

REF NO 8/11R + 6/13/2/4  
15/2/4/1



**CAPE WINELANDS DISTRICT**  
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

**ACKNOWLEDGMENT RECEIPT OF TENDER AND QUOTATION**

- 1. **Q 2021/027:** K53 DRIVERS LICENSE TRAINING INTERVENTION FOR THE PERIOD ENDING 30 JUNE 2022
- 2. **Q 2021/030:** SUPPLY AND DELIVERY OF CHAIRS AND FURNITURE
- 3. **Q 2021/052:** RENEWAL OF AUTOCAD MAP 3D COMMERCIAL ANNUAL SUBSCRIPTION FOR 12 MONTHS
- 4. **Q 2021/060:** PROVISION OF CASEWARE
- 5. **Q 2021/063:** PROVISION OF GENERAL WORKERS TO ASSIST WITH THE REGULAR CLEANING OF FACILITIES OF THE CAPE WINELANDS DISTRICT MUNICIPALITY TO ENSURE COVID-19 COMPLIANCE
- 6. **Q 2021/074:** PROVISION OF FURNITURE TRANSPORTATION SERVICES FROM KATHU, NORTHERN CAPE TO BELLVILLE, CAPE TOWN, WESTERN CAPE

I Lorna van Niekerk hereby acknowledge receipt of the following original tender and quotation documents:

Received by [Signature] Date 04/11/2021



# CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

Q 2021/052

## RENEWAL OF AUTOCAD MAP 3D COMMERCIAL ANNUAL SUBSCRIPTION FOR 12 MONTHS

COMPANY NAME:

BAKER BAYNES (PTN) LTD

POSTAL ADDRESS:

P.O. BOX 12294

VORNA VALLEY

1686

**BAKER BAYNES**

Company Reg No: 2010/005794/07

Company Vat Number: 4380256711

**Head Office**

Unit 12, Sunninghill Office Park, 43 Peltier Drive

Sunninghill, Johannesburg

Tel: +27 (11) 568 2060

**Western Cape Branch**

Unit K141, Platinum Junction Office Park

Platinum Crescent, Milnerton, Cape Town

Tel: +27 (21) 911 5775

Email: [info@bakerbaynes.com](mailto:info@bakerbaynes.com)

Website: [www.bakerbaynes.com](http://www.bakerbaynes.com)

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

Financial and Strategic Support Services

Supply Chain Management

Tel: 086 126 5263

Fax: 086 688 4173

**Q 2021/052**  
**RENEWAL OF AUTOCAD MAP 3D COMMERCIAL ANNUAL SUBSCRIPTION FOR 12**  
**MONTHS**

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**Table of Contents**

A. QUOTATION NOTICE .....	3
B. GENERAL CONDITIONS AND INFORMATION .....	4
C. NATIONAL TREASURY - GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT .....	15
D. APPLICATION OF PREFERENCE POINT SYSTEM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 .....	26
E. INVITATION TO BID - MBD1 .....	27
F. SPECIAL CONDITIONS OF CONTRACT AND TERMS OF REFERENCE .....	29
G. FORM OF OFFER .....	30
H. ACCEPTANCE .....	31
I. QUESTIONNAIRE .....	32
J. DECLARATION OF INTEREST – MBD 4 B .....	33
K. CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9) .....	38
L. REFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 (MBD 6.1) .....	40
M. CONTRACT FORM – PURCHASE OF GOODS/WORKS OR RENDERING OF SERVICES (MBD 7.1 or 7.2) .....	45
N. MUNICIPAL RATES AND SERVICES .....	47
O. AUTHORITY FOR SIGNATORY .....	48
P. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT (SCM) PRACTICES (MBD 8) .....	49
Q. CREDIT ORDER INSTRUCTION.....	51
R. COMPULSORY DOCUMENTATION / CHECKLIST.....	52
S. REFERENCES .....	53



## A. QUOTATION NOTICE

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Formal Written Price Quotations are hereby invited for the renewal of AutoCAD Map 3D Commercial Annual Subscription Licenses.

Technical enquiries regarding this bid can be directed to Mr. Jaco Rademan at telephone no. 0861 265 263.

Documents are obtainable from the Supply Chain Management Unit of the Cape Winelands District Municipality at 29 Du Toit Street, Stellenbosch - Tel no 0861 265 263. Alternatively documents may be downloaded from the website: [www.capewinelands.gov.za](http://www.capewinelands.gov.za). → Supply Chain → View quotations and quotes → Quotations open.

All prospective bidders must ensure that they are registered and accredited on the CWDM's Supplier Database and the Central Supplier Database, prior to the closing date of the quotation.

Duly completed quotations must be enclosed in a (separate) sealed envelope and endorsed with the relevant quotation number and description on the envelope/s. The sealed quotations must be placed in the official quotations box of the District Municipality's offices at 29 Du Toit Street, Stellenbosch, before **11:00 on Wednesday, 15 September 2021.**

**HF PRINS  
MUNICIPAL MANAGER**



## **B. GENERAL CONDITIONS AND INFORMATION**

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Inviting of quotations by the Cape Winelands District Municipality (CWDM), all relevant bid documentation, submitting of quotations by prospective bidders, evaluation / awarding of quotations and all subsequent contractual responsibilities regarding supply and delivery of goods and/or services, will be managed in terms of and MUST comply with:-

- Chapter 11 of the Municipal Finance Management Act, 2003 (Act no.56 of 2003);
- Municipal Supply Chain Management Policy of the CWDM;
- Supply Chain Management: A guide for Accounting Officers of Municipalities (Guide for AO's);
- Any relevant Regulations / Circulars issued by the National Treasury, from time to time, and
- Any Special Conditions detailed in this Contract (SCC) – *referring to, but not limited to: paragraphs B.1. - 17. and C to P.*

Where the GCC and SCC are in conflict with one another, the stipulations of the SCC will prevail (chapter 4.5.2.9 – Guide for AO's)

### **1. Acceptance or Rejection of a Quotations**

The Municipality reserves the right to withdraw any invitation to quotations and/or to re-advertise or to reject any quotations or to accept any quotations in whole or part.

The Municipality does not bind itself to accepting the lowest quotations or the quotations scoring the highest points.

The Municipality reserves the right to accept more than one quotations (in the event of a number of items being offered).

### **2. Validity Period**

The fact and action of handing in a quotation to the Municipality is accepted as a contract between the Municipality and the bidder whereby such a quotation remains valid and available for a period of ninety (90) days, calculated from the closing date as advertised for the quotations, for acceptance, or non-acceptance by the Municipality. The bidder undertakes not to withdraw, or alter, the quotations during this period.

### **3. Registration on Accredited Supplier Database**

It is expected of all prospective service providers who are not yet registered on the Municipality's Accredited Supplier Database to register without delay on the prescribed form.

The Municipality reserves the right not to award quotations to prospective suppliers who are not registered on the Database.

### **4. Completion of Quotations Documents**

The official quotations form must be completed in BLACK ink and any corrections to the official quotations form must also be made in BLACK ink and signed by the bidder.

Any quotations documents received with correction fluid (Tippex) corrections shall be disqualified.

The complete original quotations document must be returned. Missing pages will result in the disqualification of the quotations.

Any ambiguity has to be cleared with contact person for the quotations before the quotations closure.

#### **5. Authorised Signatory**

A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.

A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

If such a copy of the Resolution does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such document after the closing date to verify that the signatory is in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

#### **6. Site / Information Meetings**

Site or information meetings, if specified, are compulsory. Bids will not be accepted from bidders who have not attended compulsory site or information meetings. Bidders that arrive 15 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting or to sign the attendance register. If a bidder is delayed, he must inform the contact person before the meeting commence and will only be allowed to attend the meeting if the chairperson of the meeting as well as all the other bidders attending the meeting, give permission to do so.

All partners or the leading partner of a Joint Venture must attend the compulsory site or information meeting.

#### **7. Quantities of Specific Items**

If quotations are called for a specific number of items, the Municipality reserves the right to change the number of such items to be higher or lower. The successful bidder will then be given an opportunity to evaluate the new scenario and inform the Municipality if it is acceptable. If the successful bidder does not accept the new scenario, it will be offered to the second-placed bidder.

#### **8. Expenses Incurred in Preparation of Quotations**

The Municipality shall not be liable for any expenses incurred in the preparation and submission of the quotations.

#### **9. Contact with Municipality after Quotations Closure Date**

Bidders shall not contact the Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded. If a bidder wishes to bring additional information to the notice of the Municipality, it should do so in writing to the Municipality. Any effort by the firm to influence the Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

#### **10. Opening, Recording and Publications of Quotations Received**

Quotations will be opened on the closing date immediately after the closing time specified in the quotations documents. The names of the bidders, and if practical, the total amount of each bid and of any alternative bids will be read out aloud.



Telexed, faxed or e-mailed quotations will not be accepted.

The quotations forms should be carefully completed and no errors will be condoned after quotations have been opened.

The Bidder will be liable to take out **forward cover** to barricade him/her against fluctuation of the exchange rate in the event of importing any component, related to the quotation, from a country dealing in currency other than that of South Africa.

#### **11. Evaluation of Quotations**

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

#### **12. Subcontracting**

The Contractor shall not subcontract the whole of the contract.

Except where otherwise provided by the Contract, the Contractor shall not subcontract any part of the Contract without the prior written consent of the Municipality, which consent shall not be unreasonably withheld.

Any consent granted or appointment of a subcontractor shall not imply a contract between the Municipality and the subcontractor, or a responsibility or liability on the part of the Municipality to the subcontractor and shall not relieve the Contractor from any liability or obligation under the Contract and he shall be liable for the acts, defaults and neglects of any subcontractor, his agents or employees as fully as if they were the acts, defaults or neglects of the Contractor, his agents or employees.

#### **13. Extension of Contract**

The contract with the successful bidder may be extended should additional funds become available.

#### **14. Past Practices**

The bid of any bidder may be rejected if that bidder or any of its directors have abused the municipality's supply chain management system or committed any improper conduct in relation to such system.

The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors influenced or tried to influence any official or councillor with this or any past quotations.

The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors offered, promised or granted any official or any of his/her close family members, partners or associates any reward, gift, favours, hospitality or any other benefit in any improper way, with this or any past quotations.

#### **15. Persons in the service of the state**

Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.



## 16. Broad-based black economic empowerment (B-BBEE) status level certificates

Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies of the original, not a photo-copy of another certified copy thereof together with their bids, to substantiate their B-BBEE rating claims.

Bidders who do not submit B-BBEE Status Level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but should not be disqualified from the bidding process. They will score points out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.

A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.

Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.

If an institution is already in possession of a valid and original or certified copy of a bidder's B-BBEE Status Level Verification Certificate that was obtained for the purpose of establishing the database of possible suppliers for price quotations or that was submitted together with another bid, it is not necessary to obtain a new B-BBEE Status Level Verification Certificate each time a bid is submitted from the specific bidder.

Such a certificate may be used to substantiate B-BBEE rating claims provided that the closing date of the bid falls within the expiry date of the certificate that is in the institution's possession.

Each time this provision is applied, cross-reference must be made to the B-BBEE Status Level Verification Certificate already in possession for audit purposes.

AOs / AAs must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:

Bidders other than EMEs

- Verification agencies accredited by SANAS; or
- Registered auditors approved by IRBA (until the expiration of the period prescribed by the DTI)

Bidders who qualify as EMEs

- Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths.

### VALIDITY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATES

Verification agencies accredited by SANAS

These certificates are identifiable by a SANAS logo and a unique BVA number.

Confirmation of the validity of a B-BBEE Status Level Verification Certificate can be done by tracing the name of the issuing Verification Agency to the list of all SANAS accredited agencies. The list is accessible on [http://www.sanas.co.za/directory/bbee\\_default.php](http://www.sanas.co.za/directory/bbee_default.php).

The relevant BVA may be contacted to confirm whether such a certificate was issued.

As a minimum requirement, all valid B-BBEE Status Level Verification Certificates should have the following information detailed on the face of the certificate:



- The name and physical location of the measured entity;
- The registration number and, where applicable, the VAT number of the measured entity;
- The date of issue and date of expiry;
- The certificate number for identification and reference;
- The scorecard that was used (for example QSE, Specialized or Generic);
- The name and / or logo of the Verification Agency;
- The SANAS logo;
- The certificate must be signed by the authorized person from the Verification Agency; and
- The B-BBEE Status Level of Contribution obtained by the measured entity. □

### **Registered auditors approved by IRBA**

The format and content of B-BBEE Status Level Verification Certificates issued by registered auditors approved by IRBA must -

- Clearly identify the B-BBEE approved registered auditor by the auditor's individual registration number with IRBA and the auditor's logo;
- Clearly record an approved B-BBEE Verification Certificate identification reference in the format required by the SASAE;
- Reflect relevant information regarding the identity and location of the measured entity;
- Identify the Codes of Good Practice or relevant Sector Codes applied in the determination of the scores;
- Record the weighting points (scores) attained by the measured entity for each scorecard element, where applicable, and the measured entity's overall B-BBEE Status Level of Contribution; and
- Reflect that the B-BBEE Verification Certificate and accompanying assurance report issued to the measured entity is valid for 12 months from the date of issuance and reflect both the issuance and expiry date.

Confirmation of the validity of a B-BBEE Status Level Verification Certificate can be done by tracing the name of the issuing B-BBEE approved registered auditor to the list of all approved registered auditors. The list is accessible on <http://www.thedti.gov.za> and / <http://www.irba.co.za>.

The relevant approved registered auditor may be contacted to confirm whether such a certificate was issued.

### **Accounting officers as contemplated in section 60(4) of the CCA;**

These certificates will be issued on the accounting officer's letterhead with the accounting officer's practice number and contact number clearly specified on the face of the certificates.

The content of B-BBEE Status Level Verification Certificates issued by accounting officers as contemplated in the CCA is detailed in paragraph 4.8.5 below.

### **VERIFICATION OF B-BBEE LEVELS IN RESPECT OF EMEs**

In terms of the Generic Codes of Good Practice, an enterprise including a sole propriety with annual total revenue of R10 million or less qualifies as an EME.

In instances where Sector Charters are developed to address the transformation challenges of specific sectors or industries, the threshold for qualification as an EME may be different from the generic threshold of R10 million. The relevant Sector Charter thresholds will therefore be used as a basis for a potential bidder to qualify as an EME.

- For example the approved thresholds for EMEs for the Tourism and Construction Sector Charters are R2.5 million and R1.5 million respectively.
- An EME automatically qualifies as a level 4 contributor with B-BBEE recognition level of 100% in terms of the Codes of Good Practice.
- An EME with at least 51% black ownership qualifies as Level 2 Contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.
- An EME with 100% black ownership qualifies as a Level 1 contributor with B-BBEE level of 135% in terms of the Codes of Good Practice.
- An EME that is regarded as a specialized enterprise with at least 75% black beneficiaries qualifies as Level 1 contributor with B-BBEE level of 135% in terms of Codes of Good Practice.
- An EME that is regarded as a specialized enterprise with at least 51% black beneficiaries qualifies as a Level 2 contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.
- An EME is required to submit a sworn affidavit confirming their annual total revenue of R 10 million or less and level of black ownership to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.
- An EME that is regarded as a Specialized Enterprise, is required to submit a sworn affidavit confirming their annual turnover/ allocated budget/ gross receipt of R 10 million or less and level of percentage of black beneficiaries to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.
- An EME may be measured in terms of the QSE scorecard should they wish to maximize their points and move to a higher B-BBEE recognition level. It is in this context that an EME may submit a B-BBEE verification certificate.

#### **ELIGIBILITY AS QUALIFYING SMALL ENTERPRISES (QSE)**

The Codes define a QSE as any enterprise with annual total revenue of between R10 million and R50 million.

