



# OVERSTRAND MUNICIPALITY

## TENDER NO. SC 863/2010

### APPOINTMENT OF CONSULTING ENGINEERS FOR VARIOUS PROJECTS IN THE OVERSTRAND MUNICIPAL AREA

TENDERER	.....
PRICING SCHEDULE	Refer to P. 62a, section C2.2.
Total for Item 2 from p.62a	.....

INDICATE WITH AN "X" THE CATEGORY/CATEGORIES OF ENGINEERING SERVICES FOR WHICH ARE TENDERED (MORE THAN ONE MAY BE SELECTED):

WATER RESOURCES AND BULK WATER	
WATER RETICULATION	
WATER TREATMENT	
WATER CONSERVATION / DEMAND MANAGEMENT	
DAM SAFETY	
BULK SEWERAGE AND SEWER RETICULATION	
WASTE WATER TREATMENT	
WATER SERVICES INSTITUTIONAL PLANS / AUDITS	
GROUNDWATER DEVELOPMENT & MANAGEMENT	
TRAFFIC ENGINEERING	
ROADS	
STORMWATER	
LABOUR INTENSIVE PROJECTS	
ELECTRICITY	
TOWNSHIP SERVICES	
TELEMETRY / SCADA	
ASSET MANAGEMENT	

Issued by:  
Overstrand Municipality  
PO Box 20  
Hermanus  
7200

April 2010

Tel. 028 – 316 3724  
Fax 028 – 316 3721

# OVERSTRAND MUNICIPALITY

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# **Part T1: Tendering procedures**

- T.1.1. Tender notice and invitation to tender
- T.1.2. Tender Data

## **T.1.1 Tender Notice and Invitation to Tender**

Overstrand Municipality

### **TENDER SC 863/2010: APPOINTMENT OF CONSULTING ENGINEERS FOR VARIOUS PROJECTS IN THE OVERSTRAND MUNICIPAL AREA**

Tenders are hereby invited for TENDER NO. SC 863/2010

Tender documents, in English, are obtainable from Friday, 30 April 2010, from Ms Barbara Pearson at the office of the Director: Infrastructure & Planning, 1<sup>st</sup> floor Hermanus municipal offices, Magnolia Avenue, Hermanus, tel. 028 - 313 8104, upon payment of a non-refundable tender participation fee of R400 (four hundred Rand) per set. Bank guaranteed cheques are to be crossed and made payable to Overstrand Municipality.

*Alternatively, the document can be downloaded in pdf format from Overstrand Municipality's web site, [www.overstrand.gov.za](http://www.overstrand.gov.za), or obtained via e-mail from: [hblignaut@overstrand.gov.za](mailto:hblignaut@overstrand.gov.za).*

Sealed tenders, with "TENDER NO. SC 863/2010: APPOINTMENT OF CONSULTING ENGINEERS FOR VARIOUS PROJECTS IN THE OVERSTRAND MUNICIPAL AREA" clearly endorsed on the envelope, must be deposited in Tender Box No. 4 at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus.

The closing date and time is on Friday, 21 May 2010 at 12h00, and tenders will be opened in public as soon as possible thereafter in the Finance Committee Room, Hermanus Administration.

Tenders must be valid for ninety (90) days after the closing date

The Overstrand Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient. Tenders are subject to the Standard Conditions of Tender, the Preferential Procurement Regulations of 2001 and the Supply Chain Management Policy of the Overstrand Municipality.

Please contact the undersigned at 028 - 316 3724 for any additional information requirements.

DEPUTY DIRECTOR: Hanré Blignaut  
DIRECTORATE: INFRASTRUCTURE&PLANNING  
HERMANUS ADMINISTRATION

## OVERSTRAND MUNICIPALITY

Tender No: SC 863/2010

### APPOINTMENT OF CONSULTING ENGINEERS FOR VARIOUS PROJECTS IN THE OVERSTRAND MUNICIPAL AREA

#### T1.2 Tender Data

Clause number	
	<p>The Conditions of Tender are the Standard Conditions of Tender as contained in Annexure F of the September 2005 edition of the CIDB Standard for Uniformity in Construction Procurement (refer also to <a href="http://www.cidb.org.za">www.cidb.org.za</a>).</p> <p>The Standard Conditions of Tender for Procurement 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.</p>
F.1.1	The employer is Overstrand Municipality
F.1.2	<p>The tender documents issued by the employer comprise:</p> <p><b>Part T1: Tendering procedures</b> T1.1 Tender notice and invitation to tender T1.2 Tender data</p> <p><b>Part T2: Returnable Schedules</b> T2.1 List of returnable documents T2.2 Returnable schedules</p> <p><b>Part C.1: Agreements and contract data</b> C1.1 Form of offer and acceptance C1.2 Contract data</p> <p><b>Part C.2: Pricing data</b> C2.1 Pricing instructions C2.2 Pricing Schedule</p> <p><b>Part C.3: Scope of work</b> C3 Scope of work</p> <p><b>Appendix A: Eligibility Assessment</b> <b>Appendix B: Evaluation of Tender Offer</b></p>
F.1.4	<p>The employer has no agent acting on it's behalf for the purpose of this tender. The employer's representative for the purpose of communication between the employer and tenderers is:</p> <p>Name: Mr. Hanré Bignaut Address: Overstrand Municipality PO Box 20 Hermanus 7200</p> <p>Tel: 028 316 3724 Fax: 028 316 3721 E-mail: <a href="mailto:hbignaut@overstrand.gov.za">hbignaut@overstrand.gov.za</a></p> <p>Only information issued formally in writing to tenderers by the employer's representative will be regarded as amendments to the tender document.</p>

F1.5.1	<p>Add the following to clause F1.5.1; Overstrand Municipality reserves the right to accept all, some, or none of the tenders / bids submitted – either wholly or in part – and it is not obliged to accept the lowest tender / bid.</p>
F.2.1	<p>Eligibility: <i>Add the following:</i></p> <p>Only those tenderers who satisfy the following criteria are eligible to submit tenders:</p> <p><b>F.2.1.1 Registration as Service Provider:</b> Only those tenderers who are registered and verified on Overstrand Municipality's Suppliers Database as service providers, or are capable of being so prior to the evaluation of submissions, are eligible to submit tenders. The Employer will only enter into a formal contract with a tenderer who is registered on Overstrand Municipality's Suppliers Database as service provider.</p> <p><b>F.2.1.2 Local office:</b> In order to be considered for an appointment in terms of this tender, tenderers must have an office in the Western Cape, through which all communication with the employer will flow, and where the majority of work in terms of this tender will be carried out. The address of the local office must be indicated in Part T2.2: Returnable Documents, as well as the preferred domicilium citandi et executandi for the purposes of any contract arising from this tender submission.</p> <p><b>F.2.1.3 Key personnel:</b> The following personnel must be in the full time, permanent employment of the tenderer and available for the envisaged appointments:</p> <ol style="list-style-type: none"> <li>1. A Project Leader who is a registered Professional Engineer or registered Professional Technologist/Technician, with at least seven years verifiable post graduate experience in the provision of consulting engineering services and project management of Municipal Infrastructure. The person must verify competence through both experience and post graduate qualification and/or completion of relevant courses. The Project Leader must have acted as the 'Engineer' in terms of the General conditions of Contract for Construction Works (2004) (latest version) within the last three years.</li> <li>2. A Project Engineer who is a qualified engineer / Technologist / Technician with at least five years verifiable post graduate experience in municipal infrastructure projects.</li> <li>3. A Resident Engineer who is a qualified engineer / Technologist / Technician with at least three years verifiable post graduate experience in contract supervision in municipal infrastructure projects.</li> </ol> <p>The Project Leader must be registered as a professional with the Engineering Council of South Africa. His Registration number must be indicated in Schedule T2.2.11: Key Personnel, Part T2.2: Returnable Schedules. The Curriculum Vitae of all key personnel must be submitted with the tender submission.</p> <p>Key personnel will be expected to operate out of the local office, as the demands of the anticipated projects require.</p> <p><b>F.2.1.4 Professional indemnity insurance:</b> The employer shall not award a contract to any tenderer that does not hold valid professional indemnity (PI) insurance providing cover in an amount of not less than R2 000 000 in respect of each and every claim during the period of insurance, which stated minimum cover shall remain in place for the full period of commissioning. Proof of insurance must be submitted with the tender, appended in Part T2.2: Returnable Schedules.</p> <p><b>Note: The Eligibility Assessment sheet is enclosed as Appendix A. Tenderers are advised to carefully study this sheet to ensure that the correct information is provided.</b></p>

F.2.7	There is no compulsory clarification meeting.
F.2.13.3	Parts of each tender offer communicated on paper shall be submitted as an original, plus 0 (naught) copies.
F.2.13.4	The tender shall be signed by a person duly authorized to do so. Tenderers submitted by joint ventures of two or more firms shall be accompanied by the document of formation of the joint venture, authenticated by a notary public or other official deputed to witness sworn statements, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorized to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning.
F.2.13.5	<p>The employer's address for delivery of tender offers and identification details to be shown on each tender offer package is:</p> <p>Location of tender box: Overstrand Municipality, Hermanus Administration, Magnolia Avenue, Hermanus</p> <p>Physical address: Overstrand Municipality, Magnolia Avenue, Hermanus 7200</p> <p>Identification Details: TENDER NO. SC 863/2010: APPOINTMENT OF CONSULTING ENGINEERS FOR VARIOUS PROJECTS IN THE OVERSTRAND MUNICIPAL AREA</p>
F.2.13.6	A two-envelope procedure will <b>not</b> be followed.
F.2.15	<p>The closing time for submission of tender offers is 12h00 on Friday 21 May 2010</p> <p>Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.</p>
F.2.16	The tender offer validity period is 90 days
F.2.17	<p>Add the following to F.2.17:</p> <p>A tender may be rejected as non-responsive if the tenderer fails to provide any clarification requested by the employer within the time for submission stated in the employer's written request.</p>
F.2.23.1	<p>Add the following:</p> <p><b>Tax Clearance Certificate:</b></p> <p>Tenderers shall be registered and in good standing with the South African Revenue Services (SARS) and shall submit/append documentary evidence/proof in the form of an original valid Tax clearance Certificate issued by SARS. Failure to provide a valid Tax Clearance Certificate will prejudice the tender and it may be rejected for such reason.</p> <p>Each party to a Consortium/Joint Venture shall submit a separate valid Tax Clearance certificate.</p>
F.3.4	<p>The time and location for opening of the tender offers are:</p> <p><i>Add the following to F3.4:</i></p> <p>The time and location for opening of the tender offer is:</p> <p>Time: 12h00 on Friday 21 May 2010; Location: Overstrand Municipality, Hermanus Administration Building, Magnolia Avenue, Hermanus</p> <p>Tenders will be opened in public immediately after the closing time for tenders at 12h00.</p>

