



## **HARRY GWALA DISTRICT MUNICIPALITY**

### **PROVISION OF INSURANCE SERVICES FOR A PERIOD OF 36 MONTHS**

**CONTRACT N<sup>o</sup> HGDM 833/HGDM/2024**



**Harry Gwala District Municipality  
40 Main Street  
IXOPO  
3276**

Contact Name : Mr. P. Xolo  
Telephone: 039 834 8700

<b>NAME OF TENDERER</b>	
<b>ADDRESS OF TENDERER</b>	
<b>TELEPHONE</b>	
<b>FAX</b>	
<b>TENDER SUM</b>	
<b>TIME FOR COMPLETION</b>	

**TENDER CLOSING DATE: 24 April 2024 AT 12:00**

## HARRY GWALA DISTRICT MUNICIPALITY

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## **HARRY GWALA DISTRICT MUNICIPALITY**

**“Together We Deliver and Grow”**

### **OFFICE OF THE MUNICIPAL MANAGER**

40 Main Street, Private Bag X501, IXOPO 3276

Tel: (039) 834 8707 Fax: (039) 834 1701

Email: [kunenes@harrygwalam.gov.za](mailto:kunenes@harrygwalam.gov.za)

## **ADVERTISEMENT**

### **BID NOTICE**

Bids are hereby invited from qualified and experienced Bidders for the provision of the following services for the Harry Gwala District municipality.

<b>PROJECT NAME</b>	<b>TENDER NUMBER</b>	<b>CLOSING DATE</b>
<b>PROVISION OF INSURANCE SERVICES FOR A PERIOD OF 36 MONTHS</b>	Contract No. HGDM 833/HGDM/2024	24 April 2024 @ 12h00

**Invalid or non-submission of the following documents will lead to immediate disqualification.**

- Central Supplier database registration
- Utility bill: municipal statement/lease agreement/affidavit confirming non-payment of municipal services.
- JV Agreement (if applicable);
- A signed MBD4 form must be submitted with all bids (available on our website or at reception)

**The following will apply in all the above bids:**

- Valid tax certificate or SARS pin.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- All tenders must be valid for 90 days after the tender closing date.
- 80/20 Preference point system will be used in Evaluation. Functionality will be calculated first.
- Specific goals will be used for preferential points scoring.
- All tenders above R10 million must have audited annual financial statements.

## **SPECIFIC GOALS**

<b>1. Ownership</b>	<b>Verification Method</b>	<b>Weighting</b>
<ul style="list-style-type: none"><li>Promotion of south African owned enterprises.</li></ul>	ID Copies of directors, Company registration, CSD and shareholder certificates.	10
<ul style="list-style-type: none"><li>Promotion of black owned enterprises more than 50%.</li></ul>	Company_registration and CSD	5
<ul style="list-style-type: none"><li>Promotion of woman owned enterprises more than 50%.</li></ul>	Company_registration and CSD	5

## **COLLECTION OF BID DOCUMENTS**

Bid documents may be collected from the **29 March 2024** between **09h00 to 16h00** at Harry Gwala District Municipality Offices, Finance Services Department, situated at Ixopo 40 Main Street, Ixopo 3276. Tender documents will be issued upon payment of a non-refundable cash fee of **R500 .00** each. Bid documents can also be downloaded on municipal website: [www.harrygwalam.gov.za](http://www.harrygwalam.gov.za)

## **CLOSING DATE**

The closing date for the bid is as per the table above. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the contract number and project name on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, IXOPO before the closing date and time. Telegraphic, telexed or faxed bids will not be considered, and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the bid.

## **BID ENQUIRIES**

All bid enquiries and other matters shall be directed to the Manager Asset Management Services: Mr. P. Xolo during working hours on Tel.:039-834 8700

**GM. Sineke**  
**Municipal Manager**

## **SECTION B           SCOPE OF WORKS**

### **INTRODUCTION OF THE PROJECT**

The Harry Gwala District Municipality aims to appoint a reputable service provider to provide insurance services for a period of 36 months. The appointed service provider will cover the areas identified or outlined under specification/scope below.

#### **1.     SCOPE OF WORK**

In awarding this Tender, Harry Gwala District Municipality expects the Services Provider to be responsible for the following:

Schedule of insurance cover.

- See below pricing schedule for insurance to be covered
- Note: this insert in the tender document is merely for bidder's information purposes and not for quotation purposes.
- No additional information especially premiums and excesses are divulged.

#### **PRICING SCHEDULE (Areas of Insurance to be covered)**

<b>SECTION</b>	<b>CARRY AMOUNT</b>	<b>REPLACEMENT VALUE</b>	<b>PREMIUM</b>	<b>ACCESS AMOUNT PER ASSET CATEGORY ( IN PERCENTAGE)</b>
<b>Combined Section</b>				
Standard construction Buildings ( Excluding Land) ( annual review Fixed assets Register)	22 699 261,36			
Infrastructure Water & sanitation ( exclude infrastructure Work in progress , roads and community assets) ( annual review Fixed assets Register)				
Electrical Infra In Use: LV Networks (solar panels Inclusive)	5 684 585,7			

