

# GEORGE MUNICIPALITY



**BID DOCUMENT NUMBER: ENG 017 OF 2022**

**TENDER FOR THE SUPPLY AND DELIVERY OF ELECTRICAL CONSUMPTION  
MEASURING METERS AND RELATED HARDWARE AND EQUIPMENT FOR A  
PERIOD OF THREE (3) YEARS, FROM THE DATE OF APPOINTMENT**

ENQUIRIES: Mrs. Wendy Hannes / Mr. Eddie Nqumse  
YORK STREET  
GEORGE  
(044) 874 3917

**ISSUED BY:**  
THE CITY COUNCIL  
MUNICIPALITY OF GEORGE  
P O BOX 19.  
GEORGE  
6530

## SUMMARY FOR TENDER OPENING PURPOSES

NAME OF BIDDER: .....

SUPPLIER DATABASE NO.: MAAA .....

TOTAL PRICE (INCLUDING VAT)	R
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### PREFERENCES CLAIMED FOR:

B-BBEE Status Level of Contributor:	
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Preference Points Claimed:	
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**B-BBEE certificates submitted with the tender document MUST be VALID  
ORIGINAL B-BBEE CERTIFICATES or VALID CERTIFIED COPIES OF THE B-  
BBEE CERTIFICATES**

**TENDER CLOSES AT 12H00 ON FRIDAY, 27 JANUARY 2023**

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## **BIDDER CONTACT DETAILS**

This information shall be used for any correspondence or contact with the bidder.

Please indicate whether you want to receive any correspondence via e-mail or send to your postal address by registered mail.

Name of Bidding Company: .....		<b>Mark choice of correspondence with X</b>
Postal Address:	..... ..... ..... ..... Postal Code: .....	
E-mail Address:	.....	
Telephone Number:	.....	
Cellular Number:	.....	
Facsimile Number:	.....	

# **GEORGE MUNICIPALITY / GEORGE MUNISIPALITEIT**

## **TENDER NO. ENG017/2022 / TENDER NR. ENG017/2022**

Tenders are hereby invited for the:

### **SUPPLY AND DELIVERY OF ELECTRICAL CONSUMPTION MEASURING METERS AND RELATED HARDWARE AND EQUIPMENT FOR A PERIOD OF THREE (3) YEARS, FROM THE DATE OF APPOINTMENT**

Completed tenders in a sealed envelope, clearly marked:

**Tender No. ENG 017/2022**, must be placed in the tender box at the George Municipality on the First Floor, Department: Financial Services, Supply Chain Management, York Street, George by no later than **12:00 on Friday, 27 January 2023**. Tenders will be opened on the same day in the Committee Room at 12:05. Late or unmarked tenders will not be considered. No posted tenders or tenders per fax or e-mail will be accepted.

Tender documents are available at a non-refundable deposit of R 253-00 each from the Supply Chain Management Unit, First Floor, Civic Centre, York Street, George.

Tender documents are available on the George Municipality's website: [www.george.gov.za](http://www.george.gov.za), free of charge.

#### **Stage 1: Local content**

Only tenders scoring the minimum in stage 1 will be further considered for evaluation in stage 2.

The stipulated minimum threshold percentages for local production and content for the **Residential Electricity Meter**:

- Prepaid Electricity Meters – 70%
- Post Paid Electricity Meters – 70%
- SMART Meters – 50%

#### **Stage 2:**

Tenders will be evaluated and adjudicated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) Regulations 2017 and the George Municipality's Supply Chain Management Policy, where 80 points will be scored for price and 20 points for B-BBEE status.

For more information, contact Wendy Hannes Wendy Hannes/ Eddie Nqumse by (044) 8743917, [whannes@george.gov.za](mailto:whannes@george.gov.za) / [ennqumse@george.gov.za](mailto:ennqumse@george.gov.za).

The Municipality reserves the right to withdraw any invitation to tender and/or to readvertise or to reject any quotation or to accept a part of it. The Municipality is not bound to accept the lowest or any tender.

A TCS PIN for bidders' tax compliance information must be submitted with the tender document.

It will be required from all successful bidders to register on the Central Supplier Database (CSD).

**DR M GRATZ**  
**MUNICIPAL MANAGER**  
**GEORGE MUNICIPALITY**  
**GEORGE**  
**6530**

Tenders word hiermee ingewag vir die van:

### **VOORSIENING EN AFLEWERING VAN ELEKTRIESE VERBRUIKERS METERS EN VERWANTE HARDEWARE EN TOERUSTING VIR 'N TYDPERK VAN DRIE (3) JAAR, VANAF DIE DATUM VAN AANSTELLING**

Voltooide tenders in 'n verseëelde koevert, duidelik gemerk:

**Tender Nr . ENG 017/2022**, moet voor **Vrydag, 27 January 2023**, om **12:00** in die tenderbus by die George Munisipaliteit op die Eerste Vloer, Departement: Finansiële Dienste, Voorsieningskanaal Bestuursseenheid, Burgersentrum, Yorkstraat, George geplaas word. Tenders sal om 12:05 dieselfde dag in die Komiteekamer oopgemaak word. Laat of ongemerkte tenders sal nie oorweeg word nie. Geen tenders per pos, faks of e-pos sal aanvaar word nie.

Tender dokumente is verkrygbaar teen 'n R253-00 nie-terugbetaalbare deposito elk by die Voorsieningskanaalbestuur Eenheid op die Eerste Vloer, Burgersentrum, Yorkstraat, George.

Tender dokumente is gratis op die George Munisipaliteit se webblad beskikbaar: [www.george.gov.za](http://www.george.gov.za)

#### **Fase 1: Plaaslike Inhoud**

Slegs tenderaars wat 'n minimum behaal in fase 1, sal verder vir evaluering in fase 2 oorweeg word.

Die vasgestelde minimum persentasies vir plaaslike produksie en inhoud vir die sektor **Residensiële elektrisiteitsmeter**:

- Voorafbetaalde Elektrisiteits Meters – 70%
- Na Betaalde Elektrisiteits Meters – 70%
- SMART Meters – 50%

#### **Fase 2:**

Tenders sal ge-evalueer en toegeken word in terme van die Wet op die Raamwerk vir Voorkeurverkrigingsbeleid (Wet 5 van 2000) Regulasies 2017, asook George Munisipaliteit se Voorsieningskanaalbestuursbeleid, waar 80 punte ten opsigte van die prys en 20 punte ten opsigte van B-BBEE status toegeken sal word.

Vir verdere inligting, kontak Wendy Hannes/ Eddie Nqumse by (044) [874-3917](tel:874-3917), [whannes@george.gov.za](mailto:whannes@george.gov.za) / [ennqumse@george.gov.za](mailto:ennqumse@george.gov.za)

Die Munisipaliteit behou die reg voor om enige versoek vir 'n tender terug te trek en/of te her-adverteer of enige tender te verwerp of gedeeltelik te aanvaar. Die Munisipaliteit is nie daartoe gebind om die laagste of enige tender te aanvaar nie.

'n "TCS PIN" vir bieërs se belasting nakoming inligting moet ingesluit wees by die tender dokument.

Dit sal van alle suksesvolle bieërs verwag word om op die Sentrale Verskaffersdatabasis (SVD) te registreer.

**DR M GRATZ**  
**MUNISIPALE BESTUURDER**  
**GEORGE MUNISIPALITEIT**  
**GEORGE**  
**6530**

## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID SUPPLY AND DELIVERY OF ELECTRICAL CONSUMPTION MEASURING METERS AND RELATED HARDWARE AND EQUIPMENT FOR A PERIOD OF THREE (3) YEARS, FROM THE DATE OF APPOINTMENT**

BID NUMBER: ENG017/2022

CLOSING DATE: 27 JANUARY 2023

CLOSING TIME: 12:00

BID DOCUMENTS MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT:

Supply Chain Management Unit  
The Civic Centre (1<sup>st</sup> Floor)  
York Street  
GEORGE

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

The bid box is open from 07:45 until 16:30, 5 days a week. Bids must be submitted on the Official Forms (NOT TO BE RE-TYPED).

