



TERMS OF REFERENCES

**VHEMBE DISTRICT MUNICIPALITY
P/BAG X5006
THOHOYANDOU
0950**

**TEL: (015) 960 2000
FAX: (015) 960 1017**

CORPORATE SERVICES DEPARTMENT

**REPAIRS, INSTALLATION AND MAINTENANCE OF AIR
CONDITIONERS AT VHEMBE DISTRICT MUNICIPALITY
FOR A PERIOD OF 36 MONTHS (03 YEARS) (
VDM/CORP/23/07/2026/02)**

BID NUMBER: VDM/CORP/23/07/2026/02

NAME OF BIDDER

TOTAL AMOUNT



VHEMBE DISTRICT MUNICIPALITY

REQUEST FOR TENDERS/PROPOSALS

BID NUMBER	DESCRIPTION	BID FEE	DOCS AVAILABLE	COMPULSARY BRIEFING SESSION	CIDB GRADING	CLOSING DATE	TECHNICAL ENQUIRIES
VDM/CORP/23/07/2026/02	Repairs, Installation and maintenance of air conditioners at Vhembe district municipality for a period of 36 months (03 years)	R2 216.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	7th September 2026	15th September 2026 at 10h00 at the entrance of Vhembe District Municipality	None	20th October 2026 at 12H00	General Manager Corporate Services Dr Maputla T.M.D at 015 960 2000
VDM/PLANN/01/07/2026/01	Procurement for rural roads asset management system support and software licencing service for Vhembe District Municipality for a period of three years (36 months)	R2 216.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	7th September 2026	15th September 2026 at 10h00 at the entrance of Vhembe District Municipality	None	20th October 2026 at 12H00	General Manager Development Planning Ms Maganya H at 015 960 2000

Complete Tender document sealed in an envelope marked the above mentioned bids. Must be deposited in the bid box, next to the entrance of Vhembe District Municipality Offices, next to Khoroni Hotel (Former Venda Tusk Hotel) wherein the bids will be opened in public. The following documents are required and shall form part of the bid: CSD summary report, Tax clearance compliance status letter or tax clearance compliance number, Company Registration Certificate, Proof of Purchased tender document receipt (for only purchased tender documents), Bidders Certified copy of ID Document, Proof that the bidder municipal business account or any of the directors municipal account is not in arrears (N.B. Municipal Clearance not older than three month) or NB: Letter from Traditional authority indicating that they are not paying Municipal rates and taxes and Audited financial statements

Late bid, telegraphic, e-mails or telefax transmission documents will not be accepted. Vhembe District Municipality reserves the right to accept a tender as a whole or in part and does not bind itself to accept the lowest or any tender.

NB: All service providers/bidders are requested to pre-number and initial their documents before submission

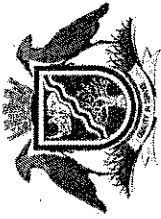
No bid will be accepted from person in the service of the state

NB: The municipality will validate the required document. If found invalid it will automatically disqualified

Administrative enquiries can be directed to Supply Chain Practitioners of Vhembe District Municipality at telephone number (015) 960 2129/2130/2131/2132 & 2133.

VHEMBE DISTRICT MUNICIPALITY
PRIVATE BAG X 5006
THOHYANDOU 0950

MR KTAMA Z.N.
(MUNICIPAL MANAGER)



VHEMBE DISTRICT MUNICIPALITY

REPAIRS ,INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS AT VHEMBE DISTRICT MUNICIPALITY FOR A PERIOD OF 36 MONTHS (03 YEARS) (VDM/CORP/23/07/2026/02)

NO	DESCRIPTION	QUANTITY	UNIT PRICE FOR REPAIR	UNIT PRICE FOR INSTALLATION	UNIT PRICE FOR MAINTENANCE
1	9BTU	01			
2	12 BTU	01			
3	18BTU	01			
4	24BTU	01			
	SUB TOTAL				
	Total				
	Vat(15%)				
	Grand Total				

**TERMS OF REFERENCE (TOR) / TECHNICAL SPECIFICATION FOR
BID NO. VDM/CORP/23/07/2026/02.**

**REPAIRS, INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS AT
VHEMBE DISTRICT MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

Bid Number: VDM/CORP/23/07/2026/02

Contract Period: 36 Months (03 Years)

Department: Corporate Services

Institution: Vhembe District Municipality

1. BACKGROUND

Vhembe District Municipality requires the services of a suitably qualified, experienced and competent air-conditioning and refrigeration service provider to undertake the **inspection, preventative maintenance, corrective maintenance, repairs, installation, replacement and commissioning of air-conditioning systems** at municipal facilities for a period of thirty-six (36) months.

