



**Inkosi Langalibalele**

**LOCAL MUNICIPALITY – UMKHANDLU WENDAWO**

# **CORPORATE SERVICES DEPARTMENT**

## **BID DOCUMENT**

**BID NO: ILM 06/19/20**

**SUPPLY AND DELIVERY OF IT RELATED  
EQUIPMENT FOR A PERIOD OF 3 YEARS**

**BIDDER'S NAME: .....**

.....

.....

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# **INKOSI LANGALIBALELE LOCAL MUNICIPALITY**

## **CORPORATE SERVICES DEPARTMENT**

### **BID DOCUMENT**

**BID NO: ILM 06/19/20**

**SUPPLY AND DELIVERY FOR IT RELATED  
EQUIPMENT FOR A PERIOD OF 3 YEARS**

**BID INVITATION**



## INKOSI LANGALIBALELE LOCAL MUNICIPALITY

Inkosi Langalibalele Local Municipality hereby invites proposals from all suitable qualified and experienced organizations/consortia in terms of section 83 of the Municipal systems Act, Act 32 (as amended) and sections 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003 for the following;

Project Name	Bid No	Closing Date
Supply and Delivery of IT Related Equipment for a period of Three (3) Years.	ILM 06/19/20	07 October 2019 @ 12h00

Tender documents will be available as a PDF document as from 25 September 2019 from Inkosi Langalibalele Municipality webpage [www.umtshezi.co.za](http://www.umtshezi.co.za) and [www.etenders.gov.za](http://www.etenders.gov.za) ) which bidders must print in colour and complete accordingly. Original documents must be submitted, no copies will be accepted.

**A compulsory briefing session / meeting** will be held on the 27 September 2019 and interested Bidder must attend the session at Inkosi Langalibalele Main Office @ 10:00.

### 1. Criteria of Evaluation:

ITEM
<p><b>Functionality:</b></p> <ul style="list-style-type: none"><li>• Company must be Microsoft Certified;</li><li>• IT Supplier Trading of at least 10 years;</li><li>• Call Centre Services available, with Senior Engineer and IT Desktop Engineers with Certifiable IT Skills on staff to assist remotely &amp; onsite when required;</li><li>• MCSE Certification;</li><li>• Hardware arrangement regarding standby stock in event of failure if required on Management level units;</li><li>• Correspondence/ reference on similar projects</li><li>• Supplier must offer a 3 (Three) year <u>NEXT BUSINESS DAY ON-SITE</u> warranty on all hardware. This will ensure that the machines are covered for the full period of the SLA.</li></ul>

**NB: Bidders must meet all the above requirements in order to qualify for further evaluation.**

Sealed bid document with the contract number, description of the bid endorsed on the envelope, with the bidder's details clearly indicated, "**BID NO. ILM 06/19/20 - APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF IT RELATED EQUIPMENT FOR A PERIOD OF THREE YEARS**" must be deposited in the Bid box in the foyer of the Municipal Building, Victoria Street, Estcourt, 3310, at or before 12:00 on the above tabled closing date at which time bids will be opened in public. Bids received after the said closing date and time and not clearly marked as prescribed will not be accepted.

The 80/20 preference points will be considered. Bid documents may only be submitted on the bid documentation that is issued. Company registration documents, Valid Tax Clearance Certificate, valid B-BBEE Status Level Verification Certificates, An original current account in terms of water and electricity/rates and taxes obtainable from any local municipality must be submitted with the bid document, alternatively, lease agreement together with a statement/letter from the landlord confirming that payments are made in line with lease agreement must accompany the proposal document and must be regarded as compulsory documents. Certified ID copies of Directors must also accompany the proposal.

The municipality reserves the right to accept or not to accept any Bid, either in whole or part. All enquiries must be directed as follows:

- All SCM Queries : S Memela – 036 342 7827 / 27
- All Technical Queries : R Edwards – 036 342 7820 / 20