Infrastructure Water: Distribution	1 022 599 172.76			
Infrastructure Water: Boreholes	534 542 902,89			
Infrastructure Water: Pump Stations	34 548 825,51			
Infrastructure Water: Reservoirs	204 604 118,05			
Infrastructure Water: Dams Weirs	56 872 411.12			
Infrastructure Sanitation: Reticulation	150 207 216.32			
<b>Total Combined Section ( annual review Fixed assets Register)</b>	<b>2 031 758 493.71</b>			
<b>Office Contents</b>				
Furniture and office equipment ( air corns etc)	5 000 000.00			
Loss of Document	500 000.00			
Legal Liability (documents)	200 000.00			
<b>Total Office contents( annual review Fixed assets Register)</b>	<b>5 700 000.00</b>			
Machinery and equipment (Miscellaneous tools and equipment)	1 771 644,22			
All Motor Vehicles Fleet basis ( comprehensive cover) ( <b>annual review Fixed assets Register</b> )	17 830 502,69			
<b>Business all Risks</b>				
Computer Equipment	4 391 806,38			
<b>Total Preparation all risks ( annual review Fixed assets Register)</b>	<b>4 391 806.38</b>			
<b>Electronic Equipment</b>				
Infrastructure ICT (reconstruction of Data)	5 000 000.00			

Software	296 269,82			
Increase Cost of working	500 000.00			
<b>Total Electronic Equipment ( annual review Fixed assets Register)</b>	<b>5 796 269.82</b>			
<b>Machinery breakdown Interruption (Income)</b>	1 000 000.00			
<b>State Benefits</b>				
24 hrs State Benefits ( all employees)	250 265 791.00			
24 hrs State Benefits (councillors)	8 118 813			
Death- All employees	3x annual earnings			
Death – all Councillors	3x annual earnings			
Permanent Disability	% of Death Benefits			
Temporary Total Disablement	100% of average weekly earnings			
<b>Total state Benefits</b>				
<b>Money</b>				
Possession of Employees/ councillors away from premises on business trip	10 000.00			
On premises outside business hours in locked safe.	10 000.00			
Major limit	100 000.00			
Personnel accident assault cover	Included			
<b>Total Money</b>	120 000.00			
<b>General Public Liability</b>				
<b>Cover is layered over two layer policies being</b>				
- General liability (unlimited any one period) Accumulative	250 000 000.00			
- Additional Contingencies				

a. Wrongful arrest & defamation	2 500 000.00			
b. Errors& Omissions	2 500 000.00			
c. Products & defective workmanship	2 500 000.00			
d. Vibration removal or weakening of support	Nil			
e. Legal defence cost	Market value			
f. Professional liability in respect of medical practitioners	2 500 000.00			
g. Third party liability ( motor Vehicles)	2 500 000.00			
h. Fire & Explosion	2 500 000.00			
i. Passenger Liability	2 500 000.00			
j. Employees Liability ( Limit to indemnity)	250 000 000.00			
<b>SASRIA /Riot strike and political Damage as defined on the policy</b>	As per Government gazette no.46470			
- Non- motor on the following sections Combined business interruption , office contents, business all risks, money and electronic equipment, all municipality motor vehicles				
- Councillors property cars and private dwelling houses building only				



## **2. SPECIAL CONDITIONS:**

- 2.1 The Broker may not suggest any other insurance base, or any alternatives not contained in the document of tender and only this document may be used. Any deviation from this will result in the disqualification of the tender.
- 2.2 Unless otherwise specified, it is accepted in the case of every type of policy tendered for, that the tenderer will be willing to underwrite the individual policy type at the premium tendered, without any other policies being granted to him.
- 2.3 The specimen wording of the policy must be attached.
- 2.4 If a long-term agreement is entered into, it should be possible for either of the parties to cancel it with the appropriate penalties.
- 2.5 The details of all property , amount insured, et cetera furnished herein is according to the information, which is currently available. However, the Council reserves the right to adjust details, if necessary, at the final placement of the insurance, as well as during the period of the contract.
- 2.6 All price should be rounded off to the nearest full rand. If extensions are granted free of charge, the entry in the column should read "free of charge". If the tender does not include an extension, the entry in the premium column should read "no tender". All premiums MUST INCLUDE VAT
  - Application for price adjustment must be accompanied documentary evidence in support of any adjustment claim.
  - An annual price adjustment must be based on market related rate (CPI) increase on annual basis.
  - An annual review of insurance contract should be performed to allow an including of the new assets purchase , donated completed which were not part of initial contract, that were acquired ,donated and completed after the inception of the insurance contract and removed assets that are disposed by the municipality. Additionally virement is allow at market related premium based on additional cost of the additional municipality assets.
- 2.7 The Broker must disclose the Insurer on each policy.

2.8 The Tenderer must indicate how many local authorities' insurance is at present being handled by him and should cite a few examples with references of contact persons.

2.9 The Broker must indicate:

- i. How many members of staff are in the Broker's employ countrywide?
- ii. How much experience do the members of your staff who will be dealing directly with the Council, have of handling the insurance of Local Authorities?
- iii. Which office will be handling the Council's portfolio?

2.10 Provide full details of your professional indemnity insurance arrangements.

- Indemnification Limit – minimum R250m.
- Excess
- Insurers
- Renewal Date

2.11 Service provider must have previous experience in projects of similar nature.

2.12 No costs, apart from the costs specified in this document, will be accepted or allowed to be charged to either Service provider, the Service Provider must ensure that all other costs are covered in the tender.

2.13 Service Provider wishing to view the Sites to make prior arrangements with Manager: Asset Management Unit - Mr. P. Xolo on Tel no 039 834 8701 during office hours.

