



RUSTENBURG LOCAL MUNICIPALITY

**QU/DCD/0001/2019/20 – MAINTENANCE OF ELEVATOR LIFTS AT MISSIONARY
MPHENI HOUSE AND WASTE**

PARTICULARS OF THE BIDDER	
NAME OF THE BIDDING OR TENDERING COMPANY	
POSTAL ADDRESS	
	POSTAL CODE
STREET ADDRESS (PHICAL ADDRESS)	
	POSTAL CODE
E-MAIL ADDRESS	
TELEPHONE NUMBER (TELKOM LINE)	
FACSIMILE NUMBER	
CELLPHONE NUMBER	
ALTERNATE CELLPHONE NO.	
CENTRAL SUPPLIER DATABASE NUMBER (CSD NO) Please attach proof	



RUSTENBURG LOCAL MUNICIPALITY

INDEX/TABLE OF CONTENTS

DOCUMENT DESCRIPTION	DOCUMENT NAME	PAGE NO.
NOTICE	NOTICE TO BIDDERS	3 - 6
MBD 1	INVITATION TO BID (Part A)	7 - 8
	TERMS AND CONDITIONS FOR BIDDING (Part B)	9
GCC	GENERAL CONDITIONS OF CONTRACT	10 - 23
	BID SPECIFICATIONS/TERMS OF REFERENCE	24
MBD 2	APPLICATION FOR TAX CLEARANCE CERTIFICATE	25
MBD 3	PRICING SCHEDULE/S	26
MBD 4	DECLARATION OF INTEREST	27 - 30
MBD 6.1	PREFERENCE CLAIMED IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS	31 - 36
MBD 8	DECLARATION OF ABUSE OF SUPPLY CHAIN MANAGEMENT SYSTEM	37 - 39
SECTION 38	DECLARATION FORM	40 - 41
MBD 9	CERTIFICATE OF INDEPENDENT BID DETERMINATION	42 - 46
	SIGNATORY AUTHORISATION	47
	RETURNABLE DOCUMENTS SCHEDULE	

NB! THE BID DOCUMENTS SHOULD BE RETURNED PACKAGED IN THE MANNER IN WHICH THEY APPEAR IN THE TABLE OF CONTENTS FOR EASE OF REFERENCE



RUSTENBURG LOCAL MUNICIPALITY

**NOTICE TO BIDDERS
PLEASE TAKE NOTE OF THE FOLLOWING**

CENTRAL SUPPLIER DATABASE REGISTRATION

- ✓ Bidders must be registered on CSD and provide their registration number on the tender/ quotation document
- ✓ For a bidder to be considered, their status must reflect “tax compliance” on the date of tender/ quotation closure.

COMPLETION OF THE DOCUMENT

PLEASE READ AND FOLLOW INSTRUCTIONS BELOW ON HOW TO COMPLETE DIFFERENT FORMS IN THE DOCUMENT AND FILL THEM AS INSTRUCTED

- ✓ The tender documents must be completed in full i.e. MBD 4, MBD 5, MBD 6.1, MBD 8, MBD 9, Section 38 and the Form of Offer, including all witness signatures on all the above stated forms.
- ✓ ***NB! FAILURE TO ADHERE TO THE BELOW MENTIONED POINTS WILL INVALIDATE THE TENDER AND RESULT IN DISQUALIFICATION***
 - **AUTHORITY OF SIGNATORY** –complete and sign the form
 - **MBD 4** -only tick the appropriate answer. Please be informed that whether you scratch out, tick or circle, your answer will be where the pen ink is reflecting.
In a case of Joint Venture or multi- directors, full details of all Directors must be provided on the table on MBD 4.
 - **MBD 6.1** – must be fully completed.
 - **MBD 8** - only tick the appropriate answer box, whether you scratch out, tick or circle, your answer will be where the pen ink is reflecting
 - **MBD 9** - must be fully completed and signed

- SECTION 38 - only tick the appropriate answer box, whether you scratch out, tick or circle, your answer will be where the pen ink is reflecting. Must be fully completed and signed, including signatures of witnesses.
- Note that should you answer “NO” to any of the declaration questions on section 38 form, then supporting documents MUST be attached

THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED TOGETHER WITH THE BID DOCUMENT

- ✓ Original Receipt of tender purchase
- ✓ Valid Tax Clearance Certificate
- ❖ **FOR THE FOLLOWING CERTIFIED DOCUMENTS (AND AFFIDAVITS WHERE APPLICABLE) BIDDERS ARE REQUESTED NOT TO SUBMIT COPIES OF CERTIFIED COPIES**
- ✓ Certified copy of CK document (proof that the company is registered with CIPRO/ CIPC)
- ✓ Visible, valid and recently certified (**not older than (3) three months on the date of tender closure**) ID Copies of each director
- ✓ A valid and certified (not older than (3) three months on the date of tender closure) BBEE Certificate for the company

MUNICIPAL RATES AND TAXES STATEMENTS

- ✓ Current municipal rates and taxes statement for each directors’ address must be attached; or
 - Valid lease agreement of the director/s (showing lease period)
 - An original letter from tribal authority not older than three (3) months if the director/s are residing in a tribal land
 - If the rates and taxes account are not in the names of the director/s the attached municipal rates and taxes statement must be accompanied by the following:
 - An original affidavit from the property owner whose names are reflecting on the municipal rates and taxes statement to confirm that the director resides in their property
- ✓ Current municipal rates and taxes statement for the company’s’ address must be attached; or

- Valid lease agreement of the company (showing lease period)
- An original letter from tribal authority not older than three (3) months if the company is operating from a tribal land
- If the rates and taxes account are not in the names of the company, the attached municipal rates and taxes statement must be accompanied by the following:
- An original affidavit from the property owner whose names are reflecting on the municipal rates and taxes statement to confirm that the director resides in their property

NB!!