- A QSE with at least 51% black ownership qualifies as a Level 2 contributor.
- A QSE with 100% black ownership qualifies as a Level 1 Contributor.
- A QSE that is regarded as a specialized enterprise with at least 75% black beneficiaries qualifies as a Level 1 contributor with B-BBEE level of 135% in terms of the Codes of Good Practice.
- A QSE that is regarded as a specialized enterprise with at least 51% black beneficiaries qualifies as a Level 2 contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.
- A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R 50 million and level of black ownership or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.
- A QSE that is regarded as a specialized enterprise is required to submit a sworn affidavit confirming their annual turnover/ budget/ gross receipt of R 50 million or less and level of percentage of black beneficiaries or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017

**IN ORDER TO BE AWARDED PREFERENCE POINTS, ANNEXURE H. QUESTIONNAIRE AND ANNEXURE K. PREFERENCE POINTS CLAIM FORM (MBD 6.1), MUST BE COMPLETED - FAILURE TO COMPLY WITH THE ABOVEMENTIONED WILL RESULT IN NO PREFERENCE POINTS BEING AWARDED**



## 17. Application

These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

Where applicable, special conditions of contract may be laid down and included to cover specific supplies, services or works.

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

## 18. Standards

The goods supplied or the services rendered shall conform to the standards mentioned in the bidding documents and specifications.

## 19. Information and Inspection

The service provider shall not, without the District Municipality's prior written consent, disclose the agreement, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the District Municipality in connection therewith, to any person other than a person employed by the service provider in the performance of the agreement. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

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

## 20. Governing Language

The governing language shall be English. All correspondence and other documents pertaining to the agreement that is exchanged by the parties shall also be written in English.

## 21. Payments

Payments shall be made by the District Municipality within **thirty (30)** calendar days of receiving the relevant **invoice / statement provided** by the supplier.

Payment will be made in Rand unless otherwise stipulated.

## 22. Prices and Evaluation of bids

Prices charged by the service provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the service provider in this Quotations.

The Bidder will be liable to take out forward cover to barricade him/her against fluctuation of the exchange rate in the event of importing any component, related to the quotations, from a country dealing in currency other than that of South Africa.

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING:

- Relevant specifications
- Value for money
- Capability to execute the contract
- PPPFA & associated regulations



### 23. Termination for default

The District Municipality, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, may terminate this agreement in whole or in part:

If the service provider fails to deliver any or all of the goods within the period(s) specified in the agreement;

If the service provider fails to perform any obligation(s) under the contract; or

If the service provider in the judgment of the District Municipality, has engaged in corrupt or fraudulent practices in competing for or in executing the contract

In the event the District Municipality terminates the contract in whole or in part, the District Municipality may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the service provider shall be liable to the District Municipality for any excess costs for such similar goods, works or services. However, the service provider shall continue performance of the contract to the extent not terminated.

Where the District Municipality terminates the contract in whole or in part, the District Municipality may decide to impose a restriction penalty on the service provider by prohibiting such service provider from doing business with the public sector for a period not exceeding 10 years.

If a District Municipality intends imposing a restriction on a service provider or any person associated with the service provider, the service provider will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the service provider fail to respond within the stipulated fourteen (14) days the District Municipality may regard the service provider as having no objection and proceed with the restriction.

Any restriction imposed on any person by the District Municipality will, at the discretion of the District Municipality, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the District Municipality actively associated.

If a restriction is imposed, the District Municipality must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

The name and address of the supplier and / or person restricted by the District Municipality;  
The date of commencement of the restriction;  
The period of restriction; and  
The reasons for the restriction

These details will be loaded in the National Treasury's central database of service provider or persons prohibited from doing business with the public sector.

If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Quotations Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each



case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

#### **24. Termination for Insolvency**

The District Municipality may at any time terminate the contract by giving written notice to the service provider if the service provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the service provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the District Municipality.

#### **25. Settlement of Disputes**

If any dispute or difference of any kind whatsoever arises between the District Municipality and the service provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the District Municipality or the service provider may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

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

Notwithstanding any reference to mediation and/or court proceedings herein, the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

The District Municipality shall pay the service provider any monies due for goods delivered and/or services rendered according to the prescripts of the contract.

#### **26. Applicable Law**

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

#### **27. Notices**

Every written acceptance of a bid and any other notices shall be posted to the service provider concerned 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;

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.

#### **28. Taxes and duties**

A service provider shall be entirely responsible for all taxes, duties, license fees, etc., of the contracted goods to the District Municipality.

No contract shall be concluded with any bidder whose tax matters are not in order.

No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.



## 29. Value-added tax (VAT) on invoices

Tax invoices are to comply with the requirements as contained in the Value Added Tax Act, 1991 (Act No 89 of 1991). The content of the invoice must contain information as prescribed by the Act.

It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.

The amended Value Added Tax Act, 1991 (Act No 89 of 1991) requires that a Tax Invoice for supplies in excess of R3,000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.

The VAT registration number of the District Municipality is 4700193495.

## 30. Tax Clearance Certificate

A copy of a Tax Compliance Status Pin, printed from the South African Revenue Service (SARS) website, must accompany the bid documents. The onus is on the bidder to ensure that their tax matters are in order with SARS.

In the case of a Consortium/Joint Venture every member must submit a separate Tax Compliance Status Pin, printed from the SARS website, with the bid documents.

If a bid is not supported by a Tax Compliance Status Pin as an attachment to the bid documents, the Municipality reserves the right to obtain such documents after the closing date to verify that the bidder's tax matters are in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

The Tax Compliance Status Pin will be verified by the Municipality on the SARS website.

## 31. Municipal Rates, Taxes and Charges

A certified copy of the bidder's and those of its directors municipal accounts (for the Municipality where the bidder pays his account) for the month preceding the quotations closure date must accompany the quotations documents. If such a certified copy does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such documents after the closing date to verify that their municipal accounts are in order.

Any bidder which is or whose directors are in arrears with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities for more than three months and have not made an arrangement for settlement of same before the bid closure date will be unsuccessful.

If a bidder rents their premises, proof must be submitted that the rental includes their municipal rates and taxes or municipal charges and that their rent is not in arrears.

## 33. PROTECTION OF PERSONAL INFORMATION

In submitting any information or documentation requested in this quotation document, or any other information that may be requested pursuant to this quotation, you are consenting to the processing by the Cape Winelands District Municipality or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, 2013 (Act No 4 of 2013) and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify



the Cape Winelands District Municipality against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

## C. NATIONAL TREASURY - GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

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The purpose of this document is to:

- (a) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (b) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.
- (c) The General Conditions of Contract will form part of all bid documents and may not be amended.
- (d) Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC will prevail

### 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 any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 **"Day"** means calendar day.
- 1.8 **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.9 **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10 **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the 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 "**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.
- 1.17 "**Local content**" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.18 "**Manufacture**" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "**Order**" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "**Project site,**" where applicable, means the place indicated in bidding documents.
- 1.21 "**Purchaser**" means the organization purchasing the goods.
- 1.22 "**Republic**" means the Republic of South Africa.
- 1.23 "**SCC**" means the Special Conditions of Contract.
- 1.24 "**Services**" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "**Supplier**" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 "**Tort**" means in breach of contract
- 1.27 "**Turnkey**" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.28 "**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 non-refundable 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 INSPECTION**

- 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 ANALYSES**

- 8.1 All pre-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 analysed 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 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 fulfilment 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.



16.5 Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice. The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.

## **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.

## **8. 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. For construction related goods, services and/or infrastructure project, contracts may be expanded or varied by not more than 20%. 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 contract 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 cancelling 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.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.

23.6 a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) The name and address of the supplier and / or person restricted by the purchaser;
- (ii) The date of commencement of the restriction
- (iii) The period of restriction; and
- (iv) The reasons for the restriction



These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Quotations Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website

#### **24. ANTIDUMPING 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.



23

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 wilful 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.



## D. APPLICATION OF PREFERENCE POINT SYSTEM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

The applicable **80/20** preferential points system as set out in Preferential Procurement Regulations 2017 will be used to evaluate individual quotations

**Regulation R.32 of 20 January 2017 provides for a preference points system**

***80/20 Preference point system [(for acquisition of goods or services for a Rand value equal to or above R30 000 and up to R50 million) (all applicable taxes included)]***

The points are awarded as follows:

- 80 points is awarded for the **lowest price** if it complies with the Quotations / Formal Written Price Quotation conditions.
- Additional points are awarded for attaining the **B-BBEE status level** of contributor in accordance with the table below:

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

## E. INVITATION TO BID - MBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
Quotation number:	Q 2021/052	Closing date:	15/09/2021	Closing time:	11h00
Description	RENEWAL OF AUTOCAD MAP 3D COMMERCIAL ANNUAL SUBSCRIPTION FOR 12 MONTHS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE TENDER BOX SITUATED AT: 29 DU TOIT STREET, STELLENBOSCH</b>					
<b>SUPPLIER INFORMATION</b>					
Name of bidder	BAKER BAYNES PTY LTD				
Postal address	P.O. BOX 12294, VORNA VAUWY, 1686				
Street address	12 SUNNINGHILL OFFICE PARK, 43 VETTER DR, SUNNINGHILL				
Telephone number	Code	011	Number	5682060	
Cell phone number	072 220 6991				
E-mail address	richard@bakerbaynes.com				
VAT registration number	430296711				
Tax compliance status	TCS PIN:	B652DF 223 P	OR	CSD No:	MAAA0038531
B-BBEE status level verification certificate [tick applicable box]	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no		B-BBEE status level sworn affidavit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
Are you the accredited representative in South Africa for the goods / services / works offered?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]		Are you a foreign based supplier for the goods / services / works offered?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [If yes, answer part b:3]	
Total number of items offered	3		Total bid price	R33018,57	
Signature of bidder			Date	10 SEPT. 2021	
Capacity under which this bid is signed	CEO.				
<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>					
Contact person	Jaco Rademan				
Telephone number	021 888 5291				
E-mail address	<a href="mailto:jaco@capewinelands.gov.za">jaco@capewinelands.gov.za</a>				
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED</b>					
Contact person	Elmine Niemand				
Telephone number	021 888 5175				
E-mail address	elmine@capewinelands.gov.za				

**TERMS AND CONDITIONS FOR BIDDING – PART B**

**1. BID SUBMISSION:**

- 1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- 1.2. All bids must be submitted on the official forms provided—(not to be re-typed) or online
- 1.3. This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 Bidders must ensure compliance with their tax obligations.
- 2.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 2.3 Application for the tax compliance status (TCS) certificate or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website [www.sars.gov.za](http://www.sars.gov.za).
- 2.4 Foreign suppliers must complete the pre-award questionnaire in part b:3.
- 2.5 Bidders may also submit a printed TCS certificate together with the bid.
- 2.6 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
- 2.7 Where no TCS is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. Is the entity a resident of the republic of South Africa (RSA)?  Yes  No
- 3.2. Does the entity have a branch in the RSA?  Yes  No
- 3.3. Does the entity have a permanent establishment in the RSA?  Yes  No
- 3.4. Does the entity have any source of income in the RSA?  Yes  No
- 3.5. Is the entity liable in the RSA for any form of taxation?  Yes  No

**If the answer is "no" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.**

**NB: failure to provide any of the above particulars may render the bid invalid.  
No bids will be considered from persons in the service of the state.**

Signature(s):



Name(s):

RICHARD SMOKEY-WILLIAMS

Capacity for the Tenderer:

CEO.

Date:

10 SEPT 2021



## **F. SPECIAL CONDITIONS OF CONTRACT AND TERMS OF REFERENCE**

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### **1. BACKGROUND**

Formal Written Price Quotations are hereby invited for the renewal of AutoCAD Map 3D Commercial Annual Subscription Licenses.

CWDM have 3 x AutoCAD Map 3D Commercial Annual Subscription licenses that are currently utilised by the Technical Services division for the developing and publishing of various kind of maps. The licenses must be renewed annually.

To avoid any license overlap, CWDM requires that the license extension be aligned to the current license subscription.

### **2. SCOPE OF BID**

The renewal of the 3 x licenses must be for 12 months from the anniversary date 31 August 2020 onwards.

### **3. REMUNERATION**

- No upfront payments will be made.
- Payments to the Service Provider will only be effected upon installation.
- Any fees or remuneration are inclusive of Value Added Tax.



**G. FORM OF OFFER**

**OFFER**

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

**Q 2021/052: RENEWAL OF AUTOCAD MAP 3D COMMERCIAL ANNUAL SUBSCRIPTION FOR 12 MONTHS**

The bidder, identified in the offer signature block, has examined the documents listed in the quotation data and addenda thereto as listed in the quotation schedules, and by submitting this offer has accepted the Conditions of Formal Written Price Quotation.

By the representative of the Formal Written Price Quotation, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Formal Written Price Quotation offers to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount of be determined in accordance with the conditions of contract identified in the Conditions of Contract.

This offer may be accepted by the Employer by signing the Acceptance part of this form of offer and acceptance and returning one copy of this document to the bidder before the end of the period of validity stated in the Conditions of Formal Written Price Quotation, whereupon the bidder becomes the party named as the Service Provider in the Conditions of Contract.

**For proper evaluation purposes it is essential that this specific pricing schedule be completed in full and signed. Alternative pricing schedules will not be accepted**

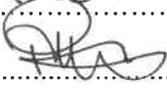
THE OFFERED RATE FOR 3 X LICENSES FOR 12 MONTHS IS: R33018,57 INCL. VAT

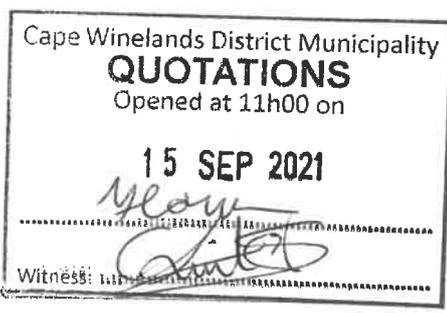
Signature(s): 

Name(s): R. SWEDLEY-WILLIAMS

Capacity for the Bidder: CEO

Name of organization: BAKER BATES

Name and Signature of Witness: Phive  Date: 10/09/2021



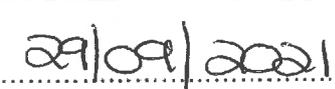
## H. ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Bidders offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the Conditions of Contract identified in the contract that is the subject of this agreement.

Deviations from and amendments to the documents listed in the Formal Written Price Quotation data and any addenda thereto as listed in the Formal Written Price Quotation schedules as well as any changes to the terms of the offer agreed by the bidder and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to, and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorized representative(s) of both parties.

The bidder shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

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

<b>ACCEPTANCE (to be completed by the Cape Winelands District Municipality)</b>	
<b>Q 2021/052: RENEWAL OF AUTOCAD MAP 3D COMMERCIAL ANNUAL SUBSCRIPTION FOR 12 MONTHS</b>	
 ..... Mr. F van Eck Executive Director: Technical Services	 ..... Date
 ..... Me. E Niemand Witness	 ..... Date



# I. QUESTIONNAIRE

List all partners / members / directors of this enterprise			
Van / Surname / Ifani	Voornaam / First name / Amagama	ID Nr./No. Inombolo	State Employee Number
P. SMEDUET-WILLIAMS	RICHARD	8001305160087	---
HETES	SHANNA	8512010049084	---
BEZUIDEHOUT	GERHARD	7212095186090	---
PADAYACHI VILJOEN	KRIBEN (JANI)	7709235246088 8903290185088	---

## BROAD-BASED BLACK ECONOMIC EMPOWERMENT (Act 53 of 2003)

**LWI** Om Voorkeerpunte te eis moet 'n gesertifiseerde afskrif van u Gebalanseerde Breë Basis Swart Ekonomiese Bemagtigings-telkaart voorgelê word tesame met die MBD 6.1 Elsvorm vir punte.

**NB!** To claim Preference points a certified copy of your Balanced Broad-Based Black Economic Empowerment Score Card must be submitted with the MBD 6.1 Claim Form.

**QAPHELA!** Ukuba ufuna ukwenza ibango lamanqaku akhethekileyo, kufuneka ukuba isicelo sakho sekopi eqinisekisiweyo ye Balanced Broad-Based Black Economic Empowerment Score Card ihambe kunye nefomu eyi MBD 6.1 Claim Form.