F3.8	<p>Test for responsiveness:  <i>Add the following to F3.8:</i>  Tenderers will be considered non-responsive if, inter alia:</p> <ul style="list-style-type: none"> <li>- the tender does not comply with the eligibility criteria listed in F2.1 above.</li> <li>- the tenderer has failed to clarify issues, or to submit any supporting documentation, within the time for submission stated in the employer's written request.</li> </ul>																				
F3.11	<p>Evaluation of tender offers:</p> <p>F.3.11.1 General  <i>Add the following:</i>  The procedure for the evaluation of responsive tenders is <b>Method 4: Financial Offer, preferences and quality</b>. The total score for financial offer, quality and preference will be calculated as follows.</p> <table border="0"> <tr> <td>NT</td> <td>=</td> <td>NFO + NQ + Np</td> <td>where,</td> </tr> <tr> <td>NT</td> <td>=</td> <td colspan="2">Total score awarded to the tenderer under consideration,</td> </tr> <tr> <td>NFO</td> <td>=</td> <td colspan="2">Score for Financial Offer,</td> </tr> <tr> <td>NQ</td> <td>=</td> <td colspan="2">Score for Quality,</td> </tr> <tr> <td>Np</td> <td>=</td> <td colspan="2">Score for Preferences</td> </tr> </table> <p>F.3.11.2 Scoring financial offer (NFO)  The financial offer will be scored using Formula 2 (option 2) where the value of W1 is 10.</p> <p>F.3.11.3 Scoring Quality (NQ)  Up to 80 points will be awarded for quality which is further subdivided into the following evaluation categories:</p> <ul style="list-style-type: none"> <li>• Consultant's Practice</li> <li>• Key Personnel</li> <li>• Relevant experience</li> </ul> <p>The minimum number of evaluation points for quality is 48 out of 80. Tender offers that fail to score the minimum number of evaluation points for quality will be rejected.</p>	NT	=	NFO + NQ + Np	where,	NT	=	Total score awarded to the tenderer under consideration,		NFO	=	Score for Financial Offer,		NQ	=	Score for Quality,		Np	=	Score for Preferences	
NT	=	NFO + NQ + Np	where,																		
NT	=	Total score awarded to the tenderer under consideration,																			
NFO	=	Score for Financial Offer,																			
NQ	=	Score for Quality,																			
Np	=	Score for Preferences																			
	<p><b>The Tender Evaluation sheet is enclosed as Appendix B. Tenderers are advised to carefully study this sheet to ensure that sufficient information is provided for each category of engineering projects tendered for.</b></p>																				



F.3.11.4	<p><b>Scoring Preferences (Np)</b>  <i>Add the following new sub clause:</i>  Tender evaluation points will be awarded for preference up to a maximum of 10 points to tenderers who complete and submit the preferencing schedules and who are found to be eligible for the preferences claimed in respect of HDI (Historically Disadvantaged Individual) equity ownership and Local Enterprise within the Overstrand Municipal area. The score for preference (NP) will be calculated as follows for each responsive tender under consideration:</p> <ul style="list-style-type: none"> <li>(a) Equity ownership by HDI's (MBD 6.1), 3 points for 100 % PDI ownership and progressively less for lower percentage HDI ownership.</li> <li>(b) Equity ownership by Women (MBD 6.1), 2 point for 100% women ownership and progressively less for lower percentage women ownership.</li> <li>(c) Equity ownership by the disabled (MBD 6.1), 1 point for 100% ownership by the disabled and progressively less for lower percentage disabled ownership.</li> <li>(d) Local Enterprise: Western Cape (MBD 6.9), 1 Point, or Overberg District (MBD 6.10), 2 points, or Overstrand municipal area (MBD 6.11), 4 points.</li> </ul> <p><b>Note:</b></p> <p>Where the entity tendering is a joint venture, the HDI equity ownership percentage of each party to the Joint venture shall be combined in proportion to the fee contribution of each party to the joint venture, in order to determine the HDI status of the joint venture itself.</p> <p>In terms of Regulation 13 (2) preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed in Regulation 13 (5) (c):</p> $NEP = NOP \times \frac{EP}{100}$ <p>Where:</p> <p>NEP = Points awarded for equity ownership by HDI's</p> <p>NOP = The maximum number of points awarded for equity ownership by HDI's in that specific category</p> <p>EP = The percentage of equity ownership by HDI's within the enterprise or business, determined in accordance with the definition of HDI's.</p> <p><b>or as indicated on the MBD forms</b></p>
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F.3.13	<p>Acceptance of tender offers:  <i>Add the following to 3.13.1:</i>  F.3.13.1. Tender offers will only be accepted if:</p> <ul style="list-style-type: none"> <li>(a) the tenderer has in his or her possession an original valid Tax Clearance Certificate issued by the South African Revenue Services;</li> <li>(b) the tenderer is registered and verified on the Overstrand Municipality's Supplier Data Base before tender evaluation takes place;</li> <li>(c) 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;</li> <li>(d) the tenderer has not: <ul style="list-style-type: none"> <li>a. abused the Employer's Supply Chain Management System; or</li> <li>b. failed to pay municipal rates and taxes or service charges and such rates, taxes and charges are not in arrears for more than three months;</li> <li>c. failed to perform on any previous contract and has been given a written notice to this effect;</li> </ul> </li> <li>(e) the tenderer has no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interest of the employer, or potentially compromise the tender process.</li> </ul>
F.3.13.2	<p>Notification of decision, objections and complaints:  If the Bid Adjudication Committee has resolved that a tender be accepted, the successful and unsuccessful tenderers shall be notified in writing of this decision.</p> <p>Persons aggrieved by decisions or actions taken by the Supply Chain Management System, may lodge within 10 working days of the decision or action, a written objection or complaint against the decision or action.</p> <p>Any tenderer wishing to exercise this right, must submit their objection/complaint in writing to Overstrand Municipality, Supply Chain Management Section.</p> <p>The format of the objection/complaint must;</p> <ul style="list-style-type: none"> <li>• set out the reasons for the objection/complaint;</li> <li>• state in which way the appellant's rights have been affected by the decision;</li> <li>• state the remedy sought, and</li> <li>• be accompanied by a copy of the notification advising the tenderer of the decision of the Bid Adjudication Committee.</li> </ul>
F.3.18.	<p>Provide copies of the contract  <i>Add the following:</i>  The number of paper copies of the signed contract to be provided by the Employer is <u>one</u>.</p>
F.4	<p>Additional Conditions of Tender  The additional conditions of tender are:</p>
F.4.1	<p>Invalid tenders:  Tenders shall be considered invalid and shall be endorsed and recorded as such in the tender opening record, by the responsible official who opened the tender, in the following circumstances:</p> <ul style="list-style-type: none"> <li>(a) if the tender offer is not submitted on the Pricing Schedule bound into this tender document (form C2.2, Part C2: Pricing Data);</li> <li>(b) if the tender is not completed in non-erasable ink;</li> <li>(c) if the offer has not been signed;</li> <li>(d) if the offer is signed, but the name of the tenderer is not stated or is unrecognizable.</li> </ul> <p><b>Note:</b> Even though price plays a minor role with regard to the appointment of consulting engineers, you are obliged to indicate the required mark-up rate.</p>

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## **Part T2: Returnable Documents**

T.2.1 List of Returnable Documents  
T.2.2 Returnable Documents

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# OVERSTRAND MUNICIPALITY

Tender No: SC 863/2010

## APPOINTMENT OF CONSULTING ENGINEERS FOR VARIOUS PROJECTS IN THE OVERSTRAND MUNICIPAL AREA

### T2.1 List of Returnable Documents

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

#### 1. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

- T2.2.1 Certificate of Authority of Signatory
- T2.2.2 Alterations / Amendments by Tenderer
- T2.2.3 Tax clearance Certificate
- T2.2.4 MBD2
- T2.2.5 Record of Addenda to Tender Documents
- T2.2.6 Preferencing Schedules MBD 6.1, 6.9, 6.10, 6.11
- T2.2.7 Consultant's Practice
- T2.2.8 Relevant Experience
- T2.2.9 Key Personnel
- T2.2.10 Expertise of Key personnel
- T2.2.11 Professional Indemnity Insurance
- T2.2.12 ISO 9001:2000 Certification
- T2.2.13 MBD 4: Declaration of Interest
- T2.2.14 MBD 8: Declaration of bidder's past supply chain management practices
- T2.2.15 Overstrand Supplier Data Base Registration Forms

#### 2. FORM OF OFFER AND ACCEPTANCE

- C1.1 Form of Offer and Acceptance
- C1.2 Contract Data

#### 3. PRICING SCHEDULE REQUIRED FOR TENDER EVALUATION PURPOSES

- C2.1 Pricing Instructions
- C2.2 Pricing Schedule

## T2.2 RETURNABLE DOCUMENTS

Tenderers must complete these schedules in non-erasable ink, and may not use any correction fluids.

### T2.2.1 CERTIFICATE OF AUTHORITY OF SIGNATORY

Indicate the status of the Tenderer by ticking the appropriate box below. The Tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

#### A. Certificate for Company

I, ....., chairperson of the board of directors of  
....., hereby confirm that by resolution of the board  
(copy attached) taken on ..... 20..., Mr / Ms .....  
acting in the capacity of ....., was authorized to sign all documents in connection with this  
tender for and any contract resulting from it on behalf of the company.

As Witnesses:

1. .... Chairmain : .....
2. .... Date : .....

#### B. Certificate for Partnership

We, the undersigned, being the key partners in the business trading as .....  
hereby authorize Mr / Mrs ....., ..... acting in the capacity of .....  
to sign all documents in connections with this tender and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**NOTE:** This certificate is to be completed and signed by all of the key partners upon whom rest the direction of the affairs of the Partnership as a whole

#### C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr / Ms.....,  
authorized signatory of the company, close corporation or partnership, ....., acting in  
the capacity of lead partner, to sign al documents in connection with this tender 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.

**NOTE:** A copy of the Joint venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture shall be appended to this schedule

**D. Certificate for Sole proprietor**

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

As witnesses :

1. .... Signature: sole owner : .....  
2. .... Date : .....

**E. Certificate for Close Corporation**

We, the undersigned, being the key members in the business trading as .....  
..... hereby authorize Mr / Mrs .....

acting in the capacity of ....., to sign all documents in connection with this tender and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**NOTE:** This certificate is to be completed and signed by all of the members upon whom rests the direction of the affairs of the Close Corporation.

