

TENDER / NOTICE



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

TENDER DOCUMENT

TENDER NO		GRDM/ 08/19 – 20	
TENDER DESCRIPTION		DEVELOPMENT OF WASTE MINIMISATION PLANS FOR THE LOCAL MUNICIPALITIES OF BITOU, GEORGE, HESSEQUA, KANNALAND, KNYSNA, MOSSEL BAY, OUDTSHOORN AND FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY	
CLOSING DATE	21 OCTOBER 2019	CLOSING TIME	11:00
POSTAL ADDRESS: Garden Route District Municipality Attention: Supply Chain Management Unit PO Box 12 George, 6530 <i>Clearly mark the Bid envelope with the bid number and title of bid on the face of the envelope</i> <i>Any tenders couriered to be deposited in the Municipality's Bid Box, any bids sent to the wrong recipient other than being deposited in the Bid Box will not be considered</i>		TO BE DEPOSITED IN: The bid box at the entrance of the Municipal Offices Garden Route District Municipality 54 York Street George 6529	
ATTENTION: FINANCIAL DIRECTORATE SUPPLY CHAIN MANAGEMENT UNIT GARDEN ROUTE DISTRICT MUNICIPALITY GEORGE		A bid posted or couriered (at sender's risk) to the Municipality, PO Box 12, George, 6530, in good time so as to reach the Municipality before the above-mentioned closing date and clearly indicated attention supply chain management unit, may be accepted on condition that it is placed in the correct Bid box before the closing time, it being understood that the Council disclaims any responsibility for seeing that such bids are in fact lodged in the bid box.	
SUMMARY FOR TENDER OPENING PURPOSES			
NAME OF TENDERER:			
CENTRAL SUPPLIER DATABASE NO:			
TOTAL BIDDING PRICE (INCLUDING VAT)			
Total Bidding Price (Including VAT)		R	
PREFERENCE CLAIMED FOR:			
B-BBEE Status Level of Contributor:			
Preference Points Claimed:			
B-BBEE certificates submitted with the quotation document MUST be VALID ORIGINAL B-BBEE CERTIFICATES or VALID CERTIFIED COPIES OF B-BBEE CERTIFICATES			
VALIDITY PERIOD: AVAILABLE FOR 90 DAYS AFTER THE BID CLOSURE			
CONTACT DETAILS FOR:			
Bidding procedures and documents		Bid Scope and technical specifications	
SUPPLY CHAIN MANAGEMENT: Miss Bukelwa Ndzinde Tel: (044) 803 1338; Cell: 072 952 2906 E-mail: bukelwa@gardenroute.gov.za		FIRE SERVICES Mr. Morton Hubbe TEL: (044) 693 0006 Cell: E-MAIL: morton@gardenroute.gov.za	

CHECKLIST

Please ensure that the following forms have been completed and signed and all documents, as requested, are attached to the tender document

Description of document	Document number	Yes	No
Bid Conditions & Information		<input type="checkbox"/>	<input type="checkbox"/>
Part A: Invitation to bid and Part B: Terms and Conditions for Bidding	MBD 1	<input type="checkbox"/>	<input type="checkbox"/>
Terms of Reference		<input type="checkbox"/>	<input type="checkbox"/>
Current Municipal Certificate / Lease Agreement		<input type="checkbox"/>	<input type="checkbox"/>
Pricing schedule – firm prices (purchases)	MBD 3.1	<input type="checkbox"/>	<input type="checkbox"/>
Form of Offer & Acceptance		<input type="checkbox"/>	<input type="checkbox"/>
Declaration of Interest	MBD 4	<input type="checkbox"/>	<input type="checkbox"/>
Preference points claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.	MBD 6.1	<input type="checkbox"/>	<input type="checkbox"/>
Formal contracts for services	MBD 7.1	<input type="checkbox"/>	<input type="checkbox"/>
Declaration of bidder's past supply chain management practices	MBD 8	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of independent bid determination	MBD 9	<input type="checkbox"/>	<input type="checkbox"/>
Authority of Signatory		<input type="checkbox"/>	<input type="checkbox"/>
General Conditions of contract & Bid Requirements		<input type="checkbox"/>	<input type="checkbox"/>
Annexure A : Past Experience		<input type="checkbox"/>	<input type="checkbox"/>

Please sign on Completion.

.....
NAME OF THE BIDDER

.....
SIGNATURE

.....
DATE

1 Agreement

The successful bidder will be expected to sign the Contract Form (Part 1) of this bid document within 30 days of the date of notification by the Garden Route District Municipality that his/her bid has been accepted.

2 Completion of Bid Documents

- (a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- (b) Bid documents may not be retyped or altered in any way.

3 Alteration or Qualification of Bid

No unauthorised alteration of this set of bid documents will be allowed. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.

4 Authorised Signatory

- (a) **A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.**
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

5 Submission of Bid

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the **Tender Box at the Garden Route District Municipality by not later than 11h00 on 21 October 2019.**
- (b) **Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.**

6 Opening, Recording and Publications of Bids Received.

- Bids will be opened in public immediately after the bid closure date, or at such
- time as specified in the bid documents. If requested by any bidder present,
- names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out aloud.
- Bids received in time recorded and entered in a register which is open for public inspection.

7 Tax Clearance Certificate

- a. **A valid original Tax Clearance Certificate must accompany the bid documents. The onus is on the bidder to ensure that the Eden District Municipality has an original Tax Clearance Certificate on record and obtain confirmation from the Supply Chain Management Unit of the Garden Route District Municipality.**
- b. **Bids not supported by a valid original Tax Clearance Certificate, as an attachment to the bid documents will be invalidated.**
- c. **In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate valid original Tax Clearance Certificate.**

8 Evaluation of Bids

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid documents.

9 Acceptance or Rejection of a Bids

The Garden Route District Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Garden Route District Municipality does not bind itself to accepting the lowest bid.

10 Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online (www.csd.gov.za) and verify their company information at Garden Route District Municipality Database Department. The Garden Route District Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

- 11 Site / Information Meetings**
No site meeting held.
- 12 Stamp and Other Duties**
The successful bidder will be liable for all duties and costs on legal documents resulting in the establishment of a contract and for the surety and retentions.
- 13 Language of Contract**
The contract documents will be compiled in English and the English versions of all referred documents will be taken as applicable.
- 14 Procurement Policy**
Bids will be awarded in accordance with the Preferential Procurement Regulations, 2001 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000.
- 15 Expenses Incurred in Preparation of Bid**
The Garden Route District Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.
- 16 Wrong Information Furnished**
Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Garden Route District Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.
- 17 Validity Period**
Bids shall remain valid for 90 days after the bid closure date.
- 18 General and Special Conditions of Contract**
The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.
- 19 Municipal Rates, Taxes and Charges**
The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.
- 20 Contact with Municipality after Bid Closure Date**
Bidders shall not contact the Garden Route District Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded. If a bidder wishes to bring additional information to the notice of the Garden District Municipality, it should do so in writing to the Garden Route District Municipality. Any effort by the firm to influence the Garden Route District Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.
- 21 BBBEE Supplier Bid Declaration**
Bidders should complete bid declaration point 4.1 & 6.1 and failure on the part of a bidder to complete mentioned bullet points, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed and you will not receive any points.

