



CITY OF TSHWANE METROPOLITAN MUNICIPALITY
COMMUNITY SAFETY: TSHWANE METRO POLICE DEPARTMENT

TENDER NUMBER: TMPD 05-2024/25

TENDER DESCRIPTION:	Tender for the appointment of a service provider to render a disposal service on impounded vehicles and confiscated goods to the City of Tshwane Metro Police Department over a period of three (3) years on an as and when required basis.
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NAME OF BIDDER:

CSD NUMBER:

VENDOR NUMBER (WHERE APPLICABLE)

Prepared by:
City of Tshwane Metropolitan Municipality
Tshwane House
320 Madiba Street
Pretoria CBD
0002
Tel: 012 358 9999

BID CLOSING DATE

28 JULY 2025

Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.

“Note: Bidders are required to submit electronic copies of the bid either by memory stick/USB flash drive/CD/DVD together with the hard copy of the Bid/Proposals”



CITY OF TSHWANE METROPOLITAN MUNICIPALITY

DEPARTMENT: TSHWANE METRO POLICE DEPARTMENT

Bids are hereby invited from suppliers for the following bid:

Bid number	Description	Department	Contact person	Non-Compulsory briefing session	Closing date
TMPD 05-2024/25	Tender for the appointment of a service provider to render a disposal service on impounded vehicles and confiscated goods to the City of Tshwane Metro Police Department over a period of three (3) years on an as and when required basis.	TMPD	Vusi P. Mabona	Date: 04 July 2025 Venue: Main Hall, TMPD Headquarters, cnr Es'kia Mphahlele Drive & Dr WF Nkomo Street Time: 10:00	28 July 2025 at 10:00am

THE DOCUMENT IS DOWNLOADABLE ON THE TSHWANE WEBSITE (www.tshwane.gov.za) and on the E-tender portal (www.etenders.gov.za).

Each tender shall be enclosed in a sealed envelope that bears the correct identification details and shall be placed in the tender box located at:

“Note: Bidders are required to submit electronic copies of the bid either by memory stick/USB flash drive/CD/DVD together with the hard copy of the Bid/Proposals”

**Tshwane House
320 Madiba Street
Pretoria CBD
0002**

Documents must be deposited in the bid box not later than 10:00 am on 28 July 2025

Bidders must contact the following officials for any enquiries:

- Technical enquiries: Vusi P. Mabona (012 358 2962 or vusim@tshwane.gov.za)
- Supply chain enquiries: Mulondi Rasekgala (012 358 6636 or mulondin@tshwane.gov.za)

Bids will remain valid for a period of 90 days after the closing date.

The validity period for the tender after closure is 90 days. The city shall have right and power to extend any tender validity period beyond any initial validity period set and subsequent extensions. SCM shall ensure that an extension of validity is requested in writing from all bidders before the validity expiry date. Extension of validity shall be finalised while the quotations/bids are still valid.

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VERY IMPORTANT NOTICE ON DISQUALIFICATIONS

A bid that does not comply with the peremptory requirements stated hereunder will be regarded as not being an “acceptable bid”, and such a bid will be rejected. An “acceptable bid” means any bid which, in all respects, complies with the conditions of the bid and the specifications as set out in the bid documents, including the conditions as specified in the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and related legislation as published in *Government Gazette* 22549, dated 10 August 2001, in terms of which provision is made for this policy.

1. If any pages have been removed from the bid document and have therefore not been submitted or if a copy of the original bid document has been submitted.
2. If the bid document is completed using a pencil or Tippex corrections were made, or any other colour ink. Only black ink must be used to complete the bid document.
3. The bidder attempts to influence or has in fact influenced the evaluation and/or awarding of the contract.
4. The bid has been submitted after the relevant closing date and time.
5. If any bidder who, during the last five years, has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
6. The accounting officer must ensure that, irrespective of the procurement process followed, no award may be given to a person –
 - (a) who is in the service of the state;
 - i. if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
 - ii. who is an advisor or consultant contracted to the municipality in respect of a contract that would cause a conflict of interest.
7. Bid offers will be rejected if the bidder or any of his/her directors are listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004) as a person prohibited from doing business with the public sector.
8. Bid offers will be rejected if the bidder has abused the City of Tshwane supply chain management system.
9. Failure to complete and sign the certificate of independent determination or disclosure of wrong information.
10. Duly Signed and completed MBD forms (MBD 1, 4, 5, 8 and 9) The person signing the bid documentation must be authorised to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.
11. All MBD documents fully completed and fully signed, By the authorized personnel.
12. False or incorrect declarations on any of the MBD documents will result in the rejection of the bidder.

- 13 It is the responsibility of the bidder to disclose in MBD4 any interest in any other related companies or business whether they are bidding for this contract. Failure to disclose this interest will result in the rejection of the bid.
- 14 Joint Ventures (JV) – (Only applicable when the bidder tender as a joint venture)
- i. Where the bidder bid as a Joint Ventures (JV), the required or relevant documents under administrative requirements must be provided/submitted for all JV parties. (These include MBD4, MBD5, MBD8, MBD 9, CSD and/ or SARS pin, Confirmation that the bidder's municipal rates and taxes are up to date.)
 - ii. In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties.
 - iii. It is a condition of this bid that the successful bidder will continue with same Joint Venture (JV) for the duration of the contract, unless prior approval is obtained from City of Johannesburg.
 - iv. JV agreement must be complete, relevant and signed by all parties.

Failure to comply with the above will lead to immediate disqualification.

Bidder

CERTIFICATE OF AUTHORITY FOR SIGNATORY

Status of concern submitting tender (delete whichever is not applicable):

COMPANY/PARTNERSHIP/ONE-PERSON VENTURE BUSINESS/CLOSE CORPORATION/JOINT VENTURE

A. COMPANY

If the bidder is a company, a certified copy of the resolution of the board of directors that is personally signed by the chairperson of the board, authorising the person who signs this bid to do so and to sign any contract resulting from this bid, and any other documents and correspondence in connection with this bid or contract on behalf of the company, must be submitted with this bid.

An example is shown below:

By resolution of the board of directors on 20.....,
Mr/Ms has been duly authorised to
sign all documents in connection with
Bid Number

SIGNED ON BEHALF OF THE COMPANY:

IN HIS/HER CAPACITY AS

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1.

2.



B. PARTNERSHIP

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

Full name of partner	Residential address	Signature
.....		
.....		
.....		

We, the undersigned partners in the business trading as
....., hereby authorise
..... to sign this bid as well as any
contract resulting from the bid and any other documents and correspondence in connection
with this bid or contract on our behalf.

.....		
Signature	Signature	Signature
.....		
Date	Date	Date

C. ONE-PERSON BUSINESS

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

.....	
Signature	Date

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the founding statement of such corporation shall be included with the bid with a resolution by its members, authorising a member or other official of the corporation to sign the documents and correspondence in connection with this bid or contract on behalf of the company.

An example is shown below:

By resolution of the members at the meeting on 20..... at
....., Mr/Ms, whose
signature appears below, has been duly authorised to sign all documents in connection with
Bid Number

SIGNED ON BEHALF OF THE CLOSE CORPORATION:

IN HIS/HER CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1.
 2.

E. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by joint ventures.

We, the undersigned, are submitting this bid offer in joint venture and hereby authorise Mr/Ms , authorised signatory of the company..... , acting in the capacity of the lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature: Name: Designation:
		Signature: Name: Designation:
		Signature: Name: Designation:
		Signature: Name: Designation:

COMMUNITY SAFETY: METRO POLICE DEPARTMENT

BID NAME

Tender for the appointment of a service provider to render a disposal service on impounded vehicles and confiscated goods to the City of Tshwane Metro Police Department over a period of three (3) years on an as and when required basis.

BID NUMBER

(TMPD 05-2024.25)

1. INTRODUCTION AND PURPOSE

The purpose of this tender is to appoint a service provider to render a Compacting, complete destruction and disposal service on impounded vehicles and other confiscated goods in accordance with Regulation 320 of the National Road Traffic Act, 1996 (Act No. 93 of 1996)

(Any vehicle standing on a public road in a position or in circumstances which in the opinion of a traffic officer, is likely to cause danger or an obstruction to other traffic on such road, may be removed forthwith to a safer place by any traffic officer or person or authority instructed) to the City of Tshwane Metro Police Department over a period of three (3) years on an as and when required basis.

Regulation 320 specifically relates to the legislative prescriptions on what law enforcement protocols and processes should be followed when attending to any vehicle left or abandoned on public road. This legislation dictates that any vehicle standing on a public road, in a position or in circumstances which in the opinion of a traffic officer is likely to cause danger, or an obstruction to other traffic on such road, may be removed forthwith to a government facility by any such traffic officer or person or authority.

The owner of such a vehicle shall be liable for all expenses incurred in the removal and storage of such vehicle which may include any arrangement and or the sub-contracting of another vehicle to transport any stranded persons which might have been in such vehicle.

Legislation further dictates that whilst such confiscated vehicle is confined to storage at the government facility, that the applicable law enforcement agency (authority) shall take all reasonable steps to identify and trace the owner, and the owner shall, except in the case of a stolen vehicle, be liable to such law enforcement agency (authority) for all expenses incurred on the following:

The removal of such vehicle.

Safe keeping and storage of the vehicle in custody for a period not exceeding four months.

Cost in connection with the endeavour to identify and trace the owner of such vehicle.

Any other related costs associated with the removal and storage of the vehicle in question.

Where the law enforcement agency (authority) in question is unable to trace or identify the owner of such vehicle within the legislative timeframe, such vehicle shall be deemed to have been abandoned by the owner. The law enforcement agency (authority) in question must retain possession of such vehicle until such expenses have been paid.

If such an owner is indeed traced by the relevant law enforcement agency (authority) and informed of the confiscation, which owner fails to recover the vehicle concerned and pay the expenses referred to in that sub-regulation within fourteen (14) days after being requested to do so; or fails to collect the motor vehicle within twelve (12) months, such vehicle may be sold to defray any costs incurred by the relevant authority.

After a lapse of one (1) month from the date of removal contemplated in that sub-regulation, where the owner cannot be traced, such vehicle or anything contained therein may be sold in the manner prescribed by any law governing the sale of movable property by such law enforcement agency (authority) and, whenever possible, the law enforcement agency (authority) which registered such vehicle shall be advised of such sale.

Any proceeds of any sale referred to in the sub-regulation shall be applied firstly to the costs of the removal, custody and sale of the vehicle concerned and all the endeavours

made to trace the owner of such vehicle, and any balance shall be paid to the owner thereof upon his or her establishing his or her claim thereto. Should no claim be established within one (1) calendar year (12 months) from the date of such sale, such balance shall be forfeited to the relevant law enforcement agency (authority) concerned.

In any case where the relevant law enforcement agency (authority) as referred to in the sub-regulations is unable to sell any vehicle as contemplated, it may dispose of that vehicle in any manner it deems fit, and any moneys received because of such disposal shall be forfeited to such law enforcement agency (authority).

The service provider to be appointed for this tender will render such disposal as referred to above.

2. BACKGROUND

City of Tshwane Metropolitan Municipality notice in terms of subsection 87(4) and (6) of the National Land Transport Act, 2009 (Act No 5 of 2009) for the designation of vehicle pounds for the Metro Police Department of the City of Tshwane Metropolitan Municipality.

The City of Tshwane does hereby designate Tshwane Metropolitan Police vehicle pounds as depots for the impounding of vehicles pending the investigation and prosecution of the relevant persons in terms of subsection 90(1)(a) or (b) of the said Act and the Chief of the Tshwane Metropolitan Police as the head of Tshwane Metropolitan Police Department Pounds/Depots. In terms of this notice, all impounding fees relating to the impounding of vehicles at the following depots will be payable to the City of Tshwane in accordance with the applicable tariffs as may be determined from time to time.

2.1 DESIGNATED POUND LOCATIONS

The service required make provision for compaction to be executed either on-site at the municipal pound, or at the designated site approved for such compaction proposed by the successful bidder.

2.1.1 Region 1 Sector 1:

6550 - A16025 adjacent to Molefe Makinta Highway

Block U

Mabopane

GPS location:

Latitude: -25.50814 (25°30:29.289'S)

Longitude: 28.04087 (28°0227.120E)

2.1.2 Region 2 Sector 1:

1733 - A20205 (known as Lovers Lane)

Extension 2

Hammanskraal

GPS location:

Latitude: -25.40433 (25°24"15.602"S)

Longitude: 28.26796 (28°17 16 659E)

2.1.3 Region 3 Sector 2:

1130 Cowie Street (known as 1 Madiba Street)

Pretoria Town and Townlands 351-JR

GPS location:

Latitude: -25.74592 (25°4445.330'S)

Longitude: 28.17789 (28°10:40 395"E)

2.1.4 Region 4

1026 Kruger Avenue

Droogegrond 3B0-JR

GPS location:

Latitude-25.84206 (25°5031.415"S)

Longitude: 28.21968 (26°1310.860E)

2.1.5 Region 6:

71 Boundary Lane

Mamelodi Sun Valley

GPS location:

Latitude: -25.71334 (25'42'48 042"S)

Longitude: 28.32807 (2819744.280"É)

2.1.6 Region 7:

Portion 7 of Hondsrivier 508JR 7/R (adjacent to Church Street/ R104)

Bronkhorstspuit

GPS location:

Latitude: -25.80393 (25°48'14.134"S]

Longitude: 2874947 (28°44'58.103"E)

LEGISLATIVE REQUIREMENTS TO THE TOWING OF VEHICLES

In order to enhance traffic safety, ensure the safe, free and efficient flow of traffic, protect life, property and rights, vehicles impeding these objectives through committing traffic offences, Abandoned, involved in collisions, violating the City of Tshwane: Administrator's Notice number 20963 of 17 March 2000, Parking Areas Regulations as well as those vehicles contravening Road Transportation Act provisions shall be towed, impounded and disposed of through the following statutory provisions:-

- The National Road Traffic Act, 1996 (Act 93 of 1996), Regulations (304), (305) and (320).
- Parking Areas Regulations, Sec 13,14,17,19 and 23 Administrator's Notice number 20963 of 17 March 2000
- National Land Transport Act, 2009 (CHAPTER 7, LAW ENFORCEMENT, 87. Impoundment of vehicles)
- Impounded in terms of section 20 of the Criminal Procedure Act (Act 51 of 1977) "Pounding or impounding of vehicles." (Sec 20 (1)(2)(3)(4)(5)(6))
- Diplomatic Immunities and Privileges Act (2001) governs diplomatic relations
- Traffic Bylaw (2012): Sections 29-33 Towing and Impounding.
- Impoundment Bylaw (2011): Impoundment procedures.
- Towing and Impounding of Defective vehicles (NRTA) 93 of 1996 (Sec 64 and 65), RTA (2000) and Reg 237.

