



**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**  
**Requirements between R 30,000 (incl VAT) and R 300,000 (incl VAT)**

**QUOTATION NUMBER BK026 (DIC0031474)**

**QUOTATION TITLE:** REPLACING OF EXISTING CARPETS WITH NEW CERAMIC TILES AT PAARL EAST  
THUSONG CENTRE, VAN DER STEL STREET (PETC)

**CLOSING DATE AND TIME:** 17 APRIL 2024 AT 10:00.

<b>NAME OF BIDDER</b>	
<b>TOTAL BID PRICE (INCL VAT)</b>	

**ISSUED BY:**

Department: Financial Services  
Supply Chain Management Division  
Civic Centre, 2<sup>nd</sup> floor.  
PAARL

**CONTACT FOR TECHNICAL ENQUIRIES:**

Ludwig Layman / Daisy Alberts  
Community Services  
Tel no: 021-807 6207  
Cell no: 072 586 8243

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**PART A: REQUIREMENTS IN TERMS OF REGULATORY FRAMEWORK**

**DETAILS OF BIDDER (THE FOLLOWING PARTICULARS MUST BE FURNISHED)**

Name of firm / entity / enterprise			
Trading as (if different from above)			
Drakenstein supplier database registration number			
CIDB registration no:			
Postal address of enterprise		Line 1 : _____ Line 2: _____ Town/city_____ Postal code:_____	
Physical address of enterprise		Line 1 : _____ Line 2: _____ Town/city_____	
B-BBEE Status level verification certificate [Tick applicable box]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE Status Level Sworn Affidavit [Tick applicable box]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you the Accredited Representative in <b>South Africa</b> for the <b>goods/services/works</b> offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, enclose proof]	Are you a foreign based supplier for the <b>goods/ services/ works</b> offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer part B:3]
Contact details of the <b>person signing the bid, being duly authorised to do so:</b>		Name: _____ Telephone:_____ Fax:_____ Cellular telephone: _____ E-mail address: _____	

<p>Contact details of the <b>senior manager responsible for overseeing contract performance:</b></p>	<p>Name: _____</p> <p>Telephone: _____ Fax: _____</p> <p>Cellular telephone: _____</p> <p>E-mail address: _____</p>
<p>Company income tax number</p>	
<p>Tax Compliance Status System PIN issued by SARS</p>	
<p>CSD registration number</p>	
<p>VAT registration number</p>	
<p>Company registration number</p>	
<p>Banking details</p>	<p>Name of account holder: _____</p> <p>Name of bank: _____</p> <p>Account number: _____</p> <p>Branch code: _____</p>

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION</b>		
1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.		
1.2. <b>All bids must be submitted on the official forms provided – (not be re-typed) or online.</b>		
1.3. The 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.		
<b>2. TAX COMPLIANCE REQUIREMENTS</b>		
2.1 Bidders must ensure compliance with their tax obligations.		
2.2 Bidders are required to submit their unique person identification number (PIN), issued by SARS to enable the organ of state to view the taxpayer’s profile and tax status. No contract will be awarded to any bidder that is not deemed tax compliant at the date of award.		
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: <a href="http://www.sars.gov.za">www.sars.gov.za</a> .		
2.4 Foreign suppliers must complete the pre-award questionnaire in Part B:3.		
2.5 Bidders may also submit a printed TCS certificate together with the bid.		
2.6 In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate TCS certificate/pin/CSD number.		
2.7 Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.		
<b>3. TAX COMPLIANCE REQUIREMENTS</b>		
3.1.	Is the entity a resident of the Republic of South Africa (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2	Does the entity have a branch in the RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3	Does the entity have a permanent establishment in the RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4	Does the entity have any source of income in the RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5	Is the entity liable in the RSA for any form of taxation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>If the answer is “NO” to all of the above, then is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.</b>		



**NB: Failure to provide any of the above particulars may render the bid invalid. No bids will be considered from persons in service of the state.**

