

MUNISIPALITEIT
VAN
PRINS ALBERT



MUNICIPALITY
OF
PRINCE ALBERT

Rig alle korrespondensie aan:
DIE MUNISIPALE BESTUURDER
Privaatsak X53,
Prins Albert, 6930

Address all correspondence to:
THE MUNICIPAL MANAGER
Private Bag X53,
Prince Albert, 6930

E-Pos: scm@pamun.gov.za E-Mail
Tel: +27 23 541 1036, Fax: +27 23 541 1035

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS: NR 27/2016:
OCCUPATIONAL HEALTH AND SAFETY: AGENT PRINCE ALBERT
MUNICIPALITY**

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and e-mailed not later than 6 April 2016 to scm@pamun.gov.za

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the MDB 6.1 form must be scrutinized, completed and submitted together with your quotation.
- **NB: No quotations will be considered from persons in the service of the state.** Complete the MDB 4 form
- **No awards will be made to persons whose tax affairs are not in order.** Please attach a valid tax clearance will improve the process
- **To combat abuse of the supply chain process the MDB 8 form must also be completed.**
- **To prevent collusion the MDB 9 form must be completed**
- **Please attach proof of registration with South African Council for the project management and construction management.**
-

The forms may be written or typed and scanned.

Failure to comply with these conditions may invalidate your offer.

Should your offer be accepted the contract will be governed by the general conditions of contract issued by National Treasury. You will also be required to register on the Western Cape supplier database or Central Supplier database.

Bidders that are registered on the either of the databases please provide proof of registration.

Please contact Bertus Joubert at 023 5411 036 or bertus@pamun.gov.za should you have any questions.

Please note the MDB forms are available on the municipality's website at www.pamun.gov.za or can be requested from the finance department

Yours faithfully



J NEETHLING
MUNICIPAL MANAGER (Acting)

SCHEDULE

Please note the projects will run concurrently from April 2016 to June 2016.

After preferred bidders have been identified the municipality will negotiate with the preferred bidders to identify possible capacity constraints and reserves the right to appoint different bidders for the different projects.

The projects are

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GENERAL SPECIFICATIONS

1 REQUIREMENTS

1. A suitable person or organization with at least 5 years' experience in Occupational Health and Safety relating to construction projects.

Legal framework of the appointment

Under the current Construction Regulations, the responsibilities and liabilities to ensure health and safety on a project remain with the client and failure to comply with these regulations is a criminal offence.

As set out in regulation 5(6) of the Regulations, the client may appoint a competent person as an Agent in writing to act as the client's representative, in which case the responsibilities applicable to the client shall as far as is reasonably practicable, apply to the appointed Agent.

2. Registration with the South African Council for Project and Construction Management Professions (SACPCMP) is mandatory.

3. The person or organization must provide its own vehicle and accommodation
4. The person must comply with all registration and qualification requirements as per the Occupational Health and Safety Act, in particular the Construction Regulations 2014.

Proposed scope of work

The scope of work of the Agent will in general cover the requirements of regulation 5 of the Regulations. More specifically, it will entail the following:

- 4.1 Provide a project specific health and safety specification to the Principal Contractor. This was done by including a generic specification in the tender documents which allowed all tenderers to allow for the cost of complying with the Regulations in their tenders. The Agent will have to check the generic specifications to determine whether it is project specific and adequate; and update this specification before the work on site commences.
- 4.2 Ensure that the principal contractor to be appointed has the necessary competencies and resources to carry out the construction work safely.
- 4.3 Take reasonable steps to ensure all contractors appointed by the client to comply with these Regulations.
- 4.4 Ensure before any work commences on a site that the principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).
- 4.5 Discuss and negotiate with the Principal Contractor the contents of his draft health and safety plan for final approval for implementation to ensure that it covers all the aspects it is required to in terms of the Act. This will be done as soon as is

practicable after the Contractor has been appointed, but before any construction work is executed.

4.6 Finally approve the health and safety plan for implementation. This will also be done before the Contractor will be allowed to commence with the construction work.

4.7 Take reasonable steps to ensure that each contractor's health and safety plan contemplated in regulation 7(1)(a) is implemented and maintained.

