



TENDER NO.: SC 1147/2011

**SALE OF ERF 11436 (A PORTION OF 10996) HERMANUS FOR
COMMERCIAL PURPOSES**

PROCUREMENT DOCUMENT

PREPARED AND ISSUED BY:

DIRECTORATE: FINANCE
OVERSTRAND MUNICIPALITY

PO BOX 20
HERMANUS
7200

CONTACT:

NAME: **ALTA MARAIS**
TELEPHONE: **028 313 8102**

Name of Tenderer:		
Contact Person:		
Contact Number:		
Total Bid Price (Exclusive of VAT): <i>(refer to page 37 – Form of offer)</i>	A: Tendered Purchase Price for ERF 11436 (a portion of Erf 10996) Hermanus.	
	B: Tendered Lease Amount per m ² per month for Lease Back (Refer to paragraph 11 of the Scope of Tender).	R /m²
Signature:		
Date:		

NOVEMBER 2011

KLEINMOND Private Bag X3 Kleinmond; 7195 Tel: 028 271 8100 Fax: 028 271 4678	HERMANUS PO Box 20 Hermanus; 7200 Tel: 028 313 8000 Fax: 028 313 8048	STANFORD PO Box 84 Stanford; 7210 Tel: 028 341 0640 Fax: 028 341 0445	GANSBAAI PO Box 26 Gansbaai; 7220 Tel: 028 384 0111 Fax: 028 384 0241
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TENDER DETAILS			
TENDER NUMBER:	SC 1147/2011		
TENDER TITLE:	SALE OF ERF 11436 (A PORTION OF 10996) HERMANUS FOR COMMERCIAL PURPOSES		
CLOSING DATE:	2012/01/06	CLOSING TIME:	12H00
BID BOX NO:	1	Situated at Overstrand Municipal Building, Magnolia Avenue, Hermanus. The bid box is generally open 24 hours a day, 7 days a week.	

TENDERER DETAILS			
NAME OF TENDERER:			
POSTAL ADDRESS:			
TELEPHONE #:		FAX NO.	
E-MAIL ADDRESS:			

Total Bid Price (Exclusive of VAT): <i>(refer to page 42 – Form of offer)</i>	A: Tendered Purchase Price for ERF 11436 (a portion of Erf 10996) Hermanus.	
	B: Tendered Lease Amount per m ² per month for Lease Back (Refer to paragraph 11 of the Scope of Tender).	R /m ²
DATE:		
SIGNATURE OF TENDERER:		
CAPACITY UNDER WHICH THIS BID IS SIGNED:		

PLEASE NOTE:
a) Tenders that are deposited in the incorrect box will not be considered.
b) Tender box deposit slot is 28cm x 2.5cm.
c) Mailed, telegraphic or faxed tenders will not be accepted.
d) If the bid is late, it will not be accepted for consideration.
e) Bids may only be submitted on the Bid Documentation provided by the Municipality.

ENQUIRIES MAY BE DIRECTED TO:		
	ENQUIRIES REGARDING BID PROCEDURES	TECHNICAL ENQUIRIES
CONTACT PERSON:	PEDRO PETERS	ALTA MARAIS
TEL. #	028 313 8956	028 313 8102

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1. TENDER DATA & SPECIFICATIONS

1.	The conditions of tender are the standard conditions of tender as published in Government Gazette No 31823. 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.
2.	The OWNER is Overstrand Municipality
3.	The tender document issued by the owner comprises: Tender notice and invitation to tender Tender data and specifications List of returnable documents Financial Backing and Resources Authority for Signatory Joint Ventures Record of Addenda Form of offer and acceptance Pricing instructions Scope of tender
4.	The owner's representative is: Name: Mrs A Marais Address: Directorate: Infrastructure & Planning Po Box 20 Magnolia Avenue Hermanus, 7200 Tel: 028 313 8900 Fax: 028 313 2093 E-mail: amarais@overstrand.gov.za
5.	Overstrand Municipality reserves the right to accept any or none of the tenders submitted and it is not obligated to accept the highest tender / bid. Furthermore the Municipality reserves the right to award to any bidder of the Municipality's choice to ensure a fair and equitable distribution of the Municipality's property to all people of the Western Cape Province in particular, and RSA in general.
6.	Only those tenderers satisfying the following eligibility criteria are eligible to submit tenders: 1. Tender Entities that have proven financial backing and financial resources. 2. Valid Original Tax Clearance Certificate.
7.	There are no compulsory clarification or site meetings.
8.	No alternative offers will be considered.
9.	Parts of each tender offer communicated on paper shall be submitted as an original, plus 1 (one) copy.
10.	The owner's address for delivery of tender offers and identification details to be shown on each tender offer package are: LOCATION OF TENDER BOX: Overstrand Municipality, Administration Building, Magnolia Avenue, Hermanus PHYSICAL ADDRESS: Overstrand Municipality, Magnolia Avenue, Hermanus IDENTIFICATION DETAILS: TENDER NO. SC1147/2011: SALE OF ERF 11436 (A PORTION OF ERF 10996) HERMANUS IN THE OVERSTRAND MUNICIPAL AREA
11.	A two-envelope procedure will not be followed.
12.	The closing time for submission of tender offers is 12h00 on Friday, 06 January 2012.
13.	Mailed, Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
14.	The tender offer validity period is 120 days.

15.	The tenderer is required to submit with his tender an Original Valid Tax Clearance Certificate issued by the South African Revenue Services.	
16.	The time and location for opening of the tender offer is: TIME: Immediately after 12h00 on Friday, 06 January 2012 . VENUE: Overstrand Municipality, Administration Building, Magnolia Avenue, Hermanus. Tenders will be opened as soon as possible after the closing time for tenders at 12h00.	
17.	<p>THE 90/10 PREFERENCE POINT SYSTEMS</p> <p>A maximum of 90 points is allocated for price on the following basis:</p> $P_s = 90 \left(1 + \frac{P_t - P_h}{P_h} \right)$ <p>Where</p> <p>Ps = Points scored for price of bid under consideration Pt = Rand value of bid under consideration Ph = Rand value of highest acceptable bid</p> <p>Scoring Preferences</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):</p> $NEP = NOP \times \frac{EP}{100}$ <p>Where</p> <p>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.</p> <p>OR as indicated in the MBD forms</p>	
18.	<p>Tender offers will only be accepted if:</p> <ul style="list-style-type: none"> the tenderer submits an original valid Tax Clearance Certificate issued by the South African Revenue Services the tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges; 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; and the tenderer has not abused the Municipality's Supply Chain Management System. 	
19.	Description of FINAL EVALUATION CRITERIA:	Elevation points for tenders > R500 000.00
	Price	90
	Based on the monetary offer (highest price)	
	Empowerment (Submission of supporting documents for points claimed is compulsory. If supporting documents are not submitted points will NOT be awarded.)	10
	HDI – MBD 6.2	6
	Women MBD 6.2	2
	Disabled MBD 6.2	2
	TOTAL	100

2. LIST OF RETURNABLE DOCUMENTS
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Failure to comply with the requirements as listed below will render the bid non-responsive and will lead to disqualification.

