



MBD1

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MAKHADO LOCAL MUNICIPALITY**

BID NUMBER:	<b>51 / 2023</b>	CLOSING DATE:	<b>05 JUNE 2023</b>	CLOSING TIME:	<b>12H00PM</b>
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DESCRIPTION	<b>PROVISION OF SHORT TERM INSURANCE FOR THE PERIOD OF THHREE (03) YEARS</b>
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**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).**

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

POSTAL ADDRESS:

**PRIVATE BAG X 2596, MAKHADO, 0920**

STREET ADDRESS

**CIVIC CENTRE, 83 KROGH STREET, MAKHADO.0920**

**SUPPLIER INFORMATION**

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER	CODE		NUMBER	
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CELLPHONE NUMBER

FACSIMILE NUMBER	CODE		NUMBER	
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E-MAIL ADDRESS

VAT REGISTRATION NUMBER

TAX COMPLIANCE STATUS

TCS PIN:		OR	CSD No:	
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B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
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[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

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

<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
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TOTAL NUMBER OF ITEMS OFFERED

TOTAL BID PRICE

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SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:

TECHNICAL INFORMATION MAY BE DIRECTED TO:

DEPARTMENT	BUDGET AND TREASURY	CONTACT PERSON	MS E LUBISI
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CONTACT PERSON	MS P MUDAU	TELEPHONE NUMBER	015 519 3000
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TELEPHONE NUMBER	015 519 3044	FACSIMILE NUMBER	015 516 6145
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FACSIMILE NUMBER	015 516 6145	E-MAIL ADDRESS	Eunicel@makhado.gov.za
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E-MAIL ADDRESS	phophimu@makhado.gov.za		
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**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><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 2.3 ABOVE.</b></p>

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

# Rayner's absence in Stellies line-up 'an advantage' for SuperSport United

By **Athenkosi Tsotsi**

SuperSport United midfielder Jamie Webber says they will have a slight advantage today when they take on Stellenbosch in the DStv Premiership at the TUT Stadium (7:30pm) because of the absence of Iqraam Rayners.

Rayners returned to Stellies in January after securing a permanent move from SuperSport United.

The transfer has revitalised the striker's career as he's one of the most in-form players in South Africa.

Since February, the 27-year-old forward has scored 15 goals in all competitions.

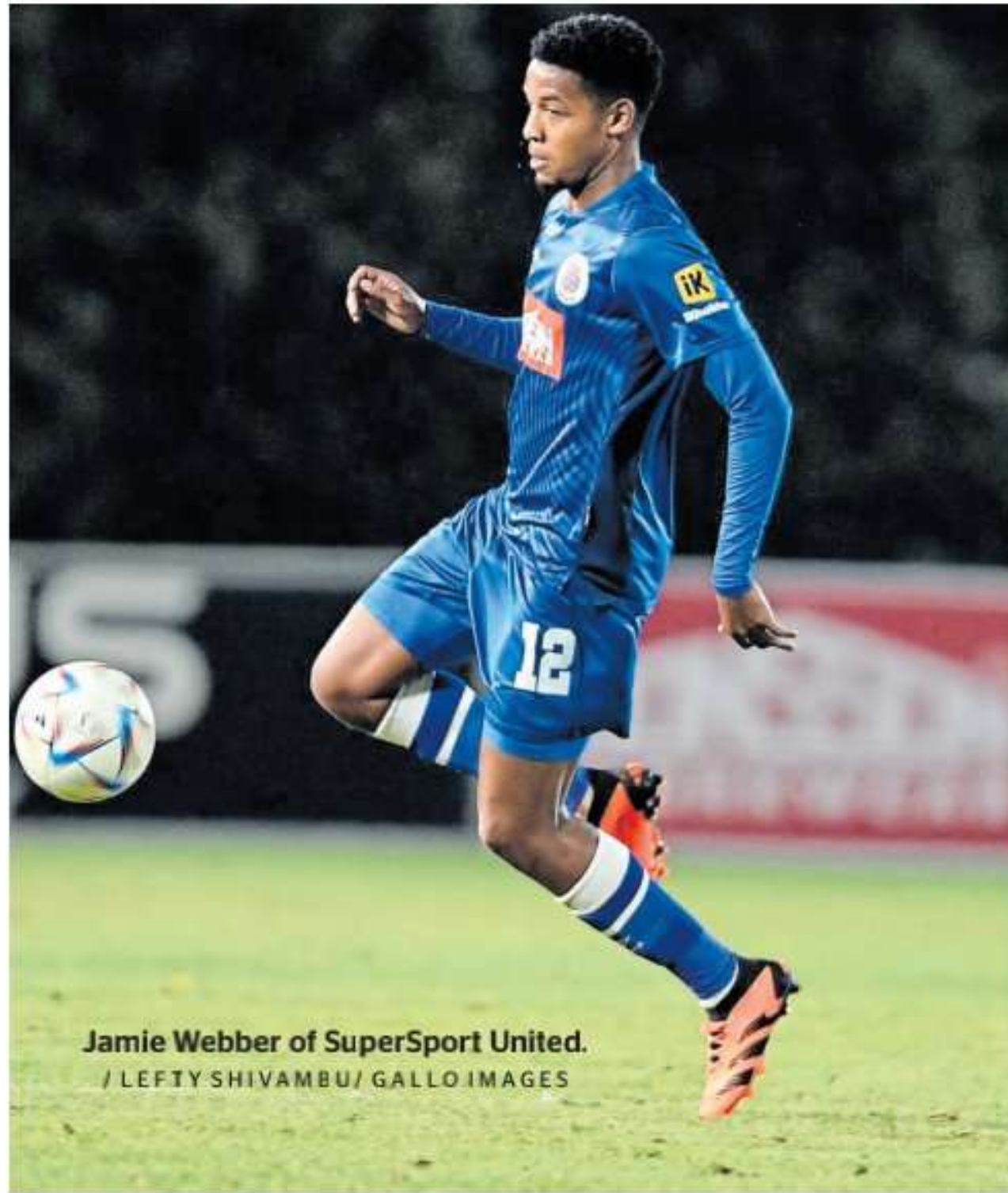
He has credited Stellies coach Steve Barker for getting the best out of him.