**P S Mkhize**  
**Municipal Manager**

**Notice No 37/2019**

**INKOSI LANGALIBALELE LOCAL MUNICIPALITY**

**CORPORATE SERVICES DEPARTMENT**

**BID DOCUMENT**

**BID NO: ILM 06/19/20**

**SUPPLY AND DELIEVR OF IT RELATED EQUIPMENT  
FOR A PERIOD OF 3 YEARS**

**CONDITIONS OF THE BID**

**INKOSI LANGALIBALELE LOCAL MUNICIPALITY  
CORPORATE SERVICES DEPARTMENT**

**BID NO: ILM 06/19/20:  
SUPPLY AND DELIVERY OF IT RELATED EQUIPMENT FOR A PERIOD OF 3  
YEARS**

**CONDITIONS OF THE BID**

**A. GENERAL**

1. Bid documents must be completed in black ink and prices must include VAT.
2. **All pages and annexures must be initialed / sign in full signature where required.**
  - The lowest or any bid will not necessarily be accepted and Inkosi Langalibalele Local Municipality reserves the right to accept the whole or any part of a bid or to reject any or all the bid without stating the reasons thereof.
3. No bid will be accepted by fax or e-mail.
4. Bids are to remain open for acceptance for a period of ninety (90) days from the date they are lodged and may be accepted at any time during the said period of ninety (90) days.
5. All prices and details must be legible / readable to ensure the bid will be considered for adjudication.
6. Full details of services offered must be supplied together with the return documents. All additional documents returned with the bid documents must be firmly bound and marked as “**Additional**” to the specific bid reference number.
7. Only bids on Inkosi Langalibalele Local Municipality official bid document will be accepted and the original document must be returned, fully completed and signed, in the form presented. **Failure to do so will invalidate such bid.**
8. **Corrections may not be made by means of a correcting fluid. In the event of a mistake having been made by the Bidder 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 bid if corrections are not made in accordance with the above.**
9. Should it be considered necessary by the bidder that officials of Inkosi Langalibalele Local Municipality should proceed to other centers for inspection purposes, such costs shall be for the account of the bidder?
10. This contract will be governed by Inkosi Langalibalele Local Municipality “Conditions of the Bid” only and not any conditions supplied by the bidder.
11. The bidder must submit a comprehensive company profile, for example the founding company statements, as well as detailed exposition of previous work done.
12. If items are not bid for a line must be drawn through the space in pen.
13. Only bids received by the given time on the given closing date in the bid box will be considered.

## **B. DEMONSTRATIONS AND INSPECTIONS**

1. All bidders must be prepared to demonstrate where required, free of charge and obligation, at the Inkosi Langalibalele Local Municipality or any other area within the boundary of the Inkosi Langalibalele Local Municipality, any services offered in this bid.
2. Where officials are required to attend demonstrations or inspections outside the boundary of the Inkosi Langalibalele Local Municipality Area, all costs to attend such demonstration must be borne by the bidder



**INKOSI LANGALIBALELE LOCAL MUNICIPALITY**

**CORPORATE SERVICES DEPARTMENT**

**BID DOCUMENT**

**BID NO: ILM 06/19/20**

**SUPPLY AND DELIVERY OF IT RELATED  
EQUIPMENT FOR A PERIOD OF 3 YEARS**

**GENERAL CONDITIONS OF CONTRACT**

**INKOSI LANGALIBALELE LOCAL MUNICIPALITY  
CORPORATE SERVICES DEPARTMENT**

**BID NO: ILM 06/19/20:  
SUPPLY AND DELIVERY OF IT RELATED EQUIPMENT FOR A PERIOD OF 3  
YEARS  
GENERAL CONDITIONS OF CONTRACT**

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## General Conditions of Contract

### 1. Definitions

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 supplier, 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 supplier 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 anything 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 supplier bearing all risks and charges involved until the goods 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 supplier and not involving the supplier’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 supplier is required to supply to the purchaser under the contract.
- 1.16. Supply to the purchaser under contract.
- 1.17. **“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 supplier 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 goods covered by the bid will be manufactured.
- 1.18. **“Local content”** means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.19. **“Manufacture”** means the production of products in a factory using labor, materials, components and machinery and includes other related value-adding activities.
- 1.20. **“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.21. **“Project site,”** where applicable, means the place indicated in bidding documents.
- 1.22. **“Purchaser”** means the organization purchasing the goods.
- 1.23. **“Republic”** means the Republic of South Africa.
- 1.24. **“SCC”** means the Special Conditions of Contract.
- 1.25. **“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 supplier covered under the contract.
- 1.26. **“Supplier”** means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.27. **“Tort”** means in breach of contract.
- 1.28. **“Turnkey”** means a procurement process where one Consultant assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.29. **“Written” or “in writing”** means hand-written in ink or any form of electronic or mechanical writing.

## **2. Application**

- 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.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.

2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

### **3. General**

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 nonrefundable fee for documents may be charged.

3.2. Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

### **4. Standards**

4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

### **5. Use of contract documents and information**

5.1. The supplier 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 supplier 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.

5.2. The supplier 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.

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 supplier's performance under the contract if so required by the purchaser.

5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

### **6. Patent Rights**

6.1. The supplier 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.

6.2. When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

### **7. Performance security**

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.

7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

**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:

- (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
- (b)** a cashier's or certified cheque

**7.4.** The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

## **8. Inspections, tests and analysis**

**8.1.** All per-bidding testing will be for the account of the bidder.

**8.2.** If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

**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.

**8.4.** If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

**8.5.** Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

**8.6.** Goods 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.

**8.7.** Any contract goods may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

**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 22 of GCC.

## **9. Packing**

**9.1.** The supplier 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.

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.