The tenderer must complete the following returnable documents

- Authority to sign a bid **[Compulsory if not a one-man enterprise]**
- Certificate of Authority for Joint Ventures **[If Applicable]**
- MBD 2 – Tax Clearance Certificate Requirements. A valid, original Tax Clearance Certificate must be submitted – **[Compulsory]**
- MBD 4 – Declaration of interest **[Compulsory]**
- MBD 6.2 – Preference point claim form in terms of the Preferential Procurement Regulation 2001. **Pleas note:** Supporting documents must be submitted for the points to be awarded.
- MBD 8 Declaration of Bidder's Past Supply Chain Management Practices. **[Compulsory]**
- MBD 9 Certificate of Independent Bid Determination. **[Compulsory]**
- MBD 15 Certificates for Payment of Municipal Services. **[Compulsory]**
- Record of Addenda. [Will be incorporated into the contract]
- Proof of financial backing and financial resources. **[Compulsory]**
- Pricing instruction. **[Compulsory]**
- Form of Offer and Acceptance. **[Compulsory]**



**PART A – ADMINISTRATIVE REQUIREMENTS IN
TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY**

3. TENDER NOTICE & INVITATION TO TENDER

TENDER NO. SC 1147/2011

SALE OF ERF 11436 (A PORTION OF 10996) HERMANUS FOR COMMERCIAL PURPOSES

Tenders are hereby invited for: **Sale of ERF 11436, Hermanus, Western Cape (± 4527m²) for General Business Purposes including Block of Flats, Residential Building, Office Buildings and Parking Garages.**

Tender documents, in English, are obtainable from Friday, 18 November 2011, at the offices of the Supply Chain Management Unit, Overstrand Municipality, Magnolia Avenue, Hermanus, Tel. 028 313 8064 from Mr. Ayanda Mili between 08h30 and 15h30, upon payment of a non-refundable tender participation fee of R115.00 per set. Bank guaranteed cheques are to be made payable to "Overstrand Municipality". Alternatively the documents can be downloaded free of charge from the website: www.overstrand.gov.za

Sealed tenders, with "**Tender No. SC 1147/2011: Sale of ERF 11436, Hermanus, Western Cape (± 4527m²) for General Business Purposes including Block of Flats, Residential Building, Office Buildings and Parking Garages**" clearly endorsed on the envelope, must be deposited in **Tender Box No. 1** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus. Bids may only be submitted on the bid documentation provided by the Municipality.

The closing date and time of the tender is **on 06 January 2012 at 12h00** and will be opened in public immediately thereafter in the Committee Room, Hermanus Administration.

Tenders must be valid for 120 days after the closing date.

The Overstrand Municipality does not bind itself to accept the highest 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 Supply Chain Management Policy and the Administration of Immovable Property Policy of the Overstrand Municipality.

Please refer enquiries to Mrs. **Alta Marais** at telephone number: **028 313 8102**.

4. AUTHORITY TO SIGN A BID

1. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, duly signed, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on _____ 20____, Mr/Mrs _____
 _____ (whose signature appears below) has been duly authorized to sign all documents in
 connection with this bid on behalf of _____
 (Name of Company) in his/her capacity as _____

Full name of Director	Residential address	Signature

SIGNED ON BEHALF OF COMPANY:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

2. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)

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

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



3. PARTNERSHIP

We, the undersigned partners in the business trading as _____
 hereby authorize Mr/Ms _____ to sign this bid as well as any contract
 resulting from the bid and any other documents and correspondence in connection with this bid and /or con-
 tract for and on behalf of _____ (name of firm).

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature

SIGNED ON BEHALF OF COMPANY:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

4. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a resolution by its members, authorizing a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

By resolution of members at a meeting on _____, 20____ at _____
 _____, Mr/Ms _____, whose
 signature appears below, has been authorized to sign all documents in connection with this bid on behalf of
 (Name of Close Corporation) _____

Full name of member	Residential address	Signature

SIGNED ON BEHALF OF CLOSE CORPORATION:		DATE:	
PRINT NAME:			
IN HIS/HER CAPACITY AS:			
WITNESS 1:		WITNESS 2:	

5. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by JOINT VENTURES

We, the undersigned, are submitting this tender offer in joint venture and hereby authorize Mr./Ms. _____
 _____ authorized signatory of the Company/Close Corporation/Partnership
 (name) _____, acting in the capacity of lead
 partner, to sign all documents in connection with the tender offer and any contract resulting from it on our
 behalf.

1. Name of firm (Lead partner)			
Address			Tel. No.
Signature		Designation	

2. Name of firm			
Address			Tel. No.
Signature		Designation	

3. Name of firm			
Address:			Tel. No.
Signature		Designation	

4. Name of firm			
Address			Tel. No.
Signature		Designation	

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.

6. MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS AND APPLICATION FORM

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 Services (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement, bidders are required to complete in full the TCC 0001 form, "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 accepted.
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
6. Applications for the Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Filers through the website www.sars.gov.za



7. MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

3.1.	Full Name of bidder or his or her representative													
3.2.	Identity Number													
3.3.	Position occupied in the Company (director, shareholder etc.)													
3.4.	Company Registration Number													
3.5.	Tax Reference Number													
3.6.	VAT Registration Number													
3.7.	Are you presently in the service of the state?	YES	NO											
3.7.1.	If so, furnish particulars:													
3.8.	Have you been in the service of the state for the past twelve months?	YES	NO											
3.8.1.	If so, furnish particulars:													

¹ MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - i. any municipal council;
 - ii. any provincial legislature; or
 - iii. the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.



3.9.	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 this bid?	YES	NO
3.9.1.	If so, furnish particulars:		
3.10.	Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES	NO
3.10.1.	If so, furnish particulars:		
3.11.	Are any of the company's directors, managers, principle shareholders or stakeholders in the service of the state?	YES	NO
3.11.1.	If so, furnish particulars:		
3.12.	Is any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in the service of the state?	YES	NO
3.12.1.	If so, furnish particulars:		

4. DECLARATION

I, the undersigned (name) _____, certify that the information furnished in paragraph 3 above is correct.

I accept that the state may act against should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			



8. MBD 6.2 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001 – SALES

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 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
1.3.1.1. PRICE / FUNCTIONALITY	90
1.3.1.2. SPECIFIC CONTRACT PARTICIPATION GOALS	10
(a) Historically Disadvantaged Individuals:	
(i) who had no franchise in national elections before the 1983 and 1993 Constitutions	6
(ii) who is a female	2
(iii) who has a disability	2
Total points for Price, HDIs and other RDP- goals must not exceed	100

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 Seller 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 Seller.