However, today the Winelands side will have to play without him.

In an interview with Radio 2000 Rayners revealed that there was a clause in his contract prohibiting him from playing against Matsatsantsa a Pitiri.

Speaking to Sowetan yesterday, Webber said Rayners not being there for Stellenbosch works for them as he would have presented problems as

'Since he's been there he's been top scorer and without him, it's going to be difficult for them'



Jamie Webber of SuperSport United. / LEFTY SHIVAMBU/ GALLO IMAGES

he's the danger man for their visitors. "It's an advantage in a way, you can see what he's doing for the club, he's doing very well, he's scored 15 goals in 11 games," Webber said.

"We know him inside out and is a dangerous man for them, he's playing well there and coach Steve knows how to use him.

"I feel if he had to play he would have caused us problems. Since he's been there he's been the top scorer and without him, it's going to be difficult for them.

"I wouldn't say it's an advantage for us but it's still going to be a tight game," he said.

United are in third place

with 47 points, they are in the hunt for CAF Champions League football along with Orlando Pirates and Kaizer Chiefs.

With nine points available in the season, Webber said they can't slack in their chase for continental football.

"It's a big deal and a nice experience (to play continental football) for the younger boys to see what it's like in other countries and to fight on the field.

"So it is important to us and we will try our best to get to the second spot.

"It starts with us, we can't slack now, we have to keep trying to win," said Webber.

## Loss to Morocco not end of the road: coach

Crowie sets his sights on Zambia

By **Athenkosi Tsotsi**

SA U-17 coach Duncan Crowie has emphasised that their journey in Afcon in Algeria is not over after losing their opening match 2-0 to Morocco yesterday at the Mohamed-Hamlaoui Stadium.

Despite putting up a solid shift, especially in the first half, Amajimbos conceded two goals in the second stanza to suffer a damaging defeat.

Reflecting to the match, Crowie said there were plenty of positives and noted the need to polish things up in the final third.

"A lot of things worked for us," Crowie told the media.

"We had the upper hand, we had more ball possession, we had the territorial advantage but unfortunately in the final third we became stagnant, they had numbers behind the ball, and they played on the counter," he said.

SA are rooted at the bottom of Group B, with Morocco in first place, followed by Nigeria and Zambia in third place.

The prospects of the U-17 making it out of the group

stages look tight, there's little room for error in their remaining two games.

To keep the spirit of the team high, Crowie told them about how in 2010 Spain lost their opening match of the Fifa World Cup but went on to win the tournament staged in SA.

Next for Amajimbos is Zambia. The two meet tomorrow at the Mohamed-Hamlaoui Stadium (9pm).

"We will take what we have learned from this game and then put in real force in the next game against Zambia," Crowie said.

"As far as the areas we need to improve on, I don't think it's a technical or tactical thing, I think it's more of composure in the final third we need, to get more touches and passes going in the final third."



Duncan Crowie / SYDNEY SESHIBEDI/GALLO IMAGES

# MAKHADO

## LOCAL MUNICIPALITY

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### TENDER NOTICE

All suitable service providers are hereby invited to bid for the below mentioned projects. Bidders are requested to bid as per specification attached to the bid documents that will be obtainable from **10 May 2023** at non-refundable amount of **R600.00** per document at the Procurement Office No. B043 Ground Floor, 83 Krogh Street, Civic Center, Makhado or can be downloaded from e-tender portal for free <https://etenders.treasury.gov.za/content/advertised-tender> or [www.makhado.gov.za](http://www.makhado.gov.za).

BID NO:	DESCRIPTION	COMPULSORY BRIEFING SESSION	EVALUATION CRITERIA	SPECIAL REQUIREMENT	TECHNICAL ENQUIRIES	REFERENCE AND NOTICE NO.	CLOSING DATE AND TIME
49 of 2023	Provision of single Automated Performance Management System for the period of three (03) Years	15 May 2023 at 10:00am at council chamber, Civic centre, 83 Krogh street, Makhado, 0920	80/20 preferential points with functionality		<b>Manager performance management system:</b> Mr. K Sigidi at 015 519 3000	<b>Ref:</b> 8/3/2/1981 <b>Notice no:</b> 57/2023	05 June 2023 at 12H00pm
50 of 2023	Panel for provision of security services for the period of three (03) years	15 May 2023 at 12:00pm at council chamber, Civic centre, 83 Krogh street, Makhado, 0920	90/10 preferential points with functionality	<ul style="list-style-type: none"> <li>• Certified copy of firearm licenses for the company</li> <li>• Letter of good standing from PSIRA</li> <li>• Certified copy of proof of grade A or B security certificate for directors</li> <li>• Certified copy of proof of registration with PSIRA</li> <li>• Certified copy of UIF registration</li> <li>• Certified copy of registration with compensation commissioner (compensation of injuries and diseases letter)</li> <li>• Certified copy of company liability insurance</li> <li>• Clearance certificate for all directors from South Africa Police Services (Finger print Clearance)</li> <li>• Attach three years audited financial statement (only those that are required by law)</li> </ul>	<b>Director community services:</b> Mr. HJ Lukhelli or Ms. P Ramahlo at 015 519 3000	<b>Ref:</b> 8/3/2/1982 <b>Notice no:</b> 58/2023	05 June 2023 at 12H00pm
51 of 2023	Provision of short-term insurance for the period of three (03) years	16 May 2023 at 10:00am at council chamber, Civic centre, 83 Krogh street, Makhado, 0920	80/20 preferential points with functionality	Attach three years audited financial statement (only those that are required by law)	<b>Acting Chief Financial Officer:</b> Mr. NG Raliphada or Ms. E Lubisi at 015 519 3000	<b>Ref:</b> 8/3/2/1983 <b>Notice no:</b> 59/2023	05 June 2023 at 12H00pm

Completed bid documents signed by a duly authorized person, sealed in an envelope clearly marked "As mentioned above" must reach the undersigned by depositing it into the tender box at the foyer of the main entrance to the Civic Centre by not later than "As mentioned above" when all tenders received will be opened in public in the Council Chamber, Ground Floor, Civic Centre, No 83 Krogh Street, Makhado.