## **10. Delivery and documents**

10.1. Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the supplier 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**

13.1. The supplier may be required to provide any or all of the following services, including additional services, if any:

- (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 supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2. Prices charged by the supplier 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 supplier for similar services.

## **14. Spare parts**

14.1. As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (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**

- 15.1. The supplier 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 supplier 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 supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 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.
- 15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. If the supplier, 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 supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16. Payment**

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 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 supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated.

## **17. Prices**

- 17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier 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. Variation orders**

- 18.1. In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable 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. Assignment**



- 19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## **20. Subcontracts**

- 20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

## **21. Delays in the supplier's performance**

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier 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 supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier'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.
- 21.3. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.
- 21.4. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier 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.
- 21.5. Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without canceling the contract, be entitled to purchase goods 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 supplier'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 supplier.

## **22. Penalties**

- 22.1. Subject to GCC Clause 25, if the supplier 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.

## **23. Termination for default**

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier 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 21.2;
  - (b) if the supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2. 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 supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

#### **24. Anti-dumping and countervailing duties and rights**

24.1. 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 favorable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods 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.

#### **25. Force Majeure**

25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier 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.

25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier 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.

#### **26. Termination for insolvency**

26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, 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.

#### **27. Settlement of Disputes**

27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier 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.

27.2. 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 supplier 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.

27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4. 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 supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

## **28. Limitation of Liability**

- 28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier 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 supplier to pay penalties and/or damages to the purchaser; and
  - (b) the aggregate liability of the supplier 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.

## **29. Governing language**

- 29.1. 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.

## **30. Applicable law**

- 30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

## **31. Notices**

- 31.1. Every written acceptance of a bid shall be posted to the supplier 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
- 31.2. 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.

## **32. Taxes and duties**

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. 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.
- 32.4. No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

## **33. Transfer of contracts**

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

#### **34. Amendment of contracts**

34.1. 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.

#### **35. Prohibition of restrictive practices**

35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.

35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.

35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

**INKOSI LANGALIBALELE LOCAL MUNICIPALITY**

**CORPORATE SERVICES DEPARTMENT**

**BID DOCUMENT**

**BID NO: ILM 06/19/20**

**SUPPLY AND DELIVERY OF IT RELATED EQUIPMENT  
FOR INKOSI LANGALIBALELE MUNICIPALITY**

**SPECIFICATION**

**INKOSI LANGALIBALELE LOCAL MUNICIPALITY  
CORPORATE SERVICES DEPARTMENT**

**BID NO: ILM 06/19/20:  
SUPPLY AND DELIVERY OF IT EQUIPEMNT FOR A PERIOD OF 3 YEARS**

**SPECIFICATION**

<b><u>Core i3 - Laptop (Dell or Equivalent)</u></b>
<b><u>Description</u></b>
<b>Intel® Core™ i3-8145U Processor (4M Cache, up to 3.90 GHz)</b>
<b>Windows 10 Pro 64bit</b>
<b>Microsoft Office 365 Business Premium</b>
<b>Intel® UHD 620 Graphics for Intel 8th Gen Core i3-8145U</b>
<b>8GB, 1x8GB, DDR4 Non-ECC</b>
<b>M.2 256GB PCIe NVMe Class 40 Solid State Drive for O/S</b>
<b>Additional 2.5" 1TB 7200RPM SATA Hard Disk Drive</b>
<b>Intel® Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.0</b>
<b>Wireless Driver, 9560AC WLAN card for South Africa</b>
<b>15.6" FHD (1920 x 1080) Anti-Glare, Non-Touch, Camera &amp; Mic, WLAN capable</b>
<b>Internal US/International Qwerty Keyboard</b>
<b>Touch Fingerprint Reader in Power Button</b>
<b>65 Watt AC Adapter</b>
<b>Power Cord - SAF (Red-Top Power)</b>
<b>3 Cell 42Whr ExpressCharge™ Capable Battery</b>
<b>1Y Collect and Return Service</b>
<b>3Y ProSupport and Next Business Day Onsite Service</b>
<b>USB Cordless Mouse</b>
<b>Backpack Type Bag</b>
<b><u>Core i5 - Laptop (Dell or Equivalent)</u></b>
<b><u>Description</u></b>
<b>8th Generation Intel® Core™ i5-8365U Processor (4 Core,6MB Cache,1.6GHz,15W, vPro-Capable)</b>
<b>Windows 10 Pro 64bit</b>
<b>Microsoft Office 365 Business Premium</b>
<b>8th Generation Intel® Core™ i5-8365U Processor (4 Core,6MB Cache,1.6GHz,15W, vPro)</b>
<b>8GB, 1x8GB, DDR4 Non-ECC</b>
<b>M.2 256GB PCIe NVMe Class 40 Solid State Drive for O/S</b>
<b>Additional 2.5" 1TB 7200RPM SATA Hard Disk Drive</b>
<b>Intel® Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.0</b>
<b>Wireless Driver, 9560AC WLAN card</b>
<b>15.6" FHD (1920 x 1080) Anti-Glare, Non-Touch, Camera &amp; Mic, WLAN capable</b>
<b>Internal US/International Qwerty Keyboard</b>
<b>Touch Fingerprint Reader in Power Button</b>
<b>65 Watt AC Adapter</b>
<b>Power Cord - SAF (Red-Top Power)</b>
<b>3 Cell 42Whr ExpressCharge™ Capable Battery</b>