- ✓ FOR PROCUREMENT EXPECTED TO BE LESS THAN 10 MILLION, AWARDS WILL NOT BE MADE TO BIDDERS OWING MUNICIPAL RATES AND TAXES FOR OVER 90 DAYS AT THE TIME OF TENDER CLOSURE
- ✓ FOR PROCUREMENT EXPECTED TO BE MORE THAN 10 MILLION, AWARDS WILL NOT BE MADE TO BIDDERS OWING MUNICIPAL RATES AND TAXES FOR OVER 30 DAYS AT THE TIME OF TENDER CLOSURE
- ✓ Required CIDB Grading Certificate where applicable
- ✓ Signatory resolution – Please attach a copy of Signatory resolution where instructed
- ✓ If the submission is from a Joint Venture, then a JV agreement must be attached

VERIFICATION OF RELEVANT DOCUMENTS

- ✓ Tax Clearance, BBBEE and it will be verified with the relevant institutions.

ADDITIONAL INFORMATION

- ✓ All sealed documents must be submitted at the tender box before the closing date and time, clearly specifying the tender number and description thereof
- ✓ A valid and certified (not older than (3) three months on the date of tender closure) BBBEE Certificate for the company. ***Failure to submit an authentic BBBEE Certificate will result in no points awarded***

NB! FAILURE TO ADHERE TO ANY OF THE ABOVE-MENTIONED POINTS WILL INVALIDATE THE TENDER AND RESULT IN DISQUALIFICATION



QU/DCD/0001/2019/20 – MAINTENANCE OF ELEVATOR LIFTS AT MISSIONARY MPHENI HOUSE AND WASTE

The quotation together with the completed forms must be submitted in a sealed quotation documents marked QU/DCD/0001/2019/20 – MAINTENANCE OF ELEVATOR LIFTS AT MISSIONARY MPHENI HOUSE AND WASTE and be placed in a bid box situated in the foyer of the Municipal Offices, Missionary Mpheni House, c/o Beyers Naude and Nelson Mandela Drive, Rustenburg Local Municipality 0300, not later than 17 JULY 2019 at 10H00am, where after the prices will be read out loud in public.

The following conditions will apply:

- **CIDB GRADING 4SI OR HIGHER**
- **OTHER MANDATORY ADDITIONAL REQUIREMENTS ARE ON PAGE 32 OF THE QUOTATION DOCUMENT**
- **MANDATORY REQUIREMENTS FOR QUOTATION ACCEPTANCE PROOF OF REGISTRATION WITH LEA (LIFT ENGINEERING ASSOCIATION) AND L.I.A.S.A. (LIFT INSPECTORS ASSOCIATION OF S.A.).**
 - THE LIFT/ESCALATOR ENGINEER EMPLOYED BY THE CONTRACTOR IS ACCREDITED AND REGISTERED AT SANAS
 - Price (s) quoted must be valid for at least ninety (90) days from date of your offer.
 - Price (s) quoted must be firm and must be inclusive of VAT.
 - **This quotation will be according to the PPPFA (2017) and for this purpose forms MBD 1, MBD 2, MBD 3, MBD 4, MBD 6.1, MBD 8, MBD 9 and Section 38 (Declaration Form) must be scrutinized, completed and submitted together with your quotation. Schedules/Forms not duly completed will result in a quotation not being considered.**
 - All quotations will be evaluated in accordance with the 80/20-point system.
 - No quotation will be considered from a person who is employed by the state.
 - No quotation will be considered without a valid tax clearance certificate. Failure to do so will invalidate the quote submitted.
 - All documents must be completed in full and be submitted with the official quotation.
 - An updated record of rates, taxes and services to the relevant municipality of all directors and businesses must be attached. Failure to do so will invalidate the quote submitted.
 - CK documents must be submitted. Failure to do so will invalidate the quotation submitted.
 - Certified copy of Identity Document of members/ owners/ shareholders/ trustees/ partners must be submitted, failure to do so will invalidate the quotation.
 - **Bidders are required to submit original and valid BBBEE Status Level Verification Certificates or Certified copies thereof together with their quotation document to substantiate their BBBEE rating claims**
 - **Failure to submit the original or certified copy of the BBBEE Status Level Verification Certificates will lead to non-allocation of BBBEE Points**

Any enquiries can be directed to **Mr Fahme Mohammed** on (014) 590 3152 or 078 789 4940.