- Procedures and Regulations relating to Accident-damaged vehicles towing and impounding
- SAPS 13 Suspected stolen vehicles, false number plates, no identification or any tampered vehicles (vin or engine number)

Regulation 319 prescribes as follows: (1)

- No person shall willfully or unnecessarily prevent, hinder or interrupt the free and proper passage of traffic on a public road. Subject to the provisions of the Act or any other law, no person shall place or abandon or cause to be placed or abandoned on a public road any object that may endanger or cause damage to traffic on such a road.
- Regulation 320 prescribes as follows.
- Any vehicle standing on a public road in a position or in circumstances which in the opinion of a traffic officer, is likely to cause danger or an obstruction to other traffic on such road, may be removed forthwith to a safer place by any such traffic officer or person or authority instructed by such officer to remove such vehicle and in the case where such a vehicle was carrying persons which is left stranded at the scene when the vehicle is removed to a safer place, the traffic officer concerned may arrange and contract with any other person to provide the necessary transport to such persons: Provided that such traffic officer or person or authority shall, in removing such vehicle, use such device or devices as may be necessary, having regard to the public safety.
- The owner of a vehicle referred to in sub regulation (1) shall be liable for all expenses incurred in the removal and storage of such a vehicle and the arrangement and contracting of another vehicle to transport stranded persons.
- Any vehicle - (a) Parked in a place where.
 - The stopping of a vehicle is prohibited in terms of regulation 304; or
 - A vehicle of a class to which such vehicle belongs may not be parked.
 - Left for a continuous period of more than – (i) 24 hours in the same place on a public road outside an urban area.
 - Seven days in the same place on a public road within an urban area; or
 - Seven days on the site of any testing station; or
 - Found on a public road and to which

- No license number is affixed, or, in the opinion of a traffic officer, a false license number is affixed.
- No other number or anything else is affixed which may, in the opinion of a traffic officer, serve to identify the owner, shall be deemed to have been abandoned by the owner and such vehicle may be removed by or on behalf of the authority having jurisdiction over the place or road concerned and such authority shall take all reasonable steps to trace the owner, and the owner shall, except in the case of a stolen vehicle, be liable to such authority for the expenses incurred –
 - in the removal of such vehicle.
 - in keeping the vehicle in custody for a period not exceeding four (4) months; and
 - in connection with the endeavor to trace him or her, and such authority may, subject to the provisions of sub regulation.
 - retain possession of such vehicle until such expenses have been paid

Parking Areas Regulations, Sec 13,14,17,19 and 23 Administrator's Notice number 20963 of 17 March 2000

This regulation governs parking areas in South Africa, ensuring safety, accessibility, and efficient use of parking facilities.

- **Section 13**

Designation of Parking Areas. Local authorities may designate parking areas. Must be clearly marked and signed.

- **Section 14**

Local authorities may levy parking fees. Fees must be displayed prominently.

- **Section 17**

Prohibits parking in unauthorized areas. Specifies areas where parking is prohibited (e.g., intersections, pedestrian crossings)

- **Section 19**

Removal of Illegally Parked Vehicles. Authorizes removal of vehicles parked contrary to regulations. Owner/driver liable for removal and storage costs.

- **Section 23**

Local authorities responsible for enforcing regulations. May appoint parking attendants or traffic officers.

The Tshwane Metro Police was established on 4 April 2002 as per the South African Police Service Act, 1995 (Act No. 68 of 1995) as amended by the SAPS Amendment Act, 1998 (Act No. 83 of 1998), prescribing the functions of a Municipal Police Service per Section 64E, as follows:

- Traffic policing, subject to any legislation relating to road traffic (Road Policing).
- Policing of municipal by-laws and regulations which are the responsibility of the municipality in question, ***which includes a disposal service for impounded vehicles and confiscated goods through the crushing of goods.***
- Crime prevention.

3. PROJECT SCOPE

The mandate that the Tshwane Metro Police Department has in accordance with Regulation 320 of the National Road Traffic Act, 1996 (Act No. 93 of 1996) to dispose of any impounded vehicles and or goods confiscated as it deems fit in accordance with the prescribed legislation is duly delegated to the Chief of Police.

The service required refers to the physical crushing and or compacting of impounded vehicles and confiscated goods, which has been deemed **unfit** for either re-use by the City of Tshwane or the inability of the City of Tshwane to sell either those vehicles and/or goods on a public auction.

Bidders should scrutinise the technical specification to ensure that they have a clear and comprehensive understanding of the requirements that the City of Tshwane have in respect to the required service.

4. ITEM 1: PHYSICAL CRUSHING AND OR COMPACTING OF IMPOUNDED VEHICLES

4.1 FACILITY: LEGISLATIVE COMPLIANCE

IMPORTANT:

Each facility proposed for either vehicle scrapping or a recovery of vehicle parts as part of disposal must comply with the following legislative prescriptions for the required service to be rendered.

Such compliance stipulations are included in the physical verification of compliance of facilities during the technical evaluation portion of this bid.

4.1.1 STANDARDS:

The standards contained herein apply in the following contexts:

All vehicle scrapping or recovery facilities in an operational area more than 300m², which were initiated, constructed or upgraded after the coming into effect of these standards on 1 July 2011 as published in the Government Gazette No. 34413 of 1 July 2011.

A person, category of persons or industry who lawfully initiated and conducted the activity of scrapping or recovering of motor vehicles prior to and on the date of coming into effect of these standards, may continue with the activity for the duration as stipulated in their respective approval, authorization or license until such time that the Minister directs that person, category of persons or industry to comply with the provisions stipulated in these standards.

4.1.2 TRANSITIONAL PROVISIONS

For compliance monitoring, all facilities that fall within the scope described above must do a once-off registration with the Department of Environmental Affairs.

A person who unlawfully owns, manages or controls a scrapping or recovery of motor vehicles facility prior to the date of the commencement of these norms and standards, must ensure that the facility is compliant with these norms and standards within six (6) months after the commencement of these norms and standards.

4.2 MINIMUM REQUIREMENTS FOR THE DESIGN, CONSTRUCTION OR UPGRADING OF A FACILITY

All new scrapping or recovery facilities must not be constructed in environmentally sensitive areas such as floodplains, residential areas, wetlands and any other conservation or protected areas and within one hundred (100) meters away from such areas.

The facilities must be constructed in an area that is accessible to emergency response personnel and equipment.

Construction within the site must be carried out under the supervision of a registered professional engineer appointed by the site owner or the site management and according to the approved engineering drawings, which must portray the location of inter alia the following:

- All drainage systems (storm water-, sewage - and wastewater drains).
- Floor area design, including-
 - The storage yard for whole vehicles when brought on site.
 - The vehicle dismantling area; the storage area for all solid dismantled parts.
 - The storage area for all liquid parts including used oil, fuel and other fluids, vehicle shredding area.
 - The location of liquid waste treatment areas such as the oil/water separator.
 - The location of the dispatching area for shredded parts.
- The floor in the following areas within the scrapping or recovery facility must be designed and paved with an impermeable concrete layer with impermeable joints to prevent pollutants ingress into the soil or ground water:
 - In an area that stores whole vehicles that still contain vehicle fluids.
 - In an area where dismantled and still unclean parts that still contain some fluids are stored.
 - In an area where fluid containers or tanks are stored.
 - In an area where the crushing operations are undertaken.
 - In an area where the shredding operations take place.

This floor must be designed and sloped towards an oil or water separation system, which should be located down gradient of the facility.

The design of such a system must be dependent on the locality of the facility. However, the system chosen should be able to prevent or minimize the escape of pollutants that will likely cause adverse impacts on the environment.

Storage areas for oil and fuel drained from the engines must be constructed. These areas must have impermeable floors with bund walls capable of holding up to 110% of oil or fuel in the case of accidental leaks, spillages, or overflows. This area must also be surrounded by an interception trench with a sump for intercepting and recovering potential spills. The installation of waste storage containers or tanks (above-ground or underground) including all secondary containment equipment and mitigation measures must be undertaken by an experienced professional. **Certification of such compliance MUST be provided during site evaluation.**

To minimize the impact of noise on the neighboring areas, construction equipment must only operate between the hours of 08h00 and 17h00. It is also the applicant's responsibility to ensure that noise levels do not exceed those stipulated in relevant noise legislation applicable in that locality/ province. **Certification of such compliance MUST be provided during site evaluation.**

Onsite fueling and servicing of construction equipment and vehicles must only occur in a designated area. Should a vehicle require maintenance, it must be removed from site and repaired at a service workshop/ garage.

The area under construction must be demarcated to prevent unauthorized access during the construction process.

Dust generated by construction activities must be minimized by dust suppression techniques such as the use of water sprinklers.

4.2.1 MINIMUM REQUIREMENTS DURING THE OPERATIONAL PHASE

4.2.1.1 Vehicle Dismantling Operation

It is important for bidders to note that all vehicles that have been deemed unfit for re-use and have been selected to be compacted/crushed may not be dismantled and sold in separate pieces and parts. The vehicle **MUST** be crushed as a whole except for the stipulated items listed below.

On arrival at the site, the **ONLY** the following parts must be removed from a vehicle prior to this vehicle being crushed or shredded. No vehicle should be shredded with these parts still attached to it:

- Asbestos containing parts, such as brake pads.
- Mercury containing parts from hood and trunk light switches, anti-lock braking systems, high-intensity headlights, and virtual-image instrument panels, especially from old vehicle models.
- Lead containing parts such as acid lead batteries, lead tire weights and battery cable ends.
- Petrol or diesel or gas, brake fluid, oil and oil filters.
- Refrigerants.
- Tyres.

This dismantling operation should only be undertaken on a concrete floor linked to an oil/ water separation system.

Solid Waste Management

Tyres that are damaged beyond repair (i.e., are road un-worthy, not suitable to be retreaded, repaired, or sold as a part, and not fit for their original intended use) should be managed in accordance with the Waste Tyre Regulations, 2008. In case the facility falls within a sector that has an approved Integrated Industry Waste Tyre Management Plan, these tyres must be managed in accordance with this plan.

Brake pads containing asbestos should be placed in heavy plastic bags, double tied, and stored in a leak proof, airtight container designated for asbestos waste. Disposal of such parts should be carried out in accordance with the Environment Conservation Act, 1989 and the Asbestos Regulations of 2001.

Unbroken mercury containing lamps must be stored in a dry locked container labeled "USED MERCURY SWITCHES". These must be taken to a facility that is approved/ registered to handle or dispose of mercury/ mercury containing material.

Cracked or leaking acid batteries must be regarded as hazardous waste and must be placed a separate facility, in a closed leak-proof and acid-resistant storage container and the container must be labeled as "HAZARDOUS WASTE-LEAD ACID

BATTERIES". This waste must be removed by an approved or registered hazardous waste handling company for disposal in an approved or licensed hazardous waste disposal facility. Spilled battery acid must be neutralized with a basic material such as lime or baking soda with residue from battery cleanup to be managed and disposed of as hazardous waste.

Prior to dispatching to a customer or commercial battery recycler, reusable or recyclable batteries must be stored indoors, upright and in heavy plastic sheeting or pallets in an area that will prevent the batteries from being damaged by moving or falling objects.

Filters removed from the engine should be drained of oil and fuel completely and stored in containers labeled "USED OIL OR FUEL FILTERS". Completely drained metal filters should either be recycled or disposed of. Incompletely drained or not drained fuel filters should be stored in a separate fireproof container marked "HAZARDOUS WASTE FILTERS ONLY" away from potential sources of ignition and should be handled by approved hazardous waste handling companies for recycling or disposal at approved or licensed hazardous waste disposal facilities.

Parts that contain gas, such as gas for fueling the vehicle in the case of hybrid vehicles, as well as gas from the air-conditioning refrigerants, should be kept in an area designated for temporary storage of such parts. No gas should be allowed to vent into the atmosphere. These gas containing parts must only be handled by facilities that are registered to safely recycle or dispose of the gas.

The sludge removed from the oil or water separation system must be stored in containers labeled "HAZARDOUS WASTE - SLUDGE" and it should be handled and disposed of at a hazardous waste disposal facility by an approved or registered hazardous waste handling company.

Waste oily rags and any other contaminated cloths from the cleaning of parts should be stored in closed, fireproof container with no structural defects and the container must be labeled "USED CONTAMINATED RUGS OR CLOTHS". These oily rags or contaminated cloths must be disposed of in an authorized or licensed hazardous waste disposal facility in case they are not reused or recycled.

At the shredding plant, contaminated auto fluff must be stored separately from the clean and valuable scrap metal picked up following the shredding process. This auto fluff must be stored in covered or closed containers labeled "AUTO SHREDDER RESIDUE", and where the recycling market for such does not exist; the fluff must be regarded as hazardous and disposed of in an authorized or licensed hazardous waste disposal facility.

Uncontaminated auto fluff may be sent to an authorized or licensed general landfill site, where it may be used as alternative daily cover.

Measures must be taken to prevent soil contamination from occurring. Where soil contamination has already occurred, the source of the contamination should be identified, and cleanup activities undertaken to remove contaminated soil. Partially empty or malfunctioning spray cans of products that contain ignitable, chlorinated solvents and that will not be recycled, must be disposed of as hazardous waste at approved or licensed hazardous waste disposal facilities.

Contaminated soil must be collected and stored in leak proof containers labeled "HAZARDOUS WASTE - CONTAMINATED SOIL" until it can be treated or transported to a waste treatment or disposal facility.

Any minor leaks within the bunded area must be contained by using appropriate spill kits, with contaminated material handled as hazardous waste.

Liquid Waste Management

- Oil drained from the vehicle engine and oil filters as well as fuel drained from fuel tanks and fuel filters as well as any other vehicular fluid such as brake fluid, should be poured into containers designated for the temporary storage of these liquids. The containers must each be labeled with the name of the fluid they are holding, and must be stored in a bunded area, capable of holding up to 110% of liquid in case of major leaks, overflows, or spillages. In addition to these requirements, the facility must ensure compliance with provisions made in the Norms and Standards for the Storage of Waste, regarding the design of such containers.
- These containers must be in good condition and should not exhibit any structural defects, rust, leaks or have evidence of deterioration.

- Where underground containers are used to store used fuel, the facility must ensure compliance with the design specifications for the underground tanks, as provided for in the Norms and Standards for the Storage of Waste.
- The following additional requirements must however be complied with:
 - The tanks must have monitoring wells and must be fitted with a leak detection system.
 - The tanks must be fitted with an overfill shut-off valve to prevent potential overflows and spillages.
 - To minimize potential overflows and spillages the above ground or underground containers must be emptied before fuel or oil reach the level of 80%.
 - No fuel, oil, brake fluid or any other vehicle fluids should be allowed to drip or pour directly into the soil, storm water drain, sewer lines, septic tanks or to any water course.
 - Used oil may be given or sold to an approved used oil recycling company or sent for disposal to an authorized or licensed hazardous waste disposal facility.
 - Brake fluid should be handled as hazardous waste by an approved hazardous waste handling and disposal company.
 - Hydrocarbon contaminated water from the facility must be passed through an oil/ water separation system.
 - Water residue from the oil or water separation system must not be discharged directly into the storm water drains, nearby water streams; soils; ground water and to the wetlands without approval from the Department of Water Affairs.
 - Disposal of such residue water into the municipal sewer lines must only be undertaken following agreements with the Municipality concerned.
 - The opportunity for the onsite reuse and recycling of contaminated water must be investigated prior to disposal.
 - The oil or water separation system must be inspected daily and maintained by trained personnel in such a way that oil or contaminated water does not overflow and spill direct into storm water drains or direct into the environment.
 - Oil from the oil or water separation system must be pumped out for recycling and I or for disposal by a registered waste oil handling company.
 - If the antifreeze is not going to be reused or recycled, it must be handled as hazardous waste and disposed of at an approved or licensed hazardous waste landfill site by a registered hazardous waste handling company.