**B-BBEE certificates submitted with the tender documents MUST be a VALID ORIGINAL B-BBEE CERTIFICATE or VALID CERTIFIED COPY OF THE B-BBEE CERTIFICATE.**

In the case of a Trust, Consortium or Joint Venture, they will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

This Bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.

This Bid will be evaluated and Adjudicated according to the following criteria:

1. Relevant specifications;
2. Value for money;
3. Capacity to execute the contract;
4. PPPFA Regulations 2017.

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, PROVINCIAL GOVERNMENT OR MUNICIPALITY.**

## DETAILS OF TENDERER

Name of firm / entity / enterprise	
Trading as (if different from above)	
Postal address	Postal Code _____
Physical address	
Contact Details of the <b>Person Signing the Tender:</b>	Name: _____ Telephone: (____) _____ Fax: (____) _____ Cellular Number: _____ E-mail address: _____
Contact Details of the <b>Senior Manager Responsible for Overseeing Contract Performance:</b>	Name: _____ Telephone: (____) _____ Fax: (____) _____ Cellular Number: _____ E-mail address: _____
Contact Details of <b>Person Responsible for Accounts / Invoices:</b>	Name: _____ Telephone: (____) _____ Fax: (____) _____ Cellular Number: _____ E-mail address: _____

## **DETAILS OF TENDERING ENTITY'S BANK**

I/We hereby authorize the Employer/Client to approach all or any of the following bank/s for the purposes of obtaining a financial reference:

DESCRIPTION OF BANK DETAIL	BANK DETAILS APPLICABLE TO TENDERER'S HEAD OFFICE
Name of bank	
Branch name	
Branch code	
Name of Account Holder	
Account number	
Type of Account	

Signature of Tenderer:\_\_\_\_\_

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

# THE RESOLUTION TAKEN BY THE BOARD OF DIRECTORS / MEMBERS / PARTNERS

**RESOLUTION** of a meeting of the Board of Directors / Members / Partners of

\_\_\_\_\_  
NAME OF TENDERER

Held at \_\_\_\_\_ on \_\_\_\_\_  
(Place) (Date)

## RESOLVED THAT:

1. The enterprise submits a Tender to the George Municipality in respect of the following:

**TENDER NUMBER: ENG017/2022**

**SUPPLY AND DELIVERY OF ELECTRICAL CONSUMPTION MEASURING METERS AND RELATED  
HARDWARE AND EQUIPMENT FOR A PERIOD OF THREE (3) YEARS, FROM THE DATE OF  
APPOINTMENT**

2. Mr/Mrs/Ms \_\_\_\_\_

In his/her capacity as \_\_\_\_\_

and who will sign as follows: \_\_\_\_\_

(SPECIMAN SIGNATURE)

be, and is hereby, authorized to sign the Tender and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any contract, and or all documentation resulting from the award of the Tender to the enterprise mentioned above.

Note: The resolution **must be signed by all the directors or members / partners** of the bidding enterprise. Should the space provided below not be sufficient for all the directors to sign, please provide a separate sheet in the same format below.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			



# THE RESOLUTION TAKEN BY THE BOARD OF DIRECTORS OF A CONSORTIUM OR JOINT VENTURE

**RESOLUTION** of a meeting of the Board of Directors / Members / Partners of

\_\_\_\_\_  
NAME OF TENDERER

Held at \_\_\_\_\_ on \_\_\_\_\_  
(Place) (Date)

## **RESOLVED THAT:**

1. The enterprise submits a Tender to the George Municipality in respect of the following:

**TENDER NUMBER: ENG017/2022**  
**SUPPLY AND DELIVERY OF ELECTRICAL CONSUMPTION MEASURING METERS AND RELATED**  
**HARDWARE AND EQUIPMENT FOR A PERIOD OF THREE (3) YEARS, FROM THE DATE OF**  
**APPOINTMENT**

(list all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium / Joint Venture):

\_\_\_\_\_ and  
\_\_\_\_\_ and  
\_\_\_\_\_

2. Mr/Mrs/Ms \_\_\_\_\_

In his/her capacity as \_\_\_\_\_

and who will sign as follows: \_\_\_\_\_

(SPECIMAN SIGNATURE)

be, and is hereby, authorized to sign the Tender and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any contract, and or all documentation resulting from the award of the Tender to the **Consortium / Joint Venture** enterprise mentioned above.

3. The enterprise in the form of a consortium or joint venture accept jointly and several liability with parties under item 1 above for the fulfillment of the obligations of the joint venture deriving from, and in any way connected with the contract to be entered into with the George Municipality in respect of the project described above under item 1.
4. The **Consortium / Joint Venture** enterprise chooses as its domicilium citandi et executandi for all purposes arising from this joint venture agreement and contract with the George Municipality in respect of the project under item 1:

(Physical Address) \_\_\_\_\_

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Note: The resolution **must be signed by all the directors or members / partners** of the bidding enterprise. Should the space provided below not be sufficient for all the directors to sign, please provide a separate sheet in the same format below.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

## JOINT VENTURE

Only to be completed if applicable

<b>Name of Joint Venture:</b>	
<b>Names of Each Enterprise:</b>	
(1) Name and Address of Enterprise:	
(2) Name and Address of Enterprise:	
(3) Name and Address of Enterprise:	
Has an original valid Tax Clearance Certificate been submitted for each enterprise?	YES <input type="checkbox"/> NO <input type="checkbox"/>
CIDB Registration Number(s), if any:	

**Submit your Joint Venture Agreement together with this annexure. If no Joint Venture Agreement is submitted, your tender will be disqualified.**

**SIGNED ON BEHALF OF JOINT VENTURE** \_\_\_\_\_

## **TENDER CONDITIONS**

### **1. GENERAL CONDITIONS**

The conditions, specifications, and schedules contained in this document form an integral part of the tender contract and must be returned with the tender submitted. Failure to comply herewith will invalidate a tender.

1.2 This document contains continuously numbered pages and is the copyright of the Municipality of George. It may not be used, copied, or lent out except in the performance of this contract.

1.3 Tenderers should carefully inspect the document for completeness and legibility. Claims based on missing pages or illegible script will not be considered.

1.4 Tenders shall remain valid for **180** days after the closing date of tender.

1.5 Written information only will be valid as amending or supplementing this contract. Verbal information will not be accepted as binding on Council or its officials.

1.6 Tenders shall be valid, and items will be ordered from the successful tenderers as and when required from the date of appointment for a period of three years. Apart from stock for new connections orders for replacement of existing redundant/faulty / problem meters will also be placed.

1.7 Tenders must be submitted on the schedule provided and completed and signed in all respects.

1.8 Any deviation or omissions from or additions to the specifications or additional or alternate items shall be detailed in the variation schedule. Deviations or omissions not specified shall not be accepted.

Any additional particulars should be furnished in a separate letter by tenderers.

1.9 Tenderers must submit the prices of all optional equipment separately, the terms and conditions of t guarantee, delivery time, availability, and prices of and discounts on spare parts, full descriptive literature and specifications, and choices where applicable.

1.10 All **invoices submitted** for payment shall be accompanied by a **list or range of Meter Numbers**.

#### **1.11 Test Certificates**

Test certificates will be required, and tenderers must ship all meters with regard to their Industrial test certificates.

#### **1.12 Brochures:**

All additional information brochures etc. required or which the Contractor wishes to submit with or in support of his tender shall be submitted in duplicate.

1.13 Defective materials:

Should materials or equipment be found defective within the period of guarantee, after being supplied, or unsatisfactory in any way, the Council may order such defects or unsatisfactory materials to be replaced free of cost and that such replacements be subjected to the same period of guarantee.

1.14 Value Added Tax:

**All prices must INCLUDE 15% V.A.T.**

1.15 Quantities:

Actual quantities are not available as George Municipality will procure on an as and when

Required basis in line with operational requirements

1.16 Samples:

Samples **MUST** be submitted to the Director: Electro-technical Services, Municipal Offices, Brick Road, George Industrial. If this clause is not complied with, tenders will not be considered. The samples of accepted tenders will be held for the whole of the contract period for reference.

Tenderers must also clearly state whether samples are to be returned or whether they are FREE OF CHARGED. In the absence of an indication in this regard, samples will be retained without future responsibility.