### **T.2.2.2 ALTERATIONS/AMENDMENTS BY TENDERER**

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

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

If no deviations or modifications are desired, the schedule hereunder is to be marked **NIL** and signed by the Tenderer.

No alternative Tender will be considered unless a Tender free of qualifications and strictly on the basis of the Tender Documents is also submitted.

PAGE / ITEM	CLAUSE / DESCRIPTION

Name of Tendering  
Entity :

Authorized signature :

Date :

### **T.2.2.3 TAX CLEARANCE CERTIFICATE**

Refer to MBD 2 on next page for tax clearance certificate requirements.

An original valid Tax Clearance Certificate from the South African Revenue Services (SARS) shall be attached to this Schedule.

Each party to a Consortium/Joint Venture shall submit a separate original valid Tax Clearance Certificate.

Signed ..... Date .....

Name ..... Position .....

Tenderer .....



## **TAX CLEARANCE CERTIFICATE 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.**

1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).

6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

## T2.2.5 RECORD OF ADDENDA TO TENDER DOCUMENT

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

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

## T.2.2.6 PREFERENCING SCHEDULES

### MBD 6.1

#### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001

##### PURCHASES

This preference form must form part of all bids invited. It contains general information and serves as a claim form for Historically Disadvantaged Individual (HDI) preference points as well as a summary for preference points claimed for attainment of other specified goals

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF EQUITY OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS (HDIs), AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001.**

### 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 R500 000; and
- the 90/10 system for requirements with a Rand value above R500 000.

1.2. The value of this bid is estimated **to exceed R500 000 and therefore the 90/10 system** shall be applicable.

1.3. Preference points for this bid shall be awarded for:

- (a) Price; functionality/quality and
- (b) Specific contract participation goals, as specified in the attached forms.

1.3.1 The points for this bid are allocated as follows:

	POINTS
<b>1.3.1.1 PRICE &amp; FUNCTIONALITY/QUALITY</b>	<b>10 / 80</b>
<b>1.3.1.2 SPECIFIC CONTRACT PARTICIPATION GOALS</b>	<b>10</b>
(a) <b>Historically Disadvantaged Individuals:</b>	
2. who had no franchise in national elections before the 1983 and 1993 Constitutions	3
(ii) who is a female	2
(iii) who has a disability	1
(b) <b>Other specific goals (goals of the RDP- plus local manufacture)</b>	
(i) Local tenderers MBD 6.9 (Western Cape Province)	1 <b>or</b>
(ii) Local tenderers MBD 6.10 (Overberg Region)	2 <b>or</b>
(iii) Local tenderers MBD 6.11 (Overstrand Municipality)	4
<b>Total points for Price, HDIs and other RDP-goals must not exceed</b>	<b>100</b>

**Separate Preference Points Claim Forms will be used for the promotion of the specific goals for which points have been allocated in paragraph 1.3.1.2 (b) above.**

- 1.4 Failure on the part of a bidder to fill in and/or to sign this form may be interpreted to mean that preference points are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## **2. GENERAL DEFINITIONS**

- 2.1 **"Acceptable bid"** means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document.
- 2.2 **"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, works or services.
- 2.3 **"Comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.
- 2.4 **"Consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
- 2.5 **"Contract"** means the agreement that results from the acceptance of a bid by an organ of state.
- 2.6 **"Specific contract participation goals"** means the goals as stipulated in the Preferential Procurement Regulations 2001.
  - 2.6.1 In addition to above-mentioned goals, the Regulations [12.(1)] also make provision for organs of state to give particular consideration to procuring locally manufactured products.
- 2.7 **"Control"** means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.
- 2.8 **"Disability"** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- 2.9 **"Equity Ownership"** means the percentage ownership and control, exercised by individuals within an enterprise.
- 2.10 **"Historically Disadvantaged Individual (HDI)"** means a South African citizen
  - (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) ("the interim Constitution"); and/or
  - (2) who is a female; and/or
  - (3) who has a disability:

provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI;

- 2.11 **"Management"** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
- 2.12 **"Owned"** means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.
- 2.13 **"Person"** includes reference to a juristic person.
- 2.14 **"Rand value"** means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.
- 2.15 **"Small, Medium and Micro Enterprises (SMMs)"** bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).
- 2.16 **"Sub-contracting"** means the primary contractor's assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 2.17 **"Trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
- 2.18 **"Trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### **3. ESTABLISHMENT OF HDI EQUITY OWNERSHIP IN AN ENTERPRISE**

- 3.1 Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals classified as HDIs, or in the case of a company, the percentage shares that are owned by individuals classified as HDIs, who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.
- 3.2 Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

### **4. ADJUDICATION USING A POINT SYSTEM**

- 4.1 The bidder obtaining the highest number of points will be awarded the contract.
- 4.2 Preference points shall be calculated after prices have been brought to a comparative basis.
- 4.3 Points scored will be rounded off to 2 decimal places.
- 4.4 In the event of equal points scored, the bid will be awarded to the bidder scoring the highest number of points for specified goals.

### **5. POINTS AWARDED FOR PRICE**

#### **5.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

80/20

or

90/10

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

Where

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

$P_t$  = Rand value of bid under consideration

$P_{\min}$  = Rand value of lowest acceptable bid

## 6. Points awarded for historically disadvantaged individuals

- 6.1 In terms of Regulation 13 (2) preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed in Regulation 13 (5) (c):

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity ownership by an HDI in that specific category

EP = The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

- 6.2 Equity claims for a trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the trust.

- 6.3 Documentation to substantiate the validity of the credentials of the trustees contemplated above must be submitted.

- 6.4 Listed companies and tertiary institutions do not qualify for HDI preference points.

- 6.5 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI-members, be entitled to preference points in respect of an HDI.

- 6.6 A person awarded a contract as a result of preference for contracting with, or providing equity ownership to an HDI, may not subcontract more than 25% of the value of the contract to a person who is not an HDI or does not qualify for the same number or more preference for equity ownership.

## 7. BID DECLARATION

- 7.1 Bidders who claim points in respect of equity ownership must complete the Bid Declaration at the end of this form.

**8. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 2.10 ABOVE. POINTS TO BE CALCULATED FROM INFORMATION FURNISHED IN PARAGRAPH 9.9.**

Ownership	Percentage owned	Points claimed
8.1 Equity ownership by persons who had no franchise in the national elections	%	.....
8.2 Equity ownership by women	%	.....
8.3 Equity ownership by disabled persons*	%	.....

\*If points are claimed for disabled persons, indicate nature of impairment (see paragraph 2.8 above)

.....

**9. DECLARATION WITH REGARD TO EQUITY**

9.1 Name of firm : .....

9.2 VAT registration number : .....

9.3 Company registration number : .....

**9.4 TYPE OF FIRM**

- ☐ Partnership
- ☐ One person business/sole trader
- ☐ 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**

State where business is situated: .....

Registered Account No: .....

Stand No: .....

**9.8 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS?**

.....

**9.9 List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in paragraph 8.**

Name	Date/Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	* HDI Status			% of business / enterprise owned
				No franchise prior to elections	Women	Disabled	

\*Indicate YES or NO

**9.10 Consortium / Joint Venture**

9.10.1 In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of the HDI member:

Name of HDI member (to be consistent with paragraph 9.9)	Percentage (%) of the contract value managed or executed by the HDI member



9.10 I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 8 of the foregoing certificate, qualifies the firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The Equity ownership claimed is in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 8, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iv) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have -
  - (a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct; and
  - (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

**WITNESSES:**

1. ....

.....  
SIGNATURE (S) OF BIDDER (S)

2. ....

DATE:.....

ADDRESS:.....

.....

.....

.....

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001  
PROMOTION OF ENTERPRISES LOCATED IN A SPECIFIC PROVINCE**

---

**NB:** BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES SPECIFIED IN CLAIM FORM MBD 6.1 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001.

---

1. Regulation 17(3) (e) of the Preferential Procurement Regulations makes provision for the promotion of enterprises located in a specific province for work to be done or services to be rendered in that province.
2. The promotion of this goal can be achieved by acquiring goods and services from enterprises located within the **Western Cape Province**. This includes an enterprise whose head office may be situated in another province, but has established a fully-fledged branch within the Province. Enterprises located outside the borders of the Province and who only appoint agents and/or commission warehouses in the Province are expressly excluded from claiming points for this goal.

**SPECIFIC GOAL**

**POINTS ALLOCATED**

The stimulation of the Provincial economy by procuring locally .....1...

3. Preference points may only be claimed by enterprises located within the borders of the **Western Cape Province**. (See paragraph 2 above).

**4. BID DECLARATION**

Bidders who wish to claim points in respect of this specific goal must complete the declaration part of this form.

**5. POINTS CLAIMED**

Bidder to indicate whether the point allocated for enterprises situated within the borders of the **Western Cape Province** is claimed. Yes / No

**6. DECLARATION WITH REGARD TO LOCALITY**

State full particulars of locality of enterprise as well as that of Head Office:

Address of local enterprise: Physical: .....

Postal:.....

.....

Telephone: .....Fax: .....

Address of Head Office: Physical: .....

Postal:.....

.....

Telephone: ..... Fax: .....

I/we, the undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise certify that the enterprise is entitled to the points allocated in paragraph 2 of this form and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claim is correct.
- (iii) If the claim is found to be incorrect, the purchaser may, in addition to any other remedy it may have-
  - (a) recover all costs, losses or damages it has incurred or suffered as a result of wrong information furnished; and
  - (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

**WITNESSES:**

- 1. ....
- 2. ....

.....

SIGNATURE (S) OF BIDDER (S)

DATE: .....

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001  
PROMOTION OF ENTERPRISES LOCATED IN A SPECIFIC REGION**

**NB:** BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES SPECIFIED IN CLAIM FORM MBD 6.1 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001.

1. Regulation 17(3) (f) of the Preferential Procurement Regulations makes provision for the promotion of enterprises located in a specific region for work to be done or services to be rendered in that region.
2. The promotion of this goal can be achieved by acquiring goods and services from enterprises located within the **Overberg Region** of the Western Cape Province. This includes an enterprise whose head office may be situated in elsewhere, but has established a fully-fledged branch within this Region. Enterprises located outside the borders of this Region and who only appoint agents and/or commission warehouses in this Region are expressly excluded from claiming points for this goal.

**SPECIFIC GOAL**

**POINTS ALLOCATED**

The stimulation of the Provincial economy by procuring locally from enterprises located in the **Overberg Region**

.....2.....

3. Preference points may only be claimed by enterprises located within the **Overberg Region**. (See paragraph 2 above).

**4. BID DECLARATION**

Bidders who wish to claim points in respect of this specific goal must complete the declaration part of this form.

