



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

**TENDER T 2022/057**  
**THE ALL-INCLUSIVE SERVICING, REPAIRING**  
**AND MAINTENANCE OF PASSENGER LIFTS**  
**AND STAIRLIFTS FOR THE PERIOD ENDING 30**  
**JUNE 2025**

Closing date: 11:00 on Friday, 23 September 2022

(RETURNABLE DOCUMENT)

|   |                         |                          |  |
|---|-------------------------|--------------------------|--|
| Name of Tenderer                                      |                         |                          |  |
| Postal Address  | _____<br>_____<br>_____ |                          |  |
| Telephone number                                      |                         |                          |  |
| E-Mail address  |                         |                          |  |
| TOTAL BID PRICE<br>(INCL. VAT)<br>(Refer to page 60): |                         |                          |  |
| COMPLETION PERIOD:                                    |                         | B-BBEE LEVEL<br>CLAIMED: |  |

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

Financial and Strategic Support Services  
Supply Chain Management  
Tel: 086 126 5263

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# THE TENDER

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## Part T1: Tendering procedures

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## **T1.1 Tender Notice and Invitation to Tender**

### **T1.1.1 TENDER NOTICE**

The Cape Winelands District Municipality (CWDM) invites tenders from service providers for the all-inclusive servicing, repairing and maintenance contract for passenger lifts and stairlifts as promulgated under the Occupational Health and Safety Act, Lift, Escalator and Passenger Conveyor Regulations at various CWDM buildings for the period ending 30 June 2025.

It is estimated that tenderers must have a CIDB contractor **of 1 SI** or higher.

Technical enquiries regarding this bid may be directed to **Mr T. Solomon** at tel. no. **0861 265 263**.

Queries relating to the issuing of these documents may be addressed to **Ms E Niemand**, tel. no **0861 265 263**, or E- mail: [elmine@capewinelands.gov.za](mailto:elmine@capewinelands.gov.za)

**Closing date: 11:00 on Friday, 23 September 2022**

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Tender documents, in English, are available free of charge on the websites: [www.capewinelands.gov.za](http://www.capewinelands.gov.za) or <https://etenders.treasury.gov.za>. Alternatively, hard copies of the document are obtainable from the offices of the Supply Chain Management Unit, Cape Winelands District Municipality at 29 Du Toit Street, Stellenbosch, upon payment of a non-refundable fee of R 240.00 per document.

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 tender.

Duly completed tenders must be enclosed in a (separate) sealed envelope and endorsed with the relevant tender number and description on the envelope/s. The sealed tenders must be placed in the official tender box of the District Municipality's offices at 29 Du Toit Street, Stellenbosch on the abovementioned time and dates.

Tenders will be opened in public as soon as possible after this closing time.

**HF PRINS**  
**MUNICIPAL MANAGER**

**T1.1.2 INVITATION TO BID – MBD 1**

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)   |   |               |   |   |              |
|--|---|---------------|---|---|--------------|
| Tender number:   | <b>T2022/057</b>  | Closing date: | <b>23/09/2022</b>   | Closing time:   | <b>11h00</b> |
| Description  | <b>ALL-INCLUSIVE SERVICING, REPAIRING AND MAINTENANCE OF PASSENGER LIFTS AND STAIRLIFTS ENDING 30 JUNE 2025</b> |               |   |   |              |
| <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:<br/>29 DU TOIT STREET, STELLENBOSCH</b>  |   |               |   |   |              |
| SUPPLIER INFORMATION   |   |               |   |   |              |
| Name of bidder   |   |               |   |   |              |
| Postal address   |   |               |   |   |              |
| Street address   |   |               |   |   |              |
| Telephone number   | Code  |               | Number  |   |              |
| Cell phone number  |   |               |   |   |              |
| E-mail address   |   |               |   |   |              |
| VAT registration number  |   |               |   |   |              |
| Tax compliance status  | TCS PIN:  |               | OR  | CSD No:   | MAAA         |
| B-BBEE status level verification certificate<br>[tick applicable box]  | <input type="checkbox"/> yes <input type="checkbox"/> no  |               | B-BBEE status level sworn affidavit   | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |              |
| <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> |   |               |   |   |              |
| <b>Are you the accredited representative</b> in South Africa for the goods / services / works offered?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[If yes enclose proof]                              |               | <b>Are you a foreign based supplier</b> for the goods / services / works offered? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[If yes, answer part b:3] |              |
| Total number of items offered  |   |               | Total bid price   | R   |              |
| Signature of bidder  |   |               | Date  |   |              |
| Capacity under which this bid is signed  |   |               |   |   |              |
| TECHNICAL INFORMATION MAY BE DIRECTED TO:  |   |               |   |   |              |
| Contact person   | Tommy Solomon   |               |   |   |              |
| Telephone number   | 021 888 5204  |               |   |   |              |
| E-mail address   | <a href="mailto:thomas@capewinelands.gov.za">thomas@capewinelands.gov.za</a>                                    |               |   |   |              |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED  |   |               |   |   |              |
| 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. 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 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.**

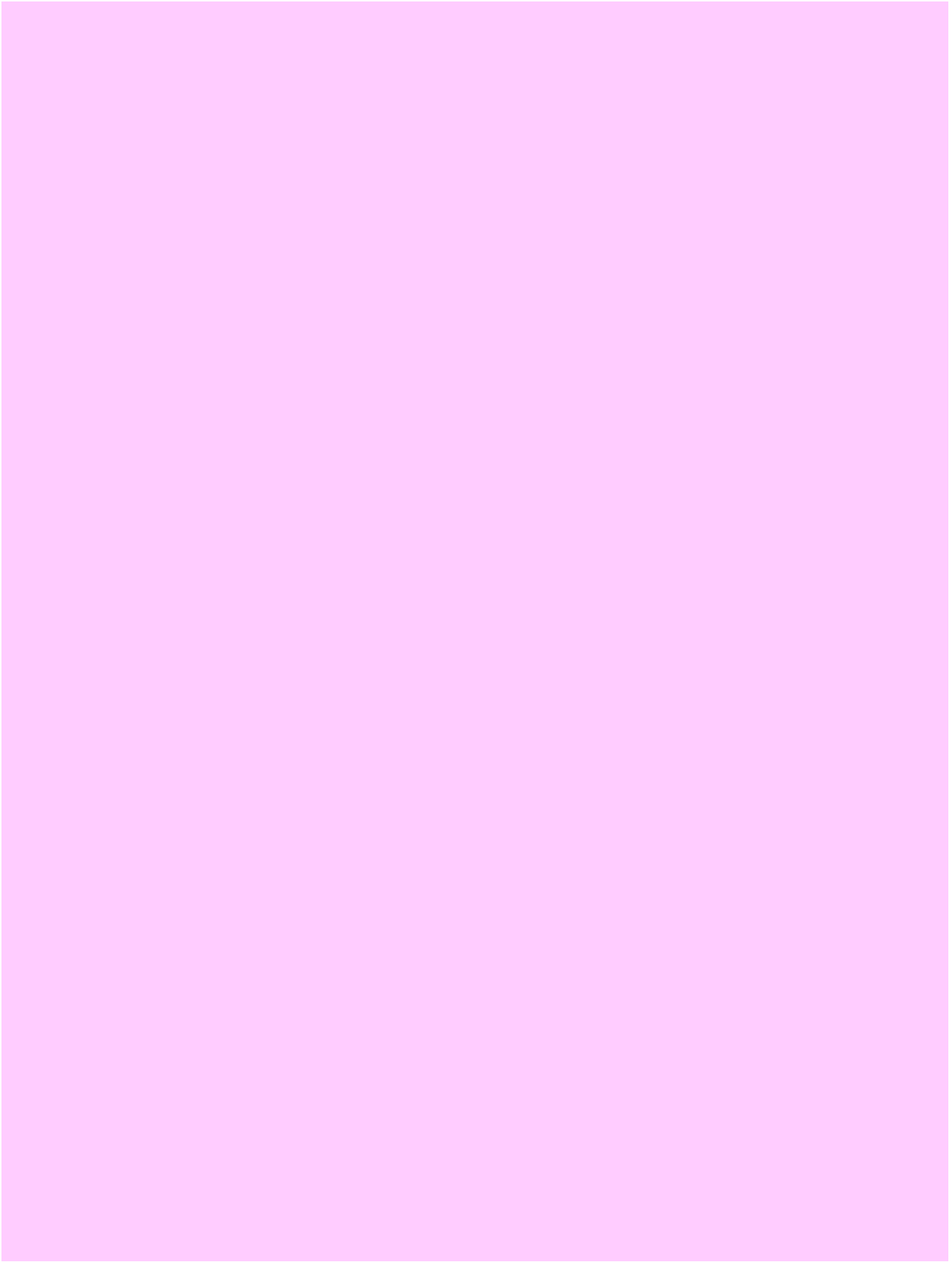
Signature (s): .....

Name (s): .....

Capacity for the Tenderer: .....

Date: .....





## T1.2: TENDER DATA

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The conditions of tender are the Standard Conditions of Tender as contained in Annex C of Board Notice 423 of 2019 in Government Gazette 42622 of 08 August 2019, Construction Industry Development Board (CIDB) Standard for Uniformity in Construction Procurement. See [www.cidb.org.za](http://www.cidb.org.za) which is reproduced without amendment or alteration for the convenience of tenderers as Annex A to this Tender Data.

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard Conditions of Tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

The following variations, amendments and additions to the Standard Conditions of Tender as set out in the Tender Data below shall apply to this tender.

### Clause Wording

#### C.1 General

##### C.1.1 Actions

Add the following:

The employer is Cape Winelands District Municipality.

##### C.1.2 Tender Documents

Add the following:

The tender documents issued by the employer comprise of those listed in the contents page.

The Tender Document and possible drawings shall be obtained from the Employer at the physical address stated in the Tender Notice, upon payment of the fee stated in the Tender Notice.

The following documents form part of this contract:

- **VOLUME 1:** *The General Conditions of Contract for Construction Works (Third Edition) 2015 as published by the South African Institution of Civil Engineering. This publication is available, and tenderers must obtain copies at their own cost from the South African Institution of Civil Engineering (SAICE), Private Bag X200, Halfway House 1685, Tel: (011) 805 5947, Fax: (011) 805 5971, e-mail: [civilinfo@saice.org.za](mailto:civilinfo@saice.org.za).*
- **VOLUME 2:** *The South African Bureau of Standards Standardized Specification for Construction Procurement SANS 10845, prepared by and obtainable from the South African Bureau of Standards, Private Bag X191, Pretoria 0001, Tel: (012) 428 6929, Fax: (012) 428 6928, Web site: [www.stansa.co.za](http://www.stansa.co.za).*

Volumes 1 and 2 may also be inspected, by appointment, at the offices of the Employer's Agent during normal office hours.

- **National Treasury - Government Procurement: General Conditions of Contract**

##### C.1.4 Communication and Employer's Contact

Add the following:

The Employer's agent is T. Solomon

Name: Department: Technical Services / Division: Facilities Management  
 Address: P.O. Box 100, Stellenbosch, 7599  
 Attention: Mr T. Solomon  
 Tel: 021 888 5204  
 e-mail: [thomas@capewinelands.gov.za](mailto:thomas@capewinelands.gov.za)

##### C.1.6 Procurement procedures

###### C.1.6.2 Competitive negotiation procedure

Add the following:

A competitive negotiation procedure will **not** be followed.

###### C.1.6.3 Proposal procedure using two-stage system

Add the following:

A two-stage system will **not** be followed.

**C.2 Tenderer's obligations****C.2.1 Eligibility****C.2.1.1** *Add the following:*

Only those tenderers who satisfy the following criteria are eligible to submit tenders:

**Construction Industry Development Board (CIDB) Registration**

Only those tenderers who are registered with the CIDB, prior to the tender closing time and evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations, for a **1 SI** class of construction work, or higher are eligible to have their tenders evaluated.

It will serve as a recommendation if the Contractor is registered in the name of the Enterprise with the Lift Engineering Association of South Africa (LEASA) or any other accredited Lift Engineering Governing Institution. A valid Letter of Good Standing not older than three (3) months must be handed in with the tender in this regard.

Tenderer must provide proof of at least three (3) previous contactable references of previous projects of a similar nature.

Department of Labour for Compensation for Occupational Injury and Diseases Act (COIDA) or any other accredited Compensation Insurer. A valid Letter of Good Standing must be handed in with the tender in this regard.

**C.2.7 Clarification meeting**

*Add the following:*

No clarification meeting will be held.

**C.2.9 Insurance**

*Add the following:*

The employer will not provide any insurance for goods prior to the transfer of ownership.

**C.2.12 Alternative tender offers****C.2.12.1** *Replace with:*

No alternative tender offers will be accepted.

**C.2.13 Submitting a Tender Offer**

*Add the following:*

Tenderers shall not tamper with the Tender Documents which must be submitted as issued. Tender Documents found to have been unbound may be deemed unacceptable.

Each Tenderer is required to submit under sealed cover the complete set of Tender Documents with all the required information and complete in all respects. The envelope shall be addressed to the CAPE WINELANDS DISTRICT MUNICIPALITY and endorsed as described in the Tender Notice and placed in the tender box of the CAPE WINELANDS DISTRICT MUNICIPALITY before closing date and time of tender.