The purpose of this appointment is to ensure that all municipal air-conditioning installations remain operational, safe, energy-efficient and fit for purpose, while minimising equipment downtime and extending the useful life of the Municipality's air-conditioning assets.

The appointed service provider shall provide all necessary labour, supervision, tools, transport, equipment, testing instruments, consumables and technical expertise required to perform the services.

2. PURPOSE OF THE TOR

The purpose of this Terms of Reference is to appoint a suitably qualified service provider to provide comprehensive air-conditioning services, including:

1. Preventative maintenance;
2. Corrective maintenance and repairs;
3. Emergency breakdown services;
4. Installation of new air-conditioning units;
5. Replacement of defective or obsolete equipment;
6. Relocation and decommissioning of air-conditioning units;
7. Refrigerant leak detection and repair;
8. Refrigerant recovery, evacuation and charging;

9. Electrical and control-system fault finding;
10. Testing, commissioning and balancing where applicable;
11. Cleaning and servicing of indoor and outdoor units;
12. Provision and replacement of spare parts and components; and
13. Technical reporting and maintenance records.

3. OBJECTIVES

The objectives of the contract are to:

- Maintain air-conditioning equipment in good working condition;
- Reduce equipment breakdowns and unplanned downtime;
- Ensure safe operation of air-conditioning installations;
- Improve the reliability and efficiency of the Municipality's HVAC assets;
- Ensure timely response to reported faults;
- Extend the service life of air-conditioning equipment;
- Ensure that repairs and installations comply with applicable legislation, regulations, standards and manufacturers' requirements; and
- Maintain accurate records of all maintenance, repairs and installations undertaken.

4. SCOPE OF WORK

The appointed service provider shall be responsible for the following services.

Preventative Maintenance

Preventative maintenance shall be undertaken in accordance with the agreed maintenance programme and manufacturers' recommendations.

The maintenance shall include, where applicable:

Indoor Units

- Inspection and cleaning of filters;
- Cleaning of evaporator coils;
- Cleaning and sanitising of indoor units;
- Inspection and cleaning of drain pans;
- Clearing of condensate drain lines;
- Inspection for water leaks;

- Inspection of blower/fan assemblies;
- Checking fan motors;
- Inspection of electrical connections;
- Checking temperature sensors;
- Inspection of remote controls;
- Checking thermostat operation;
- Checking operating pressures where applicable; and
- General inspection of the unit for defects.

Outdoor Units

- Cleaning of condenser coils;
- Inspection and cleaning of outdoor fan assemblies;
- Checking condenser fan motors;
- Checking compressor operation;
- Inspection of electrical terminals and connections;
- Checking refrigerant pipework;
- Inspection for refrigerant leaks;
- Checking operating pressures;
- Checking insulation;
- Checking mounting brackets and supports;
- Inspection for corrosion;
- Checking vibration and abnormal noise; and
- General condition assessment.

Electrical Components

The service provider shall inspect, test and, where necessary, repair:

- Isolators;
- Circuit breakers;
- Contactors;
- Capacitors;
- Relays;
- Wiring and terminals;
- Control boards;
- Thermostats;

- Sensors;
- Electrical protection devices; and
- Other air-conditioning electrical components.

Any electrical work shall be performed by suitably qualified personnel and in accordance with applicable electrical safety requirements.

5. CORRECTIVE MAINTENANCE AND REPAIRS

The service provider shall attend to reported breakdowns and defects.

Repairs may include, but shall not be limited to:

- Compressor replacement;
- Fan motor replacement;
- Capacitor replacement;
- Contactor replacement;
- Control board replacement;
- Thermostat replacement;
- Sensor replacement;
- Refrigerant leak repairs;
- Refrigerant charging;
- Replacement of damaged copper pipework;
- Replacement of insulation;
- Condensate drain repairs;
- Replacement of electrical cables;
- Replacement of isolators;
- Replacement of filters;
- Replacement of defective mounting brackets;
- Repair of damaged indoor/outdoor units;
- Replacement of damaged components; and
- Other repairs necessary to restore the equipment to proper working condition.

