



## INVITATION TO QUOTE

|                                                           |                                                                                                                                                                                     |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RFQ NUMBER:</b>                                        | 2024/04/26 EKZNW                                                                                                                                                                    |
| <b>DESCRIPTION OF GOODS/SERVICE/WORK REQUIRED:</b>        | <b>APPOINTMENT OF A REGISTERED PROFESSIONAL ELECTRICAL ENGINEER FOR SOLAR ENERGY INSTALLATION AND ELECTRICAL INFRASTRUCTURE REFURBISHMENT AT MPILA CAMP, HLUHLUWE IMFOLOZI PARK</b> |
| <b>COMPULSORY BRIEFING SESSION DATE &amp; ADDRESS:</b>    | Date: 02 May 2024<br>Time: 11:00am<br>Venue: MPILA CAMP                                                                                                                             |
| <b>CLOSING DATE AND TIME:</b>                             | 08 May 2024<br>Time : 17:00pm                                                                                                                                                       |
| <b>BID VALIDITY PERIOD:</b>                               | 60 calendar days (commencing from the Closing Date)                                                                                                                                 |
| <b>QUOTATION DOCUMENT MUST BE SUBMITTED BY E-MAIL TO:</b> | <a href="mailto:procurement@kznwildlife.com">procurement@kznwildlife.com</a>                                                                                                        |
| <b>FOR ATTENTION:</b>                                     | Mr Kwanele Mbatha                                                                                                                                                                   |

|                           |  |
|---------------------------|--|
| <b>NAME OF BIDDER:</b>    |  |
| <b>QUOTE PRICE</b>        |  |
| <b>BIDDERS SIGNATURE:</b> |  |

## **SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, EZEMVELO KZN WILDLIFE SUPPLY CHAIN MANAGEMENT POLICY AND ALL OTHER PRESCRIPTS THAT REGULATE PUBLIC PROCUREMENT IN THE REPUBLIC OF SOUTH AFRICA.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the quotation forms be retyped or redrafted.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be accurately completed. Bidders must ensure that all questions are answered. If questioned are "not applicable", bidders must ensure that "N/A" is indicated in the relevant space. It is not permissible to leave blank spaces or unanswered questions. Bidders will only be considered if the quotation document is accurately completed and accompanied by all relevant certificates and other necessary applicable information. Failure to comply with the same will invalidate your quote.
5. Any alteration made by the bidder must be initialed.
6. Bidder must initial each and every page of the quotation document.
7. For compulsory briefing sessions - Bidders must ensure that during a briefing session, the attendance register is signed. Failure to sign the attendance will result in the bid being disqualified.
8. "Proof of B-BBEE status level of contributor" means-
  - (a) the B-BBEE status level certificate issued by an authorised body or person;
  - (b) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
  - (c) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;

## REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website [www.csd.gov.za](http://www.csd.gov.za)
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Ezemvelo KZN Wildlife may, without prejudice to any other legal rights or remedies it may have;
  - 3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favorable bid is accepted or less favorable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative)  
 ....., WHO

REPRESENTS (state name of bidder)  
 .....CSD Registration

Number.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:** .....

