



**OKHAHLAMBA**  
 LOCAL MUNICIPALITY • UMKHANDLU WENDAWO  
 Home of Heritage and Tourism

### BID DOCUMENT

<b>CONTRACT NO</b>		8/1/4/1/12- COR 05/2026	
<b>TENDER DESCRIPTION</b>		HOSTING OF TELEPHONE SYSTEMS AND INTERNET SERVICES FOR THE PERIOD OF THREE YEARS	
<b>CLOSING TIME</b>	12H00	<b>CLOSING DATE</b>	24 July 2026
<b>Tender Box:</b> OKHAHLAMBA LOCAL MUNICIPALITY 259 KINGSWAY STREET MUNICIPAL BUILDING BERGVILLE 3350		<b>NB:</b> 1. All bids must be submitted on the official forms (not to be re-typed) 2. Bids must be completed in black ink in writing 3. No bids will be considered from persons in the service of the state	
<b>Name of Bidder:</b>			
<b>Total Bid Price (Refer to pricing schedule on page 28)</b>			
<b>Prepared and Issued by:</b>  Directorate: Corporate Department OKHAHLAMBA LOCAL MUNICIPALITY P.O. BOX 71, BERGVILLE, 3350		<b>For technical enquiries, contact:</b>  T Hlatshwayo at Tel: 036 448 8040, e-mail: <a href="mailto:Thembeke.Hlatshwayo@okhahlamba.gov.za">Thembeke.Hlatshwayo@okhahlamba.gov.za</a>	

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## 2. TENDER NOTICE AND INVITATION TO TENDER

### BID NOTICE

Bids are hereby invited in terms of Section 83 of the Municipal Systems Act, Act 32 of 2000 (as amended) and Sections 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003.

Bid documents are obtainable from the SCM Bids office after paying non-refundable deposit of R400.00 per bid document at cashiers or by EFT made out in favor of Okhahlamba Local Municipality prior to bid collection of the bid document: First National Bank, Branch Code. 220625, **Acc no. 51660362710.**

Any eligible bidder can also download documents free of charge on the web-based portal [www.etenders.gov.za](http://www.etenders.gov.za) with effect **22 June 2026 @ 15:30pm** only service providers registered on National Treasury Central Supplier Database (CSD) and Okhahlamba Local Municipality's database will be considered for bidding.

	<b>Contract Name and Description</b>	<b>Bid Documents availability date</b>	<b>Briefing Session Date, time &amp; Venue</b>	<b>Closing &amp; Opening Date &amp; Time</b>	<b>Bid Enquiries</b>
COR 05/2026 <b>Functionality 80%</b>	Hosting of telephone systems and internet services for the period of three years	From : 22 June 2026 Contact Mrs M Dlamini /B Shezi <b>036 448 8062/ 036 448 9209</b>	None	24 July 2026 @ 12.00pm	Corporate Depart: T Hlatshwayo 036 448 8040  Email: <a href="mailto:thembeke.hlatshwayo@okhahlamba.gov.za">thembeke.hlatshwayo@okhahlamba.gov.za</a>

### BID SUBMISSION

Sealed bids **with the contract number and description of the bids endorsed on the envelope with the bidders details clearly indicated** may be couriered using courier services at least two days before closing date to avoid late delivery or be hand delivered and must be deposited at the Okhahlamba Local Municipality's bid box situated in the reception at or before **the specified date and time above**, at which bids will be opened in public in the municipal's Boardroom. Bids received after the said closing date and time as prescribed will not be considered. Facsimile and e-mailed bids will not be accepted.

Bids will be evaluated and adjudicated in terms of functionality and Preferential Procurement Regulations, 2022 pertaining to Specific Goals and other applicable legislations and will be based on 80/20 preference points system.

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

Bids must only be submitted on the bid documentation that is issued. CSD registration, valid Tax Clearance Certificate plus SARS status verification pin, CK document and other required certificates must accompany the bid document.

The Okhahlamba Local Municipality is not bound to accept the lowest or any bid and reserves the right to accept the whole or part of a bid.

**INVITATION TO BID – PART A**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE OKHAHLAMBA LOCAL MUNICIPALITY**

BID NUMBER:	8/1/14/12– COR 05/2026	CLOSING DATE:	<b>24 JULY 2026</b>	CLOSING TIME:	<b>12: 00PM</b>
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DESCRIPTION HOSTING OF TELEPHONE SYSTEMS AND INTERNET SERVICES FOR THE PERIOD OF THREE YEARS

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT  
(STREET ADDRESS

**259 KINGSWAY STREET (OPPOSITE TO ASTRON GARAGE)**

**PO BOX 71**

**BERGVILLE**

**3350**

**SUPPLIER INFORMATION**

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:

**PREFERENTIAL POINTS (80/20) OR (90/10) PRICE = 80 / 90 PREFERENT POINTS = 20 / 10 TOTAL = 100**

	20	10	TICK FOR CLAIM
<b>SPECIFIC CONTRACT PARTICIPATION GOALS</b>			
RACE (EQUITY HDI'S)	10	4	
DISABILITY/YOUTH	3	2	
BLACK PEOPLE WHO ARE WOMEN	2	2	
LOCALITY	5	2	
<b>TOTAL HDI SCORE</b>	<b>20</b>	<b>10</b>	

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES, ANSWER PART B:3]
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TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE	R
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SIGNATURE OF BIDDER	DATE
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**CAPACITY UNDER WHICH THIS BID IS SIGNED**

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: TECHNICAL INFORMATION MAY BE DIRECTED TO:**

DEPARTMENT	FINANCE – SUPPLY CHAIN MANAGEMENT DEPT	CONTACT PERSON	THEMBEKA HLATSHWAYO
CONTACT PERSON	THULILE MAPHALALA	TELEPHONE NUMBER	036 448 8040
TELEPHONE NUMBER	036 – 448 8056/ 087 086 9209	FACSIMILE NUMBER	036 – 448 1986
FACSIMILE NUMBER	036 – 448 1986	E-MAIL ADDRESS	
E-MAIL ADDRESS	<a href="mailto:Thulile.Maphalala@okhahlamba.gov.za">Thulile.Maphalala@okhahlamba.gov.za</a>		<a href="mailto:Thembeka.hlatshwayo@okhahlamba.gov.za">Thembeka.hlatshwayo@okhahlamba.gov.za</a>

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE ENTITY RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
3.2.	DOES THE ENTITY HAVE A BRACH IN THE RSA? YES NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO
<b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b>	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....  
CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
DATE: .....

### 3. FUNCTIONALITY POINTS FOR BID EVALUATION

#### FUNCTIONALITY POINTS FOR BID EVALUATION

1. Bidders will be evaluated on the following point scoring criteria and be subjected to a further evaluation thereafter; bidders will be further evaluated on the targeted procurement / preferential points.
2. Bidders, who do not score more than 80% upon the functionality, will not be considered for a further evaluation.
3. Bidders are to submit documentary proof and the page reference number in support of the description of items above as part of the bid document.