### **3. LIABILITY:**

Council will in no way be liable for any loss, injury or damage which may be sustained by the successful Bidder, his employees, his equipment or any other person through handling or use of the items offered for sale.

Bidder must be in compliance with the Workmen's Compensation Act No. 30 of 1941, for all workmen employed in the contraction process.

All machinery used by the Service provider must comply with the regulations a specified in the Machinery and Occupational Safety Act No. 6 of 1983 as amended.

#### **4. INSURANCES REQUIRED**

The Supplier shall submit within seven (7) days from date of receipt of the Provisional Letter of Acceptance, to the Head: Supply Chain Management, the following Insurances and Surety:

- Third Party Insurance to the value of R1 000 000.00 (for any single claim) for any damages to private property/persons arising out of this contract. The policy must be in force for the full duration of the contract period. For any single claim.
- Works Insurance to an amount of the total tender amount.
- Further to the above, the supplier shall indemnify the Council and its employees and agents against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of the execution of this contract.
- When the Head: Supply Chain Management is, in her absolute discretion satisfied with the above arrangements, a Final Letter of Acceptance will be forwarded to the Supplier, confirming that the tender and the letter constitute a binding agreement between the Contractor and the Harry Gwala District Municipality.

#### **5. VALIDITY:**

The service provider must enter into 36 months service level agreement with Harry Gwala District Municipality for the provision insurance services.

The contract between Harry Gwala District Municipality and the successful bidder shall officially commence from the date of signing the Service Level Agreement relating to the appointment of Service Providers which will be signed between the service provider and the Municipality.

#### **6. PRICES:**

All prices tender must be firm and inclusive of VAT.

## SECTION C EVALUATION CRITERIA

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 POINTS WILL BE AWARDED AS FOLLOWS:-

Received Responsive Proposals will be evaluated based on the following criteria  
The bid will be evaluated in two stages namely:

- Stage 1 - Functionality
- Stage 2 - Price and Preferential Points

### Stage 1

Assessment of functionality. Only service providers who will achieve a minimum of 60 of the total available points, in accordance with the criteria will qualify for stage two of the evaluation. The formula will be used to calculate Functionality using the criteria mentioned below. Functionality will first be evaluated using the following points:

CRITERIA	BASIS OF ALLOCATION	POINT ALLOCATION	VERIFICATION METHOD
<b>Bidder experience in the Insurance sector</b>	8 year or more	35	Copy of the current and previous appointment letters need to be attached as a proof of experience in the Insurance sector
	5 to 7 years	25	
	1 to 4 years	15	
<b>Qualification of key personnel in Insurance, Broker or Financial Management (majority with Degree)</b>	Degrees in Risk Management and Insurance	20	Attach key personnel CVs with certified copies of their qualifications.
	Diploma In Risk management and Insurance	15	Attach key personnel CVs with certified copies of their qualifications.
	Certificates in Risk Management Insurance	10	Attach key personnel CVs with certified copies of their qualifications.
<b>Proof of company/ individual registration with FSP</b>	Valid registration with Financial Services Provider (FSP)	10	Certified copy of registration needs to be attached as a proof.

<b>Proof of company/individual registration with FIA</b>	Valid registration with Financial Intermediaries Association of Southern Africa (FIA)	10	Certified copy of registration needs to be attached as a proof.
<b>Proof of Company/individual registration with FSB</b>	Valid registration with Financial Service Board (FSB)	10	Certified copy of registration needs to be attached as a proof.
<b>Reference letters in rendering Insurance services in the Public Sector/Municipal environment (from 2015 to current)</b>	More letters than 5 letters	15	Reference letters with traceable contact person.
	3 to 4 letters	10	
	1-2 letters	5	

A score of less than 60 out of 100 points for functionality will render the tender nonresponsive, this therefore indicate that, the onus rests with the tenderer to supply sufficient information to allow for evaluation and award of points detailed below. If insufficient information is supplied, zero points will be awarded for that particular item. Please note that, functionality points will only be utilized to determine the responsiveness of tenders and will not be utilized further in the evaluation process.

Any tender that will scores below 60 points on functionality will be regarded as non-responsive and shall not proceed to evaluation level.

**Stage 2:**

This bid Shall be evaluated in terms of the Preferential Procurement Policy Framework Act (No 5 of 2022), bidders may claim preference points in terms of Specific Goal

The 80/20 preference point system will be used for this bid.

<b>PREFERENCE DISCRIPTION</b>	<b>POINT SYSTEM</b>	<b>NUMBER OF POINTS</b>	<b>VERIFICATION DOCUMENTS</b>
<b>SPECIFIC GOALS</b>			
The promotion of South African owned enterprises		10	I.D Copies of directors, Company registration, CSD
Promotion of black owned enterprises more than 50%.		5	Company registration and CSD
Promotion of woman owned enterprises more than 50%.		5	Company registration and CSD
<b>Total points</b>		<b>20</b>	