Any tender which is delivered to an address other than the one stipulated in the Tender Notice will not be accepted. Uncompleted tenders must be clearly marked with the contract number, as well as "Uncompleted Tender".

**C.2.13.3** Parts of each tender offer communicated on paper shall be submitted as an original, plus zero (0) copies.

**C.2.13.5** Parts of each tender offer communicated on paper shall be submitted as an original, plus zero (0) copies.

**C.2.13.6** A two-envelope procedure will **not** be followed.

**C.2.13.7** The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are:

Location of tender box: 29 Du Toit Street, **STELLENBOSCH**, 7600

Physical address: 29 Du Toit Street, **STELLENBOSCH**, 7600

Identification details: **T 2022/057**

Title of Tender: **TENDER FOR THE ALL-INCLUSIVE SERVICING, REPAIRING AND MAINTENANCE OF PASSENGER LIFTS AND STAIRLIFTS FOR THE PERIOD ENDING 30 JUNE 2025**

**C.2.15 Closing time****C.2.15.1 Add the following:**

The closing time for submission of tender offers is stated in the Tender Notice and Invitation to Tender.

Telegraphic, telephonic, telex, facsimile or e-mailed tenders offers will not be accepted.

The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are:

Location of tender box: 29 Du Toit Street, **STELLENBOSCH**,7600

Physical address: 29 Du Toit Street, **STELLENBOSCH**, 7600

Identification details: **T 2022/057**

Title of Tender: **TENDER FOR THE ALL-INCLUSIVE SERVICING, REPAIRING AND MAINTENANCE OF PASSENGER LIFTS AND STAIRLIFTS FOR THE PERIOD ENDING 30 JUNE 2025**

**C.2.16 Tender offer validity****C.2.16.1 Add the following:**

The fact and action of handing in a tender to the Municipality is accepted as a contract between the Municipality and the bidder whereby such a tender remains valid and available for a period of 180 calendar days, calculated from the closing date as advertised for the tender, for acceptance, or non-acceptance by the Municipality. The bidder undertakes not to withdraw, or alter, the tender during this period.

**C.2.23 Certificates**

*Add the following:*

The tenderer is required to submit the certificates listed in the Returnable Documents.

**C.3.4 Opening of tender submissions**

*Add the following:*

The time and location for opening the tender offers are in accordance with C.2.15.1.

**C.3.5 Two-envelope system****C.3.5.1 Add the following:**

The two-envelope system will **not** be followed for this contract.

*Add the following:*

**C.3.5.2 Functionality will **not** be evaluated for this contract****C.3.11 Evaluation of tender offers**

*Add the following*

**C.3.11.2 The method for the evaluation of tender offers is Method 1: Price and Preference.****C.3.11.7 The financial offer will be scored using Formula 2 where W1 is:**

80 where the financial value inclusive of VAT of all responsive tenders received do not exceed R50,000,000.00. Up to 100 minus W1 tender evaluation points will be awarded to tenders who duly complete the Preferential Procurement Declaration Schedule and who are found to be eligible for the preference claimed.

**C.3.13 Acceptance of tender offer****C.3.13.1 Add the following:**

Tender offers will only be accepted if:

- a) the tenderer is registered and in good standing with the South African Revenue Service (SARS) and has submitted the unique person identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- b) the tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.
- c) the tenderer has not:
  - i) abused the Employer's Supply Chain Management System; or
  - ii) failed to pay municipal rates and taxes or service charges and such rates, taxes and charges are in arrears for more than three months.
  - iii) failed to perform on any previous contract and has been given a written notice to this effect.

- d) the tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

Tender offers will be rejected if they show any conditional or incomplete offers and irregularities of any kind in the tender.

The Employer does not bind himself to accept the lowest priced tender, highest points tender or any tender offer. The Employer has the right to accept any part of a tender as he may deem expedient subject to negotiation with the successful tenderer for the whole tender.

#### **C.3.13.2 Disputes, objections, complaints, and queries**

In terms of Regulations 49 and 50 of the Local Government: Municipal Finance Management Act, 2003 – Municipal Supply Chain Management Regulations (Notice 868 of 2005):

- a) Persons aggrieved by decisions or actions taken by the Cape Winelands District Municipality in the implementation of its supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint or query or dispute against the decision or action.
- b) Objections, complaints, queries, and disputes must be submitted in writing to the Municipal Manager, Cape Winelands District Municipality, 46 Alexander Street, Stellenbosch or posted to P O Box 100, Stellenbosch, 7599.

#### **C.3.13.3 Appeals**

- a) In terms of Section 62 of the Systems Act 32 of 2000 a person whose rights are affected by a decision taken by the Cape Winelands District Municipality in the implementation of its supply chain management system, may appeal against that decision by giving written notice of the appeal and reasons to the Municipal Manager within 21 days of the date of the notification of the decision.
- b) An appeal must contain the following:
- i) Reasons and/or grounds for the appeal
  - ii) The way in which the appellants rights have been affected
  - iv) Remedy sought by appellant
- c) Appeals must be submitted in writing to the Municipal Manager, Cape Winelands District Municipality, 46 Alexander Street, Stellenbosch or posted to P O Box 100, Stellenbosch, 7599

#### **C.3.13.4 Right to approach the courts & rights in terms of Promotion of Administrative Justice Act (Act 3 of 2000) and Promotion of Access to Information (Act 2 of 2000)**

Clauses C.3.13.2 and C.3.13.3 do not influence any affected person's rights to approach the High Court at any time or its rights in terms of the Promotion of Administrative Justice Act and Promotion of Access to Information Act.

- a) All legal process and pleadings must be served on the Municipal Manager, Cape Winelands District Municipality, 46 Alexander Street, Stellenbosch or posted to P O Box 100, Stellenbosch, 7599
- b) All requests in terms of PAJA and PAIA must be submitted in writing to Municipal Manager, Cape Winelands District Municipality, 46 Alexander Street, Stellenbosch or posted to P O Box 100, Stellenbosch, 7599

#### **C.3.17 Provide copies of contracts**

Add the following:

The number of paper copies of the signed contract to be provided by the Employer is **one (1)**.

## Annex C

### Standard Conditions of Tender

#### **C.1 General**

##### **C.1.1 Actions**

C.1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in C.2 and C.3, timeously and with integrity, and behave equitably, honestly, and transparently, comply with all legal obligations, and not engage in anticompetitive practices.

C.1.1.2 The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents, and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

*Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*

*2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect, or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance, or loyalty which would in any way affect any decisions taken.*

C.1.1.3 The employer shall not seek, and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

##### **C.1.2 Tender Documents**

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

##### **C.1.3 Interpretation**

C.1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

C.1.3.2 These conditions of tender, the tender data and tender schedules which are required for tender evaluation purposes, shall form part of any contract arising from the invitation to tender.

C.1.3.3 For the purposes of these conditions of tender, the following definitions apply:

- a) conflict of interest means any situation in which:
  - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially.
  - ii) an individual or tenderer can exploit a professional or official capacity in some way for their personal or corporate benefit; or
  - iii) incompatibility or contradictory interests exist between an employee and the tenderer who employs that employee.
- b) comparative offer means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration.
- c) corrupt practice means the offering, giving, receiving, or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process.

- d) fraudulent practice means the misrepresentation of the facts to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels.

**C.1.4 Communication and employer's agent**

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied, and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

**C.1.5 Cancellation and Re-Invitation of Tenders**

C.1.5.1 An employer may, prior to the award of the tender, cancel a tender if-

- a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation.
- b) funds are no longer available to cover the total envisaged expenditure; or
- c) no acceptable tenders are received.
- d) there is a material irregularity in the tender process.

C.1.5.2 The decision to cancel a tender invitation must be published in the same way the original tender invitation was advertised

C.1.5.3 An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.

**C.1.6 Procurement procedures**

**C.1.6.1 General**

Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

**C.1.6.2 Competitive negotiation procedure**

C.1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of C.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

C.1.6.2.2 All responsive tenderers or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information.

Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified, and fine-tuned to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning, or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

C.1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

C.1.6.2.4 The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer.

**C.1.6.3 Proposal procedure using the two stage-system**

**C.1.6.3.1 Option 1**

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the

tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

**C.1.6.3.2 Option 2**

C.1.6.3.2.1 Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

C.1.6.3.2.2 The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data and award the contract in terms of these conditions of tender.

**C.2 Tenderer's obligations**

**C.2.1 Eligibility**

C.2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

C.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

**C.2.2 Cost of tendering**

C.2.2.1 Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer comply with requirements.

C.2.2.2 The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

**C.2.3 Check documents**

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

**C.2.4 Confidentiality and copyright of documents**

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

**C.2.5 Reference documents**

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

**C.2.6 Acknowledge addenda**

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary, apply for an extension to the closing time stated in the tender data, to take the addenda into account.

**C.2.7 Clarification meeting**

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

**C.2.8 Seek clarification**

Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data.



**C.2.9 Insurance**

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

**C.2.10 Pricing the tender offer**

C.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes, and levies being those applicable fourteen (14) days before the closing time stated in the tender data.

C.2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

C.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

C.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

**C.2.11 Alterations to documents**

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

**C.2.12 Alternative tender offers**

C.2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

C.2.12.2 Accept that an alternative tender offer must be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

C.2.12.3 An alternative tender offer must only be considered if the main tender offer is the winning tender.

**C.2.13 Submitting a tender offer**

C.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

C.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

C.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

C.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

C.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

C.2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

C.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

C.2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

C.2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

**C.2.14 Information and data to be completed in all respects**

Accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the employer as non-responsive.

**C.2.15 Closing time**

C.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

C.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

**C.2.16 Tender offer validity**

C.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

C.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

C.2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI).

C.2.16.4 Where a tender submission is to be substituted, a tenderer must submit a substitute tender in accordance with the requirements of C.2.13 with the packages clearly marked as "SUBSTITUTE".

**C.2.17 Clarification of tender offer after submission**

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: Sub-clause C.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.

**C.2.18 Provide other material**

C.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment.

Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

C.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

**C.2.19 Inspections, tests, and analysis**

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

**C.2.20 Submit securities, bonds, and policies**

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies, and certificates of insurance required in terms of the conditions of contract identified in the contract data.

**C.2.21 Check final draft**

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

**C.2.22 Return of other tender documents**

If so, instructed by the employer, return all retained tender documents within twenty-eight (28) days after the expiry of the validity period stated in the tender data.

**C.2.23 Certificates**

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

**C.3 The employer's undertakings****C.3.1 Respond to requests from the tenderer**

C.3.1.1 Unless otherwise stated in the tender Data, respond to a request for clarification received up to five (5) working days before the tender closing time stated in the Tender Data and notify all tenderers who collected tender documents.

C.3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if consequently:

- a) an individual firm, or a joint venture, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements.
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

**C.3.2 Issue Addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three (3) working days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who collected tender documents.

**C.3.3 Return late tender offers**

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

**C.3.4 Opening of tender submissions**

C.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

C.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its BBBEE status level and time for completion for the main tender offer only.

C.3.4.3 Make available the record outlined in C.3.4.2 to all interested persons upon request.

**C.3.5 Two-envelope system**

- C.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.
- C.3.5.2 Evaluate functionality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on BBBEE status level. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality.
- C.3.6 Nondisclosure**
- Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price, and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.
- C.3.7 Grounds for rejection and disqualification**
- Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.
- C.3.8 Test for responsiveness**
- C.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:
- a) complies with the requirements of these Conditions of Tender,
  - b) has been properly and fully completed and signed, and
  - c) is responsive to the other requirements of the tender documents.
- C.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:
- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
  - b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
  - c) affect the competitive position of other tenderers presenting responsive tenders if it were to be rectified.
- Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
- C.3.9 Arithmetical errors, omissions, and discrepancies**
- C.3.9.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.
- C.3.9.2 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:
- a) the gross misplacement of the decimal point in any unit rate.
  - b) omissions made in completing the pricing schedule or bills of quantities; or
  - c) arithmetic errors in:
    - (i) line-item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
    - (ii) the summation of the prices.
- C.3.9.3 Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.
- C.3.9.4 Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

- a) If bills of quantities or pricing schedules apply and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the line-item total shall govern, and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line-item total as quoted shall govern, and the unit rate shall be corrected.
- b) Where there is an error in the total of the prices either because of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern, and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

**C.3.10 Clarification of a tender offer**

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

**C.3.11 Evaluation of tender offers**

The Standard Conditions of Tender standardize the procurement processes, methods, and procedures from the time that tenders are invited to the time that a contract is awarded. They are generic in nature and are made project specific through choices that are made in developing the Tender Data associated with a specific project.