Mr J Nkoana
Acting Director: Community Development

Mr S Makhura
Unit Head SCM

PART A INVITATION TO BID

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

QUOTATION NUMBER:	QU/DCD/0001/2019/20	CLOSING DATE:	17 JULY 2019	CLOSING TIME:	10H00
--------------------------	----------------------------	----------------------	---------------------	----------------------	--------------

DESCRIPTION **MAINTENANCE OF ELEVATOR LIFTS AT MISSIONARY MPHENI HOUSE AND WASTE**

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

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

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER		CODE		NUMBER	
CELLPHONE NUMBER					
FACSIMILE NUMBER		CODE		NUMBER	
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



RUSTENBURG LOCAL MUNICIPALITY

PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

Dated July 2010 as set out by the National Treasury: Republic of South Africa
TABLE OF CLAUSES

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 analyses
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental Services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Variation orders
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Anti-dumping and countervailing duties and rights
25. Force Majeure
26. Termination for insolvency
27. Settlement of Disputes
28. Limitation of Liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. Transfer of contracts
34. Amendments of contracts
35. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

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

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

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

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

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

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

1.7 "Day" means calendar day.

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

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

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

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

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

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid

prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.

1.17 "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.

1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 "Project site," where applicable, means the place indicated in bidding documents.

1.21 "Purchaser" means the organization purchasing the goods.

1.22 "Republic" means the Republic of South Africa.

1.23 "SCC" means the Special Conditions of Contract.

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

1.25 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.

1.26 "Tort" means in breach of contract.

1.27 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.

1.28 "Written" or "in writing" means hand-written 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 (excluding professional services related to the building and construction industry), 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 goods, 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 nonrefundable fee for documents may be charged.

3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

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 5.1 except for purposes of performing the contract.

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

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

6. Patent Rights

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

6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

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 goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

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 goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Goods 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 goods 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 goods 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 goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods 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 22 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 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, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the supplier in accordance with the terms specified in the contract.

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.

12. Transportation

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

13. Incidental Services

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

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

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

14. Spare parts

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

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
- (b) in the event of termination of production of the spare parts:

(i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

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

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

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 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, 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.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated.

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 or in the purchaser's request for bid validity extension, as the case may be.

18. Variation orders

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

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 delivery and/or performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

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

21.3 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 goods are required, or the supplier's services are not readily available.

21.4 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 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods 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 supplier as having no objection and proceed with the restriction.

23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, 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 purchaser 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. Antidumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not

liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favorable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods 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 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 for goods delivered and / or services rendered according to the prescripts of the contract.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

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

30. Applicable law

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

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 SARS must have certified that the tax matters of the preferred bidder are in order.

32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of contracts

33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser

34. Amendment of contracts

34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and

signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

35. Prohibition of restrictive practices

35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of **restrictive practices** 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.

35.2 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 section 59 of the Competition Act No 89 Of 1998.

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



RUSTENBURG LOCAL MUNICIPALITY

QU/DCD/0001/2019/20: MAINTENANCE OF ELEVATOR LIFTS AT MISSIONARY MPHENI HOUSE AND WASTE

SPECIFICATIONS FOR AN A - TYPE MAINTENANCE CONTRACT OF EXISTING LIFTS AT THE RUSTENBURG LOCAL MUNICIPALITY

1 SPECIFICATIONS AND REQUIREMENT

1.1 DESCRIPTION OF SCOPE OF WORK

- **CIDB GRADING 4SI OR HIGHER**
- **OTHER MANDATORY ADDITIONAL REQUIREMENTS ARE ON PAGE 32 OF THE QUOTATION DOCUMENT**
- **MANDATORY REQUIREMENTS FOR QUOTATION ACCEPTANCE PROOF OF REGISTRATION WITH LEA (LIFT ENGINEERING ASSOCIATION) AND L.I.A.S.A. (LIFT INSPECTORS ASSOCIATION OF S.A.).**
- **THE LIFT/ESCALATOR ENGINEER EMPLOYED BY THE CONTRACTOR IS ACCREDITED AND REGISTERED AT SANAS**

Work to be performed by Contractor shall consist of furnishing all labor, materials, tools for the complete maintenance and maintenance repairs of all the lifts installed at RUSTENBURG LOCAL MUNICIPALITY, and as required for the continuous and efficient operation of lifts in accordance within the terms of this Scope of Work.

1.2 SCOPE OF WORK

1.2.1 Scheduled Maintenance

- 1.2.1.1 The Contract shall systematically maintain the lifts in accordance with the minimum designated frequency as stipulated in the "Occupational Health and Safety Act 85 of 1993", **SANS10360:2006**, the current lift, escalator and passenger conveyor Regulations the Manufacturer's requirements and this Agreement.
- 1.2.1.2 The Contractor shall ensure that maintenance work of a technical nature shall be performed by "Competent" persons as defined by the Occupational Health and Safety Act 85 of 1993.

1.2.2 The maintenance shall

include:

1.2.2.1 Cleaning

Complete and continued cleaning of all parts of lifts equipment and all areas in which the equipment is operating such as; the machine room, hoist way, pits, cars, separator beams, guide rails, and drip pans. Cleaning of escalators shall include annual removal and cleaning of steps, chains, and related parts.

1.2.2.2 Adjustments

All components such as brakes, cables, drive equipment; safety devices and doors shall be adjusted within the manufacturer's recommended specification limits. All fluids shall be maintained at the proper levels.

1.2.2.3 Lubrication

All moving parts shall be lubricated with the appropriate quantities of the manufacture's recommended lubricant, and per the manufacturer's recommended frequency.

1.3 GENERAL

When components are worn beyond a safe level of dependable service as determined by the Contractor and per the approval of the Client's appointed Lift Consultant, the Contractor shall repair or replace such defective components at the Clients cost as listed below.