#### Functionality - Phase 1:

The following is the pre-qualifying criteria that are applicable to this tender, any bidder who does not meet them will be disqualified and shall not be evaluated further

No.	Qualification criteria	Supporting Documents Required	Reference page	Remarks
1	The Bidder must have at least three years' experience in supplying, installing, commissioning and Managing of SD-WAN solutions and must have implemented SD-WAN and VoIP in two institutions in the last 2 calendar years. The Bidder (Service Provider) must also have delivered MPLS VPN or managed broadband link or combination of both Link connectivity at least to 50 sites across South Africa.	2 Client letters from the previous clients where these services have been successfully completed within the predefined time period. Letters are to be dated with Client letterhead and authorised signatory.		
2	The Bidder must have a back-to-back service level agreement with OEM provider of physical devices.	Partner/solution certification / Undertaking on company's letter head from the bidder duly signed by authorized signatory with Company seal.		
3	The Bidder must provide proof of ICASA Certification for MPLS infrastructure and if applicable any partnership arrangement must be proven where ICASA certification is not issued directly to the Bidder.	A valid ICASA Certificate to be provided OR proof of valid membership of the Internet Service Provider Association of South Africa (ISPA), which must be in good standing.		
4	The Bidder must provide proof of ISO certification	A valid ISO Certificate to be provided		
	Minimum of 5x contactable reference of product proposed for a similar scope to the municipality i.e. 200+ users on secure enterprise Cloud hosted UCC PBX, TMS incl. budget-barring and POPIA compliant voice-logging			

## Paper-Based Technical Evaluation – Phase 2

No.	Technical Evaluation	Mark Allocation	Compliance Y/N	Bidder page reference and page number
1	<p><b>Networking</b></p> <p>Networking - The bidder is required to demonstrate networking certification which is valid and current from a legitimate vendor (for example: Cisco, Juniper, Huawei and Fortigate etc.) through the provision of one networking certificate which indicates the highest level of certification.</p> <ul style="list-style-type: none"> <li>- Partnership: Advanced Level - <b>15 Points</b></li> <li>- Partnership: Intermediate Level - <b>10 Points</b></li> <li>- Partnership: Entry Level - <b>5 Points</b></li> </ul>	15		
2	<p><b>Security</b></p> <p>The bidder is required to provide legitimate Firewall Security Certification.</p> <ul style="list-style-type: none"> <li>- Advanced Certification - <b>15 Points</b></li> <li>- Intermediate Certification - <b>5 Points</b></li> <li>- Entry Certification - <b>0 Points</b></li> </ul>	15		
3	<p><b>Technical Resources</b></p> <p>The bidder is required to provide detailed Curriculum Vitae (CV) of key technical staff that will be assigned to this project with defined roles.</p> <p><i>Note:</i></p> <ol style="list-style-type: none"> <li>1) <i>Certificates must be provided with the CV of the assigned key technical staff, in order to be considered to be awarded points for the minimum certification requirement; and</i></li> <li>2) <i>CV's of assigned staff must reflect the minimum experience requirement in order to be considered when awarded points for this evaluation criteria, which can be verified.</i></li> <li>3) <i>Individual identities such as names may be omitted to maintain the privacy of individuals.</i></li> </ol>	20		

No.	Technical Evaluation	Mark Allocation	Compliance Y/N	Bidder page reference and page number
	<p>a) Specify by means of an organogram, which needs to be attached, the structure and key technical staff which will be allocated to PPECB. – <b>5 Points</b></p> <p>b) CV's Provided for all key technical staff (Minus 1 point for each CV not provided) – <b>8 Points</b></p> <p>c) CV's should demonstrate the following minimum skills of technical staff being recommended for this project: -<b>Total 4 Points</b></p> <ul style="list-style-type: none"> <li>- Please attach minimum certification of CCIE or equivalent, ITIL v3, CISSP or equivalent; – <b>2 Points</b></li> <li>- Please attach certified Solutions Architect on vendor networking devices (CCDP or equivalent); – <b>2 Points</b></li> </ul> <p>d) Please provide post certification experience working on projects of a similar nature, scope, size and scale in planning, installation, configuration and supporting of MPLS/VPN/WAN and ISP Services.</p> <ul style="list-style-type: none"> <li>- 5 years or more experience provided – <b>3 Points</b></li> <li>- <i>Less than 5 years' experience provided - 0 Points</i></li> </ul>			
4	<p><b>Project Manager</b></p> <p>The bidder is required to provide the detailed Curriculum Vitae of the Project Manager(s) who will be assigned to the project who has acquired the following certification and skills:</p> <ul style="list-style-type: none"> <li>- Post Certification Experience in the management of projects of a similar nature, scope, size and scale in planning, installation, configuration and supporting of SD WAN technology and ISP Services;</li> </ul> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1) PMP Certificates must be provided with the Project Managers' CV in order to be considered to be awarded points for this evaluation criteria; in addition to</li> <li>2) Relevant post certification experience which can be verified.</li> <li>3) Individual identities such as names may be omitted to maintain the privacy of individuals.</li> </ol> <p>a) Provided CV of Project Manager (s) – <b>5 Points</b></p> <p>b) Provided PMP Certificate – <b>5 Points</b></p>	10		
5	<p><b>Experience and Track Record</b></p> <p>Minimum of 5x contactable reference of product proposed for a similar scope to the municipality i.e. 200+</p>	10		

