



**HOUSING COMPANY TSHWANE**  
affordable housing solutions

Townlands Social Housing,  
374 Cowie Street, Marabastad, 0001  
+27 (0) 12 358-4469  
Reg. no. 2001/029821/08 | VAT No. 4090249030

## HOUSING COMPANY TSHWANE

**BID DESCRIPTION: PANEL FOR REPAIRS AND MAINTENANCE FOR THE PERIOD OF 3 YEARS (36 MONTHS).**

**BID NUMBER: HCT- SCMU 05/2024/25**

**CIDB GRADING: .....**

**CSD NUMBER: .....**

**NAME OF THE BIDDER: .....**

.....

**BID AMOUNT: R..... (VAT Incl.)**

**AMOUNT IN WORDS: .....**

.....

**CLOSING DATE: 31 JULY 2025 @ 12H00**



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## **HOUSING COMPANY TSHWANE**

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### **SUPPLY CHAIN MANAGEMENT UNIT DEPARTMENT: PROPERTY MANAGEMENT**

#### **BID DESCRIPTION:**

#### **BID NO: HCT-SCMU 05/2024/25**

Bids are hereby invited from interested service providers for the Panel of Repairs and Maintenance for the period of 3 years (36 months). Bid documents are obtainable at the Entity's website ([hct.tshwane.gov.za](http://hct.tshwane.gov.za)) free of charge.

Completed bid documents with attachments (supporting documents) must be wrapped in a sealed envelope and be deposited into Housing Company Tshwane bid box, Townlands Social Housing, 374 Cowie Street, marked clearly as Bid No: HCT-SCMU 05/2024/25: Panel of Repairs and Maintenance for the period of 3 years (36 months).

Bid document will be available at [hct.tshwane.gov.za](http://hct.tshwane.gov.za) and Supply chain Management office 3 days from the date of advertisement.

#### **Stage- 1 Administrative Compliance:**

All interested service providers must possess the following information in order to pass through stage one of the bid:

- a) CSD registration report/ MAAA Number.
- b) SARS Tax Pin/Tax clearance (OTP);
- c) CIPC, Company registration documents.
- d) Company Profile.
- e) Valid Letter of Good Standing (COIDA).
- f) Proof of residence for both company and directors appearing in CK (not older than 3 months):

Municipal statement, Valid lease agreements with proof of payment for 3 months, or tribal proof of occupation not older than 3 months and or Original Letter from the Council for informal dwellers accompanied with original affidavit.



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- g) All MBD forms **must be completed and signed**. If the submission is done as a Joint Venture, all requested documents will be required for each individual company forming the JV. In the case of a JV, an original JV Authority of Signatory as well as a JV agreement must be submitted.
- h) Service providers must attach their applicable CIDB certificate as per trade and as per the CIDB grading guide listed below:
- CIDB Grading Certification from level 2 – 4 only.
- i) Valid Joint Venture Agreement signed off by both parties (In case of a Joint Venture).

**Advert Publication date: 28 June 2025,**

**Compulsory Briefing session will be held on 07 July 2025 @ 10h00, Townlands Social Housing, 374 Cowie Street, Marabastad.**

**Closing date: 31 July 2025 @ 12h00.**

## **EVALUATION OF BIDS**

The Evaluation of this bid will be conducted in two stages:

The first stage will be assessment of Administrative Compliance

The second stage will be functionality:

Key personnel

Company Experience

Weighting differs per grade and per trade as detailed in the tender document.

Successful service providers must score the minimum of 70 points for a functionality test before their Bids could be considered in the next stage of evaluation based on the 80/20 principle in terms of preferential procurement system. This Tender will be evaluated and adjudicated in line with the 80/20 principle as provided for in the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022.



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**Bidders shall take note of the following bid conditions:**

- a. Housing Company Tshwane Supply Chain Management Policy will apply on this bid.
- b. Specific goals in terms of the preferential procurement regulations 2022 will apply on this bid.
- c. Housing Company Tshwane does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.
- d. Contract period: 02 Months (this includes all statutory holidays and construction builder's holidays)
- e. Council reserves the right to negotiate further conditions with the successful bidder.
- f. Council reserves the right not to appoint.
- g. No bidder will be appointed if not registered on Central Supplier Database.
- h. Council has the right to appoint more than one bidder;
- i. Late, incomplete, unsigned, uninitialed, faxed or emailed bids will not be accepted.

**Technical enquiries should be directed to Mr M. Mbambo @ 082 857 9495.**

**Administrative enquiries relating to the tender be directed to Mr. L Mashao @ 065 968 7954.**

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Ms. O.N Nyudu  
Chief Executive Office



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## **PART B.1 Form of bid**

Bid for contract number: HCT-SCMU 05/2024/25

I/We, the undersigned:

Bid for an amount .....% (vat inclusive) and.

- a) Bidder to supply and deliver to the Housing Company Tshwane all or any of the supplies of goods or services described in both Specification and Schedules of this Contract.
- b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this bid document, regarding delivery and execution.
- c) Further agree to be bound by those conditions, set out should this bid be accepted in whole or in part.
- d) Confirm that this bid may only be accepted by the Housing Company Tshwane by way of a duly authorized Letter of Acceptance; and,
- e) Declare that we are fully acquainted with the Preferential Procurement Forms and Schedules, and the contents thereof and that we have signed the Schedule of Prices – PART “F” and completed the Preference Points claim Forms attached in Part I, J, K, L and M; N; O”
- f) Declare that the relevant authorised person thereto will initial each page of the bid document and amendment.
- g) Declare that all information provided in respect of the bidder as well as the bid documents submitted are true and correct.
- h) Declare that documentary proof regarding aspects of the bid process or accidental thereto will, when required, be submitted to the satisfaction of the Municipality.

Signed at .....this ..... Day of .....20.....