- Used hot tank solutions must be stored in containers designed to hold strong corrosives and labeled "HAZARDOUS WASTE - CORROSIVE" and must be disposed of as hazardous waste to a hazardous waste landfill site by a registered hazardous waste handling company. Solvent based or a mineral spirit and petroleum-based parts washers must be handled and disposed of as hazardous waste.

4.2.2 TRAINING AND CAPACITY BUILDING

All new employees at the facility must on arrival undergo a Safety, Health and Environmental (SHE) induction which must as a minimum capacitate them to be able to identify, prevent, minimize or manage actions or behavior that is likely to cause adverse impacts on air, water, land, fauna and flora because of construction, operation and decommissioning of the vehicle scrapping or recovery facility.

Members of staff must therefore be trained to manage all types of waste as per the provisions of these standards and any other relevant legislative requirements applicable to the facility.

Only suitably qualified and trained personnel must maintain and service the oil/ water separation system.

4.2.3 MANAGEMENT OF EMERGENCY SITUATIONS

A site spill/ overflow/leak incident emergency response plan I procedure must be developed, and staff properly trained to respond to such emergencies.

The procedure must include amongst others the following:

- Responding to the oil/ water separator or holding tank overflows into the environment or into the municipal sewerage system.
- Responding to overflows, spills or leaks of the above ground or the underground fuel and oil storage containers.
- Responding to complaints from members of the public.
- Evacuation procedures in the case of fires and explosions.

The facility must manage emergency situations in accordance with this procedure.

This procedure must on an annual basis be tested through emergency simulation I mockup drills and evaluated following the occurrence of incidences:

Emergency incidents should be investigated, addressed, and recorded in a register and kept on file. Records of any emergency incidents must be made available to the authorities on request and should include as a minimum the following information:

- Date, time, and nature of the incidence.
- The investigation conducted and findings.
- Preventative and corrective actions taken and by whom.

All emergency incidents should be closed out within 7-14 days of the occurrence of the incident.

Firefighting measures, such as fire extinguishers, must be maintained and located on-site and the workforce must be made aware of fire prevention and firefighting measures.

In all areas that store material or waste that has potential to cause environmental harm in the case of accidental spillages, leaks or overflows, appropriate spill kits must be in place in accessible areas.

4.2.4 MONITORING, AUDITING AND REPORTING

The site must be inspected daily to ensure early detection and addressing of potential environmental pollution. The authorities must be given access to audit and/or inspect the site at any time and at such frequency as they may decide, or to have the site audited or inspected at any time and at such frequency as they may decide.

The oil storage area (including the oil/ water separation system) must be inspected daily to ensure early detection of leaks, overflows or spillages and a speedy cleanup response.

During such inspections, the site must make any records or documentation available to the inspection team as may be required. Safe disposal certificates for hazardous waste removed from site must be kept on record.

A certificate of compliance with relevant South African Bureau of Standards (SABS) as well as South African National Accreditation System (SANAS) codes regarding the installation of above ground or underground waste storage containers should be kept in files and made available to the authorities on request.

Pressure testing on underground waste fuel storage tanks must be undertaken on an annual basis and in cases where a leak is suspected.

Records of testing must be kept in file and made available to the authorities on request.

A record of any non-compliance findings by the authorities and the manner such non-compliances were addressed must be kept on file.

Keep records of hazardous waste disposed of.

The annual environmental performance audit must be conducted at the facility and the results of the audit are kept on record. The annual audit should include, but should not be limited to the following:

- Confirmation of compliance of the facility to these standards.
- Confirmation of compliance with any specific requirements issued by authorities (at local, provincial, or national levels.
- Confirmation that the oil/ water separation system is functioning well and is still maintained in good order.
- Confirmation of any major environmental incidents that occurred and detail of the manner the incidents were addressed.
- Confirmation that hazardous waste is separated from non-hazardous waste and that such waste is removed by registered waste handling companies for either recycling or disposal to a licensed or authorized landfill site.
- Confirmation of the presence of records of safe disposal certificates for all hazardous waste removed from the facility.

4.2.5 MINIMUM REQUIREMENTS DURING THE DECOMMISSIONING PHASE

If for whatever reason, a facility is to be discontinued, the site must be rehabilitated to the satisfaction of the Department of Environmental Affairs.

A rehabilitation plan for the site, including the indication of end use of the area must be developed and submitted to the Department of Environmental Affairs for approval not more than one year prior to the intended closure of the facility.

The rehabilitation plan must indicate amongst others the following:

- Measures for rehabilitating contaminated areas within the facility.

- Indication of the intended use of containers or tanks and related piping that previously stored hazardous fluids such as used fuel, used brake fluid, used engine and transmission oil rained from the dismantled vehicles.
- Measures to be taken to deal with such infrastructure as oil/ water separation systems, bund walls within which fluid storage tanks or containers were kept, the contaminated floor and shredding areas as well as any waste material kept on site, e.g., auto shells, tyres, auto fluff, used fuel, used oil, etc.

The site must be rehabilitated according to such a plan.

The owner of the facility at any given point in time, including the subsequent owner of the facility, will remain responsible for any adverse impacts on the environment, even after operations have ceased.

4.3 MINIMUM REQUIREMENTS FOR VEHICLES AND CONFISCATED GOODS DEEMED TO BE CRUSHED/COMPACTED

IMPORTANT:

Vehicles and confiscated goods deemed to be crushed and or compacted shall be done so SEPARATELY.

Vehicles **MUST** be weighed and crushed and or compacted on a singular basis.

Vehicles, parts, and accessories of vehicles are to be grouped together and either crushed or compacted.

Confiscated goods can be clustered together.

All vehicles and or confiscated goods deemed to be crushed and or compacted **MUST** first be weighed by the bidder.

All hazardous materials **MUST** be removed in the presence of the Chief of Police or her duly designated representative prior to the crushing and or compacting of any items.

Successful service provider **MUST** issue a formal weighbridge certificate reflecting the total mass in kilograms of the items to be crushed. Details of each weight transaction **MUST** be submitted to the Tshwane Metro Police Department for reconciliation purposes.

The successful service provider MUST provide photographic evidence after each crush and or compaction of either vehicles and or goods occurred.

4.4. HANDLING, STORAGE, DISPOSAL AND RECYCLING OF HAZARDOUS MATERIALS

All hazardous liquids and drained liquids, this includes liquids such as petrol, diesel, engine oil, differential oil, any other oils, brake fluid, hydraulic fluid and lubricants must be removed from each vehicle prior to crushing/ compacting.

The disposal and recycling of these liquids must be conducted in accordance with the National Environmental Management Waste Act, 2008 (Act 59 of 2008) and the National Standards for the Scrapping or Recovery of Motor Vehicles, 2013.

In accordance with the National Standards for the Scrapping or Recovery of Motor Vehicles, 2013 the following items shall be removed prior to the crushing/compacting and after the weighing of a vehicle:

Asbestos containing parts (including brake pads).

Mercury containing parts from hood and trunk light switches, anti-locking braking systems, high-intensity headlights, and virtual-image instrument panels, especially from old motor vehicle models.

Lead containing parts (including lead batteries, lead tire weights and battery cable ends).

Petrol or diesel or gas, liquid petroleum gas, brake fluid, oil and oil filters.

Refrigerants.

Tyers.

Any other part made of or containing hazardous substance(s).

All batteries must be removed from vehicles prior to the crushing and or compacting. These batteries will upon removal become the property of the successful bidder and must be stored and disposed of in accordance with the National Environmental Management Waste Act, (Act 59 of 2008) and the National Standards for the Scrapping or Recovery of Motor Vehicles, 2013.

Where hazardous waste is removed from the bidder's site, the contractor must submit copies of safe disposal certificates as expected within the National Standards for the Scrapping or Recovery of Motor Vehicles, 2013 to the Tshwane Metro Police Department's authorized officer. The Tshwane Metro Police Department together with the relevant authorities may verify these copies of safe disposal certificates by inspecting the original certificates held by the bidder.

All components/spare parts of any vehicles shall under no circumstances be removed from the vehicles before crushing/compacting

It will be required by the prospective bidders to comply with all the relevant acts, local authority's laws and or by-laws.

SUBMISSION OF DOCUMENTATION BY THE BIDDER AFTER EACH CRUSHING AND OR COMPACTING

To ensure compliance within the minimum legislative prescriptions within the law enforcement process, the Tshwane Metro Police Department will require the following documentation to be furnished by the successful bidder after the successful crushing and or compacting of either a single impounded vehicle or any of the confiscated goods:

- A weighbridge certificate containing a unique serial number to be issued with each weigh.
- A disposal certificate containing a unique serial number to be issued with each disposal.

4.5 MACHINERY/EQUIPMENT

It will be an unconditional requirement that the successful service provider provides all equipment and subsequent resources required for the rendering of the disposal service.

The machinery and equipment utilized during the crushing and or compacting process MUST be able to do the following:

- Compact the impounded vehicles into a non-usable and unrecognizable state.
- Compact and destroy all standard types of vehicles.

- First cut impounded trucks and buses into segments on site, prior to crushing or compacting.
- Compact trucks and bus engines and gearboxes on site.

The successful service provider shall remain responsible for all his/her machinery, equipment and other resources required for the rendering of the required service. He/she will also remain responsible for maintaining and properly servicing all of his/her machinery, equipment and other resources required for the rendering of the required service, to ensure that these function and operate properly in accordance with the applicable legislative framework referred to in the technical specification.

4.6 CRUSHING AND OR COMPACTING SITE

The crushing and or compacting site MUST meet the requirements of the National Standards for the Scrapping or Recovery of Motor Vehicles, 2013.

The City of Tshwane will not in any way be held accountable for any damage that occurs on any of the sites from where the required service is rendered, or the contravention of any of the legislative prescriptions on such sites during the rendering of the required service.

4.7 COST TO THE SUCCESSFUL SERVICE PROVIDER

The successful service provider shall be responsible for all costs relating to the rendering of the disposal service, as well as the safe disposal of hazardous materials as stipulated in the technical specification, as well as those which are reflected in the National Standards for the Scrapping or Recovery of Motor Vehicles, 2013.

4.8 COST RECOUPED BY CITY OF TSHWANE

The successful service provider shall always comply with the minimum legislative prescriptions for the service required and after each disposal (either crushing and or compacting), pay over monies owed to the City of Tshwane within thirty (30) days of such disposal.

Fees payable, are calculated in accordance with the following maximum tariffs payable to the City of Tshwane as the law enforcement agency (authority) for all expenses incurred on the following:

- The removal of the vehicle in question.
- Safe keeping and storage of the vehicle in custody for a period not exceeding four months.
- Cost in connection with the endeavor to identify and trace the owner of such vehicle.
- Any other related costs associated with the removal and storage of the vehicle in question.

The approved tariffs relevant to this contract - as published in the Government Gazette No. 214 on 19 June 2024 are attached to this technical specification as Annexure B.

These include the following:

PARTICULARS OF TARRIFFS PAYABLE WITH EFFECT FROM 1 JULY 2024 TO 30 JUNE 2025		R (VAT INCLUDED)
1. TOWING FEES		
1.1	Light motor vehicles (up to 3 500 kg), impounded, irrespective of the distance towed or transported.	2 262,00
1.2	Heavy motor vehicles (3 501 kg to 16 000 kg), impounded, irrespective of the distance towed or transported.	3 770,00
1.3	Additional cost per kilometer or portion thereof for the towing or transporting of a heavy motor vehicle for the first 25 km.	183,00
1.4	Additional cost per kilometer or portion thereof, thereafter.	114,00
1.5	Extra-heavy or articulated motor vehicles (16 001 kg and up), impounded, irrespective of the distance towed or transported.	6 425,00
1.6	Additional cost per kilometer or portion thereof for the towing or transporting of an extra-heavy or articulated motor vehicle for the first 25 km.	183,00
1.7	Additional cost per kilometer or portion thereof, thereafter.	114,00
2. POUND FEES		
2.1	The cost per full day that a light motor vehicle is stored in the pound.	91,00
2.2	The cost per full day that a heavy motor vehicle is stored in the pound.	206,00

2.3	The cost per full day that an extra-heavy or articulated motor vehicle is stored in the pound.	400,00
3. TARIFFS FOR SERVICES RENDERED BY TMPD (INCLUDING EVENTS)		
3.1	Cost per TMPD Member (Per hour or part thereof)	
3.1.1	Weekdays and Saturdays	256,00
3.1.2	Sundays and public holidays	354,00
3.1.3	Every day of the week, travel or transportation cost	354,00
3.2	Cost per TMPD Warden - Point Duty (per hour or part thereof)	
3.2.1	Weekdays and Saturdays	100,00
3.2.2	Sundays and public holidays	100,00
3.2.3	Every day of the week, travel or transportation cost	354,00
3.3	Compulsory administration fee payable by an organizer or applicant - Per event	754,00
3.4	The applicant must pay the full cost of the service delivered at least three working days before the start of the event (except when the service delivery costs have been reduced or waived by the Chief of Police).	
4. PARKING METER TARIFFS		
4.1	Parking for 30 minutes (Monday to Friday: 08:00 to 18:00) (Saturday: 08:00 to 12:00)	10,00
4.2	Parking for 60 minutes (Monday to Friday: 08:00 to 18:00) (Saturday: 08:00 to 12:00)	18,00
4.3	Rental of parking meter bay for purposes other than short-term parking – each weekday (Monday to Friday)	177,00
4.4	Rental of parking meter bay for purposes other than short-term parking – each Saturday	91,00
4.5	Parking meter tariffs – Sundays and public holidays	0,00
5. PARKING PERMIT FOR PEOPLE WITH DISABILITIES		
5.1	Parking permit for people with disabilities (for parking in parking bays reserved for people with disabilities)	171,00
6. PROSPECTUS OF TMPD ACADEMY		
6.1	Municipal Police Diploma	47 522,00
6.2	Basic Traffic Officer (12 months – NQF 4)	40 888,00