The Municipality is not bound to accept the lowest or any bid and reserves the right to accept any part of a bid. Bids must remain valid for a period of ninety (90) days after closing date of submission thereof. Submitted tenders will be evaluated as per above mentioned table.

**Bids which are late, incomplete, unsigned, or submitted in pencil or by telegraph or facsimile or electronically by e-mail, or not having the following documents attached for evaluation or not complying with the tender specifications, will not be evaluated, and will be disqualified:** • Valid Tax compliance status pin issued by SARS • A copy of company registration documents (CK) • Certified copy/copies of company owner(s) ID book(s), not older than three (03) months certification. • Attach proof of payment for municipal rates not owing for more than (03) months or formal lease agreement for rental premises or letter from the traditional authority in cases of non-ratable areas. (Attach for both entity and directors of the company) • Copy of central supplier database (CSD) full report.

**NB:** • All Service Provider doing business with Makhado municipality are required to register on the CSD (Central Supplier Database). • A copy of a certified copy will not be accepted.

All procurement enquiries should be directed to Ms. P Mudau or Mr. M Ramabulana at Tel no. (015) 519 3044/3024

Civic Centre  
83 Krogh Street  
MAKHADO

**MR KM NEMANAME**  
MUNICIPAL MANAGER

## **SPECIFICATION: ASSETS SHORT TERM INSURANCE FOR THREE YEARS CONTRACT**

Proposals are hereby invited for all Experienced Service Providers to provide cover all municipal assets, Movable, Immovable assets and Council Vehicles.

Prospective bidders should submit detailed proposals on how the municipal assets will be covered.

Based on proposals and company profiles the functionality will be evaluated as indicated on functionality criteria table.

### **PROVISION OF SHORT-TERM INSURANCE SHOULD COVER THE FOLLOWING:**

- Courtesy car (SUV) for the mayor and speaker in the event of car accident.
- Public liability for certificate for municipal stadiums

### **COST STRUCTURE:**

<b>Section</b>	<b>Sum Insured</b>	<b>Annual Premium 1<sup>st</sup> Year</b>	<b>Annual Premium 2<sup>nd</sup> Year</b>	<b>Annual Premium 3<sup>rd</sup> Year</b>	<b>Total For Three Years</b>
<b>TOTAL COMBINED</b>	<b>R 565 370 582.00</b>				
<b>TOTAL BUSINESS INTERRUPTION</b>	<b>R 10 100 000.00</b>				
<b>TOTAL OFFICE CONTENTS</b>	<b>R3 197 225.00</b>				
<b>TOTAL BUSINESS ALL RISKS</b>	<b>R 7 511 794.00</b>				
<b>TOTAL THEFT</b>	<b>R 780 000.00</b>				
<b>TOTAL GLASS</b>	<b>R 50 000.00</b>				
<b>TOTAL MONEY</b>	<b>R 1 930 000.00</b>				
<b>TOTAL FIDELITY GUARANTEE</b>	<b>R 1 050 000.00</b>				
<b>TOTAL ACCIDENTAL DAMAGE</b>	<b>R 10 100 000.00</b>				
<b>TOTAL STATED BENEFITS</b>	<b>R 282 574 860.00</b>				
<b>TOTAL PERSONAL ACCIDENT</b>	<b>75 Councilors</b>				
<b>TOTAL ELECTRONIC EQUIPMENT</b>	<b>R 2 115 000.00</b>				
<b>TOTAL MACHINERY BREAKDOWN</b>	<b>R 180 750 681.00</b>				
<b>TOTAL MACHINERY BREAKDOWN BUSINESS</b>	<b>R 10 000 000.00</b>				

<b>INTERRUPTION</b>					
<b>TOTAL MOTOR FLEET</b>	<b>209</b>				
<b>TOTAL PUBLIC LIABILITY</b>	<b>R 133 100 000.00</b>				
<b>TOTAL EMPLOYERS LIABILITY</b>	<b>R 25 100 000.00</b>				
<b>TOTAL GOODS IN TRANSIT</b>	<b>R 175 000.00</b>				
<b>TOTAL MOTOR IN EXCESS OF R 500 000</b>	<b>R 20 100 417.00</b>				
<b>TOTAL CONTRACT OR ALL RISK</b>					
<b>TOTAL AERODROME OWNERS</b>					
<b>TOTAL SASRIA (RIOT AND STRIKE AND POLITICAL RIOT) NON-MOTOR</b>					
<b>TOTAL SASRIA MOTOR</b>					
<b>GRAND TOTAL</b>					
<b>VAT @15 % (ONLY IF APPLICABLE )</b>					
<b>TOTAL BIDDING PRICE</b>					

**NB:**

- THE SCHEDULE FOR SUM INSURED IS BASED ON THE CURRENT MUNICIPAL INSURANCE.
- ATTACH EXCESS TRUCTURE DOCUMENTATION

**SIGNATURE:..... DATE:.....**

## FUNCTIONALITY

Item No	Functionality Criteria	Points
<b>1. Relevant Experience</b>	Relevant experience maximum of 05 term contract appointment with completion or referral letter attached. Both public/ or organ of state where you have rendered similar services ( <b>10 points per appointment with completion or referral letter</b> )	50 Points
<b>2. Registration certificate</b> (attach certified copy)	Registration with Financial Service Board (FSB)	15 Points
	Registration with South African Based Insurance Broking Organisation	20 Points
<b>3. Financial viability ( Bank rating)</b>  Attach bank stamp confirmation letter from banking stating Bank Rating	Bank Rating A	15 points
	Bank Rating B	10 points
	Bank Rating C	05 points
	Total	100

NB: Bidders who will not reach 75 score marks, will not be considered for further evaluation.