1.17 Quality and Guarantee:

1.17.1 All goods supplied shall be equal in all respects to samples, patterns, or specifications where such are provided, and where no samples or patterns are exhibited, or specifications mentioned, then the goods or materials shall be the best of their respective kinds.

1.17.2 Council reserves the right to inspect any goods at any time during the production, testing or commissioning stage and may accept or reject any goods in part or as a whole that do not comply with this specification.

1.17.3 Any deliveries not equal to samples and/or not in accordance with the Contract or otherwise unsatisfactory will be rejected, and such rejected goods will be held at the risk and expense of the Contractor and must, if required, be removed by him immediately on receipt of notification of rejection. The fact that no objection was made at the time goods were delivered shall not affect the Council's rights under this clause.

1.17.4 Council reserves the right to request an independent test for specified items. If the tested samples meet the specification, the council will pay all the costs of such tests. If the tested samples fail to meet the specification, the supplier shall pay all the costs of testing, as

well as removing all defective articles that may have been delivered and replacing them with compliant items.

1.17.5 If any dispute arises between the Council and the Contractor in connection with the quality and guarantee of the goods, either party may give to the other notice, in writing, of the existence of a such dispute, and the same shall thereupon be referred to the arbitration in South Africa of a person to be mutually agreed upon. The submission shall be deemed to be a submission to arbitration within the meaning of the arbitration laws in force in the Republic of South Africa.

1.17.6 The risk on all goods purchased by the Council under the Contract shall remain with the Contractor until such goods have been delivered to the Council.

1.17.7 The Form of Offer & Acceptance and Variation Schedule shall be completed by the Tenderer and shall be submitted with his Tender on the tender closing date.

1.18 Delay in completion:

Should the Contractor fail to complete the delivery to the satisfaction of the Engineer within the period stated the Contractor shall pay the Employer as and for agreed liquidated damages the sum of 1/14% (one-fourteenth percent) of the total contract amount per calendar day which sum the Contractor agrees to forfeit for each and every calendar day the delivery remains incomplete after the expiration of the given period, and it is hereby agreed that in the above event the Employer shall have the right to realise all or any of the securities and apply the proceeds towards the payment of any claim under this or any other clause of these conditions of the contract. When the total of the above-mentioned penalties reaches 5% of the contract value and the delivery is still incomplete, the Employer shall exercise procedures as set out in Clause 31.2 of the General Conditions of Contract as approved by the A.M.E.U.

1.19 Escalation fees:

Any possible escalation in prices must be specified.

1.20 **No refurbished meters will be accepted for a meter that becomes faulty under the warranty period. New meters will be provided to Council for faulty meters that are still in the warranty period.**

1.21 Spare parts:

1.21.1 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.

1.22 A successful tenderer shall be notified of the award of a tender in writing, signed by the Municipal Manager or the Chief Financial Officer. Verbal notification of award of the tender shall not be accepted as binding on the City Council of George.

**ALL TENDERS THAT DO NOT COMPLY WITH THE ABOVEMENTIONED REQUIREMENTS WILL BE TAKEN AS INCOMPLETE AND MAY BE REJECTED WITHOUT FURTHER CONSIDERATION.**

## **TENDER SPECIFICATIONS**

All specifications are required and should be met as specified. **Any deviations or exceeds must be clearly identified and described on the Variation Schedule.** Incomplete tender documents will not be considered.

### **1. SCOPE**

1.1 This Specification provides for the supply and delivery of Standard Transfer Specification (STS 600-4-2) Electricity Dispensers (ED's)

1.1.1 Single-phase common base ED's, each rated at minimum 60A, 230V, 50Hz, 2 wire type as specified.

1.1.3 Three-phase ED's, each rated at minimum 80A, 230/400V, 50Hz, 4 wire type as specified.

1.2 Tenders are invited for the supply and delivery of the minimum specified quantity of ED's as detailed and to be prepared to supply and deliver additional ED's at the same price as that tendered as and when required, during the **three-year period**

### **2. APPLICABLE STANDARDS**

The STS ED's shall comply with the latest version of SABS Specification SANS 1524-1-1 and SANS 1524-1-2, SABS IEC 1036, NRS 009, and their amendments.

### **3. COMPLIANCE WITH SPECIFICATION**

Tenderers shall submit with their tender a schedule listing **clause-by-clause**, specific details indicating compliance or non-compliance with the requirements of the specification.

### **4. SUPPLY VOLTAGE**

The supply voltage is 230 / 400 Volt AC.

### **5. PREPAYMENT METERS DETAILS**

5.1 The **design** of the ED shall be such as to inhibit tampering. There shall be no access to the PC Board and or its components without there being physical evidence of seals/plugs being damaged or destroyed. Tamper detection is required, but provision to retrofit a tamper detection device should be provided. Tenderers shall specify the additional cost for such a tamper detection device.

5.2 When a tamper is detected by a tamper detection device the ED shall continue to display the remaining credit without tripping the disconnecter and in addition to the energy consumed register, store the units consumed since that event in a separate register until the register is read and the tamper is cleared via a token or interrogation device. An unobscured



tamper indication would be preferred in this instance.

5.3 It must be possible to implement power limiting, in the ED, via a token.

5.4 It must be possible to interrogate the ED, via an interrogation device (PC Notebook or similar), by plugging it into the ED via a communication port. Power to drive the processor, for interrogation purposes, is to be supplied via the same port. Tenderers shall specify the additional cost if any, for software and/or hardware for this operation.

5.5 The ED shall consist of two parts. The metering part, i.e the ACTIVE unit and the Base part, the PASSIVE unit. The base will be of the Plug-in common base type, in compliance with relevant standards and will incorporate the Surge Arrestor. It must not be possible to disconnect the surge arrestor without first undoing the terminal screws.

5.6 The base shall allow for top, bottom, side, and rear entry/exit.

5.7 The housing of all units of the ED shall be manufactured from approved non-metallic self-extinguishing material such as flame-retardant ABS or similar.

5.8 The ED's offered shall be keypad operated.

5.9 The ED / CIU shall have an LCD to display the remaining credit in the ED as well as specific parameters requested via the man/machine interface. When not required for parameters, the LCD must always display the remaining credit. The parameters must have a time-out facility after which the ED display reverts to the remaining credit.

5.10 The ED shall be fitted with an adequately rated, SANS approved, Internal Disconnecter, that will automatically interrupt the positive side of the load circuit under the following conditions:

- When the credit reaches zero.
  - When the load current exceeds the pre-programmed maximum current limit.

5.11 Shunt Trip Circuit Breakers are NOT acceptable.

5.12 Provision shall be made for sealing, at two points on the ED. These two points are to be visible from the front. Manufacturers must specify the sealing methods employed.

5.13 For audit purposes the ED shall, upon interrogation, indicate via the LCD or the interrogation device, the following as a minimum

- Total Energy measured since last tamper (in separated register)
- Tamper status (unobscured)
- Value of last token entered
- Number of last tokens entered

- 5.14 The ED shall, in addition to the LCD, have as a minimum a Rate-of-Use LED.
- 5.15 The ED shall provide a Low Credit Warning. Manufacturers to specify what methods they employ to achieve this.
- 5.16 The accuracy of the ED shall be Class 2.
- 5.17 The ED shall utilize a Shunt Measurement technique.
- 5.18 The ED shall NOT incorporate Earth Leakage protection.
- 5.19 The ED shall comply to the 415V withstand test (only applicable to STAR-connected distribution networks).
- 5.20 Adequate mounting holes shall be provided for mounting the ED in an approved manner.
- 5.21 All Printed Circuit Boards (PCBs) shall be 100% conformally coated. Partially coated PCBs are not acceptable
- 5.22 Each ED shall be accompanied by a manufacturer's test certificate.
- 5.23 All meters must be accompanied by an approved meter card.
- 5.24 Meters must be pre-loaded with supply group codes, tariff indexes, and 20 units.

## **6. TRAINING**

Tenderers must include in the Bill of Quantities what training options are available.

The pricing shall include a complete training session on the operation and wiring of the units for a maximum of 20 people for 2 x 8hour sessions.