No.	Technical Evaluation	Mark Allocation	Compliance Y/N	Bidder page reference and page number						
	<p>users on secure enterprise Cloud hosted UCC PBX, TMS incl. budget-barring and POPIA compliant voice-logging</p> <table border="1" data-bbox="252 499 979 1099"> <tr> <td data-bbox="252 499 836 707"> <b>Requirements fully met:</b>            Has successfully implemented all services of same, size and scale and has adequately experience in SD WAN technology and ISP Services contained in three separate detailed case studies and references fully met verification requirements.         </td> <td data-bbox="836 499 979 707"> <b>10 Points</b> </td> </tr> <tr> <td data-bbox="252 707 836 916"> <b>Requirements partially met:</b>            Has not implemented projects on same size and scale comprising of all the elements of SD WAN technology and ISP services and/or two case studies presented and/ or partial reference verification proven.         </td> <td data-bbox="836 707 979 916"> <b>5 Points</b> </td> </tr> <tr> <td data-bbox="252 916 836 1099"> <b>Requirements not met:</b>            Has not presented evidence of relevant experience in SD WAN technology and/ or one case study presented and/ or partial and/ or no reference verification could be proven.         </td> <td data-bbox="836 916 979 1099"> <b>0 Points</b> </td> </tr> </table>	<b>Requirements fully met:</b> Has successfully implemented all services of same, size and scale and has adequately experience in SD WAN technology and ISP Services contained in three separate detailed case studies and references fully met verification requirements.	<b>10 Points</b>	<b>Requirements partially met:</b> Has not implemented projects on same size and scale comprising of all the elements of SD WAN technology and ISP services and/or two case studies presented and/ or partial reference verification proven.	<b>5 Points</b>	<b>Requirements not met:</b> Has not presented evidence of relevant experience in SD WAN technology and/ or one case study presented and/ or partial and/ or no reference verification could be proven.	<b>0 Points</b>			
<b>Requirements fully met:</b> Has successfully implemented all services of same, size and scale and has adequately experience in SD WAN technology and ISP Services contained in three separate detailed case studies and references fully met verification requirements.	<b>10 Points</b>									
<b>Requirements partially met:</b> Has not implemented projects on same size and scale comprising of all the elements of SD WAN technology and ISP services and/or two case studies presented and/ or partial reference verification proven.	<b>5 Points</b>									
<b>Requirements not met:</b> Has not presented evidence of relevant experience in SD WAN technology and/ or one case study presented and/ or partial and/ or no reference verification could be proven.	<b>0 Points</b>									
6	<p><b>Company Experience</b></p> <p>A minimum of ten (10) years' company experience working in the industry must be proven through the provision of the company's profile, which covers the history of the organisation's services to date, spanning the full ten (10) year period.</p> <table border="1" data-bbox="252 1346 979 1601"> <tr> <td data-bbox="252 1346 815 1473"> <b>Fully Met:</b>            Company profile provided spanning ten (10 years' experience in the industry         </td> <td data-bbox="815 1346 979 1473"> <b>05 Points</b> </td> </tr> <tr> <td data-bbox="252 1473 815 1601"> <b>Not Met:</b>            Company profile provided with less than 10 years' experience in the industry         </td> <td data-bbox="815 1473 979 1601"> <b>0 Points</b> </td> </tr> </table>	<b>Fully Met:</b> Company profile provided spanning ten (10 years' experience in the industry	<b>05 Points</b>	<b>Not Met:</b> Company profile provided with less than 10 years' experience in the industry	<b>0 Points</b>	05				
<b>Fully Met:</b> Company profile provided spanning ten (10 years' experience in the industry	<b>05 Points</b>									
<b>Not Met:</b> Company profile provided with less than 10 years' experience in the industry	<b>0 Points</b>									
7	Bidder local presence in Okhahlamba region	15								
8	<p><b>Project Methodology</b></p> <p>Provide the overview of the project management methodology to be used and the phases included in the methodology in line with the delivery of this project</p> <p>Methodology provided – 10 <b>Points</b></p> <p>Detailed Project Plan on how these systems will be implemented. A detailed project implementation plan (including but</p>	10								

No.	Technical Evaluation	Mark Allocation	Compliance Y/N	Bidder page reference and page number
	<p>not limited to Gantt Charts, Work Breakdown Structure (WBS), Resource Allocation, Timelines and Critical Path) with respect to operational readiness within an eight (8) week period must be provided.</p> <p>(i) A good project plan presented is fully detailed and aligned to requirements, included timeframe – <b>10 Points</b></p> <p>(ii) An average project plan presented partially meets requirements – <b>5 Points</b></p> <p>(iii) Poor project plan presented does not meet requirements – <b>0 Points</b></p>			
<b>9</b>	(i) <b>Total Points</b>	<b>100</b>		

## 4. SPECIAL CONDITIONS OF CONTRACT

### 1. DURATION

The duration for this contract will be three (3) years from the day of finalisation of appointment.

### 2. PAYMENT

All payments will be made to the Service Provider within thirty (30) days upon the receipt of an invoice.

### 3. PRICE

Prices charged by the service provider for services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

### 3. RETURNABLE DOCUMENTS

The issued documents must be returned in the form and order in which they were issued to assist the Municipality to expedite adjudication of the bids. The Okhahlamba Local Municipality reserves the right to disqualify a bid in the event that the bidder does not fully comply with this provision.

### 4. BID VALIDITY

This bid shall not be withdrawn during a period of ninety (90) days from the date on which it is to be lodged and it may be accepted at any time during that period.

#### 5.1 DOCUMENTS TO BE SUBMITTED TOGETHER WITH BID DOCUMENT

- CSD Registration Full Report (not older than 3 months )
- Copy of tax clearance certificate and Status Verification Pin from SARS.
- Company Registration certificate.
- Certified copies of identity documents of directors or management.
- Copy of B-BBEE Status Level Verification Certificates or certified copies

## **5.2 COMPULSORY DOCUMENTS FOR EVALUATION PURPOSES**

- Rates bill / lease agreement and/or proof residence
- ICASA certifications for the company
- ISPA certifications for the company

## **6. MANDATORY OBJECTION PERIOD**

All administrative actions and decisions taken by the Municipality through its officials may become subject to an appeal process. As such, in terms of Section 49 of the Municipal Supply Chain Management Regulations No 27636 of 2005, a period of fourteen (14) days will be set aside to allow for the submission of appeals against the award/ process of making the award to a particular bidder by any interested party. Except in scenarios where the decision of a duly appointed appeal panel sets aside the appointment of the successful bidder as the service provider for this contract, the appointment will then be confirmed by the municipality in writing.

Kindly note that the notice of award will be published on the municipal website.

## **7. RIGHTS TO AWARD**

- Okhahlamba local municipality reserve the rights to call for presentations from shortlisted suppliers.
- Not to make any award in this bid or accept any proposal submitted.
- Award the project to more than one (1) respondent for the same project.
- Request further technical/ functional information from any respondent after a closing date.
- Verify information and documentation of the respondent(s).
- Not to accept any of the bid document submitted.
- To withdraw or amend any of the bid conditions by notice in writing to all respondents prior to closing of the bid and post award.
- If an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.

## 5. SPECIFICATION OF CONTRACT/SCOPE OF WORK

### Requirements on Hosted System:

#### Sites and Users

Municipality Site Name
Municipality Main building
Traffic Department
Bergville Library
Winterton Library
Mamfemfetheni Library
Technical Department
Mechanical Workshop
Disaster
Thusong
Sport complex

- Total UCC PBX Users' desktop = 150x
- Executives requires full UCC mobility also = 20x (forms part of the 150x total)
- Reception requires a desktop phone with expansion-modules to ensure efficient workability
- All handsets must be minimum 1Gbps PoE network port in and out to laptop/pc
- Executives requires high-end handsets with colour touch-screen, cordless handpiece
- POPIA securely and compliantly voice-logging on an extension-side level, not trunk = All user extensions
- UCC Softphone application to integrate with Microsoft Teams
- Take over of existing LAN & WAN maintenance and support
- Port all voice DDI numbers
- Port/replace all WAN connectivity
- Take over support of IP fax solution

## SD-WAN and Connectivity Requirements

### Main Building and Disaster

The **Municipality Main Building (Bergville)** and the **Disaster** shall each be provided with **dual Internet/WAN connectivity** to ensure high availability and business continuity.