## PART A INVITATION TO BID

|                                                                                                                                                                       |                                                                                                                                                                              |               |                                                                          |                                                                        |                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS OF THE EZEMVELO KZN WILDLIFE</b>                                                                                  |                                                                                                                                                                              |               |                                                                          |                                                                        |                                                                                                           |
| RFQ NUMBER:                                                                                                                                                           | 2024/04/26 EKZNW                                                                                                                                                             | CLOSING DATE: | 08 May 2024                                                              | CLOSING TIME:                                                          | 17:00pm                                                                                                   |
| DESCRIPTION                                                                                                                                                           | APPOINTMENT OF A REGISTERED PROFESSIONAL ELECTRICAL ENGINEER FOR SOLAR ENERGY INSTALLATION AND ELECTRICAL INFRASTRUCTURE REFURBISHMENT AT MPILA CAMP, HLUHLUWE IMFOLOZI PARK |               |                                                                          |                                                                        |                                                                                                           |
| <b>BID RESPONSE DOCUMENTS MUST BE DEPOSITED TO THE FOLLOWING ADDRESS:</b>                                                                                             |                                                                                                                                                                              |               |                                                                          |                                                                        |                                                                                                           |
| QUOTATION DOCUMENT MUST BE SUBMITTED BY E-MAIL TO: <a href="mailto:procurement@kznwildlife.com">procurement@kznwildlife.com</a>                                       |                                                                                                                                                                              |               |                                                                          |                                                                        |                                                                                                           |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                 |                                                                                                                                                                              |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                           |                                                                        |                                                                                                           |
| CONTACT PERSON                                                                                                                                                        | Mr Kwanele Mbatha                                                                                                                                                            |               | CONTACT PERSON                                                           | Ms B Mazibuko                                                          |                                                                                                           |
| TELEPHONE NUMBER                                                                                                                                                      | 033 845 1187                                                                                                                                                                 |               | TELEPHONE NUMBER                                                         | 033 845 19115                                                          |                                                                                                           |
| FACSIMILE NUMBER                                                                                                                                                      |                                                                                                                                                                              |               | FACSIMILE NUMBER                                                         |                                                                        |                                                                                                           |
| E-MAIL ADDRESS                                                                                                                                                        | <a href="mailto:Mbathak@kznwildlife.com">Mbathak@kznwildlife.com</a>                                                                                                         |               | E-MAIL ADDRESS                                                           | <a href="mailto:mazibukb@kznwildlife.com">mazibukb@kznwildlife.com</a> |                                                                                                           |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                           |                                                                                                                                                                              |               |                                                                          |                                                                        |                                                                                                           |
| NAME OF BIDDER                                                                                                                                                        |                                                                                                                                                                              |               |                                                                          |                                                                        |                                                                                                           |
| POSTAL ADDRESS                                                                                                                                                        |                                                                                                                                                                              |               |                                                                          |                                                                        |                                                                                                           |
| STREET ADDRESS                                                                                                                                                        |                                                                                                                                                                              |               |                                                                          |                                                                        |                                                                                                           |
| TELEPHONE NUMBER                                                                                                                                                      | CODE                                                                                                                                                                         |               | NUMBER                                                                   |                                                                        |                                                                                                           |
| CELLPHONE NUMBER                                                                                                                                                      |                                                                                                                                                                              |               |                                                                          |                                                                        |                                                                                                           |
| FACSIMILE NUMBER                                                                                                                                                      | CODE                                                                                                                                                                         |               | NUMBER                                                                   |                                                                        |                                                                                                           |
| E-MAIL ADDRESS                                                                                                                                                        |                                                                                                                                                                              |               |                                                                          |                                                                        |                                                                                                           |
| VAT REGISTRATION NUMBER                                                                                                                                               |                                                                                                                                                                              |               |                                                                          |                                                                        |                                                                                                           |
| SUPPLIER COMPLIANCE STATUS                                                                                                                                            | TAX COMPLIANCE SYSTEM PIN:                                                                                                                                                   |               | OR                                                                       | CENTRAL SUPPLIER DATABASE No:                                          | MAAA                                                                                                      |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE                                                                                                                          | TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                         |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      |                                                                        | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                     |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b> |                                                                                                                                                                              |               |                                                                          |                                                                        |                                                                                                           |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[IF YES ENCLOSE PROOF]                                                                                       |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? |                                                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW ] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                     |                                                                                                                                                                              |               |                                                                          |                                                                        |                                                                                                           |

|                                                                                                                                                                                                                          |                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                                | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                               | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                    | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                                | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER.3 BELOW.</b> |                                                          |

## PART B TERMS AND CONDITIONS FOR BIDDING

|                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                      |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                                   |
| 1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>                                                                                                    |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| 1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                                                                                         |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                          |
| 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.                                                                                                                                                                                 |
| 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.                                                              |
| 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.                                                                                                                         |
| 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.                                                                                                                                                                   |
| 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.                                                                                             |
| 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.                                                                                                          |
| 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."                        |