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Signature Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

As Witness:

1. Name \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Signature: \_\_\_\_\_

2. Name \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Signature: \_\_\_\_\_

**State in cases where the bidder is a Company, Corporation of Firm by what authority the person signing does so, whether by Articles of Association, Resolution, Power of Attorney or otherwise (attach resolution) . I/We the undersigned am/are authorized to enter into this contract on behalf of:**

\_\_\_\_\_  
By virtue of \_\_\_\_\_

Dated \_\_\_\_\_ a certified copy of which is attached to this bid. Signature of authorized person: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Postal Address: \_\_\_\_\_

As witness:

1. Name: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Signature: \_\_\_\_\_

2. Name: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Signature: \_\_\_\_\_

Please Note: The prices at which bids are prepared to supply the goods and materials or perform the services must be placed in the column on the form provided for that purpose. Failure to sign the form of bid and initialling each page of the bid document will result in disqualification of the bidder. Bidders must sign this Form of Bid as well as PART “F,” attached to this bid document and on acceptance of a bid by the Housing Company Tshwane the Conditions of Contracts, Special Conditions, Specifications and Scheduled of prices, attached hereto shall be deemed to be the conditions of Contract between the parties.



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**Failure to complete all blank spaces in the forms and to attend to the other details mentioned herein will render the bid liable to rejection.**

Bank account details of Bidder:

Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

Branch Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

Type of Account: \_\_\_\_\_

**Proof that municipal account is paid in full to be attached (arrangements made with council will be taken into consideration).**



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**PART B. 2 Bidding Information**

Details of person responsible for bidding process Name:

\_\_\_\_\_

Contact number: \_\_\_\_\_

Address of office submitting bid: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax no: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Authority for signatory Signatories for close corporation and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be. An example for a company is shown below:

“By resolution of the board of director(s) passed on \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

Mr/ Mrs. \_\_\_\_\_

Has been duly authorized to sign all documents in connection with the bid for

Contract \_\_\_\_\_

No \_\_\_\_\_

And any contract, which may arise there from on behalf of Signed on behalf of the company:

\_\_\_\_\_ in his capacity as: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of signatory as witness:

1. Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Signature: \_\_\_\_\_

2. Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Signature: \_\_\_\_\_



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## **PART C General undertakings by the bidder**

### 1.1 Definitions

1.1.1 “Acceptable bid” means any bid, which in all respects, complies with conditions of bid and specifications as set out in the bid document, including conditions as specified in the Preferential Procurement Policy Framework Act (Act 5 of 2000) and related regulations.

1.1.2 “Chairperson” means the chairperson of the Housing Company Tshwane Bid Adjudication Committee.

1.1.3 “Municipal Manager” means the Accounting Officer or Municipal Manager of the Municipality.

1.1.4 “Committee” refers to the Bid Adjudication Committee.

1.1.5 “Council” refers to Housing Company Tshwane.

1.1.6 “Equity Ownership” refers to the percentage ownership and control, exercised by individuals within an enterprise.

1.1.7 “HDI equity ownership” refers to the percentage of an enterprise, which is owned by individuals, or in the case of a company, the percentage shares that are owned by individuals meeting the requirements of the definition of a HDI.

1.1.8 “Member” means a member of the Bid Adjudication Committee.

1.1.9 “Historically Disadvantaged Individual (HDI)” means a South African citizen- (i) Who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the 1983 and 1993 Constitutions; and/or (ii) Who is a female; and/ or (iii) Who has a disability?

1.1.10 “Service providers” refers to the bidders who have been successful in being awarded Council contracts.



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1.1.11 SMMEs” (Small, medium and Micro Enterprises) refers to separate and distinct business entities, including co- operative enterprises and NGOs, managed by one owner or more, as defined in the National Small Business (Act 102 of 1996).

1.1.12 Contract” refers to legally binding agreement between Housing Company Tshwane and the service provider.

1.1.13 “Bid” means a written offer in a prescribed or stipulated form in response to an invitation by the Municipality for the provision of services or goods

1.1.14 “Contractor” means any natural or legal person whose bid has been accepted by the Council.

1.1.15 “Closing time” means the date and hour specified in the bid documents for the receipt of bids.

1.1.16 “Order” means an official written order issued for the supply of goods or the rendering of a service in accordance with the accepted bid or price quotation.

1.1.17 “Written” or “in writing,” means handwritten in ink or any form of mechanical writing in printed form.

1.1.18 Functionality” means technical capability, financial and other resource availability that the service provider needs, to successfully and efficiently render the service and/or deliver in accordance with the specifications.

## **1.2 INTERPRETATION:**

1.2.1 In this agreement clause headings are for convenience and shall not be used in its interpretation and, unless the context clearly indicates a contrary intention: -

1.2.2 An expression which denotes: -

1.2.3 Any reference to any statute, regulation or other legislation or official policy shall be a reference to that statute, regulation or other legislation or national policy as at the signature date, and as amended or re-enacted from time to time.;



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1.2.4 When any number of day is prescribed, such shall be reckoned exclusively of the first and inclusively of the last day, unless the last day falls on a day which is not a business day, in which case the last day shall be the next succeeding day which is a business day;

1.2.5 Where any term is defined within a particular clause, other than the interpretation clause, that term shall bear the meaning ascribed to it in that clause wherever it is used in this agreement.

1.3 I/we hereby Bid:

1.3.1 To supply all or any of the supplies and/or to render all or any of the services described in the attached documents {Forms, Schedule(s) and/or Annexure(s) to the Housing Company Tshwane.

1.3.2 On the terms and conditions and accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and incorporated into, this bid);

1.3.3 At the prices and on the terms regarding time for delivery and/or execution inserted therein.

2.1 I/we agree further that: The offer herein shall remain binding upon me/us and open for acceptance by the Housing Company Tshwane during the validity period indicated and calculated from the closing time of the bid. This bid and its acceptance shall be subject to the terms and conditions contained in the Forms, Scheduled(s)

and/or Annexure(s) attached hereto with which I am /we are fully acquitted. notwithstanding anything to the contrary in the Form(s), Schedule(s) and /or Annexure(s) attached hereto:

2.1.1 if I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance or fail to fulfil the contract when called upon to do so, the Housing Company Tshwane may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the Municipality.



2.1.2 In such event, I/we will then pay to the Municipality any additional expenses incurred by the Municipality for having either to accept any less favourable bid or, if new bids have to be invited, the additional expenditure incurred by the invitation of new bids and by the subsequent acceptance of any less favourable bid.

2.1.3 The Municipality shall also have the right in these circumstances, to recover such additional expenditure by set-off against monies which may be due or become due to me/us under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other bid or contract.

2.1.4 Pending the ascertainment of the amount of such additional expenditure the Municipality may retain such monies, guarantee, or deposit as security for any loss the Municipality may sustain, as determined hereunder, by reason of my/our default.