The connectivity requirements are as follows:

- Each site shall have **two independent WAN links**:
  - **Primary Link**: Dedicated Fibre connectivity.
  - **Secondary Link**: LTE connectivity for automatic failover.
- The Fibre and LTE links shall be configured for:
  - Automatic failover.
  - Load balancing where applicable.
  - Continuous service availability.
  - SD-WAN path selection and application-aware routing.
- The service provider shall ensure that failover between the primary and secondary links is seamless and does not significantly impact voice, data, and unified communications services.
- The primary Fibre service shall provide a minimum availability of **99.9%**.

## Firewall and Security Requirements

### Fortinet Security Architecture

To ensure a standardized and secure network environment, the Municipality requires a Fortinet security solution.

The following requirements shall apply:

- The **Municipality Main Building** shall have a **dedicated FortiGate firewall appliance**.
- Both the Fibre and LTE links at the Main Building shall terminate directly on the FortiGate firewall.
- The FortiGate firewall shall provide:
  - SD-WAN functionality.
  - Automatic WAN failover.
  - Traffic load balancing.
  - Next-Generation Firewall (NGFW) services.
  - Intrusion Prevention System (IPS).
  - Anti-malware and web filtering.
  - Application control.
  - Secure VPN connectivity.
  - Centralized security policy management.
  - Quality of Service (QoS) for VoIP and Unified Communications traffic.
- The proposed firewall solution **must be Fortinet FortiGate only**. Alternative firewall manufacturers or open-source firewall solutions will not be accepted.

- The bidder shall specify the proposed FortiGate model and demonstrate that it is appropriately sized for the Municipality's current and future requirements over the three-year contract period.
- The FortiGate solution shall support integration with the proposed SD-WAN architecture and provide centralized monitoring, reporting, and management capabilities.

## **Suggested Addition to Infrastructure Requirements**

### **Network Redundancy and Business Continuity**

- The Main Building and Disaster Recovery Centre must each have dual WAN connectivity comprising:
  - One primary Fibre connection.
  - One secondary LTE connection.
- The Main Building shall utilize a FortiGate firewall to manage both connectivity links and provide SD-WAN, security, and automatic failover capabilities.
- The network design shall ensure uninterrupted operation of:
  - Internet services.
  - VoIP and UCC PBX services.
  - Microsoft Teams integration.
  - Remote user access.
  - Inter-site communications.
  - Disaster recovery operations.

### **Functional requirements**

- The ability to be able to differentiate between a private and a business call. Predefined business calls database.
- Experience of the vendor and ease of integration with Microsoft Teams, & Active Directory.
- Remote working using Unified Communications and Collaboration outside the Microsoft Teams eco-system i.e. Softphone, Visual Voicemail, Secure Instant Messaging and incorporating the user GSM mobile number for single-number-contact and Presence Management
- Telephone device compatibility to accommodate headsets for receptionist, switchboard operator & support functions i.e. IT systems support staff, infrastructure support staff.
- Unified Communication roadmap capability i.e. Desktop workstation & Mobile devices (Softphone Application)
- Provide the functionality to enable an incoming caller to direct their call to a specific extension if the receptionist cannot attend to the specific call.
- Availability of multiple phone devices to select appropriate configurations for a variety of business applications
- The availability of mobile capability namely that calls forwarded to internal extension numbers can be answered by a cell phone.

- Teleworker services to allow for secure, remote communications
  - The supplier shall provide the ability to support a hot-desking feature (to the applicable user profiles) to allow End Users to move around MUNICIPALITY sites while retaining their own existing voice extension number and individual phone settings.
  - MUNICIPALITY has a mobile team which necessitates travel between MUNICIPALITY and dispersed or remote office locations. Describe any features of your solution which can benefit mobility.
  - Explain how your solution supports single number portability (i.e. being reachable through one number and able to place calls using the same number – no matter what the location).
  - How do you direct incoming calls to multiple devices, whether these devices reside inside the proposed solution outside the system, such as a mobile phone outside the proposed solution?
  - Describe how your proposed solution address in-office mobility when the user is at headquarters or a remote location, at a desk or roaming between locations in a campus environment in close proximity to the campus?
  - Describe how your solution supports Wi-Fi VoIP and what additional equipment is required.
  - Describe how in-building mobility solutions integrate with the proposed unified communication system. What roaming restrictions exist for your devices?
- Teleconferencing:
  - The possibility of dedicated teleconference numbers in main boardrooms.
  - Improved teleconference hardware for telephones i.e. staff 'huddling' around phone for a teleconference call
  - Voice Conferencing for Ad-hoc and multi-party conference calls is required. Describe how your solution will provide this.
- Multi-level Auto attendant & Music on hold & Comfort message:
  - The capability to retrieve after hours' customer or vendor messages
  - The capability to transfer calls to a designated extension in the event when both the receptionist & switchboard operator is not available i.e. operational meetings
- Multi-call answering capability without compromising feature accessed codes
- Unified Messaging:
  - Voicemails to email for all users.
  - The solution must support mobility for user contact and provide a single mailbox per user.
  - Visual Voice mail: Blinking on your phone. (update all systems with read notification)
  - Easy access to voice mail.

- Visual Voice Mail functionality for meetings. (Dictaphone)
- Describe any features of solution which can support users with sight or hearing impairments. State any compliance to Accessibility Standards.
- Reception/Switchboard
  - MUNICIPALITY currently provides central operator services at Head Office. Describe the operator features of your proposed solution

### **Technical requirements**

- Describe how you would achieve uniform architecture with enterprise clustering
- Please explain proposed solution scalability
- Please provide an overview of the features of the proposed solution.
- Please describe the operating platform options for delivery of the service.
- Describe the different deployment options available for your proposed solution.
- The Supplier shall ensure that the voice platform can support industry standard codecs (G.711, G.726, G.729 and similar) and use G.711 as the default codec for voice calls over the Wide Area Network (WAN) and Local Area Network (LAN).
- Please describe the proposed end user devices. IP handsets should be capable of supporting 1Gbps and POE.
- Provide details and images of the proposed phone model options.
- The solution should support different phones and functionality for different end user categories.
- Please provide a comparison table describing the features of the proposed telephone options.
- The enterprise IP telephony solution should use open Standards, where feasible, to support integration with third party solutions and services.
- The IP telephony solution shall be integrated with MUNICIPALITY Microsoft Active Directory to allow the automatic creation of basic telephony accounts and the automatic update of directory names.
- Describe how your solution will facilitate open-integration for possible Web/ERP or CRM back-end systems
- The proposed system is comprised of redundant call processing and signaling servers in geographically diverse data centers. Include a description of a server failure scenario, and include the approximate convergence time, and whether any active voice calls were dropped.
- Describe any user or manual intervention required to perform the failover. How was the system restored to normal operation after its repair?
- Identify any unavailable capabilities or services if all call processing and signaling servers are down.