<b>1Y Collect and Return Service</b>
<b>3Y ProSupport and Next Business Day Onsite Service</b>
<b>USB Cordless Mouse</b>
<b>Backpack Type Bag</b>
<b><u>Core i7 - Laptop (Dell or Equivalent)</u></b>
<b><u>Description</u></b>
<b>Intel® Core™ i7-8565U Processor (8M Cache, up to 4.60 GHz)</b>
<b>Windows 10 Pro 64bit</b>
<b>Microsoft Office 365 Business Premium</b>
<b>8GB, 1x8GB, DDR4 Non-ECC</b>
<b>M.2 256GB PCIe NVMe Class 40 Solid State Drive for O/S</b>
<b>Additional 2.5" 1TB 7200RPM SATA Hard Disk Drive</b>
<b>Intel® Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.0</b>
<b>Wireless Driver, 9560AC WLAN</b>
<b>15.6" HD (1366 x 768) Anti-Glare, Non-Touch, Camera &amp; Mic, WLAN capable</b>
<b>Internal US/International Qwerty Keyboard</b>
<b>Touch Fingerprint Reader in Power Button</b>
<b>65 Watt AC Adapter</b>
<b>Power Cord - SAF (Red-Top Power)</b>
<b>3 Cell 42Whr ExpressCharge™ Capable Battery</b>
<b>1Y Collect and Return Service</b>
<b>3Y ProSupport and Next Business Day Onsite Service</b>
<b>USB Cordless Mouse</b>
<b>Backpack Type Bag</b>
<b><u>Core i3 - Desktop (Dell or Equivalent)</u></b>
<b><u>Description</u></b>
<b>Intel® Core™ i3-9100 (4 Cores/6MB/4T/3.6GHz to 4.2GHz/65W); supports Windows 10/Linux</b>
<b>Windows 10 Pro 64bit</b>
<b>Microsoft Office 365 Business Premium</b>
<b>8GB 1X8GB DDR4 2666MHz UDIMM Non-ECC</b>
<b>M.2 256GB PCIe NVMe Class 40 Solid State Drive for O/S</b>
<b>Intel® Integrated Graphics</b>
<b>Optical Disk Drive DVD R/W</b>
<b>Power Cord - South African (Red Top Plug)</b>
<b>Additional 2.5 inch 1TB 7200rpm Hard Disk Drive For M.2 + 2.5 Config Only</b>
<b>USB Multimedia Keyboard - US International (QWERTY)</b>
<b>USB Optical Mouse</b>
<b>1Y Basic Onsite Service</b>
<b>3Y ProSupport and Next Business Day Onsite Service</b>
<b>19-inch Monitor 1366 X 768</b>
<b><u>Core i5 - Desktop (Dell or Equivalent)</u></b>
<b>Intel® Core™ i5-9500 (6 Cores/9MB/6T/3.0GHz to 4.4GHz/65W); supports Windows 10/Linux</b>
<b>Windows 10 Pro 64bit</b>

<b>Microsoft Office 365 Business Premium</b>
<b>8GB 1X8GB DDR4 2666MHz UDIMM Non-ECC</b>
<b>M.2 256GB PCIe NVMe Class 40 Solid State Drive for O/S</b>
<b>Intel® Integrated Graphics</b>
<b>Optical Disk Drive DVD R/W</b>
<b>Power Cord - South African (Red Top Plug)</b>
<b>Additional 2.5 inch 1TB 7200rpm Hard Disk Drive For M.2 + 2.5 Config Only</b>
<b>USB Multimedia Keyboard - US International (QWERTY)</b>
<b>USB Optical Mouse</b>
<b>1Y Basic Onsite Service</b>
<b>3Y ProSupport and Next Business Day Onsite Service</b>
<b>19-inch Monitor 1366 X 768</b>