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 authorize 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:
- 2.10.1. 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
- 2.10.2. who is a female; and/or
- 2.10.3. who has a disability:
- 2.10.3.1. provided that a person who obtained South African citizenship on or after the coming into 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 (SMMEs)”* 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:

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

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) I:

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

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. Public 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.

7. BID DECLARATION

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 10

Ownership	% 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*		
<i>*If points are claimed for disabled persons, indicate nature of impairment (see paragraph 2.8 above)</i>		



9. DECLARATION WITH REGARD TO EQUITY

Name of Enterprise		
VAT registration number		
Company registration number		
TYPE OF ENTERPRISE (Tick applicable box)	Partnership	<input type="checkbox"/>
	One person business/sole trader	<input type="checkbox"/>
	Company (Pty) Ltd	<input type="checkbox"/>
	Close Corporation	<input type="checkbox"/>
Describe principal business activities		
Company Classification (Tick applicable box)	Manufacturer	<input type="checkbox"/>
	Supplier	<input type="checkbox"/>
	Professional service provider	<input type="checkbox"/>
	Other service providers, e.g. transporter, etc.	<input type="checkbox"/>
Municipal Information:		
State where business is situated:		
Registered account number:		
Stand/erf number:		
TOTAL NUMBER OF YEARS THE ENTERPRISE HAS BEEN IN BUSINESS		

MUNISIPALITEIT



MUNICIPALITY

10. 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

PLEASE NOTE: SUBSTANTIATING EVIDENCE MUST BE PROVIDED IF POINTS ARE CLAIMED FOR EQUITY OWNERSHIP



11. Consortium / Joint Venture

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

12. DECLARATION

I/we, the undersigned, who warrants that he/she is duly authorized 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:

- a) The information furnished is true and correct.
- b) The Equity ownership claimed is in accordance with the General Conditions as indicated in paragraph 1 of this form.
- c) 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.
- d) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have –
 - (i) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct; and
 - (ii) 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;

SIGNATURE OF BIDDER(S):			
WITNESS 1:		WITNESS 2:	
DATE:			
ADDRESS:			



9. MBD 8 – DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - 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.

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? <i>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</i>	Yes	No
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)? <i>(To access this Register enter the National Treasury’s website, www.treasury.gov.za, 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).</i>	Yes	No
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	No
4.3.1	If so, furnish particulars:		



4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
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	No
4.7.1	If so, furnish particulars:		

5. CERTIFICATION

I, the undersigned (full name), _____, certify that the information furnished on this declaration form true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

SIGNATURE:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			

10. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids² invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).³ Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

In response to the invitation for the bid made by:

OVERSTRAND MUNICIPALITY

I, the undersigned, in submitting the accompanying bid, hereby make the following statements that I certify to be true and complete in every respect:

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

² Includes price quotations, advertised competitive bids, limited bids and proposals.

³ Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



- (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium⁴ will not be construed as collusive bidding.
 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - f) prices;
 - g) geographical area where product or service will be rendered (market allocation)
 - h) methods, factors or formulas used to calculate prices;
 - i) the intention or decision to submit or not to submit, a bid;
 - j) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - k) bidding with the intention not to win the bid.
 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

⁴ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



11. MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

NAME OF THE BIDDER: _____

FURTHER DETAILS OF THE BIDDER'S; Director / Shareholder / Partners, etc:

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

NB: Please attach certified copy(ies) of ID document(s)

I, _____,
 (full name in block letters) the undersigned, certify that the information furnished on this declaration form is correct and that I / we have no undisputed commitments for municipal services towards a municipality in respect of which payment is overdue for more than 90 days.

If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards a **Municipality** in respect of which payment is overdue for more than 30 days;

THUS DONE AND SIGNED for and on behalf of the Bidder, at _____, on the _____ day of _____ 20_____.

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

SIGNATURE:		NAME (PRINT):	
CAPACITY:		NAME OF FIRM:	

For office use (comments):



12. RECORD OF ADDENDA

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

	Date	Title or Details

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			

13. PROOF OF FINANCIAL BACKING AND FINANCIAL RESOURCES

Empty box for providing proof of financial backing and financial resources.



PART B – SPECIFICATIONS AND PRICING SCHEDULE



14. SPECIFICATIONS

SCOPE OF TENDER

1. INTRODUCTION

- 1.1. The Overstrand Municipality has decided to dispose of the property known as Erf 11436 (a portion of 10996), Hermanus. The Municipality owns the land which includes tennis courts and squash courts with a clubhouse and a separate building used as a clinic. The relocation of these facilities is in process.
- 1.2. The objective of this exercise is to enable the Bid Adjudication Committee to select the most appropriate submission in terms of both financial ability and concept appropriateness for the site.
- 1.3. The document is self-explanatory and interested parties are encouraged to read through it carefully, so as to familiarise themselves with both the overall intent of Council, as well as with the procedures for the award.

2. THE TENDER PROCESS

The process to be followed in this proposal shall be as follow:

- 2.1. The submission of a tender proposal must be in accordance with **Paragraph 8** of this document.
- 2.2. The submission of a tender price as well as information regarding the source of funds and the financial offer made must be clearly set out in the applicant's submission as per the requirements set out in **Paragraph 9** of this document.
- 2.3. The submissions will be evaluated and adjudicated by a duly constituted evaluation and adjudication committee. It should be noted that the Municipality is not obliged to accept any of the tenders submitted.
- 2.4. A Deed of Sale will be entered into with the successful bidder as soon as possible after the tender has been awarded.
- 2.5. On awarding the tender, a payment of the required 10% (ten percent) of the agreed purchase price is payable immediately at acceptance of the offer. The successful bidder shall be obliged to furnish the Municipality within 14 days of acceptance of the offer with a bank or other acceptable guarantee for the payment of the said purchase price by registration of the transfer.
- 2.6. On awarding of the tender, the transfer of the ownership of the land portions to the bidder will be proceeded with.

3. THE ROLE OF THE PROPERTY WITHIN THE NATURE OF ITS LOCALITY

- 3.1. The site is located between Harmony Street and Magnolia Avenue, Hermanus. (See Annexures A and C)
- 3.2. The site may only be used for General Business Bulk Zone II with primary use as Block of Flats, Residential Buildings, Office Buildings and Parking Garages.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

4. PROPERTY DESCRIPTION AND DETAILS

- 4.1. Erf no. and size: ERF 11436 (a portion of Erf 10996) Hermanus, 4527m² in extent.
- 4.2. Zoning status: The current zoning is for General Business Bulk Zone II.
- 4.3. The surrounding land uses vary and include Residential, Authority and Business. An approved diagram of the property is attached per Annexure B.

5. DEVELOPMENT PARAMETERS

5.1. Development Directives

Development should comply with the provisions of Section 7 of the Scheme Regulations for General Business Bulk Zone II as promulgated in terms of the Land Use and Planning Ordinance, No. 15 of 1985.