- Describe how the proposed design's level of redundancy applies to the media gateway components of the system. Identify any available redundancy features that are not included in the proposed design.
- Describe how the proposed design's 'call survivability' strategy maintains the RTP bearer stream (the voice conversation) between two IP endpoints. The proposed design should include a description of:
  - Link failure scenarios & Traffic load balancing features on a per-flow basis.
  - Traffic load balancing features on a per-flow basis
- How does the proposed architecture provide for resilience at the network and application layers?
- Describe how the communications servers and the LAN components report troubles/alarms.
- Address what options exist with your solution for local site survivability?
- Assuming there is a WAN failure, describe the potential options that MUNICIPALITY may consider and their inherent value.
- Is the solution management interface accessed from a desktop client or via a web portal/browser?
- What are the hardware requirements for the proposed system?
- Does the proposed system provide secure audio, web, and video conferencing as optional?
- Does the proposed system support Microsoft Outlook for scheduling conferences?
- Describe how your communication system architecture supports "hot desking" to enable in-office work arrangements or accommodate employees visiting from another office? What additional licensing is required?
- Describe how your solution supports in-building wireless communications. Does your solution support VoIP handsets (802.11) VoIP handsets using OMM protocol?
- Describe your capability to support mobile devices, such as smart phones, as virtual extensions of your solution. Include the following details:
  - Does this capability require a software client? If so, which mobile operating systems are supported?
  - Does your mobility solution support all system features provided by your solution?
- Describe the architecture for teleworking across the Internet. What is your solution for securely extending corporate voice services delivered to teleworkers (employees working from their home)?
- Is a virtual private network (VPN) device required for the remote office worker's phone to connect to the proposed communication system without compromising security?
- Describe how your teleworking solution provides secure communications between MUNICIPALITY's remote locations and headquarters.

- Is your teleworker solution available on all your IP phones or just a subset? If not all, list the phones that do not support teleworker mode.
- Does your teleworking solution support softphone services? If so, describe how.
- Describe the resiliency and survivability capabilities for your teleworking solution.
- How many teleworkers does your solution support and is additional hardware and/or software required?
- How does your teleworking solution provide for quality voice calls across the Internet?
- Describe emergency i.e. E-911, support for your teleworking solution.
- Describe how your teleworking capabilities address disaster recovery and/or business continuity concerns.
- Is additional hardware and/or software required for your teleworking solution?
- Describe in detail how your proposed Contact Center solution will offer customer experience management to the Municipality.

### **Voice Logging Requirements**

The proposed voice logging system needs to adopt passive-tap topology on each designated extension for complete secure, encrypted and compliant voice logging. Adherence to all the below specifications is required at a minimum.

#### Security

- Secure 512-bit AES encrypted recording at 128-bit AES call source (at point where recordings are captured)
- Secure storage and access of recordings with a clearly defined audit trail
- Full compliance with POPIA, FICA, FAIS, SOX, CPI, NCA, PCI DSS and CPA requirements
- Decrypted recordings to be tagged with MD5 and SHA-256 checksum
- Audit trials on all recordings (access, playback, review etc)

#### Flexibility

- Support for physical or virtual installation
- Recording of incoming, outgoing and internal calls
- Recording can be stored on-premises and/or offsite
- Option for onsite and cloud backup
- Backups to be accessible directly from Supervisor interface

- Support for recording and storage redundancy
- Support centralised storage of multiple recording branches
- Option for 3<sup>rd</sup> party integration

#### Functionality

- Agent Quality Management (AQM) for recording assessments and reporting
- Flexible reports and statistics on all call recordings
- AQM to auto-tag recordings for review
- Selective playback capabilities (pause/play/forward/rewind) with in-line note capabilities
- Unlimited multilevel supervisor licenses for access to calls
- Call tagging (Tag call for review / tag specific area within a recording)
- Post call survey functionally integration into AQM

#### Support

- Remote and onsite support options – describe and offer costing for 36x Months
- Automated monitoring to ensure recording are taking place and software is active

#### **TMS reporting & integration requirements**

- The telephone directory must be updated when changes occur in the Active Directory. (integration with the Active Directory)
- Detailed & summary reports reflecting all private calls by user & department displaying the departmental cost center for each user.
- Detailed & summary reports reflecting all business calls by user & department displaying the departmental cost center for each user.
- Automated management reports. (A manager must be linked to a cost center as the owner)
- The ability to upload/integrate to 3<sup>rd</sup> party databases i.e. a list of private calls per user for 'billing' purposes.
- TMS budget-barring for all users

#### **Infrastructure**

Bidder to submit compute pre-requisites and specifications for all solution elements in this regard, if any ICT infrastructure will be required from the MUNICIPALITY.

## Virtualization

- Describe the complete telephony solution infrastructure illustrating in detail a private enterprise cloud hosted solution scope
- Describe which virtualization technologies the MUNICIPALITY cloud hosted VDC will run on
- Describe whom will have access to the MUNICIPALITY cloud hosted data, to ensure this complies with the MUNICIPALITY's cyber-security policies
- Describe proposed UCC PBX solution access to the secure data-centre when a MUNICIPALITY user utilizes their UCC mobile softphone app whilst remote-working or travelling
- Note : The MUNICIPALITY will not accept any open source or shared/syndicated hosted PBX solutions

## High Availability/Business Continuity

- Can be deployed in either a centralized or distributed architecture with full resiliency
- No reduced service in event of a failure with transparency across sites
- Can be deployed on fault tolerant servers from Stratus (or another ISS platform) for stringent uptime requirements
- Support for VMware High Availability/Site Recovery Management services
- Business continuity with resiliency and support for VMware vCenter to protect against server failure, data centre disaster, outages in the network, and service disruption due to maintenance

## Mobility

- Employees have access to the same "in-office" communications experience from anywhere, with a single identity, phone number, voice mailbox, and extension
- Optional, UC solutions can easily be layered on with desktop or smart-device softphone experience to enhance overall effectiveness

## Deployment Flexibility

- Choice of deployment models (distributed, centralized, private cloud or hybrid)

## Optional, feature rich Unified Communications and Collaboration

- Embedded mobility capabilities with one-number identity
- Enhanced employee productivity through real time presence and availability of colleagues with UC clients for their desktops or mobile devices

- Single access point for all business communications and collaboration needs

#### Ease of Management

- Reduces time and resources needed to deploy, maintain, and make changes
- Manages multi-node network as if it were a single platform
- An Enterprise Manager that simplifies management of large, distributed networks
- Describe any auto-attendant / out of hours features of your solution.
- What are the bandwidth requirements of the proposed system for web collaboration and video conferencing, if considered?