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

### SBD 3.3

**PRICING SCHEDULE**  
**(Professional Services)**

|                       |                   |
|-----------------------|-------------------|
| NAME OF BIDDER: ..... | BID NO.: .....    |
| CLOSING TIME 17:00 pm | CLOSING DATE..... |

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

| Description                                                                                                                                                                                                 | Amount<br>excl.vat | Amount Inc. Vat |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------|
| <b>APPOINTMENT OF A REGISTERED<br/>PROFESSIONAL ELECTRICAL<br/>ENGINEER FOR SOLAR ENERGY<br/>INSTALLATION AND ELECTRICAL<br/>INFRASTRUCTURE REFURBISHMENT<br/>AT MPILA CAMP, HLUHLUWE<br/>IMFOLOZI PARK</b> |                    |                 |

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
3. Persons who will be involved in the project and rates applicable (certified invoices must be rendered in terms hereof)phases according to which the project will be completed, cost per phase and man-days to be spent
4. Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.
5. Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

**SBD 4**

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1. If so, furnish particulars:

.....  
.....

2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

|                    |                         |
|--------------------|-------------------------|
| .....<br>Signature | .....<br>Date           |
| .....<br>Position  | .....<br>Name of bidder |

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## 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** preference point system.
- b) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

|                                                             |           |                                                             |
|-------------------------------------------------------------|-----------|-------------------------------------------------------------|
| <b>80/20</b>                                                | <b>or</b> | <b>90/10</b>                                                |
| $P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ | or        | $P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ |

Where

$P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{min}$  = Price of lowest acceptable tender

### 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:

|                                                             |           |                                                             |
|-------------------------------------------------------------|-----------|-------------------------------------------------------------|
| <b>80/20</b>                                                | <b>or</b> | <b>90/10</b>                                                |
| $P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$ | or        | $P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$ |

Where

$P_s$  = Points scored for price of tender under consideration  
 Report any Unethical Activity Without Fear of Victimization – Whistle Blow 0800 221 126 anytime  
 Page 10 of 36

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.**

***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.)***

| The specific goals allocated points in terms of this tender | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed<br>(80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 51% Black owned enterprise                                  | 10                                                                                      |                                                                                 |
| 51% owned by Black people who are women                     | 05                                                                                      |                                                                                 |
| 51% owned by Black people who are youth                     | 05                                                                                      |                                                                                 |

#### 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

Report any Unethical Activity Without Fear of Victimization – Whistle Blow 0800 221 126 anytime

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

[TICK APPLICABLE BOX]

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

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

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

## AUTHORITY TO SIGN A BID

The bidder must indicate the enterprise status by signing the appropriate box hereunder.

| (I)<br>CLOSE<br>CORPORATION | (II)<br>COMPANIES | (III)<br>SOLE<br>PROPRIETOR | (IV)<br>PARTNERSHIP | (V)<br>CO-<br>OPERATIVE | (VI)<br>JOINT VENTURE /<br>CONSORTIUM |  |
|-----------------------------|-------------------|-----------------------------|---------------------|-------------------------|---------------------------------------|--|
|                             |                   |                             |                     |                         | Incorporated                          |  |
|                             |                   |                             |                     |                         | Unincorporated                        |  |

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....  
 hereby authorise Mr/Mrs/Ms .....  
 acting in the capacity of .....  
 whose signature is .....  
 to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

| NAME | ADDRESS | SIGNATURE | DATE |
|------|---------|-----------|------|
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |

*(if the space provided is not enough please list all the director in the resolution letter)*

