault level rating of board	
7.	Finish of board	
8.	Digital programmable generator controller	
9.	Ratio of current transformers	
10.	Make of circuit breaker	
11.	Type of circuit breaker	
12.	Rating of miniature circuit breaker in Amp and fault level in kA	
13.	Setting range of overload trips	
14.	Setting range of instantaneous trips	
15.	Make of change-over equipment	
16.	Make of voltage relay	

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



NO	ITEM	EQUIPMENT OFFERED
		800 kVA
17.	Is control and protection equipment mounted on a small removable panel?	
18.	Type of control equipment	
19.	Make of mains isolator	
20.	Type of indicators for protective devices	
21.	Make of rectifier	
22.	Type of rectifier	
23.	Is battery charging	
24.	Are volt- and ammeters provided for charging circuit?	
25.	Is the alarm hooter of the continuous duty type?	
26.	Rating in Amps of: y. Change-over equipment z. Mains on load isolator aa. By-pass switch (optional) bb. Circuit breaker to outgoing feed	

8.7 d) Battery

This item must be completed for tender purposes.

NO	ITEM	EQUIPMENT OFFERED
		800 kVA
1.	Maker's Name	
2.	Country of Origin	
3.	Type of battery	

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



NO	ITEM	EQUIPMENT OFFERED
		800 kVA
4.	Voltage of battery	
5.	Number of cells	
6.	Capacity in cold crank amp	

8.7 e) Dimensions

NO	ITEM	EQUIPMENT OFFERED
		800 kVA
1.	Overall dimensions of set (set only, excluding canopy) in mm	
2.	Overall mass	
3.	Is the proposed space adequate for the installation of the set	

8.7 f) Deviation from the Specification (State briefly)

NO	DESCRIPTION

8.7 g) Guarantee

This item **must** be completed for tender purposes.

NO	ITEM	REMARKS
i)	Guarantee period in months	
ii)	State conditions of guarantee	

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



8.7 h) Weather/ Acoustic Canopy:

This item **must** be completed for tender purposes.

NO	ITEM	EQUIPMENT OFFERED
		800 kVA
1.	Canopy material	
2.	Standard canopy colour	
3.	Overall external dimensions of canopy in mm	
4.	Overall mass (canopy plus generator set)	
5.	Is the proposed space adequate for the installation of the set	
6.	Proposed concrete plinth size	
7.	Is exhaust silencer to be incorporated inside the canopy?	
8.	Sound Attenuation (Splitters) Maker's Name	
9.	Dimensions of Splitters: intake	
10.	Dimensions of Splitters: discharge	
11.	Acoustic Weather Louvre's Maker's Name	
12.	Dimensions of Acoustic Weather Louvre's: discharge	
13.	Acoustic Lining Material of canopy: Product name/ description.	
14.	Noise level outside canopy dBA (1m from generator canopy)	
15.	Noise level outside canopy dBA (7m from generator canopy)	

8.7 i) Spare Parts and Maintenance Facilities

NO	ITEM	REMARKS
1.	Approximate value of spares carried in stock for this particular diesel engine and alternator	
2.	Where are these spares held in stock	

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



NO	ITEM	REMARKS
3.	What facilities exist for the servicing of the equipment offered	
4.	Where are these facilities available	

8.8 a) Engine

NO	ITEM	EQUIPMENT OFFERED
		1000 kVA
1.	Manufacturer's Name	
2.	Country of Origin	
3.	Manufacturer's model No. and year of manufacture	
4.	Continuous sea level rating after allowing for ancillary equipment: o) In b.h.p. p) In kW	
5.	Percentage de-rating for site conditions, in accordance with SANS 8528 cc) For altitude dd) For temperature ee) For humidity ff) Total de-rating	
6.	Nett. output on site in kW	
7.	Nominal speed in r.p.m.	
8.	Number of cylinders	
9.	Strokes per working cycle	
10.	Stroke in mm	
11.	Cylinder bore in mm	
12.	Swept volume in cm ³	
13.	Mean piston speed in m/min	
14.	Compression ratio	
15.	Cyclic irregularity	
16.	Fuel consumption of the complete generating set on site in l/h of alternator output at:	

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



NO	ITEM	EQUIPMENT OFFERED
		1000 kVA
	v) Full load	
	w) $\frac{3}{4}$ load	
	x) $\frac{1}{2}$ load	
	NOTE: A tolerance of 5% shall be allowed above the stated value of fuel consumption.	
17.	Make of fuel injection system.	
18.	Capacity of fuel tank in litres	
19.	Is gauge glass fitted to tank?	
20.	Is electric pump for filling the fuel tank included?	
21.	Method of starting	
22.	Voltage of starting system	
23.	Method of cooling	
24.	Type of radiator if water-cooled	
25.	Type of heater for warming cylinder heads	
26.	Capacity of heater in kW	
27.	Method of protection against high temperature	
28.	Method of protection against low oil pressure	
29.	Type of governor	
30.	Speed variation in % o. Temporary p. Permanent	
31.	Minimum time required for as assumption of full load in seconds	
32.	Recommended interval in running hours for: a. Lubricating oil change p. Oil filter element change q. Decarbonising	