# **SPECIFICATION FOR SHORT TERM INSURANCE FOR PERIOD OF THREE YEARS**

## **GENERAL**

1. It is emphasized that a contract will not necessarily result from the responses received to this request for proposal. Makhado Municipality reserves the right to enter into negotiations with any one or more of the respondents, should it be decided to proceed with the contract.

Makhado Municipality reserves the right not to evaluate and / or consider any proposals that does not comply strictly with the requirements as set out in this request.

2. In order to be considered for this tender you have to be registered with the Financial Services Board (FSB) and a South African Financial Services Intermediaries Association recognized by FSB
3. Furthermore to point 4 you will have to achieve a technical acceptability threshold of 75 out of 100 points in terms of the services required and detailed tender specification
4. Scoring as indicated in above will be calculated with the completion of the Compulsory Questionnaire.
5. The number of questions responded to in the affirmative with the necessary proof provided, will be expressed as a % of the total number of questions.

## **OTHER SERVICES**

The services to be rendered as a Short – Term Insurance Broker over the 3- year period should include general services related to the placement, maintenance and administration of the insurance portfolio. A Service Plan should be drawn annually with the inception of a new insurance period detailing the actions to be taken in accordance with the Annual Placement Program as well as an Annual Maintenance Program for claims administration. The Portfolio Service and Maintenance Plan should reflect at least the following general insurance actions:

- Internal and external discussions to set renewal and maintenance strategy.
- Internal Strategy meetings.
- Review existing cover.
- Established uninsured risks and internal self-insurance capacity.
- Review cover, limits and sums insured.
- Review uninsured risks and exposures.
- Re- broking and market exercise to obtain renewal terms.
- Alignment of insurance and Risk Management Philosophy.
- Pre-renewal meeting to discuss excess structures and alternatives of renewal.
- Renewal follows up on alternative quotations;
- Presentation of renewal terms and recommended options;
- Confirmation of placement and 100% cover;
- Confirmation of credit rating of insurance and re-insurance markets;
- Premium allocations on recommended aggregates and service fees;
- Compilation of detailed insurance manual as well as full summary on cover, limits, conditions and exclusions;
- Service plan on Risk Financing and Engineering;
- Provision of underwriting surveys and EML/MPL on five key strategic risks including business interruption reports;
- Update of risk control, surveys and EML/MPL;
- Check and provide issued policy as well as legal confirmation of statutory compliance;
- Claims administration and maintenance as set out in detailed specification inclusive of motor, non-motor, COID and legal liability claims;

- Six monthly claims audit and recommendations;
- Compilation of claims procedural manual in accordance with manual and electronic version
- Post loss surveys;
- Ad hoc adjustments and endorsements on sums insured and declarations to insurers /re-insures;
- Day-to-day correspondence and queries;
- Monitor premium payments and refunds in accordance with accounts and statement;
- Ad hoc training where required in terms of policy and procedural manual

## **DETAILED TENDER SPECIFICATIONS**

### **CLAIMS ADMINISTRATION**

1. Administration of claims reported to the Insurance Broker,
  - The Insurance Broker will acknowledge receipt of claims forms and confirm all claims in writing to the client in 7 (seven) days after receipt of the notification of the incident.
  - If the claim is accepted by the Insurer an Agreement of Loss will be generated and forwarded to the Insurance Section of the client within 7 (seven) days after receipt of all the applicable documentation and claim has been accepted by the Insurer.
  - In cases where no Agreement of Loss is applicable, final invoice will be submitted by the client in reasonable time.
  - The Insurance Broker will assist the Insurance Section with the administration of claims in order to finalise all outstanding claims i.e. obtaining of reports, invoices, quotations etc.
  - The Insurance Broker will provide statistics on all claims / declarations made per month not later than the 2nd working day of the following month to the Insurance Section.
  - Towing services of Accident and breakdowns
  
1. Scheduling and coordinating of claims meetings.
  - The Insurance Broker will schedule and coordinate claims meeting when required (ad-hoc) by the Insurance Section of the Makhado Municipality.
  - The purpose of the meeting will be to discuss all claims as per the applicable Insurance Policies reported by the Insurance Section to the Insurance Brokers and to monitor the progress of all insurance claims reported to and authorized by the Insurance Broker.
  
2. Electronic claims administration system to administrate occupational injuries and disease claims. It is expected of the broker to have capacity to provide the following service at an appropriate time to be determined by the Council on a fee to be agreeing with Council:
  - i) Administration of all claims arising from occupational activities of the employees of the Council pursuant the Compensation for Occupational Injuries and Diseases Act no 130 of 1993 and the Occupational Health and Safety Act.
  - ii) Formulation and implementation of Risk Management Strategy in line with the provisions of the Municipal Finance Management Act.
  - iii) Management of Occupational Injuries and Disease Act as well as Occupational Health and Safety Act risks related to the implementation of construction contracts by third parties on behalf of the Council.
  
3. Applications only from companies who can attest to and provide the following.
  - a) South African based Insurance Broking organization
  - b) Provision of latest financial statements include
    - \* Income Statement
    - \* Balance Sheet
  - c) Resources – details of full-time employees being account directors,



Technicians, broking and other staff that may be utilized on this account, based in South Africa

### **COMPULSARY QUESTIONNAIRE:**

PLEASE NOTE THAT YOU HAVE TO BE REGISTERED WITH THE FINANCIAL SERVICES BOARD (FSB) AND A SOUTH AFRICAN FINANCIAL SERVICES INTERMEDIARY ASSOCIATION OF ANY OTHER REPUTABLE ASSOCIATION RECOGNISED BY FSB TO BE CONSIDERED FOR THIS TENDER. A VALID CERTIFIED COPY OF YOUR REGISTRATION CERTIFICATES AND NUMBERS SHOULD BE ATTACHED TO YOUR TENDER.