2.1.5 Any legal proceedings arising from this bid may in all respects be launched or instituted against me/us and if/we hereby undertake to satisfy fully any sentence or judgment which may be obtained against me/us as a result of such legal proceedings, and I/we undertake to pay the Housing Company Tshwane legal costs on an attorney and own client.

2.1.6 if my/our bid is accepted that acceptance may be communicated to me/us by letter or facsimiles and that proof of delivery of such acceptance to SA Post Office Ltd or the production of a document confirming that a fax has been sent, shall be treated as delivery to me/us. The law of the Republic of South Africa shall govern the contract created by the acceptance to this bid.

2.1.7 I/we have satisfied myself/ourselves as to the correctness and validity of this bid, that the price(s) and rate(s) quoted cover all the work/items(s) specified in the bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk

2.1.8 I/we accept full responsibility for the proper execution and conditions defaulting on me/us under this



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agreement as the principal(s) liable for the fulfilment of this contract. I/we declare that I/we have participation/no participation in the submission of any other bid for the supplies/services described in the attached documents.

If your answer here is yes, please state the names(s) of the other Bid(s) involved.....



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## **PART D:**

### **GENERAL CONDITIONS OF CONTRACT GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY REPUBLIC OF SOUTH AFRICA**

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#### **Government Procurement: Housing Company Tshwane**

#### **General Conditions of Contract July 2010**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) (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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1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
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13. Incidental services
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31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

## **1. DEFINITIONS**

The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.



1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 “Day” means calendar day.

1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.

1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.

1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12” Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.



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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.



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1.24 “Services” means that functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

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

## **2. APPLICATION**

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. GENERAL**

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. STANDARDS**

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.



## **5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION.**

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 as 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

5.2.1 Except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause

5.3.1 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.



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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.

## **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.



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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.



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## **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.



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(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 those 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



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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 fulfilment 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.



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## **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 these 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, it's



likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

## **22. PENALTIES**

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



performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

### **23. TERMINATION FOR DEFAULT**

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

(a) If the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2.

(b) If the Supplier fails to perform any other obligation(s) under the contract; or

(c) If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated

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



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

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information: (i) The name and address of the supplier and / or person restricted by the purchaser; (ii) The date of commencement of the restriction (iii) The period of restriction; and (iv) The reasons for the restriction. These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

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

## **24. ANTI-DUMPING AND COUNTERVAILING DUTIES AND RIGHTS**

24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any



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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 wilful 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.



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## **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 stated 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.



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### **33. NATIONAL INDUSTRIAL PARTICIPATION (NIP) PROGRAMME**

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

### **34 PROHIBITIONS 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



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## **PART E: GENERAL PROCEDURES**

### 1. General Directives

1. The following general procedures contained in this document have been laid down by the Council and are applicable to all bids, orders, and contracts, unless otherwise approved by the Council prior to the invitation of the bids.
2. Where applicable, special conditions or procedures are also laid down by the Council to cover specific supplies or services.
3. Where such special conditions or procedures are in conflict with the general conditions and procedures, the special conditions or procedures shall apply.
4. The bidder shall satisfy himself/herself with the conditions and circumstances of the bid. By bidding, the bidder shall deem to have satisfied himself/herself as to all the conditions and circumstances of the bid.
5. Formal contract are concluded with the contractors only where this requirement is stated in the bid invitation.
6. All bids with regard to the bidding of a service e.g., materials, cleaning services; professional services, etc. shall be subject to the negotiation of a Service Level agreement between the successful contractor and the Municipality. The acceptance of this Service Level Agreement is subject to the approval by the Council of the Municipality.
7. The written acceptance of bid shall be posted to the bidder or contractor concerned by registered or certified mail.
8. Process for competitive bidding Following are procedures for a competitive bidding process for each of the following stages:



## 8.1 Compilation of bidding documentation

(a) Take into account – ♣ The general conditions of contract; ♣ Any Treasury guidelines on bid documentation; and ♣ The requirement of the Construction Industry Development Board, in the case of a bid relating to construction, Replacement or refurbishment of buildings or infrastructure.

b) Include evaluation and adjudication criteria, including any criteria required by other applicable legislation.

(c) Compel bidders to declare any conflict of interest they may have in the transaction for which the bid is submitted as MBD 4

(d) Require the bidders to furnish the following if the value of the transaction is expected to exceed R10 million (VAT included):

♣ If the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statement – \* For the past three years; or \* Since their establishment if establishment during the past three years

♣ A certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payments is overdue for more than 30 days

♣ Particulars of any contracts awarded to the bidder 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

♣ A statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality is expected to be transferred out of the Republic (e) Stipulate that disputes must be settled by means of mutual consultation, mediation (with or without legal representation), or, when unsuccessful, in a South African court of law.



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## 8.2 Issuing of bid documents

on the date that the advertisement appears in the Municipality's Bid Bulletin, and or media, prospective bidders may request copies of the bid documentation. The Supply Chain Unit will keep a register and potential bidders should sign for receipt of the bid documentation. If a fee is payable, an official receipt must be issued before the bid document is handed to the bidder. No bid responses from any Bidder should be accepted if sent via the Internet, e-mail or fax.

Only the Supply Chain Management Unit will have direct communication between the potential bidders and will facilitate all communication between potential bidders and the Municipality with regard to any advertised bid. No line function staff should be allowed to communicate with potential bidders without the approval by the Chief Financial Officer: Supply Chain Management Unit. The Supply Chain Management Unit will only consider request for the extension of the closing dates of advertised bid if the postponed date can be advertised in the media used to advertise before the original closing date. The closing time may be postponed only if all potential bidders can be advised of the postponed time, in writing, before the original closing time. The decision to extend the closing date or time rests with the Chief Financial Officer: Supply Chain Management Unit, who must ensure compliance with all relevant rules and regulations and must confirm prior to the action being taken.