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



NO	ITEM	EQUIPMENT OFFERED
		1000 kVA
33.	Type of base	
34.	Can plant be placed on solid concrete floor?	
35.	Are all accessories and ducts included?	
36.	Is engine naturally aspirated	
37.	Are performance curves attached?	
38.	Diameter of exhaust pipe	
39.	Noise level in plant room in dBA	
40.	Noise level at tail of exhaust pipe in dBA	
50.	BMEP (4 stroke) at continuous rating (kPA)	
51.	% Load acceptance to SANS 8528 with 10% transient speed droop	

8.8 b) Alternator

NO	ITEM	EQUIPMENT OFFERED
		1000 kVA
1.	Manufacturer's name and model no.	
2.	Country of Origin and year of manufacture	
3.	Type of enclosure	
4.	Nominal speed in r.p.m.	
5.	Number of bearings	
6.	Terminal voltage	
7.	Sea level rating kVA at 0,8 power factor	
8.	Derating for site conditions	

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



NO	ITEM	EQUIPMENT OFFERED
		1000 kVA
9.	Input required in kW	
10.	Method of excitation	
11.	Efficiency at 0,8 power factor and: v) Full load w) $\frac{3}{4}$ load x) $\frac{1}{2}$ load	
12.	Maximum permanent voltage variation in %	
13.	Transient voltage dip on full load	
14.	Voltage recovery on full load application in milli-seconds	
15.	Is alternator brushless?	
16.	Class of insulation of windings	
17.	Is alternator tropicalized?	
18.	Symmetrical short circuit current at terminals n Ampere	
19.	Type of Coupling	

8.8 c) Control and Switchboard

NO	ITEM	EQUIPMENT OFFERED
		1000 kVA
1.	Maker's Name	
2.	Country of Origin	
3.	Is board floor mounted?	
4.	Does the general construction comply to SANS 1473	
5.	Does the maintenance comply with SANS 1473	
6.	What is the fault level rating of board	

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



NO	ITEM	EQUIPMENT OFFERED
		1000 kVA
7.	Finish of board	
8.	Digital programmable generator controller	
9.	Ratio of current transformers	
10.	Make of circuit breaker	
11.	Type of circuit breaker	
12.	Rating of miniature circuit breaker in Amp and fault level in kA	
13.	Setting range of overload trips	
14.	Setting range of instantaneous trips	
15.	Make of change-over equipment	
16.	Make of voltage relay	
17.	Is control and protection equipment mounted on a small removable panel?	
18.	Type of control equipment	
19.	Make of mains isolator	
20.	Type of indicators for protective devices	
21.	Make of rectifier	
22.	Type of rectifier	
23.	Is battery charging	
24.	Are volt- and ammeters provided for charging circuit?	
25.	Is the alarm hooter of the continuous duty type?	

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



NO	ITEM	EQUIPMENT OFFERED
		1000 kVA
26.	Rating in Amps of: cc. Change-over equipment dd. Mains on load isolator ee. By-pass switch (optional) ff. Circuit breaker to outgoing feed	

8.8 d) Battery

This item **must** be completed for tender purposes.

NO	ITEM	EQUIPMENT OFFERED
		1000 kVA
1.	Maker's Name	
2.	Country of Origin	
3.	Type of battery	
4.	Voltage of battery	
5.	Number of cells	
6.	Capacity in cold crank amp	

8.8 e) Dimensions

NO	ITEM	EQUIPMENT OFFERED
		1000 kVA
1.	Overall dimensions of set (set only, excluding canopy) in mm	
2.	Overall mass	
3.	Is the proposed space adequate for the installation of the set	

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



8.8 f) Deviation from the Specification (State briefly)

NO	DESCRIPTION

8.8 g) Guarantee

This item **must** be completed for tender purposes.

NO	ITEM	REMARKS
i)	Guarantee period in months	
ii)	State conditions of guarantee	

8.8 h) Weather/ Acoustic Canopy:

This item **must** be completed for tender purposes.