## **7. SUPPORT**

Tenderers shall state what technical support and repair facilities they have available. Preference will be given to suppliers offering the Nedisys -support system. A Schedule for Standard Rates must be attached to the offer.

## **8. SAMPLES**

Samples of EDs offered must be sent to the Municipality for testing and inspection purposes. A technician must also be available on request if necessary to ensure that your meter adheres to the specifications.

## **9. INSPECTION AND TESTS**

The ED's may be inspected and tested by the Engineer **prior** to delivery.

## **10. GUARANTEE**

10.1 Tenderers shall state in respect of the goods offered the extent of the guarantee and coverage under which any portion of the goods in which any defect due to faulty design or manufacture may develop within that period, will be replaced free of all repair charges to George Municipality.

10.2 Please allow in **Items 1 to 5** - Bill of Quantities - for rates on 5 years guarantee periods only

10.3 Tenderers shall state in **Items 11.1 (10.3)** - Bill of Quantities - the date that the period of guarantee commences. Preference will be given to the 'Date of the installation' as supplied by George Municipality on a monthly basis.

10.4 Also indicate in **Item 11.2 (10.4)** - Bill of Quantities - the period in years that all parts will be guaranteed to be resistant to vermin proof.

10.5 Tenderers shall specify the approximate expected useful life of the equipment offered.

## **11. INFORMATION REQUIRED WITH TENDER**

11.1 The Tenderer shall submit with their tender, details of the installed base of the ED's (model specific) offered in this tender.

11.2 A user list must be attached, containing project names, contact name/s, and telephone and fax numbers.

The detailed specification of the equipment required is given in tabled form hereafter. It must be noted that Schedule A of each table gives information affecting and laying down the requirements for the equipment, whilst Schedule B is to be completed by the Tenderer in order to provide guarantees, technical and other particulars of the equipment offered, and for acknowledgment of certain requirements.

<b>SCHEDULE A</b>			<b>SCHEDULE B</b>
<b>1</b>	<b>SINGLE PHASE METERS 20-100 AMP (CONVENTIONAL METER)</b>		
1.1	Ratings: Voltage: Direct Connection:	240V, 1 phase 20 – 100A	
1.2	On-board display	LCD display for kWh units	
1.3	Standards	Meters must comply with BS 5685/1979 or IEC recommendation 521/1976.	
1.4	Testing	In accordance with SANS 62052-11 and SANS 62053-11. Documentation to be submitted together with tenders.	
1.5	Manufacturer	For information	
1.6	Make & model offered	For information	

1.7	Delivery time	Indicate delivery time in weeks, from date of order	
<b>2</b>	<b>THREE PHASE METERS 20-125 AMP (CONVENTIONAL METER)</b>		
2.1	Ratings: Voltage: Direct Connection:	400V, 3 phase 20 – 100A	
2.2	On-board display	LCD display for kWh units	
2.3	Standards	Meters must comply with BS 5685/1979 or IEC recommendation 521/1976.	
2.4	Testing	In accordance with SANS 62052-11 and SANS 62053-11. Documentation to be submitted together with tenders.	
2.5	Manufacturer	For information	
2.6	Make & model offered	For information	
2.7	Delivery time	Indicate delivery time in weeks, from date of order	
<b>2</b>	<b>SINGLE PHASE PRE-PAYMENT METERS 20-80 AMP (COMMON BASE OR FIXED TYPE METER)</b>		
2A	Single Phase Pre-Payment Meters 20-80AMP, Fixed Wall Mount-type meter		
2B	Single Phase Pre-Payment Meters 20-80AMP, Common Base-type meter		
2.1	Ratings: Voltage: Direct Connection:	240V, 1 phase 20 – 80A	
2.2	Mounting	Fixed type or Common base	
2.3	Prepayment system	STS meter. The meter must operate on a coded keypad system.	
2.4	Protection	Single pole internal breaker	
2.5	Documentation	Bidders to supply full details of the operation, maintenance, and backup services offered as well as any additional hardware, and software required to operate in the system.	
2.6	Manufacturer	For information	

2.7	Make & model offered	For information	
2.8	Delivery time	Indicate delivery time in weeks, from date of order	
<b>3</b>	<b>THREE PHASE PRE-PAYMENT METERS 20-100 AMP</b>		
3.1	Ratings: Voltage: Direct Connection:	400V, 3 phase 20 – 100A	
3.2	Prepayment system	STS meter. The meter must operate on a coded keypad system.	
3.3	Protection	Triple pole internal breaker	
3.4	Documentation	Bidders to supply full details of the operation, maintenance, and backup services offered as well as any additional hardware, and software required to operate in the system.	
3.5	Manufacturer	For information	
3.6	Make & model offered	For information	
3.7	Delivery time	Indicate delivery time in weeks, from date of order	
<b>4</b>	<b>SPLIT SINGLE PHASE PRE-PAYMENT SMART METERS</b>		
4.1	Ratings: Voltage: Direct Connection:	240V, 1 phase 20 – 100A	
2.2	Standards	In accordance to NRS 049/2016	
3.3	Documentation	Bidders to supply full details of operation, maintenance and back-up services offered as well as any additional hardware, software required to operate in the system.	
4.4	Meter communication technology		
4.4.1	<i>Communication between MCU and CIU must be G3-PLC based on OFDM technology</i> - Communications shall be Power Line Carrier (PLC) between the MCU and the CIU. The PLC communications shall adopt the open international standards of G3-PLC. The modulation of data onto the power line shall be <b>Orthogonal frequency-division multiplexing</b> (i.e. OFDM) which is a method of encoding digital data on multiple carrier frequencies.		
4.4.2	The CIU is a mains-powered device and shall be connected to a mains socket in the household. When information is requested		

	from the meter or an STS token is entered into the keypad of the CIU, the information is transferred on the powerline (using G3-PLC communications).		
4.4.3	<p><i>Communication between MCU and DCU must be G3-PLC based on OFDM technology</i></p> <ul style="list-style-type: none"> <li>- Communications shall be Power Line Carrier (PLC) between the MCU and the DCU. The PLC communications shall adopt the open international standards of G3-PLC. The modulation of data onto the power line shall be <b>Orthogonal frequency-division multiplexing</b> (i.e. OFDM) which is a method of encoding digital data on multiple carrier frequencies</li> </ul>		
4.4.4	<p>Communications between DCU and Smart Meter System</p> <ul style="list-style-type: none"> <li>- The DCU shall support communications with the smart meter system, via the Wide Area Network (WAN, cellular network, via APN), with optional Ethernet connection for Local Area Network (LAN) connection if fibre connection is available in the mini-substation</li> <li>- Based on the G3-PLC alliance technology, the Data Concentrator (DCU) is the coordinator of PLC communications with the devices</li> <li>- The DCU is typically installed in the mini-substation on the low voltage side of the transformer. The DCU shall be a 3-phase device as it must be able to communicate with meters on any phase of the network</li> <li>- The DCU shall contain a modem (shall also provide an optional Ethernet / LAN port for future communications where the transformer has fibre connection). The modem shall support at minimum 2G/3G connection via the Wide Area Network to the smart meter system (back-office system)</li> <li>- When a DCU is used, it shall be the coordinator of PLC communications and the G3-PLC metering devices shall join the DC when they are installed in the network.</li> <li>- The communications between the meters and the DCU and the MCU and the CIU is via existing power line cabled between the mini-substation and the house</li> <li>- The MCU devices shall support repeater functionality as defined in the G3-PLC standards</li> <li>- Data transmitted between the DCU, the MCU and the CIU is on the existing power lines and the data is injected onto the power-line shall using <b>Orthogonal frequency-division multiplexing</b> (i.e. OFDM) which is a method of encoding digital data on multiple carrier frequencies</li> </ul>		
4.5	Manufacturer	For information	
4.6	Make & model offered	For information	
4.7	Delivery time	Indicate delivery time in weeks, from date of order	