**Signature of bidder: .....**

**Capacity under which this bid is signed:.....**

**Date:.....**

## **YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF DRAKENSTEIN MUNICIPALITY**

**Quotation number:** BK026 (DIC0031474)

**Quotation title:** Replacing of Existing Carpets with New Ceramic Tiles at Paarl East Thusong Centre, Van Der Stel Street (Petc)

**Site meeting:** A compulsory site meeting will be held at **Paarl East Thusong Centre, Van der Stel Street, Paarl** on **10 April 2024** which will promptly start at **11:30**. **Bidders that fail to attend the compulsory site meeting or attend the meeting 15 minutes later than the starting time of the meeting and without bid documentation, WILL be disqualified.**

**Closing date and time for bid submissions: 17 April 2024 at 10:00.**

Bid documents can be obtained from the Supply Chain Management Unit, Civic Centre, 2<sup>nd</sup> floor, Berg River Boulevard, Paarl during office hours between 14:00 and 16:00. A non-refundable fee of R25.00 (VAT Inclusive) is payable to Drakenstein Municipality. Alternatively, the bid documents can be downloaded from our website at [www.drakenstein.gov.za](http://www.drakenstein.gov.za) by following the Supply Chain Management link.

Enquiries can be directed as follows:

Type of enquiry	Contact person	Tel no	Email address
Bidding procedures and documents	Nazley Lategan	(021) 807 6246	<a href="mailto:nazley@drakenstein.gov.za">nazley@drakenstein.gov.za</a>
Technical enquiries	Ludwig Layman	(021) 807 6207	<a href="mailto:ludick.layman@drakenstein.gov.za">ludick.layman@drakenstein.gov.za</a>

**Bidders must be registered with the Construction Development Board (CIDB) and must have a contractor grading of (GB 1) or higher. Registration with the Building Industry Bargaining Council (BIBC) is compulsory.**

Bids may only be submitted on the bid documentation provided by the municipality and must remain valid for a minimum of 60 days after bid closing.

**Bids must be submitted in a sealed envelope. The quotation number and quotation title must appear on the outside of the envelope. Bidders that fail to adhere to this requirement, will be disqualified at the bid opening.**

Bids must be deposited in the **BOX NO 2**, located at the entrance of the Municipal Offices of Drakenstein Municipality, Civic Centre, Ground floor, Berg River Boulevard, Paarl, by no later than the date and time as specified above. This quotation box is open from Mondays to Thursdays between 08h00 and 16h45 and on Fridays between 08h00 and 15h30. Telegraphic, telephonic, telex, facsimile, e-mail and late bids will not be accepted.

Bids will be opened in public in the Small Committee Room at the Civic Centre, 1<sup>st</sup> floor Berg River Boulevard, Paarl at 10h15. The lowest, only or any bid shall not necessarily be accepted and the municipality reserves the right to accept any part of the bid or to withdraw the invitation to bid.

This bid shall be evaluated on the 80/20 preference points system as prescribed by the Preferential Procurement Regulations 2017 (government gazette no. 40553).

Prospective bidders must familiarise themselves with the content of Drakenstein Municipality's Supply Chain Management Policy and must be registered on the municipality's supplier database if they wish to conduct business with the municipality. The General Condition of Contract for Construction Works will apply.

**The tax status requirements as per MBD 1 (Part B) must be complied with. No contract will be awarded to any bidder that is not deemed tax compliant at the date of award**

**DR J LEIBBRANDT  
CITY MANAGER**



**MBD 4**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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, shareholder<sup>2</sup>): .....

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 .....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

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

<sup>2</sup>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 a 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, domestic partner, child, grandchild, dependent, parent, grandparent, parent-in-law, brother, sister, brother-in-law or sister-in-law of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?