NO	ITEM	EQUIPMENT OFFERED
		1000 kVA
1.	Canopy material	
2.	Standard canopy colour	
3.	Overall external dimensions of canopy in mm	
4.	Overall mass (canopy plus generator set)	
5.	Is the proposed space adequate for the installation of the set	
6.	Proposed concrete plinth size	
7.	Is exhaust silencer to be incorporated inside the canopy?	
8.	Sound Attenuation (Splitters) Maker's Name	
9.	Dimensions of Splitters: intake	

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



NO	ITEM	EQUIPMENT OFFERED
		1000 kVA
10.	Dimensions of Splitters: discharge	
11.	Acoustic Weather Louvre's Maker's Name	
12.	Dimensions of Acoustic Weather Louvre's: discharge	
13.	Acoustic Lining Material of canopy: Product name/ description.	
14.	Noise level outside canopy dBA (1m from generator canopy)	
15.	Noise level outside canopy dBA (7m from generator canopy)	

8.8 i) Spare Parts and Maintenance Facilities

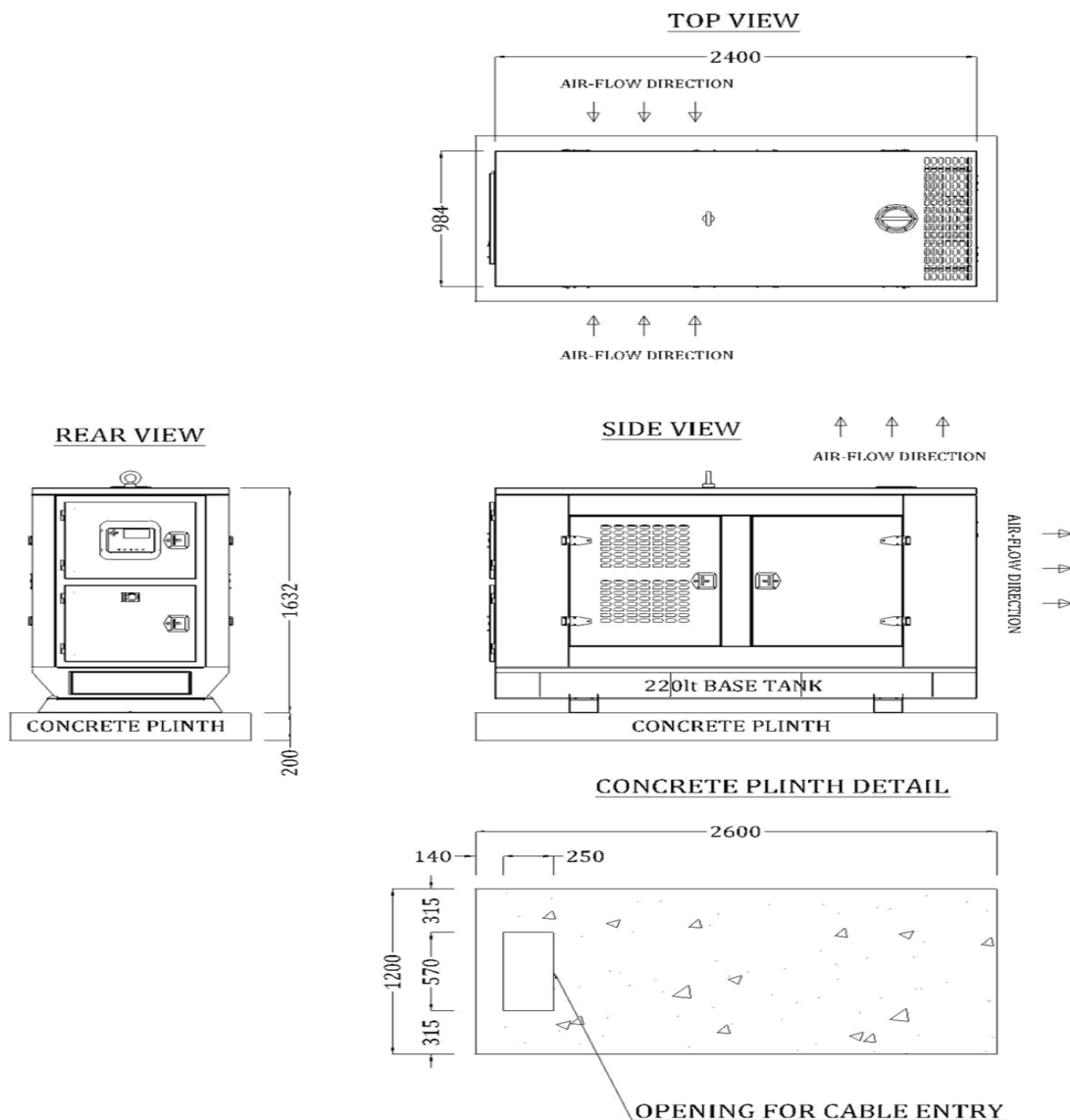
NO	ITEM	REMARKS
1.	Approximate value of spares carried in stock for this particular diesel engine and alternator	
2.	Where are these spares held in stock	
3.	What facilities exist for the servicing of the equipment offered	
4.	Where are these facilities available	