Where a major repair is required, the service provider shall submit a written quotation and technical recommendation to the Municipality before proceeding, unless emergency authorisation has been granted.

6. EMERGENCY BREAKDOWN SERVICES

The service provider shall provide an emergency call-out service throughout the contract period.

Upon receipt of a breakdown notification, the service provider shall:

1. Acknowledge the call;
2. Record the reported fault;
3. Dispatch suitably qualified personnel;
4. Conduct fault finding and diagnosis;
5. Restore the equipment to operation where reasonably possible; and
6. Submit a service report detailing the work performed.

The recommended minimum response requirements are:

Priority	Description	Target Response
Emergency	Critical facility or operational area affected	Within 4 hours
Urgent	Major air-conditioning failure affecting operations	Within 8 hours
Routine	Non-critical fault or maintenance request	Within 24–48 hours

The Municipality may amend the response times in the final Service Level Agreement (SLA).

7. INSTALLATION OF AIR-CONDITIONING UNITS

Where required, the appointed service provider shall install new air-conditioning systems.

Installation shall include, where applicable:

- Site inspection;
- Assessment of cooling requirements;
- Recommendation of suitable equipment;
- Supply of equipment where instructed;
- Delivery and handling;
- Mounting of indoor and outdoor units;
- Installation of copper refrigerant piping;

- Installation of insulation;
- Installation of condensate drainage;
- Electrical connections;
- Installation of isolators;
- Installation of control systems;
- Pressure testing;
- Vacuuming of refrigeration systems;
- Refrigerant charging where required;
- Testing;
- Commissioning; and
- Handover documentation.

The service provider shall ensure that all installations are neat, secure, properly supported and suitable for the building in which they are installed.

8. DECOMMISSIONING AND RELOCATION

Where air-conditioning equipment is required to be relocated or removed, the service provider shall:

- Safely isolate the equipment;
- Recover refrigerant where applicable;
- Disconnect electrical supplies;
- Remove equipment without unnecessary damage;
- Remove associated pipework and fittings where instructed;
- Transport equipment to the designated location;
- Reinstall and commission the equipment where relocation is required; and
- Dispose of redundant materials in an environmentally responsible manner.

Refrigerants shall not be intentionally released into the atmosphere.

9. SPARE PARTS AND CONSUMABLES

All spare parts and components supplied shall be:

- New and of acceptable quality;
- Suitable for the equipment concerned;

- Compatible with the original manufacturer's specifications;
- Fit for purpose; and
- Covered by the applicable manufacturer's or supplier's warranty.

Where an original equipment manufacturer (OEM) component is unavailable, an equivalent component may only be used with prior approval from the Municipality.

Examples of consumables and components may include:

- Refrigerant;
- Filters;
- Capacitors;
- Contactors;
- Electrical cables;
- Insulation;
- Copper pipe;
- Drain pipe;
- Connectors;
- Fuses;
- Thermostats;
- Sensors;
- Mounting brackets;
- Fasteners; and
- Other HVAC-related consumables.

10. EQUIPMENT AND TOOLS

The appointed service provider shall provide, at its own cost, all tools and equipment necessary to perform the services.

This shall include, where applicable:

- Refrigeration gauges;
- Vacuum pumps;
- Refrigerant recovery equipment;
- Leak detection equipment;
- Refrigerant weighing equipment;

- Multimeters;
- Clamp meters;
- Insulation resistance testers where required;
- Temperature measuring instruments;
- Pressure testing equipment;
- Cleaning equipment;
- Ladders and access equipment;
- Personal protective equipment; and
- General mechanical and electrical tools.

All testing and measuring equipment shall be properly maintained and calibrated where calibration is required.

11. QUALIFICATIONS AND COMPETENCY

The bidder shall demonstrate that it has suitably qualified and competent personnel capable of performing the required services.

The service provider shall provide evidence of relevant qualifications, registrations, licences, competency certificates and/or trade qualifications applicable to the work to be performed.

Personnel performing electrical work shall possess the appropriate qualifications and authorisations required by applicable legislation.

The Municipality reserves the right to request proof of qualifications and competency before any personnel are permitted to undertake work on municipal premises.

12. HEALTH AND SAFETY

The service provider shall comply with all applicable occupational health and safety requirements.