5.2. Non-Developable area.

N/A

5.3. Accesses and Road provision

Access to the property will be from Harmony Street, Hermanus. See the location map attached per Annexures A and C.

5.4. Height Restrictions

The height of buildings is limited to 3 storey buildings.

5.5. Not allowed

Any use not mentioned in the provisions of Section 7 of the Scheme Regulations for General Business, Bulk Zone II are considered to be inappropriate. Business excluding those mentioned in the Regulations for General Business Bulk Zone II, shops and light industrial uses are not allowed.

5.6. Allowed Uses

Offices and flats are allowed.

5.7. Additional Parking

Council owns the property (Remainder of Erf 10996) which is directly adjoining the southern boundary of Erf 11436 to be sold in terms of this tender. Council will consider entering into a lease agreement to allow this remainder to be used for parking purposes. See the site plan attached per Annexure C. The remainder is approximately 2683m² in extent and includes a municipal building containing an electrical transfer station which will remain on the site. The building will be excluded from the proposed lease agreement.

6. INFRASTRUCTURE

- 6.1. Water, sewer and electricity connections for Residential purposes are available. Extension of land use rights are subject to upgrading as per Services Agreement.
- 6.2. Bulk levies is payable for any upgrading or increased use above the existing use. Bulk Services Levies will be payable by the developer according to the prescribed fees as contained in Council's budget. This varies from year to year. Bulk Services Levies will be payable before transfer of the property at the date of issue of the occupation certificates or the clearance certificate whichever is issued earlier.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



7. ZONING RIGHTS

- 7.1. The property is zoned General Business, Bulk Zone II.
- 7.2. The successful bidder shall be responsible for obtaining the appropriate land use rights in terms of the provisions of Section 16 of the Land Use Planning Ordinance (Ordinance 15 of 1985 by applying at the Town Planning Department of the Overstrand Municipality in the prescribed manner should additional or another land use be required, which approval shall not unreasonably be withheld.

8. METHOD OF SUBMISSION

- 8.1. The submission and purchase price offered must be submitted in a sealed envelope and endorsed '**TENDER SC1147/2011: SALE ERF 11436 (A PORTION OF ERF 10996) HERMANUS.**' It must be deposited in the **Tender Box No. 1** in the foyer of the Municipal Offices, Magnolia Avenue, Hermanus, before **12 noon on Friday, 06 January 2012.** Proposals which are not submitted in a sealed envelope or proposals received after closing time and date will not be considered.
- 8.2. The Municipality is not obliged to accept the highest bid or any of the proposals submitted.
- 8.3. The Municipality may wish to interview prospective organisations or individuals prior to awarding the tender to any bidder.
- 8.4. The decision of the Municipality will be final.

9. SUBMISSION REQUIREMENTS AND EVALUATION

- 9.1. Submissions are invited from all parties with the financial means and experience to submit a proposal for the purchase of the site.
- 9.2. **The bidders are required to submit a tender deposit of ten thousand rand (R10 000) on submission of the tender.** This amount must be in the form of a bank guaranteed payment (only guarantee by an accredited financial institution) in favour of the Overstrand Municipality and valid for 120 days from the date of the closure of the tender. Failure to comply with this requirement will lead to the disqualification of the bidder. This guarantee will be returned to the bidders after the awarding process has been completed. The tender deposit will be forfeited by a bidder should he cancel/withdraw his tender at any time after the closing date of the tender.
- 9.3. The submission of supporting documentation as proof is required to qualify for points to be awarded.

10. GENERAL

The property currently houses the squash and tennis courts with a clubhouse and a separate building currently being leased to the Provincial Administration of the Western Cape for use as a clinic and dental services. The relocation of the tennis and squash courts as well as the clinic and dental services is in process.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

**11. SALE “VOETSTOOTS” AND SUBJECT TO CONDITIONS:**

The property is sold as it stands, "voetstoets", and the Municipality shall not be responsible for any defects in the property either patent or latent. The property is moreover sold subject to all conditions and servitudes mentioned or referred to in the current and/or prior title deeds of the property and to all such other conditions and servitudes which may exist in regard thereto. The Municipality shall not be required to point out the boundary beacons of the property and shall not be liable for any deficiency in the extent of the property which may be revealed on any survey or re-survey, and shall not benefit by any excess.

12. POSSIBLE LEASE BACK AGREEMENT

The Municipality will negotiate with the successful bidder leasing back approximately 1,000m² of office building for a 5 year term with an option to extend the period for an additional 5 years.

The tender should make provision for a proposed lease amount per m² per month in this regard.

13. ACCEPTANCE

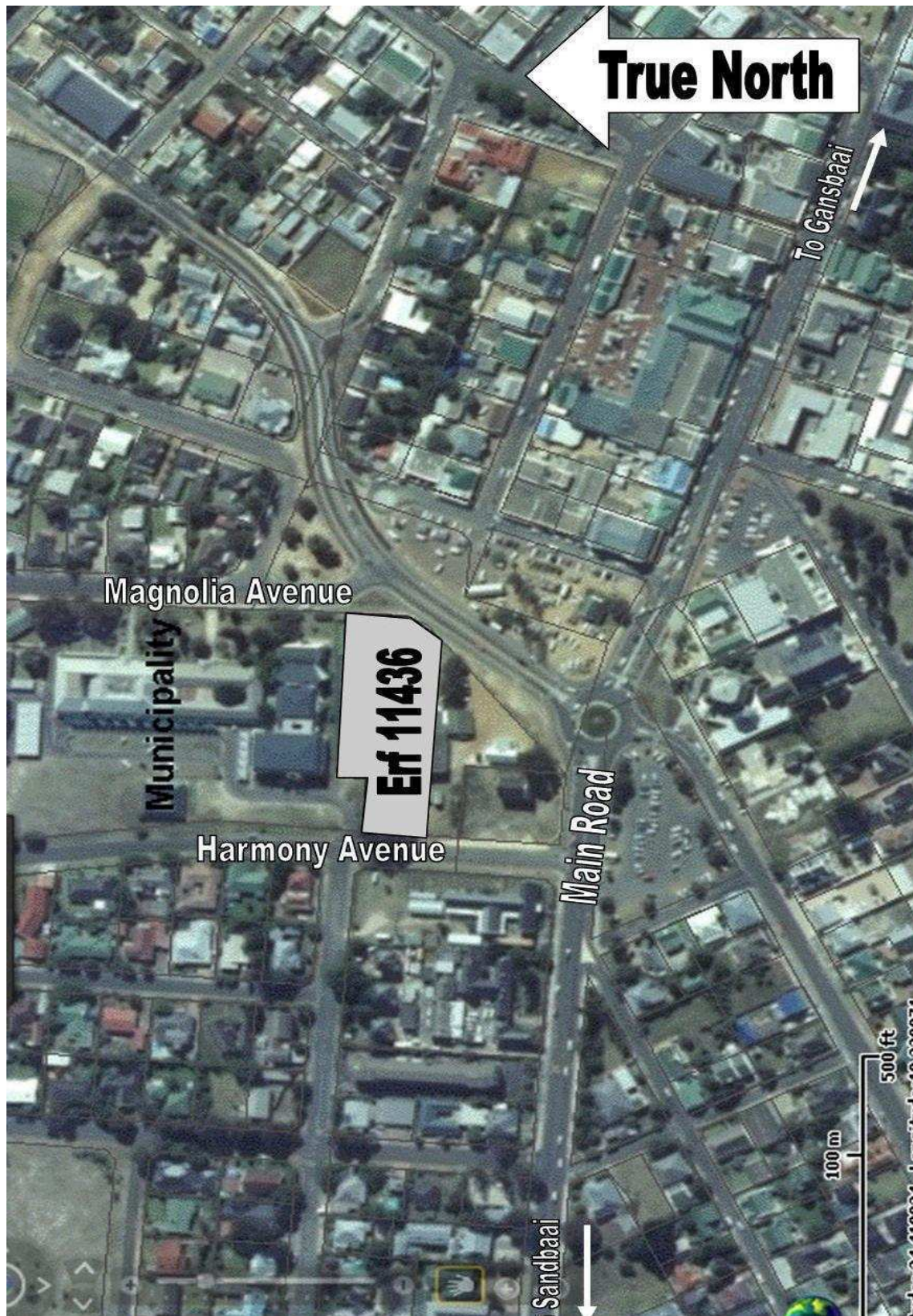
The tender shall remain irrevocably open for acceptance by the Municipality for a period of 120 days calculated from the date of the closing of tenders.