6.3	Municipal Police Certificate (three-month short course)	14 973,00
6.4	Peace Officer or Law Enforcement Officer (five days)	5 490,00
6.5	Traffic Warden (three months)	14 973,00
6.6	Authorized Officer, Deputy Messenger of the Court (two days)	1 365,00
6.7	Traffic Control (Point Duty) (five days)	2 746,00
6.8	Defensive Driving (advanced, ten days)	9 279,00
6.9	Motorcycle or Light Motor Vehicle License Course (K53) (15 days)	21 970,00
6.10	Learner's License Course (one day)	681,00
6.11	Motorcycle Advanced Course (five days)	4 217,00
6.12	Examiner of Vehicles (three months)	23 064,00
6.13	Examiner of Driving Licenses: Grade A (complete course, three months)	31 219,00
6.13.1	Examiner of Driving Licenses: Grade F (15 days)	6 213,00
6.13.2	Examiner of Driving Licenses: Grade L (five days)	3 153,00
6.13.3	Examiner of Driving Licenses: Grade D (25 days)	14 362,00
6.13.4	Examiner of Driving Licenses: Grade B (five days)	3 153,00
6.13.5	Examiner of Driving Licenses: Grade C (eight days)	4 227,00
6.14	Refresher Course for Traffic or Municipal Police Officer (three months)	14 973,00
6.15	Evaluate Loads on Vehicles (two months)	14 973,00
6.16	Tactical Street Survival Level 1 (ten days)	10 067,00
6.17	Tactical Street Survival Level 2 (ten days)	8 022,00
6.18	Basic Firearm Proficiency Training: Handgun (five days)	4 118,00
6.18.1	Basic Firearm Proficiency Training: Shotgun (five days)	4 118,00
6.18.2	Basic Firearm Proficiency Training: Rifle (five days)	4 118,00
6.19	First Responder – Accident Scene (five days)	1 829,00
6.20	K78 Roadblock (five days)	2 810,00
6.21	Dräger Training (ten days)	1 966,00
6.22	Docket Training (ten days)	2 498,00
6.23	Supervisor's Course (ten days)	4 999,00
6.24	Daily tariff: Presenting outside Tshwane	1 905,00

6.24.1	Transportation (AA tariffs), accommodation, meals and daily allowance (R416 per day in accordance with the approved City of Tshwane Subsistence and Travelling Policy) are for the account of the client (directly payable to the facilitator)	Transportation (AA tariffs), Accommodation, Meals + 416,00 (p/d)
6.25	Daily tariff: Presenting within Tshwane	681,00
6.26	Verification of qualification and statement of results	319,00
6.27	Children and Youth at Risk (five days)	5 454,00
6.28	Attack on Police Officers (five days)	5 454,00
6.29	Bicycle Training for Law Enforcement Officers (ten days)	10 772,00
6.30	Artistic performance by the TMPD Choir (three-hour appearance)	12 368,00
6.31	Artistic performance by the TMPD Police Band (three-hour appearance)	21 276,00
6.32	Artistic performance by the TMPD Entertainment Band (three-hour appearance)	12 368,00
6.33	Exhibition by the TMPD Ceremonial Guard (three-hour exhibition)	21 276,00
6.34	Chaplain services rendered outside the TMPD (one-hour service)	1 193,00
7. FURNISHING INFORMATION: ROAD ACCIDENTS		
7.1	Copy of accident report	144,00
7.2	Compilation of investigation album	193,00
7.3	Per photo	117,00
7.4	Sketch plan	644,00
7.5	Plan	1 927,00
7.6	Technical report	3 210,00
7.7	Technical report (including photos and sketches)	8 024,00
7.8	Witness fee: Magisterial Court: Per hour	193,00
7.9	Witness fee: High Court: Per hour	323,00
7.10	Consultation fee: Per hour	193,00
7.11	Statement	193,00

7.12	Photocopies of an investigation album, statements, sketches, etc. Per page	8,00
7.13	Computerized Accident Statistics	
7.13.1	Initial basic tariff	25,00
7.13.2	Additional pages for the same statistical search	8,00
8. INSPECTION OR FURNISHING OF INFORMATION		
8.1	Confirmation of a name or address or both of a person in terms of the Road Traffic Act, 1996 (Act 93 of 1996)	78,00
8.2	Duplicate of Section 56 and Section 341 notices in terms of the Road Traffic Act, (Act 93 of 1996)	72,00
9. VIEWING AND STORAGE OF CCTV CAMERA FOOTAGE: INCIDENTS AND SCENES AT LOCATIONS EQUIPPED WITH CCTV SURVEILLANCE CAMERAS		
9.1	Viewing of CCTV footage	427,00
9.2	Copying and storage of CCTV footage	1 279,00

IMPORTANT:

Legislative prescriptions dictate that the law enforcement agency (authority) is only permitted to claim costs associated with the removal, custody and sale of the vehicle concerned and all other costs incurred in the endeavour to trace the owner of such vehicle.

Should no claim be established by the registered owner of either the confiscated vehicles and or goods within one calendar year (12 months) from the date of such sale, such balance shall be forfeited to the relevant law enforcement agency (authority) concerned.

Prospective bidder should note that there are five (5) categories for which proposals are to be submitted. These categories are as follow:

- Light Motor Vehicles (up to 3 500 KG)
- Heavy Motor Vehicles (3 501 KG to 16 000 KG)
- Extra-Heavy or Articulated Motor Vehicles (16 001 KG and UP)
- Trailer
- Any other confiscated goods

It is therefore required from all prospective bidders to submit a proposal on what amount of the below claimed costs will be paid to the City of Tshwane after disposal of the any of the above vehicles in question.

The maximum tariff payable for costs claimed is included in the table below:

NR	DESCRIPTION	TARIFF APPLICABLE	MAXIMUM TARIFF APPLICABLE
LIGHT MOTOR VEHICLES (UP TO 3 500 KG)			
1.	Towing Fee (Once-off)	2 262,00	2 262,00
1.1	Additional cost per kilometer or portion thereof for the towing or transporting of a heavy motor vehicle for the first 25 km. (Once-off)	183,00	183,00
1.2	Additional cost per kilometer or portion thereof, thereafter. (Once-off)	114,00	114,00
2.	Pound (Storage) Fee (Maximum 122 days) (Cost per full day that a light motor vehicle is stored in the pound)	91,00	11 102,00
3.	Confirmation of a name or address or both of a person in terms of the Road Traffic Act, 1996 (Act 93 of 1996) (Once-off)	78,00	78,00
4.	Duplicate of Section 56 and Section 341 notices in terms of the Road Traffic Act, 1996 (Act 93 of 1996) (Once-off)	72,00	72,00
SUB TOTAL			11 549,00
HEAVY MOTOR VEHICLES (3 501 KG TO 16 000 KG)			
1.	Towing Fee (Once-off)	3 770,00	3 770,00

1.1	Additional cost per kilometer or portion thereof for the towing or transporting of a heavy motor vehicle for the first 25 km. (Once-off)	183,00	183,00
1.2	Additional cost per kilometer or portion thereof, thereafter. (Once-off)	114,00	114,00
2.	Pound (Storage) Fee (Maximum 122 days) (Cost per full day that a heavy motor vehicle is stored in the pound)	206,00	25 132,00
3.	Confirmation of a name or address or both of a person in terms of the Road Traffic Act, 1996 (Act 93 of 1996). (Once-off)	78,00	78,00
4.	Duplicate of Section 56 and Section 341 notices in terms of the Road Traffic Act, 1996 (Act 93 of 1996). (Once-off)	72,00	72,00
SUB TOTAL			25 579,00
EXTRA-HEAVY OR ARTICULATED MOTOR VEHICLES (16 001 KG AND UP)			
1.	Towing Fee (Once-off)	6 425,00	6 425,00
1.1	Additional cost per kilometre or portion thereof for the towing or transporting of an extra-heavy or articulated motor vehicle for the first 25 km. (Once-off)	183,00	183,00
1.2	Additional cost per kilometre or portion thereof, thereafter. (Once-off)	114,00	114,00
2.	Pound (Storage) Fee	400,00	48 800,00

	(Maximum 122 days) (Cost per full day that an extra-heavy or articulated motor vehicle is stored in the pound)		
3.	Confirmation of a name or address or both of a person in terms of the Road Traffic Act, 1996 (Act 93 of 1996). (Once-off)	78,00	78,00
4.	Duplicate of Section 56 and Section 341 notices in terms of the Road Traffic Act, 1996 (Act 93 of 1996). (Once-off)	72,00	72,00
SUB TOTAL			49 247,00

IMPORTANT:

It is therefore required from prospective bidders to submit a proposal on what amount of the above claimed costs will be paid to the City of Tshwane after disposal of the any of the above vehicles in question.

4.9 STATUTORY COMPLIANCE REQUIREMENTS

All services required under this contract will be conducted and executed within the prescribed statutory framework throughout the contract period.

All designated plants, sites, premises and or any other related accommodation required for the rendering of the disposal service – whether owned or leased by the successful service provider – as well as the associated crushing and or compacting procedures MUST fully comply with the following applicable legislation:

- National Environmental Management Waste Act, 2008 (Act 59 of 2008): National Standards for the Scrapping or Recovery of Motor Vehicles, 2013.
- Second-Hand Goods Act, 2009 (Act No. 6 of 2009).
- Environment Conservation Act, 1989 (Act No. 73 of 1989): Waste Tyre Regulations, 2008.
- Tshwane Town-Planning Scheme, 2008 (revised 2014).

- Environment Conservation Act, 1989 (Act No. 73 of 1989): Gauteng Noise Control Regulations, 1999.
- The bidder must undertake that loading of any commodities (any confiscated goods) is done at a time that is preapproved by Chief of Police or his/her delegated officials. Access to sites for loading of commodities will only be allowed through designated entrances predetermined by the Tshwane Metro Police Department and all appointed service provider must comply with the rules and regulations of these premises.

Compacting and destruction of vehicles

The bidder will be expected to have the capability to compact a minimum of at least ten (10 or more) vehicles per day. Compaction will only be required once TMPD can ensure that a minimum of Ten (10) vehicles will be available on-site for compaction.

Components and spare parts of vehicles must under no circumstances be removed from any vehicle for compacting except for the disposal of hazardous material which include, but is not limited, to waste oil, filters, brake pads, tyres, parts containing mercury, refrigerants, lead, batteries and any other part made of or containing hazardous substances.

The bidder must ensure that all vehicles, parts and accessories of vehicles are to be grouped together and compacted in the presence of the Chief of Police or his/her designated officials who will complete a certificate to the effect that the vehicles, parts or accessories in question were compacted in his/her presence.

The pressure applied by the compacting machinery must be of adequate strength to destroy the vehicle engine block.

The removal of compacted vehicles and compacted loose parts shall be done within forty-eight (48) hours after compacting.

The agreed payment owed to the City of Tshwane must be affected within thirty (30) calendar days compacted session must be made within thirty (30) calendar days. The successful service provider will be supplied with further information regarding the above-mentioned clause.

SUBMISSION OF DOCUMENTATION BY THE BIDDER

All relevant documentation including weighbridge tickets, disposal certificates, delivery notes as well as the relevant signatories of the Chief of Police or his/her delegated representative shall be furnished by the bidder in both electronic and hard copy format after weighbridge prior to payment in terms of the paragraph above. The Chief of Police or his/her delegated representative must accompany the bidder to the site where the bales are weighed.

DETERMINATION OF MASS OF COMMODITIES

The City of Tshwane must be compensated for the weight of the compacted material per kilogram (Kg) where applicable.

Details of each weighbridge transaction shall be submitted to the Chief of Police or his/her delegated representative for reconciliation purposes.

A variance not exceeding Five Percent (5%) of the weight recorded at the weighbridge shall be acceptable as arising from calibration and waste.

Where the variance between the two weighbridge readings is greater than Five Percent (5%) the parties agree that the amount to be used to determine the charge of every compacting and the load collected by the bidder will be ninety-five percent (95%) of the weight recorded on the bidder's weighbridge.

The bidder reconciled weighbridge slip per load shall be evidence of each load/vehicle removed and will be used to determine the total of each load collected by the bidder.

The bidder must ensure that calibration certificates of weighbridge facility as per SANS 1649:2011 are submitted once a year to the Tshwane Metro Police

Department (TMPD) personnel. The certificate must be issued by a South African National System (SANAS) accredited company.

A SABS approved and (Calibrated Certificate) examined weighbridge shall be utilised for the purpose of weighing all compacted vehicles and store loose items such as load bin, any other confiscated Items etc.

Compacted loose items such as gearboxes, engines, canopies, doors etc. including related vehicle items, must be weighed and charged per kilogram (Kg) where applicable.

TIME FRAMES OF COMPACTING

The bidder shall comply with the specified dates and times of compacting given by the various compacting sites within the province.

ACCEPTANCE OF BID

City of Tshwane reserves the right to award the bid to one supplier/bidder Only.

5. STAGES OF EVALUATION

Stage 1: Administrative Compliance

Stage 2: Mandatory Requirements

Stage 3 Preference Point System

5.1 Stage 1: ADMINISTRATIVE COMPLIANCE

Bidders shall be evaluated for administrative compliance as requested by the City of Tshwane's Supply Chain Management requirements.

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
a) To enable The City to verify the bidder's tax compliance status, the bidder must provide; • Tax compliance status PIN. - or • Central Supplier Database (CSD)		Tax status must be compliant before the award.

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
b) A copy of their Central Supplier Database (CSD) registration; or indicate their Master Registration Number / CSD Number;		CSD must be valid.
c) Confirmation that the bidding company's rates and taxes are up to date: Original or copy of Municipal Account Statement of the Bidder (bidding company) not older than 3 months and account must not be in arrears for more than ninety (90) days; or ,signed lease agreement or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are operating in that area		Was a Municipal Account Statement or landlord letter provided for the bidding company? The name and / or addresses of the bidder's statement correspond with CIPC document, Address on CSD or Company profile? Are all payment(s) up to date (i.e. not in arrears for more than 90 days?
d) In addition to the above, confirmation that all the bidding company's owners / members / directors / major shareholders rates and taxes are up to date: • Original or copy of Municipal Account Statement of all the South African based owners / members / directors / major shareholders not older than 3 months and the account/s may not be in arrears for more than ninety (90) days; or a signed lease agreement of owners / members / directors / major shareholders or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are residing in that area		Was a Municipal Account Statement or landlord letter provided for the bidding company? The name and / or addresses of the bidder's statement correspond with CIPC document, Address on CSD or Company profile? Are all payment(s) up to date (i.e. not in arrears for more than 90 days?
e) Duly Signed and completed MBD forms (MBD 1, 4, 5, 8 and 9) The person signing the bid documentation must be authorized to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.		All documents fully completed (i.e. no blank spaces)? All documents fully signed by (any director / member / trustee as indicated on the CIPC document, alternatively a delegation of authority would be required? Documents completed in black ink (i.e. no "Tippex" corrections, no pencil, no other colour ink, or non-

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
NB: Bidders must ensure that the directors, trustees, managers, principal shareholders, or stakeholders of this company, declare any interest in any other related companies or business, whether or not they are bidding for this contract. <u>See Question 3.14 of MBD 4. Failure to declare interest will result in a disqualification</u>		submission of the MBD forms, will be considered)?
f) Audited Financial Statements for the most recent three (3) years or Audited Financial Statements from date of existence for companies less than three years old. NB: The bidder must submit signed audited annual financial statements for the most recent three years, or if established for a shorter period, submit audited annual financial statements from date of establishment. If the bidder is not required by law to prepare signed annual financial statements for auditing purposes, then the bidder must submit proof that the bidder is not required by law to prepare audited financial statements.		Applicable for tenders above R10m in conjunction with MBD 5) Are Audited financial statements provided (Audited financials must be signed by auditor) Or proof that the bidder is not required by law to prepare audited financial statements.
g) Joint Ventures (JV) – (Only applicable when the bidder tenders as a joint venture) Where the bidder bids as a joint venture (JV), the required or relevant documents as per (a) to (f) above must be provided for all JV parties. In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties. NB: It is a condition of this bid that the successful bidder will continue with the same Joint Venture (JV) for the duration of the contract unless prior approval is obtained from the City.		If applicable. JV agreement provided? JV agreement complete and relevant? Agreement signed by all parties? All required documents as per (i.e. a to f) must be provided for all partners of the JV.
h) Bidder attended a compulsory briefing session where applicable		A compulsory briefing register must be signed by the bidder.