Conditions of tender are the document that establishes a tenderer's obligations in submitting a tender and the employer's undertakings in soliciting and evaluating tender offers. Such conditions establish the rules from the time a tender is advertised to the time that a contract is awarded and require employers to conduct the process of offer and acceptance in terms of a set of standard procedures.

| The CIDB Standard Conditions of Tender are based on a procurement system that satisfies the following system requirements: |  |
|--|--|
| Requirement  | Qualitative interpretation of goal   |
| Fair   | The process of offer and acceptance is conducted impartially without bias, providing simultaneous and timely access to participating parties to the same information.  |
| Equitable  | Terms and conditions for performing the work do not unfairly prejudice the interests of the parties.   |
| Transparent  | The only grounds for not awarding a contract to a tenderer who satisfies all requirements are restrictions from doing business with the employer, lack of capability or capacity, legal impediments, and conflicts of interest.        |
| Competitive  | The system provides for appropriate levels of competition to ensure cost effective and best value outcomes.  |
| Cost effective   | The processes, procedures and methods are standardized with sufficient flexibility to attain best value outcomes in respect of quality, timing and price, and least resources to effectively manage and control procurement processes. |

**The activities associated with evaluating tender offers are as follows:**

- a) Open and record tender offers received
- b) Determine whether tender offers are complete
- c) Determine whether tender offers are responsive
- d) Evaluate tender offers
- e) Determine if there are any grounds for disqualification
- f) Determine acceptability of preferred tenderer
- g) Prepare a tender evaluation report
- h) Confirm the recommendation contained in the tender evaluation report

**C.3.11.1 General**

The employer must appoint an evaluation panel of not less than three persons conversant with the proposed scope of works to evaluate each responsive tender offer using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

**C.3.12 Insurance provided by the employer**

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

**C.3.13 Acceptance of tender offer**

Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement;
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise, and the personnel, to perform the contract.
- c) has the legal capacity to enter the contract.
- d) is not; insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing.
- e) complies with the legal requirements, if any, stated in the tender data; and
- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

**C.3.14 Prepare contract documents**

C.3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents and
- c) other revisions agreed between the employer and the successful tenderer.

C.3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

**C.3.15 Complete adjudicator's contract**

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

**C.3.16 Registration of the award**

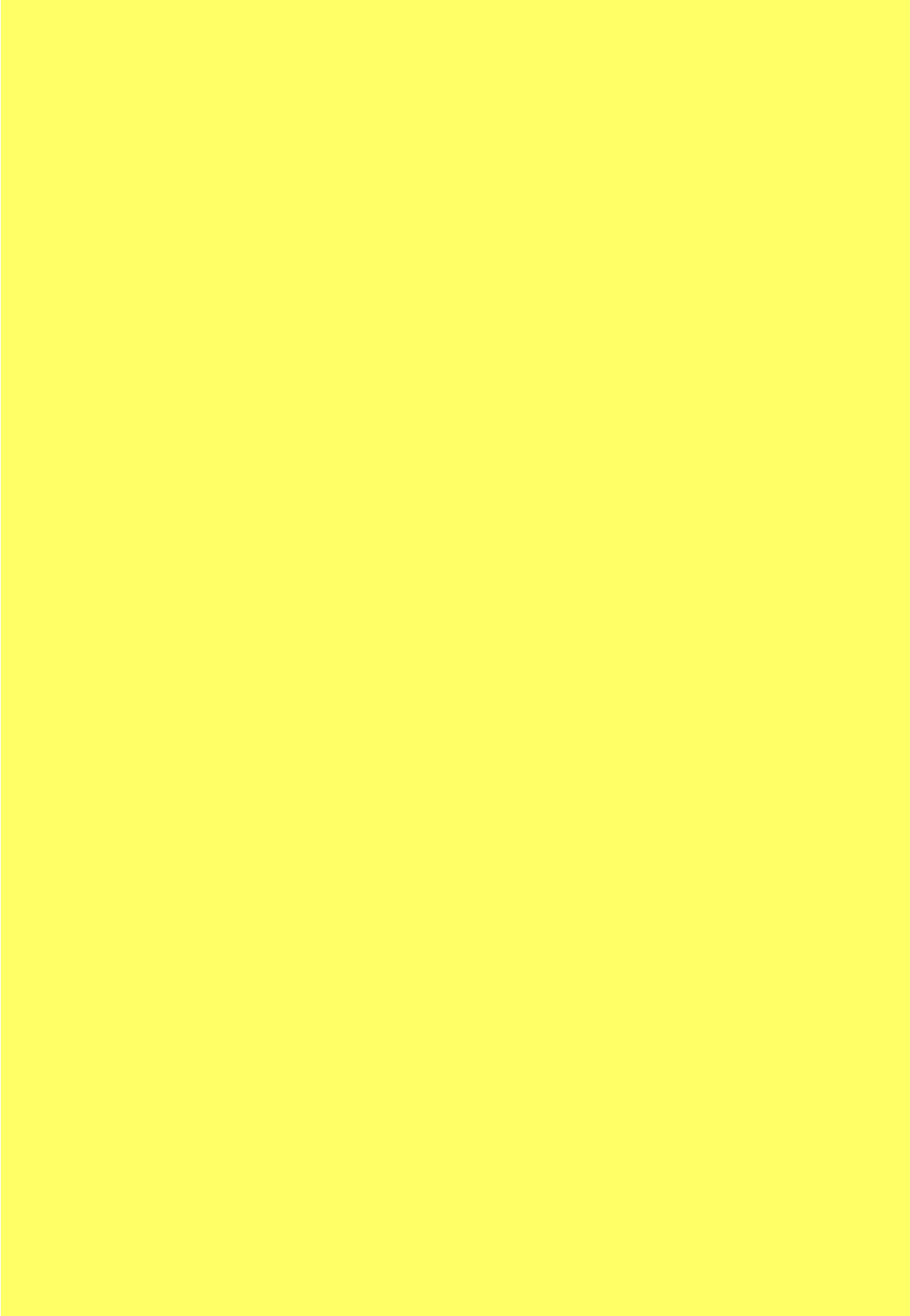
An employer must, within twenty-one (21) working days from the date on which a contractor's offer to perform a construction works contract is accepted in writing by the employer, register and publish the award on the CIDB Register of Projects.

**C.3.17 Provide copies of the contracts**

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

**C.3.18 Provide written reasons for actions taken**

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.



## **PART T2: RETURNABLE DOCUMENTS**

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| <b>T.2.2</b> Returnable Schedules.....         | 23-56 |



## **PART T 2.1: LIST OF RETURNABLE DOCUMENTS**

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The following documents are to be completed and returned as they constitute the tender. Whilst many of the returnable documentation are required for the purpose of evaluating the tenders, some will form part of the subsequent contract, as they form the basis of the tender offer. For this reason, it is very important that tenderers return **all information requested**.

**RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES** (included hereafter for completion)

**OTHER DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES** (appendix to schedule in document)

**RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT** (to be attached with submission)

**OTHER SCHEDULES AND AFFIDAVITS THAT WILL BE INCORPORATED INTO THE CONTRACT** (included hereafter for completion)

## PART T2.1 List of Returnable Documents

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The following documents are to be completed and returned as they constitute the tender. Whilst many of the returnable documents are required for evaluating the tenders, some will form part of the subsequent contract, as they form the basis of the tender offer. For this reason, it is very important that tenderers return all information requested. The tenderer must complete the Returnable Documents in **black ink**:

|   | <b>Pages</b> |
|---|--------------|
| 1. COMPULSORY ENTERPRISE QUESTIONNAIRE.....   | 23-24        |
| 2: AUTHORITY OF SIGNATORY.....  | 25           |
| 3. CERTIFICATE OF JOINT VENTURE.....  | 26           |
| 4. CERTIFICATE OF SOLE PROPRIETOR.....  | 27           |
| 5. CERTIFICATE OF CLOSE CORPORATION.....  | 28           |
| 6. PROPOSED AMENDMENTS AND QUALIFICATIONS BY TENDERER.....                                      | 29           |
| 7. DECLARATION IN TERMS OF MUNICIPAL RATES AND SERVICES.....                                    | 30           |
| 8. DECLARATION OF INTEREST (MBD 4 B).....   | 31-35        |
| 9. TAX CLEARANCE REQUIREMENTS.....  | 36           |
| 10. JOINT VENTURE AGREEMENT, IF APPLICABLE.....   | 37           |
| 11. RECORD OF MINUTES AND ADDENDA TO TENDER DOCUMENTS.....                                      | 38           |
| 12. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017..... | 39-43        |
| 13. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES.....                         | 44-45        |
| 14. CERTIFICATE OF INDEPENDENT BID DETERMINATION.....   | 46-47        |
| 15. QUESTIONNAIRE.....  | 48           |
| 16. CREDIT ORDER INSTRUCTION.....   | 49           |
| 17. COIDA LETTER OF GOOD STANDING.....  | 50           |
| 18. CIDB CONTRACTOR REGISTRATION.....   | 51           |
| 19. CONFIRMATION OF CWDM AND CENTRAL SUPPLIER DATABASE REGISTRATION.....                        | 52           |
| 20. HEALTH AND SAFETY PLAN.....   | 53           |
| 21. PRELIMINARY PROGRAM.....  | 54           |
| 22: RECORD OF ADDENDA TO TENDER DOCUMENTS.....  | 55           |
| 23. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER.....  | 56           |

### Other documents required for tender evaluation purposes

Joint Venture Agreement (if applicable) – append to Schedule 3.

Documentary evidence / proof of registration and verification on CIDB Contractor Database. Append to Schedule 18.

B-BBEE Verification Certificate – append to Schedule 12.

### Returnable Schedules that will be incorporated into the Contract

22: RECORD OF ADDENDA TO TENDER DOCUMENT

**PART T 2.1 Returnable Document checklist**

Bidders are required to complete the schedule below indicating that all requested information has been submitted with their offer.

| <b>Schedule No.</b> | <b>Document</b>   | <b>Please tick if enclosed</b> |
|---------------------|---|--------------------------------|
| 1                   | COMPULSORY ENTERPRISE QUESTIONNAIRE   |                                |
| 2                   | AUTHORITY OF SIGNATORY  |                                |
| 3                   | CERTIFICATE OF JOINT VENTURE  |                                |
| 4                   | CERTIFICATE OF SOLE PROPRIETOR  |                                |
| 5                   | CERTIFICATE OF CLOSE CORPORATION  |                                |
| 6                   | PROPOSED AMENDMENTS AND QUALIFICATIONS BY TENDERER  |                                |
| 7                   | DECLARATION IN TERMS OF MUNICIPAL RATES AND SERVICES  |                                |
| 8                   | DECLARATION OF INTEREST (MBD 4B)  |                                |
| 9                   | TAX CLEARANCE REQUIREMENTS  |                                |
| 10                  | JOINT VENTURE AGREEMENT, IF APPLICABLE  |                                |
| 11                  | RECORD OF MINUTES AND ADDENDA TO TENDER DOCUMENTS   |                                |
| 12                  | PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017                          |                                |
| 13                  | DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES  |                                |
| 14                  | CERTIFICATE OF INDEPENDENT BID DETERMINATION  |                                |
| 15                  | QUESTIONNAIRE   |                                |
| 16                  | CREDIT ORDER INSTRUCTION  |                                |
| 17                  | COIDA LETTER OF GOOD STANDING   |                                |
| 18                  | CIDB CONTRACTOR REGISTRATION  |                                |
| 19                  | CONFIRMATION OF CWDM AND CENTRAL SUPPLIER DATABASE REGISTRATION   |                                |
| 20                  | HEALTH AND SAFETY PLAN  |                                |
| 21                  | PRELIMINARY PROGRAM   |                                |
| 22                  | RECORD OF ADDENDA TO TENDER DOCUMENTS   |                                |
| 23                  | SCHEDULE OF WORK EXPERIENCE OF THE TENDERER   |                                |
|                     | JOINT VENTURE AGREEMENT (IF APPLICABLE)   |                                |
|                     | DOCUMENTARY EVIDENCE / PROOF OF REGISTRATION AND VERIFICATION ON CIDB CONTRACTOR DATABASE APPEND TO SCHEDULE 18 |                                |
|                     | B-BBEE VERIFICATION CERTIFICATE   |                                |