## **SECTION D**

### **REGISTRATION ON THE HARRY GWALA DISTRICT MUNICIPALITY SUPPLIERS DATABASE**

1. In terms of the Harry Gwala District Municipality Supply Chain Management Policy Framework, all suppliers of goods and services to the Municipality are required to register on the Suppliers Database.
2. If you wish to apply for registration, forms may be downloaded from the website, **<http://www.harrygwaladm.gov.za>**, or obtained by collecting it in the offices of the Municipality (SCM).
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Municipality may, without prejudice to any other legal rights or remedies it may have;
  - 3.1 De-register the supplier from the Database,
  - 3.2 Cancel a Bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable quotation is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Suppliers Database, relating to changed particulars or circumstances.**
5. Application for registration must be submitted to the Harry Gwala office at Harry Gwala District Municipality. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER IS REQUIRED TO SUBMIT A COPY OF THE REGISTRATION APPLICATION FORM, TOGETHER WITH THE BID DOCUMENTATION, TO THE RESPECTIVE DEPARTMENT INVITING BIDS.
6. Service providers must be registered with the Central Supplier Database (CSD)

**SECTION E**

**DECLARATION THAT INFORMATION ON HARRY GWALA DISTRICT MUNICIPALITY SUPPLIER DATABASE IS CORRECT AND UP TO DATE**

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorised representative)

....., WHO REPRESENTS (state name

Of bidder).....

AM AWARE OF THE CONTENTS OF THE HARRY GWALA DISTRICT MUNICIPALITY SUPPLIER DATABASE WITH RESPECT TO THE SUPPLIER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE EVALUATION PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:**.....



## SECTION F

## MBD 2

### A) TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of a 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 supplier's tax obligations.

1. In order to meet this requirement, suppliers are required to complete in full the attached form TCC 001 "Application for a Tax 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. SARS will then furnish the suppliers with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval. Copies of 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).
3. The original Tax Clearance Certificate or SARS PIN 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.
4. In Bids where Consortia/Joint Ventures/Sub-suppliers are involved, each party must submit a separate Tax Clearance Certificate.
5. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

**SECTION G****MBD 3****FORM OF OFFER AND ACCEPTANCE**

<b>NAME OF BIDDER (ORGANISATION):</b> _____
---

**A. OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

**BID NO: HGDM820/HGDM/2023**

The Bidder, identified in the Offer signature block below, by submitting this Offer has accepted the Conditions of Tender.

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

**Price:**

**R**..... ( *in figures* )

*including VAT	
*excluding VAT	

Amount in words.....

*\* tick relevant box*

<b>The prices / rates quoted must be firm</b>	<b>Is the delivery period stated firm? Yes/No: .....</b>
<b>Name:</b> <i>(of person authorised to sign the bid)</i>	<b>Signature:</b>
<b>Name of Witness:</b>	<b>Signature of Witness:</b>
<b>Date:</b>	<b><i>Failure of a Bidder to sign this form will invalidate the bid</i></b>
<b>Address of Organisation:</b> _____ _____	
<b>Telephone No.</b> _____ <b>Fax No.</b> _____	

**B. ACCEPTANCE**

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

<b>Name :</b> <i>(of person authorised to sign the bid)</i>	<b>Signature:</b>
<b>Capacity:</b>	<b>Date:</b>
<b>Name of Witness:</b>	<b>Signature of Witness:</b>

<b>Name</b>	<b>and</b>	<b>Address</b>	<b>of</b>	<b>Employer:</b>
<hr/>				
<hr/>				
<hr/>				

**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 representative:.....

3.2 Identity Number: .....

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

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

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

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

3.8.1 If yes, furnish particulars. ....

.....

<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:

.....  
.....

Full details of directors / trustees / members / shareholders.

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee Number</b>

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

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

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

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

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

- 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 To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.

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

- (a) Price; and  
(b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

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

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$		

Where

P<sub>s</sub> = Points scored for price of tender under consideration

P<sub>t</sub> = Price of tender under consideration



$P_{min}$  = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Promotion of South African owned enterprise	n/a	10	n/a	
Promotion of black owned enterprises	n/a	4	n/a	
Promotion of woman owned enterprises more than 50%	n/a	2	n/a	
Promotion of people with disabilities more than 50%	n/a	2	n/a	
Promotion of youth	n/a	2	n/a	

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name \_\_\_\_\_ of  
company/firm.....

4.4. Company registration \_\_\_\_\_ number:  
.....

### 4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable

arrangements due to such cancellation;

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

### CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

#### PART 1 (TO BE FILLED IN BY THE BIDDER)

I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and 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 time of bid.

1. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference points for specific goals of Contribution in terms of the Preferential Procurement Regulations 2022;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
2. 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 goods and/or works 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.
3. 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.
4. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
5. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

<b>WITNESSES</b>	
1	.....
2.	.....
- - - -	

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

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<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>audialterampartem</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	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....**