**Core i7 - Desktop (Dell or Equivalent)**

<b><u>Description</u></b>
<b>Intel® Core™ i7-9700 (8 Cores/12MB/8T/3.0GHz to 4.8GHz/65W); supports Windows 10/Linux</b>
<b>Windows 10 Pro 64bit</b>
<b>Microsoft Office 365 Business Premium</b>
<b>8GB 1X8GB DDR4 2666MHz UDIMM Non-ECC</b>
<b>M.2 256GB PCIe NVMe Class 40 Solid State Drive for O/S</b>
<b>Intel® Integrated Graphics</b>
<b>Optical Disk Drive DVD R/W</b>
<b>Power Cord - South African (Red Top Plug)</b>
<b>Additional 2.5 inch 1TB 7200rpm Hard Disk Drive For M.2 + 2.5 Config Only</b>
<b>USB Multimedia Keyboard - US International (QWERTY)</b>
<b>USB Optical Mouse</b>
<b>1Y Basic Onsite Service</b>
<b>3Y ProSupport and Next Business Day Onsite Service</b>
<b>19-inch Monitor 1366 X 768</b>
<b>WEBCAM</b> Logitech C920 HD Pro Webcam (OR Equivalent) USB Interface Monitor clip Maximum Resolution - 1600x1200
<b>MONITOR</b> 19" LED Monitors Maximum Resolution: 1366x768@60Hz VGA + power connector included.

<b><u>Projector:</u></b> (Optima or equivalent)
3,800 lumens WXGA, 22,000:1 contrast ratio, 1.55 – 1.73:1 throw ratio Must have HDMI, VGA & USB Inputs Remote controlled 3 year warranty



**Screen:**

94" (2000mm x 1265mm) manual pull down screen

Tripod Projector Screen - Widescreen Format 200CM X 113CM

Transcend StoreJet® 25M3 1TB USB External Hard Drive  
(or equivalent)

Transcend JetFlash 810 32GB USB Flash drive (or equivalent)

Portable USB DVD R/W Drive

USB QWERTY Keyboards

USB Corded Mouse

1,8M HDMI Cables

3M HDMI Cables

5M HDMI Cables

10M HDMI Cables

5M VGA Cables (M-F)

**INKOSI LANGALIBALELE LOCAL MUNICIPALITY**

**CORPORATE SERVICES DEPARTMENT**

**BID DOCUMENT**

**BID NO: ILM 06/19/20**

**SUPPLY AND DELIVERY OF IT RELATED EQUIPMENT FOR A PERIOD  
OF 3 YEARS**

**SPECIAL CONDITIONS OF CONTRACT**

**INKOSI LANGALIBALELE LOCAL MUNICIPALITY  
CORPORATE SERVICES DEPARTMENT**

**BID NO: ILM 06/19/20:**

**SUPPLY AND DELIVERY OF IT RELATED EQUIPMENT FOR A PERIOD OF 3 YEARS**

**1. DURATION OF CONTRACT**

The service provider will be appointed and a three year Service Level Agreement (SLA) will be entered to between the service provider and Inkosi Langalibalele Local Municipality. The contract may be cancelled at any stage based on the performance of the service provider.

**2. PAYMENTS**

All payments will be made to the Service Provider within thirty (30) days of receipt of an invoice. All invoices should be submitted by the 15<sup>th</sup> of each month.

**3. SERVICE LEVEL AGREEMENT**

- (3.1) A service level agreement will be entered into with the successful bidder.
- (3.2) Negotiations in respect of the service level agreement must be finalised within fourteen (14) calendar days of receipt of the letter of acceptance by the successful bidder."
- (3.3) Service level agreement entered into with the successful bidder will capture the time frames or performance applying to this contract.
- (3.4) Should no consensus be reached within fourteen (14) calendar days of finalizing the Service Level Agreement (SLA), the Municipality will be entitled to:
  - i) cancel it's acceptance of the bid, or
  - ii) extend the negotiation period without prejudice to any of it's other rights in terms of this contract or common law.

**5. PENALTIES**

In the event of non-compliance with the agreed time frames, Penalty Fees to the amount of R 5 000.00 (Five Thousand Rands) per day will be deducted in lieu of each day the successful bidder fails to render its service in respect of the project. Penalties will be applied for failure to comply with the conditions attached to this bid and Service Level Agreement. These penalties are more fully described in the Service Level Agreement.

**6. PRICE**

The price quoted must include escalations for a period of three years.

**7. BID VALIDITY**

This bid shall not be withdrawn during a period of one hundred and twenty (120) days from the date on which it is to be lodged and it may be accepted at any time during that period.

## **8. BID COMPLIANCE**

The Bid must comply with the following:

- This bid or part thereof may not be ceded.

## **9. MEETINGS**

Progress meetings will be held as and when required with the successful bidders.