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



Proposed Canopy Sizes

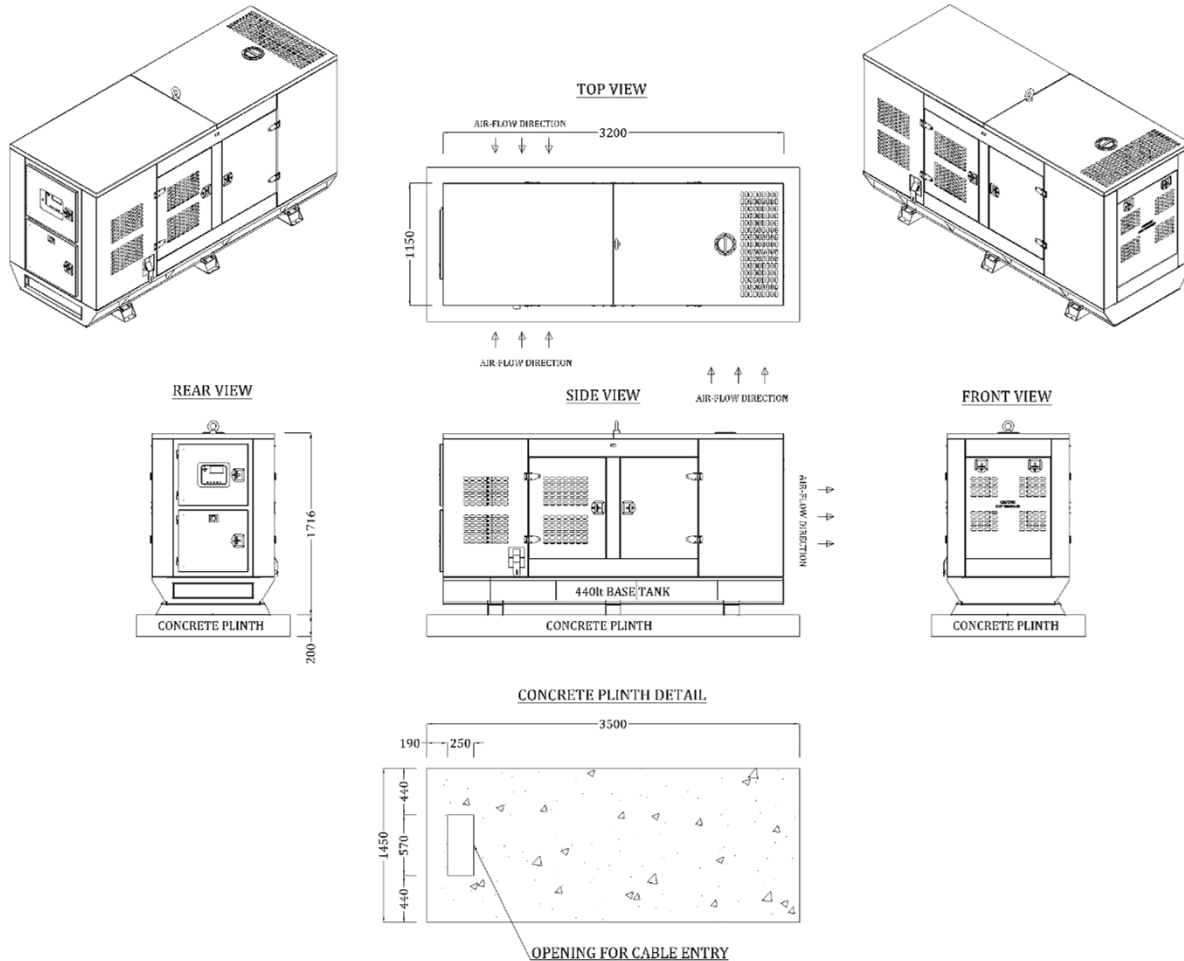
16-80 KVA



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



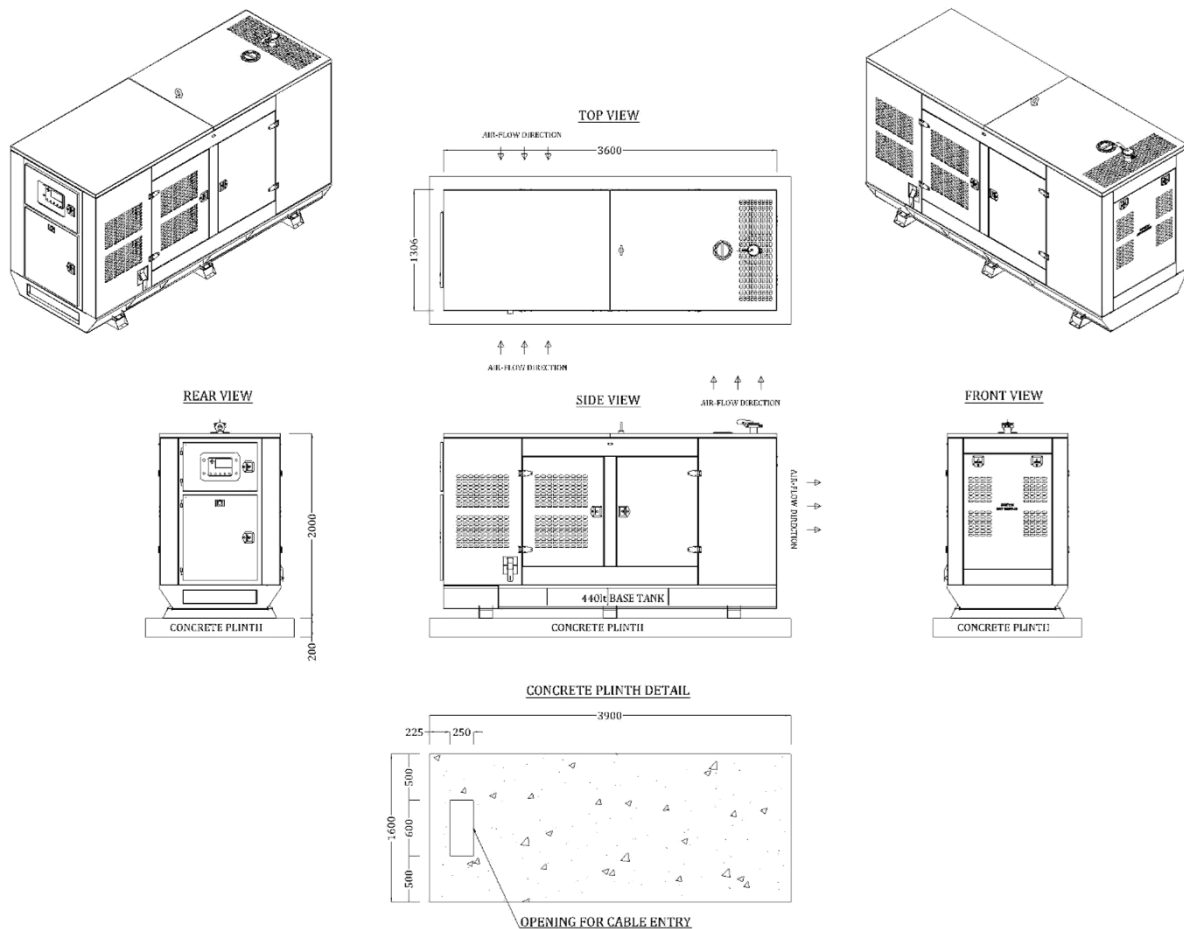
100 kVA



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



200- 300kVA



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

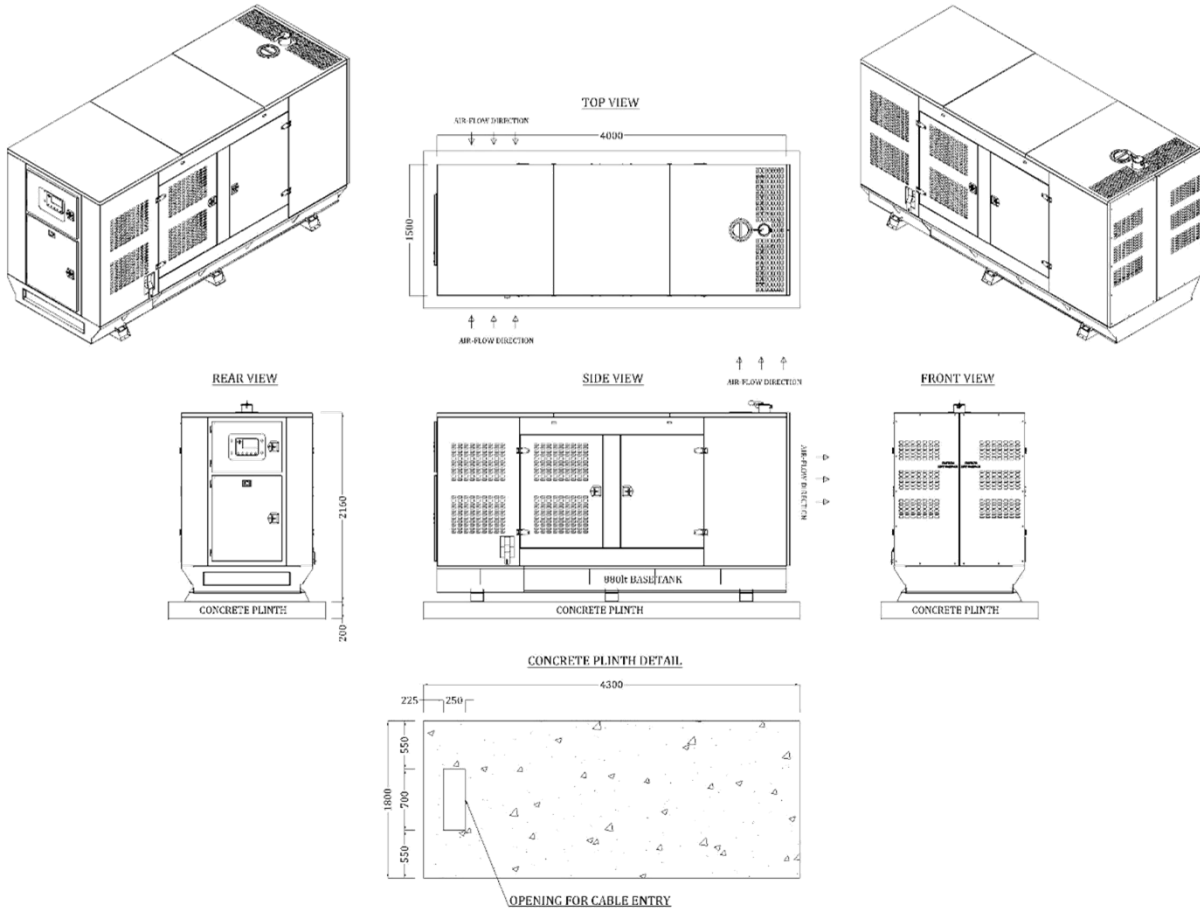


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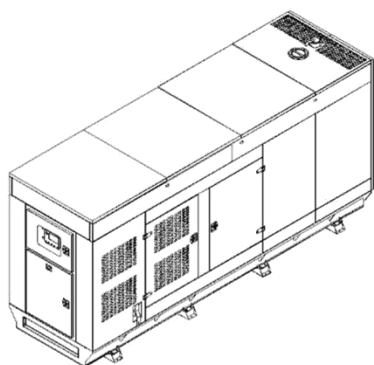
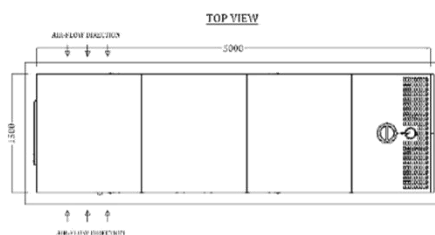
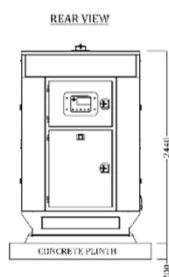
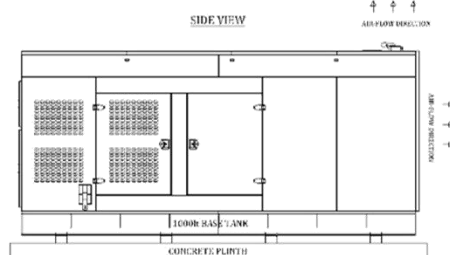
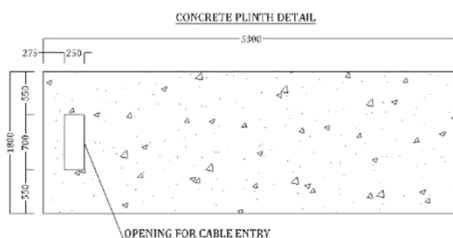
200-500kVA



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



500-1000kVA



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



16. PRE-QUALIFICATION SCORE SHEET

- Tenders must have an accreditation to SABS ISO 9001 – 2008 as a minimum, ISO 9001 – 2015 would be preferred.
- Only suitable manufacturers / suppliers which successfully completed similar projects of this nature are eligible to submit tenders.
- Company profile and established nature:

Tenderers must submit proof of their company profile and registration to indicate established nature of the company. Only Suppliers with a minimum of eight (8) years or more experience in the manufacturing, supply and installation of generators will be considered.

- Plant and equipment available for manufacturing, supply and installation of generators.

A list of relevant major items of plant and equipment which the Tenderer and/or Sub-Supplier have immediately available, and which will be acquired for use in this contract should their tender is successful.

Failure to include this list will prejudice a tender offer as being submitted by an insufficiently equipped Tenderer and it will be rejected for such cause.

- Schedule of references

It is compulsory that the schedule of Contactable References as provided in this tender be completed in full and must accompany each proposal. Please complete the schedules in the format indicated below. Separate schedules may be attached with the returnable documents.

- Quality accreditation

Tenderers must have a valid SABS ISO 9001 – 2008 accreditation to be eligible for qualification for this tender.

- CIDB Rating

Tenderers should have a minimum CIDB EB Supplier's grading in line with the specific item value that the tenderer is tendering on or must be in a position to be registered

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



17. SCHEDULE OF PLANT AND EQUIPMENT

The following are lists of major items of relevant equipment that I/we **presently** own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

DETAILS OF MAJOR EQUIPMENT THAT IS OWNED BY AND IMMEDIATELY AVAILABLE FOR THIS CONTRACT.			
QUANTITY	DESCRIPTION	SIZE	CAPACITY

Attach additional pages if more space is required.

DETAIL OF MAJOR EQUIPMENT THAT WILL BE HIRED, ORE ACQUIRED FOR THIS CONTRACT IF MY / OUR TENDER IS ACCEPTED.			
QUANTITY	DESCRIPTION,	SIZE	CAPACITY

Attach additional pages if more space is required.

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



18. SCHEDULE OF SUBCONTRACTORS

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

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

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

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



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

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

Attach additional pages if more space is required.

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



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

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

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

Attach additional pages if more space is required.

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

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



21. CERTIFICATE OF REGISTRATION WITH CIDB

CIDB Contractor Registration Certificate

A Certificate of Contractors Registration issued by the Construction Industry Development Board (CIDB) shall be attached to this schedule.

Where a tenderer satisfies CIDB Contractor Grading designation requirements through joint venture formation, such tenderers must submit the Certificates of Contractor Registration in respect of each partner.

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

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



22. FORM OF OFFER AND ACCEPTANCE

NOTE:

1. This form must be completed in duplicate by both the successful bidder (Part 1) and the purchaser (Part 2). Both forms must be signed in the original so that the successful bidder and the purchaser will be in possession of originally signed contracts for their respective records.
2. 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.
3. 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.

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

1. OFFER

- 1.1. The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works: **B/SM: 77/23**
- 1.2. The tenderer, identified in the Offer signature block, has examined the draft contract as listed in the Acceptance section and agreed to provide this Offer.
- 1.3. By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the **Employer** under the contract, including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

In figures:	Rates based tender
In words:	Rates based tender
	Rates based tender

- 1.4. This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the **Contractor** in the conditions of contract identified in the Contract Data.

Signature(s)			
Name(s)			
Capacity			
Name of tenderer:			
Name of witness:	<i>(Insert name and address of organisation)</i>	Date	
Signature of witness:			



2. ACCEPTANCE

- 2.1. By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.
- 2.2. Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.
- 2.3. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

Signature(s):		
Name(s):		
Capacity:		
For the Employer:	Stellenbosch Municipality, Plein Street, Stellenbosch	
Name of witness:		Date:
Signature of witness:		



23. PRICING SCHEDULE

NOTE:

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

I / We _____

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

of the firm _____

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

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

Please note the following:

1. Stellenbosch Municipality reserves the right to downward adjust the scope of work/ quantity required to stay within its budget.
2. Only firm prices will be accepted and non-firm prices will not be considered.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

**PRICING SCHEDULE:****1. Pricing conditions**

Pricing must be fixed and firm for the duration of this tender.

The following is a summary proposed Bill of Quantities required per generator set.

The prices reflected for the items will be added to the basic price of the completed generators sets, as and when needed, and must not be included in the basic price of the generators. The basic prices must be determined as per the returnable document, Item 8.1 to 8.8. Please note that Item 8.1 to 8.8 must be completed in full for each size generator set.

No	Description	Equipment offered	Unit price (excl VAT)	Unit total price (excl VAT)	Delivery Period (Weeks)
Suitable GSM Model					
4.2	Suitable GSM module installed on the generator controller for remote monitoring and operation of all essential functions to enable effective and efficient operation of generator performance, all information windows of the controller must be accessible via remote dial in. Critical alarms for generator set must be able to be sent via the gsm module to remote monitoring. Multi login apps system is essential. No minimum communication range as assess via module must be from within anywhere in South Africa.				
Subtotal bid price (excl. VAT)					
Total bid price (excl. VAT)					
15 % VAT					
Total Bid price (Incl. VAT)					
Bypass switch					
4.7	A bypass switch is required and to be mounted inside the MDB for isolation purposes. The Supply and of the by-pass switch will be done by bidder by bidder.				
Subtotal bid price (excl. VAT)					
Total bid price (excl. VAT)					
15 % VAT					
Total Bid price (Incl. VAT)					

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



Fireman's Switch					
4.8	A Fireman's switch is required and to be mounted in close proximity to the generator for isolation purposes in case of a fire. The bidder will be responsible for the supply and installation of the fireman's switch. The cable and associated accessories like conduit will be supplied by the municipality. The bidder will have to supply the fireman's switch and do the installation as part of the commissioning of the generator.				
	Subtotal bid price (excl. VAT)				
	Total bid price (excl. VAT)				
	15 % VAT				
	Total Bid price (Incl. VAT)				
Emergency Stop					
4.10	Emergency Stop Facility: Emergency stop buttons (2) shall be installed, on the control next to main circuit breaker (Municipality / Eskom) main switch, on DB panel and in control panel to shut down the entire set in case of emergency. If the control panel is not directly accessible from the entrance door, an additional emergency stop button shall be provided. The bidder must supply and install the emergency stop buttons as part of this bid. The installation of the emergency stop buttons will form part of the commissioning of the generator. Municipality will supply the additional cable ,conduit and all associated accessories.				
	Subtotal bid price (excl. VAT)				
	Total bid price (excl. VAT)				
	15 % VAT				
	Total Bid price (Incl. VAT)				