14. VALUE OF THE PROPERTY

The indicative value of the property is R8,500,000 (excluding VAT).

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

15. ANNEXURE A – LOCALITY MAP





16. ANNEXURE B – DIAGRAMME

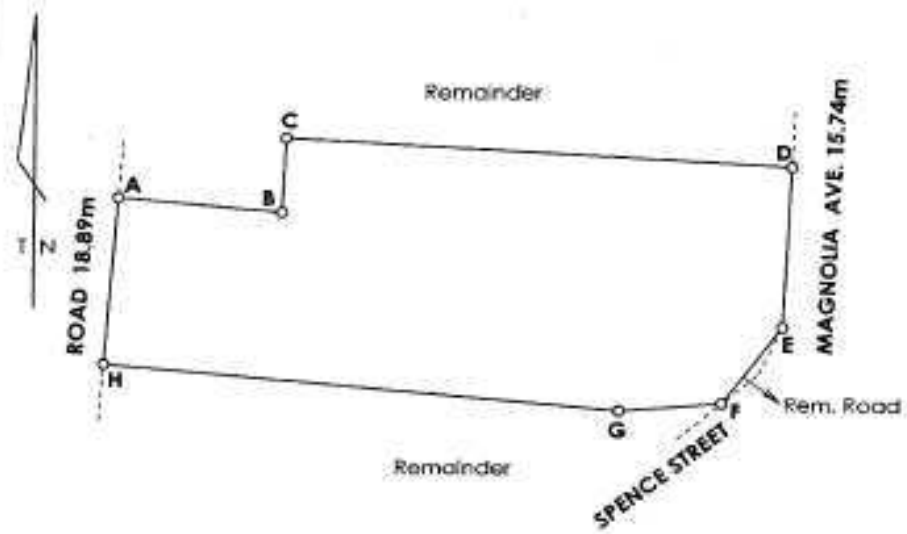
CERTIFIED COPY FOR REGISTRATION
 FOR SURVEYOR-GENERAL
 DATE: 23 NOV 2010

SIDES Metres	ANGLES OF DIRECTION	CO-ORDINATES Y System: WG19° X	S.G. No. 4211/2010	
			± 0.00	± 0.00
AB	28,14	274 43 50	A	-21 820,91 +3 810 104,61
BC	13,12	182 50 30	B	-21 848,95 +3 810 106,93
CD	86,99	272 48 50	C	-21 849,60 +3 810 093,83
DE	28,21	2 48 00	D	-21 936,49 +3 810 098,10
EF	17,01	38 01 40	E	-21 935,10 +3 810 126,28
FG	17,72	85 14 30	F	-21 924,62 +3 810 139,68
GH	88,63	94 49 00	G	-21 906,96 +3 810 141,15
HA	29,19	184 28 50	H	-21 818,64 +3 810 133,71
		11G2 ⊕		-21 703,69 +3 810 338,08
		46G2 ⊕		-21 805,33 +3 809 904,89

Approved
[Signature]
 for
 SURVEYOR-
 GENERAL
 2010. 11-22

Description of Beacons

All beacons - 12mm iron peg



Scale 1:1000

The figure **ABCDEFGHIH** represents 4527 square metres of land being

ERF 11436 A PORTION OF ERF 10996 HERMANUS

Situate in Overstrand Municipality
 Administrative District of Caledon
 Province of Western Cape
 Surveyed in November 2010 by me

[Signature]
NA Clark
 Professional Land Surveyor
 Registration Number 1072

EXEMPT FROM PROVISIONS OF ACT
 70 OF 1970
 SECTION 1(a)