#### **Software Defined Wide Area Network**

OKHAHLAMBA LOCAL MUNICIPALITY sites and the Head Office should be made up of links of different sizes and speeds according to the business requirements of each site to establish a stable and reliable SDWAN network.

Bidders are required to set up the WAN network localized at each OKHAHLAMBA LOCAL MUNICIPALITY site as per to provide connectivity to OKHAHLAMBA LOCAL MUNICIPALITY Head Office (Bergville, KwaZulu Natal 3350) and Disaster Recovery site (Winterton, KwaZulu Natal) of OKHAHLAMBA LOCAL MUNICIPALITY through the SDWAN configured link with SD WAN Technology at optimal speeds, by the bidder.

The bidders are required to structure their tariffs for extending SDWAN, VoIP and Internet services to new locations on a fixed-cost basis per technology and service type for the contract duration, while allowing flexibility for periodic price benchmarking for similar services in the market to enable OKHAHLAMBA LOCAL MUNICIPALITY to benefit from cost reductions as technologies and services become cheaper.

The service transitioning shall be executed through a formal project, approved by the MUNICIPALITY project team. The service provider shall follow a formal/recognized project management methodology. Please submit a detailed GANTT chart to illustrate your project methodologies and processes. It is preferred to work on PMBOK and/or Prince2 principles.

The service provider shall strictly adhere to the ICT Change Control Process of the MUNICIPALITY, including the change and release management procedures. No changes to the production environment (including desktops) shall be allowed without prior approval of the MUNICIPALITY.

The service provider needs to ensure that all/any travel/accommodation costs are included in their bid submission.

- Detailed Project Plan including milestones and project phases
- Risk Management Plan that will address risks associated with scope, quality, schedule and cost.
- Clear and proven Project Management methodology (e.g. Agile, PRINCE 2).
- Project Execution Plans detailing the execution and monitoring of the project
- Project Acquisition Plan describing the acquisition of materials, goods and enabling

- system services supplied
- Project Quality Plan that describes the quality criteria of the project deliverables
- Project Requirements and Change Control Plan
- Project Communications and Change Management Plan
- Project Resource Plan that describes the key resources who will be assigned to the project including the Project manager and Project manager's certification.
- A Service Transition Plan to ensure that there are no disruptions during the change-over phase between service providers if applicable covering a maximum period of eight (8) weeks
- Change control processes and roll-back plans.
- Preliminary information gathering such as sites visits and site surveys and infrastructure assessments.
- Service continuity obligation to provide support for the smooth transition to new network.

## **Training**

The appropriate skilled resources need to be present at each of the MUNICIPALITY offices, in person, during rollout and training phases of the proposed solution.

- Explain in detail the planned training process that will be followed to upskill our user staff and technical hand-over for 1<sup>st</sup> line support on your proposed solution
- Confirm OEM certified technical training opportunity and related costs
- Describe new staff member onboarding process, post installation

## **Support & Maintenance**

- Describe the availability of the proposed solution, including the expected Mean Time-To-Failure (MTTF) for devices.
- What are the resilience and availability options to ensure continuity of service.
- We require engineering skills and experience with OEM certification. Additionally we require a single point of contact for all incidents and logged by our in-house IT support desk.
- Provide CVs for all technical staff involved in the planned installation and maintenance process.
- Stringent policies and processes must be in place with adherence to ITIL service level and change management for our incident management process.

- A detailed service level agreement with penalties will be required to ensure service delivery is met according to MUNICIPALITY standards.
- Monthly SLA reports must be produced in a service committee forum.
- Details on proactive & preventive maintenance must be documented in-line with the required SLA
- Describe what measures are in place to ensure business continuity in the event of a component failure.
- Explain hardware warranty guarantees and related process during a claim
- Explain software updates plans and recommended process to stay current over the term
- Describe business continuity options for remote sites.
- Does the proposed system provide backup and restore functionality?
- Do you offer a fully remote management business service for on-premises solutions?

### **TERMS OF REFERENCE**

This RFP calls for the supply of an enterprise on-premises UCC PABX & Contact Center solution (no cloud). The solution proposed by bidders needs to be in use in production environments in other organizations. The scope of work is:

- Supply of the technical solution as per requirements
- System design and architecture diagrams
- Installation and Configuration
- Integration of existing systems
- Commissioning
- Change management
- Training
- Norming as solution “Go-Live”
- Support and Maintenance

### **General Instructions**

Bidders are requested to consider the following instructions when preparing their responses:

- Only bidders who have been directly invited to respond to this RFP shall be considered.
- Bidder responses must be valid for 6 months from the date of submission.
- Bidders must be commercially bound to their response.
- Bidders must address all matters raised in this RFP.

- Any statements made about the performance and specifications of the proposed solution will be true and will be incorporated into the final purchase contract.
- Any functionality or features not included in the cost estimate must be clearly identified in the response to the RFP.
- Bidders must address all items specified in this RFP. Failure to adhere to the specified format may disqualify a bidder from further consideration.
- Submission of proposals shall constitute evidence that the vendor has made all the above-mentioned examinations and is free of any uncertainty with respect to conditions that would affect the execution, and completion of this project.

### **Additional**

- Latest Gartner report, or similar to support credibility of proposed solution offering
- Minimum of 3x client reference of similar deployment required.
- 3x Year Software Assurance (annual software maintenance) on the complete solution proposed
- 3x Year Support and maintenance agreement on weekday 8:00 to 17:00 model
- Microsoft Active-Directory integration for singular user repository for both telephone & TMS directory, with web-based Telephone directory.
- Secure 128-bit AES IP telephony handset audio encryption on LAN and in remote working scenario
- Secure 512-bit AES encrypted audio voice logging for compliancy
- Provide carrier grade voice last mile connectivity to each MUNICIPALITY offices including least-cost-routing voice breakout for local, national and international
- Bidder to ensure number porting of existing DDI range per site to be owned by MUNICIPALITY
- Connectivity per site requires a primary and fail-over link, where the primary links needs to have 99.9% availability, with round trip time of less than 30ms and packet loss of less than 3%
- Virtualization compatibility for true High-Availability, Resiliency and Disaster-Recovery on either VMware or Hyper-V is required to ensure the Municipality UCC PBX solution matches the rest of the ICT infrastructure delivery expectations and availability.

## 6. FORM OF BID

### FORM OF ACCEPTANCE

DEPARTMENT: \_\_\_\_\_

FORM OF BID: \_\_\_\_\_

To: **Municipal Manager  
P O Box 71  
Bergville  
3350**

1. I/we hereby bid to supply and deliver the goods as and when ordered by the Head of Department at prices quoted and/or to render all of any of the services described in the attached documents to the Okhahlamba Local Municipality on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of, and incorporated into, this bid) at prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that: the offer herein shall remain binding upon me/us and open for acceptance by the Okhahlamba Local Municipality during the validity period of 90 days indicated and calculated from the closing time of bid;
  - 2.1. this bid and its acceptance shall be subject to the terms and conditions contained in the Preference Points Claim Form;
  - 2.2. if I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Council may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the Council and I/we will then pay to the Council any additional expense incurred by the Council having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Council shall also have the right to recover such additional expenditure by set-off against monies which may be due to become due to me/us under this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Council may sustain by reasons of my/our default;
  - 2.3. If my/our bid is accepted, the acceptance may be communicated to me/us by letter or order by ordinary post or registered post and that the SA Post Office Ltd shall be regarded as my/our agent, and delivery of such acceptance to SA Post Office Ltd shall be treated as delivery to me/us;
  - 2.4. I/we understand that the Council is not bound to accept the lowest or any bid and also reserves the right to divide the contract between one or more bids;
  - 2.5. this bid, together with Council's written acceptance thereof, shall constitute a binding contract between us;
  - 2.6. the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid and that I/we choose Dom cilium citadel et executant in the Republic at (full address of this place):

3. I/we furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under the agreement as the Principal(s) liable for the due fulfilment of this contract.
5. I/we agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence of judgment which may be pronounced against me/us as a result of such action.

5.1 Are you duly authorized to sign the bid? \*

5.2 Has the Declaration of Interest been duly completed and included with the other bid forms?

\*Delete whichever is not applicable

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CAPACITY AND PARTICULARS OF THE AUTHORITY UNDER WHICH THIS BID IS SIGNED:

NAME OF BIDDER: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBERS: \_\_\_\_\_

FACSIMILE NUMBERS: \_\_\_\_\_

BID NUMBER: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

Refer to the under-mentioned important Conditions:

### IMPORTANT CONDITIONS

1. Failure on the part of the bidder to sign this bid form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaire and specifications in all respects, may invalidate the bid.
2. Bids should be submitted on the official forms and should not be qualified by the bidders own conditions of bid. Failure to comply with these requirements or to renounce specifically the bidders own conditions of bid, when called upon to do so, may invalidate the bid.
3. If any of the conditions of this bid form are in conflict with any special conditions, stipulations or provisions incorporated in the bid, such special conditions, stipulations or provisions shall apply

**7. MBD 3.1 PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder.....	Bid Number.....
Closing Time .....	Closing Date .....

**PRICING SCHEDULE**

**The quotation must clearly reflect all items as per specification on the official company letter-head:**

**NB: PRICING SCHEDULES MUST HAVE YEAR1, YEAR 2 AND YEAR 3**

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.  
\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

**8. MBD 4 DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. 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.
- 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, trustee, hareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

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

<sup>2</sup> Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? .....**YES / NO**

3.9.1 If yes, furnish particulars.....  
.....

3.10 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**

3.10.1 If yes, furnish particulars.  
.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other 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**

3.11.1 If yes, furnish particulars  
.....  
.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? ..... **YES / NO**

3.12.1 If yes, furnish particulars.  
.....  
.....

3.13 Are any spouse, child or parent of the company’s directors trustees, managers, principle shareholders or stakeholders in service of the state? ..... **YES / NO**

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

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. ..... **YES / NO**

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

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

**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 (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

## 9. MBD 6. 1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable or

1.3 Points for this bid shall be awarded for:

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

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

### 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1 POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 OR PREFERENCE POINT SYSTEMS

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

#### 80/20

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

Where

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

$P_t$  = Price of tender under consideration

$P_{\min}$  = Price of lowest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

**SPECIFIC GOALS FOR THE TENDER AND POINTS CLAIMED ARE INDICATED PER THE TABLE BELOW.**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Proof to be attached
Race: *100% Black owned enterprise – 10 points *51% Black & 49% Other – 6 points *50% Black & 50% other – 4 points * Other – 2 Points	10		CK Document
Gender : *Women – 2 points	02		ID Copies
Youth (18 – 35years) – 2 points	02		ID Copies
Disabled - 1 points (medical document proof provided)	01		Medical Certificate
Geographical Location (Enterprises located in:- *Provincial – 5 *National – 3	05		Proof of resident

Total Specific Goals = \_\_\_\_\_

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3 Name of company/firm.....

4.4 Company registration number: .....

4.5 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company

- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) 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;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)		SURNAME AND NAME (PRINT)	
CAPACITY		DATE	
ADDRESS			

## 10. MBD 7.2 CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives /proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

- Bidding documents;
- Invitation to bid;
- Tax clearance certificate;
- Pricing schedule(s);
- Filled in task directive/proposal;
- Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
- Declaration of interest;
- Declaration of Bidder's past SCM practices;
- Certificate of Independent Bid Determination;
- Special Conditions of Contract;
- General Conditions of Contract; and
- Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

2. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

3. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

I confirm that I am duly authorised to sign this contract.

<b>PRINT NAME</b>		<b>DATE</b>	
<b>CAPACITY</b>			
<b>SIGNATURE</b>		<b>NAME OF FIRM</b>	
<b>WITNESS 1</b>		<b>WITNESS 2</b>	

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

I..... in my capacity as.....  
 accept your bid under reference number .....dated.....for the rendering of services  
 indicated hereunder and/or further specified in the annexure(s).

An official order indicating service delivery instructions is forthcoming.

I undertake to make payment for the services rendered in accordance with the terms and conditions of the  
 contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

I confirm that I am duly authorized to sign this contract.

SIGNED AT (PLACE)		ON (DATE)	
PRINT NAME			
SIGNATURE		WITNESS 2	
WITNESS 1		DATE	

OFFICIAL STAMP

□

## 11. MBD 8 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- (i) This Municipal Bidding Document must form part of all bids invited.
- (ii) 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.
- (iii) The bid of any bidder may be rejected if that bidder, or any of its directors have:
- abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
- been convicted for fraud or corruption during the past five years;
- willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
- been listed in the Register for BID Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- (iv) 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	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes	No
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for BID Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for BID Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p> <p>(v)</p>	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:		
<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	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:		

**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.**

<b>SIGNATURE</b>		<b>NAME (PRINT)</b>	
<b>CAPACITY</b>		<b>DATE</b>	
<b>NAME OF FIRM</b>			

## 12. MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
1. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
2. 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.
3. 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.
4. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

In response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Municipality / Municipal Entity)

Do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

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

**MBD 9**

- 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) Prices;
  - (b) Geographical area where product or service will be rendered (market allocation)
  - (c) Methods, factors or formulas used to calculate prices;
  - (d) The intention or decision to submit or not to submit, a bid;
  - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) Bidding with the intention not to win the bid.
- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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			

**13. PARTICULARS OF BIDDER**

THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

Name of Bidder: \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number

Code \_\_\_\_\_ Number \_\_\_\_\_

Cell phone Number \_\_\_\_\_

Facsimile Number Code \_\_\_\_\_ Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Company / Enterprise Income Tax  
Reference Number: \_\_\_\_\_

Has an original Tax Clearance Certificate been attached? (MBD2) (Tick one box)

YES

NO

Vat Registration Number \_\_\_\_\_

Company Registration No \_\_\_\_\_

\_\_\_\_\_

Is the Firm registered or does it have a Business Licence(s): (Tick one box)

YES

NO

If YES, give details and quote relevant Reference numbers and dates

\_\_\_\_\_

\_\_\_\_\_

Are you the accredited Representative in South Africa for the Goods / services offered by you?