## 8.3 Payment of bid documents

To ensure that only bona fide bidders collect documentation, and to recover printing costs, bid documents will be issued only after payment of the following amounts to the cashier:

<b>Category Contract</b>	<b>Contract Value</b>	<b>Bid Payment</b>
Micro	R30 000 – R200 000	FREE
Small	R200 001 – R1000 000	R150.00
Medium	R1000 001 – R2 Million	R250.00
Large	Above	R350.00



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#### **8.4 Public Invitation for Competitive bids**

the following are procedures for the invitation of competitive bids:

- (i) Invitation to prospective providers to submit bids must be by means of a public advertisement in newspapers commonly circulating locally, the website of the municipality or any other appropriate ways (which may include an advertisement in the Government Bid Bulletin) and
- (ii) Public advertisement must contain the following: The closure date for the submission of bids, which may not be less than 30 days in the case of transactions over R10 million (Vat included), or which are of a long term nature, or 14 days in any other case, from the date on which the advertisement is placed in a newspaper; subject to (iii) below; and (iii) Accounting officer may determine a closure date for the submission of bids which is less than the 30 or 14 days' requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process
- (iv) Bids submitted must be sealed.
- (v) The following information must appear in any advertisement:
  - \* **Bid number,**
  - \* **Description of the requirements**
  - \* **Closing date and time.**
  - \* **The name and telephone numbers of the contact person for any enquiries.**

#### **8.5 The compulsory briefing session/site inspection and the location.**

#### **8.6 Handling of bids submitted in response to public invitation:**



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### **(a) Closing of bids**

All bids will close at **12H00** on a date as stipulated on the advertisement, which must be reflected in the bid document. Bids are late if they are received at the address indicated in the bid documents after the closing date and time. A late bid should not be admitted for consideration and where practical should be returned unopened to the bidder accompanied by an explanation.

### **(b) Opening of bids**

Bids are opened in public as soon as possible after the closure in the presence of the Senior Supply Chain Officer: Supply Chain Management or his/her delegate. The official opening of the bids should in each case read out the name of the bidder and the amount of the bid. The bid should be stamped with the official stamp of the Municipality and endorsed with the signatures of the person opening it and of the person in whose presence it was opened. Bids should be recorded in a register kept for that purpose.

## **8.7 Validity of the bids**

The validity periods should not exceed 90 (ninety) days and is calculated from the date of bid closure endorsed on the front cover of the bid document. Should the validity period expire on a Saturday, Sunday or Public holiday, the bid must remain valid and open for acceptance until the closure on the following working date.

## **8.8 Consideration of bids**

The Council takes all bids duly admitted into consideration. • The Council reserves the right to accept the lowest or any bid received • The decision by the Municipality regarding the awarding of a contract must be final and binding



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## **8.9 Evaluation of bids**

The following are criteria against which all bids' responses will be evaluated:

- i) Compliance with bid conditions
  - ⊗ Bid submitted on time
  - ⊗ Bid forms signed and each page initialled
  - ⊗ All essential information provided
  - ⊗ Certified ID copies
  - ⊗ Proof of work experience (attach CV)
  - ⊗ Submission of an original Tax Clearance Certificate,
  - ⊗ Submission of Company Registration Certificate
  - ⊗ Submission of a Joint Venture Agreement, properly signed by all parties
  - ⊗ Payment of Municipal RatesAnd all requirements as per advert
- ii) Meeting technical specifications and comply with bid conditions.
- iii) The number of points scored for achieving Government's Broad-Based Black Economic Empowerment objectives, points scored for price and / or points scored for functionality if applicable.

## **2.10 Evaluation of bids on functionality and price**

- (i) Housing Company Tshwane must in the bid documents indicate if, in respect of a particular bid invitation that bids will be evaluated on functionality and price.
- (iii) When evaluating bids contemplated in this item, the points for functionality must be calculated for each individual bidder
- (iv) The conditions of bid may stipulate that a bidder must score a specified minimum number of points for functionality to qualify for further adjudication.
- (v) The points for price, in respect of a bid which has scored the specified minimum number of points contemplated in sub-regulation (v) above, must, subject to the application of the evaluation system for functionality and price contemplated in this



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- (vi) regulation, be established separately and be calculated in accordance with the provisions of regulations c and d.
- (vii) The number of points scored for achieving Government's Broad-Based Black Economic
- (viii) Empowerment Objectives must be calculated separately and must be added to the points
- (ix) Scored for functionality and price.
- (x) Only bid with the highest number of points will be selected.

### **2.11 Acceptance of bids**

Successful bidders must be notified at least by registered post of the acceptance of their bids, but that acceptance, however, will only take effect after completion of the prescribed contract form. Unsuccessful bids should not be returned to bidders but should be placed on record for audit purposes. A register or records should be kept of all bids accepted

### **2.12 Publication of bid information**

The particulars of the successful bidders should be published in the Municipality's Bid Bulletin as well as the website.

### **2.13 Cancellation and re-invitation of bids**

- (i) In the event that in the application of the 80/20 preference point system as stipulated in the bid documents, all bids received exceed the estimated Rand Value of R50 million, the bid invitation must be cancelled.
- (ii) In the event that, in the application of the 90/10 preference point system as stipulated in the bid documents, all bids received are equal to or below R50 million, the bid must be cancelled. (iii) In the event that the Municipality has cancelled a bid invitation as contemplated in sub regulations (i) and (ii) must re-invite bids and, must, in the bid documents stipulate the correct preference point 30 system to be applied.



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(a) A bid may be cancelled before award if:

- ⊗ Due to changed circumstances, there is no longer a need for the goods, works or services offered, or
- ⊗ Funds are no longer available to cover the total envisaged expenditure, or
- ⊗ No acceptable bids were received

## **PART: F: BID SPECIFICATION AND FUNCTIONALITY**

### **1. PURPOSE**

The purpose of this request is to invite suitable and qualified contractors or suppliers to be part of the Panel of the Building Repairs and Maintenance service providers to assist the Entity and its Property Management department.

### **2. CONTRACT PERIOD**

Three years (36 Months).

### **3. SCOPE OF WORK**

HCT invites suitable and qualified contractors or suppliers to be part of the Panel of the Building Repairs and Maintenance service providers to assist the Entity and its Property Management department which is responsible for the:

- Planned repairs and maintenance.
- Preventative repairs and maintenance.
- Responsive repairs and maintenance.
- Servicing repairs and maintenance.
- Legislated repairs and maintenance related work, which alia, includes the following categories below: and but not limited to the above mentioned.



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### 3.1 CATERGORY ONE

	<b>GENERAL DAY-TO-DAY BUILDING MAINTENANCE SERVICES</b>	<b>ACTIVITY</b>
3.1.2	<b>TILING:</b> replacement of cracked/damaged tiles; uplifting existing tiles and replacing them with new in according with HCT specifications.	Building
3.1.3	<b>CARPENTRY:</b> refitting, alignment and maintenance of internal and external wooden doors, windows, frames, replacement and realignment of hinges, door closers, catches and sliding mechanisms; restoration and rectification of all building and furniture related carpentry requirements, hanging ARTWORK, and repair frames, etc.	Building
3.1.4	<b>FLOOR COVERINGS - CARPETS:</b> refitting and/or replacement of HCT specified carpets and accessories in applicable areas, laid to HCT specifications.	Building
3.1.5	<b>METALWORK:</b> manufacture, fitting, repair and restoration of steel gates, security gates, sliding gates, roller shutter doors, burglar bars, burglar proofing systems, fencing systems, palisades, general building fabric steelwork including galvanizing as requested.	Building
3.1.6	<b>IRONMONGERY:</b> fitting, repair and/or replacement locksets, keys, door handles, door stoppers, door closers as per HCT specification. General services, repair and replace locks and keys, door handles, key- cutting, repair and replacement of internal and external door locking systems, locksmith services.	Building
3.1.7	<b>PAINTING AND WALLPAPERING:</b> painting and wallpapering internal HCT office areas as per applicable HCT specifications, etc.	Building
3.1.8	<b>CEILINGS AND PARTITIONS:</b> installation, repair, restoration, and/or replacement, disposal of ceilings and partitions in accordance with the applicable HCT specification.	Building
3.1.9	<b>ALUMINIUM WORKS:</b> Installation, repair, service, restoration and/or replacement of related aluminum frames, doors, windows, shop front doors and windows, skirtings, and relevant aluminum structures, etc.	Building



3.1.10	<b>GLAZING:</b> installation and/or replacement of internal and external glazing, windowpanes, laminated safety glass, all too applicable SANS standards and the relevant HCT specifications.	Building
3.1.11	<b>BLINDS:</b> Installation, maintenance and repair, replacement and cleaning as required; adherence to HCT specifications.	Building
3.1.13	<b>SIGNAGE:</b> Installation, repair, removal, relocation, installation of internal and external signage to HCT specifications and as requested.	Building
3.1.14	<b>SHOP FITTING AND JOINERY:</b> installation, repair, restoration and/or replacement of existing cabinets in offices, reception areas, kitchens, pause areas and other relevant work areas.	Building
3.1.15	<b>ROOFING AND ROOF COVERINGS:</b> Installation, repair and replacement of roof sheeting, roof tiles and other forms of roofing systems; cleaning, and/or replacement of rainwater goods such as gutters, downpipes rain boxes, etc; application of waterproofing systems including torch-on systems as applicable, etc.	Building
3.1.16	<b>BRICKWORK, SITEWORKS AND PLASTERING:</b> Referring to repairs and restoration of Spalding facades, brickwork, plastering, painting, paving and kerbing, bricking up of openings and other areas as required including related plaster works as requested and restoration works as per specified maintenance requirements, etc.	Building
3.1.17	<b>WINDOWS AND DOORS:</b> Installation, repair, refurbishment, and restoration of wooden, steel, aluminum or steel door and window frames, specialized frames in older buildings, sash windows, louvre windows and all current wooden windows infrastructure, etc.	Building
3.1.18	<b>FENCING/PALISADES/BURGLAR PROOFING:</b> Installation, repair and restoration of fencing, palisades (steel and concrete), generator enclosures, razor wire, steel gates, electric fencing, internal wire mesh; etc.	Infrastructure



3.1.19	<b>DECOMMISSIONING OF BUILDINGS:</b> to bring building's interior back to its original state before occupation; various trades as and when required, including painting, demolition, screeding etc.	Building
3.1.20	<b>RUBBLE REMOVAL:</b> Removal of all rubble as required by HCT Property management, including carting away of used/old electrical tubes, rubble and debris, cleanup and restoration of area to be acceptable standard for HCT operations, etc.	Infrastructure/ Building
3.1.21	<b>ADHOC SERVICES:</b> Out of the ordinary/ exceptional requests which may be required from time to time.	Infrastructure

### 3.2 CATEGORY TWO: PLUMBING

3.2	<b>GENERAL DAY-TO-DAY PLUMBING MAINTENANCE SERVICES</b>	ACTIVITY
3.2.1	<b>MINOR PLUMBING WORK INCLUDING INSTALLATIONS:</b> repair of leaking taps, unblock drains basins, pipe, toilet pan, geyser, flush master, pipe rodding, hydro boils, etc.	Plumbing

### 3.3 CATERGORY THREE

	<b>GENERAL DAY-TO-DAY ELECTRICAL ENGINEERING WORKS</b>	ACTIVITY
3.3.1	<b>MOTORS:</b> Installation, repair, restoration, and replacement of motors for gates, doors, windows including power requirements; etc.	Electrical
3.3.2	<b>AUTOMATED DOORS AND WINDOWS:</b> Installation, repair, service and restoration of automated windows and doors, including revolving doors, sliding doors, roller shutter doors, sectional overhead doors, etc.	Electrical
3.3.3	<b>MINOR ELECTRICAL WORK:</b> neatening of electrical cabling /wiring; replacement of lamps/ tubes, ballast and starters, installation of new light fittings, providing of COC with new installation of plugs, circuit breakers when required, electrical fault findings, replacement of	Electrical



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	switches, testing or fault findings etc.	
3.3.4	<b>HYDRO BOILERS/WATER COOLERS – DISPENSORS:</b> replace, repair, maintain, and/or all equipment/s accessories as when required.	Electrical

### 3.4 CATERGORY FOUR

	<b>MECHANICAL AND MACHINERY</b>	<b>ACTIVITY</b>
3.4.1	Supply and install heat pumps, pressure pumps and air-conditioning	Mechanical

### 3.5 CATERGORY FIVE

	<b>FIRE PROTECTION SERVICES</b>	<b>ACTIVITY</b>
3.5.1	Servicing, refilling of fire extinguishers, hose reels, signage & brackets and supply of hoses, nozzles and foam	Fire Protection



**NB: Only 20 bidders per grade will be considered due to the number of projects per annum.**

**Specialist Works for information only**

SB	The extension, installation, repair, maintenance or renewal, or removal of asphalt.	SJ	The development, installation, removal, or dismantling, as relevant, of piles and other specialised foundations for buildings and structures.
SC	The development, extension, installation, removal and dismantling, as relevant, associated with building excavations, shaft sinking and lateral earth support.	SK	The installation, renewal, removal, alteration or dismantling, as relevant, of road markings and signage.
SD	The development, extension, installation, repair, renewal, removal or alteration of corrosion protection systems (cathodic, anodic and electrolytic).	SL	The development, extension, installation, renewal, removal, renovation, alteration or dismantling of structural steelwork and scaffolding.
SE	Demolition of buildings and engineering infrastructure and blasting.	SM	Timber buildings and structures.
SF	The development, extension, installation, renewal, removal, renovation, alteration or dismantling of fire prevention and protection infrastructure (drencher and sprinkler systems and fire installation).	SN	The extension, installation, repair, maintenance, renewal, removal, renovation or alteration, as relevant, of the waterproofing of basements, roofs and walls using specialist systems.
SG	The development, extension, installation, renewal, removal, renovation, alteration or dismantling of glazing, curtain walls and shop fronts.	SO	The development, extension, installation, renewal, removal, alteration, or dismantling or demolition of water installations and soil and waste water drainage associated with buildings (wet services and plumbing).
SH	The development, extension, installation, maintenance, renewal, removal, alteration or dismantling, as relevant, of landscaping,	SQ	The development, extension, installation, repairs, dismantling of precast walls, installation of wire perimeter fencing, diamond perimeter fencing,



	<i>irrigation and horticultural works.</i>	<i>palisade steel fencing with posts and stay at intervals.</i>
<i>SI</i>	<i>The development, extension, installation, repair, maintenance, renewal, removal, renovation, alteration or dismantling of lifts, escalators, travellers and hoisting machinery.</i>	<i>Note: For the Electrical Engineering (EB) class of construction works the applicant must submit an originally certified and signed electrical contractor's certificate issued in the name of the enterprise, by the Department of Labour.</i>

#### 4.2 CIDB REQUIREMENTS FOR EACH CATERGORY

Category No		CIDB grading required
1	<b>GENERAL DAY-TO-DAY BUILDING MAINTENANCE SERVICES</b>	2GB/2SG/2SN to 4GB/4SG/4SN
2	<b>GENERAL DAY-TO-DAY PLUMBING MAINTENANCE SERVICES</b>	2SO to 4SO
3	<b>GENERAL DAY-TO-DAY ELECTRICAL ENGINEERING WORKS</b>	2EB to 4EB
4	<b>MECHANICAL AND MACHINERY</b>	2ME to 4ME
5	<b>FIRE PROTECTION SERVICES</b>	2SF to 4SF

**N.B Service providers who fail in this category will not go through the next stage of evaluation which is the Functionality/ Technical Evaluation**



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### **4.3 STAGE 2: Functionality / Technical Evaluation**

A hundred (100) points are allocated for the functionality evaluation to be considered to the next stage

Successful service providers must score a **minimum of 70 points** for a functionality test before their Bids could be considered in the next stage of evaluation based on the 80/20 principle in terms of preferential procurement system. This Tender will be evaluated and adjudicated in line with the 80/20 principle as provided for in the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022.



### 4.3.1 CATEGORY ONE: GENERAL DAY-TO-DAY BUILDING MAINTENANCE SERVICES

Evaluation Criteria	Weight	Score
<p><b>4.3.1.1 Building Maintenance Project Manager or Supervisor (qualified builder/artisan)</b> The building artisan must submit CV in doing maintenance or installation of the above category (Please submit detailed and certified relevant <b>qualification in build in industry</b>)</p>	<p><b>35 = Excellent:</b> 3 or more years' experience in building maintenance projects <b>25 = Very Good:</b> 2 or more years' experience in building maintenance projects <b>15 = Good:</b> 1 year or more experience in building maintenance projects <b>0 = Poor:</b> No experience</p>	
<p><b>4.3.1.2 Building Maintenance Handyman</b> The handyman must have three years' experience in doing maintenance or installation of the <b>above category</b> (Please submit CV in relation to the scope of works and category)</p>	<p><b>35 = Excellent:</b> 3 or more years' experience in building maintenance projects <b>25 = Very Good:</b> 2 years or more' experience in building maintenance projects <b>15 = Good:</b> 1 year or more experience in building maintenance projects <b>0 = less than No</b> experience</p>	
<p><b>4.3.1.3 The company must provide a list of Similar projects and evidence of work done in the past 3 years.</b> <b>Bidders Experience (contactable references)</b> The score will be based on successfully completed maintenance of the above category. The list and evidence must address successfully completed projects in the following Copy of an appointment letters/orders and completion certificate description of the project. Client name, Client contact details.</p>	<p><b>30 = Excellent:</b> 5 or more projects with contactable references. <b>25 = Very Good:</b> 4 projects with contactable references. <b>15 = Good:</b> 3 projects with contactable references. <b>0 = Poor:</b> no contactable reference</p>	
<b>Total</b>		<b>100</b>
<b>Minimum threshold</b>		<b>70 Points</b>
<p><b>Bidders who did not meet a minimum score of 70 points on Technical Evaluation Criteria will be disqualified for further evaluation on pricing and specific goals.</b></p>		



### 4.3.2 CATEGORY TWO: PLUMBING

Evaluation Criteria	Weight	Score
<p><b>4.3.2.1 Plumber (qualified Artisan)</b> The Plumber must be registered with the Plumbing Industry Registration Board (PIRB) with 3 years or more experience Qualified (trade tested) Plumbers Attached certified certificates</p>	<p><b>35 = Excellent:</b> 3 or more years' trade tested with PIRB registration experience in relation to scope of work <b>25 = Very Good:</b> 2 or more years' experience trade tested with PIRB registration experience in relation to scope of work <b>15 = Good:</b> 1 year or more experience trade tested with PIRB registration experience in relation to scope of work <b>0 = Poor:</b> No experience</p>	
<p><b>4.3.2.2 Plumber Assistant (Handyman)</b> The plumber assistant (Handyman) must have minimum three years' experience in doing maintenance or installation of the <b>above category</b> (Please submit CV in relation to the scope of works and category)</p>	<p><b>30 = Excellent:</b> 3 or more years' experience <b>25 = Very Good:</b> 2 years' experience <b>15 = Good:</b> 1 years' experience <b>0 = less than 1 year experience</b></p>	
<p><b>4.3.2.4 The company must provide a list of Similar projects and evidence of work done in the past 3 years.</b> <b>Bidders Experience (contactable references)</b> The score will be based on successfully completed maintenance of the above category. The list and evidence must address successfully completed projects in the following Copy of an appointment letters/orders and completion certificate description of the project. Client name, Client contact details.</p>	<p><b>35 = Excellent:</b> 5 or more projects with contactable references <b>25 = Very Good:</b> 4 projects with contactable references <b>15 = Good:</b> 3 projects with contactable references. <b>0 = Poor:</b> no contactable reference</p>	
<b>Total</b>		<b>100</b>
<b>Minimum threshold</b>		<b>70 points</b>
<p><b>Bidders who did not meet a minimum score of 70 points on Technical Evaluation Criteria will be disqualified for further evaluation on pricing and specific goals.</b></p>		