All components replaced by Contractor shall be inspected by the Client's appointed Lift Consultant prior to being removed from the work site.

1.3.1 Electric Elevators (Traction, Drum, Passenger, Service/Freight)

1.3.1.1 Machine drive sheave or drum drive, sheave or drum shaft bearings, brake pulley, brake coil, brake contact, linings and component parts, drum buffers, and stop motion switches.

1.3.1.2 Motor and motor generator, motor windings, rotating element, commutator, brushes, brush holder and bearings.

1.3.1.3 Controller, selector, and dispatching equipment, all relays, solid state components, resistors, condensers, transformers, contact, leads dashpots, timing devices, computer devices, steel selector tape and mechanical and electrical drive equipment.

1.3.1.4 Governor, governor sheave and shaft assembly, bearings, contacts, and governor jaws.

1.3.1.5 Deflector, car and counterweight sheaves, bearings, car and counterweight buffers, car and counterweight guide rails, top and bottom limit switches, governor tension sheave assembly, compensating sheave assembly, counterweight and counterweight guide shoes, including rollers or gibs.

1.3.1.6 Hoist way door interlocks, hoist way door hangers, bottom door guides and auxiliary door closing devices.

- 1.3.1.7 Automatic power operated door operator, car door hanger, car door contact, door protective device, load weighing equipment, car frame, car safety mechanism, platform, wood platform flooring, elevator car, elevator car guide shoes, gibs or rollers, signal and operating fixtures, including lights, buzzers and gongs in all signal and operating fixtures.
- 1.3.1.8 All wire hoisting ropes and compensating ropes / whisper flex or chains
- 1.3.1.9 Conductor cables and hoist way and machine room elevator wiring.
- 1.3.1.10 Re-shackle cables, hoist way and machine room elevator wiring
- 1.3.1.11 Shorten re-shackle hoist or compensating cables.

1.3.2 Goods Lifts/Elevators

For goods elevators with vertical lifting or collapsible car gates and/or bi-parting, vertical lifting doors or hoist way gates;

- 1.3.2.1 Contact, pulleys, cables and locks.
- 1.3.2.2 Interlocks and retiring cams, door astragals and door guides.

1.3.3 Hydraulic Lifts/Elevators

- 1.3.3.1 Pumping plant, valves, piping, fittings, cylinder, packing, plunger tank, heaters, mufflers, remote pipe, if exposed.

1.4 ADDITIONAL SERVICES

Additional services will include services which are supplemental to those listed above,

1.4.1 Additional Maintenance

Any additional maintenance not specifically mentioned in this Scope of Work but required for proper functioning of lifts shall be performed.

1.4.2 Applicable Maintenance Standards

The maintenance carried out by the Contractor on the lifts shall meet the minimum requirements and shall be in accordance with statutory requirements as mentioned in the South African National Standard **[SANS10360:2006]**.

1.4.3 Compulsory Test and Examinations

The Contractor shall test and examine all safety devices and governors, as required by the latest edition of the South African Notational Standard Safety Code for Elevators and Escalators, as per the regular intervals mentioned in the standard. The Contractor shall promptly correct any defects that may be found in the testing and examining of the Safety Devices. Records of the annual safety device test results and examination shall be recorded in the elevator maintenance book. The report will list condition of all equipment covered by this agreement.

- 1.4.4 Additional Quality and Mandatory Compliance inspections as required.
- 1.4.5 The Contractor shall examine and equalize the tension of all hoisting ropes.
- 1.4.6 Repairing and/or replacing all electrical wiring and conductors extending to the lifts from the mainline switch in the machine room and all outlets in the hoist ways.
- 1.4.7 Keeping the guide rails clean and properly lubricated, except when roller type guides or dry gibs are involved, no rail lubrication shall be used. When necessary, the Contractor shall renew the guide shoe gibs or rollers as required to insure smooth and quiet operation.
- 1.4.8 Keeping the exterior of the machinery, and any other parts of the equipment subject to rust, properly painted and presentable always. The motor windings and controller coils are to be periodically treated with proper insulating compound.
- 1.4.9 The Contractor shall ensure that the lift sump pump is kept operational and that the sump hole is cleared of any particles or debris that may affect the automatic functioning of the pump. The pump must be tested at least once a month as part of the regular elevator or escalator maintenance schedule.
- 1.4.10 Renewals or Repairs to Equipment

The Contractor shall not be required to make renewals or repairs necessitated by reason of negligence or misuse of the equipment by persons other than the Contractor, or the Contractor's Representative and Employees, or by reasons of any other cause beyond the control of the Contractor, except normal and ordinary wear and tear. The Contractor shall notify the RUSTENBURG LOCAL MUNICIPALITY, IMMEDIATELY if repairs are required which are not covered as a part of this agreement.

- 1.4.11 Preparation and forwarding of reports

The Contractor shall maintain complete records; coordination of work; cleaning; lubricating; testing; adjusting; maintenance; repairing; furnishing and replacement of parts, including spares; furnishing of all accessories for testing; all as outlined, required and/or recommended in the SANS10360:2006 Code for Elevators and Escalators, including all latest revisions and addendums, and all as herein specified.