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
		Bidders will be disqualified should they fail to attend compulsory briefing session
i) Pricing schedule (All items must be quoted for in pricing schedule and if not, all items are quoted the bidder will be disqualified). Unless the tender is awarded per item or per section where the bidder only quoted the items or sections, they are interested in.		Incomplete pricing schedule results in totals being incomparable. Bidder must be disqualified. Bidder will be disqualified should they make corrections on the price schedule without attaching a signature or initialising thereto. Bidder will be disqualified should they use tippex/ correction ink, on the price schedule.

5.2 Stage 2: MANDATORY REQUIREMENTS

Documentation requested below **MUST** be attached to the bid proposal, any proposals received without the required information stipulated below, will not be considered. Non-Compliance, or neglect on any prospective bidders' part to comply with ANY of the Compulsory Tender Requirements will render his/her bid invalid. Original and/or Certified copies by National Authority (SAPS) of the following information must be provided when proposals are submitted to ensure full compliance. All certified Stamped copies must not be older than six (6) months.

NO	MANDATORY REQUIREMENTS	SUBMITTED YES/NO
1.	CRUSHING/COMPACTING	
1.1	Bidders MUST Provide / Submit a valid Environmental Compliance Certificate for Crushing or Dissolving or any related Material or Equipment's.	
1.2	Submit proof of once off registration with the Department of Environmental Affairs as contemplated within the National Standards for the Scrapping or Recovery of Motor Vehicles, 2013.	
2.	ZONING CERTIFICATE	
	Bidders MUST submit the following documentation Submit a certified copy of the Zoning Certificate , consent use or any other documentation that allows for the land use rights to operate a Noxious Industry as described in Schedule 8 of the Tshwane Town-Planning scheme 2008 (revised 2014). The rights shall be confirmed by the City Planning and Development Department, Land Use and Application Division, Town Planning Scheme Section	
3	VALID LETTER OF GOOD STANDING	
	Submit a certified copy of the prescribed certificate in terms of the Second-Hand Goods Act, 2009 (Act No. 6 of 2009) issued by the South African Police Service.	
4.	COMPANY EXPERIENCE AND YEARS EXPERIENCE	
	The Bidder's must submit the previous performance and Experience in the field of Crushing or Dissolving or any related Material or Equipment's with a minimum of one (1) references of previous work/similar work successfully completed during the last three (3) to five (5) years and must be submitted with the bid.	

	Reference letters from (previous) clients must be in a (previous) client letterhead with the following information: ➤ Project description ➤ Client name and contact details. ➤ Services provided. ➤ Contract value and duration (years). ➤ Performance of the service provider per service rendered. ➤ Date of project completion Provide proof in the form of signed completion letters and related reference letter in company letterhead with an official stamp as contactable references.	
5.	TOOLS OF TRADE	
	The bidders MUST submit proof, and a full description of available resources aligned to the requirement identified in the specification. The following documentation will be accepted along with the photographic evidence of the available resources: Bidders must submit documentation for one or both of the options as depicted below.	
5.1	CRUSHING ON THE PREMISE OF SUCCESSFUL BIDDER. Certified copies of the Motor Vehicle Registration Certificates and/or lease documents. • The prospective bidder must have at least one or more of the following vehicles registered or access to as part of his vehicle fleet for this service for crushing on the bidder's premises. • Towing truck • Rollback	
5.2	CRUSHING ON THE PREMISE OF THE PREMISE OF THE TSHWANE METRO POLICE DEPARTMENTAL POUNDS/SITES. If the bidder opted to perform the crushing on site at the premise of the Tshwane Metro Police Department Vehicle Pound, such a bidder must provide the following vehicles registered or have access to as part of his/her vehicle fleet for this service: A vehicle and or truck for the transport of such crushing equipment or the vehicle/trailer that has such equipment as part of such a vehicle. The bidder must clearly indicate and provide the required documentation that clearly indicates the above. • A heavy motor vehicle such as or equivalent to a horse and trailer with hydraulic grappling hook or hydraulic electromagnetic equipment for the transport of crushed material and/or scrap metal.	

	• Certified copies of the Motor Vehicle Registration Certificates • In the case of Leased Vehicles, a signed Lease Agreement by both the company Director (s) and the Titleholder Certificate	
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IMPORTANT:

Failure to submit the above will result in immediate disqualification of the bidder's submission/bid document. The City reserves the right to authenticate all documents submitted any falsified documents will result in disqualification of the bid.

5.3 Stage 3: PREFERENCE POINT SYSTEM

The preferential point system used will be the 80/20 or 90/10 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2022.

- 80/90 points for price
- 20/10 points for Specific goals

Specific Goals

- Bidders are required to submit supporting documents for their bids to claim the specific goal points.
- Non-compliance with specific goals will not lead to disqualification but bidders will not be allocated specific goal points. Bidders will score points out of 80/90 for price only and zero (0) points out of 20/10 for specific goals.
- Cot shall act against any bidder or person when it detects that the specific goals were claimed or obtained on a fraudulent basis.

The specific goal for this bid is outlined below. Bidders are to submit supporting documents as outlined below to be eligible for points.

Specific goals	80/20 preference point system	90/10 preference point system	Proof of specific goals to be submitted
BB-BEE score of companies • Level 1 • Level 2 • Level 3 • Level 4 • Level 5	• 8 Points • 7 Points • 6 Points • 5 Points • 4 Points • 3 Points	• 4 Points • 3.5 Points • 3 Points • 2.5 Points • 2 Points • 1.5 Points	Valid Certified copy of BBBEE certificate. Sworn Affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate.

Specific goals	80/20 preference point system	90/10 preference point system	Proof of specific goals to be submitted
- Level 6 - Level 7 - Level 8 - Non-compliant	2 Points 1 Point 0 Points	1 Point 0.5 Points 0 Points	
EME and/ or QSE	2 Points	1 Point	Valid Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBEE certificate
At least 51% of Women-owned companies	2 Points	1 Point	Certified copy of Identity Document/s and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
At least 51% owned companies by People with disability	2 Points	1 Point	Medical Certificate with doctor's details (Practice Number, Physical Address, and contact numbers) and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
At least 51% owned companies by Youth	2 Point	1 Point	Certified copy of Identity Document/s and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
Local Economic Participation - City of Tshwane - Gauteng - National	4 Points 2 Points 1 Point	2 Points 1 Point 1 Point	Municipal Account statement/Lease agreement.

For points to be allocated as per above the tenderers will be required to submit proof of documentation as evidence for claims made. Any tenderer that does not submit evidence as stated in the bid document to claim applicable points will be allocated zero points.

FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)}
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

6. VALIDITY PERIOD

The validity period for the tender after closure is 90 days. City of Tshwane shall have right and power to extend any tender validity period beyond any initial validity period set and subsequent extensions. SCM shall ensure that an extension of validity is requested in writing from all bidders before the validity expiry date. Extension of validity shall be finalized while the quotations/bids are still valid.

7. PRICING SCHEDULE

ITEM	DESCRIPTION OF SERVICES COMPACTING/CRUSHING OF VEHICLES	Price Per Kilo	PROPOSED PRICE PER KILOGRAM
1	LIGHT MOTOR VEHICLES (UP TO 3 500 KG)	1 KG	
2	HEAVY MOTOR VEHICLES (3 501 KG TO 16 000 KG)	1 KG	
3	EXTRA-HEAVY OR ARTICULATED MOTOR VEHICLES (16 001 KG AND UP)	1 KG	
4	TRAILERS	1 KG	
5	ANY OTHER CONFISCATED GOODS	1 KG	
TOTAL PRICE EXCLUDING VAT			
VAT 15%			
TOTAL PRICE INCLUDING VAT			

MATERIAL NUMBER	
LIGHT MOTOR VEHICLES (UP TO 3 500 KG)	3027158
HEAVY MOTOR VEHICLES (3 501 KG TO 16 000 KG)	3027159
EXTRA-HEAVY OR ARTICULATED MOTOR VEHICLES (16 001 KG AND UP)	3027160
TRAILERS	3027161
ANY OTHER CONFISCATED GOODS	3027162

8. AWARD

The City reserves the right to award the bid to One (1) bidder.

9. MARKET ANALYSIS

The City of Tshwane reserves the right to conduct market analysis. Should the city exercise this option, where a tenderer offers a price that is deemed not to be viable to

supply goods or services as required, written confirmation will be made with the tenderer if they will be able to deliver on the price, if a tenderer confirm that they cannot, the tenderer will be disqualified based on being non-responsive. If they confirm that they can deliver, a tight contract to mitigate the risk of non-performance will be entered into with the service provider.

Further action on failures by the supplier to deliver will be handled in terms of the contract including performance warnings and listing on the database of restricted suppliers.

The City further reserves the right to negotiate a market related price with a tenderer scoring the highest points. If the tenderer does not agree to a market-related price, the city reserves the right to negotiate a market-related price with the tenderer scoring the second highest points, if the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points. If a market-related price is not agreed, the city reserves the right to cancel the tender.

10. DRAFT SERVICE LEVEL AGREEMENTS

Should it be considered as a requirement by the City of Tshwane: Group Legal & Secretariat Services Department, a Service Level Agreement will be finalized upon award of this tender?

Such Service Level Agreement will be signed between the City of Tshwane and the Successful bidder.

If not: The condition of this Tender will serve as the contract between the City of Tshwane and Successful Service Provider.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF TSHWANE MUNICIPALITY

BID NUMBER:	TMPD 05- 2024/25	CLOSING DATE:	28 July 2025	CLOSING TIME:	10:00am
DESCRIPTION	Tender for the appointment of a service provider to render a disposal service on impounded vehicles and confiscated goods to the City of Tshwane Metro Police Department over a period of three (3) years on an as and when required basis.				

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

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

Tshwane House					
Supply Chain Management					
320 Madiba Street					
Pretoria CBD					
0001					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]

TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Supply Chain Management	DEPARTMENT	TMPD
CONTACT PERSON	Mulondi Rasekgala	CONTACT PERSON	Vusi P. Mabona
TELEPHONE NUMBER	012 358 6636	TELEPHONE NUMBER	012 358 2962
EMAIL ADDRESS	mulondin@tshwane.gov.za	EMAIL ADDRESS	vusim@tshwane.gov.za

PART B TERMS AND CONDITIONS FOR BIDDING

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

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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:

PRICING SCHEDULE: FIRM PRICES (PURCHASES)

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

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

Name of Bidder.....	Bid Number: TMPD 05-2024/25
Closing Time 10:00	Closing Date

OFFER TO BE VALID FOR DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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- Required by:
- At:
- Brand and Model
- Country of Origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm/Not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

* Delete if not applicable

PRICING SCHEDULE: NON-FIRM PRICES (PURCHASES)

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

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

Name of Bidder	Bid number TMPD 05-2024/25
Closing Time: 10:00	Closing Date

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery: *Firm/Not firm
- ** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.
- * Delete if not applicable

PRICE ADJUSTMENTS

A. NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V) Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....	Index..... Dated.....	Index..... Dated.....
Index..... Dated.....	Index..... Dated.....	Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

B. PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

- Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

- Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

ADJUSTMENT PERIODS	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE
1 st Adjustment	After 12 calendar months
2 nd Adjustment	After 24 calendar months

NB: Unless prior approval has been obtained from Supply Chain Management, no adjustment in contract prices will be made

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.

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

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

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.

.....

.....

.....

.....

[illegible]

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing? ***YES / NO**

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? ***YES / NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days. ***YES / NO**

2.2 If yes, provide particulars.

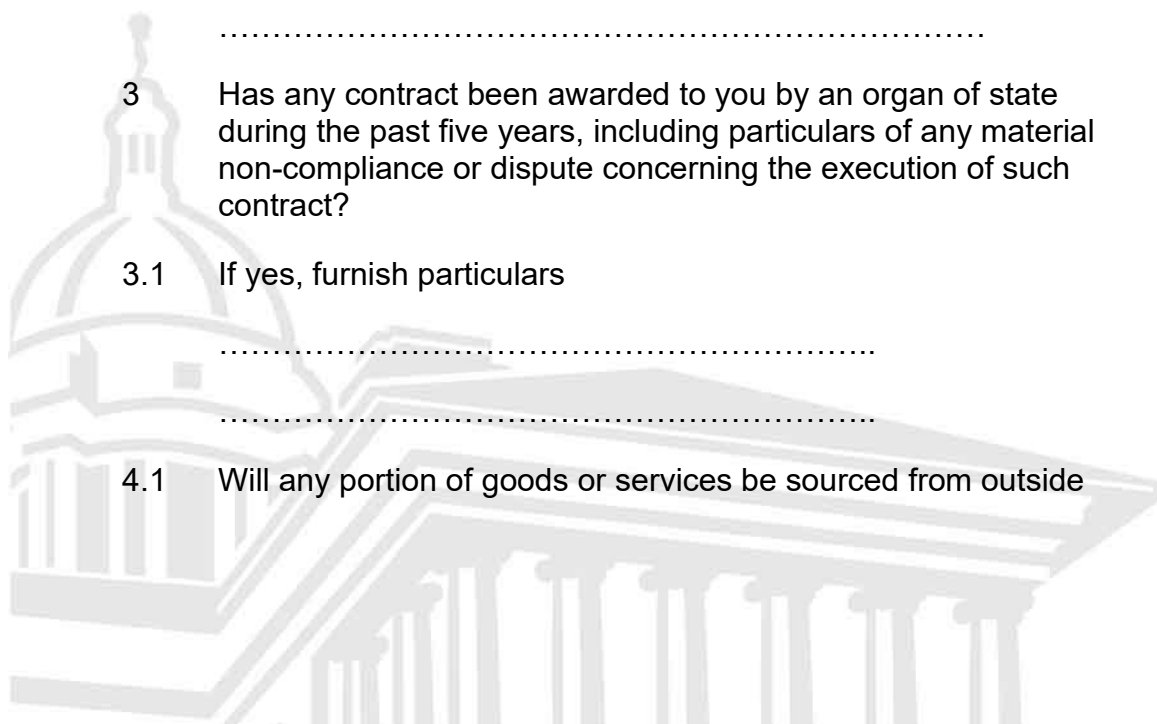
.....

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract? ***YES / NO**

3.1 If yes, furnish particulars

.....

4.1 Will any portion of goods or services be sourced from outside ***YES / NO**



the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

4.1 If yes, furnish particulars

.....
.....