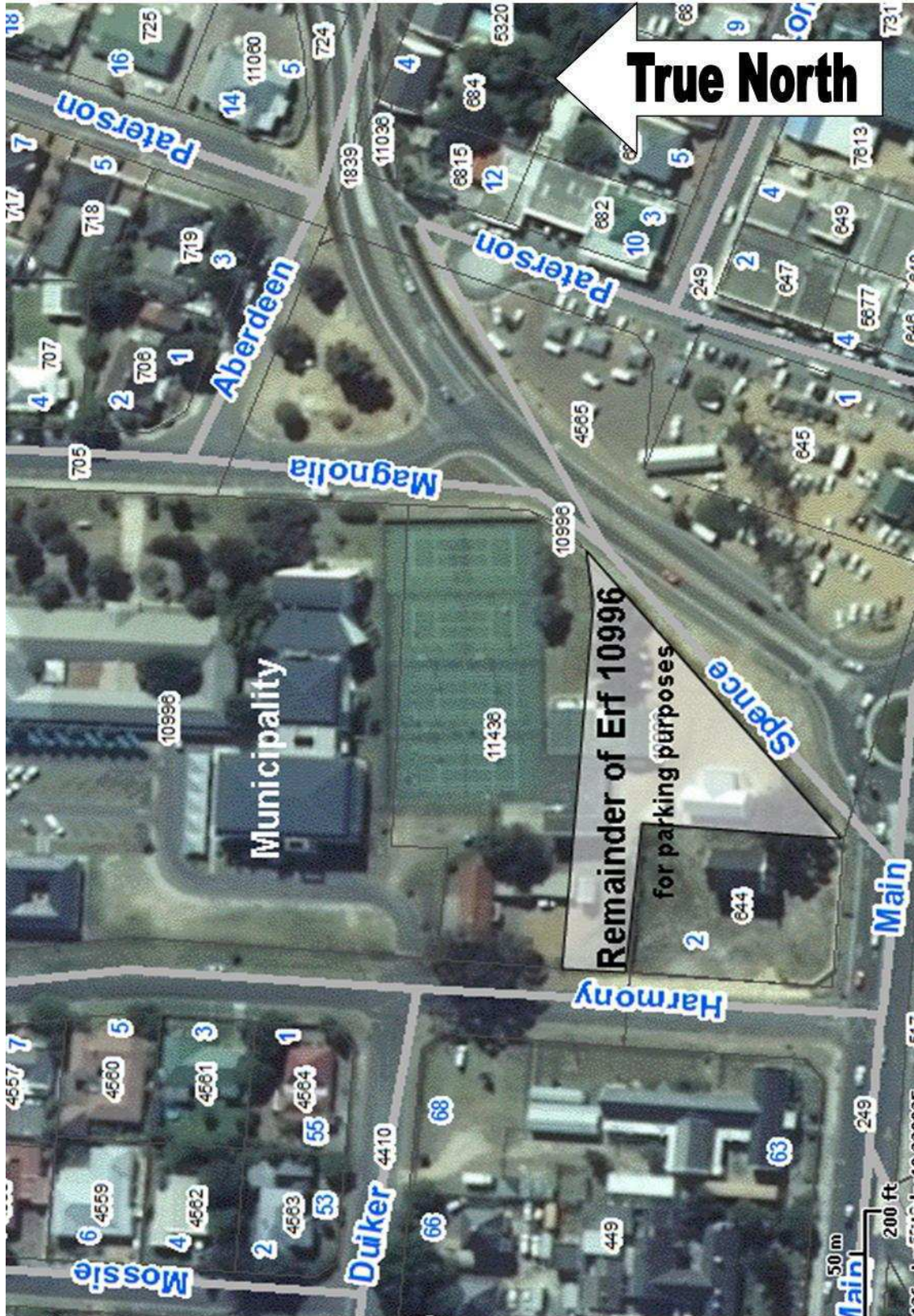
APPROVED IN TERMS OF SECT. 85
 OF ORD. 157/2005
 BY: TENNISBAJIE
 DATE: 2010-10-29

This diagram is annexed to	The original diagram is	File : 8/2479/52 v.1
No.	S.G. No. : 4407/2007	S.R. : 8 1837/2010
d.d. :	Transfer 1996-20	
i.f.o.	Grant-	Comp.AINW-1191(M3869)
Registrar of Deeds		LPI 00130013

Ref: 11436 Hermanus



17. ANNEXURE C – SITE PLAN OF REMAINDER FOR PARKING PURPOSES





18. PRICING INSTRUCTION

THE PURCHASE PRICE WILL BE PAYABLE AS FOLLOWS:

- 10% of the purchase price on acceptance of the offer.
- Remainder of purchase price is payable on the date of transfer. The successful tenderer shall be obliged to furnish the Municipality within 14 days of acceptance of the offer with a bank or other acceptable guarantee for the payment of the said purchase price by registration of the transfer.
- The tenderer must provide the total amount offered for the property (inclusive of Value Added Tax (Use Form of Offer and Acceptance)
- The tenderer must also provide a Lease Amount per m² per month for Lease Back (Refer to paragraph 11 of the Scope of Tender).

Tender Number	Property Description	Tender Price (VAT included)
SC1147/2011	A: Tendered Purchase Price for ERF 11436 (a portion of Erf 10996) Hermanus.	R
	B: Tendered Lease Amount per m ² per month for Lease Back (Refer to paragraph 12 of the Scope of Tender).	R /m ²

Signed at _____ on this _____ day of _____ 2011,
in the presence of the undersigned witnesses.

TENDERER:	<i>(Name of enterprise)</i>		
Print name		Signature	

AS WITNESSES	<i>(Name of enterprise)</i>		<i>(Name of enterprise)</i>	
Print name		Signature		
Print name		Signature		

19. FORM OF OFFER AND ACCEPTANCE

1. OFFER

The Municipality, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

SALE OF ERF 11436 (A PORTION OF ERF 10996) HERMANUS 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 as described in the tender document including compliance with all its terms and conditions according to their true intent and meaning.

THE OFFERED TOTAL OF THE PRICES EXCLUSIVE OF VAT IS:							
A: Tendered Purchase Price for ERF 11436 (a portion of Erf 10996) Hermanus.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">R</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;"></td> <td style="text-align: center;"><i>(In words)</i></td> </tr> </table>	R			<i>(In words)</i>		
R							
	<i>(In words)</i>						
B: Tendered Lease Amount per m ² per month for Lease Back (Refer to paragraph 12 of the Scope of Tender).	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">R</td> <td style="width: 80%;"></td> <td style="width: 10%; text-align: center;">/m²</td> </tr> <tr> <td style="border: none;"></td> <td style="text-align: center;"><i>(In words)</i></td> <td style="border: none;"></td> </tr> </table>	R		/m²		<i>(In words)</i>	
R		/m²					
	<i>(In words)</i>						

This offer may be accepted by the Municipality 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.

Signature(s)		
Name(s)		
Capacity		
For the tenderer:		
Name of witness:	<i>(Insert name and address of organisation)</i>	Date
Signature of witness:		



2. ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the Municipality identified below, accepts the tenderer's offer. Acceptance of the tenderer's offer shall form an agreement between the Municipality and the tenderer upon the terms and conditions contained in this agreement and in the Deed of Sale to be concluded that is the subject of this agreement.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), arrange for the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the agreement. 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. Unless the tenderer (now Developer) within five working days of the date of such receipt notifies the Municipality in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature(s):		
Name(s):		
Capacity:		
For the Owner:	Overstrand Municipality, Magnolia Avenue, Hermanus	
Name of witness:		Date:
Signature of witness:		

I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this tender form and that I / we accept the conditions in all respects.