2 PERFORMANCE OF THE CONTRACTOR

2.1 General

All work shall be performed in a timely, neat, and orderly manner by skilled and certified/competent elevator/escalator workers. The RUSTENBURG LOCAL MUNICIPALITY may refuse to accept work or workers who do not meet these standards. The Contractor shall be responsible for any damage caused by its operations and shall repair or replace as directed by the RUSTENBURG LOCAL MUNICIPALITY, said damage within a reasonable time.

2.2 Down Time

- 2.2.1 Unscheduled down time shall be minimized. The Contractor shall make every effort

to repair elevators / escalators that have become inoperative as quickly as possible. The RUSTENBURG LOCAL MUNICIPALITY estimates that the most severe elevator / escalator malfunction will be three days of down time. Outages for routine failures shall be rectified on the same business day as reported by the RUSTENBURG LOCAL MUNICIPALITY.

2.3 Callbacks

- 2.3.1 The Contractor shall provide a dedicated emergency call center that promptly responds to provide a prompt service in the event of improper functioning of lifts twenty-four (24) hours per day, seven (7) days per week. This service shall be performed at "NO CHARGE" to the RUSTENBURG LOCAL MUNICIPALITY.
- 2.3.2 In the event of an emergency call where actual or imminent physical or psychological damage to the user of the lifts may occur, the Contractor shall respond within twenty (20) minutes of placement of the call by the RUSTENBURG LOCAL MUNICIPALITY.
- 2.3.3 In the event of non-emergency calls, the Contractor shall provide service within one-and one-half hours of placement of the call by the RUSTENBURG LOCAL MUNICIPALITY.
- 2.3.4 Call backs for which the lift is running upon arrival of the Contractor, and for which the Contractor is unable to determine a cause of failure shall be at no charge to the RUSTENBURG LOCAL MUNICIPALITY.

2.4 Hours of Work

- 2.4.1 RUSTENBURG LOCAL MUNICIPALITY shall not prohibit the Contractor from performing work herein during a normal workday. If the Contractor elects to work overtime hours, no additional compensation will be paid by the RUSTENBURG LOCAL MUNICIPALITY. For the purpose of this provision a "normal work day" is defined as Monday through Friday, 8:00am to 5:00pm. Permission shall be obtained from the CLIENT in the event of work being done after hours.

3 RECORDS

3.1 General

- 3.1.1 The Contractor shall submit for approval by RUSTENBURG LOCAL MUNICIPALITY a proposed work schedule and log within ten (10) days after award of the agreement.
- 3.1.2 The Contractor shall provide a service schedule to each department on the first day of each month for that month. The RUSTENBURG LOCAL MUNICIPALITY shall approve the schedule within forty-eight (48) hours. All work scheduled during the month shall be performed during the times scheduled and not at call back times.

3.2 Regular Maintenance Schedule

The work schedule shall be designed for each type of equipment to be serviced, such as gearless elevators, geared elevators, hydraulic elevators and escalators and shall conform to the manufacturer's recommended practice for the specific equipment concerned. The

schedule shall show the type and frequency of service and lubrication proposed by the Contractor for the duration of the agreement.

- 3.2.1 All inspections, lubrication, adjustments, tests, cleaning, routine repairs and other preventive maintenance activities shall be performed in accordance with the schedule.
- 3.2.2 After approval of the schedule by the RUSTENBURG LOCAL MUNICIPALITY, the Contractor shall keep the work schedule on display in each equipment room and perform regular maintenance service in accordance therewith. The posted schedule shall be of the chart type which shall be initialled by the Contractor when each scheduled inspection is performed.

3.3 Log

- 3.3.1 The Contractor shall also maintain and submit (if requested) to the RUSTENBURG LOCAL MUNICIPALITY complete and accurate monthly logs of all work performed in addition to routine inspection at each location. The logs shall include emergency callback service describing the nature of all complaints and resolutions. The Contractor shall on each call (scheduled or emergency), sign-in including date, time-in, time-out, detail of repair or maintenance work conducted and provide comments of the elevator status. This requirement shall be strictly enforced unless the Contractor receives written exemption from the RUSTENBURG LOCAL MUNICIPALITY.
- 3.3.2 The Contractor shall also submit copies of work tags signed off by the designated building representatives with monthly invoices. The work tag shall include date, facility, time-in, time-out, and ID numbers of equipment serviced.

3.4 Wiring and Construction Drawings

- 3.4.1 All changes in circuitry made by the Contractor shall be properly recorded on a "Wiring and Construction drawing" supplied by the RUSTENBURG LOCAL MUNICIPALITY, including date of change and the name of person making changes.

4 STOCK OF MATERIALS

4.1 Regular Stock

- 4.1.1 The Contractor shall maintain an adequate supply of all regularly wearing parts or parts whose failure can be reasonably predicted / anticipated. These parts shall consist of, but are not limited to, motor brushes, relays and contactors, switches, cams, notches, thrusts, brake liners, bearings, rollers, liners, contacts, coils, hangers, shoes, springs, car lights, call buttons, comb plates, printed circuit boards, and all signal and accessory equipment.
- 4.1.2 To provide and keep inventory of all wearing parts in respect of the equipment's maintenance and operation. The RUSTENBURG LOCAL MUNICIPALITY reserves the right to inspect the spares inventory at any time during the term of this agreement.

4.1.3 To supply, repair and replace all parts of every description made necessary by normal wear and tear without expense to the RUSTENBURG LOCAL MUNICIPALITY when such replacement or repair is deemed necessary by the Contractor in accordance with this agreement and the manufacturer's requirements. Only parts that are correctly designed, manufactured and suitable in all respects, shall be used. It is implied that all replacement parts shall meet the original manufacturer's design specification with regards to performance, reliability, duty rate, operation, safety and redundancy.