**Note:**

The following document must be attached to this form according to the status of the enterprise, in the form of a resolution authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise, and **such resolution shall include a specimen signature of the signatory.**

|                             |                                                                                                  |
|-----------------------------|--------------------------------------------------------------------------------------------------|
| Co-operative:               | Resolution letter from the directors                                                             |
| Close Corporation:          | Resolution letter from the directors                                                             |
| Company:                    | Resolution letter from the director/s                                                            |
| Sole Proprietor:            | Resolution letter from the director                                                              |
| Partnership:                | Resolution letter from the director                                                              |
| Joint Venture / Consortium: | Resolution/agreement passed/reached' signed by the authorised representatives of the enterprises |

**Note: Director/s may appoint themselves if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.**

**Failure to complete, sign and date this form or failure to provide the certificate(s) in the form of a resolution as described above shall result in the tender being considered non-responsive and rejected.**

## GENERAL CONDITIONS OF CONTRACT

### 1. Definitions

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 that 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.

## **2. 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](http://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.**

51. 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.
52. 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.
53. 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.
54. 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:
  - 7.4 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
  - 7.5 a cashier's or certified cheque
- 7.5.1 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**

- 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**

- 1.1. 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.

- 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**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

## **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 amendments**

- 18.1 No variation in or modification of the terms of the contract shall be made 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 contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

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

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

penalties, in which case the extension shall be ratified by the parties by amendment of contract.

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

## **22. Penalties**

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the 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.

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

## **29. Governing language**

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

## **30. Applicable law**

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

## **SPECIAL CONDITIONS OF CONTRACT**

### **1. INTRODUCTION**

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

### **2. VALIDITY PERIOD**

The offers must remain valid for a period of 60 calendar days from the closing date of the submission of bids.

### **3. NATIONAL TREASURY CENTRAL SUPPLIER DATABASE**

Tenderers who are not registered on the National Treasury Central Supplier Database at close of tender, shall submit a copy of their application of registration, with their tender submission. Tenders received from such tenderers who have not submitted proof of their registration within 21 days after the closing date for tender submissions, will not be considered.

### **4. TAX MATTERS**

It is a condition of this bid that the tax matters of a successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Services (SARS) to meet the bidder's obligation.

The Tax Compliance status requirements are also applicable to foreign bidders/individual who wish to submit bids.

Bidder must be registered on the Central Supplier Database (CSD) and provide its CSD number.

When a Consortium, Joint Venture, Sub-contractors is involved, each party must be registered on the CSD and their tax compliance status will be verified through the Central Supplier Database. The bid will be awarded to the bidder who is tax compliant.

### **5. DECLARATION OF INTEREST (SBD 4)**

A bidder or his/her authorized representative is required to declare if the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest has any interest(s) in any other related enterprise whether or not they are bidding for this contract. The Bidder's Disclosure (SBD 4) must be completed fully and if disclosure is found not to be true and complete in every respect the bidder will be disqualified.

### **6. SPECIFIC GOALS FOR THE TENDER AND POINTS CLAIM (SBD 6.1)**

The tenderer must indicate how they claim points for specific goals and substantiate by submitting proof/ documentation stated in the conditions of this tender. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender for specific goals will be interpreted to mean that preference points are not being claimed. The failure by the tenderer to indicate the points claimed will also result in points not being allocated.

Report any Unethical Activity Without Fear of Victimization – Whistle Blow 0800 221 126 anytime

## 7. EVALUATION CRITERIA

The evaluation process will be conducted in phase as follows:

| PHASE 1                                                                |                                        | PHASE 3                                                                           |
|------------------------------------------------------------------------|----------------------------------------|-----------------------------------------------------------------------------------|
| <b>Mandatory requirement and Completeness Screening</b>                | <b>Mandatory requirement</b>           | <b>Price and Preference Points System</b>                                         |
| Compliance and completeness of proposal per the set of bid conditions. | Compliance with Mandatory requirements | The bid will be evaluated in terms of Preferential Procurement Regulations, 2022. |

### **7.1. Phase 1: Compliance and completeness screening**

- The bidder must be fully registered on the National Treasury Central Supplier Database (CSD) at the closing time of the bid.
- Bid documents must be properly received on the bid closing date and time specified on the invitation.
- Bidder must ensure compliance with their tax obligations. No tender may be awarded to any tenderer whose tax matters have not been declared by the SARS to be in order.
- In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate TCS.
- The bid document must be fully completed, dated, signed and initial every page of the bid.
- The bidder or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.
- The bidder or any of its directors/shareholders are not restricted from doing business with government in terms of SCM Practice Note 05 of 2006.
- The bidder has made the necessary disclosures on SBD4.