### 4.3.3 CATEGORY THREE: GENERAL DAY-TO-DAY ELECTRICAL ENGINEERING WORKS

Evaluation Criteria	Weight	Score
<b>4.3.1.1 Qualified Electrical artisan must have Certificate of Compliance (COC) registered with department of labor or master electrician trade test certified certificate attached certified certificate</b>	<b>35</b> = valid COC registered with department of labor and trade certificate	
<b>4.3.1.2</b> The Electrical artisan must have three years' experience in doing maintenance or installation of the above category (Please submit CV in relation to the scope of works and category) attach Trade certificate	<b>25 = Excellent:</b> 3 or more years' experience in relation to scope of works <b>10 = Very Good:</b> 1-2 years' experience in relation to scope of works <b>0 = less than 1</b> year experience in relation to scope of works	
<b>4.3.1.3 Electrical assistant (Handyman)</b> The electrical artisan assistant/handyman must have minimum three years' experience in doing maintenance or installation of the <b>above category</b> (Please submit CV in relation to the scope of works and category)	<b>10 = Excellent:</b> 3 or more years' experience in relation to scope of work <b>05 = Very Good:</b> 1-2 years' experience in relation to scope of work <b>0 = less than 1</b> year experience in relation to scope of works	
<b>4.3.1.4 The company must provide a list of Similar projects and evidence of work done in the past 3 years. Bidders Experience (contactable references)</b> The score will be based on successfully completed maintenance of the above category. The list and evidence must address successfully completed projects in the following sequence: Copy of an appointment letter/s, description of the project. Client name, Client contact (i.e., email and office number)	<b>30 = Excellent:</b> 3 or more projects with contactable references. <b>25 = Very Good:</b> 1-2 projects with contactable references. <b>0 = Poor:</b> non-submission of contactable references.	
<b>Total</b>		<b>100</b>
<b>Minimum threshold</b>		<b>70 points</b>
<b>Bidders who did not meet a minimum score of 70 points on Technical Evaluation Criteria will be disqualified for further evaluation on pricing and specific goals.</b>		



#### 4.3.4 CATEGORY FOUR: MECHANICAL AND MACHINERY

Evaluation Criteria	Weight	Score
<p><b>4.3.4.1</b> The mechanical artisan must have three years' experience in doing maintenance or installation of the above category (Please submit CV in relation to the scope of works and category) attached relevant trade certificate</p>	<p><b>35 = Excellent:</b> 3 or more years' experience in relation to scope of works <b>25 = Very Good:</b> 1 or more years' experience <b>0 = less than 1 year</b> experience</p>	
<p><b>4.3.4.2 Electrical assistant (Handyman)</b>  The electrical artisan assistant/handyman must have minimum three years' experience in doing maintenance or installation of the <b>above category</b> (Please submit CV in relation to the scope of works and category)</p>	<p><b>30 = Excellent:</b> 3 or more years' experience and the reference letter presented <b>20 = Very Good:</b> 1-2 years' experience <b>0 = less than 1 year</b> experience</p>	
<p><b>4.3.4.3 The company must provide a list of Similar projects and evidence of work done in the past 3 years.</b> <b>Bidders Experience (contactable references)</b> The score will be based on successfully completed maintenance of the above category. The list and evidence must address successfully completed projects in the following Copy of an appointment letter/s, description of the project. Client name, Client contact (i.e., email and office number), Project start date, project end date, contract value.</p>	<p><b>35 = Excellent:</b> 3 or more projects with contactable references. <b>20 = Very Good:</b> 1-2 projects with contactable references. <b>0 = Poor:</b> non-submission of contactable references.</p>	
<p><b>Total</b></p>		<p><b>100</b></p>
<p><b>Minimum threshold</b></p>		<p><b>70 points</b></p>
<p><b>Bidders who did not meet a minimum score of 70 points on Technical Evaluation Criteria will be disqualified for further evaluation on pricing and specific goals.</b></p>		



### 4.3.5 CATERGORY FIVE: FIRE PROTECTION SERVICES

<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Score</b>
<b>4.3.5.1</b> Bidders must submit a valid SAQCC fire and gas certificate for the company	<b>40</b> = Valid SAQCC fire and gas certificate for the company <b>0</b> = no submission of SAQCC fire and gas certificate	
<b>4.3.5.2</b> Bidders must have South African Qualification and certification Committee (SAQCC) for the Fire Industry Registration for site/fire Technician submit a detailed CV of the Site/fire Technician to be assigned to the HCT. The Site/fire Technician should have a minimum of 3 year' experience in the servicing of fire equipment	<b>20</b> =SAQCC qualification and <b>3 years or more experience in fire protection services</b> <b>10</b> = SAQCC qualification <b>1-2 years' experience in fire protection services</b> <b>0</b> = less than 1 year experience	
<b>4.3.5.4</b> Bidders must provide a minimum of three (3) Appointment letters/ orders or completion certificates from different service providers for rendering similar installing and servicing of fire equipment between 2022 to date	<b>40</b> = <b>3 completion certificate</b> <b>20</b> = <b>1- 2 completion certificate</b> <b>0</b> = <b>non-submission of contactable references.</b>	
<b>Total</b>		<b>100</b>
<b>Minimum threshold</b>		<b>70 points</b>
<b>Bidders who did not meet a minimum score of 70 points on Technical Evaluation Criteria will be disqualified for further evaluation</b>		

## 5. STAGE 3: Financial Evaluation

This stage will only be implemented during the quotation Stage. No financial offers will be evaluated at this stage, service providers who are appointed to the panel will be issued with RFQ (Requests for quotation) and/or allocated work on rotational basis as and when required. Appointment will be made at negotiated rates based on industry prescribed fees.