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GARDEN ROUTE DISTRICT MUNICIPALITY					
BID NUMBER:	GRDM/ 08/19- 20	CLOSING DATE:	21 OCTOBER 2019	CLOSING TIME:	11:00
DESCRIPTION	DEVELOPMENT OF WASTE MINIMISATION PLANS FOR THE LOCAL MUNICIPALITIES OF BITOU, GEORGE, HESSEQUA, KANNALAND, KNYSNA, MOSSEL BAY, OUDTSHOORN AND FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD 7.1).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
GARDEN ROUTE DISTRICT MUNICIPALITY					
SUPPLY CHAIN MANAGEMENT UNIT					
54 YORK STREET					
GEORGE					
6530					
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					
COMPULSORY TO BE COMPLETED BY THE BIDDER					
TAX COMPLIANCE STATUS	TCS PIN:		AND	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]			ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED				TOTAL BID PRICE	R
SIGNATURE OF BIDDER				DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:				TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	FINANCIAL SERVICES			COMMUNITY SERVICES	
CONTACT PERSON	BUKELWA NDZINDE			MORTON HUBBE	
TELEPHONE NUMBER	(044) 803 1338			(044) 693 0006	
FACSIMILE NUMBER	086 21 555 04			N/A	
E-MAIL ADDRESS	bukelwa@gardenroute.gov.za			morton@gardenroute.gov.za	

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B: 3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

3.6.

**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: ...

TENDER / NOTICE



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

ADVERT

TENDER NUMBER		GRDM/08/19-20	
TENDERS ARE HEREBY INVITED FOR:		DEVELOPMENT OF WASTE MINIMISATION PLANS FOR THE LOCAL MUNICIPALITIES OF BITOU, GEORGE, HESSEQUA, KANNALAND, KNYSNA, MOSSELBAY, OUDTSHOORN AND FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY.	
PERIOD	ONCE-OFF		
ADVERTISEMENTS:	NATIONAL MUNICIPAL NOTICE BOARDS; MUNICIPAL WEBSITE & E-PUBLICATION		
PUBLISHED DATE	15 SEPTEMBER 2019	CLOSING DATE	21 OCTOBER 2019
CLOSING TIME	No later than 11:00 am , tenders will be opened immediately thereafter, in public at the Garden Route District Municipality Head Office, 54 York Street, George.		
AVAILABILITY OF TENDER DOCUMENTS:			
Tender documents are obtainable from Miss Bukelwa Ndzinde during office hours (Mondays to Thursday 08:00 - 16:30 and Fridays 08:00 - 13:30) Tel: (044) 803 1338; E-mail: bukelwa@gardenroute.gov.za		Printed copies of the tender can be obtained at a non-refundable fee, payable to a cashier at Garden Route District Municipality's Supply Chain Management Unit, Ground Floor, 54 York Street, George or by downloading documents free-of-charge from the Garden Route District Municipality website at www.gardenroute.gov.za	
DATE AVAILABLE:	15 SEPTEMBER 2019	NON - REFUNDABLE FEE:	R 200.00
TENDER SUBMISSION RULES:			
Important notes			
<ul style="list-style-type: none"> • Tenders are to be completed in accordance with the conditions and tender rules stipulated in the tender document. • Tender and supporting documents must be delivered in an envelope, clearly marked "GRDM/08/19-20: DEVELOPMENT OF WASTE MINIMISATION FOR THE LOCAL MUNICIPALITIES OF BITOU, GEORGE, HESSEQUA, KANNALAND, KNYSNA, MOSSELBAY, OUDTSHOORN AND FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY." at the Garden Route District Municipality's Head Office, 54 York Street, George • Tenders may only be submitted on the tender document issued by the Municipality • Requirements for sealing, addressing, delivery, opening and assessment of tenders, are stated in the tender document. • A valid Tax Clearance Status Pin (TCS) and MAAA Number must be submitted with the tender document, failure to submit the required documents your bid will be disqualified. • VAT must be included in all prices (VAT vendor must be registered). • Late tenders, tenders per fax or e-mail will not be accepted. • Tenders couriered to be delivered to the Municipality will only be accepted if received within the stipulated closing time. • Council reserves the right to accept any bid proposal in full or part thereof. • Council will only award tenders to service providers who are registered on the Central Supplier Database (CSD). Visit https://secure.csd.gov.za if you have not registered on CSD. • Tenders will only be considered in accordance with the bid requirements. 			
Tenders will be evaluated and adjudicated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) Regulations 2017 and the Garden Route District Municipality Supply Chain Management Policy, where 80 points will be allocated in respect of price and 20 points in respect of BBBEE.			
BRIEFING SESSION:	NONE	PREFERENTIAL PROCUREMENT REGULATIONS, 2017 - LOCAL CONTENT REQUIREMENT	NONE
CLARITY ON BIDDING PROCEDURES MAY BE DIRECTED TO:	MISS BUKELWA NDZINDE; TEL: (044) 803 1338 E-MAIL: BUKELWA@GARDENROUTE.GOV.ZA		
CLARITY ON TECHNICAL INFORMATION MAY BE DIRECTED TO:	MR Morton Hubbe; TEL : (044) 693 0006 or Cell: 082 806 5761 E-MAIL: MORTON@GARDENROUTE.GOV.ZA		
NOTICE NO.	108/2019		
AUTHORISED BY:	MUNICIPAL MANAGER: MG STRATU GARDEN ROUTE DISTRICT MUNICIPALITY		

**GARDEN ROUTE DISTRICT MUNICIPALITY
TERMS OF REFERENCE**

DEVELOPMENT OF WASTE MINIMISATION PLANS FOR THE LOCAL MUNICIPALITIES OF BITOU, GEORGE, HESSEQUA, KANNALAND, KNYSNA, MOSSEL BAY, OUDTSHOORN AND FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY

This document provides the Terms of Reference for a service provider/ consultant who will assist the Garden Route District Municipality in the development of individual Waste Minimisation Plans (WMP) for seven local municipalities and the District Municipality (total of eight plans).

CONTENTS:

PART A- GENERAL INFORMATION TO TENDERERS.

PART B- TERMS OF REFERENCE.