## **10. MANDATORY OBJECTION PERIOD**

All administrative actions and decisions taken by INKOSI LANGALIBALELE MUNICIPALITY through its officials may become subject to an appeals process. As such, in terms of Section 62 of the Municipal Systems Act (Act No. 32 of 2000), a period of fourteen (14) days will be set aside to allow for the submission of appeals against the process of making the award to a particular bidder by any interested party. Except in scenarios where the decision of a duly appeal panel sets aside the appointment will then be confirmed by the INKOSI LANGALIBALELE Local Municipality in writing.

## **11. SKILLS TRANSFER**

The service provider will be expected to transfer skills to the internal staff of the Inkosi Langalibalele Local Municipality and provide a plan outlining how this will be achieved.

**INKOSI LANGALIBALELE LOCAL MUNICIPALITY**

**CORPORATE SERVICES DEPARTMENT**

**BID DOCUMENT**

**BID NO: ILM 06/19/20**

**SUPPLY AND DELIVERY OF IT RELATED EQUIPMENT  
FOR A PERIOD OF 3 YEARS**

**FORM OF BID**

**INKOSI LANGALIBALELE LOCAL MUNICIPALITY  
CORPORATE SERVICES DEPARTMENT**

**BID NO: ILM 06/19/20:  
SUPPLY AND DELIVERY OF IT RELATED EQUIPMENT FOR INKOSI  
LANGALIBALELE MUNICIPALITY**

**FORM OF BID**

**To:       Municipal Manager  
          P O Box 15  
          Estcourt  
          3310**

1. I/we hereby bid to supply and deliver the goods as and when ordered by the Head of Department at prices quoted and/or to render all of any of the services described in the attached documents to the Inkosi Langalibalele Local Municipality on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of, and incorporated into, this bid) at prices and on the terms regarding time for delivery and/or execution inserted therein.
  
2. I/we agree that:
  - The offer herein shall remain binding upon me/us and open for acceptance by the Inkosi Langalibalele during the validity period of 90 days indicated and calculated from the closing time of bid;
  - This bid and its acceptance shall be subject to the terms and conditions contained in the Preference Points Claim Form;
  - If I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfill the contract when called upon to do so, the Council may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the Council and I/we will then pay to the Council any additional expense incurred by the Council having either to accept any less favorable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favorable bid. The Council shall also have the right to recover such additional expenditure by set-off against monies which may be due to become due to me/us under this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Council may sustain by reasons of my/our default;
  - If my/our bid is accepted, the acceptance may be communicated to me/us by letter or order by ordinary post or registered post and that the SA Post Office Ltd shall be regarded as my/our agent, and delivery of such acceptance to SA Post Office Ltd shall be treated as delivery to me/us;
  - I/we understand that the Council is not bound to accept the lowest or any bid and also reserves the right to divide the contract between one or more bids;
  - this bid, together with Council's written acceptance thereof, shall constitute a binding contract between us that this contract or part thereof shall not be ceded;
  - the law of the Republic of South Africa shall govern the contract created by the

acceptance of my/our bid and that I/we choose Dom cilium citadel et executant in the Republic at (full address of this place):

\_\_\_\_\_  
\_\_\_\_\_

3. I/we furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
4. I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under the agreement as the Principal(s) liable for the due fulfillment of this contract.
5. I/we agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence of judgment which may be pronounced against me/us as a result of such action.
6. Are you duly authorized to sign the bid? 

YES	NO
-----	----
7. Has the Declaration of Interest been duly completed and included with the other bid forms? 

YES	NO
-----	----

\*Delete whichever is not applicable

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CAPACITY AND PARTICULARS OF THE AUTHORITY UNDER WHICH THIS BID IS SIGNED:

NAME OF BIDDER: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBERS: \_\_\_\_\_

FACSIMILE NUMBERS: \_\_\_\_\_

BID NUMBER: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

Refer to the under-mentioned important Conditions:

**IMPORTANT CONDITIONS**

1. Failure on the part of the bidder to sign this bid form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaire

and specifications in all respects, may invalidate the bid.

2. Bids should be submitted on the official forms and should not be qualified by the bidders own conditions of bid. Failure to comply with these requirements or to renounce specifically the bidders own conditions of bid, when called upon to do so, may invalidate the bid.
3. If any of the conditions of this bid form are in conflict with any special conditions, stipulations or provisions incorporated in the bid, such special conditions, stipulations or provisions shall apply.



