



**OVERSTRAND MUNICIPALITY
(Hereinafter = the Municipality)**

GENERAL CONDITIONS OF TENDER

- (a) The tender must be submitted in a sealed envelope addressed to the Municipal Manager and endorsed by indicating the tender number and description.
- (b) The tender must be lodged by the Bidder in the correct tender box in the Main Cash Hall, Hermanus Municipal Offices, Magnolia Road, Hermanus.
- (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 Bidder at his request.
- (d) Tenders may **not** be tele-faxed 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 Bidder may render the tender invalid.
- (h) The Municipality shall have the right summarily to disqualify any Bidder 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 Bidder 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 Bidder 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.

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- 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 20th and 25th of the ensuing month.

Payments to SMME / HDI Contractors

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