IF YOU COMPLY WITH THESE REQUIREMENTS THE FOLLOWING QUESTIONS MUST BE ANSWERED BY THE TENDERER. WHERE A YES IS INDICATED SUBSTANTIATING VALID EVIDENCE MUST BE SUPPLIED. IF THE QUESTIONS ARE NOT ANSWERED AND APPLICABLE CERTIFIED VALID DOCUMENTS NOT ATTACHED WHERE REQUIRED, THE TENDER WILL BE DISQUALIFIED.

### **SPECIFICATION AND CONDITIONS OF TENDER (CONTINUE)**

YES / NO

1. Are you a South African based Insurance Broking Organization? (If yes attach valid document)
2. Will you be outsourcing more than 25% of your services to other brokers or parties?  
(If yes provide equity ownership and HDI status of the beneficiary broker or partners to whom part of the contract will be outsourced.)
3. Is your service team to be utilized on this tender FAIS compliant and registered with the Financial Services Board?  
(If yes attach a valid certified confirmation from the Financial Services Board reflecting the individual Registered)
4. Do you have a Loss Control Resource?  
(If yes provide details and particulars of representatives)
5. Do you have a Risk Finance Resource?  
(If yes provide details and particulars of representatives)
6. Name some local authorities where you are currently applying risk management (risk finance and risk control)
7. Can you provide formal training services in risk management, risk control and risk financing?  
(If yes, provide full details where you have done so and contact persons)
8. Do you have Professional Indemnity cover to the value of R5 millions?  
(If yes must provide a valid certified copy of your Professional Indemnity covers)
9. Do you have Fidelity Guarantee cover to the value of R5 million?  
(If yes must provide a valid certified copy of your Fidelity Guarantee covers)

10. Do you have any agency with specific insurers?  
(If yes must attach valid certified correspondence from each insurer)
11. Do you have a dedicated service team whom will be allocated to Makhado Municipality insurance portfolio?  
(If yes must attach an organogram of the service team and their relevant curriculum vitae. Please note that the curriculum vitae will only be considered if the employee has at least 3 (three) years short term insurance experience)
12. Is your Black Economic Empowerment status in line with the minimum requirement of the Financial Services Charter and has your status been verified and rated by any independent and reputable rating agency?  
(If yes provide full details of rating and by whom)
13. Have you been appointed in the past 3 (three) years as a short-term insurance broker on an insurance portfolio in excess of R1 billion assets”?  
(If yes must provide the names of these clients, the contact person and telephone number).
14. Have you been appointed as a short term insurance broker on a municipal portfolio in the past 3 (three) years?  
(If yes must indicate the name of the municipality, the contact person and telephone number)
15. Do you have an electronic insurance claims administration system that will be made available to the client?  
(If yes must indicate the name of the system and claims handling capacity of the system)
16. Has this electronic insurance claims handling system been implemented with your other clients?  
(If yes must provide the name of the clients and their telephone numbers)
17. Do you have an electronic injury on duty claims administration system that will be made available to the client?  
(If yes must indicate the name of the system and claims handling capacity of the system)
18. Has this electronic injury on duty claims handling system been implemented with your other clients?  
(If yes must provide the names of the clients and their telephone numbers).

<b>POLICY CLASS</b>	<b>INSURANCE PROPERTY /-INTEREST PERSONS</b>	<b>INSURANCE LIMITS / INDEMNITY LIMIT</b>
1.COMBINED	<p>All buildings and erections including fixtures and fittings therein, thereto or thereon, boundary walls, gates, posts and fences belonging thereto, and contents contained in any building, structure or erection, including underground fuel storage tanks and their contents and lamp posts.</p> <p>All substations, mini substations, transformers, electrical switchgear including fixtures and fittings related thereto.</p> <p>Property in the open</p> <p>Excluded property to be included, i.e stadiums, pavilions, tartan tracs etc</p> <p>Reasonable precautions</p> <p>Consumables/Inventory</p>	<p>R 260 602 545 (Building Standard) 2 086 504 (Building thatch) 56 409 406 (Contents standard)</p> <p>R 216 327 078 (Plant, machinery, and equipment)</p> <p>R 6 728 035</p> <p>Included under item 1</p> <p>R 10 000</p>
2.HOUSE OWNERS	<p>1. ALL BUILDINGS of PRIVATE HOUSES, RESIDENTIAL UNITS, HOSTELS and FLATS include all domestic outbuildings and all fixtures. and fitting therein, thereto, and thereon, gates, walls, and fencing belonging thereto, satellite dishes and antenna being the property of the Insured or for which they are responsible or in which the Insured has an interest as Mortgagee.</p> <p>2. Reasonable Precautions</p>	<p>R 20 000 000</p> <p>R 3 197 014 (Standard)</p> <p>R 10 000</p>
3. BUSINESS INTERRUPTION	<p>1. Increase in Cost of working (24 months)</p> <p>2. Claims preparation costs</p>	<p>R 10 000 000</p> <p>R 100 000</p>
4. OFFICE CONTENTS	<p>1. Office Contents</p> <p>2. Loss of Documents</p> <p>3. Legal Liability (Documents)</p> <p>4. Locks and Keys</p> <p>5. Reasonable Precautions</p>	<p>R 1 177 225</p> <p>R 1 000 000</p> <p>R 1 000 000</p> <p>R 10 000</p> <p>R 10 000</p>
5. BUSINESS ALL RISKS	<p>1. Laptops</p> <p>2. All Other Items</p> <p>3. Locks and Keys</p> <p>4. Claims Preparations Costs</p> <p>5. Increase in Cost of Working</p>	<p>R 738 785</p> <p>R 6 463 009</p> <p>R 10 000</p> <p>R 100 000</p> <p>R 200 000</p>