**PART T 2.2 Returnable Documents****SCHEDULE 1: COMPULSORY ENTERPRISE QUESTIONNAIRE**

|   |   |                                    |
|---|---|------------------------------------|
| The following particulars must be furnished. In the case of a joint venture, <b>separate</b> enterprise questionnaires in respect of each partner must be completed and submitted. <b>(Failure to do so may result in your bid being disqualified)</b>  |   |                                    |
| <b>Section 1:</b>   | <b>Name of enterprise:</b> .....  |                                    |
| <b>Section 2:</b>   | <b>VAT registration number, if any:</b> .....   |                                    |
|   | <b>Has and original and valid TAX clearance certificate been attached under Schedule 2D?</b><br><b>Yes / No</b>   |                                    |
| <b>Section 3:</b>   | <b>Has a B-BBEE status level verification certificate been submitted?</b> <b>Yes / No</b>   |                                    |
|   | <b>If yes, who was the certificate issued by?</b> (Tick applicable box)   |                                    |
|   | <input type="checkbox"/> An accounting officer as contemplated in the Close Corporation Act.<br><input type="checkbox"/> A verification agency accredited by the South African National Accreditation System (SANAS).<br><input type="checkbox"/> A registered auditor. |                                    |
|   | NB. A B-BBEE status level verification certificate must be submitted in order to qualify for preference points for B-BBEE.  |                                    |
| <b>Section 4:</b>   | <b>CIDB registration number, if any:</b> .....  |                                    |
| <b>Section 5:</b>   | <b>Particulars of sole proprietors and partners in partnership</b>  |                                    |
|   | <b>Name*</b>  | <b>Identity number*</b>            |
|   |   | <b>Personal income tax number*</b> |
|   |   |                                    |
|   |   |                                    |
| * Complete only if sole proprietor or partnership and attached separate page if more than 3 partners  |   |                                    |
| <b>Section 6:</b>   | <b>Particulars of companies and close corporations</b>  |                                    |
|   | Company registration number: .....  |                                    |
|   | Close corporation number: .....   |                                    |
|   | Tax reference number: .....   |                                    |
| <b>Section 7:</b>   | <b>Record of service of the state</b>   |                                    |
| Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following: |   |                                    |
| <input type="checkbox"/>  | a member of any municipal council   | <input type="checkbox"/>           |
| <input type="checkbox"/>  | a member of any provincial legislature  | <input type="checkbox"/>           |
| <input type="checkbox"/>  | a member of the National Assembly or the National Council of Province   | <input type="checkbox"/>           |
| <input type="checkbox"/>  | a member of the board of directors of any municipal entity  | <input type="checkbox"/>           |
| <input type="checkbox"/>  | an official of any municipality or municipal entity   | <input type="checkbox"/>           |
|   |   | <input type="checkbox"/>           |
|   |   | <input type="checkbox"/>           |
|   |   | <input type="checkbox"/>           |
|   |   | <input type="checkbox"/>           |
| <b>If any of the above boxes are marked, disclose the following:</b> (insert separate page if necessary)  |   |                                    |

| Name of sole proprietor, partner, director, manager, principal shareholder, or stakeholder | Name of institution, public office, board or organ of state and position held | Status of service<br>(Tick appropriate column) |                       |
|--|---|--|-----------------------|
|  |   | current  | Within last 12 months |
|  |   |  |                       |
|  |   |  |                       |
|  |   |  |                       |
|  |   |  |                       |

**Section 8: Record of spouses, children, and partners in the service of the state**

Indicate by marking the relevant boxes with a cross, if any spouse, child or partner of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

|  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council<br><input type="checkbox"/> a member of any provincial legislature<br><input type="checkbox"/> a member of the National Assembly or the National Council of Province<br><input type="checkbox"/> a member of the board of directors of any municipal entity<br><input type="checkbox"/> an official of any municipality or municipal entity | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)<br><input type="checkbox"/> a member of an accounting authority of any national or provincial public entity<br><input type="checkbox"/> an employee of Parliament or a provincial legislature |
|--|---|

**If any of the above boxes are marked, disclose the following:**

| Name of sole proprietor, partner, director, manager, principal shareholder, or stakeholder | Name of institution, public office, board or organ of state and position held | Status of service<br>(Tick appropriate column) |                       |
|--|---|--|-----------------------|
|  |   | current  | Within last 12 months |
|  |   |  |                       |
|  |   |  |                       |
|  |   |  |                       |

\* Insert separate page if necessary

The undersigned, who warrants that he/ she is duly authorised to do so on behalf of the enterprise:

|      |   |
|------|---|
| i)   | Authorized the Employer to obtain a tax clearance certificate from the South Africa Revenue Service that my / our matters are in order;   |
| ii)  | Confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004; |
| iii) | Confirms that no partner, member, director, or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;  |
| iv)  | Confirms that I / we are not associated, linked, or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;                                   |
| v)   | Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.   |

|             |  |           |                        |
|-------------|--|-----------|------------------------|
| Signature:  |  | Date:     | ...../ ..... / 20..... |
| Print Name: |  | Position: |                        |

**SCHEDULE 2: 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 Tender.....

| Name of members / directors | Signature | Date |
|-----------------------------|-----------|------|
|                             |           |      |
|                             |           |      |
|                             |           |      |
|                             |           |      |
|                             |           |      |
|                             |           |      |
|                             |           |      |
|                             |           |      |

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

**SCHEDULE 3: CERTIFICATE FOR JOINT VENTURE**

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorized Mr/Ms ..... , authorized signatory of the company ..... , acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract ..... and any contract resulting from it on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

| NAME OF FIRM | ADDRESS | AUTHORISING SIGNATURE, NAME & CAPACITY |
|--------------|---------|--|
| Lead partner |         |  |
|              |         |  |
|              |         |  |
|              |         |  |

**SCHEDULE 4: CERTIFICATE FOR SOLE PROPRIETOR**

---

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

As witnesses:

|    |  |           |  |
|----|--|-----------|--|
| 1. |  | Chairman: |  |
| 2. |  | Date:     |  |



**SCHEDULE 5: CERTIFICATE FOR CLOSE CORPORATION**

---

We, the undersigned, being the key members in the business trading as .....  
hereby authorize Mr/Ms ..... acting in the capacity of ..... to sign all  
documents in connection with the tender for Contract ..... and contract resulting  
from it on our behalf.

| NAME | ADDRESS | SIGNATURE | DATE |
|------|---------|-----------|------|
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |

**SCHEDULE 6: PROPOSED AMENDMENTS AND QUALIFICATIONS**

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to this tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause C.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the Employer's handling of material deviations and qualifications.

| Page | Clause or Item | Proposal |
|------|----------------|----------|
|      |                |          |

|             |  |           |  |
|-------------|--|-----------|--|
| Signature:  |  | Date:     |  |
| Print Name: |  | Position: |  |
| Tenderer:   |  |           |  |

**SCHEDULE 7: DECLARATION IN TERMS OF MUNICIPAL RATES AND SERVICES**

| <b>PART A: PROPERTY OWNED BY ENTERPRISE OR DIRECTORS</b>  |  |
|---|--|
| Please complete the following if property is owned by the enterprise, the proprietors, directors, or partners in their personal capacity, which must be confirmed by the relevant municipality ( <b>ATTACH COPY OF MUNICIPAL ACCOUNT(S) NOT OLDER THAN 30 DAYS:</b> |  |
| <b>Name of account holder:</b> .....<br><b>Account number:</b> .....<br><b>Account number:</b> .....  |  |
| <b>FOR MUNICIPAL USE ONLY</b><br><br>I/we hereby certify that the municipal account details of our client as indicated above is correct.<br><br>.....<br><b>Name of municipal official (print name)</b><br><br>.....<br><b>Signature of municipal official</b>      | <div style="border: 1px solid black; width: 100%; height: 100%; margin: 10px auto;"> <p style="text-align: center; font-weight: bold; margin: 0;">Official date stamp of municipality</p> </div> |

| <b>PART B: PROPERTY LEASED BY ENTERPRISE OR DIRECTORS</b>   |
|---|
| Please attach a sworn affidavit or a copy of your lease agreement if the property is leased by the enterprise or the proprietors or directors in their personal capacity, for which the aforementioned is not responsible for payment of municipal rates and taxes. |

| <b>PART C: WHERE PROPERTY IS NOT OWNED OR LEASED BY ENTERPRISE OR DIRECTORS</b>  |
|--|
| Please attach a sworn affidavit from the proprietor or director of the enterprise confirming that the enterprise does not own or lease any property and that the aforementioned is not responsible for payment of any municipal rates and taxes. |

I....., the undersigned, certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 90 days.

.....

**Signature for and on behalf of the bidder**

.....

**Date**

**SCHEDULE 8: DECLARATION OF INTEREST (MBD 4 B)**

(On behalf of the company and its directors/ members/ trustees/ principal 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   |            |    |
| 3.2             | Identity Number (person submitting this declaration)   |            |    |
| 3.3             | Position occupied in the Company (official/director/trustee/s hareholder <sup>2</sup> ):   |            |    |
| 3.4             | Company Registration Number  |            |    |
| 3.5             | Tax Reference Number   |            |    |
| 3.6             | VAT Registration Number  |            |    |
| 3.7             | The names of all directors/ members/ trustees/ principal 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/ principal shareholder presently in the service of the state?   | Yes        | 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/ principal shareholder been in the service of the state for the past twelve months?  | Yes        | 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/ principal 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 | 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/ principal 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 | 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/ principal shareholders or stakeholders in the service of the state? | Yes | 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/ principal 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 | No |
|------|--|-----|----|

3.13.1 If yes, furnish particulars.  
 .....  
 .....

|      |  |     |    |
|------|--|-----|----|
| 3.14 | Is the supplier or any director/ member/ trustee/ principal shareholder listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? | Yes | No |
|------|--|-----|----|

3.14.1 If yes, furnish particulars.  
 .....  
 .....

|        |  |     |    |
|--------|--|-----|----|
| 3.15   | Is the supplier or any director/ member/ trustee/ principal shareholder listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? | Yes | No |
| 3.15.1 | If yes, furnish particulars.<br>.....<br>.....   |     |    |

|        |  |     |    |
|--------|--|-----|----|
| 3.16   | Was the supplier or any director/ member/ trustee/ principal 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 | No |
| 3.16.1 | If yes, furnish particulars.<br>.....<br>.....   |     |    |

|        |  |     |    |
|--------|--|-----|----|
| 3.17   | Does the supplier or any director/ member/ trustee/ principal 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 | No |
| 3.17.1 | If yes, furnish particulars.<br>.....<br>.....<br>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 <b>every three</b> 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 | No |
| 3.18.1 | If yes, furnish particulars.<br>.....<br>.....   |     |    |

|    |  |                               |   |   |  |   |
|----|--|-------------------------------|---|---|--|---|
| 4  | <p><b>MFMA Circular No 62 of July 2013</b> 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. <b>A <u>shareholder</u> is defined as a person who <u>owns</u> shares in the company and is actively involved in the management of the company or business, and exercises control over the company.</b></p> |                               |   |   |  |   |
|    | <p><b>Full name of directors / trustees / shareholders</b></p>   | <p><b>Identity Number</b></p> | <p><b>% Shareholding in company</b></p> | <p><b>Personal Tax Reference Number</b></p> | <p><b>State Employee Number (Persal)</b></p> | <p><b>Municipal rates &amp; services account numbers (3.17.1)</b><br/> <i>Municipal clearance or most recent service account must be attached as evidence</i></p> |
| 1  |  |                               |   |   |  |   |
| 2  |  |                               |   |   |  |   |
| 3  |  |                               |   |   |  |   |
| 4  |  |                               |   |   |  |   |
| 5  |  |                               |   |   |  |   |
| 6  |  |                               |   |   |  |   |
| 7  |  |                               |   |   |  |   |
| 8  |  |                               |   |   |  |   |
| 9  |  |                               |   |   |  |   |
| 10 |  |                               |   |   |  |   |

I, the undersigned, 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

.....  
Capacity of Signatory Name of Bidder/Company/CC Name

**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 .....

on this the ..... day of ..... 20.... 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  
.....

Position:  
.....

Address  
.....  
.....  
.....

Tel:  
.....

**Apply official stamp of authority on this page:**

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)



## **SCHEDULE 9: TAX CLEARANCE REQUIREMENTS**

---

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

The tax status requirements as per MBD 1 (Part B) must be complied with. No contract will be awarded to any bidder that is not deemed tax compliant at the date of award.

Each party to a Consortium/Joint Venture shall comply to the conditions stated in MBD 1.

**SCHEDULE 10: JOINT VENTURE AGREEMENT, IF APPLICABLE**

---

The Tenderer shall attach to this page a joint venture agreement, if applicable.

**SCHEDULE 11: RECORD OF MINUTES AND ADDENDA TO TENDER DOCUMENTS**

| We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been considered in this tender offer: |      |                 |
|---|------|-----------------|
| No.   | Date | Title or Detail |
| 1.  |      |                 |
| 2.  |      |                 |
| 3.  |      |                 |
| 4.  |      |                 |
| 5.  |      |                 |
| 6.  |      |                 |
| 7.  |      |                 |
| 8.  |      |                 |
| 9.  |      |                 |
| 10.   |      |                 |

Attach additional pages if more space is required.

|             |  |           |  |
|-------------|--|-----------|--|
| Signature:  |  | Date:     |  |
| Print Name: |  | Position: |  |
| Tenderer:   |  |           |  |

## SCHEDULE 12: PREFERENCE POINTS CLAIM FORM IN TERMS OF 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:

|  | <b>POINTS</b> |
|--|---------------|
| <b>PRICE</b>   | 80            |
| <b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>                | 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 regarding 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.



**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 | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

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 | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

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

| <b>Designated Group: An EME or QSE which is at last 51% owned by:</b> | <b>EME</b><br>√ | <b>QSE</b><br>√ |
|---|-----------------|-----------------|
| 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                                |                 |                 |
| <b>OR</b>   |                 |                 |
| Any EME   |                 |                 |
| Any QSE   |                 |                 |

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

9.1 Name of company/firm.....

9.2 VAT registration number.....

9.3 Company registration number.....

**9.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....  
 .....  
 .....

**9.6 COMPANY CLASSIFICATION**

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

[TICK APPLICABLE BOX]

**9.7 MUNICIPAL INFORMATION**

**Municipality where business is situated:** .....

**Registered Account Number:** .....

**Stand Number:** .....

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

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

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

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



**SCHEDULE 13: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

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

| Item  | Question   | Yes                             | No                             |
|-------|--|---------------------------------|--------------------------------|
| 4.1   | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?<br><br>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).<br><br><b>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</b> | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars:  |                                 |                                |
| 4.2   | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</b>   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:  |                                 |                                |
| 4.3   | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars:  |                                 |                                |
| 4.4   | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars:  |                                 |                                |
| 4.5   | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |

|       |                             |
|-------|-----------------------------|
| 4.7.1 | If so, furnish particulars: |
|-------|-----------------------------|

**CERTIFICATION**

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**SCHEDULE 14: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). <sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
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. To give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

.....  
 ...  
 (Bid Number and Description)

in response to the invitation for the bid made by: 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..... that:  
 (Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) Has been requested to submit a bid in response to this bid invitation.