Vir meer inligting besoek: / For more information please visit: / Inkcukach ezithe vetshe uzakuzifumana aph:

The Department of Trade and Industry: <http://bee.thedti.gov.za/>  
 South African National Accreditation System: <http://www.sanas.co.za/directory.php>  
 Independent Regulatory Board of Auditors: <http://irba.co.za/index.php>

**BAKER BAINES PTM LTD**

Besigheid of persoon se naam:- / Business or person's name:- / Igama leshishini okanye lomntu

- \*\*1. Persentasie aandeelhouing van persone (HDI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseerd op **ras**.  
 Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **race**.  
 Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo ngokobuhlanga. 100 %
2. Persentasie aandeelhouing van persone (HDI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseerd op **geslag**.  
 Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **gender**.  
 Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo ngokwesini. 100 %
3. Persentasie aandeelhouing van persone (HDI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseerd op **gestremdheid**.  
 Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **disability**.  
 Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo ngokobulwelwe. %
4. Persentasie aandeelhouing van persone geklassifiseer as **jeug**. (18 – 35 Jaar oud).  
 Percentage of shareholding of persons in the business classified as **youth**. (18 – 35 Years old)  
 Ipersenti labantu abanezabelo kwinkonzo zoshishino ababizwa ngokuba lulutsha (18 – 35 Yeminyaka) 100 %
5. Is u besigheid geleë binne die jurisdiksie van die Distriksmunisipaliteit? In / Uit  In/Ngaphakathi  
 Is your business established within the area of jurisdiction of the District Municipality? In  Out  
 Ingaba ishishini lakho limi kwingingqi elawulwa nguMasipala wesithili? Ngaphakathi / Ngaphandle  Uf/Out/Ngaphandle
6. Maak u gebruik van plaaslike arbeid (werkskepping)? Ja / Nee  Ja/Yes/Ewe  
 Do you make use of local labour (job creation)?  Yes / No  
 Uyawasebenzisa amathuba avelayo odalo lomsebenzi (ukudala umsebenzi)? Ewe / hayi  Nee/No/Hayi

## J. DECLARATION OF INTEREST – MBD 4 B

(On behalf of the company and its directors/ members/ trustee's/ principle shareholders<sup>2</sup>)

1. No bid/database registration 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/database registration. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid/database registration in respect of owners/shareholders<sup>2</sup> of the company.

3.1	Full Name of bidder or his or her representative	R. SNEDELY - WILLIAMS 40 BAKER BAINES
3.2	Identity Number (person submitting this declaration)	800305160067
3.3	Position occupied in the Company (official/director/trustee/shareholder <sup>2</sup> ):	CEO
3.4	Company Registration Number	2010/005794/07
3.5	Tax Reference Number	9302576179
3.6	VAT Registration Number	430296711
3.7	The names of all directors/ members/ trustee's/ principle shareholders, their individual identity numbers, personal tax reference numbers and state employee numbers must be indicated in paragraph 4 below	

3.8	Are you or any director/ member/ trustee/ principle shareholder presently in the service of the state?	Yes	<input checked="" type="checkbox"/> No
3.8.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.9	Have you or any director/ member/ trustee/ principle shareholder been in the service of the state for the past twelve months?	Yes	<input checked="" type="checkbox"/> No
3.9.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	



3.10	Do you or any director/ member/ trustee/ principle shareholder have any relationship (family, friend, other) with persons in the service of the state and/or who may be involved with the evaluation and/or adjudication of this or any other prospective bid?	Yes	<input checked="" type="checkbox"/> No
3.10.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.11	Are you aware of any relationship (family, friend, other) between you or any director/ member/ trustee/ principle shareholder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this or any other prospective bid?	Yes	<input checked="" type="checkbox"/> No
3.11.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.12	Is any spouse, child or parent of the company's directors/ members/ trustees/ principle shareholders or stakeholders in the service of the state?	Yes	<input checked="" type="checkbox"/> No
3.12.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.13	Do you or any director/ member/ trustee/ principle shareholder/ stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.	Yes	<input checked="" type="checkbox"/> No
3.13.1	If yes, furnish particulars. ..... .....		

3.14	Is the supplier or any director/ member/ trustee/ principle shareholder listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?	Yes	<input checked="" type="checkbox"/> No
3.14.1	If yes, furnish particulars. ..... .....		

3.15	Is the supplier or any director/ member/ trustee/ principle shareholder listed on the Register for Quotations Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?	Yes	<input checked="" type="checkbox"/> No
3.15.1	If yes, furnish particulars. ..... .....		
3.16	Was the supplier or any director/ member/ trustee/ principle shareholder 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 checked="" type="checkbox"/> No
3.16.1	If yes, furnish particulars. ..... .....		
3.17	Does the supplier or any director/ member/ trustee/ principle shareholder 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	<input checked="" type="checkbox"/> No
3.17.1	If yes, furnish particulars. ..... ..... The municipality may not do business with individuals/businesses, including that of all the owners/partners/members/directors, whose municipal rates and taxes and/or service charges are in arrears for more than three (3) months unless arrangements have been made with the municipality to settle such arrears. Refer to SCM Regulation 38(d) (Certified copies of your <i>most current</i> accounts/statements and/or proof of any arrangement to be submitted <i>every three</i> months – provide individual information in the schedule under par. 4.		
3.18	Was any contract between the supplier 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 checked="" type="checkbox"/> No
3.18.1	If yes, furnish particulars. ..... .....		



**MFMA Circular No 62 of July 2013** require bidders to submit the names of their directors/ trustees/ shareholders, their individual identity numbers, personal tax reference numbers and employee numbers of those who are in the service of the state as defined in the Municipal Supply Chain Management Regulations as part of their bid submissions. A shareholder is defined as 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.

Full name of directors / trustees / shareholders	Identity Number	% Share-holding in company	Personal Tax Reference Number	State Employee Number (Persal)	Municipal rates & services account numbers (3.17.1) Municipal clearance or most recent service account must be attached as evidence
1 RICHARD JONAS SWEDUET-NDIMANS	8001305160087	0%	2581147143	—	202378912
2 SWANNA JANE HEYES	8512-016049084	0%	0616424119	—	552421664
3 GERHARD BEZUIDER HOUT	7212095186080	0%	0414047043	—	3301278859
4 KILIBI MADYALALI	77091235246088	0%	2969075148	—	404287574
5 JANI VILJOEN	8903290185088	0%	0173761198	—	554250580
6					
7					
8					
9					
10					

I, the under signed, certify that the information furnished on this declaration form is true and correct. I accept that my/my company's bid/registration may be rejected and in addition to the rejection that action may be taken against me/ my company should this declaration prove to be false.

Signature 

Date 10 SEPT. 2021

Capacity of Signatory CEO

Name of Bidder/Company/CC Name BAUER BARNES.

**MANDATORY SECTION: THIS DECLARATION WILL NOT BE ACCEPTED IF NOT CERTIFIED:**

- <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.

**Commissioner of Oaths**

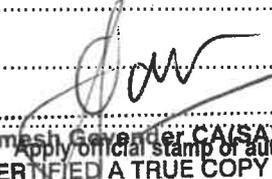
Signed and sworn to before me at Sandton

on this the 10 day of September 2021 by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

Commissioner of Oaths Omesh Govender

Position: CA (SA)

Address 150 Kelvin Drive Woodmead

Tel:  Date 10 September 2021

Apply official stamp of authority on this page:  
**CERTIFIED A TRUE COPY OF THE ORIGINAL**  
**EX OFFICIO - COMMISSIONER OF OATHS**  
 150 Kelvin Drive  
 Woodmead  
 Gauteng  
 Tel: (011) 884 1000

This document is compulsory, in terms of Regulation 44 of the Supply Chain Management Regulations, to do business with any municipality – If not endorsed by a Commissioner of Oaths, or failure to submit it, will disqualify your business from the acquisition process. (Must be submitted annually)

**K. CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)**

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.
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:

02021/052 .  
.....  
(Bid Number and Description)

in response to the invitation for the bid made by: CAPE WINELANDS DISTRICT MUNICIPALITY do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: BALER BAYNES . 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;

 38

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.
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

..... 10 SEPT. 2021 .....

.....  
  
 Position

..... BALEL BAYNES .....

<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.



## L. REFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 (MBD 6.1)

This document serves as a claim form to qualify for preference points in respect of Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution and must accompany the applicable certificate.

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

This document serves as a claim form to qualify for preference points in respect of Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution and must accompany the applicable certificate.

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

### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

- 1.2 a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.2 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
<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 submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 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

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;



- (c) “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**price**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

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

#### 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:

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

Where

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

##### 4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

##### 4.3 POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmax = Price of highest acceptable bid



**5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

5.1 In terms of Regulation 6 (2) and 7 (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-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**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 CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

7.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**8. SUB-CONTRACTING**

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

(Tick applicable box)

YES  NO

8.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

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

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES  NO

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
Black people	√	√
Black people who are youth		
Black people who are women		
Black people with disabilities		

Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

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

9.1 Name of company/firm: BAKER BAYNES

9.2 VAT registration number: 430256711

9.3 Company registration number: 200/005794/07

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**

SALES, SERVICES RELATED TO  
DESIGN SOFTWARE

9.6 **COMPANY CLASSIFICATION**

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

9.7 **MUNICIPAL INFORMATION**

City of Johannesburg  
Municipality where business is situated: City of Cape Town;  
Registered Account Number: NA - Rented  
Stand Number: NA - Rented.

9.8 Total number of years the company/firm has been in business: 3

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –



- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1. 

2. 



SIGNATURE(S) OF BIDDER(S)

DATE: 10 SEP 2021

ADDRESS: See below.

**BAKER BAYNES**  
 Company Reg No: 2010/005794/07  
 Company Vat Number: 4380256711  
**Head Office**  
 Unit 12, Sunninghill Office Park, 43 Peltier Drive  
 Sunninghill, Johannesburg  
 Tel: +27 (11) 568 2060  
**Western Cape Branch**  
 Unit K141, Platinum Junction Office Park  
 Platinum Crescent, Milnerton, Cape Town  
 Tel: +27 (21) 911 5775  
 Email: info@bakerbaynes.com  
 Website: www.bakerbaynes.com

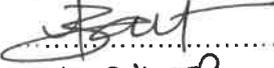
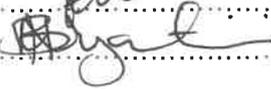


**M. CONTRACT FORM – RENDERING OF SERVICES (MBD 7.2)**

**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) CAPE WINELANDS MUNI. in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number (P.LO.)/52... 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:
  - (i) 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;
  - (ii) General Conditions of Contract; and
  - (iii) 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 ..... P. SMEDLEY-WILLIAMS .....  
Capacity ..... CEO .....  
Signature .....  .....  
Company name ..... BAKER BAYNES .....  
Date ..... 10 SEPT 2021 .....  
Witness 1 .....  ..... Date ..... 10/09/2021 .....  
Witness 2 .....  ..... Date ..... 10/09/2021 .....

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

1. I **F van Eck** in my capacity as **Executive Director: Technical Services** accept your bid under reference number **Q 2021/052** dated **15/09/2021** for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. 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)
<b>Q 2021/025: SUPPLY AND DELIVERY OF ADULT DIAPERS AND SANITARY TOWELS</b>				

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

Signed at ..... on .....

Name (Print) **F van Eck**

Signature .....

Witness 1 ..... Date .....

Witness 2 ..... Date .....

Official Stamp

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

1. I F van Eck in my capacity as **Executive Director: Technical Services** accept your bid under reference number **Q 2021/052** dated **15/09/2021** for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. 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)
Q 2021/052: RENEWAL OF AUTOCAD MAP 3D COMMERCIAL ANNUAL SUBSCRIPTION FOR 12 MONTHS	R 33 018.57	12 Month period	1	Not applicable

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

Signed at Stellenbosch on 29/09/2021  
 Name (Print) F van Eck  
 Signature [Signature]  
 Witness 1 [Signature] Date 29/09/2021  
 Witness 2 [Signature] Date 29/09/2021  
 Official Stamp

**For proper evaluation purposes it is essential that this specific pricing schedule be completed in full and signed. Alternative pricing schedules will not be accepted**

**THE OFFERED RATE FOR 3X LICENSES FOR 12 MONTHS IS: R 33018,57 INCL VAT**

Signature(s): [Signature]  
 Name(s): R. SWEDLEY-WILLIAMS  
 Capacity for the Bidder: CEO  
 Name of organization: BAKER BATES  
 Name and Signature of Witness: Phive [Signature] Date: 10/09/2021



## N. MUNICIPAL RATES AND SERVICES

Names of Directors / Partners	Physical residential address of the Directors / Partners	Municipal Account Number	Name of Municipality
R. SMEDLEY-WILLIAMS.	173 Lavender Lane, 1 Estelle Rd, Paulshot	202878912	CoJhb
S. L. NEVES.	63 Cava Bianca, Broudares Ex 7 28	552421664	CoJhb
G. Bedlidaahant	41 Webb St, Northmead, Benoni	3301278859	CoEkurhuleni
K. Padayathi	Monkoy Rd, Randpark Ridge	404287574	CoJhb
J. Viljoen.	4 Thoun field, Eye Lane, Sandton	554250580	CoJhb.

**NB:** Please attach certified copy/copies of the Municipal Account(s)

### DECLARATION:

I, the undersigned (name) R. Smedley-Williams.  
 Certify that the information furnished above is correct. I accept that the state may act against me should this declaration prove to be false.

  
 Signature

10 Sept 2021  
 Date

CEO.  
 Position

Baker Baynes.  
 Name of Bidder  
**BAKER@BAYNES**  
 Company Reg No: 2010/005794/07  
 Company Vat Number: 4380256711  
 Head Office  
 Unit 12, Sunninghill Office Park, 43 Peltier Drive  
 Sunninghill, Johannesburg  
 Tel: +27 (11) 568 2060  
 Western Cape Branch  
 Unit K141, Platinum Junction Office Park  
 Platinum Crescent, Milnerton, Cape Town  
 Tel: +27 (21) 911 5775  
 Email: info@bakerbaynes.com  
 Website: www.bakerbaynes.com

**O. AUTHORITY FOR SIGNATORY**

We, the undersigned, hereby authorize Mr/Mrs .....  
acting in his/her capacity as .....  
of the business trading as .....  
to sign all documentation in connection with Quotation.....

Name of members / directors	Signature	Date

*Attached*

Note: If bidders attached a copy of their Authorized Signatory it is not necessary to complete this form.

*See*

*[Faint, illegible text]*

*[Handwritten signature]*

**P. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT (SCM) PRACTICES (MBD 8)**

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - Abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - Been convicted of 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 of Quotation Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No12 of 2004)
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<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 audi alteram partem rule was applied).</p> <p>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.</p>		X
4.1.1	<p>If so, furnish particulars:</p> <p>.....</p> <p>.....</p>		
4.2	<p>Is the bidder or any of its directors listed on the Register for Quotation Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Quotation 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.</p>		X
4.2.1	<p>If so, furnish particulars:</p> <p>.....</p> <p>.....</p>		
4.3	<p>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?</p>		X
4.3.1	<p>If so, furnish particulars:</p> <p>.....</p> <p>.....</p>		
4.4	<p>Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?</p>		X

4.2.1	If so, furnish particulars: ..... .....
4.3	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? <input type="checkbox"/> <input checked="" type="checkbox"/>
4.3.1	If so, furnish particulars: ..... .....