**YES / NO**

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND COUNCIL’S PREFERENTIAL PROCUREMENT POLICY**

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

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

**1. GENERAL CONDITIONS**

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

- the 80/20 system for requirements with a Rand value from R30,000 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 The value of this tender is estimated not to exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Points for this tender shall be awarded for:

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

**1.4 The maximum points for this tender are allocated as follows:**

The maximum points for this tender are allocated as follows:

DESCRIPTION	POINTS
PRICE	80
SPECIFIC GOALS: B-BBEE LEVEL OF CONTRIBUTION	10
SPECIFIC GOALS: LOCALITY	10
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2), 5(2), 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purpose of this tender the tenderer will be allocated points based on the goals stated in tables 1(a) and 1(b) below as may be supported by proof/ documentation stated in the responsiveness and evaluation criteria:

**Table 1a: Specific goals for B-BBEE level of contribution.**

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

The allocated points for Broad-Based Black Economic Empowerment (B-BBEE) status level of contributor in terms of this tender	Maximum number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	10	
2	9	
3	6	
4	5	
5	4	
6	3	
7	2	
8	1	
Non-compliant contributor	0	

**Table 1b: Specific goals for locality**

**Note to bidders: The bidder must indicate how they claim points for each preference point system.**

The allocated points for locality in terms of this bid	Maximum number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the bidder)
Enterprises within the Drakenstein Municipal area	10	
Enterprises within the Cape Winelands Municipal area	5	
Enterprises within the Western Cape Province	2	
Enterprises outside the Western Cape Province	0	

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number: .....

4.4. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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



WITNESSES

1. ....

2. ....

.....

SIGNATURE(S) OF BIDDER(S)

NAME AND SURNAME: .....

.....

.....

.....

DATE: .....

ADDRESS .....

.....

.....

**DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

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

ITEM	QUESTION	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality/municipal entity, or to any other municipality/municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality/ municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED**

.....  
**(FULL NAME)**

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

.....  
**SIGNATURE**

.....  
**DATE**

.....  
**POSITION**

.....  
**NAME OF BIDDER**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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



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

.....  
**SIGNATURE**

.....  
**DATE**

.....  
**POSITION**

.....  
**NAME OF BIDDER**

**CERTIFICATION OF ATTENDANCE AT COMPULSORY SITE MEETING**

This is to certify that

..... (Name of bidder)

of .....(address)

.....

was represented by the person(s) named below at the compulsory site meeting held for all bidders at

..... (location) on ..... (date),

starting at .....

We acknowledge that the purpose of the meeting was to acquaint ourselves with the site of the works and / or matters incidental to doing the work specified in the tender documents in order for us to take account of everything necessary when compiling our rates and prices included in the tender.

Particulars of person(s) attending the site meeting on behalf of the bidder:

Name ..... Signature .....

Capacity .....

Name ..... Signature .....

Capacity .....

Attendance of the above persons at the meeting is confirmed by the Employer's representative, namely:

Name ..... Signature .....

Capacity ..... Date & Time .....

**DECLARATION: CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS TO SERVICE PROVIDERS**

**PART A: PROPERTY OWNED BY ENTERPRISE OR DIRECTORS**

Please complete the following if property is owned by the enterprise, the proprietors, directors or partners in their personal capacity, obtain the confirmation of the relevant municipality and **attach a copy of their municipal account(s) which are not older than 60 days.**

Name of account holder: .....

Account number: .....

Account number: .....

**FOR MUNICIPAL USE ONLY**

I/we hereby certify that the municipal account details of our client as indicated above is correct.

.....

Name of municipal official (print name)

.....

Signature of municipal official



**PART B: PROPERTY LEASED BY ENTERPRISE OR DIRECTORS**

Please attach a sworn affidavit or a copy of your lease agreement if the property is leased by the enterprise or the proprietors or directors in their personal capacity, for which the aforementioned is not responsible for payment of municipal rates and taxes.

**PART C: WHERE PROPERTY IS NOT OWNED OR LEASED BY ENTERPRISE OR DIRECTORS**

Please attach a sworn affidavit from the proprietor or director of the enterprise confirming that the enterprise does not own or lease any property and that the aforementioned is not responsible for payment of any municipal rates and taxes.

I,....., the undersigned, certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 90 days..

.....

.....