4.2 Availability and Access to Stock

4.2.1 In addition, the Contactor shall maintain in a facility approved by the RUSTENBURG LOCAL MUNICIPALITY or in a Contractor's facility within the **RUSTENBURG LOCAL MUNICIPALITY** the following items.

4.2.1.1 One (1) set of motor brushes and holders for each type of motor and generator.

4.2.1.2 One (1) door operator motor of each elevator type used.

4.2.1.3 Hanger sheaves for car and hoist way doors.

4.2.1.4 Two (2) complete door interlocks.

4.2.1.5 One (1) set of generator bearings for each type of generator.

4.2.1.6 One (1) set of brake linings for each type of elevator brake.

4.2.1.7 Parts for door protective devices.

52.1.8 All other parts as needed to assure prompt replacement in the event of the shutdown of any elevator or escalator.

4.2.2 RUSTENBURG LOCAL MUNICIPALITY reserves the right to inspect the Contractor's inventory if it deems such inspection is necessary.

5.1 Basic Performance Requirements

Electric elevators shall be adjusted to meet the following basic performance standards and the Contractor shall maintain these standards throughout the performance period of the agreement.

5.1.1 Without in any way limiting the Contractor's obligations, the Contractor shall ensure:

- the safety and comfort of passengers using the equipment,
- the performance and reliability of the equipment operation is maintained,
- that the design parameters are maintained,
- that preventative maintenance is carried out punctually at all times,
- that the maintenance is carried out in a programmed sequence in terms of a documented Maintenance Schedule,
- that the equipment is kept safe, clean and presentable at all times.

5.2 Certificate of Compliance (Annexure B Certification)

The Contractor shall employ a Registered Lift/Escalator Engineer that is SANAS accredited, appointed by the Client, under the Lifts and Escalators (Safety) Ordinance to undertake the necessary examination and testing.

The Statutory Lift Inspections (Comprehensive Report) shall be carried out annually by a competent independent lift inspection provider, appointed or appointed by the Client.

The period between Compliance testing shall not exceed twelve (12) months.

5.3 Quality Control

The Contractor shall conduct monthly inspections following which the condition of the equipment shall be recorded on a checklist signed and certified by the Contractor's Representative.

The Contractor shall employ the Clients appointed Consultant to perform the task as required.

Should any defects or remedial work be required in terms of the monthly Inspection, the Contractor shall expeditiously undertake the corrective work. Should any of the items noted in the monthly Inspection not be rectified within a two (2) week period, the Contractor shall forward the RUSTENBURG LOCAL MUNICIPALITY with a copy of a detailed works program.

5.4 Call-back Rate:

The Contractor shall ensure that the frequency of equipment break-downs does not result in the target number of one (1) call-backs per unit per month being exceeded.

5.5 Cost for unexpected repairs/breakdowns and Compliance Inspections

The Contractor shall provide cost in the price list activity schedule for emergency labour and parts required for unexpected repairs and breakdowns.

Repair activity and unforeseen labour and parts cost not provided in the price list activity schedule will be done by Quotation to be approved by the Client/Lift Consultant.

The Contractor shall provide cost in the price list activity schedule for any additional Compliance Inspections to be conducted by an Independent Lift inspector as and when required by the Client or by the requirements of the Occupational Health and Safety Act (85 of 1993).

6. SCHEDULE FOR MAINTENANCE, INSPECTION AND TESTING INTERVAL

Tests and inspections

The inspections and maintenance stipulated below must be carried out at the time intervals as specified.

	Inspection / Test	Action	Frequency
1	Gates and door lock	Test gates and door locks at each examination	Monthly
2	Main suspension ropes	Examine main suspension ropes	Six monthly
3	Safety gear	Tests safety gear	Yearly
4	Over speed governor	Test over speed governor	Yearly
5	Buffers	Test buffers	Yearly
6	Governor Ropes and Gear	Examine Governor ropes	Six monthly
7	Motor room inspection	Inspect, clean controller, motors, generator and motor room lights	Yearly / Monthly Depending on site conditions
8	Communication systems	Test- Telephones Intercoms systems and warning lights	Monthly
9	Rack and Pinion Gears	Examine and Inspect wear	Monthly
10	Emergency Lights	Test for functionality	Monthly
11	General Safety Signs	Visibility and condition	Monthly
12	Annexure B Compliance Inspection		Annually
13	Quality inspections		Bi-annual

7 MATERIALS

Unless otherwise specified, all materials, supplies or equipment offered by a Contractor shall be new, unused in any regard and of most current design. All materials, supplies, and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies, or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery. All materials shall be for the Clients account.

8 CONTRACTOR'S BOOKS AND RECORD KEEPING

8.1 Maintenance during the Term of Agreement

The Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other documents evidencing or relating to charges for services, or expenditures and disbursements charged to RUSTENBURG LOCAL MUNICIPALITY for a minimum period of three years, or for any longer period required by law, from the date of final payment to Contractor pursuant to this Agreement.

8.2 Maintenance after Term of Agreement

The Contractor shall maintain all documents which demonstrate performance under this Agreement for a minimum period of three years, or for any longer period required by law, from the date of termination or completion of this Agreement.