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME) P. Smedley Williams 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 [Signature]

10 SEPT 2021  
Date

CEO  
Position

BAKER BAYNES  
Name of Bidder

**BAKER BAYNES**  
Company Reg No: 2010/005794/07  
Company Vat Number: 4380258711  
**Head Office**  
Unit 12, Sunninghill Office Park, 43 Pettier Drive  
Sunninghill, Johannesburg  
Tel: +27 (11) 568 2060  
**Western Cape Branch**  
Unit K141, Platinum Junction Office Park  
Platinum Crescent, Milnerton, Cape Town  
Tel: +27 (21) 911 5775  
Email: info@bakerbaynes.com  
Website: www.bakerbaynes.com



**R. COMPULSORY DOCUMENTATION / CHECKLIST**

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

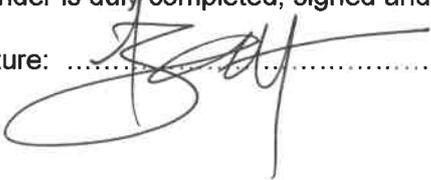
<b>Form G - Form of offer</b> Is the form duly completed and signed?	Yes	<input checked="" type="checkbox"/>	No	
<b>Form J – Declaration of Interest (MBD4)</b> Is the personal declaration from each and every owner / member / director duly completed, certified and signed?	Yes	<input checked="" type="checkbox"/>	No	
<b>Form K – Certificate of Independent Bid Determination (MBD 9)</b> Is the form duly completed and signed?	Yes	<input checked="" type="checkbox"/>	No	
<b>Form L – Preference Points Claim – (MBD 6.1)</b> Is the form duly completed and signed?	Yes	<input checked="" type="checkbox"/>	No	
<b>Form M - Contract Form</b> Is the form duly completed and signed?		<input checked="" type="checkbox"/>		
<b>Form N – Municipal Rates and services</b> Is a certified copy of the <b>bidder's and those of its director's</b> municipal accounts (for the Municipality where the bidder pays his account) for the month preceding the tender closure date attached?	Yes	<input checked="" type="checkbox"/>	No	
<b>Form O– Authority for Signatory</b> Is the form duly completed and is a certified copy of the resolution attached?	Yes	<input checked="" type="checkbox"/>	No	
<b>Form P – Declaration of Past Supply Chain Practices (MBD 8)</b> Is the form duly completed and signed?	Yes	<input checked="" type="checkbox"/>	No	
<b>Tax Compliance Status</b> Is your unique personal identification number (pin) issued by SARS attached?	Yes	<input checked="" type="checkbox"/>	No	

<b>Additional documents applicable to this specific quotation: Failure to submit this documentation shall lead to disqualification)</b>				
<b>Company profile</b> Is a company profile attached?	Yes	<input checked="" type="checkbox"/>	No	

**Failure to submit the following certificate will not lead to disqualification, but the tenderer will score 0 points for B-BBEE during the evaluation of tender offers.**

<b>B-BBEE Certificate</b> Is a certified copy of the B-BBEE or Original certificate attached?	Yes	<input checked="" type="checkbox"/>	No	
--	-----	-------------------------------------	----	--

I, R. Swadlow - William confirm that all compulsory documents for this tender is duly completed, signed and attached to this document.

Signature: 

Date: 10 Sept 2021



## S. REFERENCES

This schedule is to determine the capability of the bidder to execute the contract.

At least three (3) reference letters from companies with whom the service providers are/have conducted business relating to the terms of reference of this tender must be included in the tender document, together with the contact details of the references, alternatively reference letters must be submitted within a timeframe as to be determined by the Cape Winelands District Municipality.

<b>Company Name</b>	
<b>Description of project</b>	
<b>Contact person name</b>	
<b>Contact person telephone number</b>	
<b>Value of project</b>	

<b>Company Name</b>	
<b>Description of project</b>	
<b>Contact person name</b>	
<b>Contact person telephone number</b>	
<b>Value of project</b>	

<b>Company Name</b>	
<b>Description of project</b>	
<b>Contact person name</b>	
<b>Contact person telephone number</b>	
<b>Value of project</b>	

*See Attached*



**HEAD OFFICE:**

Unit 12, Sunninghill Office Park, 43 Peltier Drive  
Sunninghill, Johannesburg  
Tel: +27 (0) 11 568 2060  
Email: info@bakerbaynes.com  
www.bakerbaynes.com

**WESTERN CAPE BRANCH**

Unit K141, Platinum Junction Office Park  
Platinum Crescent, Milnerton, Cape Town  
Tel: +27 (0) 21 911 3775  
Email: info@bakerbaynes.com  
www.bakerbaynes.com

**Resolution by the Board of Directors of Baker Baynes (PTY) Ltd**

The following resolution was passed by the Board of Directors of Baker Baynes (PTY) Ltd on

10 / SEPT. / 2021.

It was resolved that:

**Richard Lionel Smedley-Williams, ID Number 800130 5160 08 7, in his capacity as Managing Director**

Has been duly authorized to sign all documents in connection with

Q 2021/052

and any contract which may arise there from, on behalf of **Baker Baynes (Pty) Ltd.**

**Director**



**Richard Smedley-Williams**

**Director**



**Shanna Heyes**

**Director**



**Gerhard Bezuidenhout**

**Director**



**Jani Viljoen**

# BAKER BAYNES

## HEAD OFFICE:

Unit 12, Sunninghill Office Park, 43 Peltier Drive  
Sunninghill, Johannesburg  
Tel: +27 (0) 11 568 2060  
Email: [info@bakerbaynes.com](mailto:info@bakerbaynes.com)  
[www.bakerbaynes.com](http://www.bakerbaynes.com)

## WESTERN CAPE BRANCH

Unit K141, Platinum Junction Office Park  
Platinum Crescent, Milnerton, Cape Town  
Tel: +27 (0) 21 911 3775  
Email: [info@bakerbaynes.com](mailto:info@bakerbaynes.com)  
[www.bakerbaynes.com](http://www.bakerbaynes.com)

## Director



**Kriben Padayachi**

Directors: G. Bezuidenhout  J. Viljoen  S. Heyes  K. Padayachi (Non-Executive)  R. Smedley-Williams (Managing)

Co. Registration: 2010/005794/07





## CSD REGISTRATION SUMMARY REPORT

### SUPPLIER IDENTIFICATION

Supplier number	MAAA0038531
Is supplier active?	Yes
Allow associates?	Yes
Supplier type	CIPC Company
Supplier sub-type	Private Company (Pty)(Ltd)
Legal name	BAKER BAYNES
Trading name	Baker Baynes (Pty) Ltd
Identification type	South African Company/Close Corporation Registration Number

Government breakdown	Private Companies (Pty) (Ltd)
Business status	In Business
Country of origin	South Africa
South African company/CC registration number	2010/005794/07
Have Bank Account	Yes
Registration date	24 Mar 2010 00:00:00:000
Restricted Supplier	No
Restriction Last Verification Date	13 Aug 2021 11:46:40:920

### PREFERRED CONTACT

Contact type	Administration
Name(s)	Julie Gaiti
Identification type	South African Identification Number
Prefer communication via email	Yes

Email address	julie@bakerbaynes.com
Telephone number	0115682060
Cellphone number	+278 23 81 7619

### PREFERRED ADDRESS

Address type	Physical
Address line 1	Unit 12, Sunninghill Office Park
Address line 2	43 Peltier Drive
Suburb	Sunninghill
Province	Gauteng

Municipality	City of Johannesburg
City	Sandton
Postal code	1686
Country	South Africa

### PREFERRED ACCOUNT

Account type	Current Accounts
Bank	FIRST NATIONAL BANK
Branch number	250655
Branch name	REMOTE BANKING SERVICE 560
Account number	62524092434

Account holder	BAKER BAYNES (PTY) LTD
Bank Verification Status	Verification Succeeded
Is this a preferred account?	Yes
Edit date	29 Nov 2016 09:01:59:183
Is the identifier linked at the bank	Yes

### TAX

Overall Tax Status	Tax Compliant
Income Tax Status	Compliant tax status Verified
VAT number	4380256711
VAT Status	Compliant tax status Verified

Is this supplier a VAT vendor?	Yes
PAYE Status	Compliant tax status Verified
Last validation date	13 Aug 2021 11:47:00:000





## CSD REGISTRATION SUMMARY REPORT

### SUPPLIER DIRECTOR/MEMBERS

Is there any director whom is restricted?

No

Is there any director who is a government employee?

No

### SUPPLIER COMMODITIES

Commodity family

Electronic reference material;

### BBBEE INFORMATION

Certificate Type

Sworn Affidavit

Certificate Issue Date

13 Aug 2021 00:00:00:000

BBBEE Status Level Of Contributor

Level 1 Contributor

Certificate Expiry Date

12 Aug 2022 00:00:00:000

Status

Active

Verification Status

Manual verification required

### DEMOGRAPHIC INFORMATION

Gender demographics available?

Yes

Youth demographics available?

Yes

Military veteran demographics available?

No

Disabilities demographics available?

No

*The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.*





## CSD REGISTRATION SUMMARY REPORT

### Tips and Frequently Asked Questions (FAQ)

#### Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

#### Bank

For help on how to resolve bank failures click here: [I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.](#)  
The various possible error messages received from the bank are highlighted in red. Search for the applicable message and follow the detailed steps associated with that error message.

#### Tax

##### Tax Compliance Status

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [What should a supplier do if the tax status on CSD differs from the tax clearance certificate?](#)

##### Tax Compliance Expiry Date

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [How does CSD determine the tax compliance expiry date?](#)

#### CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: [The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC, how can I rectify this?](#)

#### State Employee

For more information pertaining to government employment status click here: [Will there be verification done to identify if a supplier is a government employee?](#)



**SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL  
ENTERPRISE ICT SECTOR**

I, the undersigned,

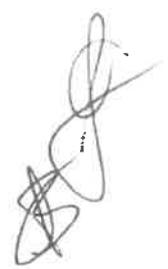
<b>Full name &amp; Surname</b>	Richard Lionel Smedley-Williams
<b>Identity number</b>	800130 5160 08 7

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a **Member / Director / Owner** of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	Baker Baynes (Pty) Ltd
<b>Trading Name (If Applicable):</b>	Baker Baynes (Pty) Ltd
<b>Registration Number:</b>	2010/005794/07
<b>Enterprise Physical Address:</b>	Unit 12 Sunninghill Office Park, Sunninghill, Johannesburg, 2191 and Unit K141, Platinum Junction Office Park Platinum Crescent, Milnerton Cape Town 7441
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	(Pty) Ltd
<b>Nature of Business:</b>	ICT – Digital Transformation Services
<b>Definition of "Black People"</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –  (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

- I hereby declare under Oath that:
  - The Enterprise is 100% Black Owned as per Statement AICT 100,
  - The Enterprise is 100% Black Woman Owned as per Statement AICT 100,
  - The Enterprise is 0% Black Designated Group Owned as per Statement AICT 100,
- Based on the ~~Financial Statements~~/Management Accounts and other information available on the latest financial year-end of 31/01/2021, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),



Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	X
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

- I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
- The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature:   
 Date: 13 AUGUST 2021

Commissioner of Oaths  
 Signature & stamp

 13 August 2021

Omesh Govender CA(SA) Date  
 CERTIFIED A TRUE COPY OF THE ORIGINAL  
 EX OFFICIO - COMMISSIONER OF OATHS  
 150 Kelvin Drive  
 Woodmead  
 Gauteng  
 Tel: (011) 884 1000



## TAX COMPLIANCE STATUS

**PIN Issued**

BAKER BAYNES (PTY)LTD  
PO BOX 12294  
VORNA VALLEY  
1686

**Enquiries should be addressed to SARS:**

### Contact Detail

SARS  
Alberton  
1528

Contact Centre Tel: 0800 00 SARS (7277)  
SARS online: [www.sars.gov.za](http://www.sars.gov.za)

### Details

Taxpayer Reference Number: 9302576179

Always quote this reference number when contacting SARS

Issue Date: 2021/09/03

Dear Taxpayer

## TAX COMPLIANCE STATUS PIN ISSUED

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

TCS Details:	
Taxpayer Name	Baker Baynes (Pty)Ltd
Trading Name	BAKER BAYNES (PTY) LTD
Tax Reference Number(s)	IT - 9302576179 Vat - 4380256711 PAYE - 7770776211
Purpose of Request	Good Standing
Request Reference Number	0019428935GS0309211404370
PIN	B652DF223P
PIN Expiry Date	03/09/2022

You may authorise a third party to view your TCS by providing them the PIN. The PIN only allows the third party access to your TCS. All other tax information remains secure.

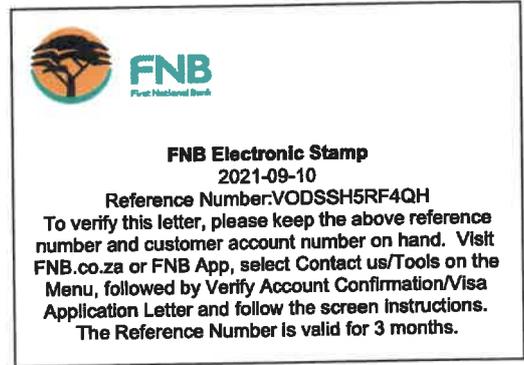
Your TCS displayed is based on your compliance as at the date and time the PIN is used.

You may cancel this PIN at any time before the expiry date reflected above. Once cancelled, a third party will not be able to verify your TCS.

SARS reserves the right to cancel this PIN in the event that it was fraudulently issued or obtained.

Should you have any other queries please call the SARS Contact Centre on 0800 00 SARS (7277). Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely  
**ISSUED ON BEHALF OF THE SOUTH AFRICAN REVENUE SERVICE**



Date: 2021-09-10

To whom it may concern

**ACCOUNT CONFIRMATION LETTER**

We confirm that **\*BAKER BAYNES (PTY) LTD** with identification/registration number **2010/005794/07** ("the account holder") holds the following account with First National Bank, a division of FirstRand Bank Limited ("FNB"):

<b>Account Type</b>	PLATINUM BUSINESS ACCOUNT	<b>Account Number</b>	62524092434
<b>Account Status</b>	Active Account - The account is currently open and transacting		
<b>Branch Code</b>	251650	<b>Branch Name</b>	SUNNINGHILL
<b>Swift Code</b>	FIRZAJJ	<b>Date Opened</b>	2015-03-02

FNB issues this letter at the specific request of the account holder and for informational purposes only. This letter serves only to confirm that the above information is, according to the records available to FNB, factually correct as at the date of this letter.

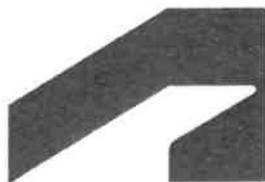
Accordingly, FNB provides no warranties, guarantees, assurances or undertakings of any nature in connection with the above information, the account and/or the account holder, cannot be held responsible for any reliance which may be placed on this letter.

Without limiting the above in any way:

- (i) This letter does not constitute a letter of guarantee or a letter of credit.
- (ii) This letter does not imply or infer in any way that FNB has reserved the funds held in the account in favour of any person, nor that FNB has placed a hold on or limited the amount available in the account. The amount available in the account may change at any time without prior notice to you; and
- (iii) FNB will not be held responsible for any change in the information contained in this letter.

This letter is issued to you without any liability for FNB or its employees. You are to treat this letter as confidential.

Should you have any queries, please visit our website [www.fnb.co.za](http://www.fnb.co.za) or feel free to contact us on 087 736 2247.



10<sup>th</sup> September 2021

**Cape Winelands District Municipality**  
Du Toit Street, Stellenbosch

ATT: Mr. Jaco Rademan

**Subject: Autodesk Authorised Reseller**

Dear Sir,

Thank you for your interest in Autodesk Software. Autodesk appreciates your business and would like to assure you that you are in good hands.

We confirm that our Reseller **Baker Baynes (Pty) Ltd** in **South Africa** with its main location in **Johannesburg** and an additional location in **Cape Town** has the authorization to sell Autodesk products and is currently a **Gold Partner**, an **Authorized Training Center (ATC)** and **Services Provider Partner** with Autodesk.

**Baker Baynes (Pty) Ltd** are currently specialized in **Architecture, Engineering & Construction, Product Design & Manufacturing, Fusion 360, and Construction.**

Please note that as an independent **Partner** they are not authorised to bind Autodesk to any contractual obligations.

Autodesk Partner's accreditation assures that they are selling original Autodesk Software as well as capable of providing after sales support. Autodesk authorised Partners have amongst its staff, trained personnel on the latest Autodesk Software and would be able to demonstrate, provide training and support our products with full competence.

Incase you need direct assistance from us, please do not hesitate to contact **Simon Bromfield** our **Africa Territory Sales Manager** on Phone number +27(0)832972694 or his email: [simon.bromfield@autodesk.com](mailto:simon.bromfield@autodesk.com) and we shall be more than happy to serve you.

We trust that Autodesk Software, will serve your needs to your most satisfaction.