The service provider shall:

- Provide appropriate PPE to all employees;
- Conduct appropriate risk assessments;
- Implement safe working procedures;
- Comply with site-specific safety requirements;
- Safely isolate electrical equipment before undertaking work;
- Use suitable access equipment;

- Maintain tools and equipment in safe working condition;
- Keep work areas clean and safe;
- Protect municipal property during maintenance activities; and
- Report accidents, incidents and unsafe conditions immediately.

No work shall be performed in a manner that places municipal employees, members of the public or the service provider's employees at unnecessary risk.

13. ENVIRONMENTAL REQUIREMENTS

The service provider shall undertake the work in an environmentally responsible manner.

Particular attention shall be given to:

- Responsible handling and recovery of refrigerants;
- Prevention of refrigerant emissions;
- Proper disposal of contaminated materials;
- Proper disposal of electrical and electronic components;
- Proper disposal of used filters and other waste;
- Prevention of oil and chemical spills; and
- Compliance with applicable environmental requirements.

14. SERVICE LEVEL AGREEMENT

The successful bidder shall enter into a Service Level Agreement with the Municipality.

The SLA shall establish, amongst other matters:

- Response times;
- Reporting requirements;
- Preventative maintenance schedules;
- Emergency call-out procedures;
- Authorisation procedures;
- Repair approval procedures;
- Performance standards;
- Quality requirements;
- Escalation procedures; and

- Key performance indicators.

15. MAINTENANCE SCHEDULE

The service provider shall prepare and submit a preventative maintenance programme to the Municipality for approval.

The programme shall identify:

- Building/location;
- Equipment identification number;
- Equipment type;
- Manufacturer;
- Model;
- Capacity;
- Maintenance frequency;
- Maintenance date;
- Defects identified;
- Repairs undertaken;
- Parts replaced; and
- Recommended follow-up actions.

The Municipality may require maintenance to be performed at specified intervals based on the condition and criticality of the equipment.

16. ASSET REGISTER

The service provider shall assist the Municipality in maintaining an accurate air-conditioning asset register.

The register should include, where information is available:

Field	Information Required
Asset number	Municipal asset number
Location	Building/office/site
Equipment type	Split, cassette, package unit, etc.
Manufacturer	Brand
Model	Model number

Serial number	Serial number
Capacity	Cooling capacity
Refrigerant	Refrigerant type
Installation date	Where known
Condition	Good/Fair/Poor/Unserviceable
Maintenance history	Record of work performed
Recommendations	Repair/replacement recommendations

17. CONDITION ASSESSMENTS

The service provider shall conduct condition assessments when requested by the Municipality.

The assessment shall identify:

- Current operating condition;
- Age and apparent condition of equipment;
- Recurring faults;
- Major defects;
- Refrigerant-related problems;
- Electrical problems;
- Energy-efficiency concerns;
- Availability of spare parts;
- Estimated remaining useful life; and
- Whether repair or replacement is recommended.

Where replacement is recommended, the service provider shall provide a technical motivation.

18. REPORTING REQUIREMENTS

The service provider shall submit a service report after every maintenance visit or repair.

The report shall include:

1. Date of attendance;
2. Site/location;

3. Asset number;
4. Equipment details;
5. Fault reported;
6. Diagnosis;
7. Work performed;
8. Parts/materials used;
9. Refrigerant used or recovered, where applicable;
10. Equipment operating condition after repair;
11. Outstanding defects;
12. Recommendations;
13. Technician's name and signature; and
14. Municipal representative's acknowledgement/signature.

Monthly or periodic summary reports shall also be submitted to the Municipality.

19. WORK AUTHORISATION

No major repair, replacement or installation shall be undertaken without written authorisation from the designated Municipal representative.

Where the repair is likely to exceed the agreed threshold or requires significant parts/materials, the service provider shall submit a quotation containing:

- Description of the fault;
- Recommended solution;
- Labour;
- Materials;
- Spare parts;
- Transport/call-out costs where applicable;
- Applicable taxes;
- Total cost; and
- Expected completion period.

The Municipality shall reserve the right to accept, reject or seek clarification on the proposed repair.

20. WARRANTY ON WORKMANSHIP

The successful bidder shall provide a reasonable warranty on workmanship and replacement parts.