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

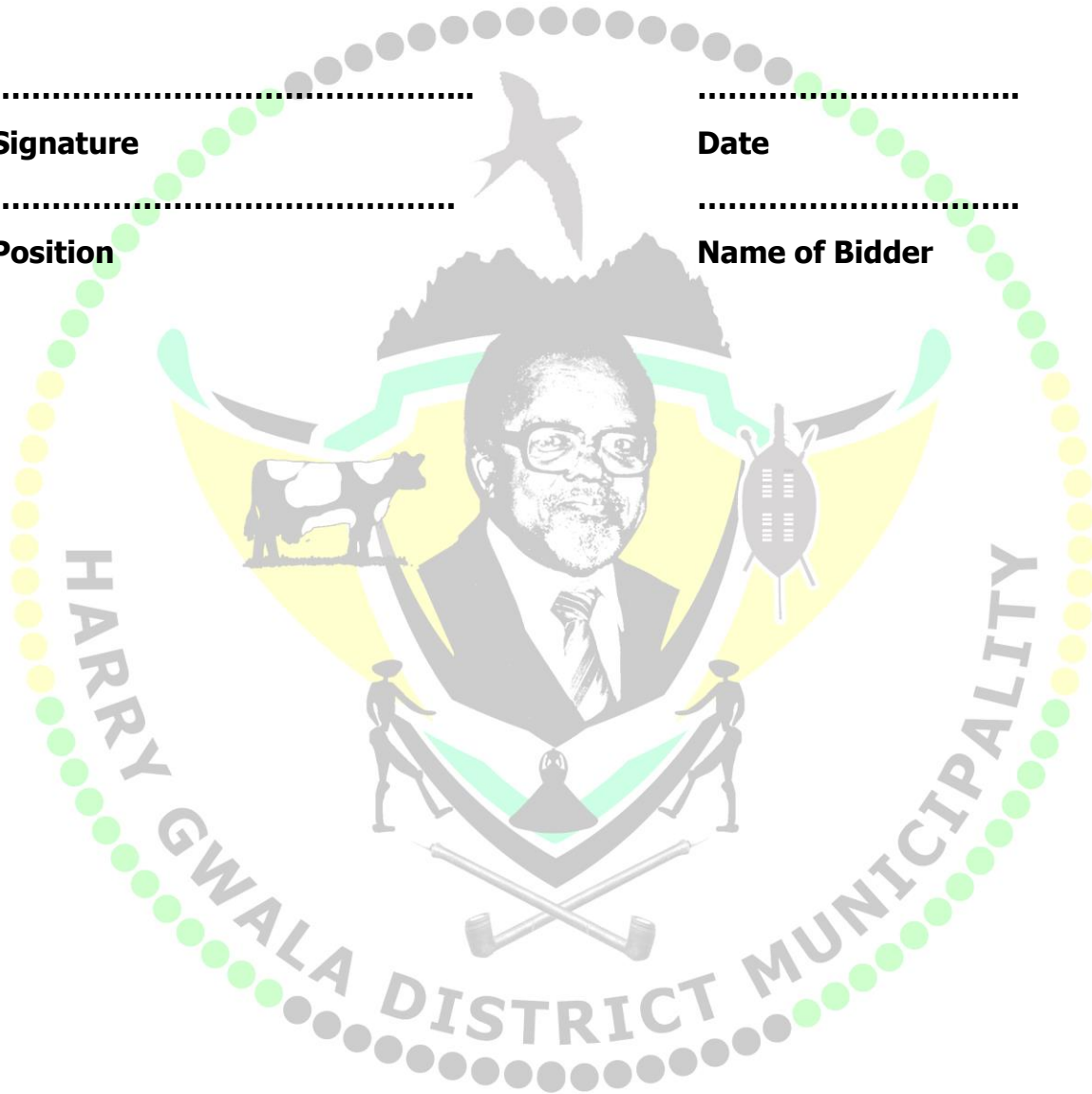
**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION  
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE  
FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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





**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all 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 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<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 Institution)

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

I \_\_\_\_\_ certify, \_\_\_\_\_ on \_\_\_\_\_ behalf  
of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
- (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications

and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

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

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

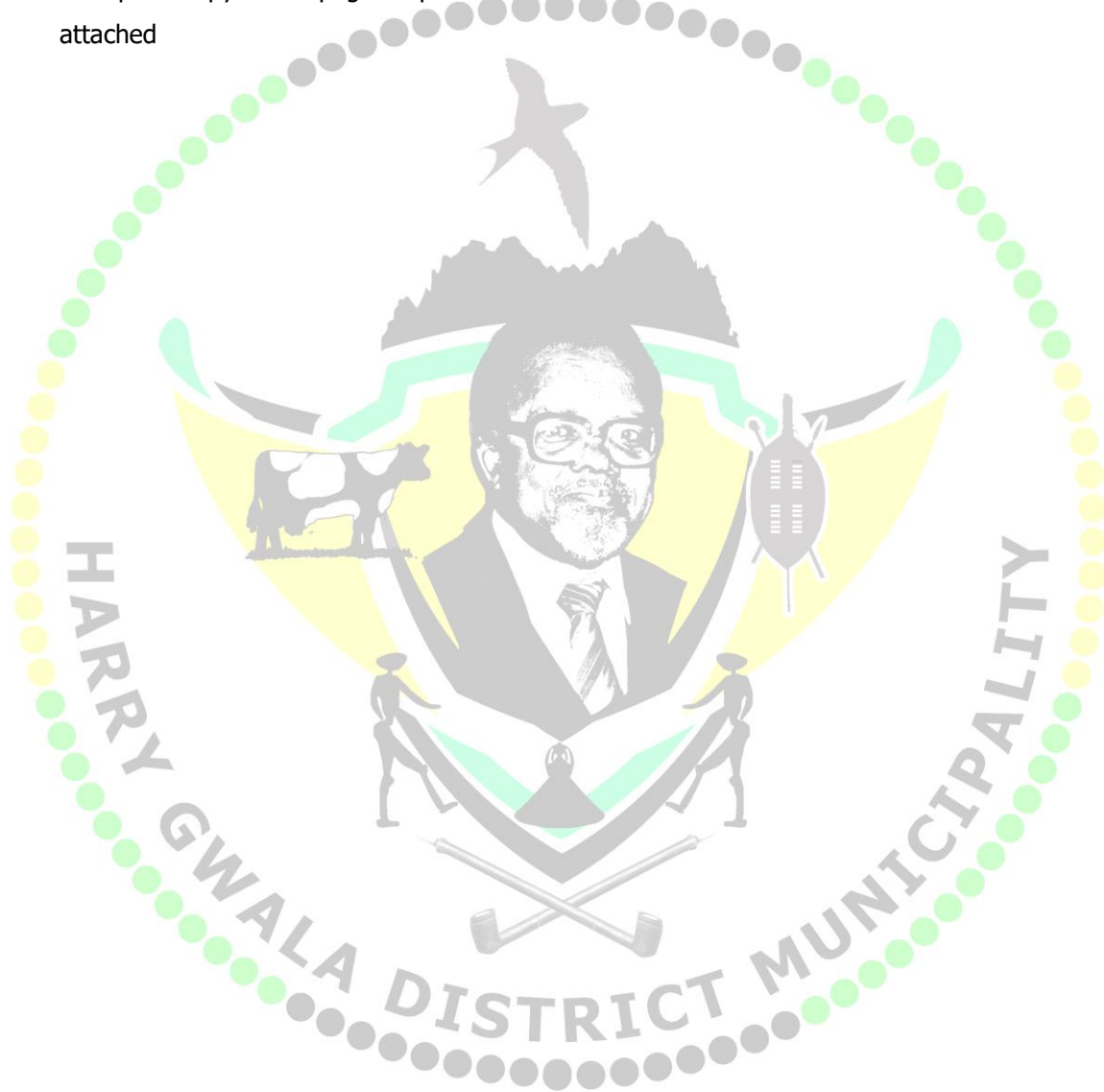
## **SECTION M**

### **SPECIAL INSTRUCTIONS AND NOTICES TO SERVICE PROVIDERS REGARDING THE COMPLETION OF BID FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT, 2003, THE HARRY GWALA DISTRICT MUNICIPALITY SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The supplier is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bid documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the supplier must be initialled.
13. Use of correcting fluid is prohibited

14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached



**SECTION N**

**PRICING SCHEDULE**

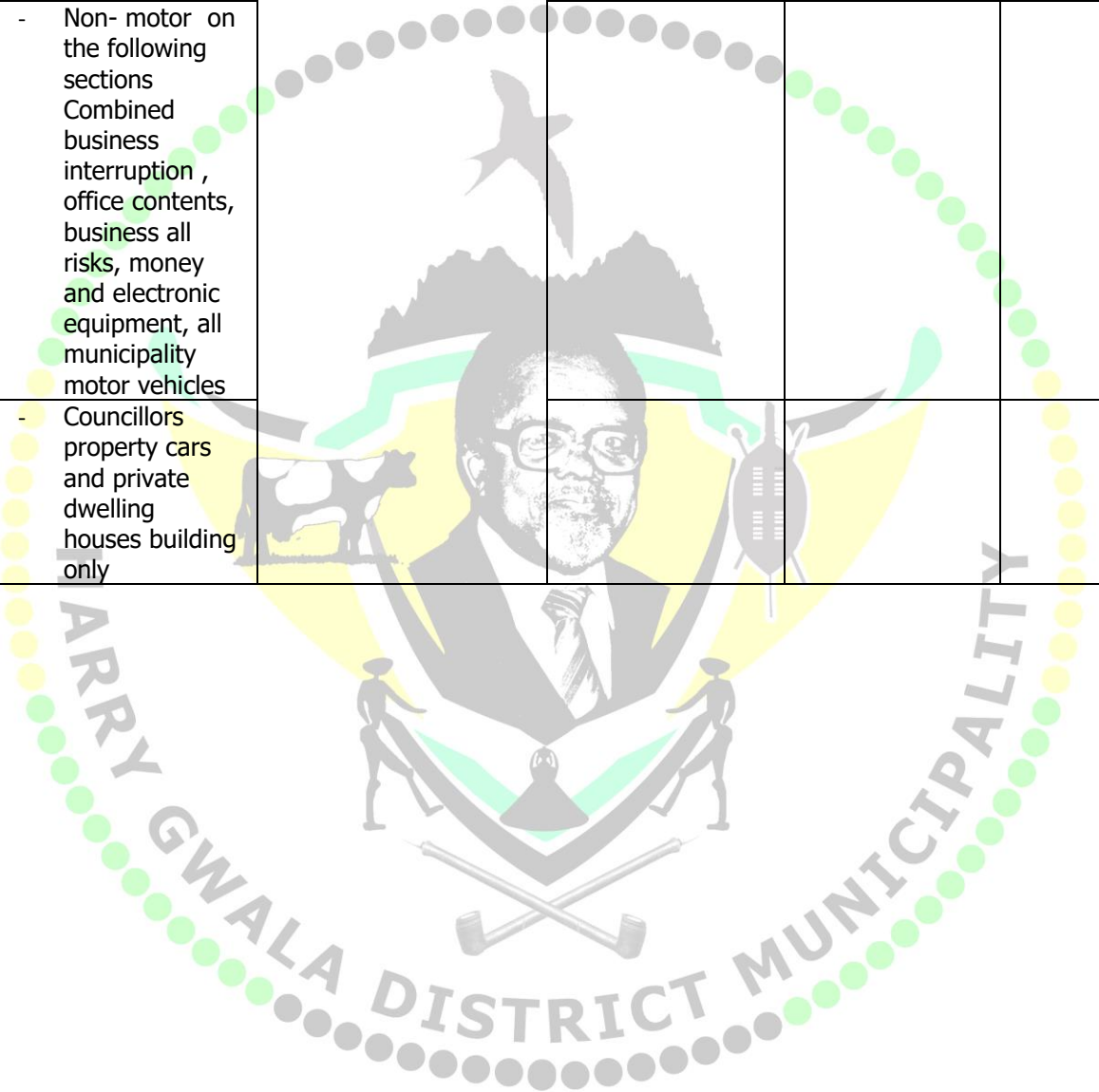
<b>SECTION</b>	<b>CARRY AMOUNT</b>	<b>REPLACEMENT VALUE</b>	<b>PREMIUM</b>	<b>ACCESS AMOUNT PER ASSET CATEGORY ( IN PERCENTAGE)</b>
<b>Combined Section</b>				
Standard construction Buildings ( Excluding Land) ( annual review Fixed assets Register)	22 699 261,36			
Infrastructure Water & sanitation ( exclude infrastructure Work in progress , roads and community assets) ( annual review Fixed assets Register)				
Electrical Infra In Use: LV Networks (solar panel s Inclusive)	5 684 585,7			
Infrastructure Water: Distribution	1 022 599 172,76			
Infrastructure Water: Boreholes	534 542 902,89			
Infrastructure Water: Pump Stations	34 548 825,51			
Infrastructure Water: Reservoirs	204 604 118,05			
Infrastructure Water: Dams Weirs	56 872 411,12			
Infrastructure Sanitation: Reticulation	150 207 216,32			
<b>Total Combined Section ( annual review Fixed assets Register)</b>	<b>2 031 758 493.71</b>			
<b>Office Contents</b>				
Furniture and office equipment ( air corns etc)	5 000 000.00			
Loss of Document	500 000.00			
Legal Liability (documents)	200 000.00			
<b>Total Office contents( annual</b>	<b>5 700 000.00</b>			