**5. POINTS CLAIMED**

Bidder to indicate whether the point(s) allocated for enterprises situated within the **Overberg Region** is/are claimed.

Yes / No

**6. DECLARATION WITH REGARD TO LOCALITY**

State full particulars of locality of enterprise as well as that of Head Office:

Address of local enterprise: Physical: .....

Postal:.....

.....

Telephone: .....

Fax: .....

Address of Head Office: Physical: .....

Postal:.....

.....

Telephone: .....Fax: .....

I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise certify that the enterprise is entitled to the points allocated in paragraph 2 of this form and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claim is correct.
- (iii) If the claim is found to be incorrect, the purchaser may, in addition to any other remedy it may have-
  - (a) recover all costs, losses or damages it has incurred or suffered as a result of wrong information furnished; and
  - (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

**WITNESSES:**

1. ....

2. ....

.....  
SIGNATURE (S) OF BIDDER (S)

DATE: .....

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001  
PROMOTION OF ENTERPRISES LOCATED IN A SPECIFIC MUNICIPAL AREA**

**NB:** BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES SPECIFIED IN CLAIM FORM MBD 6.1 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001.

1. Regulation 17(3) (g) of the Preferential Procurement Regulations makes provision for the promotion of enterprises located in a specific municipal area for work to be done or services to be rendered in that municipal area.
2. The promotion of this goal can be achieved by acquiring goods and services from enterprises located within the **Overstrand Municipality**. This includes an enterprise whose head office may be situated in elsewhere, but has established a fully-fledged branch within this municipal area. Enterprises located outside the borders of this Municipality and who only appoint agents and/or commission warehouses in this municipal area are expressly excluded from claiming points for this goal.

**SPECIFIC GOAL**

**POINTS ALLOCATED**

The stimulation of the local economy by procuring from enterprises located within the borders of the **Overstrand Municipality**.

.....4.....

3. Preference points may only be claimed by enterprises located within the **Overstrand Municipality**. (See paragraph 2 above).

**4. BID DECLARATION**

Bidders who wish to claim points in respect of this specific goal must complete the declaration part of this form.

**5. POINTS CLAIMED**

Bidder to indicate whether the point(s) allocated for enterprises situated within the **Overstrand Municipality** is/are claimed.

Yes / No

**6. DECLARATION WITH REGARD TO LOCALITY**

State full particulars of locality of enterprise as well as that of Head Office:

Physical: .....

Postal:.....

.....

Telephone: .....

Fax: .....

Municipal Account No: .....

Stand No: .....

Address of Head Office:

Physical: .....

Postal:.....

.....

Telephone: .....

Fax: .....

Municipal Account No: .....

Stand No: .....

I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise certify that the enterprise is entitled to the points allocated in paragraph 2 of this form and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claim is correct.
- (iii) If the claim is found to be incorrect, the purchaser may, in addition to any other remedy it may have-
  - (a) recover all costs, losses or damages it has incurred or suffered as a result of wrong information furnished; and
  - (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.

**WITNESSES:**

1. ....

2. ....

.....  
SIGNATURE (S) OF BIDDER (S)

DATE: .....

## T2.2.7 CONSULTANT'S PRACTICE

1. Tenderers must attach to this page sufficient information's in order to qualify for the points in respect of Quality, regarding the Consultant's Practice as it pertains to the Local Office as stated in F.2.1.2, addressing the following:
  - (a) Background / Organization / Management
  - (b) Fields of activity / expertise
  - (c) Staffing / Human Resources
  - (d) Skills development, training and Social Investment
  - (e) Quality management Systems

2. Tenderers shall also provide the following information regarding the Consultant's Practice as it pertains to the Local Office and also as it pertains to the discipline: Municipal Infrastructure as stated in F2.1.2. Where a tenderer has more than one local office, information provided shall be the aggregate for all of the local offices.

- 2.1 % of Principals having Professional Engineering Status (tick applicable):

>90%	70%-90%	40%-70%	<40%

- 2.2 Staff (state number):

- 2.3.1 Principal \_\_\_\_\_
- 2.3.2 Skilled technical e.g. Engineers, Technologists, Technician \_\_\_\_\_
- 2.3.3 General Technical e.g. Draughtsman, CAD Operators, etc. \_\_\_\_\_
- 2.3.4 Operational Staff e.g. Secretarial, bookkeeping \_\_\_\_\_

- 2.3. Total actual expenditure on Skills Development, Training, education and Social Investment for the past 3 years as a percentage of Payroll. Audited data to be attached to this page. \_\_\_\_\_

- 2.4. Areas of expertise: (Tick applicable)  
Sufficient information has to be provided in the returnable documents to confirm expertise in all fields of interest indicated in the table.

BULK WATER AND WATER RESOURCES	
WATER RETICULATION	
WATER TREATMENT	
WATER CONSERVATION/DEMAND MANAGEMENT	
DAM SAFETY	
BULK SEWERAGE AND SEWER RETICULATION	
WASTE WATER TREATMENT	
WATER SERVICES INSTITUTIONAL PLANS/AUDITS	
GROUNDWATER DEVELOPMENT & MANAGEMENT	
TRAFFIC ENGINEERING	
ROADS	
STORMWATER	
TOWNSHIP SERVICES	
LABOUR INTENSIVE PROJECTS	
ELECTRICITY	
TELEMETRY / SCADA	
ASSET MANAGEMENT	

Signed ..... Date .....

Name ..... Position .....

Tenderer .....



### **T.2.2.8 RELEVANT EXPERIENCE**

The tenderer shall indicate on the schedule below all relevant projects that have been completed in their local office with completion dates in the past five years, or that are underway at present, specifically under the areas of interest indicated in T.2.2.7. This form can be duplicated as needed.

<b>PROJECT TITLE</b>	<b>FEE VALUE  (VAT INCLUDED)</b>	<b>DURATION (FROM-TO)</b>	<b>STAGE OF PROJECT COMPLETED (i.e. report stage, prelim design, detail design, contract administration).</b>	<b>CLIENT</b>	<b>CONTACT REFERENCE  AND PHONE NUMBER</b>

Signed on behalf of Tenderer: .....

### **T.2.2.9 KEY PERSONNEL**

The tenderer is referred to clause F.2.1.3 of the Tender Data and shall insert in the spaces provided below details of the key personnel required to be in the employment of the tenderer in order for the tenderer to be eligible to submit a tender for this project. The curriculum vitae of each individual must be appended to this schedule.

PROJECT LEADERS				
NAME	JOB TITLE	QUALIFICATIONS	ECSA REGISTRATION NO	NO OF YEARS RELEVANT EXPERIENCE

PROJECT ENGINEERS				
NAME	JOB TITLE	QUALIFICATIONS	ECSA REGISTRATION NO	NO OF YEARS RELEVANT EXPERIENCE

RESIDENT ENGINEERS				
NAME	JOB TITLE	QUALIFICATIONS	ECSA REGISTRATION NO	NO OF YEARS RELEVANT EXPERIENCE

Signed on behalf of Tenderer: .....

## T2.2.10: EXPERTISE OF KEY PERSONNEL

Notwithstanding having appended the Curriculum Vitae of the key personnel to Schedule T2.2.9 above, the tenderer shall provide information in the format below (the tenderer can reproduce the tables at an appropriate scale to suit the information) for the **Project Leader, Project Engineer and Resident Engineer**. Any other relevant information may also be appended to this schedule.

**PROJECT LEADER: Name:** .....

**EXPERIENCE** (only projects with completion dates in the last five years will be eligible)

PROJECT	DESCRIPTION	DURATION (from-to)	RESPONSIBILITY (E.g. Engineer / Project Manager)	CLIENT + CONTACT NAME & PHONE NO	FEE VALUE	CONTRACT VALUE

**PROJECT ENGINEER: Name:** .....

**EXPERIENCE** (only projects with completion dates in the last five years will be eligible)

PROJECT	DESCRIPTION	DURATION (from-to)	RESPONSIBILITY (E.g. Engineer / Project Manager)	CLIENT + CONTACT NAME & PHONE NO	FEE VALUE	CONTRACT VALUE

**RESIDENT ENGINEER: Name:** .....

**EXPERIENCE** (only projects with completion dates in the last five years will be eligible)

PROJECT	DESCRIPTION	DURATION (from-to)	RESPONSIBILITY (E.g. Engineer / Project Manager)	CLIENT + CONTACT NAME & PHONE NO	FEE VALUE	CONTRACT VALUE

Signed on behalf of Tenderer: .....

### **T2.2.11 PROFESSIONAL INDEMNITY INSURANCE**

The tenderer is referred to clause F.2.1.4 of the Tender Data and shall state below details of the professional indemnity insurance held by the tenderer. Where the tenderer is a joint venture, each party to the joint venture must submit details of their professional indemnity insurance. Proof of insurance must be appended to this schedule.

<b>PROFESSIONAL INDEMNITY INSURANCE HELD</b>		
<b>NAME OF INSURED</b>	<b>NAME OF INSURER</b>	<b>LIMIT OF INDEMNITY IRO EACH CLAIM</b>

Signed on behalf of Tenderer : .....

## **T2.2.12 DOCUMENTARY PROOF OF ISO 9001: 2000 CERTIFICATION**

If applicable, the tenderer shall append proof of their ISO 9001:2000 certification to this schedule.

Points for quality will be awarded to tenderers who are ISO 9001:2000 certified. Where the entity tendering is a joint venture, provided one of the parties is ISO 9001:2000 certified, and it has been indicated on the work plan submitted that, that party will take responsibility for quality management, then the joint venture will be awarded the respective tender evaluation points.

Signed on behalf of Tenderer : .....

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state\*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 2.1 Full Name of bidder or his or her representative:.....
  - 2.2 Identity Number:.....
  - 2.3 Position occupied in the Company (director, shareholder etc):.....
  - 2.4 Company Registration Number:.....
  - 2.5 Tax Reference Number:.....
  - 2.6 VAT Registration Number:.....

\* "State" means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member:.....

Name of state institution to which the person is connected:.....

Position occupied in the state institution:.....

Any other particulars:

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

2.8 Did you or your spouse, or any of the company's directors / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors /shareholders/  
members of the company have any interest in any other  
related companies whether or not they are bidding for  
this contract?

YES / NO

2.11.1 If so, furnish particulars:

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

### DECLARATION

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

.....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS  
CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF  
THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE  
FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



## T2.2.14

## MBD 8

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

- 1 This Municipal Bidding Document forms 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:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. 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 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?  (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <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)?  (To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <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 <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
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 <input type="checkbox"/>	No <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 <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	If so, furnish particulars:		

#### CERTIFICATION

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

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

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

.....  
SIGNATURE

NAME: .....

POSITION: .....

NAME OF BIDDER:.....

DATE: .....