I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of *my / our tender and that I / we elect domicillium citandi et executandi in the Republic at:

I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender: that the price quoted cover all the work items specification in the tender documents and that the price cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			
WITNESS 1		WITNESS 2	



PART C – DATABASE REGISTRATION

A	If you are a bidder, DULY REGISTERED as a Preferred Supplier on the Supply Chain Management Database of the Overstrand Municipality, COMPLETE THIS SECTION		
SCM DATABASE REGISTRATION NUMBER		SC	
NAME OF FIRM			
SIGNATURE		CAPACITY	
NAME (PRINT)			

B	If you are a bidder, NOT DULY REGISTERED as a Preferred Supplier on the Supply Chain Management Database of the Overstrand Municipality, it is compulsory to complete and attach the following forms:
1	Database Registration Form
2	Vraelys Vir Voorkeurverkrygingsbeleid / Questionnaire For Preferential Procurement Policy / Iphapha Lemibuzo Yenqubo Ekhethekileyo Yokufumana
3	Declaration By Supplier
4	National Small Business Act No. 102 Of 1996 Classification
5	Documents Required
6	Nature Of Operations, Products Or Services
7	Credit Order Instruction

FOR OFFICE USE ONLY: <i>Confirm attachment of the completed documents</i>			
<i>I confirm that I have removed the Supplier Database Registration Forms from the tender document and forwarded it to the Supplier Database Official</i>			
<i>Pages removed from page number:</i>		<i>To page number:</i>	
<i>Date</i>			
<i>Print Name</i>		<i>Signature</i>	

DATABASE REGISTRATION FORM

VAT/BTW REG. NO: 4140106396
www.overstrand.gov.za
OM-C1

HERMANUS Magnoliastraat 1 Magnolia Street ☎ 20 7200 Tel. 028 313 8152 Faks/Fax. 028 313 8182	HANGKLIP-KLEINMOND 5de Laan 39 5th Avenue Privaatsak X3 Private Bag 7195 Tel. 028 271 8100 Faks/Fax. 028 271 4100		STANFORD Queen Victoriastraat 15 Queen Victoria Street ☎ 84 7210 Tel. 028 341 0640 Faks/Fax. 028 341 0445	GANSBAAI Hooftstraat Main Road ☎ 26 7220 Tel. 028 384 0111 Faks/Fax. 028 384 0241
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KREDITEUR: Registrasie op databasis ingevolge:	1. Wet op die Raamwerk vir Voorkeurverkyngsbeleid, 2000 (Wet No. 5 van 2000) (Goewermentskennisgewing No.97 van 03 Februarie 2000 – Staatskoerant No. 20854) 2. Voorkeurverkyngsregulasies (No. R.725 van 10 Augustus 2001) uitgevaardig ingevolge bogemelde Wet (Staatskoerant No. 22549) 3. Wet Op Plaaslike Regering: Munisipale Finansiële Bestuur No. 56 Van 2003
CREDITORS: Registration on data base in terms of:	1. Preferential Procurement Policy Framework Act No. 5 Of 2000 (Government Notice No.97 van 03 February 2000 – Government Gazette No. 20854) 2. Preferential Procurement Regulations (No. R.725 of 10 August 2001) promulgated in terms of abovementioned Act (Government Gazette No. 22549) 3. Local Government: Municipal Finance Management Act No. 56 Of 2003
ABANTU ENINAMATYALA KUBO: Ubhaliso kwindawo ekuginwa kuyo iindawo ezaziwa ngento ngokuphathethelele..	1. Ubume benkqubo ekhethekileyo yokufumana Umthetho ongunombolo 5 ka-2000 (Isaziso sikaRhulumente esingunombolo 97 we-3 kaFebruwari 2000-lphepha-ndaba lombuso likaRhulumente unombolo 20854) 2. Umthetho yenkqubo ekhethekileyo yokufumana (Nombolo R725 ka-Agasti 2001) umthetho owaziswe ngokubhekiselele ngumthetho ongasentla (lphepha-ndaba lombuso likaRhulumente elingunombolo 22549) 3. Umasipala wengingqi: Umthetho wokulawula ezemali kamasipala ongunombolo 56 ka -2003

Handelsnaam van onderneming Trade name of enterprise Igama lokushishina loshishino															
Posadres / Postal address Idilesi yeposi															
Plaasnaam/Besigheid straat adres / Name of Farm/Business street address / Igama lefama/idilesi yesitrato soshishino															
Aard van bedrywigheid wat beoefen word / Nature of activities conducted / Uhlobo lwemisebenzi eyenziwayo necandelo															

Tipe onderneming (Merk met X) / Type of enterprise (Mark with X) / Uhlobo loshishino (Phawula ngo-X)	1	Eenmansaak / Sole Proprietor / Ushishino lomntu omnye	2	Vennootskap/ Partnership/ Uthelelwano	3	Openbare Sektor / Public Sector / Icandelo lomntu wonke	4	Maatskappy/Beslote Korporasie / Company /Close Corporation / Inkampani/mbumba evalue-kileyo	5	Ander: Klub, Trust, ens. / Other: Club, Trust, etc. / Ezinye: umbutho, itrasti, njl-njl.
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CIBD nommer / CIDB number / inombolo ye-CIDB (Construction Industry Development Board)															
BTW nommer / VAT number/ inombolo ye-VAT															
Inkomstebelastingverwysingsnommer van persoon/onderneming in 1. / Income Tax reference number of person/enterprise in 1. / Inombolo yesalathiso serhafu yengeniso yomntu/yoshishino olubalulwa ku-1.															
Indien u nie vir enige van bogenoemde geregistreer is nie, meld redes: / If you are not registered for any of the above, furnish reasons: / Xa ungazibhaleli nayiphi na into engaphezulu, nika izingxaki:															

Besonderhede van verantwoordelike persoon of eienaar / Particulars of responsible person or owner / Iinkcukacha zomntu othatha uxanduva okanye zomnini															
Van / Sumame / Ifani															
Voornaam / First name / Amagama															
Hoedanigheid / Designation / Ubume emsebenzini															

Besonderhede van skakelbeampte / Particulars of liaison officer / Iinkcukacha zomntu womanyano (Umntu onika iimbuyiselo)															
Voorletters en van / Initials and surname / Oonobumba bokuqala bamagama nefani															
Hoedanigheid/Designation/Ubume omsebenzi															
Selfoon / Cell phone / Iseloni															
Telefoon nr./Telephone no. /inombolo yefoni															
Faksnr. / Fax no. / Inombolo yeFeksi															
e-pos adres / e-mail address / I-imeyile															
Meld taalvoorkeur / Indicate language preference	Afrikaans							English							

Ek verklaar dat die inligting wat hierin verstrek is, waar en juis is. / I declare that the information herein furnished, is true and correct. / Ndxela ukuba ulwazi olunikiweyo apha luyinyaniso kwaye lulungile.															
Handtekening van persoon verantwoordelik vir hierdie verklaring / Signature of person responsible for this declaration / Usayino lomntu othathela uxanduva le ngxelo.															
Naam / Name / Igama	Hoedanigheid / Designation / Ubume emsebenzini							Datum / Date / Umhla							