**INKOSI LANGALIBALELE LOCAL MUNICIPALITY**

**CORPORATE SERVICES DEPARTMENT**

**BID DOCUMENT**

**BID NO: ILM 06/19/20**

**SUPPLY AND DELIVERY OF IT RELATED EQUIPMENT FOR A PERIOD  
OF 3 YEARS**

**MBD FORMS**

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

- 2.1** In order to meet this requirement bidders are required to complete in full the form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2.2** SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3.** The valid Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 2.** In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 3.** Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 4.** Applications for the Tax Clearance Certificates 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](http://www.sars.gov.za).

**MBD 4**

**DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

3.1 Full Name of bidder or his or her presentative:.....

3.2 Identity Number:  
.....

3.3 Position occupied in the Company (director, trustee,shareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference umber:.....

3.6 VAT Registration Number: .....

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

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

3.8.1 If yes, furnish particulars. ....

.....  
..

<sup>1</sup>MSCM Regulations: “in the service of the state” means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or

constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

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

3.10.1 If yes, furnish particulars.

.....  
.....

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

3.11.1 If yes, furnish particulars

.....  
.....

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

3.12.1 If yes, furnish particulars.

.....  
.....

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

3.13.1 If yes, furnish particulars.

.....  
.....

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

3.14.1 If yes, furnish particulars:

.....  
.....

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

# PREFERENCE POINTS CLAIM FORM

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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, 2011.**

### GENERAL CONDITIONS

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 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

1.2.1 Preference points for this bid shall be awarded for:

- 7. Price; and
- 8. B-BBEE Status Level of Contribution.

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

	<b>POINTS</b>
<b>1.3.1.1 PRICE</b>	<b>80</b>
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. 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

2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment

insurance fund contributions and skills development levies;

- 6.1. “B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### **3. ADJUDICATION USING A POINT SYSTEM**

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.



- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

**4. POINTS AWARDED FOR PRICE**

**4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

**80/20 or 90/10**

$$Ps \left( \frac{P - P_{min}}{P_{max} - P_{min}} \right) \quad \text{or} \quad Ps \left( \frac{P - P_{min}}{P_{max} - P_{min}} \right)$$

Where

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

**Points awarded for B-BBEE Status Level of Contribution**

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, 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.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub- contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract 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 than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

- 7.1 B-BBEE Status Level of Contribution: = ..... (Maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**8 SUB-CONTRACTING**

- 8.1 Will any portion of the contract be sub-contracted? **YES / NO** (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?  
 .....%

(ii) the name of the sub-contractor?

.....

(iii) the B-BBEE status level of the sub-contractor?  
.....

(iv) whether the sub-contractor is an EME? **YES / NO** (delete which is not applicable)

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

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

9.2 VAT registration number : .....

9.3 Company registration number : .....

9.4 TYPE OF COMPANY/ FIRM

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

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES  
.....  
.....  
.....

9.6 COMPANY CLASSIFICATION

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

9.7 Total number of years the company/firm has been in business? .....

9.8 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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;

9.9 restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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 forward the matter for criminal prosecution

**WITNESSES:**

1. ....

.....  
SIGNATURE(S) OF BIDDER

2. ....

.....  
ADDRESS

DATE: .....

**MBD 6.2 (IF APPLICABLE)**

**DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT**

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

1. General Conditions

Preferential Procurement Regulations, 2011 (Regulation 9.(1) and 9.(3) make provision for the promotion of local production and content.

Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Regulation 9.(3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.

Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

$$LC = 1 - \left( \frac{x}{y} \right) \times 100$$

Where

x imported content

y bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid as required in paragraph 4.1 below.

13.3. A bid will be disqualified if:

- (d) the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below; and
- (e) this declaration certificate is not submitted as part of the bid documentation.

#### Definitions

3. **“bid”** includes advertised competitive bids, written price quotations or proposals;
4. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
5. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
6. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
7. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
8. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
9. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
10. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
11. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
12. **The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

Does any portion of the services, works or goods offered have any imported content? YES / NO

If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za). Indicate the rate(s) of exchange against the appropriate currency in the table below:

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID No.** .....  
**ISSUED BY:** (Procurement Authority / Name of Municipality / Municipal Entity):  
 .....

NB The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, ..... (full names), do hereby declare, in my capacity as ..... of .....(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.
- (c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:

Bid price, excluding VAT (y)	R
Imported content (x)	R
Stipulated minimum threshold for Local content (paragraph 3 above)	
Local content % as calculated in terms of SATS 1286	

If the bid is for more than one product, a schedule of the local content by product shall be

attached.

(d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**MBD 7.2**

**CONTRACT FORM - RENDERING OF SERVICES**

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

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - Bidding documents, viz
  - Invitation to bid;
  - Tax clearance certificate;
  - Pricing schedule(s);
  - Filled in task directive/proposal;
  - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
  - Declaration of interest;
  - Declaration of Bidder's past SCM practices;
  - Certificate of Independent Bid Determination;
  - Special Conditions of Contract;
  - General Conditions of Contract; and
  - Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

.....  
**WITNESSES**

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

**MBD 7.2**

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).