## 7.2 Phase 2. Mandatory Requirements

| TICK WITH 'X' APPROPRIATE COLUMN TO INDICATE COMPLIANCE WITH MANDATORY REQUIREMENTS AND SUBMIT RELEVANT DOCUMENTATION:                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------|
| Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Comply | Non-Comply |
| <p>Detailed CV of the lead Registered Professional Electrical Engineer (PR. ENG) who will be leading the team and proposed team i.e. name &amp; surname, at least 5 of years of post-registration experience, role &amp; capacity and professional registration number and listing of 5 previous project in structural infrastructure projects post registration.</p> <p>CV of each proposed project team member to include a detailed experience solar energy projects and Proof of Registration with Council / Professional Body of each proposed team members</p> |        |            |
| <p><b>Company track record:</b> A proven track record substantiated by 3 reference to entities for which similar services have been provided for during the past 10 years. This shall include the following information for each project undertaken:</p> <ul style="list-style-type: none"> <li>- Entity name</li> <li>- Contact name</li> <li>- Telephone number</li> <li>- Duration of project</li> </ul>                                                                                                                                                          |        |            |
| <p>Proof of Indemnity Insurance of R 5 000 000</p> <p>Or Written letter of intent from insurance company</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |            |

## 7.3. Phase 3: Preference Point System

- The applicable preference point system for this tender is the 80/20 preference point system.
- Points shall be awarded for price is (80) and (20) for specific goals.
- The specific goals for the tender and points claimed are indicated per the table below:

| Specific Goals for Ezemvelo KZN Wildlife                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>51% Black owned enterprise</p> <p>Proof of B-BBEE status level of contributor and completed SBD 6.1.<br/>In the case of B-BBEE certificates, the bidder must also submit the full verification report which shows the percentage of Black ownership.</p> |

- Points claimed must be substantiated by the following valid documents:
  - ✓ Proof of B-BBEE status level of contributor.
  - ✓ In the case of B-BBEE certificates, the bidder must also submit the full verification report which shows the percentage of Black women and Black Youth ownership.
  - ✓ Confirmation of bidder location in the form of a utility bill or letter from the ward Councillor.

---

## TECHNICAL SERVICES UNIT

---

---

### TERMS OF REFERENCE

---

**Appointment of a Specialist Service Provider – Electrical Engineer to assist with the preparation of Bills of Quantities, Specifications, Engineering drawings, tender and contract documentation and the project management of the construction phase**

**(Stages 1 to 6) for the:**

**Solar and Electrical Supply**  
**at Mpila Camp**  
**Imfolozi Game Reserve.**

## **1. BACKGROUND**

The Mpila Camp inside the Hluhluwe Imfolozi Park has a number of facilities, staff accommodation, camping tents, camping ablutions, staff accommodation and office facilities. The camp has no Eskom supply and is solely reliant on generators for power and gas for geyser and cooking facilities.

Ezemvelo is looking to install a solar system that will decrease the organizations' reliance on generator power and refurbish all electrical connections so that the camp is fully compliant with relevant COC's.

Ezemvelo KZN Wildlife (EKZNW) therefore requires the appointment of a Specialist Service Provider (Electrical Engineer) to assist the EKZNW Technical Services Unit with ***preparation of Bills of Quantities, Specifications, Electrical Engineering drawings, tender and contract documentation, and the project management of the construction phase (Stages 1 to 6)*** of the above-mentioned project. All professionals are to be registered with their relevant bodies at all times. No interns, candidates or unregistered persons are to be involved in the project whatsoever.