Any defect resulting from poor workmanship or incorrect installation shall be rectified by the service provider at no additional cost to the Municipality during the applicable warranty period.

Manufacturer warranties shall be passed on to the Municipality where applicable.

21. QUALITY CONTROL

The service provider shall ensure that all work is performed:

- Professionally;
- Safely;
- In accordance with manufacturers' specifications;
- In accordance with applicable legislation and standards;
- Using competent personnel;
- Using appropriate tools and equipment; and
- To a standard acceptable to the Municipality.

The Municipality may inspect completed work and request correction of defective or substandard workmanship.

22. MUNICIPAL ACCESS AND SECURITY

The service provider shall comply with the Municipality's access-control and security requirements.

All employees and subcontractors entering municipal premises shall:

- Carry appropriate identification;
- Comply with security procedures;
- Sign in and out where required;
- Remain within authorised work areas; and
- Comply with municipal rules and instructions.

The service provider shall be responsible for the conduct of its employees and approved subcontractors while on municipal premises.

23. BIDDER'S TENDER SUBMISSION

Bidders should provide sufficient information to demonstrate their ability to perform the required services.

The technical submission should include, as applicable:

- Company profile;
- Relevant experience;
- Evidence of similar contracts completed;
- Qualifications and competency of key personnel;
- Proposed technical methodology;
- Proposed preventative maintenance programme;
- Emergency response methodology;
- List of tools and equipment;
- Proposed reporting methodology;
- Health and safety approach;
- Environmental management approach;
- Details of subcontractors, if applicable;
- References for similar work; and
- Any other information required in the tender returnable schedules.

24. PRICING SCHEDULE

The Municipality should provide bidders with a structured pricing schedule to ensure comparable bids.

25. KEY PERFORMANCE INDICATORS

The service provider's performance may be measured against the following KPIs:

KPI	TARGET
Response to emergency call-outs	Within agreed SLA
Completion of preventative maintenance	100% of scheduled work
Service reports	Submitted after each intervention
Repeat faults caused by workmanship	Minimise / zero avoidable recurrence
Safety compliance	100%

Customer complaints	Promptly resolved
Equipment downtime	Minimise
Unauthorised work	Zero

Failure to meet agreed performance standards may result in corrective action in accordance with the contract and SLA.

26. DELIVERABLES

The successful service provider shall deliver:

1. Approved preventative maintenance programme;
2. Equipment inspection and condition reports;
3. Maintenance service reports;
4. Breakdown and repair reports;
5. Installation and commissioning certificates/reports;
6. Asset register updates;
7. Spare-parts records;
8. Refrigerant records where applicable;
9. Monthly/periodic performance reports;
10. Recommendations for replacement of obsolete or uneconomical equipment;
and
11. Any other documentation reasonably required by the Municipality.

27. CONTRACT MANAGEMENT

The Municipality shall appoint an authorised official to manage and monitor the contract.

The service provider shall nominate a contract manager/supervisor who will be responsible for:

- Coordinating all work;
- Receiving work instructions;
- Managing technicians;
- Monitoring response times;
- Resolving service-related issues;
- Submitting reports; and

- Attending contract performance meetings when required.

Performance review meetings may be held periodically to assess compliance with the SLA and contract requirements.

28. COMPLIANCE WITH LEGISLATION AND STANDARDS

The successful bidder shall comply with all applicable South African legislation, regulations, municipal requirements, occupational health and safety requirements, environmental requirements and relevant technical standards applicable to air-conditioning, refrigeration and electrical installations.

Where applicable, work shall also comply with:

- Manufacturer specifications;
- Relevant SANS standards;
- Occupational health and safety requirements;
- Electrical installation requirements;
- Refrigerant/environmental requirements; and
- Applicable building and municipal requirements.

The bidder shall remain responsible for ensuring that its personnel are appropriately qualified and authorised for the specific work being undertaken.

29. COMPLETION AND HANDOVER

Upon completion of installation, major repairs or other significant work, the service provider shall:

- Test the equipment;
- Confirm satisfactory operation;
- Clean the work area;
- Remove waste and redundant materials;
- Provide relevant documentation;
- Update the asset information where required; and
- Obtain acknowledgement from the designated Municipal representative.

30. CONTRACT PERIOD

The contract shall be for a period of **thirty-six (36) months / three (3) years** from the commencement date stipulated in the contract.