5	<b>SPLIT THREE-PHASE PRE-PAYMENT SMART METERS</b>		
5.1	Ratings: Voltage: Direct Connection:	400V, 3 phase 20 – 100A	
5.2	Standards	In accordance to NRS 049/2016	
5.3	Documentation	Bidders to supply full details of operation, maintenance and back-up services offered as well as any additional hardware, software required to operate in the system.	
5.4	Meter communication technology		
5.4.1	<i>Communication between MCU and CIU must be G3-PLC based on OFDM technology</i> <ul style="list-style-type: none"> <li>Communications shall be Power Line Carrier (PLC) between the MCU and the CIU. The PLC communications shall adopt the open international standards of G3-PLC. The modulation of data onto the power-line shall be <b>Orthogonal frequency-division multiplexing</b> (i.e. OFDM) which is a method of encoding digital data on multiple carrier frequencies</li> </ul>		
5.4.2	The CIU is a main powered device and shall be connected to a mains socket in the household. When information is requested from the meter or an STS token is entered into the keypad of the CIU, the information is transferred on the powerline (using G3-PLC communications).		
5.4.3	<i>Communication between MCU and DCU must be G3-PLC based on OFDM technology</i> <ul style="list-style-type: none"> <li>Communications shall be Power Line Carrier (PLC) between the MCU and the DCU. The PLC communications shall adopt the open international standards of G3-PLC. The modulation of data onto the power-line shall be <b>Orthogonal frequency-division multiplexing</b> (i.e. OFDM) which is a method of encoding digital data on multiple carrier frequencies</li> </ul>		
5.4.4	Communications between DCU and Smart Meter System <ul style="list-style-type: none"> <li>The DCU shall support communications with the smart meter system, via the Wide Area Network (WAN, cellular network, via APN), with optional Ethernet connection for Local Area Network (LAN) connection if fibre connection is available in the mini-substation</li> <li>Based on the G3-PLC alliance technology, the Data Concentrator (DCU) is the coordinator of PLC communications with the devices</li> <li>The DCU is typically installed in the mini-substation on the low voltage side of the transformer. The DCU shall be a 3-phase device as it must be able to communicate with</li> </ul>		

	meters on any phase of the network <ul style="list-style-type: none"> <li>- The DCU shall contain a modem (shall also provide an optional Ethernet / LAN port for future communications where the transformer has fibre connection). The modem shall support at minimum 2G/3G connection via the Wide Area Network to the smart meter system (back office system)</li> <li>- When a DCU is used, it shall be the coordinator of PLC communications and the G3-PLC metering devices shall join the DC when they are installed in the network.</li> <li>- The communications between the meters and the DCU and the MCU and the CIU is via existing power line cabled between the mini-substation and the house</li> <li>- The MCU devices shall support repeater functionality as defined in the G3-PLC standards</li> <li>- Data transmitted between the DCU, the MCU and the CIU is on the existing power lines and the data is injected onto the power-line shall using <b>Orthogonal frequency-division multiplexing</b> (i.e. OFDM) which is a method of encoding digital data on multiple carrier frequencies</li> </ul>		
5.5	Manufacturer	For information	
5.6	Make & model offered	For information	
5.7	Delivery time	Indicate delivery time in weeks, from date of order	

<b>6</b>	<b>ROTATING COMBINATION SEAL FOR METERS</b>		
6.1	Construction High impact polycarbonate – clear seal body with colour coded insert <i>Tamper resistance</i> - Last 4 digits of seal correspond on seal insert <i>Tamper deterrent</i> - Secure, non-reverse winding mechanism, protruding ‘butterfly’ wings snap off Stainless steel tail - Average breaking strain 40kg		
6.2	Dimensions - cable	Cable diameter: 1mm, cable length: 300mm	



6.3	Minimum Aperture Size	1.3mm	
6.4	Removal	Side cutter pliers	
6.5	Packaging	Units per pack / box	
6.6	Ordering	Minimum order quantity (units)	
6.7	Delivery time	Indicate delivery time in weeks, from date of order	

## 7 PRICING SCHEDULE

Pricing Instructions mean the criteria as set out below, read together with all Parts of this contract document, which it will be assumed in the contract that the tenderer has taken into account when developing his prices.

7.1 The short descriptions and category number given in the pricing schedule below are brief descriptions used to identify the activities for which prices are required.

7.2 While it is entirely at the tenderer's discretion as regards to the pricing schedule below, guideline tariffs of fees or indicative time-based fee rates are gazetted annually, which are useful documents that will give tenderers some idea of industry norms against which they may compare their rates, sums, percentage fees and/or prices as applicable.

7.3 For the purpose of the pricing schedule, the following words shall have the meanings hereby assigned to them:

Unit: The unit of measurement for each item.

Quantity: The number of units of work for each item.

Rate: The agreed payment per unit of measurement.

Amount: The product of the quantity and the agreed rate for an item.

7.4 A rate, sum, percentage fee and/or price as applicable, is to be entered against each item in the pricing schedule. An item against which no price is entered will be considered as a no offer and the bidder will not be evaluated.

7.5 The rates, sums, percentage fees and prices in the pricing schedule are to be fully inclusive prices described under the several items. Such prices and rates are to cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit.

7.6 Where quantities are given in the pricing schedule, these are provisional and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the pricing schedule. In respect of time-based services, the allocation of staff must be agreed with the employer before such services are rendered.

7.7 Prices should be inclusive of VAT and all other costs, including delivery costs.

7.8 The bid will be evaluated on the total amount per item, in other words the amount per item multiplied by the estimated quantities for the envisage three financial years plus CPIX and additional escalation as states in clause 8. In page 21

7.9 Bidders **MUST** submit a price for each line item for these items in the pricing schedule to be considered for evaluation. Should the bidder fail to submit a price for each line item for these items as stated, the bid will be seen as non-responsive.

7.10 Bidders are required to comply with the prescribed pricing schedule below. No pricing schedules other than the pricing schedule as stated will be accepted and **failure to adhere to this section will be seen as submitting a non-responsive bid.**

Item nr.	Description	Unit of Measure	Rate/Price per item (Inclusive of VAT) Year 1	Rate/Price per item (Inclusive of VAT) Year 2	Rate/Price per item (Inclusive of VAT) Year 3	Delivery Period (Weeks)	Brand of meter/model number
<b>1</b>	<b>Conventional Meter Single Phase</b>						
<b>1.1</b>	Single Phase Meters 20-100 AMP (Conventional meter)	each					
<b>2</b>	<b>Conventional Meter Three Phase</b>						
<b>2.1</b>	Three Phase Meters 20-125 AMP (Conventional meter)	each					
<b>3</b>	<b>Single Phase PPM</b>						
<b>3.1</b>	Single Phase Pre-Payment Meters 20-80 AMP, Fixed Wall Mount-type meter / stand-alone	each					
<b>3.2</b>	Single Phase Pre-Payment Meters 20-80 AMP, Common Base	each					

	-type meter						
4	Three Phase PPM						
4.1	Three Phase Pre-Payment Meters 20-80 AMP - stand-alone	each					
5	Single Phase Split Meter						
5.1	Split Single Phase Pre-Payment Smart Meters - PLC	each					
6	Three Phase Split Meter						
6.1	Split Three-Phase Pre-Payment Smart Meters - PLC	each					
7	Rotating Combination Seals						
7.1	Rotating combination seal for meters one size. (Price per unit, not per box/package)	each					
	SUBTOTAL ( YEAR 1- YEAR 2)						R
8. Additional Training (reference clause 6)							PRICE (INCL. VAT)

VAT	R
TOTAL PRICE INCLUDING VAT	R

**NOTE: Failure to comply by completing all line items above, will be deem non-responsive and be disqualified.**

Description	Estimated Expenditure per year Year 1 1 July 2023 to 30 June 2024	Estimated Expenditure per year Year 2 1 July 2024 to 30 June 2025	Estimated Expenditure per year Year 3 1 July 2025 to 30 June 2026	% Mark up Year 1 - Year 3 1 July 2023 to 30 June 2024
Cost of Spare Parts	R5 000	R5 000	R5 000	

**\*Cost of Spare Parts refers to spare parts which will be required to repair the existing meters as prescribed in these tenders 'specifications**

3.	SUPPLIER'S COMPLIANCE TO STANDARD SPECIFICATIONS			
SPEC. NO.	DESCRIPTION		YES	NO
3.1	2	<b>SANS marks</b>  The STS ED's shall comply with the latest version of SABS Specification SANS 1524-1-1 and SANS 1524-1-2, SABS IEC 1036, NRS 009, and their amendments.		
	5.1	The <b>design</b> of the ED shall be such as to inhibit tampering. There shall be no access to the PC Board and or its components without there being physical evidence of seals/plugs being damaged or destroyed. Tamper detection is required, but provision to retrofit a tamper detection device should be provided. Tenderers shall specify the additional cost for such a tamper detection device.		