## **2. SPECIFIC OBJECTIVE**

The specific objective will be the solar installation for the camp and refurbishment of all electrical infrastructure. This will include all relevant Electrical COC's.

There will be a compulsory consultant briefing as per the attached consultants briefing certificate. Failure to attend the briefing will result in disqualification in the bidding process.

## **3. SCOPE OF SERVICES FOR ELECTRICAL ENGINEER**

The following services form part of the scope but are not limited to:

- 3.1.1** The ***Electrical Engineer*** will need to inspect the current generators and determine if it can handle the additional load as well as the condition of the generator (repairs or servicing).
- 3.1.2** The ***Electrical Engineer*** will need to determine solar needs of the camp and the proposed future staff accommodation development. Site plans of the future staff accom will be provided by EKZNW.
- 3.1.3** The ***Electrical Engineer*** will need to check all facilities for electrical compliance. Any non-compliant items will need to be addressed.
- 3.1.4** The ***Electrical Engineer*** will need to provide the specifications for all solar installation and electrical infrastructure refurbishment required. This includes bills of quantities, drawings and tender / quotation documentation required for bidding.
- 3.1.5** The ***Electrical Engineer*** is to assist with the **procurement** of suitable service providers (contractors) through the EKZNW's SCM component. It is essential that the appointed

**Electrical Engineer** have personnel who are familiar with Government Supply Chain procedures and PFMA and its regulations requirements. The **Electrical Engineer** will be responsible for the 'specification / BOQ' portion of the bid documents whilst the Departments SCM component will manage the process from advertising to receiving and opening the bids. Thereafter the **Electrical Engineer** will be required to assist with the bid evaluation and recommendation of a service provider/s so that EKZNW can award the work.

- 3.1.7 The **Electrical Engineer** will need to oversee the appointment of an electrical contractor as well as all the work to be done. Once completed the Electrical Engineer will oversee the electrical COC to ensure it is correct and compliant.
- 3.1.8 A **qualified registered Electrical Engineer** on site to assist with technical know-how and to manage contractor(s), to enable **smooth implementation by contractor(s) appointed for the construction part of the project**. This person will also check on the **amount and quality of work done** and scrutinise invoices before submission to EKZNW for payment. This person is **not** to be a student, intern or candidate.
- 3.1.9 The **Electrical Engineer** is to carry out the full services as per stages 1 to 6 for the project.
- 3.1.10 Details of Contractual Responsibilities are attached as Annexure A.

#### **4. DELIVERABLES**

- 4.1 Provide current professional registration certificates for all **Engineers** who will be on site. ***At no point during the project will unregistered professionals be allowed to fill in or act on behalf of the above-mentioned professionals. This will constitute a breach of contract and is in violation of the Engineering Profession Act, 46 of 2000. Offenders will be reported to the ECSA.***
- 4.2 Report on current status, proposed interventions and priorities as determined in consultation with the prospective beneficiaries.
- 4.3 Comprehensive Bills of quantities, drawings, including design and specifications for development of a fully operational and economically viable infrastructure.
- 4.4 Depending on the availability of funds Ezemvelo KZN Wildlife will give the go-ahead for the implementation of the work in phases which will require that the consultant ensures that all works are completed in time and within budget.
- 4.5 Provide monthly project and financial reports.
- 4.7 Submission of full closeout report (as detailed in annexure A).

#### **5. COMPETENCY AND EXPERTISE**

It is essential that the work shall be carried out by fully competent personnel with proven experience in design and project management.

It will be necessary for the appointed registered **Engineer** to understand the fundamentals and complexity of procurement and construction including electrical reticulation, electrical installations, mechanical ie generator inspections and installations and working in protected conservation areas.