Signature for and on behalf of the bidder

Date



## RESPONSIVENESS AND EVALUATION CRITERIA

### 1. RESPONSIVENESS CRITERIA

No bid will be considered by Drakenstein Municipality unless it meets the following responsiveness criteria (for the bid to be considered responsive, the bid must meet the following requirements):

- a) Bidders must ensure that they are registered on the database of Drakenstein Municipality, if they wish to conduct business with the Drakenstein Municipality. If the bidder is not registered on the Drakenstein Municipality's supplier database prior to the award of the bid, the registration form can be obtained as follows:
  - i. Supply Chain Management Unit, Civic Centre, 2<sup>nd</sup> floor, Berg River Boulevard, Paarl; or
  - ii. Downloaded from our website at [www.drakenstein.gov.za](http://www.drakenstein.gov.za)

Enquiries regarding the above can be directed to:

Contact persons	Tel no	Fax no	Email address
Chanelle Cupido	(021) 807-4780	086 635 6202	<a href="mailto:Chanelle.Cupido@drakenstein.gov.za">Chanelle.Cupido@drakenstein.gov.za</a>

2. Drakenstein Municipality will reject a bid in terms of the following:
  - a) If any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors to this of any other municipality or municipal entity, are in arrears for more than three months.
  - b) The name of the company of any of its director(s) names appear on the list of Tender Defaulters or restricted suppliers as published by National Treasury.
3. The following completed documents must be submitted or provided as part of the bid submission:
  - i) Bidders are required to submit their unique person identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and status.
  - ii) Copy of a valid B-BBEE Status Level Verification Certificate. Bidders who do not submit a B-BBEE Status Level Verification Certificate or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE, but will not be disqualified from the bidding process. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification certificate for every separate bid.
  - iii) Copy of a billing account of your local municipality for the company or directors where applicable. Such account must not be older than 90 days.
  - iv) Completed and signed declaration of interest form (MBD 4).
4. Bidders must acquaint themselves fully on the General Conditions of contract of 2010 and special conditions of contract (if applicable). The General Conditions of Contract of 2010 is available on request from the official dealing with bidding procedures and documents as indicated in MBD 1.
5. No bids will be accepted unless the bid documentation as issued by the municipality is utilised.
6. No telephonic, faxed or e-mailed or late bids will be accepted.
7. The awarding of this bid is subject to the following:
  - i) Relevant technical specifications as stated in this bid document;

- ii) Attendance of compulsory site meetings, as may be applicable;
  - iii) Proper completion of this bid document and signing of declarations
  - iv) General conditions of contract of 2010 which is available on request from the official dealing with bidding procedures and documents as indicated in MBD 1.
  - v) Any special conditions of contract as stipulated in this bid document.
8. Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.
9. **Inducements, rewards, gifts and favours to municipalities, officials and other role players**
- a) No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representation intermediary promise, offer or grant any inducement or reward to the Drakenstein Municipality for or in connection with the award of a contract;
  - b) The accounting officer must promptly report any alleged contravention of subparagraph (1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.
10. The bid must be properly received in a sealed envelope. The outside of the envelope must clearly indicate the quotation number and title (refer to invitation to bid for further details regarding submission)
11. The bid must be deposited in the relevant quotation box as indicated in the invitation to bid (MBD1) on or before the closing date and time of the bid. **Telephonic, facsimile, electronic/ emailed and late bids will not be accepted.**
12. Bids shall be declare invalid, and shall be endorsed and recorded as such in the bid opening record by the responsible official to open the bid, in the following instances:
- i. If the bid is not sealed;
  - ii. if the bid including the bid price amount, where applicable is not submitted on the official pricing schedule;
  - iii. if the bid is not completed in non-erasable ink; or
  - iv. if the name of the bidder is not stated, or is indecipherable
- 13 A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount.
14. The official bid document must be fully completed in indelible ink. Where information requested does not apply to the bidder and the space is left blank, the bidder must provide written clarification.
15. All requested relevant and/ or additional documentation such as compliance certificates, professional registration, artisan qualification, etc., must be attached behind the bid document.
16. Bidders must submit a certified statement signed by the bidder declaring that the bidder has no

undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 90 days.