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Automatic dummy load					
5.8	Automatic dummy load system as an optional installation as per specification in the document.				
	Subtotal bid price (excl. VAT)				
	Total bid price (excl. VAT)				
	15 % VAT				
	Total Bid price (Incl. VAT)				
500kVA Generator with skid					
8.6	Generator 500 kVA as per basic specification with optional skid base mount suitable for trailer mounting. Please submit additional specifications and drawings for this option.				
	Subtotal bid price (excl. VAT)				
	Total bid price (excl. VAT)				
	15 % VAT				
	Total Bid price (Incl. VAT)				

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**PRICING SCHEDULE**

NAME OF TENDERER:

PHYSICAL ADDRESS:

POSTAL ADDRESS:

I/We the undersigned, hereby acknowledge myself/ourselves fully conversant with the details and conditions set out in the Specifications and with the Conditions of Tendering and General Conditions of Purchase and Conditions of Tender attached hereto, and hereby, and hereby agree to supply and deliver for a period from April 2023 ending June 2024.

Please Note: Only Bidders that complete the schedule listed below will be considered. Prices and Offers made elsewhere in the document will not be taken into account. The quantities are indicative and are only for evaluation purposes as this is a rates based tender.

The tender will be evaluated per item.

Item No	Description of Generator	Estimated quantity	Unit price (excl VAT)	Unit total price (excl VAT)	Delivery Period (Weeks)
8.1	16 kVA				
	Generator set complete as per specification (Basic)	3			
	GSM module and remote monitoring system as per specification	3			
	Extra emergency stop buttons installation as per specification	3			
	Automatic dummy load as per specification	3			
	16 kVA Subtotal bid price (excl. VAT)				
	Total bid price (excl. VAT)				
	15 % VAT				
8.2	100 kVA				
	Generator set complete as per specification (Basic)	5			
	GSM module and remote monitoring system as per specification	5			
	Extra emergency stop buttons installation as per specification	5			
	Automatic dummy load as per specification	5			
	100 kVA Total bid price (excl. VAT)				
	Total bid price (excl. VAT)				
	15 % VAT				
	Total Bid price (Incl. VAT)				

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8.3	200 kVA			
	Generator set complete as per specification (Basic)	2		
	GSM module and remote monitoring system as per specification	2		
	Extra emergency stop buttons installation as per specification	2		
	Automatic dummy load as per specification	2		
	200 kVA Subtotal bid price (excl. VAT)			
	Total bid price (excl. VAT)			
	15 % VAT			
	Total Bid price (Incl. VAT)			
8.4	300 kVA			
	Generator set complete as per specification (Basic)	2		
	GSM module and remote monitoring system as per specification	2		
	Extra emergency stop buttons installation as per specification	2		
	Automatic dummy load as per specification	2		
	300 kVA Subtotal bid price (excl. VAT)			
	Total bid price (excl. VAT)			
	15 % VAT			
	Total Bid price (Incl. VAT)			
8.5	400 kVA			
	Generator set complete as per specification (Basic)	2		
	GSM module and remote monitoring system as per specification	2		
	Extra emergency stop buttons installation as per specification	2		
	Automatic dummy load as per specification	2		
	400 kVA Subtotal bid price (excl. VAT)			
	Total bid price (excl. VAT)			
	15 % VAT			
	Total Bid price (Incl. VAT)			
8.6	500 kVA			
	Generator set complete as per specification (Basic)	3		
	GSM module and remote monitoring system as per specification	3		
	Extra emergency stop buttons installation as per specification	3		
	Automatic dummy load as per specification	3		
	Skid base for trailer mount	1		

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	500 kVA Subtotal bid price (excl. VAT)			
	Total bid price (excl. VAT)			
	15 % VAT			
	Total Bid price (Incl. VAT)			
8.7	800 kVA			
	Generator set complete as per specification (Basic)	2		
	GSM module and remote monitoring system as per specification	2		
	Extra emergency stop buttons installation as per specification	2		
	Automatic dummy load as per specification	2		
	500 kVA Subtotal bid price (excl. VAT)			
	Total bid price (excl. VAT)			
	15 % VAT			
	Total Bid price (Incl. VAT)			
8.8	1000 kVA			
	Generator set complete as per specification (Basic)	2		
	GSM module and remote monitoring system as per specification	2		
	Extra emergency stop buttons installation as per specification	2		
	Automatic dummy load as per specification	2		
	1000 kVA Subtotal bid price (excl. VAT)			
	Total bid price (excl. VAT)			
	15 % VAT			
	Total Bid price (Incl. VAT)			

Tenders shall include the cost of all arrangements necessary for the delivery and off-loading of the units to the various sites in the WC024 of the Stellenbosch area.

Purchase orders for items will be placed as and when required during the contract period.

Unless otherwise specified all units shall be supplied and delivered to:
Stellenbosch Municipality Stores, Beltana Complex, Helshoogte Road, Stellenbosch

Bidder's Signature _____

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
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24. DECLARATION BY TENDERER

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

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

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

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

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

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
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WITNESS 1		WITNESS 2	