

OVERSTRAND MUNICIPALITY  
(Hereinafter = the Municipality)

**GENERAL CONDITIONS OF TENDER**

- (a) Sealed tenders / quotations, with "Tender / Quotation No SC . /2008" clearly endorsed on the envelope, must be deposited in the **tender box** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus.
- (b) The tender must be lodged by the Tenderer in the tender box in the Main Cash Hall, Hermanus Municipal Offices, Magnolia Road, Hermanus

**Please Note:**

- **Tenders that are deposited in the incorrect box will not be considered.**  
**Tender box deposit slot is 28cm x 2.5cm.**  
**Mailed, telegraphic or faxed tenders will not be accepted.**

- (c) Any Tender received after the appointed time for the closing of Tenders shall not be considered but shall be filed unopened with the other Tenders received or may be returned to the Tenderer at his request.
- (d) Tenders may **not** be telefaxed to the Municipality and therefore any tenders received by fax will **not** be considered.
- (e) A separate Tender box is provided for the reception of Tenders and no Tender will be considered which, subsequent to the closing hour for Tenders, may be found in another box.
- f) Tenders shall be opened in public at the Hermanus Municipal Offices as soon as possible after the closing time for the receipt of tenders.
- g) Alterations or deletions not signed by the Tenderer may render the tender invalid.
- h) the Municipality shall have the right summarily to disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; ALTERNATIVELY;

That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.

The tenderer shall declare **all** the Municipal account numbers in the

- Overstrand Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-responsible.
- i) All prices shall be quoted in South African currency and be **inclusive of VAT**.

## **INVOICES, VAT AND PAYMENTS**

### **1. Invoices**

All invoices must be forwarded to the following address:  
Overstrand Municipality, PO Box 20, Hermanus, 7200.

### **2. Value-Added Tax (VAT)**

Tax invoices are to comply with the requirements as contained in the Value Added Tax Act, Act 89 of 1991. The content of the invoice must contain sufficient information for audit purposes.

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

The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R1 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.

The VAT registration number of the Municipality is **4140106396**.

### **3. Payments**

There will be one payment per month to the Contractor.

#### **Standard Payment Terms**

Invoices received for services for a particular calendar month's services, will be paid between the 20<sup>th</sup> and 25<sup>th</sup> of the ensuing month.

#### **Payments to SMME / HDI Contractors**

Invoices received for services for a particular calendar month, will be paid between the 11<sup>th</sup> and 16<sup>th</sup> of the ensuing month.