Yours faithfully,  
**Autodesk SA**

**Simon Bromfield**  
**Africa Territory Sales**

## Pro Forma Invoice

Created Date 2021/09/09

Quote Number 00012379

Agreement Number 110002327826

Contract End Date 2021/08/30

### Reseller Details

Company Name: Baker Baynes (PTY) Ltd

Company Address ZA

Co. Reg No. 2010/005794/07

Co. VAT No. 4380256711

Sales Rep Abigail Adams

Email Address [abigail@bakerbaynes.com](mailto:abigail@bakerbaynes.com)

Technical Person Heilandi Burger

### End User Details

Account Name Cape Winelands Municipality

Billing Address 46 Alexander Street

Stellenbosch

7600

Western Cape South Africa

Product Description	Sales Price	Quantity	Total Price
C1RK1-001219-L956: AutoCAD - including specialized toolsets Commercial Single-user Annual Subscription Renewal Switched From Maintenance (Switched between May 2019 - May 2020 and Ongoing)	R 9,570.60	3.00	R 28,711.80

Subtotal	R 28,711.80
Total Price	R 28,711.80
Tax	R 4,306.77
Grand Total	R 33,018.57

## Baker Baynes Additional Services

### 1. Customer Support

#### Email Support

Complimentary

Provided at no extra cost to customers.

Available to all Baker Baynes customers to ensure a smooth installation and setup of your software purchase. Logged, tracked, and answered, this level of support is a great way to access our technical team.

#### Phone Support

Complimentary

Offers clients priority access to our Live Help Desk to get answers for application and production issues. In the process the develop a personal relationship with our Application Engineers.

### 2. Training & Development

As an Autodesk Authorised Training Centre (ATC), Baker Baynes and its qualified trainers are able to fulfill the following training options:

#### Onsite

R 7,500.00

Price is per day, up to a maximum of 8 students, Excl VAT

A set curriculum that a Baker Baynes trainer conducts at the clients office should the need arise. Various Autodesk product options available.

#### Classroom

A set curriculum that a Baker Baynes trainer conducts at the Baker Baynes training centre. Various Autodesk product options available.

3 day training course per person  
4 day training course per person

Excl. VAT R 5,300.00  
Excl. VAT R 6,200.00

**Online, hosted by CADLearning.com**

Baker Baynes offers customers the option to purchase online access to a variety of online courses covering a variety of Autodesk products.  
1 year access excl. VAT

Excl. VAT R 2,999.00

**Customised Training**

Price on Request

Training customised to the specific needs of the customer. Training hosted onsite or at the Baker Baynes Training Centre.

**Autodesk Authorised Certification Centre**

Price on Request

Baker Baynes is qualified to objectively validate the skills and knowledge of anyone, student or professional, who uses Autodesk software.  
Benefits of being Autodesk Certified:

- Gain an industry-recognized credential that helps prove your skills level.
- Access and use the Autodesk Certified Logo.
- Display your Autodesk Certified certificate.
- List your name in the Autodesk Certified Professionals database.

## Terms & Conditions of Sale

1. All prices are Net, exclude VAT unless stated otherwise
2. All pricing is based on a Rand/Dollar exchange rate and is subject to change without prior notice. Baker Baynes (PTY) Ltd does not take any responsibility for an exchange rate adjustment in pricing.
3. All pricing for software and/or hardware exclude installation and configuration. If this additional service is required please discuss this at the time of purchase.
4. Payment terms are strictly 'Payment on Order' unless otherwise agreed to, and are not negotiable.
5. All products remain property of Baker Baynes (PTY) Ltd until paid in full, and Baker Baynes (PTY) Ltd reserves the right to communicate with a vendor to take appropriate action should any account be outstanding. This may or may not include the termination of software usage, which could result in loss of work, for which Baker Baynes (PTY) Ltd will not be held responsible.
6. Should any form of deferred or extended payment term be specifically agreed to in writing by a duly authorised director of Baker Baynes (PTY) Ltd, the following shall apply:
  1. All goods remain the property of Baker Baynes (PTY) Ltd until payment has been received in full
  2. Interest on accounts in arrears for up to 30 days will be charged at the ruling prime interest rate plus 5% calculated on a daily basis for the amounts overdue as invoiced.
7. All Consulting and i-adopt Service Offerings are subject to payment upfront unless otherwise arranged.
8. A 15% handling fee will be charged for orders that are cancelled after an official order has been placed on Baker Baynes (PTY) Ltd.
9. All Shipping charges are for your own account
10. All product specifications are determined by the respective manufacturers and are subject to change without notice.
11. Baker Baynes (PTY) Ltd and/or its agents shall not be held responsible for:
12. Faulty or inadequate equipment and/or hardware obtained elsewhere.
13. All repeated attempts at installation and configuration in an environment that includes items not supplied by Baker Baynes (PTY) Ltd
14. Application software or operating system software defects or exclusions leading to the malfunction of computer systems, peripherals, and/or hardware components.
15. By accepting these Terms and Conditions, the Client agrees to the products and services offered, and meet the Client's needs. The Client further agrees to pay any handling fee or cancellation fee that may be levied in the case of cancellation.
16. All FREE support offered to Baker Baynes (PTY) Ltd active subscription customers only. This may require a Change of Reseller form to be completed. Support will only be given once the Change of Reseller form is logged with Autodesk or relevant supplier.
17. All products are Windows compatible unless otherwise asked for.
18. All Autodesk Software Media Kits are a separate charge.

## Specific Software Licence-Related Terms and Conditions

1. **OWNERSHIP AND LICENSE:** All Software and User Documentation offered is licensed, not sold. Title, ownership and all rights and interest including, without limitation, patents, copyrights, trademarks, trade secrets and other intellectual property rights, in and to the Software Materials and any authorised copies made by the receiving company ("Licensee") remain with the software developer/manufacturer and its licensors. The structure, organisation, and code of the Software Materials are valuable trade secrets of software developer/manufacturer and its licensors and the licensee agrees to keep such trade secrets confidential.

2. **LIMITED WARRANTY:** The software developer/manufacturer warrants that, as of the date on which the software is delivered to the licensee and for ninety (90) days thereafter ("Warranty Period"), the Software will provide the features and functions generally described in the User Documentation and that the media, on which the Software is furnished, if any, will be free from defects in materials and workmanship. The software developer/manufacturer's entire liability and the Licensee's exclusive remedy during the Warranty Period will be, at the software developer/manufacturer's option, to attempt to correct or work around errors, to replace the defective media on which the software is furnished, if any, or to refund the license fees and terminate this Agreement. Such refund is subject to the return of the defective media, if any, and User Documentation, with a copy of the licensee's receipt to its local Software developer/manufacturer office or the authorised reseller from whom the Licensee obtained the Software during the Warranty Period.
3. **DISCLAIMER:** Except for the express limited warranties provided, any representations about the Software and its functionality in the User Documentation or any communication with the Licensee constitute technical information and not an express warranty or guarantee. In addition, the software developers/manufacturers specifically disclaim any other warranty including, without limitation, the implied warranty of merchantability, fitness for a particular purpose and non-infringement. Without limiting the foregoing, the software developer/manufacturer does not warrant that the operation of the software will be uninterrupted or error free.
4. **FUNCTIONALITY LIMITATION WARNING:** Computer-aided design software and other technical software are tools intended to be used by trained professionals only. They are not substitutes for professional judgement. Computer-aided design software and other technical software are intended to assist with product design and are not substitutes for independent design analysis, estimation or testing of product stress, safety and utility. Due to the large variety of potential applications for the software, the software has not been tested in all situations under which it may be used. The software developer/manufacturer and Baker Baynes (PTY) Ltd shall not be liable in any manner whatsoever for the results obtained through the use of the software. Persons using the software are responsible for the supervision, management and control of the software. This responsibility includes, but is not limited to, the determination of appropriate uses for the software and the selection of the software and other programs to achieve intended results. Persons using the software are responsible for establishing the adequacy of independent procedures for testing the reliability and accuracy of any program output, including all items designed by using the software.
5. **LIMITATION OF LIABILITY:** In no event shall the software developer/manufacturer, its licensors or Baker Baynes (PTY) Ltd have any liability for any incidental, special, indirect or consequential damages, loss of profits, revenue, data, or cost of cover. In addition, in no event shall the software developer / manufacturer, its licensors and Baker Baynes (PTY) Ltd be held liable for any damages arising out of or in connection with the software or user documentation exceeding the amount paid or payable by the licensee for the software. The limitation of liability in this section shall apply to any damages, however caused and regardless of the theory of liability, whether derived from contract, tort (including, but not limited to, negligence) or otherwise, even if the software developer/manufacturer or Baker Baynes (PTY) Ltd has been advised of the possibility of such damages and regardless of whether the limited remedies available hereunder fail of their essential purpose.
6. **SOFTWARE MEDIA:** The software developer/manufacturer and/or Baker Baynes (PTY) Ltd shall have no responsibility or liability whatsoever arising from loss or theft of the software or the media on which the software is furnished to the licensee. The software developer/manufacturer shall not be obligated to replace any lost or stolen software or software media. The licensee is solely responsible for safeguarding the software and the media on which the software is furnished.
7. **ACCEPTANCE OF LICENSE AGREEMENT:** Signing of this quotation by an authorised representative of the Licensee implies that the Licensee agrees to the terms and conditions of the software developer/manufacturer software license agreement (typically found during installation and from the Help Menu).

## Specific Training-Related Terms & Conditions

1. All courses start promptly at 09h00, delegate is to arrive by latest 08h45 for setup.
2. All courses should finish by 16h00 daily, however the final discretion is up to the Trainer who may or may not adjust these times.
3. All Training Delegates receive 30 days access to CADLearning.
4. All course payments / examination fees to be made at least 5 working days prior to training date, unless other arrangements have been made with our Financial Director and proof of payment to be sent to [Training@bakerbaynes.com](mailto:Training@bakerbaynes.com)
5. Baker Baynes takes no responsibility for training validation from any Professional Institute.
6. Baker Baynes takes no responsibility for Autodesk Training Centre Certification requirements that may change from time to time.
7. Cancellation:
  1. Booked and confirmed Professional certification exams or no show will forfeit the paid fees.
  2. We reserve the right to reschedule any courses subject to insufficient delegates
  3. Booked and confirmed Training Delegates have until 5 working days prior to the course start date to postpone and defer their booking. Any changes after 5 working days will not be accepted and the Delegate will forfeit the entire fee.
  4. Booked and confirmed Training Delegates who don't arrive will forfeit the entire course fee
8. Refunds:
  1. No refunds will be paid under any circumstances. Courses will be rescheduled where relevant.

## Acceptance of the quotation

We certify the above information on this quotation is true and correct to the best of my knowledge.

\_\_\_\_\_  
*Date and Place*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Designation*

\_\_\_\_\_  
*Client Purchase Order Number*

## Baker Baynes Banking Details

Bank:	FNB
Account Name:	Baker Baynes (Pty) Ltd
Account Number:	62524092434
Branch Code:	250-655

**Please use your  
Company  
Name as  
Reference**



**CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD**

Making progress possible. Together.

Ground Floor  
4 Talana Road,  
Sacks Circle,

Bellville South  
Tel: +27 21 444 1701  
Cell: 082 392 4116

E-mail: [Nazley.Isaacs@capetown.gov.za](mailto:Nazley.Isaacs@capetown.gov.za)  
Web mail: <http://www.capetown.gov.za>

Ground Floor  
4 Talana Road,  
Sacks Circle,

Bellville South  
Umnxeba: +27 21 444 1701  
Imfonomfono: 082 392 4116

Ground Floor  
4 Talana Road,  
Sacks Circle,

Bellville South  
Tel: +27 21 444 1701  
Cell: 082 392 4116

## MEMORANDUM

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To whom it may concern,

This letter serves to confirm that Baker Baynes (Pty) LTD, has been the Certified Autodesk Gold Partner supporting City of Cape Town Water & Sanitation Department since 1<sup>st</sup> July 2018.

My experience with Baker Baynes has been beyond satisfactory, they have by far exceeded my expectations. The service they provide on both new licensing and renewals are extremely efficient. I have always received prompt responses to any requests or queries.

The same goes for my users, support calls where always dealt with swiftly and in some cases beyond what the user requested, providing them with advice on how to better utilise their product.

A few of my users have also attended the Masterclasses that were offered and left these sessions feeling excited and motivated, something that has never been done with this product before.

Baker Baynes also provided special sessions for some staff that had very specific needs and provided them with the necessary guidance and advice on what products to use to streamline their processes.

Overall my experience as well as those of my users have been very satisfactory not where they are always helpful but friendly as well and always willing to assist.

Please feel free to contact me via email or cell phone if there is any other information I can provide.

Sincerely,

Nazley Isaacs-Omar  
City of Cape Town  
Water and Sanitation: Auxiliary Services/IT&IMS  
Senior Technician



Designed today,  
for tomorrow.

09 September 2020

The Managing Director, Baker Baynes (PTY)Ltd

**LETTER OF REFERENCE FOR SOFTWARE DELIVERY, TRAINING AND SUPPORT**

Dear Sir / Madam

Over the past 18 months Baker Baynes (PTY) Ltd has provided us with project specific Autodesk software to facilitate improved project workflows, communication and reporting.

During the procurement process they worked with us to determine project and team needs and rationalised software requirements to prevent overspending.

The software was priced very competitively and came with on-site training as well as prompt support all along the way; something which really helped the entire team to make the change from older methods to newer applications and online driven methodologies for coordinating a project.

Baker Baynes' approach to do an assessment, before planning the training, and doing the planning in consultation with us really allowed for customised and extensive training that addressed any shortfalls in knowledge and skill in the team and allowed for an easier transition.

Their support team were very willing to come up with new solutions to problems and took stress off the professional team by assisting in developing strategies, protocols and documents to facilitate the switch to a new method. They also made themselves available to answer queries to all members of the team, not only main members or the direct account holder which allowed us to focus on project delivery rather than software implementation

We have been very satisfied with the professional and timeous services of Baker Baynes (PTY) Ltd and would gladly recommend them for similar services.

Yours faithfully

Madeleine Louw for GLH Architects

**GLH Architects (Pty) Ltd**

**DIRECTORS:** Xavier Huyberegts PrArch7482 | Briget Grosskopff PrArch6902 | Louise O'Raw PSAT1403 | Naina Narsai PrArch21428 | Leon Fourie PSAT0903

**JOHANNESBURG** La Roche, 54 The Valley Road, Parktown  
**PHONE** +27 (0)11 486 2770 **FAX** +27 (0)11 486 0552  
**EMAIL** info@glh.co.za

**PRETORIA** Office 1, 267b West Avenue, Centurion  
**PHONE** +27 (0)12 663 1918 **FAX** +27 (0)11 486 0552  
PO Box 521933, Saxonwold, 2132

**Reg No.** 2016/350336/07  
**VAT No.** 4270259833  
**A SAIA Practice.** PG 4652

8 September 2020

To whom it may concern

Dear Sir

**RE: CLIENT REFERRAL FOR BAKER BAYNES (PTY) LTD**

Element Consulting Engineers started our relationship with Baker Baynes in July 2016 and still make use of their services to date. We have purchased Autodesk software and completed training initiated by Baker Baynes. During all our business dealings, they have proven to be accommodating, supportive and professional at all times and we can highly recommend them as service providers for the training, sale of, support and software planning of Autodesk.

Regards

Pieter Rossouw PrTechEng PrCPM  
Director – Business Development

**EXECUTIVE DIRECTORS:** • F DE V RYKE (CEO) PrEng • PA ROSSOUW PrTechEng • NP MANTUNGWA ND (Civil) • ET WALTERS Pr Eng  
**NON-EXECUTIVE DIRECTORS:** • JA TURNER (CHAIRMAN) PrEng • S LAKHI • Y MOHAMED • MMA SHEZI • BG ZIETSMAN PrEng  
**TECHNICAL DIRECTORS:** • JW BESTER PrEng • CJ BOTHA PrEng • FW BOUWER PrEng • SJ FOURIE PrEng • HH GELDENHUIS PrEng • J KOTZE PrTechEng  
• HC LOURENS PrEng • L SAUNDERS PrEng • JH THERON PrEng • WE VD TOORN PrEng • J VAN SCHALKWYK PrEng • B VIVIER PrEng • N WILD Btech (Civil)  
**ASSOCIATES:** • W BRITS PrTechEng • LJ CROMHOUT PrEng • MM DUVENHAGE PrEng • SBL DYANTYI PrTechEng • GD HOLLIS PrTechEng • DSA STAFFEN PrTechEng  
• RW JOHNSON PrTechEng • HSJ KOEGELENBERG • IV OLIVIER PrTechEng • J SHERRIFF PrTechEng • T RETIEF PrTechEng • HJJ VAN NOORDWYK PrEng



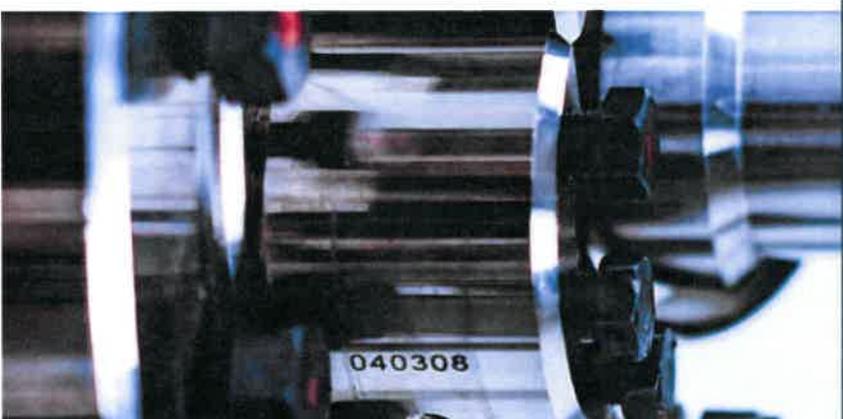
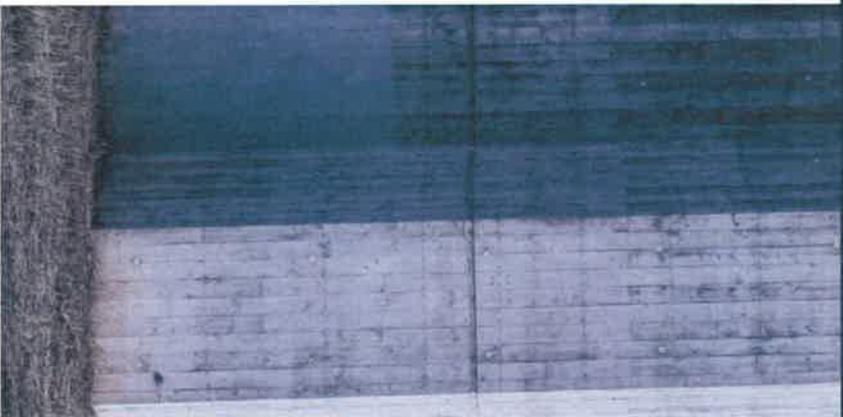
# Baker Baynes Company Overview



When it has to be right



"We solve our customers problems through digital transformation,  
helping them to **design** and **make** a better world."



**Problem solving with our i-adopt consulting methodology**

- ✓ Assessments, Implementation, Project assistance
- ✓ Autodesk Authorised Service provider

**SCAN-To-BIM Services**

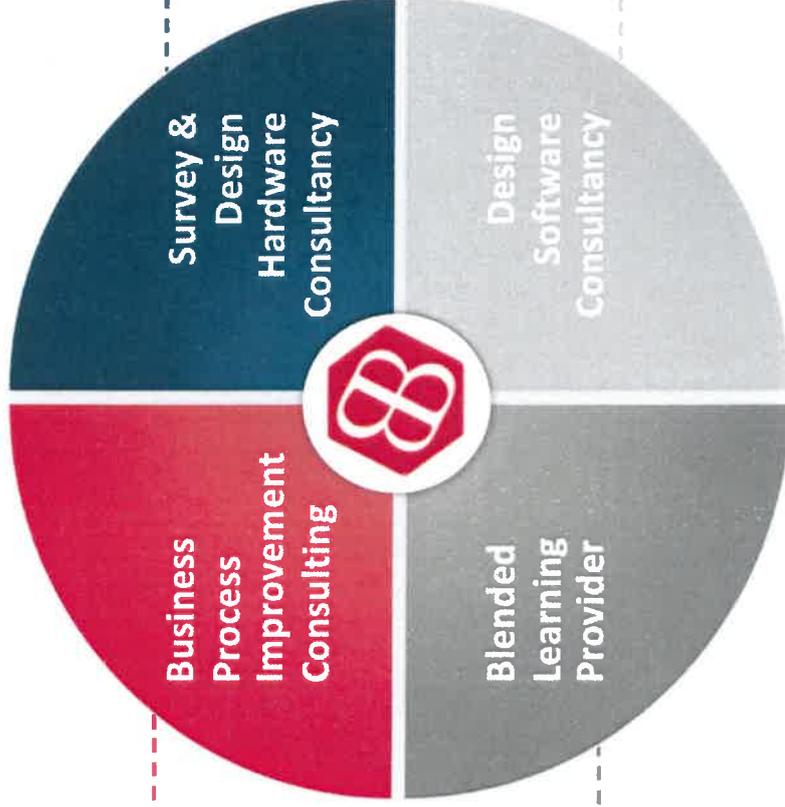
- ✓ Interior Scanning services with BLK360 for As-builts
- ✓ Laser scanning hardware
- ✓ Equipment Rentals

**Classroom & Virtual Training**

- ✓ E-Learning with Africa's only Autodesk Approved Content Publisher
- ✓ Customised Onsite Training

**2nd largest Autodesk Gold Partner in SA**

- ✓ Over 5000 active licenses managed
- ✓ iDAS, AddoBar Partner
- ✓ Topcon ClearEdge Partner

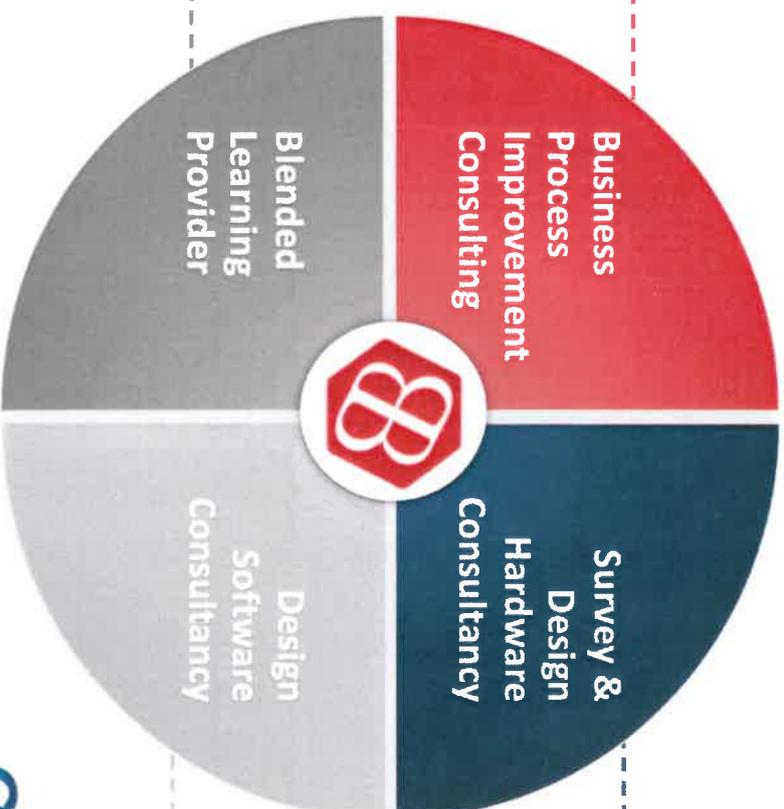


BAKER & BAYNES

Problems solving with our i-adopt consulting methodology



Classroom & Virtual Training



SCAN-To-BIM Services



2nd largest Autodesk Gold Partner in SA



BUILDING | CIVIL | ENERGY | PROCESS PLANT | MANUFACTURING

BAKER & BAYNES

Our Approach & Services

## OUR BOARD OF DIRECTORS

**Non-Executive  
Chairman**



**Kriben Padayachi**  
CA (SA) MBA (UK)

**Executive Director  
Operations**



**Gerhard Bezuidenhout**  
MAP (WITS)

**Managing Director /  
Chief Executive Officer**



**Richard  
Smedley-Williams**  
MAP (WITS)

**Executive Director  
Professional  
Services**



**Jani Viljoen**  
N.Dip Int Des

**Executive Director /  
Chief Experience Officer**



**Shanna Heyes**  
B Soc Sci (Hons)  
MAP (WITS)

## LEADING DIGITAL TRANSFORMATION

### Reduce Cost

Project cost, design cost, input cost, software cost, hardware cost, implementation cost.



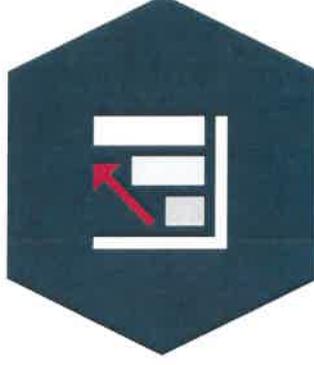
### Time To Market

Speed to market is valuable in all industries, supported by accuracy and efficiency



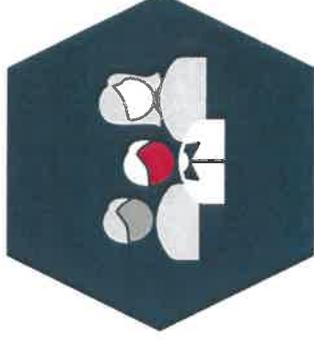
### Profitability

Not only achieved by reducing cost, showing strong ROI is required



### Team Retention

People are a big cost yet a big investment – staff churn can hurt.



### Least Cost Licensing

We believe in license efficiency, supported by having the right tools for the right teams

### Fast Implementation

On project implementation improves delivery of projects and products

### Showing ROI

Tangible results shows real ROI, supported by People, Process and Technology.

### Effective Teams

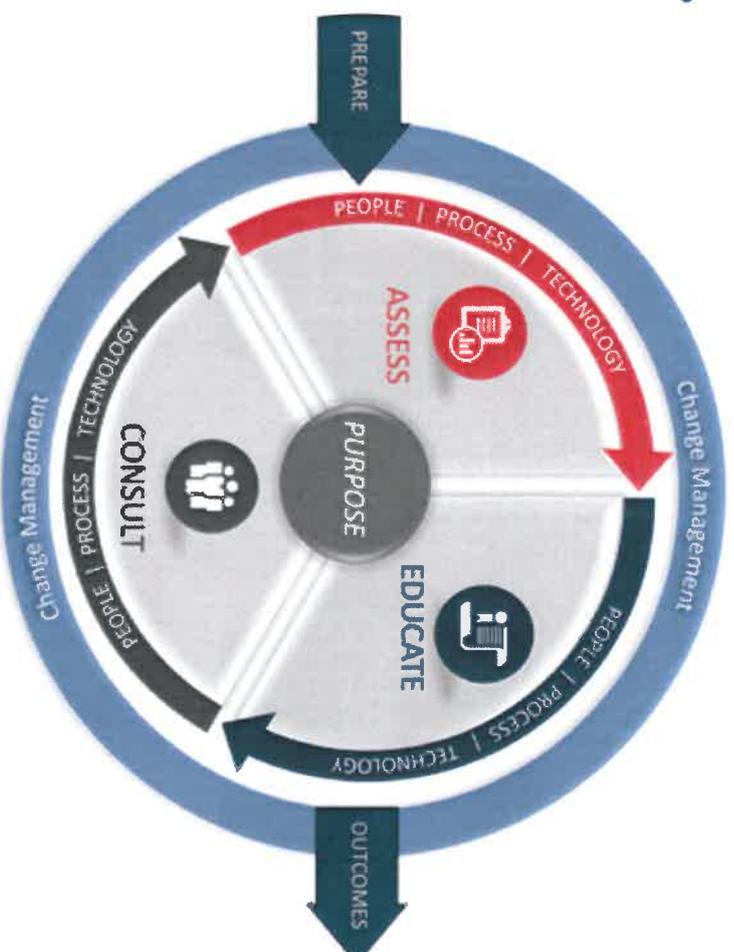
People are your biggest asset, let us help you invest in them to see a return

# i-adopt

## What is i-adopt?

A unique consulting methodology to help clients:

- ✓ Develop & Implement a Digital Strategy & transformation
- ✓ Optimise Business Processes & Workflow
- ✓ Adopt Technology
- ✓ Design & Make a better world



## *i-adopt* benefits:

- ✓ Focuses on Solving the Problem
- ✓ Delivering Tangible Outcomes
- ✓ Holistic, addressing organizational issues Beyond the "CAD" environment
- ✓ Includes change management



# ASSESS



## OUR APPROACH

We would assess the current state of your organization / department to understand:

- 1. Technology**
  - What current Technology is being used, and why?
  - What is the cost of this Technology (holistic)
  - What does this technology provide that Autodesk cannot?
- 2. Purpose**
  - What Purpose did that Technology serve?
  - Is it still relevant?
- 3. Processes**
  - What is the current workflow that this technology supports?
  - Why is this Processes not optimal?
  - What would good look like?
- 4. People**
  - What is the current skill level with the current technology?
  - What is the desire or readiness for change?
  - Who does it affect? Who else does it affect?
- 5. Project Plan**
  - Propose a Step-by-Step Project Plan, in consultation with Stakeholders, to systematically rationalize the technology in use

## OUR SERVICE OFFERING

- Business Process Assessment (BPA)
- Data Management Assessment
- Workflow Assessment
- Project Collaboration / Coordination Assessment
- Change Readiness Assessment
- User software Proficiency Assessment
- Software Asset Advisory
- Hardware (Infrastructure) Assessment
- Technology Requirements Assessment



PEOPLE



PROCESS



TECHNOLOGY



# Educate Services

*Training for all your needs and skill levels*

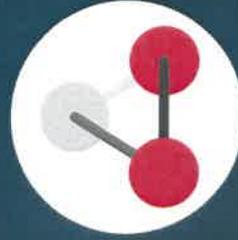
# Educate Services

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## Online Self Paced Training

- All Autodesk Applications
- Anywhere, anytime access
- Unique Role/Goal based learning paths



## Customised Workflow Training



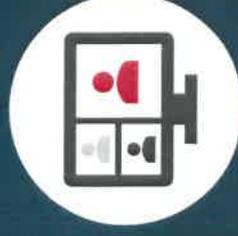
## Autodesk Authorised Training Centre Classroom training

1. Classroom Based/ Virtual Autodesk Fundamentals & Advanced Courses
2. Onsite/ Virtual Training Autodesk Fundamentals & Advanced Courses (one company only)



## Specialist Series

- Build your own course outline
- Become a subject matter expert
- Revit, Civil 3D, Inventor, Vault & BIM



## Hands-On Project Based Training



# CONSULT

## OUR APPROACH

We would Consult the organization / department to implement the following:

- 1. Technology**
  - What Templates or Content needs to be implemented to facilitate the new Technology?
- 2. Purpose**
  - Why do we need to consult to drive adoption?
  - Does the new technology serve the right purpose?
- 3. Processes**
  - How does this new workflow that this technology supports work?
  - What are the future possible improvements?
- 4. People**
  - Get User Sign off via User Acceptance Testing
  - Consult with your people of protocols and new workflows
- 5. Project Close Out**
  - Produce ROI in consultation with Stakeholders



## OUR SERVICE OFFERING

- Process Improvement Workshops
  - BIM Manager Coaching
  - BIM Implementation
  - Data Management Implementation
  - BIM Model Health Checks
  - Template, Spec & 3D Content Creation
  - Scan to BIM
  - Drawing/BIM Standards Creation
- Packaged Service Offerings:
- Product Kickstarter
  - Workflow Accelerator
  - Digital Transformation Journeys



PEOPLE



PROCESS



TECHNOLOGY

# PACKAGED SERVICE OFFERINGS

*Baker Baynes packaged service offerings (PSO) is a pre-configured set of activities aligned with our i-adopt consulting methodology. These service offerings have been created to **address common business challenges** for specific customer sets and **deliver tangible outcomes**.*



- ✓ Digitally Transformation your Business
- ✓ Accelerate your software adoption & ROI
- ✓ Kickstart new technology & workflow adoption



# SCAN *to* BIM

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Baker Baynes Service Offering

**Definition:**

“The process of 3D laser scanning a physical space or site to create an accurate digital representation of it. This representation can then be used for designing, assessing progress or evaluating option” -*The BIM*



# SCAN to BIM

## Capture

Leica BLK 360 rental  
incl. iPad pro

R 4 045,00 per day



\* Knowledge of the Leica BLK 360 & processing of scanning data is recommended. Software not included

## Capture & Compute

Onsite scanning + data  
processing

Point Cloud data model  
Handover (.RCP)

Est. 1 000 m2 per day  
R 9 200,00 per day\*



\* Knowledge of Autodesk Recap Pro is recommended. Software not included

## Capture, Compute & Create

Onsite scanning + data  
processing + Revit Model

Revit model Handover  
(.RVT)

Price based on m2 and LOD  
\*Scoping required



**\*Terms & Conditions Apply**

BAKER & BAYNES

Our Clients

## What do our Clients say?



*"I feel valued and important enough to get immediate attention from Baker Baynes when I need help. They make me feel like we are family to them. I would recommend them to companies with complex workflows, systems and processes"* H. Burger

*"Baker Baynes is a dedicated and trusted service provider who have assisted us to become more productive by getting our systems running effectively. I would recommend them to anyone looking to invest in Autodesk software."* G. Monyemangene



*"I have received excellent customer service from Baker Baynes. Their support desk was very attentive and promptly dealt with my issues and delivered a feasible solution. I would recommend Baker Baynes to those who require dedicated support."* S. Mnisi

*"Baker Baynes' service has been nothing short of supportive, knowledgeable and efficient in helping us become proficient. We highly recommend them to anyone who needs Revit Training and Support."* R. Makan



*"Baker Baynes is a very helpful, resourceful and thorough Autodesk Gold Partner. You get a personalized service and all efforts are made to solve the problem at hand. I highly recommend Baker Baynes to anyone looking for Autodesk products in the Construction Industry."* C. Coetzee

*"We chose Baker Baynes because we were looking for a supplier that only provides various software licensing, but also a company that is willing to invest their time and effort in broadening our knowledge and capabilities in using CAD. Baker Baynes has saved us a lot of time and effort by aiding us with our various design software matters."* T. Rude



BAKER & BAYNES

Helpdesk Technical Support



Baker Baynes offers all customers access to our Specialist Helpdesk

Available 08h00 – 23h30,  
Monday to Friday



Email [support@bakerbaynes.com](mailto:support@bakerbaynes.com)



Call (011) 568 2060



Website [www.bakerbaynes.com/support](http://www.bakerbaynes.com/support)

If you are using an active Autodesk Subscription, we will support you for free, provided we are your Autodesk Reseller of Record.

Type of Support	Complimentary Support	Billed Service
Software Activation & Installation	Yes	No
Software Upgrade	Yes	No
Network License Setup	Yes	No
Activation, Creation or Login of Autodesk Account	Yes	No
Software issue Diagnosis	Yes	No
Drawing Unable to open File recovery	Yes	No
Software Crashes & file corruption	Yes	No
Vault Migration & Back up	No	Yes
Ongoing management of licenses (Software Asset Management)	No	Yes
Pilot Site Work	No	Yes
Content creation (Revit Families, Templates, Specs etc.)	No	Yes
BIM Model Health Checks	No	Yes
How to questions	No	Yes
Network/Proxy Server Configurations	No	Yes
Operating System or Hardware issues	No	Yes
Software Audits	No	Yes

## Our Credentials

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BAKER & BAYNES

# Partner Scorecard

To help you, we have created a Scorecard to evaluate us...



Partner	Baker Baynes Pty Ltd		Other?
Autodesk Tier & Level	Gold Tier, IVAR		?
Autodesk Service Select Partner	Yes, Approved experienced partner, who can help achieve your business goals.		
Autodesk Specializations	<ul style="list-style-type: none"> <li>• Architecture, Engineering, Construction,</li> <li>• Manufacturing</li> <li>• Civil Infrastructure</li> <li>• Process Plant, Energy, Mining</li> </ul>		?
Autodesk Awards	<ul style="list-style-type: none"> <li>• Autodesk Platinum Club Winner 2019</li> <li>• Autodesk Platinum Club Winner 2018</li> </ul>		?
Authorized Autodesk Training Centre	Yes (JHB & CT)		?
Autodesk Authorised E-Learning & Autodesk Customised User Assessments	Yes, using CADLearning. <i>CADLearning is the only Autodesk Authorised Content Publisher in SA</i>		?
Branch Offices - Sales Locations, Training Center	Gauteng, Western Cape		?
Technical Support Locations	Gauteng, Western Cape		?
Dedicated Support Desk	Yes – open from 08h00 – 23h30. <i>Only partner in SA to offer this</i>		?
Technical Support Staff	7 (Architects, Engineers – Civil, Struct, Mechanical, Technicians)		?
Support Charge	None, if Autodesk Subscription is Active and Baker Baynes is Reseller of Record		?
Scan to BIM Offer	Leica Partner with 4 types of SCAN to BIM offers		?
BB-BEE Level	Level 1 – <b>Only Autodesk Gold Partner in South Africa to be BB-BEE Level 1</b>		?

**Baker Baynes Online:**

LinkedIn: @bakerbaynes

Facebook: @bakerbaynesreseller

Twitter: @baker\_baynes

Instagram: @baker\_baynes

YouTube: Baker Baynes (PTY) Ltd



**Baker Baynes Support:**

Monday - Friday

08h00 – 23h30

Tel: 011 568 2060

Email: [support@bakerbaynes.com](mailto:support@bakerbaynes.com)





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Computer generated  
**TAX INVOICE**

BAYNES RL  
UNIT 173 LAVENDER LANE  
PAULSHOF  
2191

You can contact us in the following ways

Phone:  
Tel: 0860 56 28 74  
Fax: (011) 358-3408/9

Correspondence:  
P O BOX 5000  
JOHANNESBURG  
2000

E-mail:  
joburgconnect@joburg.org.za

VAT NO: CITY OF JOHANNESBURG: 4760117194  
VAT NO: JOHANNESBURG WATER: 4270191077

VAT NO: PIKITUP: 4780181292  
VAT NO: CITY POWER 4710181182

Date	2021/09/03
Statement for	September 2021
Physical Address	2 WROXHAM ROAD
Stand No./Portion	173 LAVENDER LANE
Township	PAULSHOF EXT.71

Stand Size	Number of Dwellings	Date of Valuation	Portion	Municipal Valuation	Region
65 m2	1	2018/07/01	E1	Market Value R 772,000.00	Region A WARD 93

Invoice Number: 88004773093  
Client VAT Number:

Next Reading Date: 2021/09/20  
Deposit: R 0.00

**Account Number: 202878912**

**PIN CODE: 873898**

Previous Account Balance  
Less: Incoming Payment (Last Payment Made 2021/08/25)  
Sub Total  
Current Charges (Excl. VAT)  
VAT @ 15%

- 358.16  
- 600.00  
- 958.16  
534.07  
36.75

90 DAYS +	60 DAYS	30 DAYS	CURRENT	INSTALMENT PLAN	TOTAL AMOUNT OUTSTANDING	Total Due
0.00	0.00	0.00	-387.34	0.00	-387.34	- 387.34
						Due Date
						2021/09/20

City of Joburg extends its Debt Rehab programme from 26 August until 30 December 2021. Application forms online [www.joburg.org.za](http://www.joburg.org.za) or email [debtrehab@joburg.org.za](mailto:debtrehab@joburg.org.za) T's and c's apply.



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**Remittance Advice:**

This stub must accompany payment,  
please do not detach if paying at the post office

Date: 2021/09/03      BAYNES RL  
Acc. No.: 202878912      2 WROXHAM ROAD



EasyPay 91115 2028789127



Postal Office 0146 202878912

**Standard Bank** City of Johannesburg Banking details:

Internet banking - Use the banks pre-loaded Company details  
SBSA branch deposits - CIN no AA45 to be used in place of bank acc. nr.  
Client Account No/Deposit Reference 202878912



51600880011159 20287891209

Total Due      - 387.34  
Due Date      2021/09/20



**Account Number: 202878912**

City of Johannesburg Property Rates	VAT 4760117194	Sub - Total	Total Amount
Category of Property: Property Rates: Sectional Title Resident R 772,000.00 X R 0.0082200 / 12 ( Billing Period 2021/09 ) Less rates on first R350 000.00 of market value VAT: 0 %		528.82 - 239.75 0.00	289.07

PIKITUP Refuse	VAT 4790191292	Sub - Total	Total Amount
Refuse Charge VAT: 15.00%		245.00 36.75	281.75

**Current Charges (Including VAT)**

**570.82**

**Where can a payment be made?**

Any CoJ Office; any Post Office; any EasyPay site; any bank (branch, ATM or Internet site).  
YOUR ACCOUNT NUMBER IS YOUR REFERENCE NUMBER

**How to make a payment**

By debit order, cash or debit card.  
KEEP ALL RECEIPTS FOR FUTURE REFERENCE

**When to make a payment**

Payments must reach the CoJ on or before the due date.

**Change of address**

This must be done timeously, in writing and submitted to any CoJ Municipal Regional Office.

**Terminating electricity and water services?**

This must be done in writing 7 working days before the date you want your services terminated and submitted to any CoJ Municipal Regional Office.



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Computer generated  
**COPY OF TAX INVOICE**

SHANNA LANE HEYES  
63 CARA BIANCA  
1 ROSEWOOD ROAD  
BROADACRES EXT 25  
1684

You can contact us in the following ways

Phone:  
Tel: 0860 56 28 74  
Fax: (011) 358-3408/9

Correspondence:  
P O BOX 5000  
JOHANNESBURG  
2000

E-mail:  
joburgconnect@joburg.org.za

VAT NO: CITY OF JOHANNESBURG: 4780117194  
VAT NO: JOHANNESBURG WATER: 4270191077  
VAT NO: PIKITUP: 4780191292  
VAT NO: CITY POWER 4710191182

Date	2021/09/06
Statement for	September 2021
Physical Address	1 ROSEWOOD ROAD
Stand No./Portion	63 CARA BIANCA
Township	BROADACRES EXT.25

Stand Size	Number of Dwellings	Date of Valuation	Portion	Municipal Valuation	Region
	1	2018/07/01	A1	Market Value R 795,000.00	Region A WARD 96

Invoice Number: 124004657771  
Client VAT Number:

Next Reading Date: 2021/09/21  
Deposit: R 0.00

**Account Number: 552421664**

**PIN CODE: xxxxxx**

Previous Account Balance	604.04
Less: Incoming Payment (Last Payment Made 2021/08/10)	- 569.11
Sub Total	34.93
Current Charges (Excl. VAT)	549.83
VAT @ 15%	36.75

90 DAYS +	60 DAYS	30 DAYS	CURRENT	INSTALMENT PLAN	TOTAL AMOUNT OUTSTANDING	Total Due	
0.00	0.00	34.93	586.58	0.00	621.51	621.51	
						Due Date	2021/09/21

We notice that payment on your account was not received in full last month. If you have since paid we thank you and request that you ignore this message. If you had not yet paid please do so urgently



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**Remittance Advice:**

This stub must accompany payment,  
please do not detach if paying at the post office

Date: 2021/09/06 SHANNA LANE HEYES  
Acc. No.: 552421664 1 ROSEWOOD ROAD



EasyPay 91115 5524216644



Postal Office 0146 552421664

Standard Bank City of Johannesburg Banking details:

Internet banking - Use the banks pre-loaded Company details  
SBSA branch deposits - CIN no AA45 to be used in place of bank acc. nr.  
Client Account No/Deposit Reference 552421664



518008800111159 55242166407

Total Due	621.51
Due Date	2021/09/21



**Account Number: 552421664**

<b>City of Johannesburg Property Rates</b>	<b>VAT 4760117194</b>	<b>Sub - Total</b>	<b>Total Amount</b>
Category of Property: Property Rates: Sectional Title Resident R 795,000.00 X R 0.0082200 / 12 ( Billing Period 2021/09 ) Less rates on first R350 000.00 of market value VAT: 0 %		544.58 - 239.75 0.00	304.83

<b>PIKITUP Refuse</b>	<b>VAT 4790191292</b>	<b>Sub - Total</b>	<b>Total Amount</b>
Refuse Charge VAT: 15.00%		245.00 36.75	281.75

**Current Charges (Including VAT)**

**586.58**

**Where can a payment be made?**

Any CoJ Office; any Post Office; any EasyPay site; any bank (branch, ATM or internet site).  
YOUR ACCOUNT NUMBER IS YOUR REFERENCE NUMBER

**How to make a payment**

By debit order, cash or debit card.  
KEEP ALL RECEIPTS FOR FUTURE REFERENCE

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a partnership that works



<b>Name</b>	G BEZUIDENHOUT		<b>Account Number</b>	3301278859	
<b>Ward Number</b>	27	<b>Payments Included Until</b>	2021-08-11	<b>Vat Reg. No.</b>	
<b>Street Address</b>			<b>Electricity / Water Deposit</b>		<b>Statement Date</b>
41 WEBB STREET			<b>Cash</b>	<b>Guarantee</b>	
			500.00	0.00	2021-08-11
<b>Township</b>			<b>Valuation</b>		
NORTHMEAD EXT 3			<b>Site</b>	<b>Improvements</b>	<b>Total Value</b>
				630000	630000
<b>ERF Number</b>	C26 003 00004639	<b>Portion</b>	00000 0000 0000	<b>Area m2</b>	1190

Date	Icon	Details	Charge (excl. VAT)	VAT	Charge (Incl. VAT)
07/11		BALANCE BROUGHT FORWARD	2515.11		2515.11
07/26		PAYMENT - THANK YOU	-2516.00		-2516.00
		SUB TOTAL	-0.89		-0.89
<b>PROPERTY RATES</b>					
08/10	🏠	PROPERTY RATES RESIDENTIAL	552.30		552.30
08/10	🏠	VA-VALUE-EXCLUSION	-131.50		-131.50
<b>ELECTRICITY SERVICE</b>					
08/10	⚡	METER-NO 19536 TARIFF: ELB-RESIDENTIAL 230/ Curr = 29301 Prev = 28635 Cons = 666 Reading dates: Curr 21/07/20 Prev 21/06/18 666.000 kWh	1475.37	221.31	1696.68
08/10	⚡	FIXED CHARGE	52.00	7.80	59.80
<b>REFUSE REMOVAL</b>					

30 Days	60 Days	90 Days	90 + Days	Total Charge (excl.VAT)	Total VAT	Total Charge (Incl.VAT)
0.00	0.00	0.00	0.00	2398.47	296.79	2695.26
<b>Amount In Advance</b>		0.00	<b>Due Date</b>	2021-09-09	<b>Amount Payable</b>	2696.00

MESSAGE



a partnership that works



> >>>>>> 9 1332 3301 2788 599

3301278859 115443301278859

<b>Name</b> G BEZUIDENHOUT	
<b>Account Number</b> 3301278859	
<b>Due Date</b> 2021-09-09	<b>Amount Payable</b> 2696.00



**City of Ekurhuleni**

www.siyakhokha.ekurhuleni.gov.za

Siyakhokha Portal  
siyakhokha@ekurhuleni.gov.za

Phone: 0860 543 000  
Email: callcentre@ekurhuleni.gov.za  
Twitter: @EMM\_Call\_Centre

**COPY TAX INVOICE**

VAT Reg No. 4280193493

Invoice Number: 33012788592021/08/11

a partnership that works

<b>Name</b>	G BEZUIDENHOUT		<b>Account Number</b>	3301278859	
<b>Ward Number</b>	27	<b>Payments Included Until</b>	2021-08-11	<b>Vat Reg. No.</b>	
<b>Street Address</b>			<b>Electricity / Water Deposit</b>		<b>Statement Date</b>
41 WEBB STREET			<b>Cash</b>	<b>Guarantee</b>	
			500.00	0.00	2021-08-11
<b>Township</b>			<b>Valuation</b>		
NORTHMEAD EXT 3			<b>Site</b>	<b>Improvements</b>	<b>Total Value</b>
				630000	630000
<b>ERF Number</b>	C26 003 00004639	<b>Portion</b>	00000 0000 0000	<b>Area m2</b>	1190

08/10		REFUSE: DOMESTIC 240L BIN	186.62	27.99	214.61
<b>WATER SERVICE</b>					
08/10		METER-NO 191060991 TARIFF: WATER-RESIDENTIAL Curr = 317 Prev = 304 Cons = 13 Reading dates: Curr 21/07/19 Prev 21/06/18 6 kl PER MONTH FREE			
08/10		WATER 13 - 6 = 7 kl	246.64	37.00	283.64
08/10		FREE UNITS WATER 6 kl	-86.33	-12.95	-99.28
<b>SEWERAGE</b>					
08/10		SEWER-RESIDE 13 kl	219.85	32.98	252.83
08/10		SE FREE UNITS 6 kl	-115.59	-17.34	-132.93
TOTAL CURRENT LEVY 2696.15					

<b>30 Days</b>	<b>60 Days</b>	<b>90 Days</b>	<b>90 + Days</b>	<b>Total Charge (excl.VAT)</b>	<b>Total VAT</b>	<b>Total Charge (Incl.VAT)</b>
0.00	0.00	0.00	0.00	2398.47	296.79	2695.26
<b>Amount In Advance</b>		0.00	<b>Due Date</b>	2021-09-09	<b>Amount Payable</b>	2696.00

MESSAGE



**City of Ekurhuleni**

a partnership that works

www.siyakhokha.ekurhuleni.gov.za

Siyakhokha Portal  
siyakhokha@ekurhuleni.gov.za

Phone: 0860 543 000  
Email: callcentre@ekurhuleni.gov.za  
Twitter: @EMM\_Call\_Centre



**REMITTANCE ADVICE**

VAT Reg No. 4280193493

>>>>>> 9 1332 3301 2788 599

3301278859

115443301278859

<b>Name</b> G BEZUIDENHOUT	
<b>Account Number</b> 3301278859	
<b>Due Date</b> 2021-09-09	<b>Amount Payable</b> 2696.00

<b>EMERGENCY PHONE NUMBERS</b>	
<b>Municipal Services Complaints Call Centre (Non-Life Threatening )</b>	<b>Life Threatening Emergencies</b>
<b>0860-543 000</b>	<b>011 458-0911 / 10177</b>
Electricity supply Water & Sewerage supply Roads, Transport & Civil Works Health & Social Development Environment, Solid Waste & Parks	All Fires Emergency Medical Assistance Metro Police Incidents / Disasters

### IMPORTANT NOTICE

**1. FINAL NOTICE**

FINAL NOTICE ISSUED IN TERMS OF SECTION 12.(1) OF THE ELECTRICAL SUPPLY BY-LAWS IN RESPECT OF CURRENT ACCOUNT AND DEBT BALANCE BROUGHT FORWARD.

FAILURE TO PAY THE AMOUNT PAYABLE BEFORE DUE DATE, MAY RESULT IN ELECTRICITY SUPPLY BEING DISCONNECTED WITHOUT ANY FURTHER NOTICE. PRESCRIBED FEE FOR DISCONNECTION AND RECONNECTION SHALL BE CHARGED AND YOUR DEPOSIT MAY BE INCREASED. IMMEDIATE RECONNECTION OF SUPPLY AFTER PAYMENT CANNOT BE ASSURED.

PRE-PAID ELECTRICITY - IN THE EVENT THAT MUNICIPAL ACCOUNT IS IN ARREARS, PURCHASE OF PRE-PAID ELECTRICITY WILL BE BLOCKED ON VENDING SYSTEM UNTIL ALL ARREARS HAVE BEEN SETTLED IN FULL OR A SUITABLE ARRANGEMENT TO SETTLE THE

**2. ALLOCATION OF PAYMENTS**

PART PAYMENT OF YOUR ACCOUNT WILL BE ALLOCATED IN THE PRIORITY ORDER AS DETERMINED BY THE EKURHULENI METROPOLITAN MUNICIPALITY FROM TIME TO TIME

**3. DEPOSITS**

CONSUMER DEPOSITS ARE NOT TRANSFERABLE.

**4. FINAL READING**

FINAL READING REQUESTS MUST BE APPLIED FOR IN WRITING AT LEAST 7 DAYS PRIOR TO PROPERTY BEING VACATED OR TERMINATION DATE.

**5. CHEQUE PAYMENTS**

CHEQUE PAYMENTS MUST BE PLACED IN CHEQUE DEPOSIT BOXES AT CUSTOMER CARE CENTRE. RECEIPTS WILL NOT BE FORWARDED WHEN PAYMENTS ARE MADE BY CHEQUE. PAID CHEQUE WILL BE ACKNOWLEDGED AS RECEIPT OF PAYMENT.

DISHONORED CHEQUE PAYMENTS - ADMIN FEE WILL BE LEVIED AND CREDIT CONTROL WILL BE AFFECTED WITHOUT FURTHER NOTICE. COUNCIL RESERVES THE RIGHT TO REFUSE OR CANCEL FURTHER CHEQUE PAYMENTS FROM CUSTOMER.

**6. INTEREST**

INTEREST WILL BE CHARGED ON ARREAR AMOUNT IF PAYMENT IS NOT RECEIPTED ON OR BEFORE ACCOUNT DUE DATE.

**7. PAYMENT METHODS**

**7.1 OFFICIAL BANKER - NEDBANK**

**7.2 DIRECT PAYMENTS AT NEDBANK BRANCH - INDICATE ON DEPOSIT SLIP THE RELEVANT AUTHORITY TO CREDIT AND TEN-DIGIT MUNICIPAL ACCOUNT NUMBER -**

Ekurhuleni Municipality Alberton  
Ekurhuleni Municipality Benoni  
Ekurhuleni Municipality Boksburg  
Ekurhuleni Municipality Brakpan  
Ekurhuleni Municipality Edenvalle  
Ekurhuleni Municipality Germiston  
Ekurhuleni Municipality Kempton Park  
Ekurhuleni Municipality Nigel  
Ekurhuleni Municipality Springs

**7.3 INTERNET BANKING, DEBIT ORDER, ATM AND TELEPHONE BANKING - EKURHULENI MUNICIPALITY IS A PREDEFINED BENEFICIARY ON ALL INTERNET BANKING PLATFORMS. IT IS MANDATORY TO INCLUDE TEN-DIGIT MUNICIPAL ACCOUNT NUMBER.**

**7.4 SIYAKHOKHA - VIEW STATEMENT AND MAKE PAYMENT ONLINE BY REGISTERING ON THE CITY OF EKURHULENI PORTAL [WWW.SIYAKHOKHA.EKURHULENI.GOV.ZA](http://WWW.SIYAKHOKHA.EKURHULENI.GOV.ZA)**

**7.5 PAY AT THE FOLLOWING OUTLETS: ACKERMANS | BOXER | BUILDERS WAREHOUSE | BUILDERS EXPRESS | CHECKERS | MAKRO | PEP | PICK 'N PAY | SOUTH AFRICAN POST OFFICE | SHOPRITE | SPAR | TOP IT UP | USAVE**

**7.6 NOTE - ELECTRONIC PAYMENTS THROUGH FINANCIAL INSTITUTIONS OR ANY OTHER THIRD PARTY SYSTEM MUST BE PAID NOT LATER THAN 7 DAYS PRIOR TO ACCOUNT DUE DATE. PAYMENT THROUGH 3RD PARTY, WILL ONLY BE DEEMED TO HAVE BEEN RECEIVED WHEN RECEIPTED THROUGH COUNCILS FINANCIAL SYSTEM.**

**8. THIS STATEMENT MUST BE PRODUCED WHEN MAKING A PAYMENT**

**9. IF YOU DISAGREE WITH THE CONTENTS OF THIS ACCOUNT, PLEASE NOTIFY THE CHIEF FINANCIAL OFFICER IN WRITING, WITHIN A PERIOD OF 7 DAYS**

**10. NON-RECEIPT OF AN ACCOUNT DOES NOT EXEMPT ANY PERSON FROM THE LIABILITY TO PAY ACCOUNT ON DUE DATE.**



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**TAX INVOICE**

**ETIENNE & JANI VILJOEN**  
4/386 MAGALIESSIG EXT.34 TS  
MAGALIESSIG EXT.34  
2191

You can contact us in the following ways

- Phone: 0860 56 28 74
- Tel: 0860 56 28 74
- Fax: (011) 358-3408/9
- Correspondence: P O BOX 5000 JOHANNESBURG 2000
- E-mail: joburgconnect@joburg.org.za

VAT NO: CITY OF JOHANNESBURG: 4780117184  
VAT NO: JOHANNESBURG WATER: 4270191077  
VAT NO: PIKITUP: 4780191282  
VAT NO: CITY POWER: 4710191182

Date	2021/09/03
Statement for	September 2021
Physical Address	4/386 MAGALIESSIG EXT.34 TS
Stand No./Portion	00000386 - 00004 - 00
Township	MAGALIESSIG EXT.34

Stand Size	Number of Dwellings	Date of Valuation	Portion	Municipal Valuation	Region
333 m2	1	2018/07/01	E1	Market Value R 1,850,000.00	Region A WARD 93

Invoice Number: 142004562977  
Client VAT Number:  
Next Reading Date: 2021/09/20  
Deposit: R 600.00

**Account Number: 554250580** **PIN CODE: 283727**

Previous Account Balance	2,539.38
Less: Incoming Payment (Last Payment Made 2021/08/26)	- 2,539.38
Sub Total	0.00
Current Charges (Excl. VAT)	2,114.60
VAT @ 15%	163.06

90 DAYS +	60 DAYS	30 DAYS	CURRENT	INSTALMENT PLAN	TOTAL AMOUNT OUTSTANDING	Total Due
0.00	0.00	0.00	2,277.66	0.00	2,277.66	2,277.66
						Due Date
						2021/09/20

City of Joburg extends its Debt Rehab programme from 26 August until 30 December 2021. Application forms online [www.joburg.org.za](http://www.joburg.org.za) or email [debtrehab@joburg.org.za](mailto:debtrehab@joburg.org.za) T's and c's apply.

**Remittance Advice:**  
This stub must accompany payment, please do not detach if paying at the post office

EasyPay 91115 5542505804

Postal Office 0146 554250580

Date: 2021/09/03  
Acc. No.: 554250580

ETIENNE & JANI VILJOEN  
4/386 MAGALIESSIG EXT.34 TS

Standard Bank City of Johannesburg Banking details:  
Internet banking - Use the banks pre-loaded Company details  
SBSA branch deposits - CIN no AA45 to be used in place of bank acc. nr.  
Client Account No/Deposit Reference 554250580

**Total Dus** 2,277.66  
**Due Date** 2021/09/20

51800880011159 55425058002



**Account Number: 554250580**

City of Johannesburg Property Rates	VAT 4760117194	Sub - Total	Total Amount
Category of Property: Property Rates Residential R 1,850,000.00 X R 0.0082200 / 12 ( Billing Period 2021/09 ) Less rates on first R350 000.00 of market value VAT: 0 %		1,267.25 - 239.75 0.00	1,027.50

Johannesburg Water Water & Sanitation	VAT 4270191077	Sub - Total	Total Amount
(Reading period = 2021/07/17 to 2021/08/11 = 26 days) Meter readings and consumption: Meter no VKZ243 start reading 9,343.000 and end reading 9,358.000 = 15.000 KL - Actual Reading Daily average consumption 0.577 KL Charges for 15.000 KL are based on a sliding scale for a 26 day period Step 1 5.125 KL @ R 0.0000 ( Billing Period 2021/09 ) Step 2 3.417 KL @ R 20.280 Step 3 4.271 KL @ R 21.170 Step 4 2.187 KL @ R 29.680 Extended Social Package Grant Demand Management Levy Sewer monthly charge based on Stand size 333 m2 ( Billing Period 2021/09 ) VAT: 15.00%		224.63 0.00 28.32 474.15 109.06	836.16

PIKITUP Refuse	VAT 4790191292	Sub - Total	Total Amount
Refuse Charge VAT: 15.00%		360.00 54.00	414.00

**Current Charges (Including VAT)**

**2,277.66**

**Where can a payment be made?**

Any CoJ Office; any Post Office; any EasyPay site; any bank (branch, ATM or internet site).  
YOUR ACCOUNT NUMBER IS YOUR REFERENCE NUMBER

**How to make a payment**

By debit order, cash or debit card.  
KEEP ALL RECEIPTS FOR FUTURE REFERENCE

**When to make a payment**

Payments must reach the CoJ on or before the due date.

**Change of address**

This must be done timeously, in writing and submitted to any CoJ Municipal Regional Office.

**Terminating electricity and water services?**

This must be done in writing 7 working days before the date you want your services terminated and submitted to any CoJ Municipal Regional Office.



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**TAX INVOICE**

PADAYACHI K  
UNIT 21 SS STRAWBERRY LANE  
414 DREYSDALE AVEVENUE  
SUNDOWNER  
2188

You can contact us in the following ways

Phone: Tel: 0860 56 28 74 Fax: (011) 358-3408/9  
Correspondence: P O BOX 5000 JOHANNESBURG 2000

E-mail: joburgconnect@joburg.org.za

VAT NO: CITY OF JOHANNESBURG: 4780117194 VAT NO: PIKITUP: 4790191282  
VAT NO: JOHANNESBURG WATER: 4270191077 VAT NO: CITY POWER 4710191182

Date	2021/08/06
Statement for	August 2021
Physical Address	414-IQ SUNDOWNER 414-IQ TS
Stand No./Portion	21 STRAWBERRY LANE
Township	SUNDOWNER 414-IQ

Stand Size	Number of Dwellings	Date of Valuation	Portion	Municipal Valuation	Region
68 m2		2018/07/01	C1	Market Value R 630,000.00	Region C Ward 134

Invoice Number: 22004977667  
Client VAT Number:

Next Reading Date: 2021/08/23  
Deposit: R 0.00

**Account Number: 404287574**

**PIN CODE: 753428**

Previous Account Balance	414.90
Less: Incoming Payment (Last Payment Made 2021/08/05)	- 450.00
Sub Total	- 35.10
Current Charges (Excl. VAT)	385.80
VAT @ 15%	29.10

90 DAYS +	60 DAYS	30 DAYS	CURRENT	INSTALMENT PLAN	TOTAL AMOUNT OUTSTANDING	Total Due
0.00	0.00	0.00	379.80	0.00	379.80	379.80
						Due Date
						2021/08/23

COJ reduces down payment on acknowledgement of debt arrangements to only 10% from 1 Aug - 30 Sept 2021. Terms and conditions apply. For more info, visit [www.joburg.org.za](http://www.joburg.org.za)



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**Remittance Advice:**

This stub must accompany payment, please do not detach if paying at the post office

Date: 2021/08/06 PADAYACHI K  
Acc. No.: 404287574 414-IQ SUNDOWNER 414-IQ TS



EasyPay 91115 4042875742



Standard Bank City of Johannesburg Banking details:

Internet banking - Use the banks pre-loaded Company details  
SBSA branch deposits - CIN no AA45 to be used in place of bank acc. nr.  
Client Account No/Deposit Reference 404287574



Postal Office 0146 404287574



516008800111159 40428757401

Total Due	379.80
Due Date	2021/08/23



**Account Number: 404287574**

<b>City of Johannesburg Property Rates</b>	<b>VAT 4760117194</b>	<b>Sub - Total</b>	<b>Total Amount</b>
Category of Property: Property Rates: Sectional Title Resident R 630,000.00 X R 0.0082200 / 12 ( Billing Period 2021/08 ) Less rates on first R350 000.00 of market value VAT: 0 %		431.55 - 239.75 0.00	191.80

<b>PIKITUP Refuse</b>	<b>VAT 4790191292</b>	<b>Sub - Total</b>	<b>Total Amount</b>
Refuse Charge VAT: 15.00%		194.00 29.10	223.10

**Current Charges (Including VAT)**

**414.90**

**Where can a payment be made?**

Any CoJ Office; any Post Office; any EasyPay site; any bank (branch, ATM or internet site).  
YOUR ACCOUNT NUMBER IS YOUR REFERENCE NUMBER

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By debit order, cash or debit card.  
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