3.2	5.2	When a tamper is detected by a tamper detection device the ED shall continue to display the remaining credit without tripping the disconnecter and in addition to the energy consumed register, store the units consumed since that event in a separate register until the register is read and the tamper is cleared via a token or interrogation device. An unobscured tamper indication would be preferred in this instance.		
3.3	5.3	It must be possible to implement power limiting, in the ED, via a token		
3.4	5.4	It must be possible to interrogate the ED, via an interrogation device (PC Notebook or similar), by plugging it into the ED via a communication port. Power to drive the processor, for interrogation purposes, is to be supplied via the same port. Tenderers shall specify the additional cost if any, for software and/or hardware for this operation.		
3.5	5.5	The ED shall consist of two parts. The metering part, i.e the ACTIVE unit and the Base part, the PASSIVE unit. The base will be of the Plug-in common base type, in compliance with relevant standards and will incorporate the Surge Arrestor. It must not be possible to disconnect the surge arrestor without first undoing the terminal screws.		
3.6	5.6	The base shall allow for top, bottom, side, and rear entry/exit.		
3.7	5.7	The housing of all units of the ED shall be manufactured from approved non-metallic self-extinguishing material such as flame-retardant ABS or similar.		
3.8	5.8	The ED's offered shall be keypad operated		

3.9	5.9	The ED / CIU shall have an LCD to display the remaining credit in the ED as well as specific parameters requested via the man/machine interface. When not required for parameters, the LCD must always display the remaining credit. The parameters must have a time-out facility after which the ED display reverts to the remaining credit		
3.10	5.10	<p>The ED shall be fitted with an adequately rated, SANS approved, Internal Disconnect, that will automatically interrupt the positive side of the load circuit under the following conditions:</p> <ul style="list-style-type: none"> <li>• When the credit reaches zero.</li> <li>• When the load current exceeds the pre-programmed maximum current limit.</li> </ul>		
3.11	5.11	Shunt Trip Circuit Breakers are NOT acceptable		
3.12	5.12	Provision shall be made for sealing, at two points on the ED. These two points are to be visible from the front. Manufacturers must specify the sealing methods employed		
3.13	5.13	For audit purposes the ED shall, upon interrogation, indicate via the LCD or the interrogation device, the following as a minimum		
		Total Energy measured since last tamper (in separated register)		
		Tamper status (unobscured)		
		Value of last token entered		
		Number of last tokens entered		
3.14	5.14	The ED shall, in addition to the LCD, have as a minimum a Rate-of-Use LED.		

3.15	5.15	The ED shall provide a Low Credit Warning. Manufacturers to specify what methods they employ to achieve this		
3.16	5.16	The accuracy of the ED shall be Class 2		
3.17	5.17	The ED shall utilize a Shunt Measurement technique		
3.18	5.18	The ED shall NOT incorporate Earth Leakage protection		
3.19	5.19	The ED shall comply to the 415V withstand test (only applicable to STAR-connected distribution networks).		
3.20	5.20	Adequate mounting holes shall be provided for mounting the ED in an approved manner.		
3.21	5.21	All Printed Circuit Boards (PCBs) shall be 100% conformally coated. Partially coated PCBs are not acceptable		
3.22	5.22	Each ED shall be accompanied by a manufacturer's test certificate		
3.23	5.23	All meters must be accompanied by an approved meter card		
3.24	5.24	Meters must be pre-loaded with supply group codes, tariff indexes, and 20 units.		

ITEM	SPEC. NO.	DESCRIPTION	OPTIONS	
4.1	6.	<b>FREE TRAINING</b>  The pricing shall include a complete training session on the operation and wiring of the units for a maximum of 20 people for 2 x 8hour sessions.		
ITEM	SPEC. NO.	DESCRIPTION	YES	NO



5.	7.	<b>SUPPORT</b>		
5.1		NEDISYS support available		
5.2		Other support available		
5.3		Attach Schedule for standard Support rates		
<b>ITEM</b>	<b>SPEC. NO.</b>	<b>DESCRIPTION</b>	<b>YES</b>	<b>NO</b>
6.	8.	<b>SAMPLES</b>  Samples of EDs offered must be sent to the Municipality for testing and inspection purposes. A technician must also be available on request if necessary to ensure that your meter adheres to the specifications.		
7.	9.	<b>INSPECTION AND TESTS</b>  The ED's may be inspected and tested by the Engineer <b>prior</b> to delivery		
8.	10.1	<b>GUARANTEE</b>  Tenderers shall state in respect of the goods offered the extent of the guarantee and coverage under which any portion of the goods in which any defect due to faulty design or manufacture may develop within that period, will be replaced free of all repair charges to George Municipality.	<b>YES</b>	<b>NO</b>
8.1	10.2	Please allow in <b>Items 1 to 5</b> - Bill of Quantities - for rates on <u>5 years guarantee</u> periods only		
8.2	10.3	<b>Date as specified</b>  Tenderers shall state in <b>Items 11.1 (10.3)</b> - Bill of Quantities - the date that the period of guarantee commences. Preference will be given to the 'Date of the installation' as supplied by George Municipality on a monthly basis.		

8.3	<b>10.4</b>	<b>Number of years as specified</b>  Also indicate in <b>Item 11.2 (10.4)</b> - Bill of Quantities - the period in years that all parts will be guaranteed to be resistant to vermin proof.		
8.4	<b>10.5</b>	Tenderers shall specify the approximate expected useful life of the equipment offered		
9.	<b>11.</b>	<b>INFORMATION REQUIRED WITH TENDER</b>	<b>YES</b>	<b>NO</b>
9.1	<b>11.1</b>	The Tenderer shall submit with their tender, details of the installed base of the ED's (model specific) offered in this tender		
9.2	<b>11.2</b>	A user list must be attached, containing project names, contact name/s, and telephone and fax numbers.		

**NOTE: Failure to comply by completing all line items above, will be deem non-responsive and be disqualified.**

## 8 SECTION B

8.1 Indicate below if CPIX escalation will be applicable on the prices quoted above:

YES	NO
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8.2 If yes, then the following is applicable:

8.3 The annual escalation percentage will be based on the CPIX rate of South Africa as calculated and published by Stats SA for March of each year. The escalation will be applied from 1 July of year 2 and annually thereafter.

8.4 For bid evaluation purposes the CPIX rate for year 2 and onwards will be estimated at 6.1% per year.

8.5 The bidder that choose to apply an annual escalation rate over and above CPIX, **must** provide the percentage (%) below. The bidder who chooses not to have any additional escalation during the full term must indicate as such by indicating "NO" in the box. If nothing is completed it will be accepted that "NO" ADDITIONAL escalation is applicable on the contract.

For example, the words "CPIX minus 1%" **or** "CPIX plus 1%" **or** "6% per annum no link to CPIX" **or** "No escalation" must be completed below in the box

--

8.6 All escalations quoted should be applied to all rates, in order to perform pricing evaluations.

## PAST EXPERIENCE

**This schedule is compulsory to complete!**

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Bidders must furnish hereunder details of similar works / services, which they have satisfactorily completed in the past. The information shall include a description of the Works / Services, the Contract value and name of Employer.

Employer	Nature of Work	Value of Work	Duration and Completion Date	Employer Contact Number

---

Date

---

Signature of Tenderer

## THE TENDER OFFER

I/We Mr/Mrs/Messrs \_\_\_\_\_  
duly assigned to represent the service provider for the purpose of this tender, hereby tender to supply all or any of the goods and/or render all or any of the services described in the attached documents to the George Municipality on terms and conditions stipulated in this tender and in accordance with the specifications stipulated in the tender documents (which shall be taken as part of, and incorporated into this tender) **at the price/s reflected in the Pricing Schedule.**

I/we agree that this offer shall remain valid for a period of 180 days commencing from the closing date and time of this tender.