CERTIFICATION

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20 or 90/10** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	Points	Points
PRICE	80	90
SPECIFIC GOALS	20	10
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100	100

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Specific goals	80/20 preference point system	90/10 preference point system	Number of points claimed	Number of points claimed (80/20 system)
----------------	-------------------------------	-------------------------------	--------------------------	---

			(90/10 system) (To be completed by the tenderer)	(To be completed by the tenderer)
BB-BEE score of companies - Level 1 - Level 2 - Level 3 - Level 4 - Level 5 - Level 6 - Level 7 - Level 8 - Non-compliant	8 Points 7 Points 6 Points 5 Points 4 Points 3 Points 2 Points 1 Point 0 Points	4 Points 3.5 Points 3 Points 2.5 Points 2 Points 1.5 Points 1 Point 0.5 Points 0 Points		
EME and/ or QSE	2 Points	1 Point		
At least 51% of Women-owned companies	2 Points	1 Point		
At least 51% owned companies by People with disability	2 Points	1 Point		
At least 51% owned companies by Youth	2 Point	1 Point		
Local Economic Participation - City of Tshwane - Gauteng - National	4 Points 2 Points 1 Point	2 Points 1 Point 1 Point		

N.B For points to be allocated as per above the tenderers will be required to submit proof of documentation as evidence for claims made. Any tenderer that does not submit evidence as stated in the bid document to claim applicable points will be allocated zero point

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:
.....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX

CONTRACT FORM: RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **TMPD 05-2024.25** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, *viz*
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for specific goals in terms of the Preferential Procurement Regulations 2022;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM: RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as accept your bid under reference number dated..... for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1
2

DATE:

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 of Restricted Suppliers as companies or persons 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 Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐

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

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

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: **TMPD 05-2024/25**

Tender for the appointment of a service provider to render a disposal service on impounded vehicles and confiscated goods to the City of Tshwane Metro Police Department over a period of three (3) years on an as and when required basis.

in response to the invitation for the bid made by:

CITY OF TSHWANE 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 consortium³ will not be construed as collusive bidding.

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.

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

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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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 anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, 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 supplies 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 supplies 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 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

1. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, 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	With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
4. Standards	4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
5. Use of contract documents and information inspection.	5.1	The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
	5.2	The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
	5.3	Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
	5.4	The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
6. Patent rights	6.1	The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
7. Performance security	7.1	Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
	7.2	The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
	7.3	The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms: (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or (b) a cashier's or certified cheque
	7.4	The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
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 supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 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 supplies 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 supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies 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 supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies 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 supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies 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, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

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 in the SCC.
12. Transportation	12.1	Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
13. Incidental services, services	13.1	The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC: (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods; (b) furnishing of tools required for assembly and/or maintenance of the supplied goods; (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods; (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
	13.2	Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
14. Spare parts	14.1	As specified in SCC, 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 in SCC.

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| 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 in SCC 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 in SCC, 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 | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>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.</p> <p>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.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be. |
| 18. Contract | 18.1 No variation in or modification of the terms of the contract shall be made amendments except by written amendment signed by the parties concerned. |
| 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 this 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 | <p>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.</p> <p>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.</p> |

- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 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 supplies are required, or the supplier's services are not readily available.
- 21.5 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 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling 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 judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated

fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, 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 Accounting Officer / Authority 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 countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or antidumping 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 contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor 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	Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
	27.5	Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier.
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; 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 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 in SCC.
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 the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme**
- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation
- 34. Prohibition of Restrictive practices**
- 34.1 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 (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 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.

Js General Conditions of Contract (revised July 2010)

SERVICE-LEVEL AGREEMENT

ENTERED INTO BETWEEN

THE CITY OF TSHWANE METROPOLITAN MUNICIPALITY

AND

Registration number: _____

Doc2 Version 1 3 March 2022

SERVICE-LEVEL AGREEMENT

ENTERED INTO BETWEEN

THE CITY OF TSHWANE METROPOLITAN MUNICIPALITY

A municipality, as described in Section 2 of the Local Government: Municipal Systems Act, 2000 and as contemplated in Section 155 of the Constitution of the Republic of South Africa, 1996 as a category A municipality, or the Assignee, if applicable, herein represented by Mr Johann Mettler in his/her capacity as City Manager duly authorised thereto under and by virtue of a resolution passed on 26 January 2012, and who by his/her signature hereto warrants that he/she is properly authorised to sign this Agreement.

(Herein referred to as the “**CITY**”)

AND

Registration number: _____

Herein represented by _____ in his/her capacity as _____ is duly authorised thereto under and by virtue of a resolution of the board passed on _____, a copy of which is annexed as Annexure A, and who by his/her signature hereto warrants that he/she is properly authorised to sign this agreement.

(Herein referred to as the “**SERVICE PROVIDER**”)

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ANNEXURE A: BOARD RESOLUTION

ANNEXURE B: SCOPE OF WORK AND DELIVERABLES

ANNEXURE C: PAYMENT TERMS

RECORDAL:

WHEREAS the City requires various services to be provided or carried out and delivered at the service areas;

AND WHEREAS the City wishes to appoint the service provider;

AND WHEREAS the service provider wishes to provide such services;

AND WHEREAS the service provider has indicated that it has the necessary expertise, skills and capabilities to provide the service;

NOW THEREFORE, the parties have agreed to enter into this agreement, in terms of which the service provider shall provide the services in the service areas and/or delivery area, and provide maintenance and support thereof to the City in accordance with the terms and subject to the conditions of this agreement.

1. DEFINITIONS

Unless otherwise expressly stated, or if the context requires otherwise, the following words and expressions, when used in this agreement, including in this introduction, shall bear the following meanings ascribed to them:

- 1.1 **“Agreement”** means this service-level agreement and shall include any annexures, schedules, attachments, appendices and/or any addenda hereto or incorporated herein by reference, as amended from time to time;
- 1.2 **“Business day”** means any day from Monday to Friday, excluding public holidays, as defined in the Public Holidays Act, 1994 (Act 36 of 1994), as amended from time to time;
- 1.3 **“Business week”** means five consecutive business days, excluding public holidays as defined in the Public Holidays Act, 1994;
- 1.4 **“City”** means the City of Tshwane Metropolitan Municipality, a metropolitan municipality established in terms of Section 12 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998);
- 1.5 **“Contact persons”** means persons identified by the parties as persons who are responsible for the execution of the agreement and whose names are set out in Clause 35 below and who can be substituted in writing from time to time;
- 1.6 **“Contract price”** means the amount reflected as the contract price in Clause 9 below;
- 1.7 **“Contract period”** means the contract period as reflected in Clause 6 below;
- 1.8 **“Effective date”**, notwithstanding the signature date, means _____;
- 1.9 **“Intellectual property”** means patents, designs, know-how, copyright, trademarks and all rights having an equivalent or similar effect which may exist anywhere in the world, introduced and required by either party to give effect to

their obligations under this agreement, owned in whole or in part by, or licenced to either party before the commencement date or developed after the commencement date, and includes all further additions and improvements to the intellectual property, otherwise pursuant to this agreement;

- 1.10 **“Month”** means a calendar month;
- 1.11 **“Parties”** means the City of Tshwane and the service provider and “party” means either of these, as the context requires;
- 1.12 **“Services”** means services to be provided by the service provider to the City as detailed in Clause 8 below;
- 1.13 **“Service provider”** means _____, a company duly incorporated in accordance with the company laws of the Republic of South Africa with company registration number: _____;
- 1.14 **“Signature date”** means the date of signature of this agreement by the party signing last;
- 1.15 **“Subcontract”** means any contract, agreement or proposed contract between the service provider and any third party whereby that third party agrees to provide to the service provider the services or any part thereof;
- 1.16 **“Subcontractor”** means the third party with whom the service provider enters into a subcontract;
- 1.17 **“Tax invoice”** means the document, as required by Section 20 of the Value-added Tax Act, 1991 (Act 89 of 1991), as amended from time to time;
- 1.18 **“VAT”** means value-added tax, as defined in terms of the Value-added Tax Act, 1991.

2. INTERPRETATION

- 2.1 Headings and subheadings are inserted for information purposes only and shall not be used in the interpretation of this agreement.
- 2.2 Unless the context clearly indicates a contrary intention, any word that connotes –
 - 2.2.1 any singular shall be deemed to include a reference to the plural and *vice versa*;
 - 2.2.2 any one gender shall be deemed to include a reference to any other gender; and
 - 2.2.3 a natural person shall be deemed to include a reference to a legal or juristic person.

- 2.3 The expiry or termination of this agreement shall not affect provisions of this agreement, which expressly provide that they will operate after any such expiry or termination of this agreement. Provisions of necessity shall continue to have been effective after such expiry or termination of this agreement, notwithstanding that the clauses themselves do not expressly provide for this.
- 2.4 The rule of interpretation that a written agreement shall be interpreted against the party responsible for the drafting or preparation of that agreement shall not apply.
- 2.5 Where figures are referred to in numerals and in words and there is any conflict between the two, the words shall prevail.
- 2.6 Any reference to any legislation is a reference to such legislation as at the signature date and as amended or re-enacted from time to time.
- 2.7 If any provision in a definition is a substantive provision that confers any rights or imposing any obligations on any party, then, notwithstanding that it is only in this interpretation clause, effect shall be given to it as if it were a substantive provision in this agreement.

3. APPOINTMENT

The City hereby appoints the service provider, who accepts such appointment, to provide the services in accordance with the terms and subject to the conditions of this agreement.

4. PURPOSE OF THE AGREEMENT

- 4.1 The purpose of this agreement is to –
- 4.1.1 formalise and regulate the working relationship between the parties;
 - 4.1.2 set out the roles and responsibilities of the parties; and
 - 4.1.3 define process and procedures to be followed by the parties.

5. RELATIONSHIP

Nothing in this agreement shall constitute or be deemed to constitute a partnership or joint venture between the parties. Furthermore, the service provider acknowledges and agrees that its status under this agreement is that of an independent service provider and its status shall in no way be deemed to be that of an agent or employee of the City for any purpose whatsoever. The service provider shall have no authority or power to bind the City or to contract in the name of the City or create a liability against the City in any way or for any purpose.

6. DURATION

This agreement shall commence on the effective date and shall subsist for _____ years, unless terminated earlier, pursuant to Clause 32 below.

7. CONTACT PERSON

- 7.1 The work to be performed by the service provider hereunder will be supervised by City's contact person referred to in Clause 35 below.
- 7.2 The parties shall notify each other in writing from time to time of the details of the nominated contact person.
- 7.3 The contact persons shall liaise and update each other on the progress of the services rendered and shall endeavour to resolve and remedy any problems or disputes that may arise in relation to the services.
- 7.4 Either party may substitute a contact person at its discretion, provided that each party shall give the other party reasonable notice of such substitution and will provide replacement employees of equivalent ability.
- 7.5 Without derogating from the foregoing, should either party replace a contact person for any reason whatsoever, it shall ensure, to the greatest extent possible in the circumstances, that the suitable period of handover and overlap takes place, at its cost, between the new and the incumbent contact person.

8. SCOPE OF GENERAL SERVICES

The service provider shall, for the duration of this agreement, provide the services set out in the scope of work and in accordance with the deliverables and milestones attached hereto as Annexure B, including but not limited to the maintenance and support services, as provided for in Clause 20 below.

9. PRICE AND PAYMENT

- 9.1 The City shall pay to the service provider the contract price in the sum of R_____ (_____ rand), payable in accordance with the terms of the appointment letter, attached hereto as Annexure C, and subject to deliverables.
- 9.2 All payments under this agreement shall be made by electronic fund transfer or other forms of payment as the parties may agree upon from time to time, upon receipt of valid and undisputed tax invoices and month-end statements together with the supporting documentation from the service provider, once the undisputed tax invoices or such portion of the tax invoices which are undisputed become due and payable.
- 9.3 All amounts and other sums payable in terms of this agreement and schedules hereto will be stipulated exclusive of VAT, unless expressly stated otherwise.

- 9.4 Unless otherwise provided in the schedules, valid tax invoices shall be submitted together with a month-end statement. Payment against such month-end statement shall be made by the City within 30 (thirty) days after the date of receipt by the City of the service provider's statement together with the relevant valid and undisputed tax invoice(s) and supporting documentation, but in any event no later than 90 (ninety) days of receipt of such statement.
- 9.5 Where the payment of any valid and undisputed tax invoice, or any part of the said tax invoice which is not in dispute, is not made by the due date, the service provider shall be entitled to charge interest on the outstanding amount, at the service provider's prime rate of interest in force, for the period from the due date of payment until the outstanding amount is fully paid.
- 9.6 There shall be no interest levied on a tax invoice that is in dispute between the parties.
- 9.7 The City shall pay the amount reflected on a tax invoice once the City's contact person has verified that the services set out in a schedule have been rendered and the tax invoice amount has been approved by the City.
- 9.8 All tax invoices shall be addressed to the City's contact person.
- 9.9 All payments shall be transferred by the City to the service provider electronically into the service provider's bank account, the details of which are as follows:
- Bank: _____
Account type: _____
Account number: _____
Branch number: _____
- 9.10 Failure to comply with the clauses above may result in late payment of the total amount of an invoice by the service provider to the City. The City shall not be liable for any costs or damages suffered by the service provider as a result of such late payment.

10. PRICE RESTRUCTURING

- 10.1 The service provider shall be subject to a price review every year.
- 10.2 The City shall embark on a benchmarking exercise every 12 (twelve) months where the City shall benchmark the service provider's contract price against the prevailing market rates.
- 10.3 In the event that it emerges that the service provider's charges regarding the contract price and other charges under this agreement are materially higher than the reasonable benchmark ascertained by the City or that the City can acquire similar services of a like quality from another supplier at a total delivered cost that is lower than the total delivered cost of the services acquired hereunder from the service provider, the City shall have the right to notify the service provider of such total delivered cost and the service provider shall have an opportunity to adjust the contract price and any other charges hereunder, on

such a basis as to result in the same total delivered cost to the City, within 30 (thirty) calendar days of such notice.

10.4 If the service provider fails to do so or cannot legally do so, the City may –

10.4.1 acquire the services from such other supplier in which case the obligations, including, but not limited to, any purchase and sale requirements and/or commitments, if any, of the City and the service provider hereunder shall be reduced accordingly;

10.4.2 terminate this agreement without any penalty, liability or further obligation; or

10.4.3 continue under this agreement.

10.5 Within 30 (thirty) calendar days of a notice by the City or at any time the City so requests, the service provider shall certify in writing to the City that it is in compliance with this clause and shall provide all information that the City reasonably requests in order to verify such compliance.

11. SERVICE LEVELS

11.1 The service provider recognises that the City has entered into this agreement relying specifically on the service provider's representations regarding service levels including, *inter alia* –

11.1.1 capacity allocations in accordance with the service to be provided; and

11.1.2 all work to be performed and services rendered under this agreement shall comply with industry norms and best practice acceptable within the services industry and shall be executed by the service provider to the total satisfaction of the City.

11.2 The service provider shall provide suitably qualified and trained employees to provide the services to the City in terms of this agreement, and shall allocate, in its discretion, employee resources in accordance with the technical skill and knowledge required, provided that any exercise of such discretion by the service provider shall not negatively impact the provision of the services by the service provider to the City. The service provider shall also allocate employees with the technical skill and knowledge on-site at the City at all times during normal working hours, if the City so requires.