<b>review Fixed assets Register)</b>				
Machinery and equipment (Miscellaneous tools and equipment)	1 771 644,22			
All Motor Vehicles Fleet basis ( comprehensive cover) ( <b>annual review Fixed assets Register)</b>	17 830 502,69			
<b>Business all Risks</b>				
Computer Equipment	4 391 806,38			
<b>Total Preparation all risks ( annual review Fixed assets Register)</b>	<b>4 391 806.38</b>			
<b>Electronic Equipment</b>				
Infrastructure ICT (reconstruction of Data)	5 000 000.00			
Software	296 269,82			
Increase Cost of working	500 000.00			
<b>Total Electronic Equipment ( annual review Fixed assets Register)</b>	<b>5 796 269.82</b>			
<b>Machinery breakdown Interruption (Income)</b>	1 000 000.00			
<b>State Benefits</b>				
24 hrs State Benefits ( all employees)	250 265 791.00			
24 hrs State Benefits (councillors)	8 118 813			
Death- All employees	3x annual earnings			
Death – all Councillors	3x annual earnings			
Permanent Disability	% of Death Benefits			
Temporary Total Disablement	100% of average weekly earnings			
<b>Total state Benefits</b>				



<b>Money</b>				
Possession of Employees/ councillors away from premises on business trip	10 000.00			
On premises outside business hours in locked safe.	10 000.00			
Major limit	100 000.00			
Personnel accident assault cover	Included			
<b>Total Money</b>	120 000.00			
<b>General Public Liability</b>				
<b>Cover is layered over two layer policies being</b>				
- General liability (unlimited any one period) Accumulative	250 000 000.00			
- Additional Contingencies				
k. Wrongful arrest & defamation	2 500 000.00			
l. Errors& Omissions	2 500 000.00			
m. Products & defective workmanship	2 500 000.00			
n. Vibration removal or weakening of support	Nil			
o. Legal defence cost	Market value			
p. Professional liability in respect of medical practitioners	2 500 000.00			
q. Third party liability ( motor Vehicles)	2 500 000.00			
r. Fire & Explosion	2 500 000.00			
s. Passenger Liability	2 500 000.00			
t. Employees Liability ( Limit to indemnity)	250 000 000.00			

<p><b>SASRIA / Riot strike and political Damage as defined on the policy</b></p>	<p>As per Government gazette no.46470</p>			
<p>- Non- motor on the following sections Combined business interruption , office contents, business all risks, money and electronic equipment, all municipality motor vehicles</p>				
<p>- Councillors property cars and private dwelling houses building only</p>				



**SECTION O**

**AUTHORITY TO SIGN A BID**

**A. CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20..... at .....

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of Close Corporation)

.....

**SIGNED ON BEHALF OF CLOSE CORPORATION:** .....  
(PRINT NAME)

**IN HIS/HER CAPACITY AS** ..... **DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES: 1** .....

2 .....

**B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

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

.....

.....  
**SIGNATURE**

.....  
**DATE**

**C. COMPANIES**

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

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on.....20.....,

Mr/Mrs..... (whose signature appears below)  
has been duly authorised to sign all documents in connection with this bid on behalf of (Name of Company)

.....  
.....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** .....  
(PRINT NAME)

**SIGNATURE OF SIGNATORY:** ..... **DATE:** .....

**WITNESSES:**  
1 .....  
2 .....

**D. PARTNERSHIP**

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

Full name of partner	Residential address	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the undersigned partners in the business trading as.....  
hereby authorise ..... to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract.