### 5.1) Professional fees

Note that the estimated time indicated below is only a guideline and is not to be used for quoting purposes. Professional fees must be quoted as a % based fee and carried to the table below in the following categories: *(As Per Guideline Professional Fees Scope of Services and Tariff of Fees for Persons Registered in terms of the Engineering Profession Act, 46 of 2000 - Mechanical, electrical and electronic projects)*

|                                                  |       |
|--------------------------------------------------|-------|
| Inception (Stage 1)                              | (5%)  |
| Concept and Viability (Stage 2)                  | (15%) |
| Design Development (Stage 3)                     | (20%) |
| Documentation and Procurement (Stage 4)          | (20%) |
| Contract Administration and Inspection (Stage 5) | (35%) |
| Close Out (Stage 6)                              | (5%)  |

The final % fee payable will be based on the project budget.

Provide for attendance of monthly/bi-monthly Project site meetings over a **12 month** period, including compulsory tender site briefing.

Allow for additional time to get acquainted with the EKZNW procurement procedures to be followed if bidder has limited previous knowledge of EKZNW procurement procedures.

**Qualified Registered Technical staff** to assist with site investigations, designs, and the compiling of reports and for deployment on site during the implementation phase. ***All professionals are to be currently registered with their respective professional bodies.*** No interns, candidates or students will be allowed to do the work of the registered professionals or stand in as a representative during site meetings or inspect the site on behalf of the registered professional. EKZNW reserves the right to request that such professional may be replaced if EKZNW is not satisfied with the level of service provided.

**5.2) Site supervision: *Electrical Engineer***/ Professional Technologist on site to supervise work done, control quality and to certify work for payment on a weekly basis. EKZNW reserves the right to request that such employee may be replaced if EKZNW is not satisfied with the level of site supervision provided.

**5.3 Bid format:** All quotations and claims must include 15% VAT. The Bidders quote must reflect as follows:

**The Estimated Project Value Including Contractor, Consultants Fees and Vat is**  
**Electrical Engineer**

**Table to be used for bidding purposes**

| ITEM                                                  | VALUE        | COMMENT                                                        |
|-------------------------------------------------------|--------------|----------------------------------------------------------------|
| Disbursements                                         | R 150 000,00 | For travel to and from site.                                   |
| Professional fees:<br><b>Electrical Engineer.</b>     |              | (divide the total amount as calculated under item              |
| Inception (Stage 1) (5%)                              | R            | 5.1 into the four phases as shown – <b>i.e. as % based fee</b> |
| Concept and Viability (Stage 2) (15%)                 | R            | assuming project value =                                       |
| Design Development (Stage 3) (20%)                    | R            | <b>(R 3 000 000)</b>                                           |
| Documentation and Procurement (Stage 4) (20%)         | R            | <b>Show % used for calculation:_____</b>                       |
| Contract Administration and Inspection (Stage5) (35%) | R            |                                                                |
| Close Out (Stage 6) (5%)                              | R            |                                                                |
|                                                       |              |                                                                |
| Provision of JBCC contract documents for the project. | R            |                                                                |
| <b>SUB TOTAL</b>                                      | R            | <b>(excl. VAT)</b>                                             |
| <b>VAT</b>                                            | R            | <b>@ 15%</b>                                                   |
| <b>TOTAL</b><br>(To be carried to form of offer)      | R            | <b>(incl. VAT)</b>                                             |

Note that all items must be reflected in your proposal. Changes to the format or amounts specified will invalidate your proposal.

## **6. SERVICES TO BE PROVIDED BY EZEMVELO**

Ezemvelo KZN Wildlife will:

- 6.1** Appoint the ***Electrical and Mechanical Engineer***.
- 6.2** Chair the project site meetings and the ***Engineers*** will provide secretarial services i.e., recording of meeting minutes and other relevant notes.
- 6.3** EKZNW's "Supply Chain Management" component will deal with the procurement process to appoint the Contractors from receiving of bids/quotations to issuing of orders.
- 6.4** Ezemvelo KZN Wildlife Legal section will be responsible for scrutiny of any Contractual documents which may be required. e.g., Service Level Agreement, JBCC.