I/we further agree that:

This tender and its acceptance shall be subject to the terms and conditions contained in the George Municipality's Supply Chain Management Policy;

If I/we withdraw my/our tender within the period for which I/we have agreed that the tender shall remain open for acceptance, or fail to fulfill the contract when called upon to do so, the George Municipality may, without prejudice to its other rights, agree to the withdrawal of my/our tender or cancel the contract that may have been entered into between me/us and the George Municipality and I/we will then pay to the George Municipality any additional expense incurred by the George Municipality having either to accept any less favorable tender or, if fresh tenders have to be invited, the additional expenditure incurred by the invitation by the invitation of fresh tenders and by the subsequent acceptance of any less favorable tender; the George Municipality shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other tender or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfillment of this or any other tender or contract and pending the ascertainment of the amount of such additional expenditure or retain such moneys, guarantee or deposit as security for any loss the George Municipality may sustain by reason of my/our default;

If my/our tender is accepted the acceptance may be communicated to me/us by letter or order by certified mail or registered mail. Such posting shall be deemed to be proper service of such notice with effect from the date of posting/dispatch of such notice;

The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our tender and that I/we choose domicilium citandi et executandi in the Republic of South Africa, where any and all legal notices may be served at (full street address on this place):

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

I/we furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our tender; that the price(s) and rate(s) tendered cover all the

work/item(s) specified in the tender 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 own risk.

I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfillment of this contract.

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 or judgement which may be pronounced against me/us as a result of such action.

I/we declare that I/we have participation / no participation in the submission of any other offer for the supplies/services described in the attached documents. If in the affirmative, state name(s) of tenders involved.

Name: \_\_\_\_\_

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

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

**This form must be completed and signed to be considered provisionally responsive.**

## ACCEPTANCE

By signing this part of the form of offer and acceptance, the employer identified below accepts the supplier's offer. In consideration thereof, the employer shall pay the supplier the amount due in accordance with the conditions identified in the tender data. Acceptance of the supplier's offer shall form an agreement between the employer and the supplier upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the supplier receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the supplier within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Name: **MR MANDLA BONGANI**

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

Capacity: **DIRECTOR: ELECTROTECHNICAL SERVICES**

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

For the Employer: **GEORGE MUNICIPALITY  
CIVIC CENTRE  
YORK STREET  
GEORGE**

# TAX COMPLIANCE INFORMATION

## PART A

Tax Compliance Status	TCS Pin:		or	CSD No:	
B-BBEE Status Level Verification Certificate [Tick Applicable Box]	<input type="checkbox"/> Yes <input type="checkbox"/> No			B-BBEE Status Level Sworn Affidavit	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVIT (FORM EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
Are You The Accredited Representative In South Africa For The Goods / Services / Works Offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If Yes, Enclose Proof]			Are You A Foreign Based Supplier For The Goods / Services / Works Offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If Yes, Answer Part 2.]
Signature of Bidder	.....			Date	.....



## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. TAX COMPLIANCE REQUIREMENTS</b>		
1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 1.2 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. 1.3 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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> . 1.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B2. 1.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 1.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 1.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL CUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.		
<b>2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b> [Tick Applicable Box]		
2.1 Is the entity a resident of the Republic of South Africa (RSA)?	YES	NO
2.2 Does the entity have a branch in the RSA?	YES	NO
2.3 Does the entity have a permanent establishment in the RSA?	YES	NO
2.4 Does the entity have any source of income in the RSA?	YES	NO
2.5 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 1.3 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: .....

## DECLARATION OF INTEREST

1.	No bid will be accepted from persons in the service of the state*.	
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 the 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 / her representative: .....	
3.2	Identity number: .....	
3.3	Position occupied in the Company (director, trustee, shareholder <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 (where applicable) must be indicated in paragraph 4 below.	
3.8	Are you presently in the service of the state?*	<b>YES / NO</b>
3.8.1	If yes, furnish the following particulars:  Name of person / director / trustee / shareholder member: .....  Name of state institution at which you or the person connected to the bidder is employed: .....  Position occupied in the state institution: .....  Any other particulars: .....	

	.....	
3.9	Have you been in the service of the state for the past twelve months?	<b>YES / NO</b>
3.9.1	<p>If so, furnish particulars.</p> <p>.....</p> <p>.....</p>	
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?	<b>YES / NO</b>
3.10.1	<p>If yes, furnish the following particulars:</p> <p>Name of person: .....</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>.....</p> <p>Position occupied in the state institution:</p> <p>.....</p> <p>Any other particulars: .....</p> <p>.....</p>	
3.11	Are you aware of any relationship (family, friend, other) between the bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid?	<b>YES / NO</b>
3.11.1	<p>If yes, furnish the following particulars:</p> <p>Name of person: .....</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>.....</p> <p>Position occupied in the state institution: .....</p> <p>Any other particulars: .....</p> <p>.....</p>	
3.12	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	<b>YES / NO</b>

3.12.1	<p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member:</p> <p>.....</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>.....</p> <p>Position occupied in the state institution: .....</p> <p>Any other particulars: .....</p> <p>.....</p>	
<p>3.13</p> <p>3.13.1</p>	<p>Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?</p> <p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member:</p> <p>.....</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>.....</p> <p>Position occupied in the state institution: .....</p> <p>Any other particulars: .....</p> <p>.....</p>	<b>YES / NO</b>
<p>3.14</p> <p>3.14.1</p>	<p>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?</p> <p>If yes, furnish particulars:</p> <p>.....</p>	<b>YES / NO</b>

	.....		
4. Full details of directors / trustees / members / shareholders:			
<b>THE FOLLOWING INFORMATION IS <u>COMPULSORY</u> TO COMPLETE:</b>			
<b>Full Name</b>	<b>Identity Number</b>	<b>Individual Tax Number for each Director</b>	<b>State Employee Number (where applicable)</b>
<b>5.</b>	<b>The contract will be automatically cancelled if there is a conflict of interest which is not disclosed by the bidder.</b>		

**Protection of Personal Information Act, 2013 (Act no.4 of 2013) (POPIA)**

All parties agree that they will comply with Protection of Personal Information Act, 2013 (Act no.4 of 2013) (POPIA) and process all the information and/or personal data in respect of the goods and/or services being rendered in accordance with the said act and only for the purpose of providing the goods and/or services set out in the agreement to provide such goods and/or services.

The contract between the municipality and the service provider must ensure compliance with the Protection of Personal Information Act, 2013 (Act no.4 of 2013) (POPIA), in that the service provider establishes and maintains security measures to safeguard personal information being processed on behalf of the municipality. The service provider must notify the municipality immediately in an event where there are reasonable grounds to believe personal information has been accessed by an unauthorised person.

The contract with a service provider must ensure confidentiality of personal information processed on behalf of the municipality. A supply contract with a service provider must include standard clauses outlining joint responsibility in terms of the protection of personal information.

.....	.....
Signature	Date
.....	.....
Capacity	Name of Bidder

<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 or 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 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 exercise control over the company.

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**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

- a) 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
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

**2. DEFINITIONS**

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in

section 1 of the Broad-Based Black Economic Empowerment Act;

- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“price”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

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

#### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20**

**or**

**90/10**

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

$P_{min}$  = Price of lowest acceptable bid

## 4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND

## INCOME-GENERATING PROCUREMENT

### 4.3 POINTS AWARDED FOR PRICE

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

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

Where

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

$P_t$  = Price of bid under consideration

$P_{max}$  = Price of highest acceptable bid

### 5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

### 6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### 7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 7.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

### 8. SUB-CONTRACTING



8.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES		NO	
-----	--	----	--

8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(***Tick applicable box***)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

**Municipality where business is situated:** .....

**Registered Account Number:** .....

**Stand Number:**.....

9.8 Total number of years the company/firm has been in business:.....

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>	<p style="text-align: center;">..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>
--	---

**SWORN AFFIDAVIT – BBBEE EXEMPTED MICRO ENTERPRISE****SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name</b>	
<b>Trading Name</b>	
<b>Registration Number</b>	
<b>Enterprise Address</b>	

3. I hereby declare under oath that:
  - The enterprise is \_\_\_\_\_ % black owned;
  - The enterprise is \_\_\_\_\_ % black woman owned;
  - Based on the management accounts and other information available on the \_\_\_\_\_ financial year, the income did not exceed R10,000,000.00 (ten million rands);
  - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	<b>Level One</b> (135% B-BBEE procurement recognition)	
More than 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition)	
Less than 51% black owned	<b>Level Four</b> (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

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

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

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp

## DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9.(1) and 9.(3) make provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Regulation 9.(3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.
- 1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two-stage
- 1.5. bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.6. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.7. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

$$LC = 1 - \left[ \frac{x}{y} \right] \times 100$$

Where

x imported content

y bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at

12:00 on the date, one week (7 calendar days) prior to the closing date of the bid as required in paragraph 4.1 below.