An official order indicating service delivery instructions is forthcoming.

I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

.....  
.....



## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

This Municipal Bidding Document must form part of all bids invited.

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.

The bid of any bidder may be rejected if that bidder, or any of its directors have:

- abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
- been convicted for fraud or corruption during the past five years;
- willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
- 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).

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

4.1	<p>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?</p> <p>(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).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p><b>Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	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 of law outside 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	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 n <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS  
DECLARATION FORM TRUE AND CORRECT.**

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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.
- 2.7 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.
- 2.8 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> **Includes price quotations, advertised competitive bids, limited bids and proposals.**

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

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)

- 2.12. I have read and I understand the contents of this Certificate;
- 2.13. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- 2.14. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 2.15. 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;
- 2.16. 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
- 2.17. 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<sup>3</sup> will not be construed as collusive bidding.
- 2.18. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

prices; geographical area where product or service will be rendered (market allocation)

- (a) methods, factors or formulas used to calculate prices;
- (b) the intention or decision to submit or not to submit, a bid;
- (c) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (d) bidding with the intention not to win the bid.

2.19. 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.

2.20. 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 Bidder

**INKOSI LANGALIBALELE LOCAL MUNICIPALITY**

**CORPORATE SERVICES DEPARTMENT**

**BID DOCUMENT**

**BID NO: ILM 06/19/20**

**SUPPLY AND DELIVERY OF IT RELATED EQUIPMENT FOR A PERIOD OF 3  
YEARS**

**PARTICULARS OF BIDDER**

## PARTICULARS OF BIDDER

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

Name of Bidder: \_\_\_\_\_

Postal Address \_\_\_\_\_

Street Address \_\_\_\_\_

Telephone Details:

Code: \_\_\_\_\_ Number: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

Facsimile Details:

Code: \_\_\_\_\_ Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company / Enterprise Income Tax

Reference Number: \_\_\_\_\_

**NO / YES**

Has a valid Tax Clearance Certificate been attached (MBD2)

Vat Registration Number: \_\_\_\_\_

Company Registration No: \_\_\_\_\_

Is the Firm registered or does it have a Business License(s): (Tick one box)

YES

NO

If YES, give details and quote relevant Reference numbers and dates

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you the accredited Representative in South Africa for the  
Goods / services offered by you?

YES/NO (If YES enclose proof)

AN ORIGINAL VALID TAX CLEARANCE CERTIFICATE MUST BE ATTACHED TO YOUR BID.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, affirms that the information furnished is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Duly authorized to sign on behalf of: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Banking Details:**

Name of Bank: \_\_\_\_\_

Account Number: \_\_\_\_\_

Branch Code: \_\_\_\_\_



**INKOSI LANGALIBALELE LOCAL MUNICIPALITY**

**CORPORATE SERVICES DEPARTMENT**

**BID DOCUMENT**

**BID NO: ILM 06/19/20**

**SUPPLY AND DELIVERY OF IT RELATED EQUIPMENT  
FOR A PERIOD OF 3 YEARS**

**QUOTATION**

**INKOSI LANGALIBALELE LOCAL MUNICIPALITY  
CORPORATE SERVICES DEPARTMENT**

**BID NO: ILM 06/19/20:  
SUPPLY AND DELIVERY OF IT RELATED EQUIPEMENT FOR A PERIOD OF 3  
YEARS**

**QUOTATION**

- 1. KINDLY ATTACH YOUR PRICE LIST PER ITEM AS SPECIFIED UNDER SPECIFICATION.**
- 2. KINDLY INCLUDE ESCALATIONS FOR THE NEXT TWO YEARS AS WELL ON YOUR TABLE.**

NO	DESCRIPTION	TICKED BY BIDDER	TICKED BY MUNICIPAL REPRESENTATIVE
1	Initial/ Sign of all pages		
3	Closing/ Bid Submission at 12:00 on 02/09/2019		
4	Returnable documents completed		
5	Form of bid completed		
6	Valid Tax Clearance Certificate attached		
7	Original valid B-BBEE Status Level Verification Certificates or certified copies		
8	Preferential Points Claimed MBD 6.1		
9	Pre-Qualifications evidence submitted.		
10	Contract Form – Purchase of Goods/Works – MBD 7.1		
11	Municipal Rates attached		
12	Particulars of Bidders Completed		
13	Bid Declaration of interest Completed		
14	Contract Form MBD Form 7.2 completed		
15	Declaration of Bidders Past SCM Practice MBD Form 8 completed		
16	Certificate of Independent Bid Determination MBD Form 9		

completed

17 Quotation Completed

18 Clarification meeting attendance  
certificate attached