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

## **T2.2.15 OVERSTRAND SUPPLIER DATA BASE REGISTRATION FORMS**

Are you in possession of a Supplier Database Registration number issued by the Overstrand Municipality?

YES

NO

If **YES** please state registration number **SC**.....

If **NO**, the Overstrand Municipality's Supplier Database Registration forms bound into this document must be completed and submitted with your tender (see below).



**VRAELYS VIR VOORKEURVERKRYGINGSBELEID  
QUESTIONNAIRE FOR PREFERENTIAL PROCUREMENT POLICY  
IPHEPHA LEMIBUZO YENKQUBO EKHETHEKILEYO YOKUFUMANA**

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

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

Hiermee sertifiseer ek/ons die ondergetekende en die getuienisse dat bogenoemde inligting korrek is.  
I/We hereby certify that the abovementioned information is correct signed by myself/ourselves and the witnesses.  
-Mna/Thina siqinisekisa ukuba ezi nkukacha zingasentla zilungile kwaye zisayinwe ndim/sithi kunye namangqina

**Getuie/As Witness/-Njengengqina**

Handtekening / Signature / Osayinileyo

1. ....

2. ....

**LW! / NB! / -QAPHELA!**

Om Voorkeerpunte te eis **MOET** gesertifiseerde afskrifte van Identiteitsdokumente hierby aangeheg word.

To claim Preference points, certified copies of Identity Documents **MUST** be attached.

Ukuba ufuna ukwenza ibango lamanqaku akhethekileyo, **KUFUNeka** ukuba isicelo sakho sihambe kunye nekopi yencwadi yesazisi sakho (ID) eqinisekisiweyo.

<b>** "Histories Benadeelde Individu (HBI)" 'n Suid-Afrikaanse burger –</b> (1) wat weens die apartheidsbeleid wat in plek was, voor die instelling van die Grondwet van die Republiek van Suid-Afrika, 1983 (Wet Nr 110 van 1983) of die Grondwet van die Republiek van Suid-Afrika, 1993 (Wet Nr 200 van 1993) ("die tussentydse Grondwet") geen stemreg in nasionale verkiesings gehad het nie; en/of (2) wat 'n vrou is; en/of (3) wat gestremd is; Met dien verstande dat 'n persoon wat Suid-Afrikaanse burgerskap bekom het by of na die inwerkingtreding van die tussentydse Grondwet, geag word nie 'n HBI te wees nie;	
<b>** "Historically Disadvantaged Individual (HDI)" means a South African citizen -</b> (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No 200 of 1993) ("the Interim Constitution"); and / or (2) who is a female; and / or (3) who has a disability; Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.	
<b>**Xa kuthethwa ngomntu owanyashelwa amalungelo akhe kuthethwa ngommi waseMzantsi Afrika</b> (1) owathi ngenxa yenkqubo yocalucalulo ekwakusakulawulwa ngayo akabi nalo ilungelo lokuvota phambi kokwaziswa komgaqo siseko weRiphabliki yoMzantsi Afrika, 1983 (Umthetho ongunombolo 110 ka-1983) okanye Umgqao siseko weRiphabliki yoMzantsi Afrika, 1993 (Umthetho ongunombolo 200 ka-1993) ("Umgqao siseko wethutyana"); kunye / okanye (2) ongumfazi; kunye/okanye (3) okhubazekileyo; Xa ubani efumene ilungelo lokuba ngummi waseMzantsi Afrika ngexesha okanye emva kokusetyenziswa komgaqo siseko wethutyana lowo akathatyathwa njengomntu onyashelwa amalungelo akhe.	

**DECLARATION BY SUPPLIER**

1. This document serves as a declaration to be used by the municipality 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. No Registration will be accepted from persons in the service of the state\*.
- 2.(a) Any prospective supplier, having a kinship with persons in the service of the state, including a blood relationship, may in terms of current legislation register on the Municipality's Database. In view of possible allegations of favouritism, should a resulting bid, or part thereof, be awarded to suppliers connected with or related to persons in the service of the state, it is required that the supplier or his/her authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
- 2.(b) The request for registration on the Municipality's database may be rejected if the supplier, or any of its directors/members/partners have:
  - (i) abused the municipality's supply chain management system or committed any improper conduct in relation to such system;
  - (ii) been convicted for fraud or corruption during the past five years;
  - (iii) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years;
  - (iv) being a person whose tax matters are not cleared by the South African Revenue Services; or
  - (v) 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).

**In order to give effect to the above, the following questionnaire must be completed and signed before a Commissioner of Oaths.**

- 3.1 Print full Name: .....
- 3.2 Company/CC Registration or ID Number: .....
- 3.3 Are you presently in the service of the state? \* YES / NO
- 3.3.1 If so, furnish particulars.  
.....
- 3.4 Have you been in the service of the state for the past twelve months? YES / NO
- 3.4.1 If so, furnish particulars.  
.....
- 3.5 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of any prospective bid? YES / NO
- 3.5.1 If so, furnish particulars.  
.....
- 3.6 Are you, aware of any relationship (family, friend, other) between a supplier and any persons in the service of the state who may be involved with the evaluation and or adjudication of any bid? YES / NO
- 3.6.1 If so, furnish particulars.  
.....
- 3.7 Are any of your company's directors, managers, principle shareholders or stakeholders in the service of the state? YES / NO
- 3.7.1 If so, furnish particulars.  
.....
- 3.8 Are any spouse, child or parent of your company's directors, managers, principle shareholders or stakeholders in the service of the state? YES / NO
- 3.8.1 If so, furnish particulars.  
.....
- 3.9 Is the supplier or any of its directors/partners listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? YES / NO
- 3.9.1 If so, furnish particulars.  
.....

3.10 Is the supplier 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)? YES / NO

3.10.1 If so, furnish particulars.

3.11 Was the supplier 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 / NO

3.11.1 If so, furnish particulars.

3.12 Does the supplier 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 / NO

3.12.1 If so, furnish particulars.

3.13 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

3.13.1 If so, furnish particulars.

#### CERTIFICATION

I, THE UNDERSIGNED, ..... CERTIFY  
THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST  
ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Position

Date

\* 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 an employee of Parliament or a provincial legislature.

#### 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:

## National Small Business Act No. 102 of 1996 Classification

1. Indicate your Economic Sector - Give full description in 1.4 on page 1		2. Indicate the size of your Business if the National Small Business Act applies to your enterprise.				
Sector or sub-sectors in accordance with the Standard Industrial Classification		Size of class	Total full- time equivalent of paid employees  Less than:	Total annual turnover  Less than:	Total gross asset value (fixed property excluded)  Less than:	Indicate the category of your business  "X"
Please indicate your Sector	"X"	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
All Tiers of Government 00001 - 09999		Medium	100	R 5 m	R 5 m	
Agriculture  11001 - 14999		Small	50	R 3 m	R 3 m	
		Very small	10	R 0.50 m	R 0.50 m	
		Micro	5	R 0.20 m	R 0.10 m	
Mining and Quarrying  21001 - 29999		Medium	200	R 39 m	R 23 m	
		Small	50	R 10 m	R 6 m	
		Very small	20	R 4 m	R 2 m	
		Micro	5	R 0.20 m	R 0.10 m	
Manufacturing  30001 - 39999		Medium	200	R 51 m	R 19 m	
		Small	50	R 13 m	R 5 m	
		Very small	20	R 5 m	R 2 m	
		Micro	5	R 0.20 m	R 0.10 m	
Electricity, Gas and Water  41001 - 42999		Medium	200	R 51 m	R 19 m	
		Small	50	R 13 m	R 5 m	
		Very small	20	R 5.10 m	R 1.90 m	
		Micro	5	R 0.20 m	R 0.10 m	
Construction  50001 - 50999		Medium	200	R 26 m	R 5 m	
		Small	50	R 6 m	R 1 m	
		Very small	20	R 3 m	R 0.50 m	
		Micro	5	R 0.20 m	R 0.10 m	
Wholesale Trade, Commercial Agents and Allied Services 58001 - 61999		Medium	200	R 64 m	R 10 m	
		Small	50	R 32 m	R 5 m	
		Very small	20	R 6 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
Retail and Motor Trade and Repair Services 62101 - 63500		Medium	200	R 39 m	R 6 m	
		Small	50	R 19 m	R 3 m	
		Very small	20	R 4 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
Catering, Accommodation and other Trade 64101 - 64299		Medium	200	R13 m	R 3 m	
		Small	50	R 6 m	R 1 m	
		Very small	20	R 1.50 m	R 0.90 m	
		Micro	5	R 0.20 m	R 0.10 m	
Transport, Storage and Communications 71001 - 75999		Medium	200	R26 m	R 6 m	
		Small	50	R13 m	R 3 m	
		Very small	20	R 3 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
Finance and Business Services  81001 - 88999		Medium	200	R 26 m	R 5 m	
		Small	50	R 13 m	R 3 m	
		Very small	20	R 3 m	R 0.50 m	
		Micro	5	R 0.20 m	R 0.10 m	
Community, Social and Personal Services 91001 - 99999		Medium	200	R 13 m	R 6 m	
		Small	50	R 6 m	R 3 m	
		Very small	20	R 1 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	



Please indicate the nature of operations, products or services applicable to your business by ticking the appropriate box:

CODE	COMMODITY	✓	CODE	COMMODITY	✓
<b>00100:</b>	<b>CONSTRUCTION EQUIPMENT AND SUPPLIES</b>		<b>00400:</b>	<b>GENERAL SERVICES</b>	
00101	Air conditioning and temperature control equipment		00401	Accommodation and lodging	
00102	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc)		00402	Advertising, communication, design, editorial, publication and marketing services	
00103	Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc)		00403	Auctioneering services	
00104	Ceiling boards, skirtings, etc		00404		
00105	Construction machinery		00405	Bookkeeping and accounting services	
00106	Doors and windows		00406	Catering and refreshments	
00107	Electrical systems, lighting, components accessories and supplies		00407	Cleaning services	
00108	Flooring materials (Carpets, tiles, etc)		00408	Conferencing facilities and facilitation	
00109	Glass		00409	Contract administration	
00110	Plumbing ware and materials		00410	Courier services	
00111	Roofing materials		00411	Education and training	
00112	Sanitation ware and equipment		00412	Environmental impact studies	
<b>00200:</b>	<b>CONSTRUCTION SERVICES</b>		00413	Freight forwarding and clearing services	
00201	Burglar proofing and systems		00414	General maintenance services	
00202	Civil Engineering Structures		00415	General Wholesale	
00203	Concrete manufacture and works		00416	Health care	
00204	Construction-related transport		00417	Horticulture	
00205	Demolition services		00418	Infrastructural maintenance	
00206	Earthworks, drilling and landscaping		00419	Inspection services	
00207	Electrical installation		00420	Insurance	
00208	Fencing		00421	IT, broadcasting and telecommunication services	
00209	General building work		00422	Interior decorating, refurbishment and upholstery	
00210	Glazing		00423	Land valuation	
00211	Mechanical contracts		00424	Laundry and dry-cleaning services	
00212	Metalwork		00425	Locksmith services	
00213	Painting		00426	Mailing services	
00214	Paving		00427	Management services	
00215	Plumbing		00428	Miscellaneous equipment and goods hiring	
00216	Pre-cast concrete manufacture		00429	Personnel Services	
00217	Pump installation		00430	Pest control and removal services	
00218	Road works		00431	Photographic and graphic design services	
00219	Sewerage systems and construction		00432	Picture framing	
00220	Water works and pipelines		00433	Printing	
00221	Specialist Trade Contractors		00434	Procurement services	
00222	Forestry Cleaning		00435	Real estate services	
00223	CCTV Inspection		00436	Research services	
00224	Asphalt Paving		00437	Security and safety services	
00225	Traffic Systems and Signage		00438	Site cleaning	
00226	Roadmarking Painting		00439	Social Facilitating	
<b>00300:</b>	<b>ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES</b>		00440	Storage	
00301	Bearing supplies		00441	Translation and interpreting services	
00302	Bolts, nuts and fasteners		00442	Transport services, general	
00303	Electric cables		00443	Travel services	
00304	Electrical component supplies		00444	Vehicle hire	
00305	Electrical equipment		00445	Vending services	
00306	Electrical equipment repairs		00446	Area Cleaning	
00307	Hardware supplies		00447	Traffic Signs	
00308	Lifting equipment		00448	Hairdressing	
00309	Mechanical seals and packing		00449	HR Services	
00310	Pipe and irrigation supplies				
00311	Power generation and distribution machinery and accessories				
00312	Pump spares				
00313	Small tools				
00314	Transformer services				
00315	Valves, couplings				
00316	Water meter, pipes, fittings, galvanised PVC, uPVC, mPVC, polyethylene, etcetera				
<b>00500:</b>	<b>OFFICE AND FACILITIES EQUIPMENT AND</b>		00716	Legal services – contracts	

CODE	COMMODITY	✓	CODE	COMMODITY	✓
<b>SUPPLIES</b>					
00501	Computer equipment, networks and software		00717	Legal services – conveyancing	
00502	Consumables		00718	Legal services – litigation	
00503	Corporate gifts		00719	Legal services – other	
00504	Domestic, industrial and cleaning equipment and supplies		00720	Consulting engineering: Mechanical	
00505	Electronic equipment, including audio-visual equipment		00721	Medical services	
00506	Fire protection equipment		00722	Project management	
00507	Flowers and plants		00723	Quantity surveying	
00508	Food and refreshments		00724	Town and regional planning	
00509	Households furniture and equipment		00725	Tax Consulting Services	
00510	Office furniture and equipments		00726	Aerial Survey & Digital Mapping	
00511	Office supplies and stationery		00727	Occupational Health & Safety	
00512	Printing, copying and photographic equipment and supplies		<b>00800: VEHICLE SUPPLY AND TRANSPORTATION SERVICES</b>		
<b>00600: MISCELLANEOUS GOODS AND SUPPLIES</b>			00801	Alarm and tracking systems	
00601	Environmental cleansing equipment, goods and supplies		00802	Batteries	
00602	Fire protection equipment, goods and supplies		00803	Engine overhauls	
00603	Garden tools		00804	Fuel, oils and lubrications	
00604	Gas		00805	Hydraulics	
00605	Material and warehousing machinery, equipment and goods		00806	Panel beating	
00606	Measuring, testing and observation equipment		00807	Radiator repairs	
00607	Pharmaceutical		00808	Radio & Electronic equipment	
00608	Protective clothing and uniforms		00809	Spares and parts	
00609	Security equipment, goods and services		00810	Towing services	
00610	Sports and recreational equipment and goods		00811	Transmissions	
00611	Laboratory chemicals		00812	Tyres and tubes	
00612	Specialised imported chemicals		00813	Upholstery	
00613	Pharmacy		00814	Vehicle fleet management	
00614	Swim and Watersport Training		00815	Vehicle supply	
<b>00700: PROFESSIONAL SERVICES</b>			00816	Windscreens	
00701	Accounting, auditing and management services		00817	Auto electrical repairs	
00702	Architectural services		00818	Proshaft Repairs and Balancing	
00703	Consulting engineering: Electrical		00819	Rental of Crane Trucks and Forklifts	
00704	Consulting engineering: Environmental		00820	Rigging	
00705	Consulting engineering: Other				
00706	Consulting engineering: Project management				
00707	Consulting engineering: Roads & Storm water				
00708	Consulting engineering: Sewerage systems				
00709	Consulting engineering: Structures, Building, Bridges, etc				
00710	Consulting engineering: Water systems				
00711	Consulting engineering: Geo-technical				
00712	Consulting engineering: Solid waste				
00713	Engineering services				
00714	Financial services				
00715	Land surveying				

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

KREDIET BEVEL INSTRUKSIE / CREDIT ORDER INSTRUCTION /  
UMYALELO NGOTYALO MALI

Dit is die Overstrand Munisipaliteit se beleid om alle krediteure deur middel van direkte bankoorsplasing te vereffen. Verskaf meegaande inligting en verkry asb. u bankiers se bevestiging.

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

Yinkqubo kaMasipala wesithili  
saseOverstrand ukuhlawula abo  
kufuneka bebahlawule ngokufaka  
imali ebhankini. Nceda ke ngoko  
uzalise olu xwebhu lungezantsi  
ngeenkukacha zakho ucele ibhanki  
yakho ukuba yenze isiqinisekiso sezi  
nkcukacha.

**BESONDERHEDE VAN FIRMA/INSTANSIE:**

[illegible][illegible]

**BESONDERHEDE VAN MY/ONS  
BANKREKENING IS AS VOLG:**

[illegible][illegible]

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[illegible]

7

1 =	Tjekrekening Cheque Account I-akhawunti yetshekhi	2 =	Transmissierekening Transmission Account I-akhawunti yokugqithisela	3 =	Spaarrekening Savings Account I-akhawunti yemali egciniweyo
4 =	Verbandrekening Bond Account I-akhawunti yebhondi	5 =	(Nie in gebruik) (Not in use) Avisetvenzislwai	6 =	Subskripsieaandeelrekening Subscription Share Account I-akhawunti yomrhumo wezabelo

Ek/ons versoek en magtig hiermee die Overstrand Munisipaliteit om enige bedrae wat my/ons mag toeval, in my/ons bankrekening te krediteer.

Ek/ons verstaan dat 'n betalingsadvies deur die Overstrand Munisipaliteit in die normale wyse verskaf sal word wat die datum sal aantoon wanneer die fondse beskikbaar sal wees, asook besonderhede van die betaling.

Ek/ons onderneem verder om die Overstrand Munisipaliteit vroegtydig in kennis te stel van enige verandering in my/ons bankbesonderhede en erken dat hierdie magtiging slegs deur my/ons met dertig dae kennis gekanselleer kan word deur middel van voorafbetaalde geregistreerde pos.

I/we hereby request and authorise the Overstrand 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 Overstrand 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 Overstrand 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.

Mna/Thina sicela/sigunyazisa uMasipala  
Wesithili saseOverstrand ukuba ahlawule  
yonke imali eziimfanelo zam/zethu kwi-  
akhawunti vebhanki vam/vethu.

Ndi/Siyaqonda ukuba isiqinisekiso semali ehlawulwe ngumasipala siza kufumaneka kwaye eso siqinisekiso siza kubonisa umhla ekuhlawulwe ngawo kunye nezinye iinkcukacha zentlawulo.

Ndi/Siya kumazisa umasipala xa iinkcukacha zebhanki yam zitshintshile kwaye ndiza kubanika isaziso seentsuku ezingama-30 ndisithumele ngeleta erejistarishiweyo.

VOORLETTERS EN VAN:  
INITIALS AND SURNAME:  
OONOBUMBA BOKUQALA  
BEGAMA KUNYE NEFANI

**VIR BANKGEBRUIK ALLEENLIK / FOR BANK USE ONLY**  
**KUSETYENZISWA YIBHANKI KUPHELA**

Ek/ons sertifiseer hiermee dat die besonderhede van ons kliënt se bankrekening soos aangedui op die krediet bevel instruksie korrek is:

I/we hereby certify that the detail

We hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct:

-Ndi/Siqinisekisa ukuba iinkcukacha zabaxhasi bethu ezibhalwe kwimivalelo yokudiphazitha imali ilungile

.....

GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / -Usayino olugunyazisiweyo

NB: (\*\*) Financial Institution (Bank) to confirm correctness of banking details in writing which written confirmation must accompanied this form

AMPTELIKE  
DATUMSTEMPEL:  
OFFICIAL DATE STAMP:  
-ISITAMPU SOMHLA  
ESISESIKWENI

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

# DOCUMENTS REQUIRED

DOCUMENTS REQUIRED	Sole Proprietor	CC's and Private Companies	Partnerships	Public Company	Business Trust	Non Profit Organisations (NPO)	Where to get documents
COMPANY REGISTRATION CERTIFIED COPIES	N/A	Certificate of incorporation CK1/CK2	Partnership agreement	Certificate of Incorporation CM3	Trust agreement	Certificate of Incorporation Section 21	Registrar of CC's & Companies
PROOF OF OWNERSHIP CERTIFIED COPIES	N/A	Shareholding CK1/CK2	Partnership agreement	Shareholding CM3	Trustees details: Letter of Authority	Auditor's letter no shareholding	Registrar of CC'S & Companies
DISTRICT MUNICIPALITY REGISTRATION	Yes	Yes	Yes	Yes	Yes	Yes	Eden District Municipality GEORGE
PROOF OF BANKING	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Branch of bank at which Account is.
TAX CLEARANCE CERTIFICATE	For the Owner or the business	For the company / cc	For each individual shareholder	For the company	For the trust	For the NPO	SARS
P.A.Y.E	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	SARS
VAT REGISTRATION	Yes	Yes	Yes	Yes	Yes	Yes	SARS
U.I.F Certificate	YES	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour
Workman's Compensation	YES, if staff remuneration	YES, if staff remuneration	YES ,if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour
Security Officer's Board	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	If applicable – For security industry	Security Service Regulatory Authority
Proof of Disability	If owner is disabled	If Shareholder is disable	If Shareholder is disabled	If Is Shareholder is disable	If Shareholder is disable	If Shareholder is disabled	
Proof of Identity CERTIFIED	Owner	Directors / Members	Partners	Directors	Trustees	Directors	

FOR OFFICIAL USE ONLY

BUSINESS NAME:	
DATE RECEIVED:	
ACCEPTED:	
DATE CAPTURED:	
DATABASE REGISTRATION NUMBER	
CREDITORS REGISTRATION NUMBER	

PO Box 20  
HERMANUS  
7200

Tel: 028 – 3138080  
Fax: 028 – 313 8182

e-mail : [rita@overstrand.gov.za](mailto:rita@overstrand.gov.za)  
website : [www.overstrand.gov.za](http://www.overstrand.gov.za)

Navrae:

Datum:

Imibuzo:  
Enquiries: R La Cock

VERW./REF : Supply Chain Database  
U VERW/YOUR REF:

Isuku:  
Date:

---

Dear Sir / Madam

### **Suppliers Database Registration Forms**

In compliance with the Municipal Finance Management Act (Act No. 56 of 2003) and the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and to ensure a competitive procurement process, Overstrand Municipality invites all prospective providers of goods and services to register on the Overstrand Municipality's database.