11.3 Among others, the service provider shall comply with and provide the services as set out in Clause 8 above.

12. WITHHOLDING OF PERFORMANCE

The service provider may not, under any circumstances, including, without limitation, non-payment by the City, withhold any services from the City during the currency of this agreement, unless it validly terminates this agreement, in terms of Clause 32 below.

13. PENALTY

- 13.1 Should the service provider fail to comply with its obligations in terms of this agreement, the City may –
- 13.1.1 exercise its rights in terms of Clause 31 below; or
 - 13.1.2 impose a penalty on the service provider.
- 13.2 An election of any of the above by the City shall not mean that the City has waived any other rights which the City might have in law.
- 13.3 Should the City choose to impose a penalty on the service provider, the City shall provide the service provider with a written notice requiring the service provider to remedy the default within 7 (seven) days from the date of delivery of the notice.
- 13.4 Should the service provider fail to remedy the default within 7 (seven) days after receiving the notice, the City shall be entitled, without prejudice to any alternative or additional right of action or remedy available to the City and without further notice, to impose a penalty, which penalty shall be a deduction of 10% of the monthly contract price for the contract period. For the avoidance of doubt, the penalty amount shall be 10% of the monies due for payment to the service provider monthly, in terms of Clause 9 above.
- 13.5 Should there be a dispute as to whether the failure to deliver was caused by the City or was the service provider's fault, such dispute shall be dealt with in accordance with Clause 33 below.

14. ACCESS

- 14.1 The City shall allow the service provider reasonable access to its premises, provided that –
- 14.1.1 access is related to the services to be provided by the service provider; and
 - 14.1.2 the service provider adheres to all rules, regulations and instructions applicable at the City's premises.
- 14.2 The service provider is required to notify the City every month of employees who are to provide services at the service areas and/or delivery areas.
- 14.3 The City shall grant the service provider and/or its employees, referred in Clause 14.2 above, access to its premises to perform its obligations in terms of this agreement.
- 14.4 The service provider and its employees shall at all times, when entering the premises and/or service areas and/or delivery areas of the City, comply with all rules, laws, regulations and policies of the City.

15. ORDERS OF GOODS

- 15.1 The service provider's contact person shall advise the City in writing of the goods required to enable the service provider to render the services. On the order form, the service provider shall set out the quantity, description of goods and the anticipated date of delivery of the goods ("delivery date").
- 15.2 The City shall confirm the order in writing and authorise the service provider to order the goods necessary for the provision of the service.
- 15.3 All orders for goods ordered under Clause 15 shall be for the separate account of the City, the cost of which shall be invoiced to the City by the service provider upon confirmation of the order, in terms of Clause 15.2 above. The City shall not be obliged to order the goods from the service provider and shall be entitled to use any company that it deems most suitable for the provision of the goods.

16. DELIVERY OF GOODS

- 16.1 The service provider shall deliver the goods on the delivery date.
- 16.2 Should the service provider be unable to deliver the goods on the delivery date, the service provider shall inform the City of its inability to deliver the goods, the reason therefor, and shall provide the City with a reasonable alternative delivery date, which, in any event, shall not be more than 14 (fourteen) days from the original delivery date.
- 16.3 In the event that the service provider is unable to deliver the goods on the delivery date 3 (three) times in a period of 6 (six) months, the City shall be entitled to terminate this agreement by giving the service provider one (1) month's written notice to terminate.
- 16.4 Upon delivery of the goods by the service provider, the City's contact person shall sign the delivery document provided by the service provider as acknowledgement of receipt of the goods. Such acknowledgement of receipt shall not constitute an acceptance –
 - 16.4.1 that the goods were received in good condition;
 - 16.4.2 that the goods were free of any defects;
 - 16.4.3 that the goods were fit for the purpose for which they were purchased; and/or
 - 16.4.4 of any terms and conditions of the delivery document.
- 16.5 In the event that the City notifies the service provider, within 5 (five) business days, that the goods delivered are not in accordance with the order, the City shall be entitled to return the goods to the service provider at the service provider's cost and the service provider shall deliver the replacement goods ordered within 5 (five) business days of taking delivery of the defective goods.

17. DEFECTIVE GOODS OR LATENT PRODUCTS

- 17.1 The service provider shall verify whether the goods received are in order and without any defects.
- 17.2 In the event that the City realises that the goods have any defect, including (but not limited to) manufacture and/or latent defects, the City shall inform the service provider in writing within 5 (five) days of becoming aware of the defect ("Notice of Defect").
- 17.3 Upon receipt of the Notice of Defect, the service provider shall immediately deliver replacement goods to the City within 14 (fourteen) business days of receiving the Notice of Defect, referred to in Clause 17.2 above, and replace the defective goods.
- 17.4 The cost of returning and replacing the defective goods shall be borne by the service provider.
- 17.5 The service provider shall be responsible for the replacement amount of any parts of the goods that are to be replaced in terms of this agreement.

18. AMENDMENT OR CANCELLATION OF PURCHASE ORDER

The City is entitled to cancel an order, reschedule delivery of the goods or change the delivery area and delivery date on 14 (fourteen) days' written notice to the service provider.

19. INSPECTION

- 19.1 The City may, at any time, inspect the goods and/or service levels of the service provider in terms of this agreement.
- 19.2 If the City is, at any time, dissatisfied with the service levels, the City shall, within 7 (seven) days, notify the service provider in writing of the failure or default.
- 19.3 The service provider shall immediately upon receipt of written demand by the City remedy such failure or default, within 7 (seven) business days from the date of receipt of the notice, free of charge.
- 19.4 Should the service provider fail to remedy the failure or default referred to above, the City shall have the right to impose penalties as provided for in Clause 12 above or invoke the provisions of clauses and/or Clause 31 below.
 - 19.4.1 To enable the City to determine whether the goods and/or services rendered in terms of this agreement are being complied with, the service provider shall –
 - 19.4.1.1 provide the City with such information as it may reasonably require;
 - 19.4.1.2 allow the City to inspect and take copies of any records of the service provider relating to the goods and/or services, including all hardware, software, data, information, visuals,

procedures, event logs, transaction logs, audit trails, books, records, contracts and correspondence; or

- 19.4.1.3 allow the City or its authorised representatives to conduct interviews with any of the service provider's employees, subject to reasonable notice being given to the service provider.

19.5 Service provider to provide reasonable assistance

19.5.1 Where any information is required for inspection in terms of this clause and the information is kept in a computer, the service provider shall give the City reasonable assistance required to facilitate inspection and obtain copies of the information in a visible and legible form or to inspect and check the operation of any computer and any associated apparatus or material that is or has been in use in connection with the keeping of the information.

19.5.2 Any information required to be provided to the City, pursuant to Clause 19, shall be provided by the service provider, as the case may be in such form (including a form otherwise than in writing) as the City may reasonably specify.

19.5.3 The cost of any inspection contemplated in terms of Clause 19 shall be for the account of the City unless any material irregularity or failure on the part of the service provider is determined by the City in the course of such inspection.

19.6 The inspection contemplated in this agreement will be conducted –

19.6.1 during normal business hours; and

19.6.2 where the circumstances justify it, on reasonable notice to the service provider, with the minimum interference in the provision of the services and the service provider's other operations.

20. MAINTENANCE AND SUPPORT

The essential and critical elements of the maintenance and support to be provided by the service provider to the City shall be detailed in the scope of work attached hereto as Annexure B.

21. TRAINING

If required, the service provider shall, after delivery and installation of the goods, and as part of maintenance and support, ensure that the City's nominated employees, from time to time, receive the required and necessary training relating to the nature, purpose and appropriate use of the goods.

22. SERVICE PROVIDER'S WARRANTIES AND INDEMNITIES

22.1 Service warranties

22.1.1 The service provider warrants that, in relation to each service provided in terms of this agreement, –

- 22.1.1.1 it has full capacity and authority to enter into and perform this agreement, and that this agreement is executed by duly authorised representatives of the service provider;
- 22.1.1.2 it possesses or has access to the requisite knowledge, skill and experience to provide the services in an expert manner;
- 22.1.1.3 it will discharge its obligations under this agreement and any annexure, appendix or schedule hereto with all due skill, care and diligence;
- 22.1.1.4 all work performed and services rendered under this agreement shall comply with prevailing practice, standards and specifications within the industry;
- 22.1.1.5 it will be solely responsible for the payment of remuneration and associated benefits, if any, of its personnel and for withholding and remitting income tax for its personnel in conformance with any applicable laws and regulations;
- 22.1.1.6 the use or possession by the City of any materials will not subject the City to any claim for infringement of any intellectual property rights of any third party;
- 22.1.1.7 it will, with promptness and diligence, and in a skilful manner and in accordance with the practices and professional standards of operations, perform services and/or deliver goods;
- 22.1.1.8 its services and/or goods will, in all aspects, comply with industry norms and best practice to the satisfaction of the City with regard to materials and workmanship;
- 22.1.1.9 it will use and adopt any standards, processes and procedures required under this agreement;
- 22.1.1.10 it shall employ suitably qualified and trained employees to provide the services and/or goods to the City and it shall allocate employees in accordance with the technical skills and knowledge required;
- 22.1.1.11 the goods and/or services will be free from any defects in material and workmanship;
- 22.1.1.12 it will maintain and cause to be maintained the highest standard of workmanship and care in undertaking the services and/or processing the goods;

- 22.1.1.13 it will maintain and cause to be maintained the highest standard of care and diligence in providing the services, maintenance and support;
- 22.1.1.14 it will ensure that all applicable laws are observed;
- 22.1.1.15 without derogating from the generality of the foregoing, it will strictly adhere to any or all laws, regulations and accepted procedures with regard to health, hygiene and the maintaining of the environment in the manufacture, packaging, labelling, identification, storage and transportation of the goods; and
- 22.1.1.16 it guarantees that the goods shall be in good working condition for the warranty and/or maintenance period of the goods, and that the service provider shall be responsible for the costs of repair of the goods should the goods require to be repaired to their normal use.

22.2 Indemnity

22.2.1 The service provider hereby indemnifies the City against any claim which may be brought against the City by the service provider's personnel or a third party arising from the execution of this agreement or which arises against the City as a result of the service provider's breach of any of the provisions of this agreement. This is provided that the City notifies the service provider in writing within a reasonable time, and, in any event, no less than 14 (fourteen) business days of the City becoming aware of any such claim to enable the service provider to take steps to contest it. The City shall provide the service provider with such reasonable assistance as may be necessary to enable the service provider to defend the claim to the extent only that it is in a position to render such assistance. The service provider may, within 5 (five) business days of receipt of written notice from the City aforesaid, elect in writing to contest such a claim in the name of the City and shall be entitled to control the proceedings in regard thereto. This is provided that the service provider indemnifies the City against all and any costs (including attorney and own client costs) which may be incurred by or awarded against the City as a consequence of the defence of the claim.

23. SERVICE PROVIDER'S PERSONNEL

23.1 Liability for criminal acts of employees

The service provider shall be liable to the City for any loss that the City or any third party may suffer as a result of any theft, fraud or other criminal act of any employee of the service provider which arises within the course and scope of such employee's employment with the service provider.

23.2 Character of employees

- 23.2.1 Due to the confidential nature of certain aspects of the services and the position of trust which the service provider's employees will fulfil, the service provider hereby undertakes to use its best commercial endeavours to ensure that it only assigns to the City employees who are fit and proper persons, who display the highest standards of personal integrity and honesty, and who have not, to their knowledge, been convicted of any crime.
- 23.2.2 The service provider shall, at its own cost, conduct all reasonable background checks into its employees before using them to provide the services in terms of this agreement.
- 23.3 The City shall conduct all reasonable background checks into the service provider's employees from time to time, where it deems it necessary to do so.

24. STATUTORY AND EMPLOYMENT ISSUES

- 24.1 The service provider shall comply with all employment legislation

24.1.1 The service provider warrants that it has full knowledge of all relevant statutory, collective and other stipulations applicable to the relationship with its personnel and its relationship with the City. This includes, but is not limited to, the Labour Relations Act, 1995 (Act 66 of 1995), the Basic Conditions of Employment Act, 1977 (Act 75 of 1997), the Employment Equity Act, 1998 (Act 55 of 1998) and any other applicable employment legislation currently in force.

24.1.2 The service provider warrants further that it is not and will not in future be in contravention of any of the provisions of any such legislation and in the event of such contravention, the service provider shall immediately take all steps to remedy such contravention. If the City advises the service provider of any contravention of such legislation in writing, the service provider shall, within 10 (ten) days after receipt of such notice, take all steps necessary to remedy such contravention and shall keep the City informed regarding the steps taken and the implementation and result thereof.

24.2 No employment

The service provider warrants that none of its personnel shall be regarded as employees of the City. The service provider shall assist to defend and bear all costs in the event that the City is required to defend a claim, whether civil or employment related, instituted against it by the service provider's personnel should the City defend the matter. The service provider hereby indemnifies the City against all and any costs (including attorney and own client costs) which may be incurred by or awarded against the City as a consequence of the defence of the claim.

24.3 Occupational Health and Safety Act, 1993

The service provider shall be responsible for ensuring compliance with all the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993)

and it indemnifies the City against any claim which may arise in respect of such act by its personnel against the City.

25. SUBCONTRACTING

- 25.1 The service provider may not subcontract the whole of or any portion of the services in terms of this agreement to any third party without the prior consent of the City.
- 25.2 In the event the service provider wishes to subcontract the whole of or any portion of the services in terms of this agreement, it shall apply to the City in writing for consent to do so.
- 25.3 In its application, the service provider shall give the name of the subcontractor, the subcontractor's obligations, the proposed date of commencement of the subcontract, which shall include the fees payable to the subcontractor, and a report of the background security check on the subcontractor's suitability, financial and otherwise.
- 25.4 The City may, in its sole and absolute discretion, refuse consent to subcontract. In the event the City approves the subcontracting of the whole of or any portion of the services in terms of this agreement, –
 - 25.4.1 the service provider shall ensure that the subcontractor's BBBEE level is equal or better than that of the service provider, its price is competitive and it has the capacity to provide the service;
 - 25.4.2 such subcontracting shall not absolve the service provider from the responsibility of achieving the service levels or complying with its obligations in terms of this agreement, and the service provider hereby indemnifies and holds the City harmless against any loss, harm or damage which the City may suffer as a result of such subcontracting;
 - 25.4.3 the service provider shall, at all times, remain the sole point of contact for the City in respect of the acquisition of services by the City; and
 - 25.4.4 no such subcontracting shall have any effect on the contract price and charges payable by the City to the service provider in terms of this agreement.

26. CONFIDENTIALITY

- 26.1 The service provider acknowledges that all information relating to the City's confidential business and technical information, data, documents or other information necessary or useful for the carrying on by the City of its business which shall include, but shall not be limited to, operating procedures, quality control procedures, approximate operation personnel requirements, descriptions, trade names and trademarks, know how, techniques, technology, information relating to clients, customers, suppliers and relevant authorities, copyright, trade secrets and all goodwill relating to the business and any other intellectual property rights, technical data and documents in whole or in part, used by the City in respect of its business ("confidential information") shall

remain confidential and shall not be made known unless the City has given written consent to do so.