4.8 Ensure that periodic health and safety audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least every 30 days.

4.9 Ensure that a copy of the health and safety audit report contemplated in the paragraph above is provided to the principal contractor within seven days after the audit.

4.10 Stop any contractor from executing a construction activity which poses a threat to the health and safety of persons which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site.

4.11 Ensure that the health and safety file contemplated in regulation 7(1)(b) is kept and maintained by the principal contractor.

4.12 Manage the health and safety and monitor the execution of the construction work to ensure that this is being done in accordance with the Contractor's health and safety plan for this contract.

- Monitoring by the Agent will be carried out at an absolute minimum of 1 time per month, but the responsibility remains with the Agent to ensure that all Health and Safety requirements are adhered to, thus inspections may be required on a weekly or daily basis, at the appointed Agent's discretion.
- Monitoring will consist of a walk through inspection of the site together with the auditing of all registers and documents that the Principal Contractor and Sub-Contractors are required to maintain.
- A monthly non-compliance report must be submitted to the client in which all instances where the Principal Contractor has deviated from the requirements of his health and safety plan, together with the actions taken by the Agent, will be recorded.

4.13 On completion of the contract, all relevant documentation generated by the Principal Contractor as well as a final non-compliance report must be submitted to the client.

Klaarstroom Waste Water Treatment Plant

SPECIFICATION AND PRICING SCHEDULE (All prices must include vat)

1.1 Proposed personnel

The role of Agent will collectively be fulfilled by the following staff members:

-
-

1.2 Estimated cost

1.2.1 The budget which is proposed below is based on the following assumptions:

- A construction period of 8 weeks is expected.
- The Principal Contractor having a good understanding of his responsibilities in terms of the Act and therefore being able to prepare a good quality draft health and safety plan. In other words we have not allowed for “training” the contractor in this regard.

1.2.2 Proposed budget

- Provide a project specific health and safety specification: R
- Discuss and comment on contractor’s draft plan: R
- Approve final H&S plan: R
- Monitoring the execution of the construction work: R.....
- Project management: R
- Quality control of process: R
- Total estimated cost: R.....

The budget amounts are inclusive of VAT.

NOTE:

- Number of visits allowed:
- Cost per additional visit:

1.2.3 Frequency of invoicing.

Invoices will be submitted directly to the Client on a monthly basis on the basis of the work completed up to that point.

Details of the project

KLAARSTROOM WASTEWATER TREATMENT WORKS: PHASE 1

Prince Albert Municipality is considering the upgrading of the existing Klaarstroom Wastewater Treatment Works (WwTW). The existing pond system has operational problems that need to be addressed. This initial work is part of a number of required upgrades, which will be undertaken as and when funding becomes available. The town has approximately 144 low-income residential sites. The 25 existing erven in the "old" town are serviced by septic tanks and require minimal servicing at this stage. The expected design flow for the year 2013 is approximately 80m³/d for the WwTW.

This phase will see the construction of an inlet works and installation of two approximately 20m³ septic tanks (to be doubled in future) to assist with the anaerobic breakdown of the sewage entering the WwTW. Some inter-connecting pipework is required between the existing rising main, inlet-works, septic tanks and primary dam. A flow splitter manhole will be required upstream of the septic tanks. The work is to be executed using conventional and labour-intensive construction methods.

This construction contract comprises the supply of labour, material, plant, equipment, transport and management till the completion of the Works:

The scope and extent of the works is set out below but not limited to the following:

- Construct reinforced concrete inlet-works,
- Demolition of existing small reinforced concrete septic tank,
- Supply and installation of two fibre-glass septic tanks as specified,
- Construction of flow splitter manhole, and
- Construction of all required inter-connecting pipework and manholes.

You are hereby requested to provide a quotation assisting the technical department with complying with their responsibilities as client in terms of the Occupational Health and Safety Act. The construction of the project is anticipated to last for the period of two months.

Prince Albert Waste Water Treatment Plant

SPECIFICATION AND PRICING SCHEDULE (All prices must include vat)

1.1 Proposed personnel

The role of Agent will collectively be fulfilled by the following staff members:

-
-

1.2 Estimated cost

1.2.1 The budget which is proposed below is based on the following assumptions:

- A construction period of 14 weeks is expected.
- The Principal Contractor having a good understanding of his responsibilities in terms of the Act and therefore being able to prepare a good quality draft health and safety plan. In other words we have not allowed for “training” the contractor in this regard.