Service/product providers must submit the following documentation with their application:

- Proof of company / close corporation registration
- Original Tax Clearance Certificate
- Proof of VAT registration
- Construction Industry Development Board (CIDB) registration (where applicable)
- Accreditation certificate if selling IT equipment
- Bank details (together with a cancelled cheque)
- A company profile of directors/staffing with contactable references

Application forms, in English, are obtainable at the offices of the Manager: Supply Chain Management or alternatively, the application form can be downloaded from our website at: [www.overstrand.gov.za](http://www.overstrand.gov.za).

For further information, please contact **Ms Ingrid Thesen, (Tel: 028 – 313 8152)**

Application forms are to be sent to:

For attention: Ms I Thesen  
Supply Chain Management Unit  
PO Box 20  
HERMANUS  
7200

Magnolia Avenue  
HERMANUS  
7200

Providers of goods and services who have been allocated a creditor number by the Municipality must still apply for listing as a preferred supplier on the Overstrand Municipality's supplier database.

R La Cock  
**MANAGER: SUPPLY CHAIN MANAGEMENT**

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## **Part C1: Agreements and contract data**

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OVERSTRAND MUNICIPALITY

Tender No: SC 863/2010

**APPOINTMENT OF CONSULTING ENGINEERS FOR VARIOUS PROJECTS IN THE OVERSTRAND MUNICIPAL AREA**

## **C1.1 Form of Offer and Acceptance**

### **Offer**

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**TENDER NO: SC 863/2010: APPOINTMENT OF CONSULTING ENGINEERS FOR VARIOUS PROJECTS IN THE OVERSTRAND MUNICIPAL AREA**

The tenderer, identified in the offer signature block, 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 of the obligations and liabilities of the service provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

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 service provider in the conditions of contract identified in the contract data.

Signature .....  
Name .....  
Capacity .....  
**for the Tenderer** .....  
(Name and address of organization)  
Name and signature of witness ..... Date .....

### **Acceptance**

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the service provider the amount due in accordance with the conditions of contract identified in the contract 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 Agreements and contract data, (which includes this agreement)
- Part C2 Pricing data
- Part C3 Scope of work.

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C4 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 completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill 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 working 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 .....

Name .....

Capacity .....

**for the Employer** .....

(Name and address of organization)

Name and signature of witness ..... Date .....

#### **Schedule of Deviations**

1 Subject .....

Details .....

2 Subject .....

Details .....

3 Subject .....

Details .....

4 Subject .....

Details .....

By the duly authorized 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 changes 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.

# OVERSTRAND MUNICIPALITY

Tender No: SC 863/2010

## APPOINTMENT OF CONSULTING ENGINEERS FOR VARIOUS PROJECTS IN THE OVERSTRAND MUNICIPAL AREA

### C1.2 Contract Data

The Standard Professional Services Contract (second edition, September, 2005) published by the Construction Industry Development Board, are applicable to this contract.

Copies of these conditions of contract may be obtained from the Construction Industry Development Board's website [www.cidb.org.za](http://www.cidb.org.za)

The following contract specific data are applicable to this Contract:

Clause			
	The Employer is the Overstrand Municipality		
3.4 and 4.35	The Authorised and Designated representative of the Employer is:		
	Name: Mr. H Blignaut		
	The Employer's address for receipt of communications is:		
	<table> <tr> <td>Physical address Overstrand Municipality Magnolia Avenue Hermanus 7200</td><td>Postal address: Overstrand Municipality PO Box 20 Hermanus 7200</td></tr> </table>	Physical address Overstrand Municipality Magnolia Avenue Hermanus 7200	Postal address: Overstrand Municipality PO Box 20 Hermanus 7200
Physical address Overstrand Municipality Magnolia Avenue Hermanus 7200	Postal address: Overstrand Municipality PO Box 20 Hermanus 7200		
	Telephone: 028 316 3724 Fax: 028 316 3721 E-mail: <a href="mailto:hblignaut@overstrand.gov.za">hblignaut@overstrand.gov.za</a>		
	The project is for the provision of professional engineering services: <b>TENDER NO. SC 863/2010: APPOINTMENT OF CONSULTING ENGINEERS FOR VARIOUS PROJECTS IN THE OVERSTRAND MUNICIPAL AREA</b>		
3.6.1	The Service Provider may release public or media statements or publish material related to the Services or Project subject to the approval of the Employer.		
3.11	The penalty for failing to complete Preliminary Design is R 10 000.00 The penalty for failing to complete Design and Tender Documents is R 20 000.00 The penalty for failing to complete Tender Evaluation is R 20 000.00 The penalty for failing to complete the project within the agreed time frame is R 50 000.00		
3.14	A Programme shall be submitted within 10 working days of the award of a project		
5.1.1 and 5.1.2	The Service Provider is required to provide the Service with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards. Where services include the powers to certify, decide or otherwise exercise discretion in regard to a contractor agreement between the Employer and others then the Service provider shall act as in respect of that contract/agreement as an independent		

Clause									
5.4.1	The Service Provider is required to provided the following insurances:								
	<table> <tr> <td>1. Insurance against</td><td><b>Risk in performing professional services (Professional Indemnity cover)</b></td></tr> <tr> <td>Cover is:</td><td>double the professional fees, to a maximum of ten million rands (R10 000 000.00) per project</td></tr> <tr> <td>Period of cover:</td><td>Duration of Project</td></tr> <tr> <td>Deductibles are:</td><td>NONE</td></tr> </table>	1. Insurance against	<b>Risk in performing professional services (Professional Indemnity cover)</b>	Cover is:	double the professional fees, to a maximum of ten million rands (R10 000 000.00) per project	Period of cover:	Duration of Project	Deductibles are:	NONE
1. Insurance against	<b>Risk in performing professional services (Professional Indemnity cover)</b>								
Cover is:	double the professional fees, to a maximum of ten million rands (R10 000 000.00) per project								
Period of cover:	Duration of Project								
Deductibles are:	NONE								
5.5	<p>The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:</p> <ol style="list-style-type: none"> <li>1. Commencement of detailed design</li> <li>2. Commencement of Tender Advertisement for calling of Tenders</li> <li>3. Appointing Sub Consultants for the performance of any part of the Services</li> </ol>								
7.3	<p><i>Add the following:</i></p> <p>The Employer will not be responsible for any overtime worked by or overtime payments made to Personnel</p>								
9.1	Copyright of documents prepared for the Project shall be vested with Overstrand Municipality								
12.1	Interim settlement of disputes is to be by mediation.								
12.2.1	In the event that the parties fail to agree on a mediator, the mediator is nominated by the President of the South African Institute of Civil Engineers.								
12.2.4	Final settlement is by arbitration.								
12.4.2	In the event that the parties fail to agree on a arbitrator, the arbitrator is nominated by the Chairperson of the Association of Arbitrators of Southern Africa.								

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## **Part C2: Pricing data**

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C2.1 Pricing instruction  
C2.2 Pricing Schedule

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## OVERSTRAND MUNICIPALITY

Tender No: SC 863/2010

### APPOINTMENT OF CONSULTING ENGINEERS FOR VARIOUS PROJECTS IN THE OVERSTRAND MUNICIPAL AREA

#### C2.1 PRICING INSTRUCTION

##### C2.1.1 PREAMBLE TO THE PRICING SCHEDULE

- C2.1.1.1 Detailed descriptions are provided in the Scope of Work included in the Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Professions Act, 2000, (Act No 46 of 2000) as published in the Government Gazette No. 32851 of 04 January 2010; Board Notice 175 of 2009, and as amended from time to time.
- C2.1.1.2 Fees in terms of this contract shall be calculated according to the **Guideline Scope of Services and Tariff of Fees for Persons registered in terms of the Engineering Profession Act, 2000**, (Act No. 46 of 2000), as published and amended from time to time, pertaining to Civil Engineering Projects, **less 10% discount**.
- C2.1.1.3 The tenderer must indicate in the Pricing Schedule the % **mark-up** that will be charged on sub contracting other service providers.
- C2.1.1.4 The Tenderer must price the item in the Pricing Schedule in non-erasable **black ink**.
- C2.1.1.5 No correction fluids may be used to correct mistakes.
- C2.1.1.6 Time based rates will apply where specifically agreed upon.

## **C2.2. Pricing Schedule:**

### **1. SERVICES**

Item	Activity description	Unit	Quantity	Rate	Amount
1.1	<b>Fees for Services</b>  Fees shall be calculated in accordance with the Guideline Scope of Services and Tariff of Fees for Persons registered in terms of the Engineering Profession Act, 2000, (Act No. 46 of 2000), as published and amended from time to time, pertaining to Civil Engineering Projects, <b>less 10% discount.</b>	n/a	n/a	n/a	<b>ECSA gazetted fees less 10%</b>

### **2. EXPENSES AND COSTS**

Item	Activity description	Unit	Provisional sum (Rands) Example for tendering purposes only	Mark-up Rate (%) on provisional sum	Total Amount (Rands)
2.1	<b>Provisional Cost Sums and recoverable disbursements</b>  (The service provider will procure the services of sub service providers on a three-quote basis, for the client's approval. This provisional sum is included as an example for tendering purpose only.)  <b>Mark-up % tendered on Provisional Cost Sums and recoverable disbursements:</b>	%	100000		
<b>TOTAL OF ITEM NO. 2 TO BE CARRIED OVER TO TENDER COVER PAGE:</b>					

Signed:.....

Date:.....