- 26.2 The information provided by the City in the context of this agreement is confidential information and the service provider shall take all reasonable measures to keep the information confidential and will only use the information for the purpose for which it was provided.
- 26.3 The service provider undertakes to not disclose any such confidential information. However, there will be no obligation of confidentiality or restriction on use where –
 - 26.3.1 the information is publicly available, or becomes publicly available otherwise than by action of the receiving party;
 - 26.3.2 the information was already known to the receiving party (as evidenced by its written records) prior to its receipt under this or any previous agreement between the parties or their affiliates; or
 - 26.3.3 the information was received from a third party not in breach of an obligation of confidentiality.

27. INTELLECTUAL PROPERTY RIGHTS

- 27.1 All intellectual property rights of the contractor and/or third party vest in the contractor and/or third party, as appropriate.
- 27.2 All rights in the City name and logo remain the absolute property of the City.
- 27.3 The contractor warrants that no aspect of the services provided in terms thereof will infringe any patent, design, copyright, trademark, trade secret or other proprietary right of any third party.
- 27.4 The contractor shall promptly notify the City, in writing, of any infringement or apparent or threatened infringement or any circumstances which may potentially give rise to an infringement, or any actions, claims or demands in relation to any intellectual property rights.
- 27.5 In the event the City becomes aware of any such infringement, the contractor shall, at its cost, defend the City against any claim that the services infringe any such third party intellectual property rights, provided that the City gives notice to the contractor of such claim and the contractor controls the defence thereof. The contractor further indemnifies the City against, and undertakes that it will pay all costs, damages and attorney fees, if any, finally awarded against the City in any action which is attributable to such claim and will reimburse the City with all costs reasonably incurred by the City in connection with any such action.
- 27.6 Should any claim be made against the City by any third party in terms of Clause 27.1 above, the City shall give the contractor written notice thereof within 3 (three) days of becoming aware of such claim to enable the contractor to take steps to contest it.

27.7 Should any third party succeed in its claim for the infringement of any third party proprietary rights, the contractor shall, at its discretion and within 30 (thirty) days of the services having been found to infringe, at its own cost, –

27.7.1 obtain for the City the right to continue using the subject of infringement or the parts thereof which constitute the infringement;

27.7.2 replace the subject of infringement or the parts thereof which constitute the infringement with another product or service which does not infringe and which is materially similar to the subject of infringement;

27.7.3 alter the subject of infringement in such a way as to render it non-infringing while still in all respects operating in substantially the same manner as the subject of infringement; or

27.7.4 withdraw the subject of infringement.

28. FORCE MAJEURE

28.1 For the purposes hereof, “*force majeure*” shall mean civil strife, riots, insurrection, sabotage, national emergency, acts of war of public enemy, rationing of supplies, flood, storm, fire or any other like forces of nature beyond the reasonable control of the party claiming *force majeure* and comprehended in the terms thereof.

28.2 If *force majeure* causes delays in or failure or partial failure of performance by a party of all or any of its obligations hereunder, this agreement shall be suspended for the period agreed in writing between the parties.

28.3 In the event of circumstances arising which the other party believes that it constitutes a *force majeure* (“the affected party”), such affected party shall send, within 5 (five) days from the interrupting circumstances, a written notice of the interrupting circumstances specifying the nature and date of commencement of the interrupting event to the other party. The parties shall agree, in writing, to suspend the implementation of this agreement for a specific period (“agreed period”).

28.4 In the event that both parties reasonably believe that the affected party shall be unable to continue to perform its obligations after the agreed period, either party shall be entitled to terminate this agreement without further notice to the other party.

28.5 The party whose performance is interrupted by the interrupting circumstances shall be entitled, provided that such party shall have given notice to that effect with a written notice of the interrupting circumstances as provided above, to extend the period of this agreement by a period equal to the time that its performance is so prevented.

29. CESSION

The service provider shall not be entitled to cede, assign or transfer in any other way and/or alienate its rights and obligations in terms of this agreement without the prior written consent of the City.

30. CHANGE OF CONTROL OR CIRCUMSTANCE

- 30.1 The service provider shall notify the City in writing of any change in the service provider's shareholding or membership or any change in the service provider's subsidiary companies or holding or its affiliates (such change shall be considered a material change in the constitution and identity of the service provider). The City may terminate this agreement upon becoming aware of such material change.
- 30.2 The parties agree that should there be a change, as envisaged in Clause 30.1 above, the service provider will no longer exist and a new third party or entity shall have been constituted. In this regard, such third party shall not be entitled to inherit any of the service provider's rights and obligations in terms of this agreement, which will only be transferred to the new entity in writing by the City following the City's satisfaction and approval in writing of such new entity.
- 30.3 The service provider shall further notify the City of any material changes or circumstance which might have led the City to appoint the service provider to provide the goods and/or services. In the event that any material change or circumstance occurs and the service provider fails to inform the City of such a change or circumstance, the service provider shall be deemed to have breached a material term of this agreement and the City shall be entitled to cancel the agreement on 1 (one) month's prior notice.

31. BREACH

- 31.1 Subject to Clause 30.3 above, should either party commit a breach of any term of this agreement ("the defaulting party") then the affected party ("aggrieved party") shall be entitled to inform the defaulting party in writing to remedy such failure or default within 5 (five) business days. Should the defaulting party fail to remedy the breach within 5 (five) business days after receipt of the notice, the aggrieved party shall be entitled, without prejudice to any of its rights under this agreement or law, to –
- 31.1.1 immediately terminate this agreement without giving written notice and claim damages (which shall include legal costs on an attorney or client scale);
- 31.1.2 request specific performance and claim damages (which shall include legal costs on an attorney or client scale); or
- 31.1.3 impose penalties as provided for in Clause 13 above.

32. EARLY TERMINATION

The City shall have the right to terminate this agreement by giving 30 (thirty) days' notice in writing to the service provider of its intention to terminate the agreement.

33. DISPUTES

33.1 Save for Clause 31 above or any other clause in this agreement which provides for its own remedy, should any dispute arise between the parties in respect of or pursuant to this agreement, including, without limiting the generality of the foregoing, any dispute relating to –

33.1.1 the interpretation of the agreement;

33.1.2 the performance of any of the terms of the agreement;

33.1.3 any of the parties' rights and obligations;

33.1.4 any procedure to be followed;

33.1.5 the termination or cancellation or breach of this agreement; or

33.1.6 the rectification or repudiation of this agreement,

any party may give the other party written notice of such dispute, in which event the provisions below shall apply.

33.2 Within 7 (seven) days of the declaration of such dispute, the parties' representatives or their nominated persons shall meet in the spirit of goodwill and endeavour to resolve the dispute, failing which (and without prejudice to any other alternative dispute resolution to which the parties may agree, either prior to or concurrently with arbitration) the provisions of Clause 33 shall apply.

33.3 If the parties are unable to resolve the dispute within 14 (fourteen) days of the notice of the dispute (or such longer period as they may have agreed to in writing), then either party may, on written notice to the other party, require that the dispute be submitted to and decided by arbitration, in terms of the Arbitration Act, 1965 (Act 42 of 1965).

33.4 The arbitration shall be held under the provisions of the Arbitration Act, 1965 provided that the arbitration shall be –

33.4.1 at any place which the parties agree, in writing, to be mutually convenient; and

33.4.2 in accordance with such formalities and/or procedures as may be settled by the arbitrator and may be held in an informal and summary manner, on the basis that it shall not be necessary to observe or carry out the usual formalities of procedure, pleadings and/or discovery or respect rules of evidence.

33.5 If the arbitration is –

33.5.1 a legal matter, then the arbitrator shall be a practising advocate or a practising attorney of no less than 10 (ten) years' standing;

- 33.5.2 an accounting matter, then the arbitrator shall be a practising chartered accountant of no less than 10 (ten) years' standing; and
- 33.5.3 any other matter, then the arbitrator shall be any independent person agreed upon between the parties.
- 33.6 Should the parties fail to agree on an arbitrator within 14 (fourteen) days after the arbitration has been demanded, then the arbitrator shall be nominated at the request of either of the parties, by the president for the time being of the Law Society of the Northern Provinces.
- 33.7 Should the parties fail to agree whether the dispute is of a legal, accounting or other nature within 7 (seven) days after the arbitration has been demanded, it shall be deemed to be a dispute of a legal nature.
- 33.8 The arbitrator may –
 - 33.8.1 investigate or cause to be investigated any matter, fact or thing which he/she considers necessary or desirable in connection with the dispute and, for that purpose, shall have the widest powers of investigating all documents and records of any party that have a bearing on the dispute;
 - 33.8.2 interview and question under oath the parties or any of their representatives;
 - 33.8.3 decide the dispute according to what he/she considers just and equitable in the circumstances; and
 - 33.8.4 make such award, including an award for specific performance, damages or otherwise, as he/she in his/her discretion may deem fit and appropriate. The arbitration shall be held as quickly as possible after it is requested, with a view to it being completed within 30 (thirty) days after it has been so requested.
- 33.9 The arbitrator's decision and award shall be in writing with reasons and shall be subject to appeal by either party.
- 33.10 Subject to the provisions of Clause 33.9 above, the arbitrator's award may, on application by either party to a court of competent jurisdiction and after due notice is given to the other party, be made an order of court.
- 33.11 Notwithstanding the provisions of Clauses 33.1, 33.2, 33.3, 33.4, 33.5, 33.6 and 33.7 above, in the event of either party having a claim against the other party for a liquidated amount or an amount which arises from a liquid document, or for an interdict or other urgent relief, then the other party having such a claim shall be entitled to institute action therefor in a court of law rather than in terms of the above clauses, notwithstanding the fact that the other party may dispute the claim.

- 33.12 The provisions of Clause 33 are severable from the rest of this agreement and shall remain in effect even where this agreement is terminated or cancelled for any reason.

34. LAWS AND JURISDICTION

- 34.1 This agreement shall be governed by and interpreted according to the law of the Republic of South Africa.
- 34.2 Each party submits to the exclusive jurisdiction of the South African courts in respect of any matter arising from or in connection with this agreement, including its termination. Each party further consents to the jurisdiction of the High Court of South Africa (North Gauteng High Court (in Pretoria)).

35. NOTICES AND COMMUNICATION

- 35.1 The Parties choose, as their respective *domicilium citandi et executandi* (hereinafter referred to as the "*domicilium*") and for the delivery of any notices arising out of the agreement or its termination or cancellation, whether in respect of court process, notices or other documents or communication of whatsoever nature (including the exercise of any option), the address, as set out below.

35.1.1 The City:

2nd Floor, Block D
Tshwane House
320 Madiba Street
Pretoria CBD
0001

Attention: _____
Telephone: _____
Fax: 086 214 9544
Email: _____

35.1.2 The service provider:

Attention: _____
Telephone: _____
Fax: _____
Email: _____

- 35.2 Each party shall be entitled, from time to time, by written notice to the other party, to vary its *domicilium* to any other address, which is not a post office box or *poste restante*.

- 35.3 Any notice given and any payment made by any party to another party (hereinafter referred to as “the addressee”) which –
- 35.3.1 is delivered by hand during normal business hours of the addressee at the addressee’s *domicilium*, shall be deemed, until the contrary is proved by the addressee, to have been received by the addressee at the time of delivery;
 - 35.3.2 is posted by prepaid registered post to the addressee at the addressee’s *domicilium* shall be deemed, until the contrary is proved by the addressee, to have been received on the 7th (seventh) day after the date of posting; or
 - 35.3.3 is sent by email or facsimile machine shall be deemed, until the contrary is proven by the addressee, to have been received within 1 (one) hour of transmission where it is transmitted during business hours of the receiving instrument and at noon on the following business day (excluding Saturdays) where it is transmitted outside such business hours.
- 35.4 Any notice or communication required or permitted in terms of this agreement shall be valid and effective only if in writing, but it shall be competent to give notice by facsimile.
- 35.5 Notwithstanding anything to the contrary in this agreement, a notice or communication actually received by one party shall be an adequate notice or communication notwithstanding that it was not sent to or delivered at the chosen *domicilium citandi et executandi*.

36. GENERAL AND MISCELLANEOUS

36.1 Sole record of agreement

This agreement constitutes the sole record of the agreement between the parties with regard to the subject matter hereof. No party shall be bound by any express or implied term, representation, warranty, promise or the like not recorded herein.

36.2 No amendment except in writing

No addition to, variation of or agreed cancellation of this agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties. Any alleged waiver of this requirement must itself be reduced to writing and signed by the relevant party to be of any effect.

36.3 Waivers

No relaxation or indulgence which any party may grant to any other shall constitute a waiver of the rights of that party and shall not preclude that party from exercising any rights which may have arisen in the past or which might arise in future.

36.4 **Survival of obligations**

Any provision of this agreement which contemplates performance or observance subsequent to any termination or expiration of this agreement shall survive any termination or expiration of this agreement and continue in full force and effect.

36.5 **Approvals and consents**

An approval or consent given by a party under this agreement shall only be valid if in writing and shall not relieve the other party from the responsibility of complying with the requirements of this agreement nor shall it be construed as a waiver of any rights under this agreement, except as and to the extent otherwise expressly provided in such approval or consent, or elsewhere in this agreement. Any alleged waiver of the requirement that the approval or consent must be in writing must itself be reduced to writing and signed by the relevant party to be of any effect.

37. **EXECUTION**

37.1 This agreement may be executed in several counterparts, which shall each be deemed an original, but all of which shall constitute one and the same instrument. A facsimile shall constitute a valid counterpart for all purposes hereunder.

37.2 The signatories to this agreement, by their signature, warrant their authority to enter into this agreement and the capacity of their principal, if signing in a representative capacity, to enter into this agreement.

Signed at on this day of 20.....

Witnesses:

1.

2.

For and on behalf of **the City of
Tshwane Metropolitan
Municipality**
(duly represented by Mr Johann
Mettler)

Signed at on this day of 20.....

Witnesses:

1.
2.

For and on behalf of

(duly represented by

_____)

ANNEXURE A

RESOLUTION OF THE BOARD

Resolution by the board of directors of _____
(the "company") made at a meeting held at _____ on
_____ 20__.

NOTED: THAT _____ intends to enter into an agreement with the City of Tshwane Metropolitan Municipality in terms of which the company shall provide various services (the "agreement") on the terms and subject to the conditions of the agreement to which this resolution is attached as Annexure A.

RESOLVED:

THAT the company approves and enters into the agreement on the terms and subject to the conditions of the agreement to which this resolution is attached.

THAT _____ in his/her capacity as a _____ of the company, be and is hereby authorised to negotiate, settle and sign the agreement attached hereto, and to sign all documentation and do all things necessary to give effect to the aforesaid resolutions on behalf of the company.

Read and confirmed

CHAIRPERSON/COMPANY SECRETARY

ANNEXURE B

SCOPE OF WORK AND DELIVERABLES

ANNEXURE C
PAYMENT TERMS