Disclaimer: Request for quotation (RFI) will be issued based on the budgeted allocation and related CIDB grading associated with the trade will be considered.



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## 6. REQUESTED SERVICES

Housing Company Tshwane requires service providers with expertise in repairs & maintenance not limited to the following areas/trades stipulated below. Please **tick (3 Maximum)** applicable trade(s) that applies to you.

Category	Item description (Supply, install, Re/Designs, fix, erect, repairs, services, upgrade and refurbish)	Tick
1.		
2.		
3.		

The service providers must stipulate a maximum of (3) trades/expertise in the services required above as per the stipulated categories.

Kindly attach the following documents to your bid and tick the applicable box:

Item No	Document	tick
1.	Company registration	
2.	SARS TAX pin/Tax clearance	
3.	Valid B-BBEE certificate/ Sworn Affidavit	
4.	Company Profile	
5.	Applicable CIDB certificate as per trade	
6.	Proof of residence for both company and directors appearing in CK (not older than 3 months):  Municipal statement, Valid lease agreements with proof of payment for 3 months, or tribal proof of occupation not older than 3 months and or Original Letter from the Council for informal dwellers accompanied with original affidavit.	
7.	Valid letter of Good Standing (COIDA)	



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## **PART G**

### **MBD 2**

#### **TAX CLEARANCE CERTIFICATE REQUIREMENTS**

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet

##### THE BIDDER'S TAX OBLIGATIONS

1. In order to meet the requirements, bidders are required to complete in full the attached form TCC 00. "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. Original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form is available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
6. Applications for the Tax Clearance Certificates 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](http://www.sars.gov.za).



**PART H**

**MBD 4**

**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/adjudging 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\* (please circle the applicable one) \*YES /NO

\* 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.



3.6.1 if \_\_\_\_\_ so, \_\_\_\_\_ furnish \_\_\_\_\_ particulars.  
.....

3.7 Have you been in the service of the state for the past twelve months? **(Please circle the applicable one) \*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?  
**(Please circle the applicable one) \*YES / NO**

3.9 service of the state and who may be involved with the evaluation and or adjudication of this bid?  
**(Please circle the applicable one) \*YES / NO**

3.8.1 If so, furnish particulars.

.....  
3.10 Have you been in the service of the state for the past twelve months?  
.....  
**(Please circle the applicable one) \*YES / NO**

3.9.1. If yes, furnish particulars.....

3.10. 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?  
YES / NO

3.10.1. If so, furnish particulars

.....  
3.11 Are any of the company’s directors, managers, principal shareholders or stakeholders in service of the state? **(Please circle the applicable one) \*YES / NO**

3.11.1 If so, furnish particulars.

.....  
3.12 Are any spouse, child or parent of the company’s directors, managers, principal shareholders or stakeholders in service of the state? **(Please circle the applicable one) \*YES / NO**

3.12.1 If so, furnish particulars.

\_\_\_\_\_



**HOUSING COMPANY TSHWANE**  
affordable housing solutions

Townlands Social Housing,  
374 Cowie Street, Marabastad, 0001  
+27 (0) 12 358-4469  
Reg. no. 2001/029821/08 | VAT No. 4090249030

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

Full Name	Identity Number	State Employee Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Name of Bidder

**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

.....  
Designation

.....  
Name of Bidder



## **PART I**

### **MBD 6.1**

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

This preference form must form part of all the 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**

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

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

The maximum points for this tender are as follows:

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



- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender



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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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



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**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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Means of verification (MOV) for specific goals	
				Tick
<b>Black People</b>	15		CK, CSD report and Certified Identification documentation	
<b>Locality within Tshwane</b>	5		CK, CSD report and Certified Identification documentation	
<b>TOTAL</b>	<b>20</b>			

#### 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:** .....

.....

.....

.....

.....



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**PART J**

**MBD 7.2**

**CONTRACT FORM - RENDERING OF SERVICES**

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

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

Description of Service	Price (all applicable taxes included)	Completion date	Minimum threshold for local production and content (if applicable)

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

Signed at ..... on .....

Name (print) .....

Signature .....

OFFICIAL STAMP



WITNESSES

1 .....

2 .....

DATE:

.....  
.....



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## PART K

### MBD 8

#### 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	<p>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?</p> <p>(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).</p> <p><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></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>



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Item	Question	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <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:		
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:		



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### CERTIFICATION

I, the undersigned (full name) ..... certify  
that the information furnished on this declaration form true and correct. Accept that, in  
addition to cancellation of a contract, action may be taken against me should this declaration  
prove to be false.

.....  
Signature

.....  
Date

.....  
of Bidder

Designation

Name



## PART L

### MBD 9

#### 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 *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<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.



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### **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid number:

.....

Bid Description:

.....

In response to the invitation for the bid made by **Housing Company Tshwane**

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.**



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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



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**Returnable Documents**  
**Checklist On Minimum Requirements**

To assist you with your tendering process, see a checklist on minimum requirements below:

No.	Minimum requirements	Tick	Comment if not attached
1.	Complete original bid document with Black ink		
2.	Proof of payment for tender document, Proof of payment for tender document, including downloaded tender documents (attach receipt) EFT or Manually where applicable		
3.	Valid Tax Clearance Certificate or Tax pin		
4.	CK/Company registration certificate showing percentage of shareholders / membership interest		
5.	Certified ID copies of the Shareholders/Directors appearing in the CK		
6.	Proof of Residence for both company and directors (not older than 03 Months). Municipal statement not owing, lease agreement with proof of payment for 2 months, tribal letter in the for of PTO.		
7.	Bidders experience: Attach contactable valid appointment letters		
8.	Proof of Plant and Equipment if applicable		
9.	Key personnel C.V and qualifications		
10.	Proof of CIDB grading 3SO or higher		
11.	Contract period: 36 months		
12.	Compulsory briefing session		
13.	In case of a Joint Venture, Association or Consortium a formal contract agreement signed by both parties.		
14.	Responded as per the scope of work (compliance to specification/ conditions or term of references)		
15.	Bid Validity period 90 days		

\_\_\_\_\_  
Company Representative (Name)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_