## **7. TIMETABLE OR TIMING**

- 7.1** Due to limited time in this financial year, it is important that the work should start as soon as possible. The investigation and report are to be completed within 2 weeks after issue of an order.
- 7.2** No claims for work received after 15 March 2025 will be processed using the current financial year's budget unless authorized by Ezemvelo KZN Wildlife representative. Such claims will be held over for payment in the next financial year.
- 7.3** All infrastructures on your appointment must be completed within 12 months from date of site handover to the appointed contractor.

## **8. MANAGEMENT ARRANGEMENTS AND REPORTING REQUIREMENTS**

- 8.1** Ms B Mazibuko will be the project manager for the project.

## **9. ENQUIRIES**

Ms B Mazibuko

Office: 033 845 1912

Cell: 072 434 3853

## **10. BUDGET IMPLICATIONS**

The final value will be determined during the procurement of the contractor process.

## **ANNEXURE A. CONTRACT RESPONSIBILITIES**

### **Contract Responsibilities of the Service Provider**

- **Ensure that all consultants are currently registered professionals with their relevant registration bodies as required by law. Provide copies of registration certificates for all staff used on the project.**

Services to be rendered by the successful bidder shall include the following:

- Specifications, and contract management for the scope of work as detailed in the terms of reference.

Project and contract management services shall include, but not be limited to the following:

- Preparation of inception report, including agreement on scope of work, procurement policy, constraints, consents, and approvals required and design criteria.
- Advice regarding further surveys, tests and investigations required.
- Establish regulatory authorities' requirements and incorporate into designs.
- Prepare / review existing designs, and related documentation for approval by authorities and the client.
- Prepare specifications, preambles, tender and contract conditions for the works.
- Prepare tender documentation for contractor procurement in line with norms and standards as recommended by the Construction Industry Development Board.
- Evaluate tenders and draft recommendations for adjudication and acceptance of a tender.
- Prepare contract documentation for approval.
- Attend site hand-over.
- Attend fortnightly site meetings and provide accurate minutes thereof.
- Issue construction documentation.
- Carry out contract administration procedures in terms of the contract, including adjudication of contractual and financial claims by the contractor including recommendations to the client.
- Assist with all CPG requirements as per Ezemvelo KZN Wildlife policies.
- Inspect works for conformity to contract documentation.

- Clarify details and descriptions during construction as required.
- Prepare valuations for payment certificates to be issued to the client.
- Check and approve contractor drawings for design intent.
- Inspections and issue of practical completion and defects lists.
- Inspect and verify the rectification of defects.
- Conclude final accounts.
- Provide all required CoC's
- Provide a final project file which is to include the following items:
  - Copies of all payment certificates (contractor and consultant)
  - Copy of all site instructions issued and approved by Ezemvelo
  - Copy of all meeting minutes
  - As built electrical drawings in hard copy and digital format (AutoCad Lt format)
  - Copy of final account BOQ, hard copy and digital format (PDF and Excel)
  - Original Electrical Compliance Certificates
  - All operating manuals specific to the project
  - Practical Completion Certificate
  - Final Completion Certificate

**CHECKLIST: COMPILATION OF BID DOCUMENT**

| <b>No.</b> | <b>Description</b>                                                                                                           | <b>Yes</b> | <b>No</b> |
|------------|------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| 1.         | Did you take note of the closing date, time and how to submit your bid?                                                      |            |           |
| 2.         | Did you sign the SBD 1 form?                                                                                                 |            |           |
| 3.         | Did you take note of the Tax Compliance Status requirement?                                                                  |            |           |
| 4.         | Is the SBD 4 (Bidders Disclosure) true and complete in every respect?                                                        |            |           |
| 5.         | With regards to SBD 4; Have the companies that appear under each Director/Shareholder/Member been declared on paragraph 2.3? |            |           |
| 6.         | Is the SBD 6.1-form completed, signed and has documentary proof of points claimed provided?                                  |            |           |
| 7.         | Has the Price page (SBD 3) been verified to be accurate?                                                                     |            |           |