6. THEFT	1. First Loss 2. Property in the Open 3. Locks and Keys 4. Reasonable precautions 5. Malicious Damage	R 250 000 R 250 000 R 10 000 R 20 000 R 250 000
7. GLASS	1. All Municipal premises	R 50 000
8. MONEY	1. In respect of money not contained in a locked safe or strong room  (a) in the custody of any authorized employee, Council Member or Principal of the Insured while away from the Insured's premises on a business trip anywhere in the world  (b) while on the Insured's premises outside the hours during which the business operations of the Insured are conducted  2. In respect of loss of or damage to crossed money or postal orders.  3. In respect of any other loss of or damage to money (seasonal) - specific periods as follows: 8 days every month (salaries/wages payday and cut off date for Municipal Accounts) - at any other time  4. In respect of loss of or damage to receptacles and clothing (as defined) including firearms as a result of theft of money or any attempt thereat.  1. Reasonable Precautions  2. Claims Preparation Costs  Personal Accident  - Capital amount. - Weekly amount - Medical Expenses - Number of Persons	a) R 10 000  b) R 10 000  R 1000 000  R 350 000  R 250 000  R 200 000  R 10 000  R 100 000  R 30 000 R 10 000 R 50 000 All employees
9. FIDELITY		

<p>GUARANTEE All employees and councilors</p>	<ol style="list-style-type: none"> <li>1. Limit any one period</li> <li>2. Recovery cost</li> <li>3. Claims Preparation Costs</li> </ol>	<p>R 800 000</p> <p>R 150 000</p> <p>R 100 000</p>
<p>10. ACCIDENTAL DAMAGE</p>	<ol style="list-style-type: none"> <li>1. Limit of indemnity</li> <li>2. Claims Preparation Costs</li> </ol>	<p>R 10 000 000</p> <p>R 100 000</p>
<p>11. STATED BENEFITS</p> <p>All employees of the insured Salary and Wage Roll R 282 574 860</p> <p><b>Work related accidental death &amp; work-related injury cover.</b></p>	<ol style="list-style-type: none"> <li>1. Death</li> <li>2. Permanent Disability</li> <li>3. Temporary Total Disability</li> <li>4. medical Expenses</li> <li>5. Funeral Costs</li> <li>6. Repatriation</li> <li>7. Mobility</li> <li>8. Relocation</li> <li>9. Claims Preparation Costs</li> </ol>	<p>3x annual salary</p> <p>% of Death Benefit as specified for particular disability</p> <p>100% of weekly earnings for 104 weeks</p> <p>R 30 000</p> <p>R 30 000</p> <p>R 30 000</p> <p>R 30 000</p> <p>R 30 000</p> <p>R 30 000</p> <p>R 100 000</p>
<p>12. PERSONAL ACCIDENT</p> <p>75 Councilors Council activities including community to and from</p>	<ol style="list-style-type: none"> <li>1. Death</li> <li>2. Permanent Disability</li> <li>3. Temporary Total Disability</li> <li>4. Medical Expenses</li> <li>3. Funeral Costs</li> <li>6. Repatriation</li> <li>7. Mobility</li> </ol>	<p>R 500 000</p> <p>% of Death Benefit as specified for particular disability</p> <p>R5 200 per week for a maximum period of 104 weeks</p> <p>R 30 000</p> <p>R 30 000</p> <p>R 30 000</p> <p>R 30 000</p>

	8. Relocation	R 30 000
13. ELECTRONIC EQUIPMENT	1. Laptops 2. Software /Licenses 3. Reconstruction of Data 4. Increase in Cost of Working	R 630 000 R 1 085 000 R 200 000 R 200 000
14. MACHINERY BREAKDOWN	1. Specified Property 2. Damage to surrounding property 3. Automatic Additions 4. Expediting costs 5. Claims Preparation Costs	R 128 560 545 R 10 000 000 R 32 140 136 R 50 000 R 10 000 000
15. MACHINERY BREAKDOWN BUSINESS INTERRUPTION	1. Increase in Cost of working	R 10 000 000

16. MOTOR FLEET	i.	Private type motor cars and minibuses seating up to 16 persons	Number of Units	02
	ii.	Commercial Vehicles as follows:		
		a) LDV's	Number of Units	70
		b) Trucks	Number of Units	39
		c) Sedan	Number of Units	13
		d) SUV	Number of Units	03
		e) Tractors	Number of Units	18
		f) Emergency vehicles	Number of Units	0
	iii.	Buses and minibuses seating more than 16 persons	Number of Units	1
	iv.	Trailers		
	v.	Special type vehicles (Front end loader /dozer) construction vehicles	Number of Units	18
			Number of Units	04
	vi.	Graders and TLB	Number of Units	17
vii.	Refuse removal truck.	Number of Units	16	
		Number of units	01	
viii.	Compactor dresser	Number of units	08	
ix.	Fuel tanker, Compressor, Bomag and pole grapper	Number of units	01	
x.	Forklift	Number of units	01	
xi.	Excavator			
			<b>209</b>	
	<b>TOTAL</b>			

	<p>1. ADDITIONAL CONTIGENCIES</p> <p>1.1. Medical Expenses</p> <p>1.2. Loss of keys</p> <p>1.3. Theft or attempted theft of radios / sound equipment</p> <p>1.4. Theft or attempted theft of telephones (excluding cellular phones)</p> <p>1.5. Claims Preparation Costs</p>	<p>R 10 000 Per occupant</p> <p>R 5 000</p> <p>R 5 000</p> <p>R 5 000</p> <p>R 100 000</p>
17 PUBLIC LIABILITY	<p>1. General Liability (unlimited any one period)</p> <p>2. Additional Contingencies (any one period)</p> <p>2.1. Wrongful arrest and defamation</p> <p>2.2. Errors and omissions</p> <p>2.3. Products liability and defective workmanship</p> <p>2.4. Pedal cycles (comprehensive)</p> <p>2.5. Vibration, Removal or weakening of support.</p> <p>2.6. Legal Defiance Cost</p> <p>2.7. Professional Liability in respect of Medical Practitioners and / or other Medical Officials</p> <p>2.8. Spread of Fire</p> <p><b>3. Third Party Liability (Motor)</b></p> <p>3.1. Fire and Explosion</p> <p>3.2. Passenger Liability</p> <ul style="list-style-type: none"> <li>- Fare paying Passenger.</li> <li>- Other</li> </ul> <p>3.3. Conveyance of explosives</p> <p>4. Claims Preparation Costs</p>	<p>R 25 000 000</p> <p>R 2 250 000</p> <p>R 2 250 000</p> <p>R 25 000 000</p> <p>Market value</p> <p>R NIL</p> <p>R 2 250 000</p> <p>R 2 250 000</p> <p>R 24 000 000</p> <p>R 25 000 000</p> <p>Market value</p> <p>R 25 000 000</p> <p>Market value</p>