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## **Part C3: Scope of work**

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# **OVERSTRAND MUNICIPALITY**

Tender No: SC 863/2010

## **APPOINTMENT OF CONSULTING ENGINEERS FOR VARIOUS PROJECTS IN THE OVERSTRAND MUNICIPAL AREA**

### **C.3.1 SCOPE OF WORK**

#### **C3.1.1 EMPLOYER'S OBJECTIVE**

Overstrand municipality's objective is to procure the services of consulting engineers for investigations, options analysis, planning, preliminary design, detailed design, compilation of specifications, tender documentation and tender evaluation, execution of construction supervision and monitoring, for the successful completion of various projects in the Overstrand municipal area for the period from 01 July 2010 until 30 June 2013.

The objective of this tender process is to establish a roster of consulting engineers per field of engineering, for appointment per project as and when projects and budgets are approved over the three year period.

#### **C3.1.2 PROJECT BACKGROUND**

Overstrand Municipality is in the process of finalizing its capital budget for the 2010/2011 financial year and the following two financial years. In order to ensure continuous service delivery, Overstrand Municipality has to call for proposals to procure the services of professional engineering consultants who's focus will be on the following services:

##### **WATER RESOURCES & BULK WATER**

Water resource investigations, options analysis, planning, design and implementation.

Planning, design and contract administration and construction supervision of bulk water systems.

Update of record drawings and asset register. Any other related tasks.

##### **WATER RETICULATION**

Planning, design, contract administration and supervision of new water reticulation systems, and extension and upgrading of existing systems. Update of record drawings and asset register. Any other related tasks.

##### **WATER TREATMENT**

Investigations, options analysis, planning, design, contract administration and supervision of new water treatment plants, and extension and upgrading of existing plants. Update of record drawings and asset register. Any other related tasks.

##### **WATER CONSERVATION/WATER DEMAND MANAGEMENT**

Investigation of causes of water losses, identification of corrective actions, implementation of projects, e.g. pressure management, leak repairs and pipe replacement, meter replacement, public awareness. Any other related tasks.

##### **DAM SAFETY**

Dam safety inspections by DWA approved professional persons, reporting with recommendations, and implementation of projects if required. Any other related tasks.

##### **BULK SEWER SYSTEMS AND SEWER RETICULATION**

Planning, design, contract administration and supervision of new bulk sewer and sewer reticulation systems, and extension and upgrading of existing systems. Update of record drawings and asset

register. Any other related tasks.

#### **WASTE WATER TREATMENT**

Investigations, options analysis, planning, design, contract administration and supervision of new waste water treatment plants, and extension and upgrading of existing plants. Update of record drawings and asset register. Any other related tasks.

#### **WATER SERVICES INSTITUTIONAL PLANS AND AUDITS**

Compilation and review in accordance with legal requirements of Water Services Development Plan, Water Safety Plan, Water Services Audits, Blue and Green Drop requirements, Operation and Maintenance Manuals. Any other related tasks.

#### **GROUNDWATER SOURCE DEVELOPMENT AND MANAGEMENT**

Investigations, options analysis, planning, monitoring, design, contract administration and supervision w.r.t. new ground water source development projects. Update of record drawings and asset register. Any other related tasks.

#### **TRAFFIC ENGINEERING**

Investigations, options analysis, planning, design, contract administration and supervision of traffic engineering projects. Update of record drawings and asset register. Any other related tasks.

#### **ROADS**

Investigations, options analysis, planning, design, contract administration and supervision of new roads projects, and extension, upgrading and maintenance of existing roads. Update of record drawings and asset register where applicable. Any other related tasks.

#### **STORMWATER**

Investigations, options analysis, planning, design, contract administration and supervision of new stormwater systems, and extension and upgrading of existing systems. Update of record drawings and asset register. Any other related tasks.

#### **LABOUR INTENSIVE PROJECTS/EPWP**

Design and implementation of construction works in accordance with the Guidelines for the implementation of Labour Intensive projects under the Expanded Public Works Programme, as published by the National Department of Public Works. Consultants shall have the required NQF5 and NQF7 skills available in their project team. Update of record drawings and asset register where applicable.

#### **ELECTRICITY**

Upgrading of Bulk Medium Voltage & Low Voltage Infrastructure. Design & Compilation of electrical master plans. Any other issues related to electricity. Update of record drawings and asset register where applicable.

#### **TELEMETRY/SCADA**

Investigations, options analysis, planning, design, contract administration and supervision of new telemetry and SCADA systems, and extension, upgrading and maintenance of existing systems. Update of record drawings and asset register where applicable. Any other related tasks.

#### **TOWNSHIP SERVICES**

Planning and design of services for housing schemes where municipality acts as developer. Project

management of installation of services for housing schemes. Any issues related to township services

#### **ASSET MANAGEMENT**

Compilation of asset management plans for the various types of municipal infrastructure if required

#### **C3.1.3 EXTENT OF THE WORKS**

The works to be carried out by consulting engineers under this contract comprises mainly of the following: (refer to Guide Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 2000) for more details.

Status Quo investigation reports

Planning and investigations

Preliminary and detailed design of projects

Compiling of tender documentation including specification

Liaison with employer for tender advertising

Tender evaluation

Construction supervision and monitoring of projects

Successful completion and finalization of projects

Submission of a completion report, updating of asset register, submission of record drawings

#### **C3.1.4 BASIS FOR ALLOCATING ENGINEERING ASSIGNMENTS**

For the purposes of allocating engineering assignments to the pre-qualified- and/or Preferred/Approved Professional Consulting Engineers the following procedure shall apply:

- All assignments will be allocated at the discretion of the Employer who shall strive to achieve a degree of equity among the listed consultants
- The Employer may allocate a particular assignment to a specific consultant on the list in order to promote continuity where that consultant has had involvement in previous work associated with the assignment.

#### **C3.1.5 APPOINTMENTS OUTSIDE OF THIS TENDER**

Overstrand Municipality reserves the right to make appointments of professional Consulting Engineers for projects without making use of the results of this tender, whether such projects could be construed as falling within the ambit of this tender or not.

# Annexure A: Eligibility Assessment

## A.1 Eligibility Assessment

## 1. ELIGIBILITY ASSESSMENT

### 1.1 General

Criteria	Reference	YES	NO	Comment
Registration as service provider	Schedule T2.2.4			
Local Office	Schedule T2.2.6			
PI Insurance minimum values	Schedule T2.2.13			

### 1.2 Project Leader

Criteria	Reference	YES	NO	Comment
ECSA registered professional	Schedule T2.2.11			
Min 10 years relevant experience	Schedule T2.2.11 & Schedule T2.2.12			
Acted as GCC Engineer on similar project in last 3 years	Schedule T2.2.11			

### 1.3 Project Engineer

Criteria	Reference	YES	NO	Comment
Qualified Engineer / Technologist / Technician	Schedule T2.2.11			
Min 5 years post grad relevant experience	Schedule T2.2.11 & Schedule T2.2.12			

### 1.4 Resident Engineer

Criteria	Reference	YES	NO	Comment
Qualified Engineer / Technologist / Technician	Schedule T2.2.11			
Min 3 years relevant experience	Schedule T2.2.11 & Schedule T2.2.12			

1.5 Completion of forms

Form	YES	NO	Comment
Schedule T2.2.1			
Schedule T2.2.2			
Schedule T2.2.3			
Schedule T2.2.4			
Schedule T2.2.5			
Schedule T2.2.6			
Schedule T2.2.7			
Schedule T2.2.8			
Schedule T2.2.9			
Schedule T2.2.10			
Schedule T2.2.11			
Schedule T2.2.12			
Schedule T2.2.13			
Schedule T2.2.14			
Schedule T2.2.15			
Form of Offer completed in full			
Tendered HDI ownership			

I hereby declare that the tenderer : \_\_\_\_\_  
Is eligible / not eligible for further consideration.

Reasons if not eligible:

Signed by Evaluator ..... \_\_\_\_\_ Date \_\_\_\_\_

(Name) : \_\_\_\_\_

# Annexure B: Evaluation of Tenders

## B.1 Evaluation of Tender Offer Form

## Evaluation of Tender Offer

Description		Reference	Scoring					Score	Conv. Fact	Conv. Score	Sub Total	Sub total
-------------	--	-----------	---------	--	--	--	--	-------	------------	-------------	-----------	-----------

### Quality:

Consultant's Practice	Organsation/Management	% of Principals having Professional Engineering Status	T2.2.7 Item 2.1 p.32	>90% 10	70%-90% 8	40%-70% 6	<40% 3	10	0.2	2	2
	Staffing / Human Resources (other than Principals)	No of Skilled Technical Staff., e.g. Engineers, Technologists, Technicians, etc	T2.2.7 Item 2.2 p.32	>7 10	4 - 6 8	3 - 2 6	1 3	10	0.2	2	4
		No of General Technical staff, e.g. Draughtsmen, CAD operators, etc.	T2.2.7 Item 2.2 p.32	>7 10	4 - 6 8	3 - 2 6	1 3	10	0.2	2	
	Skills Development & Training	No of learnerships / bursaries	T2.2.7 Item 2.3 p.32	>= 6 10	3 - 6 8	2 - 1 6	0 0	10	0.2	2	2
			T2.2.12 p.37	Yes 10	No 0			10	0.2	2	2
	Accredited ISO Certification										

Key Personnel	Project Leaders		Excellent 10	Good 8	Acceptable 6	Poor 3	10	1	10	10		
	Project Engineers	T2.2.9, p.34 and CV's	Excellent 10	Good 8	Acceptable 6	Poor 3	10	1	10	10		
	Resident Engineers		Excellent 10	Good 8	Acceptable 6	Poor 3	10	1	10	10		

Relevant Project Experience	Technical Experience*	T2.2.10, p.35, and project descriptions	Excellent 10	Good 8	Acceptable 6	Poor 3	10	3	30	30		
	Track Record#		Excellent 10	Good 8	Acceptable 6	Poor 3	10	1	10	10		

Total for Price:

10

### Preference:

Equity Ownership by HDI's (MBD 6.1)	MBD's, p. 19-30									3		
Equity Ownership by Women (MBD 6.1)										2		
Equity ownership by disabled (MBD 6.1)										1		
Western Cape based (MBD 6.9)										1		
Overberg District based (MBD 6.10)										2		
Overstrand Municipality based (MBD 6.11)										4		

Total Score:

100

### Notes:

\* Shows years of experience in similar projects

# Measures service provider in terms of time, cost and quality management. This is based on the Municipality's appraisal of the tenderer's performance on past contracts undertaken for the Municipality. Where the tenderer has not previously worked for the Municipality, references will be consulted.

Sufficient information has to be provided for evaluation in all areas of interest as indicated in the returnable documents.

Points scored for quality out of 100 will be converted with a factor of 0.8 to determine total score for quality

Tenders scoring less than 60% for quality will not be evaluated further