1.8. A bid will be disqualified if:

- the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below; and.
- this declaration certificate is not submitted as part of the bid documentation.

## 2. Definitions

2.1. **“bid”** includes advertised competitive bids, written price quotations or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:**

**Residential Electricity Meter:**

Prepaid Electricity Meters – 70%

Post Paid Electricity Meters – 70%

SMART Meters – 50%

Does any portion of the services, works or goods offered  
have any imported content?

YES / NO

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on  
www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table  
below:

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate(s) of exchange used.

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER  
LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF  
EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT  
RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID No.** .....

**ISSUED BY:** (Procurement Authority / Name of Municipality / Municipal Entity):

.....

NB The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder  
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.

- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.
- (c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:

Bid price, excluding VAT (y)	R
Imported content (x)	R
Stipulated minimum threshold for Local content (paragraph 3 above)	<b>70%,70%&amp;50%</b>
Local content % as calculated in terms of SATS 1286	

If the bid is for more than one product, a schedule of the local content by product shall be attached.

- (d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

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

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

**WITNESS No. 1** \_\_\_\_\_

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

**WITNESS No. 2** \_\_\_\_\_

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



## Annex C

### Local Content Declaration – Summary Schedule

(C1)	Tender No.				<u>Note:</u> VAT to be excluded from calculations
(C2)	Tender description:				
(C3)	Designated product(s)				
(C4)	Tender Authority:				
(C5)	Tendering Entity				
(C6)	Tender name:	Pula -	EU -	GBP -	
(C7)	Tender Exchange Rate: Specified local content %				

		Calculation of local content						Tender summary			
Tender Item no's	List of Items	Tender price – each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)	Tender quantity	Total tender value	Total exempted imported content	Total imported content
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)	(C16)	(C17)	(C18)	(C19)
(C20) Total tender value								R.....			
(C21) Total Exempt imported content									R.....		
(C22) Total Tender value net of exempt imported content									R.....		
(C23) Total Imported content										R.....	
(C24) Total local content										R.....	
(C25) Average local content % of tender											%

Signature of tenderer from Annex B: .....Date: .....

## Annex D

SATS 1286.2011

### Imported Content Declaration – Supporting Schedule to Annex C

(D1)	Tender No.					<u>Note:</u> VAT to be excluded from calculations
(D2)	Tender description:					
(D3)	Designated product(s)					
(D4)	Tender Authority:					
(D5)	Tendering Entity					
(D6)	name:					
	Tender Exchange Rate:		Pula -	EU -	GBP -	

#### A. Exempted imported content

				Calculation of imported content							Summary	
Tender Item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per commercial invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT		Tender Quantity	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)		(D17)	(D18)
(D19) Total exempt imported value											R.....	
											This total must correspond with Annex C-C21	

#### B. Imported directly by the Tenderer

Tender Item no's	Description of imported content	Unit of measure	Overseas supplier	Calculation of imported content						Summary	
				Foreign currency as per commercial invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Quantity	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)
(D32) Total imported value by Tenderer										R.....	

## Annex D (contd.)

### C. Imported by a 3rd party and supplied to the Tenderer

Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Calculation of imported content						Summary	
				Foreign currency value as per commercial invoice	Tender rate of exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
(D45) Total imported value by 3rd party										R.....	

### D. Other foreign currency payments

Type of payment	Local supplier making the payment	Overseas beneficiary	Calculation of foreign currency payments	
			Foreign currency value paid	Tender rate of exchange
(D46)	(D47)	(D48)	(D49)	(D50)

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

(D53) Total of imported content & foreign currency payments – (D32), (D45) & (D52) above

Summary of payments
Local value of payments
(D51)
R.....
R.....
This total must correspond with Annex C – C23.

Signature of tenderer from Annex B: .....

Date: .....

**Annex E**

SATS 1286.2011

**Local Content Declaration – Supporting Schedule to Annex C**

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated product(s)	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
	(E9) Total local products (Goods, Services and Works)		R.....
(E10) [REDACTED]	(Tenderer's manpower cost)		R.....
(E11) [REDACTED]	(Rental, depreciation & amortisation, utility costs, consumables, etc)		R.....
(E12) [REDACTED]	(Marketing, insurance, financing, interest, etc)		R.....
	(E13) Total local content		R.....
			This total must correspond with Annex C – C24

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

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</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>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender 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>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	If so, furnish particulars:		

### CERTIFICATION

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION**

**FORM IS TRUE AND CORRECT.**

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

.....

**Signature**

.....

**Position**

.....

**Date**

.....

**Name of Bidder**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
  - 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
  - 3 Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
    - a. take all reasonable steps to prevent such abuse;
    - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
    - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
  - 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
  - 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD9) 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:

**TENDER NUMBER: ENG017/2022**  
**SUPPLY AND DELIVERY OF ELECTRICAL CONSUMPTION MEASURING METERS AND RELATED  
HARDWARE AND EQUIPMENT FOR A PERIOD OF THREE (3) YEARS, FROM THE DATE OF  
APPOINTMENT**

(Bid Number and Description)

in response to the invitation for the bid made by:

## GEORGE MUNICIPALITY

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.



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.
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

.....  
Date

.....  
Position

.....  
Name of Bidder

<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.

## CERTIFICATE FOR MUNICIPAL SERVICES (COMPULSORY TO COMPLETE)

Information required in terms of the Supply Chain Management Regulations, Regulation 28 (1) (c).

Tender Number: ENG 017/2021

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

### DETAILS OF THE BIDDER/S: Owner / Proprietor / Director(s) / Partner(s), etc:

Physical Business address of the Bidder	Municipal Account Number(s)

If there is not enough space for all the names, please attach the additional details to the Tender document.

Name of Director / Member / Partner	Identity Number	Physical <b>residential</b> address of Director / Member / Partner	Municipal Account number(s)

I, \_\_\_\_\_, the undersigned,

(full name in block letters)

certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.

\_\_\_\_\_  
Signature

THUS DONE AND SIGNED for and on behalf of the Bidder / Contractor

at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2022

### PLEASE NOTE:

**MUNICIPAL ACCOUNTS FOR ALL PROPERTIES OWNED BY BIDDER/S MUST BE ATTACHED TO THE TENDER DOCUMENT!**

Even if the requested information is not applicable to the Bidder, the table above should be endorsed NOT APPLICABLE with a reason and THIS DECLARATION **MUST** STILL BE COMPLETED AND SIGNED. In the event of leasing, a lease agreement **MUST** be attached to the tender document.

# **GEORGE MUNICIPALITY PROCUREMENT**

## **GENERAL CONDITIONS OF CONTRACT**

### **TABLE OF CLAUSES**

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## **General Conditions of Contract**

### **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 any thing 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, a 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 consignees 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 supplies, 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 provider 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 provider'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 provider 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 or municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality or 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 provider 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, test and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by

- a representative of the purchaser or an 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 23 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 and 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 provider 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 fulfillment 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 provider 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.

18. Variation orders:

- 18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 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 supplies 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 the 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 judgement 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;
  - (iii) the period of restriction; and
  - (iv) the reasons for the restriction.
- These details will be loaded in the National Treasury's central database of 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 Tender 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. Anti-Dumping and Counter-Vailing 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 supplies 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 to 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 willful 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 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  
(b) 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 are 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.