PLEASE ATTACH A LIST OF SERVICES / COMMODITIES THAT YOU CAN SUPPLY

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

**1	Persentasie aandeelhouding van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseer op ras . / Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on race . / Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo ngokobuhlanga .	%
2	Persentasie aandeelhouding van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseer op geslag . / Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on gender . / Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo ngokwesini .	%
3	Persentasie aandeelhouding van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseer op gestremdeheid . / Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on disability . / Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo ngokobulwelwe .	%
4	Persentasie aandeelhouding 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 ? Is your business established within the area of jurisdiction of the Municipality? Ingaba ishishini lakho limi kwingingqi elawulwa nguMasipala wesithili?	In/Ngaphakathi Uit/Out/Ngaphandle
6	Maak u gebruik van plaaslike arbeid (werkskepping)? / Do you make use of local labour (job creation)? / Uyawasebenzisa amathuba avelayo odalo lomsebenzi (ukudala umsebenzi)?	Ja/Yes/Ewe Nee/No/Hayi

Hiermee sertifiseer ek/ons die ondergetekende en die getuïenisse 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

Handtekening / Signature / Osayinileyo	Getuie / As Witness / --Njengengqina

LWI / 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

**** "Histories Benadeelde Individu (HBI)" 'n Suid-Afrikaanse burger –**

- (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;

**** "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 an HDI.

****Xa kuthethwa ngomntu owanyhashelwa amalungelo ill kuthethwa ngommi waseMzantsi Afrika**

- (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 Umgaqo siseko weRiphabliki yoMzantsi Afrika,1993 (Umthetho ongunombolo 200 ka-1993) ("Umgaqo 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 onyhashelwe amalungelo ache.

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: <ul style="list-style-type: none"> (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) willfully 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).

3.	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 <i>in the service of the state</i> ? *	YES	NO	
3.3.1	If so, furnish particulars.			
3.4	Have you been <i>in the service of the state</i> 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 <i>in the service of the state</i> 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 <i>in the service of the state</i> 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 <i>in the service of the state</i> ?	YES	NO	
3.7.1	If so, furnish particulars.			
3.8	Is any spouse, child or parent of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?	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
- (f) an employee of Parliament or a provincial legislature.

COMMISSIONER OF OATHS

Signed and sworn to before me at _____,
on this _____ 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	Total annual turnover	Total gross asset value (fixed property excluded)	Indicate the category of your business
Please indicate your Sector "X"			Less than:	Less than:	Less than:	"X"
All Tiers of Government 00001 - 09999		Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Agriculture 11001 - 14999		Medium	100	R 5 m	R 5 m	
		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	R 13 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	R 26 m	R 6 m	
		Small	50	R 13 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	

NATURE OF OPERATIONS, PRODUCTS OR SERVICES

Please list the products/services provided by your enterprise under the appropriate headings.
 Indicate the PRIMARY and/or SECONDARY function applicable to your business by ticking the appropriate box and (i.e. nature of operations, products or services):

PRIMARY FUNCTION:		SECONDARY FUNCTION:	
PRODUCTS	<input type="checkbox"/>	PRODUCTS	<input type="checkbox"/>
SERVICES	<input type="checkbox"/>	SERVICES	<input type="checkbox"/>
LABOUR	<input type="checkbox"/>	LABOUR	<input type="checkbox"/>
EQUIPMENT	<input type="checkbox"/>	EQUIPMENT	<input type="checkbox"/>

KREDIETBEVEL INSTRUKSIE / CREDIT ORDER INSTRUCTION / UMYALELO NGOTYALO MALI

Dit is die Overstrand Munisipaliteit se beleid om alle krediteure deur middel van direkte bankoorplasinge 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 ukhulawula abo kufuneka bebahlawule ngokufaka imali ebhankini. Nceda ke ngoko uzalise olu xwebhu lungezantsi ngeenkukacha zakho ucele ibhanki yakho ukuba yenze isiqinisekiso sezi nkukacha.
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BESONDERHEDE VAN FIRMA/INSTANSIE / DETAILS OF FIRM/INSTITUTION / IINKCUKACHA ZEFEMU/IZIKO:

Naam / Name / Igama																				
Adres / Address / Idilesi																				

BESONDERHEDE VAN MY/ONS BANKREKENING IS AS VOLG / DETAILS OF MY/OUR BANK ACCOUNT ARE AS FOLLOWS / IINKCUKACHA ZEBHANKI YAM ZIMI NGOLU HLOBO:

NAAM VAN BANK / NAME OF BANK / IGAMA LEBHANKI																				
NAAM VAN TAK / NAME OF BRANCH / IGAMA LESEBE LEBHANKI																				
REKENING NR / ACCOUNT NO / INOMBOLO YE_AKHAWUNTI																				
TAKKODE / BRANCH CODE / IKHOWUDI YESEBE																				
TIPE REKENING / TYPE OF ACCOUNT / UHLOBO LWE_AKHAWUNTI																				

1 =	Tjekrekening Cheque Account I-akhawunti yetshakhi	2 =	Transmissierekening Transmission Account I-akhawunti vokuqithisela	3 =	Spaarrekening Savings Account I-akhawunti vemali eqceniwevo
4 =	Verbandrekening Bond Account I-akhawunti yebhondi	5 =	(Nie in gebruik) (Not in use) Avisetvenziswai	6 =	Subskripsieaandeelrekening Subscription Share Account I-akhawunti vomrhumo 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 vroegetydig 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 ezimfanelo zam/zethu kwia-akhawunti yebhanki yam/yethu. Ndi/Siyaqonda ukuba isiqinisekiso semali ehlawulwe ngumasipala siza kufumaneka kwaye eso siqinisekiso siza kubonisa umhla ekuhlawulwe ngawo kunye nezinye iinkukacha zentlawulo. Ndi/Siya kumazisa umasipala xa iinkukacha zebhanki yam zitshintshile kwaye ndiza kubanika isaziso seentsuku ezingama-30 ndisithumele ngeleta erejistarishiweyo.
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GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / USAYINO OLUGUNYAZISIWEYO	
VOORLETTERS EN VAN / INITIALS AND SUR-NAME / OONOBUMBA BOKUQALA BEGAMA KUNYE NEFANI	
TELEFOONNOMMER / TELEPHONE NUMBER / INOMBOLO YEFOWUNI	DATUM / DATE / UMHLA

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 details of our clients bank account as indicated on the credit order instruction is correct: -Ndi/Siqinisekisa ukuba iinkukacha zabaxhasi bethu ezibhalwe kwimiyalelo yokudiphozitha imali ilungile	AMPTELIKE DATUMSTEMPEL / OFFICIAL DATE STAMP / -ISITAMPU SOMHLA ESISESIKWENI:
GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / -Usayino olugunyazisiweyo	

DOCUMENTS REQUIRED

DOCUMENTS REQUIRED	SOLE PROPRIETOR	CC'S AND PRIVATE COMPANIES	PARTNER-SHIPS	PUBLIC COMPANY	BUSINESS TRUST	NON PROFIT ORGANIZATIONS (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
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 OFFICE USE ONLY:			
BUSINESS NAME			
DATE RECEIVED		DATE CAPTURED	
ACCEPTED			
DATABASE REGISTRATION NUMBER			