All services shall be performed in accordance with the approved contract, pricing schedule, Service Level Agreement and instructions issued by the Municipality.

31. GENERAL REQUIREMENTS

The Municipality reserves the right to:

- Inspect the service provider's work;
- Request additional technical information;
- Reject defective workmanship;
- Require defective work to be corrected;
- Verify qualifications and experience;
- Monitor compliance with the SLA;
- Request quotations for additional work within the scope of the contract; and
- Take appropriate contractual action where the service provider fails to meet the agreed requirements.

The service provider shall not assume that all recommended repairs or replacements will automatically be approved by the Municipality.

32. CONCLUSION

Vhembe District Municipality seeks to appoint a competent and suitably qualified service provider capable of providing a reliable, responsive and professional air-conditioning maintenance service for the full thirty-six (36) month contract period.

The appointed service provider shall ensure that municipal air-conditioning assets are maintained to an acceptable operational, safety and technical standard, while providing timely breakdown response, quality workmanship, appropriate reporting and value for money.



VHEMBE DISTRICT MUNICIPALITY

EVALUATION CRITERIA

PROJECT NAME: REPAIRS ,INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS AT VHEMBE DISTRICT MUNICIPALITY FOR A PERIOD OF 36 MONTHS (03 YEARS) (VDM/CORP/23/07/2026/02

1. Experience and References

NO.	Target goals Relevant experience in similar project (15 points per project). N.B proof of experience should be attached. (purchasing order or appointment letter with signed delivery note or confirmation letter from the client) from public sector or parastatal	Weighting	Score
1.		15 points	
2.		15 points	
3.		15 points	
	SUB-TOTAL: Experience and References	45	

VERY IMPORTANT: POINTS WILL BE ALLOCATED IF APPOINTMENT LETTER /PURCHASING ORDER WITH SIGNED DELIVERY NOTE OR CONFIRMATION LETTER IS ATTACHED

2. Representative Qualification

No.	Target goals	Weighting	Score
1.	Project Manager Trade test certificate in electrical = 15	15	



4. Summary of table 1.2

No.	Summary of Tables	Weighting	Score
1.	Experience & References	45	
2	Representative Qualification	15	
3.	Financial Capacity	40	
	Sub-Total	100	
	Price	80	
	Specific Goals	20	
	HDI-CSD	10	
	Locality -04 points within the district -02 points within Limpopo province -01 point within south Africa(CSD report will be used to verify the locality of the bidder	04	
	Youth-ID or CSD	02	
	Women –ID or CSD	02	
	Disability(attach proof from the doctor-medical certificate)	02	

NB: Functionality will be scored out of 100 and bidders who do not reach the 75% threshold will not be evaluated further.

INVITATION TO BID

MBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ENTITY)

BID NUMBER:

CLOSING DATE:

CLOSING TIME:

DESCRIPTION:

The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).

BID DOCUMENTS MAY BE POSTED TO:

OLD PARLIAMENT BUILDING
VHEMBE DISTRICT MUNICIPALITY
THOHOYANDOU
0950

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

OLD PARLIAMENT BUILDING, NEXT TO THE ENTRANCE OF VHEMBE DISTRICT MUNICIPALITY
THOHOYANDOU
DENG A MPHIGALALE STREET
0950

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

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)

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

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER

CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER

CODE.....

NUMBER.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED? (MBD 2)
YES/NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1)
YES/NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION
SYSTEM (SANAS) ☐

A REGISTERED AUDITOR ☐

(Tick applicable box)

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO
QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?

YES/NO

(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE.....TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Municipality / Municipal Entity: VHEMBE DISTRICT MUNICIPALITY

Department: BUDGET AND TREASURY

Contact Person: SUPPLY CHAIN PRACTITIONERS

Tel: 015 960 2130/2131/2132

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Mrs Maputla T.M.D

Tel: 015 960 2000

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

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

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

Name of Bidder.....

Bid Number:

Closing Time:

Closing Date:

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
-------------	----------	-------------	--

- | | | |
|---|--|-----------------------------------|
| - | Required by: | |
| - | At: | |
| - | Brand and Model | |
| - | Country of Origin | |
| - | Does the offer comply with the specification(s)? | *YES/NO |
| - | If not to specification, indicate deviation(s) | |
| - | Period required for delivery |
*Delivery: Firm/Not firm |
| - | Delivery basis | |

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

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

*Delete if not applicable

PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)

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

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

Name of Bidder.....