1.2.2 Proposed budget

- Provide a project specific health and safety specification: R
- Discuss and comment on contractor’s draft plan: R
- Approve final H&S plan: R
- Monitoring the execution of the construction work: R.....
- Project management: R
- Quality control of process: R
- Total estimated cost: R.....

The budget amounts are inclusive of VAT.

NOTE:

- Number of visits allowed:
- Cost per additional visit:

1.2.3 Frequency of invoicing.

Invoices will be submitted directly to the Client on a monthly basis on the basis of the work completed up to that point.

Details of the project

UPGRADING OF THE PRINCE ALBERT WASTEWATER TREATMENT WORKS

EMPLOYER'S OBJECTIVE

The employer's (Prince Albert Municipality's) objectives for the upgrade of the Prince Albert WWTW involve the construction of a new inlet works, disinfection channels and associated works. This project has been identified by Council and deemed critical/ urgent to prevent any further delays in service delivery.

OVERVIEW OF THE WORKS

The work to be carried out under the contract is as provided for in the Bill of Quantities. Any scope changes/ variations instructed by the engineer will be measured and paid for at the rates tendered in the Schedule of Quantities.

This Contract provides for the construction of a new reinforced concrete inlet works and chlorine dosing structures with associated pipe, steel, mechanical and electrical work, which includes diversions.

This Contract is for the Civil and Mechanical Works associated with Prince Albert Wastewater Treatment works and other relevant works.

Location of the Site

The site of the Works comprises public open spaces and roads in Prince Albert, which falls under the jurisdiction of the Prince Albert Municipality.

Occupation of the Site

Access to the site of the Works will be given to the Contractor on the Commencement Date.

Private Properties

Although all of the construction work will be on municipal property, some of the work to be carried out is adjacent to private property and the Contractor shall exercise strict control over his employees to ensure that they do not trespass beyond any fences.

EXTENT OF THE WORKS

The work that is to be carried out under this contract is as provided for in the bill of quantities. Variations introduced will be measured and paid for at the rates tendered for appropriate items listed elsewhere in the bill of quantities or in the absence of such rates, as extra work.

The following is an overview of the Work and shall in no way limit the work to be carried out by the Contractor:

- Establishment on site of the Contractor's campsite and plant, materials and personnel;
- Provision of offices for the Engineer;
- Setting out of the Works;

- The excavation of trenches and laying of uPVC Class 34 pipes of size 200 mm dia;
- Construction of connection manhole chambers and diversion of sewer outfalls to new inlet works;
- A new reinforced concrete inlet works including multiple hand raked screens, de-gritting and cleansing facilities, measuring flume and flow division structure.
- A new disinfection contact channel, final effluent discharge and pump storage (& pump set) and granular disinfection unit/s (or similar).
- Walkways, handrails, ladders and other associated miscellaneous works
- Refurbishment of the existing staff room/control building facility on site
- Reinstatement of the road works, fences and other applicable areas;
- Protection and crossing of existing services.

Leeu Gamka Transnet Pumping Main Stage 2

SPECIFICATION AND PRICING SCHEDULE (All prices must include vat)

1.1 Proposed personnel

The role of Agent will collectively be fulfilled by the following staff members:

-
-

1.2 Estimated cost

1.2.1 The budget which is proposed below is based on the following assumptions:

- A construction period of 8 to 14 weeks is expected.
- The Principal Contractor having a good understanding of his responsibilities in terms of the Act and therefore being able to prepare a good quality draft health and safety plan. In other words we have not allowed for "training" the contractor in this regard.

1.2.2 Proposed budget

- Provide a project specific health and safety specification: R
- Discuss and comment on contractor's draft plan: R
- Approve final H&S plan: R
- Monitoring the execution of the construction work: R.....
- Project management: R
- Quality control of process: R
- Total estimated cost: R.....

The budget amounts are inclusive of VAT.

NOTE:

- Number of visits allowed:
- Cost per additional visit:

1.2.3 Frequency of invoicing.

Invoices will be submitted directly to the Client on a monthly basis on the basis of the work completed up to that point.