		R 100 000
18. EMPLOYERS LIABILITY	1. Limit of indemnity 2. Claims Preparation Costs	R 25 000 000 R 100 000
19. GOODS IN TRANSIT	1. Limit per load 2. Removal of debris 3. Reasonable precautions	R 150 000 R 15 000 R 10 000
20. CONTRACT OR ALL RISK	1. Public Liability 2. Surrounding property 3. Removal of debris	R 5 000 000 R 5 000 000 R 1 000 000
21. AERODROME OWNERS	1. SECTION 1 Property damage	R 10 000 000
24. SASRIA (RIOT AND STRIKE AND POLITICAL RIOT)	Combined House-owners Office Contents	As per the Underlying Policy As per the Underlying Policy
NON-MOTOR	Business All Risks	As per the Underlying Policy
	Money	As per the Underlying Policy
	Electronic Equipment	As per the Underlying Policy
	Contractors all Risks	As per the Underlying Policy
	Claims Preparation Costs	As per the Underlying Policy
23. SASRIA MOTOR	Motor Fleet	As per the Underlying Policy

## HIGH VALUED VEHICLES OR VEHICLES MORE THAN R500 000

Vehicle	Reg No	DATE	NBV
10 TON DROPSIDE WITH CRANE	JPCZXYODXNS815662	22/11/2022	R 1 431 674.78
10 TON DROPSIDE WITH CRANE	JPCZXYOD7NS815666	22/11/2022	R 1 163 280.17
TOYOYA RAV 4	FXS 463 L	05/01/2023	R 586 033.38
VW TOUAREG	DZZ 112 L	10/11/2018	R 526 804.50
TRUCK ISUZU WATER TANKER	FKS 299 L	1/9/2020	R 647 376.13
TRUCK REFUSE CWE330	FMB 121 L	19/10/2020	R 1 137 290.80
UD TRUCKS	FDS 614 L	24/4/2019	R 670 899.75
TRUCK IVECO	FMW 630 L	25/2/2021	R 596 570.28
FSR800 (MAN)-ISUZU	FGD 531 L	28/6/2019	R 792 012.03
TRUCK REFUSE CWE330	FNY 508 L	31/3/2021	R 1 236 193.19
TRUCK REFUSE CWE330	FPN 101 L	31/3/2021	R 1 236 193.19
TRUCK REFUSE CWE330	FNY 538 L	31/3/2021	R 1 236 193.19
TRUCK REFUSE CWE330	FNY515 L	31/3/2021	R 1 236 193.19
TRUCK REFUSE CWE330	FNY 485 L	31/3/2021	R 1 236 193.19
AUTO SKIP LOADER TRUCK	FNT 213 L	15/4/2021	R 1 095 441.71
AUTO SKIP LOADER TRUCK	FNW 205 L	15/4/2021	R 1 095 441.71
AUTO SKIP LOADER TRUCK	FNT 216 L	15/4/2021	R 1 095 441.71
AUTO SKIP LOADER TRUCK	FNT 219 L	15/4/2021	R 1 095 441.71
AUTO SKIP LOADER TRUCK	FNT 225 L	15/4/2021	R 1 095 441.71
TIPPER TRUCK	FNT 186 L	7/5/2021	R 539 603.18
ISUZU FTR TRUCK	FKN 313 L	20/12/2019	R 500 750.51
TRUCK NISSAN UD	FKX 636 L	17/6/2020	R 1 216 047.22
EICHER TRUCK	FNK 317 L	30/6/2020	R 562 922.95
EICHER TRUCK	FKN 330 L	30/6/2020	R 562 922.95
EICHER TRUCK	FKN 326 L	30/6/2020	R 562 922.95
EICHER TRUCK	FKN 328 L	30/6/2020	R 562 922.95
EICHER TRUCK	FNK 311 L	30/6/2020	R 562 922.95
GOOSE NECK LOWBED TRAILER	FRV 703 L	2021/10/18	R 1 120 597.32
<b>TOTAL</b>			<b>R25 401 729.30</b>
DESCRIPTION_NAME	SERIAL NUMBER	PURCHASE DATE	NBV 2022-2023
TLB	FWM 482 L	16/9/2022	R 856 044.06
GRADER	FFB 931 L	28/5/2019	R 1 317 037.85
GRADER	FFB 947 L	28/5/2019	R 1 317 037.85
TLB CAT	FJP 179 L	29/5/2019	R 511 080.86
HIDROMEK MG330 MOTOR GRADER	FGB 957 L	20/8/2019	R 1 183 087.80
HIDROMEK MG330 MOTOR GRADER	FGB 973 L	20/8/2019	R 1 183 087.80
HIDROMEK MG330 MOTOR GRADER	FGB 966 L	20/8/2019	R 1 183 087.80
BULDOZER	CHSD22AWTK1021203	11/3/2020	R 2 230 279.77
EARTH MOVING MACHINE	CAT00320JDKJ20830	29/5/2020	R 916 866.20
GRADER	FLL 155 L	30/6/2020	R 1 620 470.86
RUBBER DOOZER CAT	FSV 291 L	2022/01/24	R 8 490 194.50
<b>TOTAL</b>			<b>R 20 808 275.35</b>