A. GENERAL INFORMATION TO TENDERERS

1. INTRODUCTION

- 1.1 The Garden Route District Municipality ("GRDM") invites tenderers to submit a **Tender** for consulting services required for the development of Waste Minimisation Plans for the seven (7) Local Municipalities of Bitou, George, Hessequa, Kannaland, Knysna, Mossel Bay and Oudtshoorn and the Garden Route District Municipality, as described in the Terms of Reference included as Part B. The Tender will be the basis for a contract with the successful tenderer.
- 1.2 The development of the WMP's shall begin no later than fifteen (15) working days after receipt of the confirmation of appointment letter is delivered to the successful tenderer.
- 1.3 Tenderers must familiarise themselves with local conditions within the Garden Route District as well as the existing waste diversion / minimisation assessments conducted in certain municipalities and consider the status quo with regards to waste minimisation initiatives that are currently implemented in municipalities as indicated in the draft 3rd Generation Integrated Waste Management Plan's when preparing their Tender.
- 1.4 Please note that (i) the cost of preparing the Tender and of finalising the contract is not reimbursable as a direct cost of the development of the WMPs; (ii) Garden Route District Municipality (GRDM) is not bound to accept any of the Tenders submitted; (iii) The GRDM's procurement policy shall apply for awarding the tender and tenderers should acquaint themselves with this policy.

2. CLARIFICATION OF THE REQUEST FOR TENDERS

- 2.1 Tenderers may request a clarification of any of the REQUEST FOR TENDERS documents until close of offices the day before the closing date for tender submissions. Any request for clarification must be sent in writing by mail or electronic mail to the GRDM, at the addresses set forth below under 5.1. GRDM will respond by mail or electronic mail to such request and will send copies of all responses to all tenderers who registered to obtain copies of this REQUEST FOR TENDERS.
- 2.2 At any time before the submission of Tenders, GRDM may, for any reason, whether at its own initiative or in response to a clarification requested by a tenderer, modify the REQUEST FOR TENDERS documents by making amendments. The amendment will be sent in writing by electronic mail to all registered tenderers and will be binding on them. GRDM may at its own discretion extend the deadline of the submission of Tenders.

3. PREPARATION OF TENDER

- 3.1 In preparing the Tender, tenderers are expected to examine the documents comprised in the REQUEST FOR TENDERS in detail, particularly the Section on: The Terms of Reference. Incomplete or false documentation/information will result in rejection of a Tender.
- 3.2 While preparing the Tender, tenderers must give particular attention to the following:

- (i) If a tenderer considers that it does not have all the necessary expertise for the development of WMPs it may obtain a full range of expertise by associating with individual consultant(s) and / or other tenderers or entities in a consortium, joint venture relationship, or sub-consultancy, as appropriate. This appointment will be for the cost of the tenderer.
- (ii) A person awarded a contract may only enter into a subcontracting arrangement with the approval of the GRDM.
- (iii) A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.
- (iv) Tenders that do not meet subcontracting requirements are considered as being not acceptable tenders and must be disqualified and may not be considered for further evaluation or award.

3.3 The tender should provide the following:

- (i) A detailed description (methodology) of the tenderer's proposed approach and detailed time frame to perform the task set forth in the Terms of Reference, including a proposed work plan and a staffing plan showing the approximate time that each consultant will spend on the project as well as the cost relating to each proposed deliverable per individual plan.
- (ii) A brief description of the tenderer's organisation (company profile) and an outline of recent experience on projects of a similar nature. For each project, the outline should indicate *inter alia*, the profiles and names of the staff provided, duration of the project, contract amount, and tenderer's involvement.
- (iii) Any comments or suggestions on the Terms of Reference and on the data, services and facilities to be provided by Garden Route DM and the Local Municipalities (Refer to point 8 below). The tenderer should enquire which data, services and facilities can be provided by GRDM and Local Municipalities which could have an influence on the tender price.
- (iv) CVs of the proposed professional staff and the authorised representative submitting the Tender. Key information should include

number of years working for the tenderer / entity, and degree of responsibility held in various projects during the last ten (10) years.

3.4 The Tender price must be all cost inclusive normally associated with development of WMP's such as, but not limited to cost, including (a) remuneration of staff; and (b) reimbursable such as subsistence (*per diem*, housing), services and equipment (vehicles, office equipment, furniture and supplies), office rent, insurance, printing of documents, etc. The Tender must include all taxes.

3.5 Tender price schedule must be costed separately for each of the eight WMP's and the cost per municipality must be costed separately per development phase as indicated in the scope of work in the tender document cost proposal.

3.6 The District Municipality reserve the right to accept the review of only one (1) or two (2) or three (3) or four (4) or five (5) or six (6) or seven (7) or all eight (8) of the Municipalities as costed in the proposed tender.

3.7 Tenders must remain valid for ninety (90) days after the closing date for submissions. During this period, the successful tenderer is expected to keep the professional staff proposed for the development of WMP's available. The GRDM will make its best effort to complete negotiations within this period. If the tender validity period is extended, the tenderers have the right to not maintain their Tenders.

4. TENDER EVALUATION

4.1 Tenderers shall not contact the GRDM on any matter relating to their Tender from the time of the opening of the Tender to the time the contract is awarded. If a tenderer wishes to bring additional information to the notice of the GRDM, it must be done in writing at the address

indicated under point number 5. Any effort by the tenderer to influence the GRDM in the Tender evaluation, Tender comparison or contract award decisions may result in the rejection of the consultant's/ service provider's Tender.

- 4.2 The evaluation of Tenders will also be on the basis of a two stage approach, namely 1st phase, **the functionality** and the 2nd phase will be evaluated in terms of the **Garden Route DM Supply Chain policy**. Functionality will be tested against amongst others, the Terms of Reference and applying the Supply Chain Policy of the GRDM. A Tender considered to be unsuitable shall be rejected at this stage if it does not respond to important aspects in the Terms of Reference or if it fails to achieve the minimum criteria of the Procurement Policy of the GRDM.

5. FINALISATION OF THE CONTRACT

- 5.1 An agreement on all points and the signature of a contract must be done at the following address:

**Garden Route District Municipality
54 York Street
George
6530**

- 5.2 Discussions will include the contents of the Tender, the proposed work plan, budget, staffing, etc. The agreed work plan and Terms of Reference will then be incorporated into the 'Description of Services' and form part of the contract. No deviations from the Terms of Reference will be allowed.

- 5.3 **In no event will the final cost of services exceed the tender price.**

- 5.4 Having selected the tenderer on the basis of, amongst other things, an evaluation of proposed key professional staff, GRDM expects to conclude a contract on the basis that the experts named in the Tender will actually provide services. In their Tender, tenderers must provide assurances that the experts named will be available. GRDM will not consider substitute situations during contract finalisation. If it is established that key staff were offered in the Tender without confirming their availability, the tenderer may be disqualified. In the event that any external staff members are being utilized, GRDM requires an approval letter of staff.

- 5.5 The discussions will conclude with a review of the draft contract. GRDM and the successful tenderer must then undersign the agreed contract. If the parties fail to reach an agreement, GRDM will invite the tenderer that received the second highest score to enter into discussions.

6. AWARD OF CONTRACT

The contract will be awarded following the discussions with the successful tenderer, as mentioned above.

7. TENDER PRE- EVALUATION

This tender will be subjected to pre-evaluation. Prospective bidders must obtain a minimum of 17 out of 21 in order to qualify. The prequalification will be based on references, previous experience and technical capability.

Total points score: 21 points

a) References

(Contactable, verifiable and only good positive references)

(Local Government Waste Management Projects)

Provides 5 and more references	
Provides more than 2 and less than 5 references	
Provides 1 to 2 references.	
Provide no (0) references	

b) Previous experience

(i) (Verifiable experience with Local Municipal WMP development)

developed 5 and more WMPs before.	
developed more than 2 but less than 5 WMPs	
developed 1- 2 WMPs	
never developed an WMP before	

(ii) (Verifiable experience with Integrated Waste Management Plan development for Local Municipalities within the Garden Route District)

developed 5 and more IWMPs before.	
developed more than 2 but less than 5 IWMPs	
developed 1- 2 IWMPs	
never developed an IWMP before	

c) Technical capability

able to implement all phases of development in-house	
to outsource technical expertise for two or less phases of development.	
s to outsource technical expertise for three or more phases of development.	

All responsive tenders must contain the following as set out in point 3.3:

	Content	✓
1.	Detailed Methodology of the proposed approach	
1.1	Detailed time frame	
1.2	Proposed work plan	
1.3	Staffing plan	
1.4	Cost relating to each deliverable per individual plan	
2.	Brief description of tenderes organisation (company profile)	
2.1	Outline of recent experience on projects of similar nature	
2.2	Profiles and names of staff provided for each project	
2.3	Duration of each project	
2.4	Contract amount of each project	
2.5	Tenderers involvement on each project	
3.	CVs of the proposed professional staff and authorised representatives submitting the Tender.	

8. CONTACT INFORMATION

For any enquiries related to the Terms of Reference please contact;
Morton Hubbe
Telephone: 044-6930006
E-Mail: morton@gardenroute.gov.za

B. TERMS OF REFERENCE

1. BACKGROUND INFORMATION

The Garden Route District Municipality (GRDM) is located along the south-eastern coast and hinterland of the Western Cape Province. It stretches roughly for 350 km along the Indian Ocean coast, from the Bloukans River in the east to Witsand at the Breede River Mouth in the west and covers approximately 23 330 km² (**Figure 1**) with an estimated population of 619 224. The northern boundary of Garden Route District Municipality is formed by the Klein and Groot Swartberg Mountains ranges from the town of Anysberg in the northernwest to Toorwater in the northeast. Garden Route District Municipality, C-Municipality, comprises of seven Local B- Municipalities, namely; Bifou, Knysna, George, Mossel Bay, Oudtshoorn, Kannaland and Hessequa.



Figure 1 - Map of the Eden District

In accordance with Section 11(4) of the National Environmental Management: Waste Act, 2008 (Act 59 of 2008) the seven (7) Local Municipalities and the District Municipality are in the process to review their existing 2nd Generation Integrated Waste Management Plan's (IWMP's) and to develop 3rd Generation IWMP's . The Draft Status Quo and Gaps and Needs stages of the development of the eight (8) IWMP's are finalised and the eight (8) IWMP's will be finalised at the end of August 2019 for submission to Council.

To effectively implement waste minimisation planning and implementation in the Garden Route District the municipalities need to implement, support and guide waste minimisation within their municipal boundaries which can be guided by developing Waste Minimisation Plan's to be incorporated in their Integrated Waste Management Plans.

The overall strategic objective of the WMP is to prioritise waste reduction/ minimisation opportunities of current waste practises as well as direct waste management towards a sustainable life cycle by achieving progressively set targets.

Waste minimisation is broadly defined as any activity that promotes the reduced generation and disposal of waste. It is a process that involves reducing the waste produced in society in order to have a sustainable society with a healthier and cleaner environment. Waste minimisation involves changing the way society behaves in relation to waste. The WMP should therefore focus on the shift from traditional waste management to sustainable solutions to minimise waste volumes produced in context of best practice and national standards.

2. PROBLEM STATEMENT

Waste minimisation practises / initiatives in the Garden Route District Municipal area are implemented on an adhoc basis. No audit system is in place in order to evaluate the impact and the successes of the initiatives in

the different municipalities.

None of the local municipalities are achieving the current national or provincial waste diversion targets.

The development and successful implementation of local and district Waste Minimisation Plans is an obligation in terms of-

- Section 16 and 17 of the National Environmental Management Waste Act, No. 59 of 2008;
- Goal 1, Goal 3, Goal 4 and Goal 6 (and the respective objectives) of the National Waste Management Strategy;
- The Waste Management Hierarchy;
- The Diversion Targets for Organic Waste as determined by the Department of Environmental Affairs and Development Planning;
- The Garden Route District Waste Management By-Laws PG 7818 of 01 September 2017;
- Waste Disposal and Transport costs in the District;
- Limited or depleted available landfill airspace at local municipalities within the District; and
- The need for Local Economic Development in the waste sector.

3. PURPOSE OF THE WASTE MINIMISATION PLAN

- To validate current waste minimisation infrastructure and levels of services.
- To identify, through the development of the Waste Management Plans, waste minimisation gaps, priority actions and associated costs and timelines to substantially improve waste minimisation in the municipalities covered by the plans.
- To assign actions, costs and timelines.
- To define a performance monitoring and review schedule.
- Acknowledge areas of improvement in specific waste streams.
- Map out a plan for minimisation of waste at local and regional level.
- To minimise waste to landfill.
- Facilitate further education programmes across community groups.
- To form intergovernmental partnerships and partnerships with businesses and industry to achieve economics of scale where feasible.
- To form partnerships with NGO's and other environmental groups to collectively implement initiatives to achieve waste minimisation targets.
- To increase community awareness, appreciation and responsiveness to waste related issues.
- To implement the Waste Management Hierarchy as determined by the National Waste Management Strategy.
- To align the Waste Minimisation Plan's with all relevant legislative requirements, including but not limited to the National Waste Management Strategy, Local Municipal By-Laws and the Draft 3rd Generation Integrated Waste Management Plans.

4. SCOPE OF THE PROJECT

4.1. INTRODUCTION

- **Background**
 - Overall waste minimisation problems and challenges.
 - Legislative background supporting the requirement for a WMP.
 - Goals (description of goals and how these will be met).
 - Objectives (comprising of measurable deliverables).
 - Methodology (setting out dates for tasks and deliverables).
- **Description of the geographical area**
 - Geographical area to which the plan relates. This involves the total area, roads infrastructure, wards under the municipality and where possible a map depicting the area described under this section.
- **Strategic linkages**
 - The WMP must be aligned with national, provincial (e.g. Western Cape IWMP), district and local government strategies and plans (e.g. SDF, IDP, etc.)

- **Public participation**

- During the development and implementation of the WMP, consultation will be required. The process of consultation should be included.
- Three levels of consultation need to be undertaken:
 - Consultation with Authorities (local, district, provincial).
 - The local private recycling / recovery industries and NGOs.
 - Public and other interested and affected parties (I&APs).
- Process to include notifications (i.e. newsletter, public notices, website, public announcements, etc.) and comments received from Stakeholders.
- Proof of public participation (i.e. newsletters, attendance registers, etc.).

4.2. STATUS QUO

Status Quo / baseline study is required in order to collect and assess all relevant information pertaining to Waste Minimisation in the jurisdictional areas. Status Quo information should include, *inter alia*, the following:

- **Scope of the Plan**

- The scope of plan must comprise of a description of the geographic, environmental and social-economic scope as well as the planning time horizon.

- **Policies and Legislation**

The relevant Government Policies and legislation should be identified and the specific requirements established e.g. National and Provincial targets. Analysing existing by-laws of municipalities pertaining to Waste Minimisation and the effectiveness and enforcement thereof.

- **Demographics**

- Appropriate demographic data should be collected (various existing documents as listed above may contain the required socio-economic information required for this section):
 - Base population.
 - Existing population distribution.
 - Population growth estimates.
 - Future population distribution.
- The above data should be aligned and compared with existing data as available through documents such as:
 - Integrated Development Plans.
 - Draft 3rd Generation Integrated Waste Management Plans
 - Census Data.

- **Waste Quantities and Characteristics**

- Determine the waste diversion figures / quantity of each waste stream at each local municipality.
- Determine the quantities / volumes of waste disposed of that could be potentially diverted.
- Establish current quantities of waste generated, collected, recycled, treated and disposed.
- Estimate future waste generation rates, quantities and characteristics.

- **Existing Waste Minimisation Strategies, Systems and Practices**

- Establish and describe what waste minimisation strategies, practices and systems are currently in place for which the plan is being developed. This must include municipal and private sector initiatives.
- Establish the quantity, type and quality of materials being recycled and describe the operating recycling facilities.
- Determine the waste minimisation public awareness and education initiatives in each municipality including the private sector initiatives.

- **Economics and Financing of Waste Management**

- Determine the economic and financing situation with regard to Waste Minimisation.
- Establish the current costs for each of the existing Waste Minimisation Systems (e.g. two- and three-bag systems).
- Rationalization of Waste Management.
- Determine the current costs of public awareness and education initiatives implemented by the municipalities.

- **Compliance and enforcement**

- Compliance of license conditions of recycling facilities in the district.
- Compliance of the waste management by-laws of each municipality where it relates to waste minimisation.
- Enforcement of the waste management by-laws of each municipality where it relates to waste minimisation.
- Compliance to all the National and Provincial waste diversion targets.

- **Waste Diversion and Minimisation Information Management**

- Status of information management systems pertaining to waste minimisation.
- Status of reporting, analysis and storage of waste minimisation information.
- Identification of waste streams currently reported on.
- Identification of waste streams not reported on which may affect the waste diversion figures in the district.

- **Summary Situation Analysis**

- Prepare a summary situation analysis, based on the collected background information.

4.3. GAP AND NEEDS ANALYSIS

- **Identification and Prioritisation of Needs**

- Utilizing the base data and information collected in the Status Quo section.
- The needs of the organization / institution should be identified and prioritised.

4.4. OBJECTIVES AND TARGETS

Once the baseline study information is available for the historical and present Waste Minimisation situation, the minimisation systems need to be analysed and planning on future programmes / initiatives, service delivery improvements and extension of services of areas currently not included in waste minimisation programmes / initiatives (including the setting of priorities, objectives and strategies) in the short, medium and long term is required. Recommendations regarding waste minimisation improvements and the estimated costs thereof must be provided.

4.5. IMPLEMENTATION PLAN

The Implementation Plan is a Master Plan for Waste Minimisation within the jurisdictional area for a 10 – 15 year period. Policy instruments, partnerships, legislative instruments, economic instruments and a Financial Plan should be established in consultation with the stakeholders.

- **Financial Management**

- A Financial Plan should be developed for the implementation of the Waste Minimisation Plan.

4.6. MONITORING AND REVIEW

The implementation plan needs to be monitored and reviewed on an annual basis in order to assess the effectiveness of the programme. This will ensure the targets are met by identifying areas for improvement. As part of developing the Waste Minimisation Plans, a monitoring and review action plan should be introduced that will assist the municipality to continuously evaluate and update the Waste Minimisation Plans.

5. PROJECT STEERING COMMITTEE

The current Garden Route Waste Management Officers Forum, consisting of the waste management officers of the B-municipalities and Garden Route District Municipality, The Department of Environmental Affairs and Development Planning, Waste Management Section officials, together with the successful tenderer and any other co-opted member or guest speakers will form the project steering committee.

The project steering committee will manage the development of the WMP's. The steering committee must liaise with various other departments such as but not limited to the planning, transportation, health, sustainable development, IDP and environmental management sectors. Membership, frequency of meetings, venue and agendas will be set during the Project Inception Meeting.

6. AVAILABLE RESOURCES

The project steering committee members will be available for the service provider for information gathering, background information and public participation. Venues are available without any costs in the main towns in the Garden Route district. Equipment such as projectors, screens and laptops will also be available for the use of the consultant / service provider at the public meetings.

7. PERFORMANCE MONITORING

MONITORING TOOL	FREQUENCY	EXPECTATION
Briefing	Within 15 working days after appointment of service provider	Oral briefing/ presentation
Consultation meetings with Garden Route DM and 7 B-authorities	Once off - one meeting per local B - municipality and Eden District Municipality.	Minutes and reports (Language English)
Consultation meeting with DEADP, Waste Management Section, with sub-sections concerned with waste minimisation.	Once off- one meeting	Minutes and reports (Language English)
Progress reports	At the end of each phase,nl: Status Quo Goals, Objectives and Targets Implementation Programme Budgets Monitoring and Reporting Review of Plan	Written reports (Language English)
Public participation	One public participation meeting per Local B-municipality and one meeting for Garden Route District Municipality.	Presentations/ discussions/ minutes and written reports.
Concept WMP for each local B-municipalities and Garden Route DM.	One month before completion of project	Electronic copies to steering committee for input/ corrections and approval. (Language English)
Present Draft WMP to each Local Municipal Council and to Garden Route DM Council for comments. 2 presentations per municipality, Section 80 Committee and Council.	Directly after completion of draft WMP's	Report to (8) eight Councils. (Language English)
Final IWMP's	Before 29 May 2020.	Print ready PDF and Microsoft Word copies professionally designed according to layout acceptable to Steering committee. One hard copy per municipality. A printable summary (booklet) for each Local Municipality as well as for Garden Route District Municipality. (Language English)
Submission of individual WMPs to Local Municipal Councils and Garden Route District Municipal Council for Approval/ Acceptance	Directly after DEADP feedback	Report to (8) eight Councils. (Language English)

8. PROJECT TIME FRAME

See project time frame within the **specific tasks** table. Must be completed by **29 May 2020**.

9. CONFIDENTIALITY

The contents and the findings of the project must be treated as the property of the Local Municipalities and the Garden Route District Municipality. Information generated in the course of the project will not be made available to any third party without prior written permission of the participating stakeholders.

10. DELIVERABLES

In the entire process of the development of Integrated Waste Management Programmes for each Municipality, two (2) sets of reports per Municipality. Nine (8) Municipalities need to be produced in English. (this can be amended subject to the different Municipalities requirements and to the discretion of the Eden District Municipality.)

Two (2) presentations at each Municipality. (Workshop of WMP with Council and final WMP presentation.)

All the mentioned reports must be presented as follows:

- 1) Two (2) hard copies of each Municipality's WMP, i.e. nineteen (19) copies in total.
- 2) All the information must also be provided in a digital format, in the following ways:
- 3)
 - Jpeg - format, and
 - MS-Word.

11. INTELLECTUAL PROPERTY

The WMP and all associated documents will remain the intellectual property of the respective Local Municipality and Garden Route District Municipality and may not be used without prior permission from the relevant department.

CERTIFICATE OF MUNICIPAL SERVICES

Information required in terms of the Garden Route District Municipality's Supply Chain Management Policy, Clause 28 (i) (c) (ii).

Tender Number:	
Name of Bidder:	

DETAILS OF THE BIDDER/S: Proprietor /Director(s) / Partners, etc:	
Physical Business address of the Bidder	Municipal Account Number(s)

If there is not enough space for all names, please attach the additional details to the tender document.

Name of Director / Member / Partner	Identity Number	Physical residential address of Director / Member / Partner	Municipal Account number(s)

I, _____, the undersigned, (full name in block letters)

certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.

Signature

thus done and signed for and on behalf of the Bidder / Contractor

at _____ on the _____ day of _____ 2019

Please note:

Even if the requested information is not applicable to the Bidder, the table above should be endorsed

NOT APPLICABLE and THIS DECLARATION MUST STILL BE SIGNED

PRICING SCHEDULE–FIRM PRICES (PURCHASES)
--

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

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

NAME OF BIDDER		TENDER NO	GRDM/08/19- 20
CLOSING DATE	21 OCTOBER 2019	CLOSING TIME	11:00

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

Item No.	Quantity	Description	Bid Price in RSA Currency **(ALL APPLICABLE TAXES INCLUDED)	
			Unit tariff	Total Cost

- Required by: Mr. M Hubbe
- At: George
- Brand and Model:
- Country of Origin:
- Does the offer comply with the specification(s)?*YES/NO
- If not to specification, indicate deviation(s) :.....
- Period required for delivery:
- Delivery basis: ...
*Delivery: Firm/Not firm

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

**FORM OF OFFER AND ACCEPTANCE
COMPULSORY TO COMPLETE**

**TENDER NO: GRDM/08/19-20: DEVELOPMENT OF WASTE MINIMISATION PLANS FOR THE LOCAL MUNICIPALITIES OF BITOU,
GEORGE, HESSEQUA, KANNALAND, KNYSNA, MOSSEL BAY, OUDTSHOORN AND FOR THE GARDEN ROUTE DISTRICT
MUNICIPALITY**

OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**TENDER NO: GRDM/08/19-20: DEVELOPMENT OF WASTE MINIMISATION PLANS FOR THE LOCAL MUNICIPALITIES OF BITOU,
GEORGE, HESSEQUA, KANNALAND, KNYSNA, MOSSEL BAY, OUDTSHOORN AND FOR THE GARDEN ROUTE DISTRICT
MUNICIPALITY.**

The Tender Supplier, identified in the acceptance signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Tender Supplier, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tender Supplier offers to perform all of the obligations and liabilities of the contractor 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 tender identified in the tender data. **AS PER PRICING SCHEDULE** 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 tender supplier before the end of the period of validity stated in the tender data, whereupon the tender supplier becomes the party named as the contractor in the contract identified in the tender data.

Signature(s) ----

Name(s) ----

Capacity ----

Company Name

Address ----

ACCEPTANCE

By signing this part of the form of offer and acceptance, the employer identified below accepts the Tender supplier's offer. In consideration thereof, the employer shall pay the tender supplier the amount due in accordance with the conditions of quote identified in the tender data. Acceptance of the tender supplier's offer shall form an agreement between the employer and the tender supplier upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tender supplier receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tender supplier within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature(s)

Name(s)

Capacity

For the
Employer

....
(Name and address of organization)

Date:

MBD 4

DECLARATION OF INTEREST

1.	No bid will be accepted from persons in the service of the state.	
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 the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.	
3	In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.	
3.1	Full Name of bidder or his / her representative:----	
	Identity number:-----	
3.2	Position occupied in the Company (director, trustee, shareholder ²):----	
3.3	Company Registration Number:----	
3.4	Tax Reference Number:----	
3.5	VAT Registration Number:-----	
3.6	The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers (where applicable) must be indicated in paragraph 4 below.	
3.7		
3.8	Are you presently in the service of the state?*	Yes / No
3.8.1	<p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder member:</p> <p>---</p> <p>---</p> <p>¹MSCM Regulations: "in the service of the state" means to be-</p> <p>(a) a member of-</p> <p>(i) any municipal council;</p> <p>(ii) any provincial legislature; or</p> <p>(iii) the national Assembly or the national Council of provinces;</p> <p>(b) a member of the board of directors of any municipal entity;</p> <p>(c) an official of any municipality or municipal entity;</p> <p>(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);</p> <p>(e) a member of the accounting authority of any national or provincial public entity; or</p> <p>(f) an employee of Parliament or a provincial legislature.</p> <p>² Shareholder² 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.</p>	
3.9	Have you been in the service of the state for the past twelve months?	Yes / No
3.9.1	<p>if yes, furnish particulars</p> <p>---</p> <p>---</p>	
3.10	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?	Yes / No
3.10.1	If yes, furnish particulars.	

	<p>----</p> <p>----</p>	
3.11	Are you aware of any relationship (family, friend, other) between any other bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid?	Yes / No
3.11.1	If yes, furnish the following particulars	
3.12	Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?	Yes / No
3.12.1	If yes, furnish the following particulars. ... ----	
3.13	Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?	Yes / No
3.13.1	If yes, furnish the following particulars.	
3.14	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	Yes / No
3.14.1	If yes, furnish particulars ---- ...	

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

Full Name	Identity Number	State Employee Number

The contract will be automatically cancelled if there is a conflict of interest which is not disclosed by the bidder.

.....
Signature

.....
Date

.....
Capacity

.....
Name of the bidder

PREFERENCE POINTS CLAIM FORM

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to 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 **not to exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or

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 B-BBEE must not exceed	100

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

1.6 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) **"prices"** includes all applicable taxes less all unconditional discounts;

(Tick applicable box)

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

7.1.1 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 in terms of Preferential Procurement Regulations,2017:

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		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:---

8.2 VAT registration number:....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:---

8.8 Total number of years the company/firm has been in business:---

8.9 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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p>
<p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

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 of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:
 - The enterprise is _____% black owned:
 - The enterprise is _____% black woman owned:
 - Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10, 000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE Level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. 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 enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

 Commissioner of Oaths
 Signature & Stamp

CONTRACT FORM – PURCHASE OF GOODS / SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL SERVICE PROVIDER (PART 1) AND THE DISTRICT MUNICIPALITY (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL SERVICE PROVIDER AND THE DISTRICT MUNICIPALITY WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

I the undersigned (Full names) duly authorized thereto hereby undertake to supply all or any of the goods and/or services described in the attached bidding documents to **GARDEN ROUTE DISTRICT MUNICIPALITY** (the District Municipality) in accordance with the requirements and specifications stipulated in bid number

GRDM/08/19-20: DEVELOPMENT OF WASTE MINIMISATION PLANS FOR THE LOCAL MUNICIPALITIES OF BITOU, GEORGE, HESSEQUA, KANNALAND, KNYSNA, MOSSEL BAY, OUDTSHOORN AND FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY

at the price/s quoted. The offer/s remains binding upon me/ the Company/ Close Corporation and open for acceptance by the **District Municipality** during the validity period indicated and calculated from the closing time of bid.

1. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

I confirm hereby that I have examined and read the above documents and declare that I am/ the Company/ Close Corporation is bound by the conditions contained in it.

2. I confirm that I have satisfied myself as to the correctness and validity of the bid; that the price(s) and rate(s) quoted cover all the goods and/or services specified in the bidding documents; that the price(s) and rate(s) cover all my/the Company's/Close Corporation's obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own or the Company's/Close Corporation's risk.
3. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/the Company/Close Corporation under this agreement as the principal liable for the due fulfilment of this contract.
4. I declare that I/the Company/Close Corporation have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
5. I confirm that I am duly authorised to sign this contract.

NAME OF PERSON/ COMPANY/ CLOSE CORPORATION TO WHOM THE TENDER/BID WAS AWARDED (PRINT)

(i) (Sole Supplier) (Full names, (Identity Nr)

(ii) (Registered name of Company/ Close Corporation).....

(Registration Nr.) and herein represented by in

his/ her capacity asduly authorised thereto **according to a Directors/**

Members resolution of which a copy is attached)

SIGNED AT...ONTHIS... DAY OF...2019

SIGNATURE____

CAPACITY____

WITNESSES

1.....

2.....

DATE:

CONTRACT FORM – PURCHASE OF GOODS / WORKS

PART 2 (TO BE FILLED IN BY THE DISTRICT MUNICIPALITY)

I MONDE GIVEN STRATU in my capacity as MUNICIPAL MANAGER accept your bid under reference number:

GRDM/08/19-20: DEVELOPMENT OF WASTE MINIMISATION PLANS FOR THE LOCAL MUNICIPALITIES OF BITOU, GEORGE, HESSEQUA, KANNALAND, KNYSNA, MOSSEL BAY, OUDTSHOORN AND FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY

Dated...for the supply of goods/services indicated hereunder and/or further specified in the annexure(s).

1. An official order indicating delivery instructions is forthcoming.
2. I undertake to make payment for the goods/services delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

<u>ITEM NO.</u>	PRICE (ALL APPLICABLE TAXES INCLUDED)	<u>BRAND</u>	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT ON THIS ...DAY OF ...2019

SIGNATURE
NAME (PRINT) ...
MONDE GIVEN STRATU
MUNICIPAL MANAGER

OFFICIAL STAMP

WITNESSES

1.....

2.....

DATE.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)---

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

...
Position

Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract. .
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD9) must be completed and submitted with the bid:

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

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

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CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

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in response to the invitation for the bid made by:

GARDEN ROUTE DISTRICT MUNICIPALITY

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

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

.....

.....

Signature

Date

.....

.....

Position

Name of the Bidder

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

AUTHORITY OF SIGNATORY

Details of person responsible for Tender process:

Name			
Contact number	()
Address of office submitting the Tender			
Telephone no	()
Fax no	()
E-mail address			

Signatories for close corporations and companies shall confirm their authority by attaching to this form a **duly signed and dated original or certified copy** of the relevant resolution of their members or their board of directors, as the case may be.

"By resolution of the board of directors passed on (date)....."

Mr./Ms.....has been duly authorized to sign all documents in connection with tender number:

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and any Contract which may arise there from on behalf of

(BLOCK CAPITALS)

SIGNED ON BEHALF OF THE COMPANY

IN HIS / HER CAPACITY AS

DATE

FULL NAMES OF SIGNATORY

AS WITNESSES 1.

2.

TABLE OF CLAUSES

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10. Delivery and documents
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General Conditions of Contract

1. Definitions

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

General Conditions of Contract	
	<p>imported content provided that local manufacture does take place.</p> <p>1.18 'Manufacture' means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.</p> <p>1.19 'Order' means an official written order issued for the supply of goods or works or the rendering of a service.</p> <p>1.20 'Project site,' where applicable, means the place indicated in bidding documents.</p> <p>1.21 'Purchaser' means the organization purchasing the goods.</p> <p>1.22 'Republic' means the Republic of South Africa.</p> <p>1.23 'SCC' means the Special Conditions of Contract.</p> <p>1.24 'Services' means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the provider covered under the contract.</p> <p>1.25 'Written' or 'in writing' means hand-written in ink or any form of electronic or mechanical writing.</p>
2. Application	<p>2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
3. General	<p>3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.</p> <p>3.2 Invitations to bid are usually published in locally distributed news media and in the institution's website.</p>
4. Standards	<p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
5. Use of contract documents and information; inspection.	<p>5.1 The provider shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.</p> <p>5.2 The provider shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the provider's performance under the contract if so required by the purchaser.</p> <p>5.4 The provider shall permit the purchaser to inspect the provider's records relating to the performance of the provider and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p>
6. Patent rights	<p>6.1 The provider shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p> <p>6.2 When a provider developed documentation / projects for the municipality or municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality or municipal entity.</p>
7. Performance security	<p>7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p>

<u>General Conditions of Contract</u>	
	<p>7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the provider's failure to complete his obligations under the contract.</p> <p>7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:</p> <p>(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or</p> <p>(b) a cashier's or certified cheque.</p> <p>7.4 The performance security will be discharged by the purchaser and returned to the provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified.</p>
8. Inspections, tests and analyses	<p>8.1 All pre-bidding testing will be for the account of the bidder.</p> <p>8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.</p> <p>8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.</p> <p>8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.</p> <p>8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the provider.</p> <p>8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.</p> <p>8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.</p> <p>8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.</p>
9. Packing	<p>9.1 The provider shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.</p>

General Conditions of Contract	
10. Delivery and documents	10.1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the provider in accordance with the terms specified in the contract.
11. Insurance	11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.
12. Transportation	12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.
13. Incidental services	<p>13.1 The provider may be required to provide any or all of the following services, including additional services, if any:</p> <ul style="list-style-type: none"> (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods; (b) furnishing of tools required for assembly and/or maintenance of the supplied goods; (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods; (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the provider of any warranty obligations under this contract; and (e) training of the purchaser's personnel, at the provider's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods. <p>13.2 Prices charged by the provider for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the provider for similar services.</p>
14. Spare parts	<p>14.1 As specified, the provider may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the provider:</p> <ul style="list-style-type: none"> (a) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract; and (b) in the event of termination of production of the spare parts: <ul style="list-style-type: none"> (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
15. Warranty	<p>15.1 The provider warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The provider further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the provider, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.</p> <p>15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.</p> <p>15.3 The purchaser shall promptly notify the provider in writing of any claims arising under this warranty.</p> <p>15.4 Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.</p> <p>15.5 If the provider, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.</p>
16. Payment	16.1 The method and conditions of payment to be made to the provider under this contract shall be specified.

General Conditions of Contract	
	<p>16.2 The provider shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the provider.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated.</p>
17. Prices	17.1 Prices charged by the provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the provider in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.
18. Increase / decrease of quantities	18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised quantities. The contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.
19. Contract amendments	19.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
20. Assignment	20.1 The provider shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
21. Subcontracts	21.1 The provider shall notify the purchaser in writing of all subcontracts awarded under these contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.
22. Delays in the provider's performance	22.1 Delivery of the goods and performance of services shall be made by the provider in accordance with the time schedule prescribed by the purchaser in the contract.
	22.2 If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
	22.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.
	<p>22.4 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.</p> <p>22.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the provider's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the provider.</p>
23. Penalties	23.1 Subject to GCC Clause 25, if the provider fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
24. Termination for default	<p>24.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the provider, may terminate this contract in whole or in part:</p> <p>(a) if the provider fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 22.2;</p> <p>(b) if the provider fails to perform any other obligation(s) under the contract; or</p> <p>(c) if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.</p> <p>24.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the provider shall be liable to the</p>

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	<p>purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.</p> <p>24.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.</p> <p>24.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.</p> <p>24.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.</p> <p>24.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:</p> <ul style="list-style-type: none"> (i) the name and address of the supplier and / or person restricted by the purchaser; (ii) the date of commencement of the restriction; (iii) the period of restriction; and (iv) the reasons for the restriction. <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p> <p>24.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.</p>
25. Anti-dumping and countervailing duties and rights	<p>25.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the provider to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the provider in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.</p>
26. Force Majeure	<p>26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.</p> <p>26.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.</p>
27. Termination for insolvency	<p>27.1 The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.</p>

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28. Settlement of Disputes	<p>28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>28.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the provider may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.</p> <p>28.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.</p> <p>28.4 Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the provider any monies due the provider for goods delivered and / or services rendered according to the prescripts of the contract.</p>
29. Limitation of liability	<p>29.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6; (a) the provider shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the provider to pay penalties and/or damages to the purchaser; and (b) the aggregate liability of the provider to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.</p>
30. Governing language	<p>30.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.</p>
31. Applicable law	<p>31.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.</p>
32. Notices	<p>32.1 Every written acceptance of a bid shall be posted to the provider concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.</p> <p>32.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.</p>
33. Taxes and duties	<p>33.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>33.2 A local provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>33.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.</p>
34. Transfer of contracts	<p>34.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.</p>
35. Amendment of contracts	<p>35.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.</p>

BID REQUIREMENTS OF GARDEN ROUTE DISTRICT MUNICIPALITY

THE FOLLOWING PARTICULARS MUST BE FURNISHED. FAILURE TO DO SO MAY RESULT IN THE BID BEING DISQUALIFIED

CENTRAL SUPPLIER DATABASE (CSD) NO:

NAME OF BIDDER:

POSTAL ADDRESS:

STREET ADDRESS:

TELEPHONE: AREA CODE:

NUMBER:

FACSIMILE: AREA CODE:

NUMBER:

E-MAIL ADDRESS (IF AVAILABLE):

NAME OF CONTACT PERSON:

CELL PHONE NUMBER OF CONTACT PERSON:

Has a tax clearance certificate been submitted

Yes / No

Income Tax Number

Name of taxpayer

Identity number of taxpayer (if applicable)

Employer's PAYE registration number (if applicable)

Company or CC Registration No

Are you the accredited representative in South Africa for the goods / services offered by you?

Yes / No / NOT APPLICABLE

AUTHORISED SIGNATURE:

NAME:

CAPACITY:

DATE:

REQUIRED DOCUMENTATION

A PUBLIC COMPANY or SECTION 21 COMPANY

A certified copy of the company's Certificate of Incorporation (CM3).

If any changes had occurred in the board of Shareholders or Directors of the company since registration, a certified copy of the amended Certificate of Incorporation regarding the changes that were registered in the office of the Registrar of Companies must be obtained.

In the case of a Company, a resolution from the directors that the person who is appointed to sign the tender and SLA document is authorized to act on behalf of the Company. The full names, identity number and his/ her capacity must be included in the resolution.

A CLOSE CORPORATION

A certified copy of the Close Corporation's registration document. (CK1 & CK2).

If any changes had occurred in the Membership of the Close Corporation since registration, a certified copy of the amended Registration Certificate regarding the changes in membership that were registered in the office of the Registrar of Companies must be obtained. In the case of a Close Corporation, a resolution from the members that the person who is appointed to sign the tender and SLA document is authorized to act on behalf of the Close Corporation. The full names, identity number and his/ her capacity must be included in the resolution.

A TRUST

A certified copy of the Trust deed (document) as well as a letter of authority in the case of business trust.

A PARTNERSHIP

A certified copy of the Partnership Agreement.

A SOLE PROPRIETOR

A certified copy of the Owner's ID document.

In all cases, a valid Tax Clearance certificate is required.

Where necessary certified copies of other relevant registration certificates pertaining to the business as required by legislation.

The above documentation did not include necessarily all the documentation that may be needed by the Supply Chain department which must also be requested.