Details of the project

LEEU GAMKA: TRANSNET PUMPING MAIN: STAGE 2

Prince Albert Municipality is considering the rehabilitation of the existing 100mm diameter water pumping main in Leeu Gamka. The existing 100mm diameter galvanised steel pipeline, approximately 1.65km long, links the existing Transnet borehole to the Leeu gamka water reservoirs. The approximately 72 residential erven surrounding the Transnet railway station at Leeu Gamka, are in the process of being transferred to the Municipality. The Municipality is intending to improve the service level for these residents. This is the second stage of the project. This stage will see the replacement of an approximately 260m long section of the existing pipeline with a new 110mm diameter high density poly-ethylene (HDPE) pipeline. The proposed section to be replaced lies between the N1 national road and the Transnet Railway bridges over the Leeu River. Some rehabilitation work is expected to be undertaken on the pipeline crossing the railway bridges to reduce leaks. The work is to be executed using conventional and labour-intensive construction methods.

This construction contract comprises the supply of labour, material, plant, equipment, transport and management till the completion of the Works:

The scope and extent of the works is set out below but not limited to the following:

- Supply, install and test approximately 260m of 110mm diameter HDPE water pumping main,
- Connections to existing steel water pumping main,
- Repair work to existing pipework on existing Transnet railway bridge, and
- Crossing of N1 national road by installing pipeline under floor slab of existing box culvert.

You are hereby requested to provide a quotation assisting the technical department with complying with their responsibilities as client in terms of the Occupational Health and Safety Act. The construction of the project is anticipated to last for the period of two months.

LEEU GAMKA: WATER RISING MAIN: STAGE 2

Prince Albert Municipality is considering the extending the 160mm diameter water ring main in Leeu Gamka. The approximately 72 residential erven surrounding the Transnet station at Leeu Gamka are in the process of being transferred to the Municipality. The Municipality is intending to improve the service level for these residents. This is the second stage of the project. This stage will see the extension of the existing 160mm diameter ring main into the area north of the railway line. The erven are currently serviced by a 50mm diameter asbestos cement network. The erven north of the railway line, will be reconnected across to the new water reticulation network. A new 90mm pipeline will be installed to distribute the water from the 160mm diameter ring main to the surrounding streets and erven. All required fire hydrants and gate valves will be supplied and installed under this contract. The existing 50mm diameter distribution network not upgraded to in the current project will be linked to the new ring main to boost delivery pressures in the distribution network. The work is to be executed using conventional and labour-intensive construction methods.

This construction contract comprises the supply of labour, material, plant, equipment, transport and management till the completion of the Works:

The scope and extent of the works is set out below but not limited to the following:

- Supply, install and test approximately 1.45 km of 90mm and 160mm diameter PVC-u water pipelines,
- Complete cross connections to existing 50mm diameter asbestos cement pipelines,
- Complete cross connections of existing water connections to new water distribution network,
- Directional drilling under N1 national road for water pipeline,
- Crossing of N1 national road by installing pipeline under floor slab of existing box culvert,
- Directional drilling under Provincial Regional Road for water pipeline, and
- Directional drilling under railway line for water pipeline.

You are hereby requested to provide a quotation assisting the technical department with complying with their responsibilities as client in terms of the Occupational Health and Safety Act. The construction of the project is anticipated to the period of two to three months.

MBD 4

DECLARATION OF INTEREST

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

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.

.....

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

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

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

.....

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

3.12.1 If yes, furnish particulars.

.....

.....

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

3.13.1 If yes, furnish particulars.

.....

.....

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

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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, 2011.

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 R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based

on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- 2.4 **“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“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;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.

- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

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:

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

Where

- P_s = Points scored for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{\min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (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	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an

Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, 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.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

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 CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

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? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the

shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

1.

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

2.

DATE:.....

ADDRESS:.....

.....

.....

.....

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	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
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"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.**

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ 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).² 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 (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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:

27/2016 Health and Safety
(Bid Number and Description)

in response to the invitation for the bid made by:

Prince Albert Municipality
(Name of Municipality / Municipal Entity)

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

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

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

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 consortium³ 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.

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

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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