.....  
**SIGNATURE**

.....  
**SIGNATURE**

.....  
**SIGNATURE**

.....  
**DATE**

.....  
**DATE**

.....  
**DATE**

**E CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20..... at .....

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)

.....  
**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:**

.....  
**IN HIS/HER CAPACITY AS:**

**DATE:** .....

**SIGNED ON BEHALF OF CO-OPERATIVE:** .....

**NAME IN BLOCK LETTERS:** .....

**WITNESSES:** 1 .....

2 .....

**SECTION P CERTIFICATE FOR MUNICIPAL SERVICES**

Information required in terms of the Harry Gwala District Municipality’s Supply Chain Management Policy. Latest municipal services account statement must be attached.

<b>Tender Number: HGDM 820/HGDM/2023</b>
<b>Name of the Tenderer:</b> _____

**FURTHER DETAILS OF THE BIDDER/S: Proprietor / Director(s) / Partners, etc:**

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

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

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

I, \_\_\_\_\_, the undersigned,

**(full name in block letters)**

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

\_\_\_\_\_  
Signature

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

at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2024.

**Please note:**

**Even if the requested information is not applicable to the Bidder, the table above should be endorsed NOT APPLICABLE and THIS DECLARATION MUST STILL BE SIGNED.**

## SECTION Q

### CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the Harry Gwala District Municipal Administration (hereinafter called the "Harry Gwala District Municipality") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that:
  - (a) the offer herein shall remain binding upon me and open for acceptance by the Municipality during the validity period indicated and calculated from the closing time of the bid;
  - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Municipal Finance Management Act, 2003, the Harry Gwala District Municipality Supply Chain Management Policy Framework, and the General Conditions of Contract.
  - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Municipality may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Municipality. I/we will then pay to the Municipality any additional expenses incurred by the Municipality having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bid and by the subsequent acceptance of any less favourable bid. The Municipality shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of 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 Municipality may sustain by reason of my default;
  - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
  - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executand* in the Republic at (full physical address) :  
.....  
.....
3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.
5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.

6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

**7. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

I/we, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- (1) The bidder will furnish documentary proof regarding any quote issue to the satisfaction of the Municipality, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then the Municipality, in addition to any remedies it may have, may:-
  - (a) Recover from the supplier all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract, and/or
  - (b) Cancel the contract and claim any damages which the Municipality may suffer by having to make less favourable arrangements after such cancellation.

**SIGNED ON THIS ..... DAY OF ..... 20 .....**

**AT .....**

**SIGNATURE OF SUPPLIER OR DULY  
AUTHORISED REPRESENTATIVE**

**NAME IN BLOCK LETTERS**

**ON BEHALF OF (BIDDER'S NAME): .....**

**CAPACITY OF SIGNATORY: .....**

**NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE)**

**POSTAL ADDRESS .....**

**TELEPHONE NUMBER: .....**

**FAX NUMBER: .....**

**CELLULAR PHONE NUMBER: .....**

**E-MAIL ADDRESS: .....**



**SECTION R**

**CONTRACT DATA PROVIDED BY EMPLOYER**

**CONTRACT DATA (Applicable to this contract)**

**PART A: DATA PROVIDED BY THE EMPLOYER**

The following contract specific data are applicable to this contract.

REFERENCE	CONTRACT SPECIFIC DATA PROVIDED BY THE EMPLOYER		
Clause 1.	<b>Name of Employer: The Municipality of Harry Gwala District represented by Head of Municipality: Municipal Manager.</b>		
Clause 1.2	<p>Address of Employer:</p> <table border="0"> <tr> <td data-bbox="441 892 917 1039"> <b>Physical:</b>                      40 Main Street                      Ixopo                      3276                 </td> <td data-bbox="917 892 1427 1039"> <b>Postal:</b>                      Private Bag X 501                      Ixopo                      3276                 </td> </tr> </table> <p>Telephone No: (039) 834 8700    Fax No: (039) 834 1701</p>	<b>Physical:</b> 40 Main Street Ixopo 3276	<b>Postal:</b> Private Bag X 501 Ixopo 3276
<b>Physical:</b> 40 Main Street Ixopo 3276	<b>Postal:</b> Private Bag X 501 Ixopo 3276		
Clause 1.3	Name of Project Manager : Mr. P. Xolo		
Clause 1.4	<p>Special non-working days are Saturdays, Sundays and Holidays and the days following statutory public holidays as declared by National Government:</p> <p>New Year's Day, Human Rights Day, Good Friday, Family Day, Freedom Day, Workers' Day, Youth Day, National Women's Day, Heritage Day, Day of Reconciliation, Christmas Day and the Day of Goodwill.</p>		
Clause 1.5	The Project manager is required to obtain the specific approval of the Employer for any expenditure in excess of the Contract Price.		
Clause 1.6	The Works shall be completed for the portions as set out in the Scope of Works		

REFERENCE	CONTRACT SPECIFIC DATA PROVIDED BY THE EMPLOYER
Clause 1.8	<p>The whole of the project shall be completed within 3 months including special non-working days</p> <p>The value of the certificates issued shall be adjusted in accordance with the Contract Price Adjustment Schedule with the following values:</p>