8.3 Inspection

Any documents required to be maintained pursuant to this Agreement must be made available for inspection or audit, at any time during regular business hours, upon written request by the RUSTENBURG LOCAL MUNICIPALITY. The Contractor shall provide copies of such documents to RUSTENBURG LOCAL MUNICIPALITY for inspection as requested.

9. MAINTENANCE CONTRACT

The Contractor shall be prepared to enter into the Client's A Type Maintenance Agreement on a month to month basis not exceeding twelve months.

Where the A Type Contract is specified the contractor shall provide an A Type Maintenance Agreement that will be delivered to the Client's representative for perusal. It is accepted that the Client's representative will alter the terms and conditions of the contractor's proposed maintenance contract at his/her own discretion.

10. ADDITIONAL REQUIREMENTS TO BE SUBMITTED BY THE CONTRACTOR AT TENDER STAGE

The following list, proof of documents shall be submitted to the Client for perusal and approval.

- 10.1 Compliance with OHSA (Act 85 of 1993).
- 10.2 Proof of registration with L.E.A., L.I.A.S.A., SANS AND SANAS
- 10.3 Certificates of competency for the following list of employee's.
 - 10.3.1 Managers.
 - 10.3.2 Supervisors.
 - 10.3.3 Qualified Technician/Mechanic.
 - 10.3.4 Training records for semi skilled workers.
- 10.4 Provide details for references of current and previous buildings being maintained, together with Clients names and details.
- 10.5 Premises provide physical address of offices, workshop and storerooms. These premises to be audited by the Client.
- 10.6 Provide a detailed inventory of all spares in stock. (Type, Amounts and value of stock.)
- 10.7 Provide a detailed maintenance schedule or program pertaining to all buildings as specified.

11. PROJECT COMMENCEMENT DATE

To be determined at time of appointment.

12. TERMINATION

13.1 Termination for Convenience

RUSTENBURG LOCAL MUNICIPALITY shall have the right to terminate this Agreement, without cause, by giving not less than thirty (30) days' written notice of termination.

13.2 Terminations for Default

If the one party commits a material breach of the Contract, which substantially detracts from effective performance of its obligations under the Contract without correcting said breach within fourteen (14) days after receipt of written notice setting forth particulars describing the alleged breach, the other party may at their discretion terminate the contract.

13.3 Termination Authority

RUSTENBURG LOCAL MUNICIPALITY, Authorised Person or his/her delegate is empowered to terminate this Agreement, or any part of this agreement on behalf of RUSTENBURG LOCAL MUNICIPALITY

13.4 Consequences of Termination

In the event of termination, the Contractor shall deliver to RUSTENBURG LOCAL MUNICIPALITY copies of all reports (Annexure A and Annexure B Compliance Certificates), documents, and other work performed by the Contractor under this Agreement, and upon receipt thereof. The RUSTENBURG LOCAL MUNICIPALITY shall pay the Contractor for services performed and reimbursable expenses incurred to the date of termination.

13.5 Causes for Termination

This agreement or any part of the agreement may be terminated for cause under any one of the following circumstances:

- the Contractor fails to make delivery of goods or services as specified in this contract; or
- the Contractor fails to perform any of the provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms.
- Due to the equipment being permanently disconnected from operation
- Change of ownership or should the RUSTENBURG LOCAL MUNICIPALITY no longer be responsible for the property management function of the said property.



RUSTENBURG LOCAL MUNICIPALITY

PRICING SCHEDULE

Bidders should complete the pricing schedule in full. Failure to comply will lead to disqualification.

1.1	DESCRIPTION – MAINTENANCE OF ELEVATOR LIFTS AT MISSIONARY MPHENI HOUSE AND WASTE	TOTAL AMOUNT
ITEM	MISSIONARY MPHENI HOUSE	
1.1.1.	Passenger Lift (1) Monthly maintenance by a registered lift inspector	R
	Sub- TOTAL	R
ITEM	MISSIONARY MPHENI HOUSE	
1.1.2	Passenger Lift (2) Monthly maintenance by a registered lift inspector	R
	Sub- TOTAL	R
ITEM	MISSIONARY MPHENI HOUSE	
1.1.3	Passenger Lift (3) Monthly maintenance by a registered lift inspector	R

	Sub- TOTAL	R
ITEM	<u>MISSIONARY MPHENI HOUSE</u>	
1.1.4	Passenger Lift (4) Monthly maintenance by a registered lift inspector	R
	Sub- TOTAL	R
ITEM	<u>WASTE MANAGEMENT</u>	
1.1.5	Passenger Lift - Monthly maintenance by a registered lift inspector	R
	Sub- TOTAL	R
	TOTAL (SUM OF ALL Sub-totals)	R
	VAT AT 15%	R
	GRAND TOTAL	R

Critical Parts List – cost sheet

Table.1

No.	Item	Field Hourly Rate	Hours Required	Cost for parts	Total (excluding VAT)
1.	Main Motor Repair (armature/stator)				
2.	Main Motor Bearings Replacement				
3.	Main Motor Gear Box Repairs				
4.	Main Motor Oil seals				
5.	Machine brake and relining				
6.	Machine brake coils				
7.	Main Ropes Replacement (cost per meter average 12mm rope)				
8.	Main Drive Unit (VVVF)				
9.	Electronic Door scanners				
10.	Car / Counterweight Shoes				
11.	Door drive replacement (analog)				
12.	Door drive replacement (VVVF)				
13.	Repair / Replace main drive sheave				
14.	Sheave bearing replacements (2:1 diverters)				
15.	Escalator comb plates				
16.	Escalator handrail replacement				
17.	Escalator step chain replacement				

18.	Escalator main drive and machine repairs				
19	Escalator drive chains replacement				
20.	Escalator step replacement				
21.	Escalator Bow rollers				
22.	Escalator handrail tensor device				
23.	Escalator machine repairs (oil leaks)				
24.	Compliance Inspections				
25.	Quality Inspections				



RUSTENBURG LOCAL MUNICIPALITY

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 3.1 Full Name of bidder or his or her representative:
 - 3.2 Identity Number:
 - 3.3 Position occupied in the Company (director, trustee, hareholder²):
.....
 - 3.4 Company Registration Number:
.....
 - 3.5 Tax Reference Number:
.....

3.6 VAT Registration

Number:.....

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

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

3.8.1 If yes, furnish particulars.

.....

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

(a) a member of –

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

(b) a member of the board of directors of any municipal entity; (c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or

constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

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

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

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.....

.....

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

3.11.1 If yes, furnish particulars.....

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

3.12.1 If yes, furnish particulars.....

.....

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

3.13.1 If yes, furnish particulars.....

.....

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

3.14.1 If yes, furnish particulars.....

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidde



RUSTENBURG LOCAL MUNICIPALITY

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) The 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) "EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) "prices" includes all applicable taxes less all unconditional discounts;
- (h) "proof of B-BBEE status level of contributor" means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) "QSE" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the

Broad-Based Black Economic Empowerment Act;

(j) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = (maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		

OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number.....

8.3 Company registration number.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:.....

8.8 Total number of years the company/firm has been in business:.....

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS:</p> <p>.....</p> <p>.....</p>
--



RUSTENBURG LOCAL MUNICIPALITY

To be completed by the Bidder/Tenderer

MBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
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>audialterampartem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	<p>If so, furnish particulars:</p> <p>-----</p>		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	<p>If so, furnish particulars:</p> <p>-----</p>		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.3.1	<p>If so, furnish particulars:</p> <p>-----</p>		
4.4	<p>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.4.1	<p>If so, furnish particulars:</p> <p>-----</p>		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM
TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A
CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



RUSTENBURG LOCAL MUNICIPALITY

SECTION 38: DECLARATION FORM

Having examined the BID and the general conditions thereto, I/we hereby certify that the bid price in the bid schedules and the preference points claimed are correct.

I/We furthermore certify that I/we/the Company comply/complies with the issues around Section 38 of the Supply Chain Management Policy inter alia:

IF ALL IS IN PLACE IN RESPECT OF THE CONTRACTUAL ISSUES LISTED IN THE TABLE BELOW; THE ANSWER SHOULD BE YES. ATTACH SUPPORTING INFORMATION IF ANY OF THE ANSWERS IS NO.

Note that the Municipality's Procurement Section will verify the statement I/we certify the following:

No.	CONTRACTUAL ISSUES	YES	NO
1.	In terms of Section 38 (1) (c) that the Bidder or any of the Directors is not listed as a person prohibited from doing business with the Public Sector		
2.	In terms of Section 38 (1)(d) (i) that the Bidder or any of the Directors does not owe rates and taxes or Municipal service charges to any Municipality that is in any arrears for more than three (3) months. Copies of the latest Municipal service charges statement of the Bidder and the Directors must be attached to the tender/bid document		
3.	In terms of Section 38 (1) (d) (ii) that the Bidder or any of the Directors has not failed to perform satisfactorily on a previous/previous contract/s with the Municipality or any organ of state		
4.	In terms of Section 38 (i) (9) that the Bidder or any of the Directors has not been convicted for fraud or corruption during the past five (5) years		
5.	In terms of Section 38 (i) (9) (iv) that the Bidder or any of the Directors has not been listed in the Register Of Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act, (Act No. 12 of 2004)		

.....
SIGNATURE OF BIDDER

.....2019.
DATE

.....
FULL NAME AND SURNAME OF BIDDER IN BLOCK LETTERS

COMPANY NAME:

.....

.....

PHYSICAL ADDRESS:

.....

.....

TELEPHONE NUMBER:

.....

FACSIMILE NUMBER:

.....

AS WITNESSES

WITNESS 1:

WITNESS 2:



RUSTENBURG LOCAL MUNICIPALITY

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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



RUSTENBURG LOCAL MUNICIPALITY

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM
TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A
CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



RUSTENBURG LOCAL MUNICIPALITY

(To be completed by the Bidder)

SIGNATORY AUTHORISATION

I/We the undersigned, am/are authorized to enter into this contract on behalf of

(Name of Firm)

By virtue of resolution taken at a meeting held on theday of (month)

.....2019 resolved to authorise

..... hold of

ID numberto sign all the documents on behalf of the company.

Print name of authorised representative:.....

Signature:.....

NAME AND SURNAME OF THE DIRECTORS	SIGNATURE

PLEASE NOTE: FAILURE TO COMPLETE ALL BLANK SPACES ON THIS FORM OR ATTEND TO OTHER DETAILS MENTIONED THEREIN WILL RENDER THE BID/TENDER LIABLE TO REJECTION.