**CLAIM REPORT FROM 1 OCTOBER 2020 TO 31 OF MARCH 2023**

Claim No.	Claim Reference No.	Claim Registered	Paid
KM-00008069	Toyota Hilux FJG987L	26-Jan-2022 16:28:08	34 230.91
KM-00007393	Toyota FJG907L	11-Nov-2021 11:59:12	190 170.00
KM-00014149		15-Feb-2023 15:03:18	1 150.00
KM-00007825	TOYOTA FJV 439L	04-Jan-2022 15:04:02	6 164.64
KM-00006988	FMD231L POLO SEDAN	07-Oct-2021 13:00:20	206 010.00
KM-00013273	Isuzu CGF262L	07-Dec-2022 10:59:13	17 961.66
KM-00014304	FJG 887 L	26-Feb-2023 12:57:13	1 150.00
KM-00006929	NISSAN DNF604L	01-Oct-2021 15:22:41	41 725.88
KM-00005745	FGT958L	02-Jul-2021 20:48:29	5 329.16
KM-00005563	Toyota FJG954L	14-Jun-2021 15:28:05	2 636.60
KM-00006993	FKN391L TOYOTA	07-Oct-2021 14:23:22	14 094.12
KM-00005553	IsuzuFGD531L	11-Jun-2021 16:17:36	11 456.38
KM-00005994	fjg954l	05-Aug-2021 15:15:03	63 305.90
KM-00012530	Toyota Hilux 391L	18-Oct-2022 09:47:53	12 944.11
KM-00005816	Nissan DNF537L	14-Jul-2021 17:14:21	22 305.53
KM-00010695	Toyota FJG974L	30-Jun-2022 13:14:29	18 403.19
KM-00006992	FFL024 TOYOTA	07-Oct-2021 14:02:10	1 541.06
KM-00008176	Tougen VW Dzz112L	04-Feb-2022 16:21:06	78 244.97
KM-00010509	Toyota FJG 987L	21-Jun-2022 09:00:30	89 925.81
KM-00013274	Nissan DNF537L	07-Dec-2022 11:12:00	11 048.61
KM-00012593	Toyota FHK903L	21-Oct-2022 09:13:46	16 535.25
KM-00006990	HILUX FJV445L	07-Oct-2021 13:51:43	14 641.63

**MBD 3.1**

**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.      QUANTITY      DESCRIPTION      BID PRICE IN RSA CURRENCY

- Required by: .....
  - At: .....
  - Brand and model .....
  - 
  - Country of origin.....
  - Does offer comply with specification?      \*YES/NO
  - If not to specification, indicate deviation(s) .....
  - Period required for delivery .....
  - Delivery: ..... \*Firm/not firm
- \*Delete if not applicable

**PRICE ADJUSTMENTS**

**A NON-FIRM PRICES SUBJECT TO ESCALATION**

1. IN CASES OF CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{D4t}{D4o} \right) + VPt$$

Where:

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

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

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

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

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

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

**B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

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)

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

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state\*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 3.1 Full Name: .....
  - 3.2 Identity Number: .....
  - 3.3 Company Registration Number: .....
  - 3.4 Tax Reference Number: .....
  - 3.5 VAT Registration Number: .....
  - 3.6 Are you presently in the service of the state\* **YES / NO**
    - 3.6.1 If so, furnish particulars.  
.....  
.....
  - 3.7 Have you been in the service of the state for the past twelve months? **YES / NO**
    - 3.7.1 If so, furnish particulars.  
.....
  - 3.8 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**
    - 3.8.1 If so, furnish particulars.  
.....  
.....
  - 3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

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

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

3.9.1 If so, furnish particulars YES / NO

.....  
.....

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

3.10.1 If so, furnish particulars.

.....  
.....

3.11 Are any spouse, child or parent of the company's directors YES / NO

Managers, principle shareholders or stakeholders in service of the state

3.11.1 If so, furnish particulars.

.....  
.....

**CERTIFICATION**

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



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

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

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

**1. GENERAL CONDITIONS**

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 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
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	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:

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

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:

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

Where

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

**4. POINTS AWARDED FOR SPECIFIC GOALS**

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

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

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

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

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)	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)
100% Black ownership (attach CSD detail report)	N/A	10	N/A	
Woman Ownership (attach CSD detail report or Certified ID copy)	N/A	05	N/A	

Disability ( <b>Attach Disability letter from a Doctor</b> )	N/A	05	N/A	

**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:** .....

.....

.....

.....

**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 Makhado Municipality in accordance with the requirements and task directives / proposals specifications stipulated **Bid no 51 of 2023** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

<b>WITNESSES</b>	
1	.....
2	.....
DATE:.....	

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**


1. I **KM NEMANAME** in my capacity as **Municipal Manager** accept your bid under reference number **8/3/2/1983** 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)
PROVISION FOR SHORT TERM INSURANCE FOR THE PERIOD OF THREE YEARS				N/A

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

SIGNED AT **MAKHADO** ON .....

NAME (PRINT) **KM NEMANAME**  
 SIGNATURE .....

OFFICIAL STAMP 

<b>WITNESSES</b>	
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).  <b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	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 bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *per 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_ (Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_ (Name of Municipality / Municipal Entity)

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

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

- 1. I have read and I understand the contents of this Certificate;

2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract

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

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

**DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (VAT INCLUDED)**

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

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

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

.....

.....

**YES / NO**

2 Do you have any outstanding undisputed commitments for municipal services towards a municipality or any other service provider in respect of which payment is overdue for more than 30 days?

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

2.2 If yes, provide particulars.

.....

.....

.....

.....

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

3.1 If yes, furnish particulars  
.....  
.....

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic? **YES / NO**

4.1 If yes, furnish particulars  
.....  
.....

**CERTIFICATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

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

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

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

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## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 “Day” means calendar day.
  - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
  - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
  - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

## **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.**

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

**7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

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

10.2 Documents to be submitted by the supplier are specified in SCC.

**11. Insurance**

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

**12. Transportation**

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

**13. Incidental services**

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### **14. Spare parts**

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

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 contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

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

## **23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any



person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

#### **24. Anti-dumping and countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

**25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (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 Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.