- (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities, or experience; and
  - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
  7. Without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:
    - (a) Prices.
    - (b) Geographical area where product or service will be rendered (market allocation)
    - (c) Methods, factors, or formulas used to calculate prices.
    - (d) The intention or decision to submit or not to submit, a bid.
    - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
    - (f) Bidding with the intention not to win the bid.
  8. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
  9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
  10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

<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.

## SCHEDULE 15: QUESTIONNAIRE

| List all partners / members / directors of this enterprise |                                 |                     |                       |
|--|---------------------------------|---------------------|-----------------------|
| Van / Surname / Ifani                                      | Voornaam / First name / Amagama | ID Nr./No. Inombolo | State Employee Number |
|  |                                 |                     |                       |
|  |                                 |                     |                       |
|  |                                 |                     |                       |

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

**LW!** Om Voorkeurpunte te eis moet 'n gesertifiseerde afskrif van u Gebalanseerde Breë Basis Swart Ekonomiese Bemagtigings-telkaart voorgelê word tesame met die **MBD 6.1 Eisvorm** 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>

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

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

**SCHEDULE 16: CREDIT ORDER INSTRUCTION**

It is the policy of the Cape Winelands District Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker's confirmation.

**DETAILS OF FIRM/INSTITUTION**

|      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Name |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**DETAILS OF MY/OUR BANK ACCOUNT ARE AS FOLLOWS:**

|                 |  |             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------------|--|-------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| NAME OF BANK    |  |             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| NAME OF BRANCH  |  |             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| BRANCH CODE     |  |             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ACCOUNT NUMBER  |  |             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TYPE OF ACCOUNT |  | 1 = Cheque  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                 |  | 2 = Savings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

I/we hereby request and authorise the Cape Winelands district municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.

I/we understand that a payment advice will be supplied by the Cape Winelands District municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.

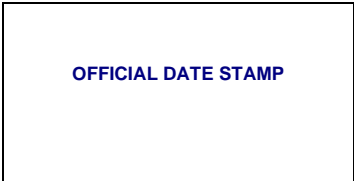
I/we further undertake to inform the Cape Winelands District municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days' notice by prepaid registered post.

..... INITIALS AND SURNAME:                      AUTHORIZED SIGNATURE:                      DATE:                      TELEPHONE NUMBER:

**FOR BANK USE ONLY**

I/we hereby certify that the details of our client's bank account as indicated on the credit order instruction is correct:

.....  
AUTHORIZED SIGNATURE



**FOR FULL SUPPLIER ACCREDITATION ALL PARTS MUST BE COMPLETED AND SIGNED**

**SCHEDULE 17: COIDA LETTER OF GOOD STANDING**

---

The successful bidder should ensure that before any work commences on site that every principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act 130 of 1993).

The tenderer, by signing this schedule, declares that the contractor adheres to the statutory requirement, as applicable.

|             |  |           |  |
|-------------|--|-----------|--|
| Signature:  |  | Date:     |  |
| Print Name: |  | Position: |  |
| Tenderer:   |  |           |  |

**SCHEDULE 18: CIDB CONTRACTOR REGISTRATION**

Refer to Tender Data clauses C.2.1.2, C.2.23.3 and C.3.13.1:

I/We hereby confirm my/our registration on the Construction Industry Development Board (CIDB) Contractor Database:

| COMPANY NAME | CIDB CONTRACTOR GRADING DESIGNATION | CRS REGISTRATION NUMBER AS APPLICABLE |
|--------------|-------------------------------------|---------------------------------------|
|              |                                     |                                       |

**I/We attach a printed copy of the Active Contractor's Listing off the CIDB website [www.cidb.org.za](http://www.cidb.org.za) as documentary proof of the Contractor's Registration issued by the Construction Industry Development Board (CIDB) to this schedule.**

Where a tenderer satisfies CIDB Contractor grading designation requirements through joint venture formation, such tenderers must submit the Certificates of Contractor Registration in respect of each partner.

Failure to affix such documentation as proof of Contractor Enterprise registration as prescribed to this Schedule shall result in this tender not being further considered for the award of the Contract.

|             |  |           |  |
|-------------|--|-----------|--|
| Signature:  |  | Date:     |  |
| Print Name: |  | Position: |  |
| Tenderer:   |  |           |  |



**SCHEDULE 19: CONFIRMATION OF CWDM AND CENTRAL SUPPLIER DATABASE REGISTRATION**

|  |                                       |   |
|--|---------------------------------------|---|
| Company Name   |                                       |   |
| CWDM Supplier Database   | Registered                            | <input type="checkbox"/> Yes <input type="checkbox"/> No (tick appropriate box) |
|  | Supplier Code                         |   |
| Central Supplier Database (a copy of the CSD summary report must be attached to this schedule) | Registered                            | <input type="checkbox"/> Yes <input type="checkbox"/> No (tick appropriate box) |
|  | Supplier Code                         |   |
|  | Unique 36 Character Registration Code |   |

Bidders who are not registered on the CWDM and/or Central Supplier Databases are not precluded from submitting tenders but must however be registered prior to the evaluation of tenders for their tenders to be responsive.

In this regard it is the sole responsibility of bidders to ensure that this requirement is complied with. In the case of Joint Venture Partnerships this requirement will apply to each party to the Joint Venture.

|             |  |           |  |
|-------------|--|-----------|--|
| Signature:  |  | Date:     |  |
| Print Name: |  | Position: |  |
| Tenderer:   |  |           |  |

**\* Cape Winelands District Municipality and Central Supplier Database Registration**

Only those bidders who are registered on the Cape Winelands District Municipality's Supplier Database and the Central Supplier Database as a service provider prior to the closing date of this bid are eligible to have their tenders evaluated. The employer will only enter a formal contract with a bidder who is registered on both databases. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Bidders who wish to register on the Cape Winelands District Municipality Supplier Database may download the supplier application form from our website [www.capewinelands.gov.za](http://www.capewinelands.gov.za)

Bidders who wish to register on the Central Supplier Database may do so online on [www.csd.gov.za](http://www.csd.gov.za) and click on the REGISTER A NEW CSD ACCOUNT tab.

**SCHEDULE 20: HEALTH AND SAFETY PLAN**

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Tenderers are to note the requirements of the Occupational Health and Safety Act No. 85 of 1993 and the Construction Regulations 2003 issued in terms of Section 43 of the Act. A CWDM Safety Specification will be provided to the successful tenderer. The tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith.

**In this regard the successful tenderer shall prepare and submit within ten (10) calendar days from date of being awarded the tender, a Health, and Safety Plan in respect of the Works to demonstrate the necessary competencies and resources to perform the construction work, all in accordance with the Act and Regulations. Such Health and Safety Plan shall cover inter-alia the following details:**

- (1) Management Structure, Site Supervision and Responsible Persons including a succession plan.
- (2) Contractor’s induction training programme for employees, sub-contractors, and visitors to the Site.
- (3) Health and safety precautions and procedures to be adhered to ensure compliance with the Act, Regulations and Safety Specifications.
- (4) Regular monitoring procedures to be performed.
- (5) Regular liaison, consultation, and review meetings with all parties.
- (6) Site security, welfare facilities and first aid.
- (7) Site rules and fire and emergency procedures.

Tenderers are to note that the Contractor is required to ensure that all sub-contractors or others engaged in the performance of the contract also comply with the above requirements.

The tenderer shall also consider the additional requirements stated in the Project Specifications that will be provided by the Cape Winelands District Municipality to the successful tenderer when drawing up the Health and Safety Plan for the contract.

Number of sheets, appended by the tenderer to this Schedule ..... (If nil, enter NIL).

|             |  |           |  |
|-------------|--|-----------|--|
| Signature:  |  | Date:     |  |
| Print Name: |  | Position: |  |
| Tenderer:   |  |           |  |

**SCHEDULE 21: PRELIMINARY PROGRAM**

The tenderer shall prepare and submit within ten (10) calendar days from date of being awarded the tender, a programme reflecting the proposed sequence and tempo of execution of the various activities comprising the work for the Contract, to this page.

This programme shall be in the form of a bar chart (Gantt chart) or similar acceptable time/activity form reflecting the proposed sequence and tempo of the various activities and the quantities that will be carried out every week under each of the elements, comprising the work for this contract. The programme shall also indicate the point where the tenderer intends to commence work operations and the direction in which the work will proceed. The working hours shall be indicated.

The tenderer shall also consider the additional requirements stated in the Project Specifications when drawing up the programme.

**Details of the preliminary programme shall be appended to this Schedule.**

Number of sheets, appended by the tenderer to this Schedule ..... (If nil, enter NIL).

|             |  |           |  |
|-------------|--|-----------|--|
| Signature:  |  | Date:     |  |
| Print Name: |  | Position: |  |
| Tenderer:   |  |           |  |

**SCHEDULE 22: RECORD OF ADDENDA TO TENDER DOCUMENTS**

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been considered in this tender offer:

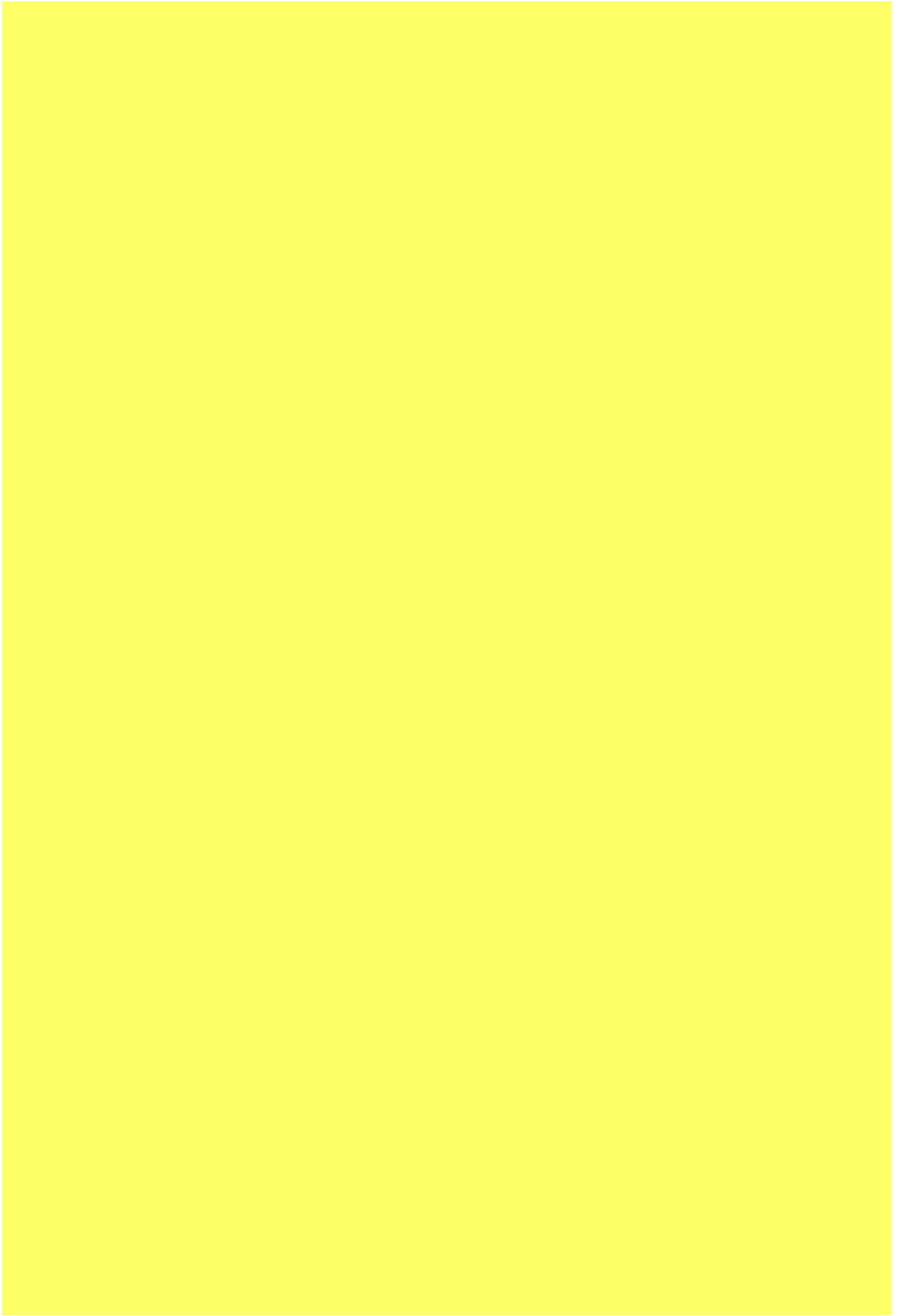
|    | <b>Date</b> | <b>Title or Details</b> |
|----|-------------|-------------------------|
| 1. |             |                         |
| 2. |             |                         |
| 3. |             |                         |
| 4. |             |                         |
| 5. |             |                         |
| 6. |             |                         |
| 7. |             |                         |
| 8. |             |                         |
| 9. |             |                         |

Attach additional pages if more space is required.

|             |  |           |  |
|-------------|--|-----------|--|
| Signature:  |  | Date:     |  |
| Print Name: |  | Position: |  |
| Tenderer:   |  |           |  |

**SCHEDULE 23: WORK EXPERIENCE OF THE TENDERER**

| Ref. | Employer (Name, Telephone, E-mail) |  | Nature of Work | Value of Work (including VAT) |
|------|------------------------------------|--|----------------|-------------------------------|
| 1    | Name of Entity                     |  |                |                               |
|      | Contact Person                     |  |                |                               |
|      | Telephone                          |  |                |                               |
|      | E-mail                             |  |                |                               |
| 2    | Name of Entity                     |  |                |                               |
|      | Contact Person                     |  |                |                               |
|      | Telephone                          |  |                |                               |
|      | E-mail                             |  |                |                               |
| 3    | Name of Entity                     |  |                |                               |
|      | Contact Person                     |  |                |                               |
|      | Telephone                          |  |                |                               |
|      | E-mail                             |  |                |                               |
| 4    | Name of Entity                     |  |                |                               |
|      | Contact Person                     |  |                |                               |
|      | Telephone                          |  |                |                               |
|      | E-mail                             |  |                |                               |
| 5    | Name of Entity                     |  |                |                               |
|      | Contact Person                     |  |                |                               |
|      | Telephone                          |  |                |                               |
|      | E-mail                             |  |                |                               |



**THE CONTRACT**

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**Part C1: Agreements and Contract Data**

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|   | <b>Pages</b> |
|---|--------------|
| C1.1 Form of Offer and Acceptance.....              | 59-64        |
| C1.2 Contract Data.....                             | 65-67        |
| C1.3 Occupational health and safety agreement ..... | 68-69        |

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**Part C2: Pricing Data**

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|                               | <b>Pages</b> |
|-------------------------------|--------------|
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**Part C3: Scope of Works**

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## **C1.1 FORM OF OFFER AND ACCEPTANCE**

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**IMPORTANT NOTE:**

The Tender Form (Offer by Tenderer) shall be completed and signed by all tenderers. Failure to properly complete and sign the Tender Form shall lead to disqualification of the tender.

The Acceptance Form shall be signed by the Employer to formalise the Contract Agreement after the successful tenderer has been formally notified of award.

The Schedule of Deviations forms an integral part of the Contract Agreement.



**C1.1 FORM OF OFFER AND ACCEPTANCE (AGREEMENT)**

**OFFER BY TENDERER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter a contract in respect of the following works: Contract No: **T2022/057: TENDER FOR THE ALL-INCLUSIVE SERVICING, REPAIRING AND MAINTENANCE OF PASSENGER LIFTS AND STAIRLIFTS FOR THE PERIOD ENDING 30 JUNE 2025**

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

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

|  |          |
|--|----------|
| <b>OFFER</b>   |          |
| <b>C1.1.1 TOTAL <u>YEAR ONE</u></b> (Brought forward from Page 72)   | <b>R</b> |
| <b>C1.1.2 TOTAL <u>YEAR TWO</u></b> (Brought forward from Page 73)   | <b>R</b> |
| <b>C1.1.3 TOTAL <u>YEAR THREE</u></b> (Brought forward from Page 74) | <b>R</b> |
| <b>TENDER TOTAL</b>  | <b>R</b> |
| <b>(AMOUNT IN WORDS)</b> .....                                       |          |
| .....  |          |

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

**Signature:** *(of person authorized to sign the tender)*.....

**Name:** *(of signatory in capitals)*:

**Capacity:** *(of Signatory)*:

**Name of Tenderer:** *(organisation)*: .....

Address: .....

.....Telephone number: .....

Email address: .....

**Witness:** .....

**Signature:** .....

**Name:** *(in capitals)*: .....

**Date:** .....

***[Failure of a Tenderer to complete and sign this Form of Offer will invalidate the tender]***

## ACCEPTANCE BY EMPLOYER

---

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

The terms of the contract are contained in

- Part C1 Agreement, and Contract Data, (which include this Agreement)
- Part C2 Pricing Data, including the Bill of Quantities
- Part C3 Scope of Work

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

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto as listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer 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.

The Tenderer shall within two weeks after receiving a formal Letter of Award, including the Schedule of Deviations (if any), contact the Employer or its agent (whose details are given in the Contract Data) to arrange the delivery of bonds, guarantees and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data, upon receipt of which the Employer will execute the contract by signing this Agreement. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

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

Signature (s): .....

Name(s): .....

Capacity for the Tenderer: .....

Name of organization: .....

Name and Signature of Witness: .....Date: .....

**SCHEDULE OF DEVIATIONS**

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**Notes:**

- 1. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender,
- 2. A Tenderer’s covering letter shall not be included in the final contract document. Should any matter in such, letter, which constitutes a deviation as aforesaid become the subject of agreements reached during the process of, offer and acceptance, the outcome of such agreement shall be recorded here,
- 3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here,
- 4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract,

1. **Subject:** .....

**Details:** .....

.....

2. **Subject:** .....

**Details:** .....

.....

3. **Subject:** .....

**Details:** .....

.....

4. **Subject:** .....

**Details:** .....

.....

5. **Subject:** .....

**Details:** .....

.....

By the duly authorised representatives signing this Agreement, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

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

**For the Tenderer:**

**Signature:** .....

**Name:** *(in capitals)*

**Capacity:** .....

**Name of Tenderer** *(organisation)* .....

**Address:** .....

.....

**Witness: Signature:** ..... **Name** *(in capitals)*: .....

**Date:** .....

**For the Employer:**

**Signature:** .....

**Name:** *(in capitals)*

**Capacity:** .....

**Name of Employer** *(organisation)* .....

**Address:** .....

.....

**Witness: Signature:** ..... **Name** *(in capitals)*: .....

**Date:** .....

**CONFIRMATION OF RECEIPT**

---

The Tenderer, (now Contractor), identified in the Offer part of this Agreement hereby confirms receipt from the Employer, identified in the Acceptance part of this Agreement, of one fully completed original copy of this Agreement, including the Schedule of Deviations (if any) today:

the ..... (day) of ..... (month) 20..... at ..... (place).

**For the Contractor:**

**Signature:** .....

**Name:** *(in capitals)* .....

**Capacity:** .....

**Name of Contractor** *(organisation)*.....

**Address:**.....

.....

**Witness: Signature:** ..... **Name** *(in capitals)*: .....

**Date:** .....

**For the Employer:**

**Signature:** .....

**Name:** *(in capitals)* .....

**Capacity:** .....

**Name of Employer** *(organisation)*.....

**Address:**.....

.....

**Witness: Signature:** ..... **Name** *(in capitals)*: .....

**Date:** .....

## C1.2 Contract Data (Part 1)

---

### General Conditions of Contract

The **General Conditions of Contract for Construction Works (Third Edition) 2015**, prepared by the South African Institution of Civil Engineering (SAICE) shall apply to and form the General Conditions of Contract for this contract. Copies of these conditions of contract are obtainable from the South African Institution of Civil Engineering (SAICE), Private Bag X200, Halfway House 1685, Tel: (011) 805 5947, e-mail [civilinfo@saice.co.za](mailto:civilinfo@saice.co.za).

Copies of the General Conditions of Contract are available for inspection and scrutiny at the offices of the Employer's Agent.

The General Conditions of Contract for Professional Services make several references to the Contract Data. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract.

### C1.2 CONTRACT DATA (PART 1)

---

#### General Conditions of Contract

The General Conditions of Contract are the *General Conditions of Contract for Construction Works, Third Edition (2015)*, published by the South African Institution of Civil Engineering, Private Bag X200, Halfway House, 1685 are applicable to this Contract and are obtainable from [www.saice.org.za](http://www.saice.org.za).

The Conditions of Contract is available for inspection and scrutiny at the offices of the Employer's Agent.

The General Conditions of Contract for Construction Works make several references to the Contract Data. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract.

#### PART 1: APPENDIX TO PART 1 - DATA PROVIDED BY THE EMPLOYER

| Clause   | Wording  |
|----------|--|
| 1        | <b>General</b>   |
| 1.1.1.15 | <b>Employer</b><br><u>Add:</u><br>The Employer is the <b>CAPE WINELANDS DISTRICT MUNICIPALITY</b>  |
| 1.2.1.2  | <b>Employer's Address</b><br><u>Add:</u><br>The address of the employer is:<br>Address: 46 Alexander Street<br>P.O. Box 100<br>Stellenbosch<br>7599<br>Telephone: 086 126 5263   |
| 1.1.1.16 | <b>Employer's Agent</b><br><u>Add:</u><br>The authorised and designated representative of the Employer is:<br>Designation: Deputy Director Facilities Management<br>Name: Mr. T. Solomon<br><br><b>Employer's Agent Address</b><br><u>Add:</u><br>The address for receipt of communications is:<br>E-mail: <a href="mailto:thomas@capewinelandsgov.gov.za">thomas@capewinelandsgov.gov.za</a><br>Address: 29 du Toit Street<br>P.O. Box 100<br>Stellenbosch<br>7599<br>Telephone: 021 888 5204 |
| 1.1.1.26 | <b>Pricing Strategy</b><br><u>Add:</u><br>The Pricing Strategy is a Re-measurable Contract   |

- 1.1.1.29 Site**  
Add:  
 The works will be performed within the Cape Winelands District Municipal area.
- 1.2.1.2** Any written communication between the parties shall be delivered at the address of the Employer or the Employer's Agent.
- 1.3.6 Employer's Copyright**  
Add:  
 Copyright of documents prepared for the different Projects shall be vested with the Employer.
- 5.2 Commencement of the contract**  
Add:
- 5.2.1** The commencement of the works as set out in the contract data will be the date which appears on the Appointment Letter issued by the Employer's Agent.
- 5.3 Commencement of the works**  
Add:
- 5.3.1** The documentation required before commencement with the Works execution is:
- Works Programme
  - Health and Safety Plan
  - Public Liability Insurance
- 5.3.2** The time to submit the documentation required before commencement of the works is within ten (10) working days of the award of the tender.
- 6.8 Adjustment in rates and/or prices**  
Add:
- 6.8.2** The contract price shall not be subject to any contract price adjustment and the rates and prices tendered in the pricing schedule shall be final and binding throughout the period of the contract.
- 6.10 Payments**
- Interim Payments**  
Add:
- 6.10.1** The Contractor shall deliver to the Employer's Agent a monthly statement for payment of all amounts he considers to be due to him for payment subject to approval, within 30 days from the date of the approved invoice/statement.
- 6.10.1.5** No payments will be made for material brought on to site but not yet built into the Permanent Works.
- 6.10.3. Retention**  
Add:  
 The deduction of Retention Money will not apply.
- 8.6.1.3 Public Liability Insurance**  
Add:  
 The successful contractor must ensure that he/she has adequate Public Liability Insurance that will cover any possible claim(s) arising from or during the fulfilment of the Contract, irrespective of the amount of such claim(s).
- 10.4 Amicable Settlement**  
Add:
- 10.4.1** Interim settlement of disputes shall be by mediation.
- 10.7.1 Arbitration**  
Add:  
 The determination of disputes shall be by arbitration.

**C1.2 Contract Data (Part 2)**

|  |   |         |
|--|---|---------|
| 1  | Name of Bidder  |         |
| 2  | Postal address  |         |
| 3  | Street address  |         |
| 4  | Telephone number  |         |
| 5  | Company Registration Number is  |         |
| 6  | Income Tax Reference Number   |         |
| 7  | VAT Reference Number  |         |
| 8  | COIDA certificate number  |         |
| The authorised and designated representative of the Service Provider is: |   |         |
| 9  | Name  |         |
| 10   | Cellular phone number   |         |
| 11   | E-mail:   |         |
| 12   | Telephone number  |         |
| <b>CSD registration number</b>   |   | M A A A |
| 1  | The Period of Performance is till final completion including retention period |         |
|  | The Key Persons and their jobs / functions in relation to the services are:   |         |
|  |   |         |
|  |   |         |
|  |   |         |
|  |   |         |
|  |   |         |
|  |   |         |



**C1.3 OCCUPATIONAL HEALTH AND SAFETY AGREEMENT**

**CONTRACT No. T2022/057: TENDER FOR THE ALL-INCLUSIVE SERVICING, REPAIRING AND MAINTENANCE OF PASSENGER LIFTS AND STAIR LIFTS FOR THE PERIOD ENDING 30 JUNE 2025**

**AGREEMENT MADE AND ENTERED INTO BETWEEN CAPE WINELANDS DISTRICT MUNICIPALITY (HEREINAFTER CALLED THE "EMPLOYER") AND**

I.....  
Contractor/ Mandatary/Company/CC Name)

**IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, ACT NO. 85 OF 1993 AS AMENDED**

I, ....., representing

....., as an employer  
Do hereby undertake to ensure, as far as is reasonably practicable, that all work will be performed, and all equipment, machinery or plant used in such a manner as to comply with the provisions of the Occupational Health and Safety Act (OHSA) and the regulations promulgated thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration and assessment monies due to the Compensation Commissioner have been fully paid or that I/we are insured with an approved licensed compensation insurer.

COIDA ACT Registration Number: .....

OR

Other accredited Compensation Insurer: .....

Policy Number: .....

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of OHSA and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHSA and Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any subcontractor employed by me will enter into an Occupational Health Safety Agreement separately, and that such subcontractors comply with the conditions set.

I hereby declare that I have read and understand the appended Occupational Health and Safety Conditions and undertake to always comply therewith.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan.

Signed at..... on the ..... day of ..... 20.....

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Mandatary**

Signed at..... on the..... day of..... 20.....

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**For and on behalf of Cape Winelands District Municipality**

## **OCCUPATIONAL HEALTH AND SAFETY CONDITIONS**

1. The Chief Executive Officer of the Contractor shall assume the responsibility in terms of Section 16(1) of the Occupational Health and Safety Act (as amended). Should the Contractor assign any duty in terms of Section 16(2), a copy of such assignment shall immediately be provided to the representative of the Employer as defined in the Contract.
2. All work performed on the Employer's premises shall be performed under the supervision of the construction supervisor who understand the hazards associated with any work that the Contractor performs on the site in terms of Construction Regulations 2003.
3. The Contractor shall appoint a Competent Person who shall be trained on any occupational health and safety aspect pertaining to them or to the work that is to be performed.
4. The Contractor shall ensure that he familiarises himself with the requirements of the Occupational Health and Safety Act and that he, his employees, and any sub-contractors, comply with them.
5. Discipline in the interests of occupational health and safety shall be strictly enforced.
6. Personal protective equipment shall be issued by the Contractor as required and shall be worn at all times where necessary.
7. Written safe work procedures and appropriate precautionary measures shall be available and enforced, and all employees shall be made conversant with the contents of these practices.
8. No substandard equipment/machinery/articles or substances shall be used on the site.
9. All incidents referred to in terms of Section 24 of the Occupational Health and Safety Act shall be reported by the Contractor to the Department of Labour and the Employer.
10. The Employer hereby obtains an interest in the issue of any formal inquiry conducted in terms of Section 32 of the Occupational Health and Safety Act and into any incident involving a Contractor and/or his employees and/or his sub-contractor/s.
11. No use shall be made of any of the Employer's machinery/plant/equipment/substance/personal protective equipment or any other article without prior arrangement and written approval.
12. No alcohol or any other intoxicating substance shall be allowed on the site. Any person suspected of being under the influence of alcohol or any other intoxicating substance shall not be permitted access to or allowed to remain on the site.
13. Prior to commencement of any work, verified copies of all documents mentioned in the agreement, must be presented to the Employer.

**C2. PRICING DATA**

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## C2.1: PRICING ASSUMPTIONS

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### C2.1.1 GENERAL

The pricing schedule forms part of the Contract Documents and must be read and priced in conjunction with all the other documents comprising the Contract Documents, which include the Conditions of Tender, Conditions of Contract, the Specifications (including the Contract Specification) and the Drawings.

#### C2.1.1.2 DESCRIPTION OF ITEMS IN THE PRICING SCHEDULE

The short descriptions given in the pricing schedule are a brief description used to identify the activities for which prices are required. Detailed descriptions of the activities to be priced are provided in the Scope of Works.

While it is entirely at the tenderer's discretion as regards pricing the pricing schedule, guideline tariffs of fees or indicative time-based fee rates are gazetted annually by each of the built environment professional bodies, which are useful documents that will give tenderers some idea of industry norms against which they may compare their rates, sums, percentage fees and / or price as applicable.

#### C2.1.1.3 QUANTITIES REFLECTED IN THE PRICING SCHEDULE

The quantities reflecting in the pricing schedule and the tendered rates as per the pricing schedule will be the amounts used to evaluate and award the tender.

The Contract Price for the completed contract shall be according to the pricing schedule.

#### C2.1.1.4 PRICING OF THE PRICING SCHEDULE

##### OVERVIEW

The pricing schedule include normal services and additional services when needed. The Form of Offer will be approved for purposes of finalising the final account of the successful service provider.

The Pricing Schedule forms part of the Contract Documents and must be read and priced in conjunction with all the other documents comprising the Contract Documents, which include the Conditions of Tender, Conditions of Contract, and the Specifications.

The comprehensive service, repair, and maintenance fee per unit per month must include the service, repair, part replacement, call-out and travelling costs based on all wear and tear components, including faulty light globes/tubes in the lift car, shaft, or pit, as well as the lift car fan. The service provider will replace any necessary parts in accordance with the contract.

Extraordinary charges are charges for callouts caused due to misuse or abuse i.e., charges not covered by the fully comprehensive service, repair, and call out maintenance fee per month for units A – E as indicated above.

Tenderers shall **exclude** value added tax (VAT) in the tendered unit rates and amounts if needed. The tendered unit rates and amounts shall however **include** all levies and other taxes and duties on all items to which they apply.

##### SPECIAL NOTICE

**The successful Tenderer's appointment shall be based on the scale of tariffs as reflected in the Tenderer's Pricing Schedule in the accepted tender document, and not a fixed contract amount.**

## C2.2: PRICING SCHEDULE

| Item No | BILL OF QUANTITIES (Page 1/3)  | Unit | Quantity | Rate | Amount |
|---------|--|------|----------|------|--------|
|         | <p><b>Bill No 1</b></p> <p><u>NOTE:</u></p> <p>Service Providers are advised to study the Model Preambles for Trades before pricing this bill of quantities</p> <p>This is not a lump-sum quotation. Service Providers shall allow opposite each item for any cost involved with such item. A fully completed and priced quotation document must be handed in with quotation-closing. If any products or services will be rendered at no charge, in such an instance the price should be indicated on the pricing schedule as R0.00.</p> <p>This section must be read in conjunction with the Specifications on Pages 78-82</p> <p><b><u>YEAR ONE (1) ENDING 30 JUNE 2023</u></b></p> <p><b><u>COMPREHENSIVE SERVICING, REPAIR AND MAINTENANCE OF LIFTS AND STAIRLIFTS</u></b></p> |      |          |      |        |
| A       | <b>UNIT A</b> – Unit cost per monthly servicing, repairing and maintenance of the Passenger Lift Stellenbosch  | No   | 12       |      |        |
| B       | <b>UNIT B</b> – Unit cost per monthly servicing, repairing and maintenance of the Hydraulic Platform Lift Worcester  | No   | 12       |      |        |
| C       | <b>UNIT C</b> – Unit cost per monthly servicing, repairing and maintenance of the Stairlift (Straight) Worcester   | No   | 12       |      |        |
| D       | <b>UNIT D</b> – Unit cost per monthly servicing, repairing and maintenance of the Stairlift (U-shape) Worcester  | No   | 12       |      |        |
| E       | <b>UNIT E</b> – Unit cost per monthly servicing, repairing and maintenance of the Stairlift (Straight) Paarl   | No   | 12       |      |        |
| F       | Inspection cost per unit by a Registered Lift Inspector in terms of the Occupational Health and Safety Act, Act 85 of 1993 and the Driven Machinery Regulations, 2015  | No   | 5        |      |        |
| G       | Extraordinary cost per callout not covered above during office hours   | No   | 5        |      |        |
| H       | Extraordinary cost per callout not covered above during after hours, over weekends and Public Holidays   | No   | 5        |      |        |
| J       | Extraordinary travelling cost/km   | Km   | 500      |      |        |
|         | <b>SUB-TOTAL</b>   |      |          |      | R      |
|         | <b>ADD: VALUE-ADDED TAX @ the rate of 15%</b>  |      |          |      | R      |
|         | <b>TENDER TOTAL FOR YEAR ONE CARRIED FORWARD TO FORM OF OFFER - C1.1.1 PAGE 60</b>   |      |          |      | R      |
|         | <b>(Note: Total cost for evaluation purposes only)</b>   |      |          |      |        |

## C2.2: PRICING SCHEDULE

| Item No | BILL OF QUANTITIES (Page 2/3)  | Unit | Quantity | Rate | Amount |
|---------|--|------|----------|------|--------|
|         | <p><b>Bill No 2</b></p> <p><u>NOTE:</u></p> <p>Service Providers are advised to study the Model Preambles for Trades before pricing this bill of quantities</p> <p>This is not a lump-sum quotation. Service Providers shall allow opposite each item for any cost involved with such item. A fully completed and priced quotation document must be handed in with quotation-closing. If any products or services will be rendered at no charge, in such an instance the price should be indicated on the pricing schedule as R0.00.</p> <p>This section must be read in conjunction with the Specifications on Pages 78-82</p> <p><b><u>YEAR TWO (2) FROM 01 JULY 2023 TO 30 JUNE 2024</u></b></p> <p><b><u>COMPREHENSIVE SERVICING, REPAIR AND MAINTENANCE OF LIFTS AND STAIRLIFTS</u></b></p> |      |          |      |        |
| A       | <b>UNIT A</b> – Unit cost per month for the servicing, repairing and maintenance of the Passenger Lift Stellenbosch  | No   | 12       |      |        |
| B       | <b>UNIT B</b> – Unit cost per monthly servicing, repairing and maintenance of the Hydraulic Platform Lift Worcester  | No   | 12       |      |        |
| C       | <b>UNIT C</b> – Unit cost per monthly servicing, repairing and maintenance of the Stairlift (Straight) Worcester   | No   | 12       |      |        |
| D       | <b>UNIT D</b> – Unit cost per monthly servicing, repairing and maintenance of the Stairlift (U-shape) Worcester  | No   | 12       |      |        |
| E       | <b>UNIT E</b> – Unit cost per monthly servicing, repairing and maintenance of the Stairlift (Straight) Paarl   | No   | 12       |      |        |
| F       | Extraordinary cost per callout not covered above during office hours   | No   | 5        |      |        |
| G       | Extraordinary cost per callout not covered above during after hours, over weekends and Public Holidays   | No   | 5        |      |        |
| H       | Extraordinary travelling cost/km   | Km   | 500      |      |        |
|         | <b>SUB-TOTAL</b>   |      |          |      | R      |
|         | <b><u>ADD: VALUE-ADDED TAX @ the rate of 15%</u></b>   |      |          |      | R      |
|         | <b>TENDER TOTAL FOR <u>YEAR TWO</u> CARRIED FORWARD TO FORM OF OFFER - ITEM C1.1.2 ON PAGE 60</b>  |      |          |      | R      |
|         | <b><u>(Note: Total cost for evaluation purposes only)</u></b>  |      |          |      |        |

## C2.2: PRICING SCHEDULE

| Item No | BILL OF QUANTITIES (Page 3/3)  | Unit | Quantity | Rate | Amount |
|---------|--|------|----------|------|--------|
|         | <p><b>Bill No 3</b></p> <p><u>NOTE:</u></p> <p>Service Providers are advised to study the Model Preambles for Trades before pricing this bill of quantities</p> <p>This is not a lump-sum quotation. Service Providers shall allow opposite each item for any cost involved with such item. A fully completed and priced quotation document must be handed in with quotation-closing. If any products or services will be rendered at no charge, in such an instance the price should be indicated on the pricing schedule as R0.00.</p> <p>This section must be read in conjunction with the Specifications on Pages 78-82</p> <p><b><u>YEAR THREE (3) FROM 01 JULY 2024 TO 30 JUNE 2025</u></b></p> <p><b><u>COMPREHENSIVE SERVICING, REPAIR AND MAINTENANCE OF LIFTS AND STAIRLIFTS</u></b></p> |      |          |      |        |
| A       | <b>UNIT A</b> – Unit cost per monthly servicing, repairing and maintenance of the Passenger Lift Stellenbosch  | No   | 12       |      |        |
| B       | <b>UNIT B</b> – Unit cost per monthly servicing, repairing and maintenance of the Hydraulic Platform Lift Worcester  | No   | 12       |      |        |
| C       | <b>UNIT C</b> – Unit cost per monthly servicing, repairing and maintenance of the Stairlift (Straight) Worcester   | No   | 12       |      |        |
| D       | <b>UNIT D</b> – Unit cost per monthly servicing, repairing and maintenance of the Stairlift (U-shape) Worcester  | No   | 12       |      |        |
| E       | <b>UNIT E</b> – Unit cost per monthly servicing, repairing and maintenance of the Stairlift (Straight) Paarl   | No   | 12       |      |        |
| F       | Inspection cost <u>per unit</u> by a Registered Lift Inspector in terms of the Occupational Health and Safety Act, Act 85 of 1993 and the Driven Machinery Regulations, 2015   | No   | 5        |      |        |
| G       | Extraordinary cost per callout not covered above during office hours   | No   | 5        |      |        |
| H       | Extraordinary cost per callout not covered above during after hours, over weekends and Public Holidays   | No   | 5        |      |        |
| J       | Extraordinary travelling cost/km   | Km   | 500      |      |        |
|         | <b>SUB-TOTAL</b>   |      |          | R    |        |
|         | <b>ADD: VALUE-ADDED TAX @ the rate of 15%</b>  |      |          | R    |        |
|         | <b>TENDER TOTAL FOR YEAR THREE CARRIED FORWARD TO FORM OF OFFER - ITEM C1.1.3 ON PAGE 60</b>   |      |          | R    |        |
|         | <b>(Note: Total cost for evaluation purposes only)</b>   |      |          |      |        |

**DECLARATION (In respect of completeness of Tender)**

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CAPE WINELANDS DISTRICT MUNICIPALITY  
29 Du Toit Street  
STELLENBOSCH  
7600

**I/We, the undersigned, do hereby declare that the preceding page is the Pricing Schedule forming Part C2.2 of this Contract Document upon which my / our tender for T2022/057: COMPREHENSIVE TERM TENDER FOR THE SERVICING, REPAIRING AND MAINTENANCE OF PASSENGER LIFTS AND STAIRLIFTS FOR THE PERIOD ENDING 30 JUNE 2025**

**Signature:** *(of person authorized to sign the tender)* .....

**Name:** *(of signatory in capitals):*

**Capacity:** *(of Signatory):*

**Name of Tenderer:** *(organisation):* .....





**PART C3: SCOPE OF WORK**

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|  | <b>Page</b>  |
|--|--------------|
| <b>C3.1 Description of Works</b> ..... | <b>78-82</b> |

**PART C3.1: DESCRIPTION OF WORKS****C3.1 INTRODUCTION AND BACKGROUND**

The Cape Winelands District Municipality invites tenders from service providers for a comprehensive service, repair, and maintenance contract for passenger and stairlifts as promulgated under the Occupational Health and Safety Act, Lift, Escalator and Passenger Conveyor Regulations at various CWDM office buildings for the period ending 30 June 2024

**C3.2 OBJECTIVES OF TENDER**

The objective of this tender is to procure the services of a suitably qualified, experienced, and dedicated Service Provider to execute the required building related work as specified.

**C3.3 GENERAL DESCRIPTION OF THE LIFT SYSTEMS**

| <b><u>UNIT A - PASSENGER LIFT</u></b> |   |
|---------------------------------------|---|
| <b>LOCATION</b>                       | <b>CWDM OFFICE, 29 DU TOIT STREET, STELLENBOSCH</b> |
| <b>Unit Type</b>                      | Passenger Lift                                      |
| <b>Number of units</b>                | One (1)   |
| <b>Government certificate number</b>  | 08/L4230  |
| <b>Manufacturer</b>                   | Xizi  |
| <b>Usage</b>                          | Conventional  |
| <b>Load (kg)</b>                      | 800kg/ 10 Persons                                   |
| <b>Speed (m/s)</b>                    | 1.0m/s  |
| <b>No. of levels served</b>           | 3   |
| <b>No. of landing entrances</b>       | 3   |

| <b><u>UNIT B - HYDRAULIC PLATFORM LIFT</u></b> |  |
|--|--|
| <b>LOCATION</b>                                | <b>CWDM OFFICE, 51 TRAPPES STREET, WORCESTER</b> |
| <b>Unit Type</b>                               | Hydraulic Platform Lift                          |
| <b>Number of units</b>                         | One (1)  |
| <b>Government certificate number</b>           | CTE6563  |
| <b>Manufacturer</b>                            | Axel   |
| <b>Usage</b>                                   | Conventional                                     |
| <b>Load (kg)</b>                               | 300kg  |
| <b>Speed (m/s)</b>                             | 0.15m/s  |
| <b>No. of levels served</b>                    | 2  |
| <b>No. of landing entrances</b>                | 2  |

| <b><u>UNIT C - STAIR LIFT</u></b>    |  |
|--------------------------------------|--|
| <b>LOCATION</b>                      | <b>CWDM OFFICE, 51 TRAPPES STREET, WORCESTER</b> |
| <b>Unit Type</b>                     | Stair lift (Straight)                            |
| <b>Number of units</b>               | One (1)  |
| <b>Government certificate number</b> | V64  |
| <b>Manufacturer</b>                  | Vimec  |
| <b>Usage</b>                         | For the disabled                                 |
| <b>Load (kg)</b>                     | 250kg  |
| <b>Speed (m/s)</b>                   | 0.15m/s  |
| <b>No. of levels served</b>          | 2  |
| <b>No. of landing entrances</b>      | 2  |

| <b><u>UNIT D - STAIR LIFT</u></b>    |  |
|--------------------------------------|--|
| <b>LOCATION</b>                      | <b>CWDM OFFICE 51 TRAPPES STREET WORCESTER</b> |
| <b>Unit Type</b>                     | Stair lift (U-Shape)                           |
| <b>Number of units</b>               | One (1)  |
| <b>Government certificate number</b> | V65  |
| <b>Manufacturer</b>                  | Vimec  |
| <b>Usage</b>                         | For the disabled                               |
| <b>Load (kg)</b>                     | 250kg  |
| <b>Speed (m/s)</b>                   | 0.15m/s  |
| <b>No. of levels served</b>          | 3  |
| <b>No. of Landing entrances</b>      | 3  |

| <b><u>UNIT E - STAIR LIFT</u></b>    |  |
|--------------------------------------|--|
| <b>LOCATION</b>                      | <b>CWDM OFFICE 194 MAIN STREET PAARL</b> |
| <b>Unit Type</b>                     | Stair lift (L-Shape)                     |
| <b>Number of units</b>               | One (1)                                  |
| <b>Government certificate number</b> | VE0094                                   |
| <b>Manufacturer</b>                  | Xizi                                     |
| <b>Usage</b>                         | For the disabled                         |
| <b>Load (kg)</b>                     | 230kg                                    |
| <b>Speed (m/s)</b>                   | 0.63m/s                                  |
| <b>No. of levels served</b>          | 2  |
| <b>No. of landing entrances</b>      | 2  |

### **C3.3.2 SCOPE OF WORK**

- C3.3.2.1. The service provider will maintain the passenger lifts and stairlifts according to a customised maintenance program in keeping with the lift type and its usage. The lifts will be maintained to retain the original manufacturer's specifications regarding safety, performance, and reliability, through regular scheduled visits.

- C3.3.2.2. Mandatory services will be rendered at regular intervals in accordance with the Occupational Health and Safety Act.
- C3.3.2.3. Key components of the passenger lift (Unit A) and passenger hydraulic platform lift (Unit B) to be inspected, serviced, and maintained comprise of door locks, door fastenings/hangers/slippers, door detectors/door protection, vision panel, intercom/alarms, floor levels, brake linings, overspeed governor, limited headroom, ropes/traction sheave, machine room door, illumination in car, landing and shaft, excessive trust or gear/drive shaft wear, shaft end protection, water leakages, etc.
- C3.3.2.4. Key components of the Stair lifts (Units C – E) to be inspected, serviced, and maintained comprise of carriage/frame/track/protection arms/platform/charging station, control buttons/display setting keypad/vision panel, handwheel connection for manual operation, transmission components, floor indicator lights, alarms/bell, etc.

### C3.3.3 TENDER REQUIREMENTS

- C3.3.3.1 The Service Provider shall at its own cost, replace parts and components supplied by it which show defects in design, materials, or workmanship.
- C3.3.3.2 All parts and components installed must include a one year (12 months) onsite warranty from the date of installation. As a full comprehensive cover is required by the Employer under this contract, the warranty shall be extended for the duration period of the Contract.
- C3.3.3.3 A Draft Service Level Agreement (SLA) applicable for the full contract term must be drawn up and submitted with the tender for approval. Payments in this regard will be made monthly.
- C3.3.3.4. The service provider will provide 24 hours per day service responsiveness through a service callout centre. The service provider will immediately respond to all entrapments upon notification, 24 hour/day and 7 days/week within a maximum of 120 minutes. Key personnel shall be expected to operate from their company premises as the demands of the anticipated contract requires.
- C3.3.3.5 The service provider shall arrange for a Registered Lift Inspector to inspect the lifts and stairlifts once every 24 months in accordance with the specifications supplied by SANS, on request by the Client, and update the Department of Employment and Labour and employ records accordingly.
- C3.3.3.6 The service provider will respond to administrative requests regarding lift availability, lift starts, recommendations regarding health and safety, and changes in lift regulations and directives during regular working hours within 24 hours.

### C3.3.4 EQUIPMENT, MATERIAL AND CONSUMABLES

All necessary requirements including but not limited to human resources, equipment, and material required for the successful execution of the above are to be provided by the Service Provider:

- C3.3.4.1 Adequate stock of all consumables required for the proper execution of the work.
- C3.3.4.2 Tools and testing equipment.
- C3.3.4.3 Lifting equipment/Scaffolding.
- C3.3.4.4 Drilling equipment.
- C3.3.4.5 Appropriate transport for all deployed teams.
- C3.3.4.6 Access to specialised equipment.

Restrictions on how the Service Provider provides the service is listed below, but not limited to the following:

- C3.3.4.7 The Service Provider shall provide the Client periodically with a written record, in schedule form, reflecting the number and description of staff employed on site.
- C3.3.4.8 The Service Provider will strictly control all his staff that is deployed on site.
- C3.3.4.9 The Service Provider is to strictly control all its working activities on site.
- C3.3.4.10 All sub-contractors used by the Service Provider must be approved by the Client and will be subject to any vetting process as may be required.
- C3.3.4.11 Service Provider to provide Compliance Certificates on the completion of work where required.
- C3.3.4.12 All variations in respect of scope of work must be requested in writing from the Client.  
  
Should the Client require a programme showing the key activities for any requested work, it should illustrate the following:
  - C3.3.4.13. The start and finish dates for each of the activities, and
  - C3.3.4.14. The order and timing of activities which the Service Provider plans to provide the Employer with.

**C3.3.5 APPLICABLE KEY PERFORMANCE INDICATORS (KPIs)**

- C3.3.5.1 Work/ services rendered within time frames specified.
- C3.3.5.2 Work/ services rendered within financial framework specified.
- C3.3.5.3 Acceptable standard and quality of work delivered.

**C3.3.6 REQUIRED PERFORMANCE STANDARDS**

|          | <b>CRITEREA</b>  | <b>STANDARD</b> |
|----------|--|-----------------|
| C3.3.6.1 | Availability   | 100%            |
| C3.3.6.2 | Call-out Rate per unit per year  | As required     |
| C3.3.6.3 | Response time to lifts stopped with passengers during “normal business hours”  | 45 minutes      |
| C3.3.6.4 | Response time to lifts stopped with passengers outside “normal business hours” | 90 minutes      |
| C3.3.6.5 | Response time to breakdowns during “normal business hours”                     | 120 minutes     |
| C3.3.6.6 | Response time to breakdowns outside “normal business hours”                    | 120 minutes     |
| C3.3.6.7 | Floor levelling accuracy (up or down)  | <6mm            |

**C3.3.7 REPORTING LINES**

The successful Service Provider will perform its services under control and management of the manager of the relevant department. No instructions are to be taken from any councillor or other employee from the Cape Winelands District Municipality other than the appointed manager.

**C3.3.8 OFFICE**

To be considered for appointment in terms of this tender, tenderers must have an office through which all communication with the Municipality will flow. The address of the office must be indicated on the returnable schedules, and which will be regarded as the domicilium citandi et xecutandi for any contract arising from this tender submission. All the work in terms of this tender will be carried out within the Cape Winelands District Municipal area.

### C3.3.9 RISKS

In the event of the successful Service Provider being unable to perform its duties under this appointment, or if in the opinion of the Municipality the progress of work, or the quality thereof is not satisfactory, the Municipality shall be entitled to cancel the contract. The Service Provider will however first be granted the opportunity to rectify his mistakes within a mutually agreed time frame and quality of work expected.

Where any damage is caused due to negligence by the Service Provider, the Service Provider shall be held responsible and shall make good such damage at his/her own expense to the satisfaction of the Municipality, and with the minimum disruption of essential services.

#### **Special note:**

Where the municipality is forced to carry out any repairs due to the Service Provider's activities, the cost will be billed to the appointed Service Provider.

### C3.4 REMUNERATION

C3.4.1. No payments will be made in advance.

C3.4.2. No payments will be made for material on site.

C3.4.4. Any fees for remuneration are to be inclusive of Value Added Tax where applicable.

C3.4.5. The Contractor shall deliver to the CWDM a monthly statement for payment of all amounts he considers to be due to him. Payment for services rendered is payable within 30 days from receipt of invoice.

### C3.5 TENDER EVALUATION

The final scores for responsive tenders shall be calculated as follows: sum of points scored for price based on the tender unit prices over the full contract term of three years, plus preferential points scored.

### C3.6 APPOINTMENT TERMS

C3.6.1. The successful Tenderer's appointment shall be based on the scale of tariffs as reflected in the Tenderer's Pricing Schedule in the accepted tender document, and not a fixed contract amount.

C3.6.2. The appointment of the successful Service Provider will be for a three-year contract period ending 30 June 2025.

C3.6.3. **Year One** – Until 30 June 2023

Please note that for **Year One** only, **Unit Type B Item B on Page 72** will not form part of this contract, but the tenderer must however allow in his tender for a Unit cost per monthly servicing, repairing and maintenance of the lift as requested in the Pricing Schedule. The current platform lift is out of order and is about to be replaced with a new platform lift, and that tender for that project includes a Service Level Agreement for the servicing, repair, and maintenance of that unit applicable for a period of twelve (12) months after installation.

C3.6.4. **Year Two** – from 01 July 2023 until 30 June 2024

C3.6.5. **Year Three** – from 01 July 2024 until 30 June 2025

C3.6.6. All the assignments will be allocated at the discretion of the Employer.