YES / NO (If YES enclose proof)

A VALID TAX CLEARANCE CERTIFICATE MUST BE ATTACHED TO YOUR BID.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, affirms that the information furnished is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Duly authorised to sign on behalf of: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Banking Details:**

Name of Bank: \_\_\_\_\_

Account Number: \_\_\_\_\_

Branch Code: \_\_\_\_\_

#### **14. ENQUIRY CONTACT DETAILS**

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

**MUNICIPALITY:** OKHAHLAMBA LOCAL MUNICIPALITY

**DEPARTMENT:** FINANCE DEPARTMENT

**CONTACT PERSON:** MS T MAPHALALA

**TEL:** 036 448 8000 (Ext 8056)

**FAX:** 036 448 1986

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**CONTACT PERSON:** MS THEMBEKA HLATSHWAYO

**DEPARTMENT** CORPORATE

**TEL:** 036 448 8040/082 588 6575

**FAX:** 036 448 1986

## 15. CONDITIONS OF THE BID

### A. GENERAL

1. Bid documents must be completed in black ink and prices must **NOT** include VAT.
2. **All pages and annexures must be initialled / sign in full signature where required.**
3. The lowest or any bid will not necessarily be accepted and Okhahlamba Local Municipality reserves the right to accept the whole or any part of a bid or to reject any or all the bid without stating the reasons thereof.
4. No bid will be accepted by fax or e-mail.
5. Bids are to remain open for acceptance for a period of ninety (90) days from the date they are lodged and may be accepted at any time during the said period of ninety (90) days.
6. All prices and details must be legible / readable to ensure the bid will be considered for adjudication.
7. Full details of services offered must be supplied together with the return documents. All additional documents returned with the bid documents must be firmly bound and marked as **“Additional”** to the specific bid reference number.
8. Only bids on Okhahlamba Local Municipality official bid document will be accepted and the original document must be returned, fully completed and signed, in the form presented. **Failure to do so will invalidate such bid.**
9. **Corrections may not be made by means of a correcting fluid. In the event of a mistake having been made it shall be crossed out in ink and be accompanied by a full signature at each and every alteration.** The Municipality reserves the right to reject the bid if corrections are not made in accordance with the above.
10. Should it be considered necessary by the bidder that officials of Okhahlamba Local Municipality should proceed to other centres for inspection purposes, such costs shall be for the account of the bidder.
11. This contract will be governed by Okhahlamba Local Municipality “Conditions of the Bid” only and not any conditions supplied by the bidder.
12. The bidder must submit a comprehensive company profile, for example the founding company statements, as well as detailed exposition of previous work done.
13. If items are not in line with the bid must be drawn through the space in pen.
14. Only bids received by **12:00pm** on the given closing date in the bid box will be considered.

**B. DEMONSTRATIONS AND INSPECTIONS**

1. All bidders must be prepared to demonstrate where required, free of charge and obligation, at the Okhahlamba Local Municipality or any other area within the boundary of the Okhahlamba Local Municipality, any services offered in this bid.
2. Where officials are required to attend demonstrations or inspections outside the boundary of the Bergville Area, all costs to attend such demonstration must be borne by the bidder.

## 16. GENERAL CONDITIONS OF CONTRACT

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32. Taxes and duties
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34. Amendments of contracts
35. Prohibition of restrictive practices

## 5. 1 DEFINITIONS

1. The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignee's store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services,

such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.

1.26 "Tort" means in breach of contract.

1.27 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.

1.28 "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.

## **2. Application**

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

## **4. Standards**

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents and information inspection**

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the

contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent Rights**

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 6.2 When a supplier developed documentation / projects for the municipality /municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

## **7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - (a) A bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) A cashier's or certified cheque.
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

## **8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

## **9. Packing**

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size weights shall take into consideration, where appropriate, the remoteness

of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the contract.

**11. Insurance**

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

**12. Transportation**

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

**13. Incidental Services**

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:

(a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;

(b) Furnishing of tools required for assembly and/or maintenance of the supplied goods;

(c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

(d) Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

**14. Spare parts**

14.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract and;
- (b) In the event of termination of production of the spare parts:
  - (i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements and;
  - (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**15. Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated.

## **17. Prices**

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

## **18. Variation orders**

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

## **19. Assignment**

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## **20. Subcontracts**

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under these contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

## **21. Delays in the supplier's performance**

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the

contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for

each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by purchaser pursuant to GCC Clause 21.2;

(b) If the supplier fails to perform any other obligation(s) under the contract; or

(c) If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen

(14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

- 23.5. Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) The date of commencement of the restriction
  - (ii) The period of restriction; and
  - (iii) The reasons for the restriction.
  - (iv) These details will be loaded in the National Treasury's central database of
  - (v) Suppliers or persons prohibited from doing business with the public sector.
- 23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Bid Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits.

According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

## **24. Antidumping and countervailing duties and rights**

- 24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such

anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or services which he delivered or rendered, or is to deliver

or render in terms of the contract or any other contract or any other amount which may be due to him.

## **25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **26. Termination for insolvency**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

## **27. Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) The purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

## **28. Limitation of Liability**

- 28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) The supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or
- (b) Interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (c) The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

### **29. Governing language**

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

### **30. Applicable law**

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

### **31. Notices**

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

### **32. Taxes and duties**

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

### **33. Transfer of contracts**

33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser.

#### **34. Amendment of contracts**

34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

#### **35. Prohibition of restrictive practices**

35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.

35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and

possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.

35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

### 17. CHECK LIST

No	Description	Ticked by Bidder	Ticked by Municipal Representative
1	Initial/ Sign of all pages		
2	Briefing Session Attended....N/A....		
3	Closing/ Bid Submission at <b>24 July 2026 @ 12:00PM</b>		
4	Form of bid completed		
5	Valid Tax Clearance Certificate with status verification pin attached MBD 2		
6	Copy of CK Certificate		
7	Original valid B-BBEE Status Level Verification Certificates or certified copies		
8	Pricing Schedule completed – MBD 3.1		
9	Bid Declaration of interest Completed – MBD 4		
10	Preferential Points Claimed – MBD 6.1		
11	Contract Form - Rendering Of Services – MBD 7.2		
12	Declaration Of Bidder's Past Supply Chain Management Practices – MBD 8		
13	Certificate Of Independent Bid Determination MBD 9		
14	All witnesses signed where it's required		
15	Particulars of Bidders Completed		
16	Functionality Score Card		