Bid number:

Closing Time :

Closing Date:

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

ITEM NO.** (ALL APPLICABLE TAXES INCLUDED)	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
---	----------	-------------	---------------------------

- Required by:.....

- At:.....

- Brand and model

- Country of origin.....

- Does the offer comply with the specification(s)?

*YES/NO

- If not to specification, indicate deviation(s).....

- Period required for delivery

- Delivery:

*Firm/Not firm

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

*Delete if not applicable

A NON-FIRM PRICES SUBJECT TO ESCALATION

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

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

- Index..... Dated..... Index..... Dated..... Index..... Dated.....

- [illegible]

MBD 3.2

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

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

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

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

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

PRICING SCHEDULE
(Professional Services)

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

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
------------	-------------	--

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.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R.....	 days
.....	R.....	 days
.....	R.....	 days
.....	R.....	 days

5.1 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.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....

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

- 5.2 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.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/ NO.
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.....

.....

.....

.....

*Delete if not applicable

MBD 4

DECLARATION OF INTEREST

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

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

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.

.....

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

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....

.....

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

3.11.1 If yes, furnish particulars

.....

.....

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

3.12.1 If yes, furnish particulars.

.....

.....

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

3.13.1 If yes, furnish particulars.

.....

.....

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

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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

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	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state) HDI=10	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI				
Locality				
Youth				
Women				
Disability				

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

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

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

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....



MBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

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

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- | | |
|---|--|
| x | is the imported content in Rand |
| y | is the bid price in Rand excluding value added tax (VAT) |

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as required in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. Definitions

- 2.1. "bid" includes written price quotations, advertised competitive bids or proposals;
- 2.2. "bid price" price offered by the bidder, excluding value added tax (VAT);
- 2.3. "contract" means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. "designated sector" means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. "duly sign" means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6. "imported content" means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. "local content" means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. "stipulated minimum threshold" means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. "sub-contract" means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

4. Does any portion of the services, works or goods offered have any imported content?
(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement of the bid.

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

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

5. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Accounting Officer / Accounting Authority provide directives in this regard.

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

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

IN RESPECT OF BID NO.

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

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below. Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

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

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011;
- (c) The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the

Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE:

WITNESS No. 1 _____

DATE:

WITNESS No. 2 _____

DATE:

CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) *Vhembe District Municipality* in accordance with the requirements and specifications stipulated in bid number at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Specific goals
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM.....

DATE

WITNESSES

1

2.

DATE:

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I.....in my capacity
as.....

accept your bid under reference numberdated.....for the supply
of goods/works indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating delivery instructions is forthcoming.

3. I undertake to make payment for the goods/works delivered in accordance with the terms and
conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the
delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

CONTRACT FORM - RENDERING OF SERVICES

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

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

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

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

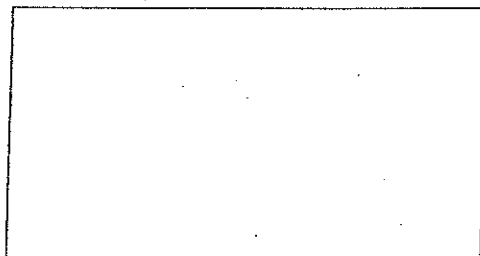
4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP



WITNESSES

1.

2.

DATE:

CONTRACT FORM - SALE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to purchase all or any of the goods and/or works described in the attached bidding documents from (name of institution) **VHEMBE DISTRICT MUNICIPALITY** in accordance with the requirements stipulated in (bid number) at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the seller during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) cover all my obligations and I accept that any mistakes regarding price(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I undertake to make payment for the goods/works as specified in the bidding documents.
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1.

2.

DATE:

CONTRACT FORM - SALE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE SELLER)

1. I..... in my capacity as.....
accept your bid under reference numberdated.....for the
purchase of goods/works indicated hereunder and/or further specified in the annexure(s).
2. I undertake to make the goods/works available in accordance with the terms and conditions of
the contract.

ITEM NO.	DESCRIPTION	PRICE (ALL APPLICABLE TAXES INCLUDED)		

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No.12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐

4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

in response to the invitation for the bid made by: **VHEMBE DISTRICT MUNICIPALITY**

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder