CIDB DOCUMENT FOR
TENDER NO: GRDM/24/22-23

SUPPLY, DELIVERY,INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS FOR A PERIOD OF THREE YEARS

ENQUIRIES: 54 YORK STREET GEORGE (044) 803 1330	GARDEN ROUTE DISTRICT MUNICIPALITY P.O. BOX 12 GEORGE 6530

SUMMARY FOR TENDER OPENING PURPOSES

NAME OF BIDDER: ……

CENTRAL SUPPLIER DATABASE NO.: MAAA ……

TOTAL PRICE (INCLUDING VAT)	R
PREFERENCES CLAIMED FOR:	
B-BBEE Status Level of Contributor:	
Preference Points Claimed:	

B-BBEE certificates submitted with the tender document MUST be VALID ORIGINAL B-BBEE CERTIFICATES or VALID CERTIFIED COPIES OF THE B-BBEE CERTIFICATES

TENDER CLOSES AT 11H00 ON 18 MAY 2023……

For official use.
Signatures of SCM Officials at Tender Opening
1.
2.

BIDDER CONTACT DETAILS

This information shall be used for any correspondence or contact with the bidder.

Name of Bidding Company:	
Postal Address:	.... Postal Code: .....
E-mail Address:	.....
Telephone Number:	.....
Cellular Number:	.....
Facsimile Number:	.....

GARDEN ROUTE DISTRICT MUNICIPALITY

TENDER NO. GRDM/24/22-23

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS FOR A PERIOD OF THREE YEARS

GENERAL TENDER INFORMATION

TENDER ADVERTISED	: 20 APRIL 2023
ESTIMATED CIDB CONTRACTOR GRADING DESIGNATION	: 2ME OR HIGHER
COMPULSORY SITE VISIT/CLARIFICATION MEETING	: N/A
VENUE FOR SITE VISIT/CLARIFICATION MEETING	: N/A
CLOSING DATE	: 18 MAY 2023
CLOSING TIME	: 11:00 am
LOCATION OF TENDER BOX	: **Tender Box** at the Garden Route District Municipality Head Office, on the Ground Floor, at Reception, 54 York Street, George.

GARDEN ROUTE DISTRICT MUNICIPALITY

TENDER NUMBER: GRDM/24/22-23

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS FOR A PERIOD OF THREE YEARS

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GARDEN ROUTE DISTRICT MUNICIPALITY

TENDER NUMBER: GRDM/24/22-23

SUPPLY,DELIVERY,INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS FOR A PERIOD OF THREE YEARS

The Tender (Part T)

PART T1 Tender Procedures
T1.1 Tender Notice and Invitation to Tender
T1.2 Tender Data

PART T2 Returnable Documents (All documents / schedules are returnable)
T2.1 List of Returnable Schedules Required for Tender Evaluation and Returnable Schedules
T2.2 Other documents that will be incorporated into the contract
T2.3 Returnable Schedules that will be incorporated in the contract

GARDEN ROUTE DISTRICT MUNICIPALITY

TENDER NUMBER: GRDM/24/22-23

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS FOR A PERIOD OF THREE YEARS

Tender Notice and Invitation to Tender (T1.1)

Tenders are hereby invited for the:

TENDER: SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCEOF AIR CONDITIONERS FOR A PERIOD OF THREE YEARS.

Completed tenders are to be submitted in a sealed envelope, clearly marked:

Tender No.: GRDM/24/22-23 and must be placed in the tender box at the Garden Route District Municipality Head Office, on the Ground Floor, at Reception, 54 York Street, George by no later than **11:00 on 18 MAY 2023**. Tenders are not allowed to be placed in the tender box after 11:00. Late or unmarked tenders will not be considered. No tenders per fax or e-mail will be accepted.

Bidders must be registered with the CIDB, and it is estimated that bidders should have a CIDB contractor grading designation of 2ME or higher.

No briefing session.

Paper copies of the Tender Documents are available at a non-refundable deposit of R200-00 each from the Garden Route District Municipality, Supply Chain Management Unit, Ground Floor, 54 York Street, George.

Tender documents are available on the Garden Route District Municipality's website: www.gardenroute.gov.za, free of charge.

Tenders will be evaluated and adjudicated in terms of the Preferential Procurement Policy of Council based on the Regulations 2022 and the Garden Route District Municipality's Supply Chain Management Policy, where 80 points will be scored for price and 20 points for B-BBEE status.

For more information, contact Ms. Bukelwa Ndzinde (044) 803 1338

The Municipality reserves the right to withdraw any invitation to tender and/or to readvertise or to reject any tender or to accept a part of it. The Municipality is not bound to accept the lowest or any tender.
A TCS PIN for bidders' tax compliance information must be submitted with the tender document.
It will be required from the successful bidder to register on the Central Supplier Database (CSD).

M STRATU
MUNICIPAL MANAGER
GARDEN ROUTE DISTRICT MUNICIPALITY
GEORGE
6530

GARDEN ROUTE DISTRICT MUNICIPALITY

TENDER NUMBER: GRDM/24/22-23

SUPPLY, DELIVERY, INSTALLATION AND

MAINTENANCE OF AIR CONDITIONERRS

FOR A PERIOD OF THREE YEARS

Tender Data (T1.2)

Clause number	The conditions of tender are the Standard Conditions of Tender as contained in Annex F of Board Notice 136 of 2015 in Government Gazette No. 38960 of 10 July 2015, Construction Industry Development Board (CIDB) Standard for Uniformity in Construction Procurement (see www.cidb.org.za). The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies. The following variations, amendments and additions to the Standard Conditions of Tender as set out in the Tender Data below shall apply to this tender:
F.1	**General**
F1.1.1	The Employer is the Garden Route District Municipality.
F1.1.2	The parties agree that this tender and its acceptance shall also be subject to the terms and conditions contained in the Employer's Supply Chain Management Policy ('SCM Policy'). Abuse of the supply chain management system is not permitted and may result in actions as set out in the SCM Policy.
F.1.2	**Tender Documents**

	The following documents form part of this tender: **The Tender** **Part T1: Tender Procedures** T1.1 Tender notice and invitation to tender T1.2 Tender data **Part T2 Returnable Documents** T2.1 List of returnable documents required for Tender Evaluation T2.2 Other documents required for tender evaluation purposes T2.3. Returnable schedules that will be incorporated in the contract **The Contract** **Part C1: Agreement and contract data** C1.1 Form of offer and acceptance C1.2 Objections and Complainants form C1.3 Form of Performance Guarantee **Part C2: Pricing data** C2.1 Pricing instructions C2.2 Bills of Quantities

	Part C3: Scope of Works
F.1.4	**Communication and employer's agent:**
	The employer's agent - NONE
F.1.6.2	**Competitive Negotiation Procedure**
	A competitive negotiation procedure will not be followed.
F.1.6.3	**Proposal procedure using the two-stage system**
	A two-stage system will be followed.
F.1.6.4	**Objections, complaints, queries and disputes / appeals in terms of Section 62 of the Systems Act / Access to court**
F.1.6.4.1	**Disputes, objections, complaints and queries**
	In terms of Regulations 49 and 50 of the Local Government: Municipal Finance Management Act, 56 of 2003 – Municipal Supply Chain Management Regulations (Board Notice 868 of 2005): a) Persons aggrieved by decisions or actions taken by the Garden Route District Municipality in the implementation of its supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint or query or dispute against the decision or action.
F.1.6.4.2	**Appeals**
	a) In terms of Section 62 of the Local Government: Municipal Systems Act, 32 of 2000 a person whose rights are affected by a decision taken by the Garden Route District Municipality, may appeal against that decision by giving written notice of the appeal and reasons to the Garden Route District Municipality within 21 days of the date of the notification of the decision. b) An appeal must contain the following: i) Must be in writing ii) It must set out the reasons for the appeal iii) It must state in which way the Appellant's rights were affected by the decisionESA iv) It must state the remedy sought; and v) It must be accompanied with a copy of the notification advising the person of the decision
F.1.6.4.3	**Right to approach the courts and rights in terms of Promotion of Administrative Justice Act, 3 of 2000 and Promotion of Access to Information Act, 2 of 2000.**
	The sub-clauses above do not influence any affected person's rights to approach the High Court at any time or its rights in terms of the Promotion of Administrative Justice Act and Promotion of Access to Information Act.
F.1.6.4.4	All requests referring to sub clauses F.1.6.4.1 and F.1.6.4.2 must be submitted in writing to: **The Municipal Manager:** Garden Route District Municipality, 54 York Street, George 6530 **Via hand delivery at:** Garden Route District Municipality, 54 York Street, George 6530

F.1.6.4.5	All requests referring to clause F.1.6.4.3 regarding access to information or reasons must be submitted in writing to: **The Municipal Manager:** Garden Route District Municipality, 54 York Street, George 6530 **Via hand delivery at:** Garden Route District Municipality, 54 York Street, George 6530
F.2	**Tenderer's obligations**
F.2.1	**Eligibility**
F.2.1.1	Only tenderers who satisfy the following criteria are eligible for financial and B-BBEE evaluation of tenders: (a) Attendance of compulsory clarification meeting (b) Submission of all Returnable Documents (refer checklist **Annexure F**) (c) Achievement of minimum required points for Functionality Assessment (refer pg. 53 – 63)
F.2.1.4.1	**Construction Industry Development Board (CIDB) Registration**
	Only those tenders submitted by tenderers who are registered, or are capable of being registered, with an active status with the CIDB prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations, for a **2ME or higher** class of construction work, are eligible to have their tenders evaluated. Joint Ventures are eligible to submit tenders provided that: (a) Every member of the Joint Venture is registered with an active status with the CIDB; (b) The lead partner must be registered in the relevant class of construction work; and (c) The combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a **2ME or higher** class of construction work of value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations.

F.2.1.4.3	**Minimum score for functionality – NOT APPLICABLE**
	In order to be considered for a contract in terms of this tender, tenderers must achieve the minimum score for functionality as stated below. The description of the functionality criteria and the maximum possible score for each is shown in the table below. The score achieved for functionality will be the sum of the scores achieved, in the evaluation process, for the individual criteria. **Refer to Functionality schedule 2.1.4 (Part T2.1)** in Returnable Schedules required for Tender Evaluation. (Pg. 48 - 58) The minimum score for functionality. Tenderers that fail to achieve the minimum score for functionality will be declared as non-responsive. Where the entity tendering is a Joint Venture the tender must be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture (appended to Schedule 3, Part T2.2: Returnable Schedules). Tenderers shall ensure that the relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring.
F.2.1.4.6	**Pre-qualification criteria for preferential procurement - NOT APPLICABLE**
	Refer to Functionality Criterium, elsewhere included in this tender document. **NOT APPLICABLE**
F.2.7	The arrangements for the **compulsory site visit/clarification meeting** are as stated on the General Tender Information page. Tenderers should be represented at the site visit/clarification meeting by a person who is suitably qualified and experienced to comprehend the implications of the work involved. Allowance will be granted up to 20 minutes after the commencement of the clarification meeting for tenderers to arrive, after which attendance will not be recognized for tender qualification purposes.
	Date: NOT APPLICABLE **Starting time: NOT APPLICABLE**

F.2.8	**Seek Clarification**

	The tenderer warrants that it has: a) inspected the Specifications and read and fully understood the Conditions of Contract. b) read and fully understood the whole text of the Specifications and Price Schedule and thoroughly acquainted itself with the nature of the goods proposed and generally of all matters which may influence the Contract. c) visited the site(s) where delivery of the proposed works will take place, carefully examined existing conditions, the means of access to the site(s), the conditions under which the delivery is to be made, and acquainted itself with any limitations or restrictions that may be imposed by the Municipal or other Authorities in regard to access and transport of materials, plant and equipment to and from the site(s) and made the necessary provisions for any additional costs involved thereby. d) requested the Employer to clarify the requirements contained in the Specifications and Price Schedule, the exact meaning or interpretation of which is not clearly intelligible to the tenderer. e) received any notices to the tender documents which have been issued in accordance with the Employer's SCM Policy. The Employer will therefore not be liable for the payment of any extra costs resulting from any claim submitted by the tenderer arising from any alleged ambiguity or uncertainty contained in the tender document.
F.2.12	No alternative Tender offer will be considered.
F.2.13.1	Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

F.2.13.2	Return all returnable documents to the employer after completing them in their entirety in non-erasable black ink.
F.2.13.3	Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.
F.2.13.4	Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint venture shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.
F.2.13.5	Seal the original and each copy of the tender offer as separate packages marking the packages as "**GRDM/24/22-23**". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address. The Employer's address for delivery of tender offers and identification details are: Garden Route District Municipality, Head Office, 54 York Street, George (location of tender box). The identification details are: Tender number **GRDM/24/22-23**
F.2.13.6	A two-envelope procurement will **not** be followed.
F.2.13.8	Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and market as stated.
F.2.13.9	Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.
F.2.13.10	By signing the offer part of C1.1 Form of Offer and Acceptance the tenderer declares that all information provided in the tender submission is true and correct.
F.2.15	**Closing time**
F.2.15.1	Ensure that the employer received the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery. The closing time for submission of tender offers is at **11H00 on 18 MAY 2023.**
F.2.16	**Tender offer validity**
F.2.16.1	The Tender offer validity period is **120 days**.

F.2.17	**Clarification of tender offer after submission**
	Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.
F.2.18	**Provide other material**
F.2.18.1	Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), referencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

F.2.18.4	**Compliance with Occupational Health and Safety Act, 85 of 1993**
	Tenderers are to note the requirements of the Occupational Health and Safety Act, 85 of 1993 and the Construction Regulations, 2014 issued in terms of Section 43 of the Act. The Tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith. In this regard the Tenderer shall submit with his tender a draft Health and Safety Plan in respect of the Works in sufficient detail to demonstrate the necessary competencies and resources to perform the construction work all in accordance with the Act, Regulations and Health and Safety Specification in the Scope of Work.
F.2.19	**Inspections, tests and analysis**
	Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.
F.2.23	**Certificates**
	Include in the tender submission or provide the employer with any certificates as stated in the tender data.
F.3.2	**Issue Addenda**
	Notwithstanding any requests for confirmation of receipt of Addenda issued, the tenderer shall be deemed to have received such addenda if the employer can show proof of transmission thereof (or a notice in respect thereof) via electronic mail, facsimile or registered post.

F.3.4	**Opening of tender submissions**
F.3.4.1	The time and location for opening of the tender offers is: **11h00 on 18 MAY 2023.** The Tender Box at the Garden Route District Municipality is on the Ground Floor, 54 York Street, George.
F.3.10	**Clarification of a tender offer**
	The Employer may, after the closing date, request additional information or clarification from tenderer, in writing on any matter affecting the evaluation of the tender offer or that could give rise to ambiguity in a contract arising from the tender offer.
F.3.11	**Evaluation of tender offers**
F.3.11.2	Method 1: Price and Preference In the case of a price and preference 1) Score tender evaluation points for price. 2) Score points for BBBEE contribution. 3) Add the points scored for price and BBBEE.

F.3.11.3	**Method 2: Functionality, Price and Preference** In the case of functionality, price and preference 1) Score the functionality, rejecting all tender offers that fail to achieve the minimum number of points for functionality as stated in the Tender Data. 2) No tender must be regarded as an acceptable tender if it fails to achieve the minimum qualifying score for functionality as indicated in the tender invitation. 3) Tenders that have achieved the minimum qualification score for functionality must be evaluated further in terms of the preference points system prescribed in paragraphs 4 and 5 below. **The 80/20 preference point system for acquisition of services, works or goods up to Rand value of R50 million.** 4) (a)(i) The following formula must be used to calculate the points for price in respect of tenders (including price quotation) with a rand value equal to, or above R30,000 and up to Rand value of R50,000,000 (all applicable taxes included): $Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$ Where Ps = Points scored for comparative price of tender or offer under consideration; Pt = Comparative price of tender or offer under consideration; and Pmin = Comparative price of lowest acceptable tender or offer. (4)(b) Subject to subparagraph (4)(c), points must be awarded to a tender for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	80/20 Number of Points	90/10 Number of Points
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

(4)(c) A maximum of 20 points may be allocated in accordance with subparagraph (4)(b).
(4)(d) The points scored by tender in respect of B-BBEE contribution contemplated in subparagraph (4)(b) must be added to the points scored for price as calculated in accordance with subparagraph (4)(a).
(4)(e) Subject to paragraph 4.3.8 the contract must be awarded to the tender who scores the highest total number of points.

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

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

$$Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where
Ps = Points scored for comparative price of tender or offer under consideration;
Pt = Comparative price of tender or offer under consideration; and
Pmin = Comparative price of lowest acceptable tender or offer.

(5)(b) Subject to subparagraph (5)(c), points must be awarded to a tender for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	80/20 Number of Points	90/10 Number of Points
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

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

F.3.11.6	**Decimal places**
	Score price, preference and functionality, as relevant, to two decimal places.
F.3.13	Tender offers will only be accepted if: (a) the Tenderer has in his or her possession an original valid Tax Clearance Certificate issued or the PIN provided by the South African Revenue Services or has made arrangements to meet outstanding tax obligations; (b) the Tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; (c) the Tenderer submits a letter of intent from an approved insurer undertaking to provide the Performance Bond to the format included in Part T2.2 of the procurement document. (d) the Tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation. (e) the Tenderer has not abused the Employer's Supply Chain Management System. (f) the tender offer is signed by a person authorized to sign on behalf of the Tenderer. (g) the Tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the Tenderer's ability to perform the Contract in the best interests of the Employer or potentially compromise the tender process. (h) the Tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer; (i) the Employer is reasonably satisfied that the Tenderer has in terms of the Construction Regulations, 2014, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely. (j) the Tenderer has not failed to perform on any previous contracts and has not been given a written notice to the effect. (k) the Tenderer has submitted certified copies of the directors, owners and shareholders' identity documents with the tender offer. (l) the Tenderer must be registered on the Central Supplier Database. (m) Tenderer who submitted a tender as a Joint Venture has included an acceptable Joint Venture Agreement with his/her tender or has provided a letter of intent to form a Joint Venture signed by all parties. (n) the Tenderer is not in arrears for more than 30 days with municipal rates and taxes and services charges. (o) the Tenderer complies with the specifications and conditions applicable to the product and submitted all the required documentation as stipulated in part C3: Scope of Works.

F.3.16	**Notice to tenderers**
F.3.16.1	Before accepting the tender of the successful tenderer, the Employer shall notify the successful tenderer in writing of the decision of the Employer's Bid Adjudication Committee to award the tender to the successful tenderer. No rights shall accrue to the successful tenderer in terms of this notice.
F.3.16.2	The Employer shall, at the same time as notifying the successful tenderer of the Bid Adjudication Committee's decision to award the tender to the successful tenderer, also give written notice to the other tenderers informing them that they have been unsuccessful.
F.3.17	**Provide copies of the contract**
	The employer will provide the successful tenderer with one (1) paper copy of the signed contract as soon as possible after completion and signing of the form of offer and acceptance.
F.3.20	The additional conditions of Tender are: 1. Garden Route District Municipality may also request that the Tenderer provide written evidence that his/her financial, labour and resources are adequate for carrying out the project. 2. The Garden Route District Municipality reserves the right to appoint a firm of chartered accountants and auditors and/or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations. 3. Tender documents must be completed in black ink, and prices must include VAT, only where applicable and requested in the schedule of activities. 4. Corrections may not be made by means of a correction fluid such as Tipp-Ex or a similar product. In the event of a mistake having been made it shall be crossed out in ink and be accompanied by a full signature at each and every alteration. The Municipality reserves the right to reject the Tender if corrections are not made in accordance with the above.

MBD 1

TAX COMPLIANCE INFORMATION

PART A

Tax Compliance Status	TCS Pin:		**or**	CSD No:	
B-BBEE Status Level Verification Certificate [Tick Applicable Box]	☐ Yes ☐ No		B-BBEE Status Level Sworn Affidavit		☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVIT (FORM EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
Are You the Accredited Representative i**n South Africa for the Goods / Services / Works Offered?**	☐ Yes ☐ No [If Yes, Enclose Proof]		Are You A Foreign Based Supplier for **The Goods / Services / Works Offered?**		☐ Yes ☐ No [If Yes, Answer Part 2.]
Signature of Bidder	……		Date		……

B-BBEE certificates submitted with the tender documents <u>MUST</u> be a <u>VALID ORIGINAL B-BBEE CERTIFICATE or VALID CERTIFIED COPY OF THE B-BBEE CERTIFICATE</u>.

In the case of a Trust, Consortium or Joint Venture, they will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

MBD4

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: ……..	
3.2	Identity number: ……	
3.3	Position occupied in the Company (director, trustee, shareholder[2]): ……..	
3.4	Company Registration Number: …….	
3.5	Tax Reference Number: ……..	
3.6	VAT Registration Number: …….	
3.7	The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers (where applicable) must be indicated in paragraph 4 below.	
3.8	Are you presently in the service of the state?*	**YES / NO**
3.8.1	If yes, furnish the following particulars: Name of person / director / trustee / shareholder member: …….. Name of state institution at which you or the person connected to the bidder is employed: …….. Position occupied in the state institution: ……..	

	Any other particulars: …… ……..	
3.9 3.9.1	Have you been in the service of the state for the past twelve months? If so, furnish particulars. …….. ……..	**YES / NO**
3.10 3.10.1	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? If yes, furnish the following particulars: Name of person: …… Name of state institution at which you or the person connected to the bidder is employed: …….. Position occupied in the state institution: …….. Any other particulars: …… ……..	**YES / NO**
3.11 3.11.1	Are you aware of any relationship (family, friend, other) between the bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid? If yes, furnish the following particulars: Name of person: …… Name of state institution at which you or the person connected to the bidder is employed: …….. Position occupied in the state institution: ……	**YES / NO**

	Any other particulars: …… ……...	
3.12 3.12.1	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state? If yes, furnish the following particulars: Name of person / director / trustee / shareholder / member: …… Name of state institution at which you or the person connected to the bidder is employed: …….. Position occupied in the state institution: …… Any other particulars: …… ……..……..	**YES / NO**
3.13 3.13.1	Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state? If yes, furnish the following particulars: Name of person / director / trustee / shareholder / member: …… Name of state institution at which you or the person connected to the bidder is employed: …….. Position occupied in the state institution: …… Any other particulars: …… ……..……..	**YES / NO**
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	**YES / NO**

3.14.1	are bidding for this contract? If yes, furnish particulars: …….. ……..	

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

THE FOLLOWING INFORMATION IS <u>COMPULSORY</u> TO COMPLETE:

Full Name	Identity Number	Individual Tax Number for each Director	State Employee Number (where applicable)

5.	**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 Bidder

[1]MSCM Regulations: "in the service of the state" means to be -

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

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

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

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

---

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to invitations to tender:

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

and

1.1.2. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2.1.2

a) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3. Points for this tender (even in the case of a tender for income -generating contracts) shall be awarded for:

(a) Price;

(b) B-BBEE status level contribution

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

	POINTS	
PRICE	**80**	**90**
B-BBEE STATUS LEVEL OF CONTRIBUTOR	**20**	**10**
Total points for Price and B-BBEE must not exceed	**100**	

1.5. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for the tender, B-BBEE certificate or an Affidavit for an Exempt Micro Enterprise, will be interpreted to mean that preference points 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 top preferences, in any manner required by the purchaser.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) "**price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand,calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ oif state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and ;

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000).

(f) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act.

(g) **"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 2003 (Act No.53 of 2003);

(h) **"Proof of B-BBEE status level of contributor"** means:

1) B-BBEE Status level certificate issued by an authorized body or person;

2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) **"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;

(j) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(k) **"Functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. **POINTS AWARDED FOR PRICE**

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

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

80/20 **or** **90/10**

$$\boldsymbol{Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)} \quad \text{or} \quad \boldsymbol{Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pin = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1POINTS AWARDED FOR PRICE

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

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

3.1. For the purposes of this tender the tenderer will be allocated preference points based on the B-BBEE status level contributor status stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

3.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

4. BID DECLARATION

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

4. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.2

4.1 B-BBEE Status Level of Contributor ..... = ... (Maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.2 and must be substantiated by relevant proof of B-BBEE status level of contributor.

5. SUB-CONTRACTING

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

(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,2022:

Designated Group: An EME or QSE which is at last 51% owned by:	**EME** √	**QSE** √
Any EME		
Any QSE		

6. **DECLARATION WITH REGARD TO COMPANY/FIRM**

6.1 Name of company/firm……

6.2 VAT registration number……

6.3 Company registration number: ……...

6.4 TYPE OF COMPANY/ FIRM

- □ Partnership/Joint Venture / Consortium
- □ One-person business/sole propriety
- □ Close corporation
- □ Public Company
- □ Personal Liability Company
- □ (Pty) Limited
- □ Non-Profit Company
- □ State Owned Company

[TICK APPLICABLE BOX]

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……..

……

……

6.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

6.7 MUNICIPAL INFORMATION

Municipality where business is situated:……

Registered Account Number:……

Stand Number:……

6.8 Total number of years the company/ firm has been in business:……

I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audio alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....
DATE: .....

ADDRESS: .....

.....

.....

.....

MBD 6.1(a)

SWORN AFFIDAVIT – BBBEE EXEMPTED MICRO ENTERPRISE

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 owned	**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

MBD8

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:

8.3 abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
8.4 been convicted for fraud or corruption during the past five years;
8.5 willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
8.6 been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied). **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 ☐	No ☐

4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **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 ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	**Question**	**Yes**	**No**
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) ……

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

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

…….. ……..……

Signature **Date**

…… ……..…..

Position **Name of Bidder**

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

   3.1 take all reasonable steps to prevent such abuse;

   3.2 reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

   3.3 cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5. In order to give effect to the above, the attached Certificate of Bid Determination (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.**

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

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)

6. I have read and I understand the contents of this Certificate;

7. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

8. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

9. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

10. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

    10.1 has been requested to submit a bid in response to this bid invitation;
    10.2 could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
    10.3 Provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

MBD9

11 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium[3] will not be construed as collusive bidding.

12 In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

12.1 prices;
12.2 geographical area where product or service will be rendered (market allocation);
12.3 methods, factors or formulas used to calculate prices;
12.4 the intention or decision to submit or not to submit, a bid;
12.5 the submission of a bid which does not meet the specifications and conditions of the bid; or bidding with the intention not to win the bid.

13. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

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

.....	.....
Signature	Date
.....	.....
Position	Name of Bidder

[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.

CERTIFICATE FOR MUNICIPAL SERVICES (COMPULSORY TO COMPLETE)

Information required in terms of the Supply Chain Management Regulations, Regulation 28 (1) (c).

Tender Number: GRDM/24/22-23

Name of the Bidder: _____

DETAILS OF THE BIDDER/S: Owner / Proprietor / Director(s) / Partner(s), etc:

Physical Business address of the Bidder	Municipal Account Number(s)

If there is not enough space for all the 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 if overdue for more than 30 days.

_____
Signature

THUS DONE AND SIGNED for and on behalf of the Bidder / Contractor

at _____on the _____day of _____2023

PLEASE NOTE:

MUNICIPAL ACCOUNTS FOR ALL PROPERTIES OWNED BY BIDDER/S MUST BE ATTACHED TO THE TENDER DOCUMENT!

Even if the requested information is not applicable to the Bidder, the table above should be endorsed NOT APPLICABLE with a reason and THIS DECLARATION MUST STILL BE COMPLETED AND SIGNED. In the event of leasing, a lease agreement MUST be attached to the tender document.

GARDEN ROUTE DISTRICT MUNICIPALITY TENDER

NUMBER: GRDM/24/22-23

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE

OF AIR CONDITIONERS FOR A PERIOD OF THRE YEARS

Returnable Documents (Part T2)

(ALL Documents and Schedules MUST BE RETURNED for the TENDER to Qualify)

T2.1	List of Returnable Schedules Required for Tender Evaluation
T2.2	Other documents that will be incorporated into the contract
T2.3	Returnable Schedules that will be incorporated in the contract

NOTE:

Although the documents under Part T2 is headed "Returnable Documents" in line with the CIDB model, these are not the only documents to be returned together with the Tender. **All** the documents indicated on document T1, must be completed and signed where applicable and submitted as a **complete set of documents**.

GARDEN ROUTE DISTRICT MUNICIPALITY TENDER

NUMBER: GRDM/24/22-23 - SUPPLY, DELIVERY,

INSTALLATION AND MAINTENANCE OF AIR

CONDITIONERS FOR A PERIOD OF THRE YEARS

List of Returnable Schedules Required for Tender Evaluation Purposes (T2.1)

Form 2.1.1	General Information
Form 2.1.2	Authority for Signatory

FORM 2.1.1 **GENERAL INFORMATION**

1. Name of tendering entity:

_____

2. Contact details

Address :

_____

_____

Tel no :
(_____)_____

Fax no :
(_____)_____

E-mail address:

_____

3. Legal entity: Mark with an **X**.

Sole proprietor	
Partnership	
Close corporation	
Company (Pty) Ltd	
Joint venture	

In the case of a Joint venture, provide details on joint venture members:

Joint venture member	Type of entity (as defined above)

4. Income tax reference number:
_____(in the case of a joint venture, provide for all joint venture members)

5. Regional services area where the enterprise is registered:
_____(In the case of a joint venture, provide for all joint venture members)

6. Regional services levy registration number:_____(In the case of a joint venture, provide for all joint venture members)

7. VAT registration number:_____(In the case of a joint venture, provide for all joint venture members)

8. Company or closed corporation registration number:
_____(In the case of a joint venture, provide for all joint venture members)

9. Details of proprietor, partners, closed corporation members, or company directors, indicating technical qualifications where applicable (Form on the next page).

For joint ventures the following must be attached (**COMPULSORY**):

a. Written power of attorney for authorised signatory.

b. Pro-forma of the joint venture agreement.
*** If the Joint Venture Agreement is not attached, the tender will not be considered!**

DETAILS OF PROPRIETOR, PARTNERS, CLOSED CORPORATION MEMBERS OR COMPANY DIRECTORS

Name and Identity Number	Relevant qualifications and experience	Years of relevant experience

Name of Tendering Entity: _____

Signature: _____ **Date:** _____

FORM 2.1.2 AUTHORITY FOR 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. .....

has been duly authorized to sign all documents in connection with the Tender for Contract Number ……and any Contract which may arise there from on behalf of

(BLOCK CAPITALS) .....

.....

..... SIGNED

ON BEHALF OF THE COMPANY .....

IN HIS CAPACITY AS .....

DATE .....

..... :

FULL NAMES OF SIGNATORY .....

AS WITNESSES 1. ……..

2. ……..

GARDEN ROUTE DISTRICT MUNICIPALITY TENDER NUMBER:

GRDM/24/22-23 – SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS FOR A PERIOD OF THREE YEARS

Other Documents Required for Tender Evaluation Purposes (Part T2.2)

Form 2.2.1	Certificate of Tenderer's Attendance at the Compulsory Information Session / Site Meeting – NOT APPLICABLE
Form 2.2.2	Written Proof of Tenderers registration at the Construction Industry Development Board (CIDB)

FORM 2.2.2 PROOF OF REGISTRATION AT THE CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB)

The Tenderer is to affix to this page:

- Written proof of Tenderers registration at the CIDB

GARDEN ROUTE DISTRICT MUNICIPALITY TENDER

GRDM/24/22-23 – SUPPLY, DELIVERY,INSTALLATIONAND MAINTENANCE OF AIR CONDITIONERS FOR A PERIOD OF THREE YEARS

Returnable Schedules that will be Incorporated in the Contract (Part T2.3)

Form 2.3.1 Record of Addenda to Tender Documents

FORM 2.3.1 RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the Employer before the submission of this Tender offer, amending the Tender documents, have been taken into account in this Tender offer:

	Date	**Title or Details**
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Attach additional pages if more space is required.

Signed: ……..…….. Date: ……

Name: ……..… Position: ……..

SIGNED ON BEHALF OF TENDERER: .....

GARDEN ROUTE DISTRICT MUNICIPALITY

GARDEN ROUTE DISTRICT MUNICIPALITY TENDER NUMBER:

GRDM/24/22-23 – SUPPLY, DELIVERY,INSTALLATIONAND MAINTENANCE OF AIR CONDITIONERS FOR A PERIOD OF THREE YEARS

Agreement And Contract Data (Part C1)

Part C1.1 Form of Offer and Acceptance Part C1.2 Contract Data
Part C1.3 Objections and Complainants Form Part C1.4 Form of Performance Guarantee

GARDEN ROUTE DISTRICT MUNICIPALITY TENDER NUMBER:

GRDM/24/22-23 – SUPPLY, DELIVERY, INSTALLATIONAND

MAINTENANCE OF AIR CONDITIONERS FOR A PERIOD OF

THREE YEARS

Form of Offer and Acceptance (Part C1.1)

(AGREEMENT) OFFER

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

Construction of New Fire Station

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this apart of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

.....

..... rand (in words); R..... (in figures),

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

Signature(s) _____ _____

Name(s) _____

_____ _____

Capacity

_____

(Name and address of organisation)

ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement, between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in Part C1

Agreements and Contract Data
(which includes this Form of Offer and Acceptance) Part C2 Pricing Data
Part C3 Scope of Work

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

The Tenderer shall within two weeks after receiving a completed copy of this Agreement, contact the Employer's representative (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) 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.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the Tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

FOR THE TENDERER:

Signature(s) _____ _____

Name(s) _____ _____

Capacity _____ _____

_____

(Name and address of organisation)

FOR THE EMPLOYER:

Signature: _____

Name **MR MONDE STRATU**

Capacity **MUNICIPAL MANAGER**

GARDEN ROUTE DISTRICT MUNICIPALITY 54 YORK STREET
GEORGE
6530

GARDEN ROUTE DISTRICT MUNICIPALITY TENDER NUMBER:

GRDM/24/22-23 – SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS FOR A PERIOD OF THREE YEARS

Objections and Complainants Form (Part C1.3)

(Section 1.11.15 of the Garden Route District Municipality's Supply Chain Management Policy)

(1) Details of Objector/Complainant

Name: _____

Address: (postal and street): _____

Tel: _____Fax: _____

Contact person:_____

Reference number of Tender: _____

Other Party's Details (If any)

Name: _____

Address: (postal and street): _____

Tel: _____Fax: _____

Contact person:_____

Reference number of Tender: _____

Description of Issue[s] in Dispute

List of Documents Attached

Determination Sought in Respect of Objection or Complaint

Form submitted by: Name:

Signature:

Position: Date:

Place:

GARDEN ROUTE DISTRICT MUNICIPALITY

TENDER NUMBER: GRDM/24/22-23

SUPPLY,DELIVERY,INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS FOR A PERIOD OF THREE YEARS

Form of Performance Guarantee (Part C1.3)

A TENDERER'S SELECTION (to be completed by the tenderer)

11.0	**Securities**	Obligation					
11.1.2	**Guarantee for Construction** (variable)	If specified, **contractor**'s choice				yes/no?	
11.1.3	or **Guarantee for Construction** (fixed)	If specified, **contractor**'s choice				yes/no?	
11.1.4	**Guarantee for Advance Payment**	Provided by the				yes/no?	
	contractor (where the **contractor** requests the **employer** to pay an advance for **materials and goods**) Purpose		Currency		Amount		
11.4	**Guarantee for Payment**	Provided by the employer				yes/no?	
			Currency		Amount		

GARDEN ROUTE DISTRICT MUNICIPALITY TENDER NUMBER:

GRDM/24/22-23 – SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS FOR A PERIOD OF THREE YEARS

Pricing Data (Part C 2)

C2.1 Pricing Instructions & Scope of Works
C2.1 Annexure B- Bill of quantities

GARDEN ROUTE DISTRICT MUNICIPALITY

TENDER NUMBER: GRDM/24/22-23

SUPPLY,DELIVERY,INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS FOR A PERIOD OF THREE YEARS

GARDEN ROUTE DISTRICT MUNICIPALITY TENDER

NUMBER: GRDM/24/22-23 – SUPPLY,

DELIVERY,INSTALLATION AND MAINTENANCE OF AIR

CONDITIONERS FOR A PERIOD OF THREE YEARS

Pricing Instructions (Part C2.1)

C2.1 PRICING INSTRUCTIONS

1. Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT)), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.
2. Provide rates and prices **that are fixed for the duration of the contract** and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.
3. The Building Agreement, Contract Data, Specifications (including Preambles for Trades) and Drawings shall be read in conjunction with the Bills of Quantities.
4. The Bills comprise items covering the Contractor's profit and costs of general liabilities and includes the construction of temporary and permanent works.
5. The Bills of Quantities, including specialist trades where applicable, has been drawn up in accordance with the Standard System of Measuring Building Work (as amended) published and issued by the Association of South African Quantity Surveyors (Sixth Edition (Revised), 1999. The Bills of Quantities forms part of and must be read and priced in conjunction with all the other documents forming part of the contract documents, the Building Agreement, Specifications, Drawings and all other relevant documentation.
6. It will be assumed that prices included in the Bills of Quantities are based on Acts, Ordinances, Regulations, By-laws, International Standards and National Standards that were published 28 days before the closing date for tenders. (Refer to or www.iso.org for information on standards)
7. The tender price must include for Value Added Tax (VAT). All rates, provisional sums, etc. in the Bills of Quantities must however be net (exclusive of VAT) with VAT calculated and added to the Total Value thereof in the Final Summary.
8. The Contract Data, Preliminaries and the Principal Building Agreement referenced therein, including all additions, omissions and alterations to the various parts of these documents, must be studied for the full extent and meaning of each and every clause.
9. The amounts and rates to be inserted in the Bills of Quantities shall be the full inclusive amounts to the Employer for the work described under the several items. Such amounts shall cover all the costs and expenses that may be required in and for the construction of the work described, and shall cover the costs of all general risks, profits, taxes (but excluding value-added tax), liabilities and obligations set forth or implied in the documents on which the Tender is based.
10. An amount or rate shall be entered against each item in the Bill of Quantities, whether or not quantities are stated. An item against which no amount or rate is entered will be considered to be covered by the other amounts or rates in the Bill.
11. The Tenderer shall also fill in a rate against the items where the words "rate only" appear in the amount column. Although no work is foreseen under these items and no quantities are consequently given in the quantity column, the tendered rates shall apply should work under these items actually be required.

GARDEN ROUTE DISTRICT MUNICIPALITY

TENDER NUMBER: GRDM/24/22-23

SUPPLY,DELIVERY,INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS FOR A PERIOD OF THREE YEARS

12. Should the Tenderer group a number of items together and tender one sum for such group of items, the single tendered sum shall apply to that group of items and not to each individual item, or should he indicate against any item that full compensation for such item has been included in another item, the rate for the item included in another item shall be deemed to be nil.
13. The tendered rates, prices and sums shall, subject only to the provisions of the Conditions of Contract, remain valid irrespective of any change in the quantities during the execution of the Contract.
14. The quantities of work as measured and accepted and certified for payment in accordance with the Conditions of Contract, and not the quantities stated in the Bills of Quantities, will be used to determine payments to the Contractor. The validity of the Contract shall in no way be affected by differences between the quantities in the Bills of Quantities and the quantities certified for payment.
15. Ordering of materials are not to be based on the Bills of Quantities, but only on information issued for construction purposes. Any ordering of materials based on the Bills of Quantities are at the Contractor's risk

GARDEN ROUTE DISTRICT MUNICIPALITY

TENDER NUMBER: GRDM/24/22-23

SUPPLY,DELIVERY,INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS FOR A PERIOD OF THREE YEARS

Scope of Works (Part C 2.1)

PURPOSE OF TENDER

The purpose is to request a formal tender for the supply, delivery, installation and maintenance of air conditioners for a three-year period.

BACKGROUND

Garden Route District Municipality has various models of air conditions installed in buildings spread all over the municipal area. Air conditioners are installed at offices, and other buildings that need air conditioners. Some of these air conditioners need to be replaced and maintained.

Scope of work

Prospective bidders must tender for the following services, for a period of 3 years.

- The successful bidder will be responsible to carry out servicing of existing air conditioners, as and when requested to do so by the municipality, per financial year, per type of air conditioner, unit and as per the specific area.
- The successful bidder will be responsible to carry out unplanned repairs and maintenance, as and when requested to do so by the Municipality, based on the fee/call out rate(s)
- The successful bidder will be responsible for the supply, delivery and installation of new units, if and when requested to do so by the Municipality, based on their rates per unit per financial year and specific area,
- The electrical connections to the Distribution Board must be done by a qualified electrician and a Certificate of Compliance must be issued after each installation.

Areas identified:

Item No	*Building /Site*	*Location*
1	*54 York Street ,Main Building*	*George*
2	*Mission Street/ Next To Railway Museum*	*George*
3	*Victoria Bay Camping Site/Property*	*George*
5	*Knysna Health Office*	*Knysna*
6	*Plett Health Office*	*Plettenberg Bay*
7	*MosselBay Health Office*	*Mosselbay*
8	*Riversdal Health Office*	*Riversdal*
9.	*Fire station Riversdal*	*Riversdal*
10.	*Ladismit Fire station*	*Ladismith*
11	*Calitzdorp Resort*	*Calitzdorp*
12	*De Hoek Mountain Resort*	*De Hoek*
13	*Oudtshoorn Health Office*	*Oudtshoorn*

Compulsory Requirements

- Proof of registration with professional body/bodies, such as the South African Institute of Refrigeration and Air conditioning or the South African & Air condition Contractors Associations.
- CIDB grading of **2 ME or Higher** Failure to provide the above will lead to disqualification.
- Provide at least 3 contactable references

Additional Requirements

This will not be used as an evaluation of compliance or non-compliance, but for the bidder to confirm his responsiveness to the below:

TASK	YES/NO
Emergencies pertaining to the Server Room: a maximum of 3 hours responsive from notification time; Confirm in writing	
Emergencies: a maximum of 5 hours response time from notification time; Confirm in writing	
Repairs and new installations: Action written 7 days of receiving official order. Confirm in writing	

THE BIDDER MUST ADHERE TO THE BELOW:

- The National Building Regulations and Building Standards Act No. 103 of 1977 as amended in 1984 and all amendments thereafter.
- The latest revision of SABS 0400: The Applications of the National Building Regulations, as amended.
- SABS Code of Practice for the Wiring of Premises No. 0142 of 1981, as amended.
- The Machinery and Occupational Health and Safety Act No. 85 of 1993.
- Any other relevant by-laws of local or other authorities.

ELECTRICAL INSTALLATION

- Unless otherwise stated in the Supplementary Specification tenderers must allow in their price for the complete electrical installation and wiring.
- All electrical equipment and wiring shall be in accordance with the current issue of the Department's

- **Clause 1.2.1 (a) of the Standard Electrical Specification shall read "The South African Bureau of Standards Code of Practice for the Wiring of Premises as amended".**

Annexure B - Bills of Quantities Tender No:
GRDM/24/22-23
SUPPLY, DELIVERY,INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS

YEAR 1

Description	Type / Size	No of units	Labour Rate for Installation	Electrical Connection Including all cost	Replacement Cost Inverter Air conditioner/Including All Cost	Servicing Bio Annually	Call Out Rate	
Air Conditioners	9 000Btu Console Inverter	1	R					
	12 000Btu Console Inverter	1	R					
	18 000Btu Console Inverter	1	R					
	24 000Btu Console Inverter	1	R					
	36 000Btu Console Inverter	1	R					
TOTAL TENDER PRICE (INCL VAT)			**R**					

Annexure B - Bills of Quantities Tender No:
GRDM/24/22-23
SUPPLY, DELIVERY,INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS

Description	Type / Size	No of units	Labour Rate for Installation	Electrical Connection Including all cost	Replacement Cost Inverter Air conditioner/Including All Cost	Servicing Bio Annually	Call Out Rate	
Air Conditioners	12 000Btu Midwall Split Inverter	1	R					
	18 0000Btu Midwall Split Inverter	1	R					
	22 000Btu Midwall Split Inverter	1	R					
		1	R					
TOTAL TENDER PRICE (INCL VAT)			**R**					

Annexure B - Bills of Quantities Tender No:

GRDM/24/22-23

SUPPLY, DELIVERY,INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS

YEAR2

Description	Type / Size	No of units	Labour Rate for Installation	Electrical Connection Including all cost	Replacement Cost Inverter Air conditioner/Including All Cost	Servicing Bio Annually	Call Out Rate	
Air Conditioners	9 000Btu Console Inverter	1	R					
	12 000Btu Console Inverter	1	R					
	18 000Btu Console Inverter	1	R					
	24 000Btu Console Inverter	1	R					
	36 000Btu Console Inverter	1	R					
TOTAL TENDER PRICE (INCL VAT)			**R**					

Annexure B - Bills of Quantities Tender No:

GRDM/24/22-23

SUPPLY, DELIVERY,INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS

Description	Type / Size	No of units	Labour Rate for Installation	Electrical Connection Including all cost	Replacement Cost Inverter Air conditioner/Including All Cost	Servicing Bio Annually	Call Out Rate	
Air Conditioners	12 000Btu Midwall Split Inverter	1	R					
	18 0000Btu Midwall Split Inverter	1	R					
	22 000Btu Midwall Split Inverter	1	R					
TOTAL TENDER PRICE (INCL VAT)			**R**					

Annexure B - Bills of Quantities Tender No:
GRDM/24/22-23
SUPPLY, DELIVERY,INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS

YEAR 3

Description	Type / Size	No of units	Labour Rate for Installation	Electrical Connection Including all cost	Replacement Cost Inverter Air conditioner/Including All Cost	Servicing Bio Annually	Call Out Rate	
Air Conditioners	9 000Btu Console Inverter	1	R					
	12 000Btu Console Inverter	1	R					
	18 000Btu Console Inverter	1	R					
	24 000Btu Console Inverter	1	R					
	36 000Btu Console Inverter	1	R					
TOTAL TENDER PRICE (INCL VAT)			**R**					

Annexure B - Bills of Quantities Tender No:

GRDM/24/22-23

SUPPLY, DELIVERY,INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS

Description	Type / Size	No of units	Labour Rate for Installation	Electrical Connection Including all cost	Replacement Cost Inverter Air conditioner/Including All Cost	Servicing Bio Annually	Call Out Rate	
Air Conditioners	12 000Btu Midwall Split Inverter	1	R					
	18 0000Btu Midwall Split Inverter	1	R					
	22 000Btu Midwall Split Inverter	1	R					
TOTAL TENDER PRICE (INCL VAT)			**R**					

Working Hours

The working hours for the plumbing will as follows:

Normal Service Time

Monday – Friday -07h30am – 16h30

After Hours/Public Holidays and Weekends /Service Time

As required

Enquiries

Please contact Mr P Dongi for any further information on 073 246 484.

Once the tender is awarded, service provider must comply with the OHS/Regulations