17. The bidder must be in good standing to do business with the public sector in terms of Regulation 38 of the Municipal Supply Chain Management Regulations (Government Gazette 27636 of 60May 2005).
18. If the entity submitting a bid is a joint venture or consortium or partnership, each party to that formation must submit all the above information.
19. The bidder must adhere to the pricing instructions.
20. The Bidder's details must be provided.
21. The necessary document authorising the representative to sign and submit the bid on the bidder's behalf must be completed and signed.
22. The declaration of interest by the bidder must be completed and signed.
23. The bid must comply with all the minimum technical specifications.
24. The MBD 9 (certificate of bid determination) must be completed and signed.
25. Alternative offers may be submitted by the bidder. The municipality is under no obligation to accept alternative offers.

## **2. EVALUATION OF BIDS AND POINTS ALLOCATED FOR SPECIFIC GOALS**

- a) All bids received shall be evaluated in terms of the Municipal Supply Chain Management Regulations, the Preferential Procurement Policy Framework Act no 5 of 2000, the Preferential Procurement Regulations of 2022 and Council's Preferential Procurement Policy.
- b) The municipality reserves the right to accept all, some, or none of the bids submitted — either wholly or in part — and it is not obligated to accept the lowest bid.
- c) Bids must be accompanied by the following documentation in order to claim points allocated for specific goals as indicated in MBD 6.1:

No	Specific goal	Proof to substantiate claim
1	B-BBEE status level of contributor	Copy of B-BBEE status level certificate issued by an authorised body or person, or a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice
2	Locality	One of the following must be submitted:  (1) Municipal account in the name of the tenderer not older than 90 days; or (2) Lease agreement where the bidder is the lessee; or (3) A sworn affidavit in cases where the bidder is not a municipal account holder nor a lessee to a lease agreement

### 3. ALTERNATIVE OFFERS

Alternative offers may be submitted by the bidder only if a main offer, strictly in accordance with all the requirements of the bid document, is also submitted. The municipality is under no obligation to consider alternative offers. The alternative tender offer is to be submitted with the main offer together with a schedule that compares the requirements of the bid documents with the alternative requirements.

### 4. BID VALIDITY PERIODS

- a) A minimum bid validity period will apply to all bids and will be calculated from the bid closure date. Bids shall remain in force and binding for the minimum bid validity period as indicated in the invitation to bid and the bid documents, subject to any other applicable legislation and instructions from the National Treasury for specific types of procurement.
- b) Unless otherwise indicated in writing by the bidder, the validity of bids submitted will automatically extend beyond the minimum bid validity period as set out above and will remain valid for acceptance until the bid award process, including the consideration of any appeals, objections or complaints, has been concluded.
- c) Any bidder may at any time withdraw such bid in writing in which case such bid lapses and will not be further considered.

### **COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY ACT 1993**

Bidders are to note the requirements of the Occupational Health and Safety Act No. 85 of 1993 and the Construction Regulations 2014 (as amended) issued in terms of section 43 of the Act. The bidder shall be deemed to have read and fully understood the requirements of the above act and regulations and to have allowed for all costs in compliance therewith.

The bidder shall adhere to the following:

- (1) Health and safety precautions and procedures to be adhered to in order to ensure compliance with the Act, Regulations and Safety Specification;
- (2) Regular monitoring procedures to be performed;
- (3) Regular liaison, consultation and review meetings with all parties;
- (4) Site security, welfare facilities and first aid; and
- (5) Site rules and fire and emergency procedures.

Bidders are to note that the contractor is required to ensure that all sub-contractors or others engaged in the performance of the contract also comply with the above requirements. The contractor shall prepare and maintain a Health and Safety File in respect of the project, which shall be available for inspection on site at all times and handed over to the employer on final completion of the project.

The Contractor is required to submit to the Employer the Occupational Health and Safety Agreement (refer to next page) before any work commences and provide proof of its registration and good standing with the Compensation Fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act no 130 of 1993)

**AGREEMENT IN TERMS OF THE HEALTH AND SAFETY ACT. 1993 (ACT NO 85 OF 1993)**

THIS AGREEMENT made at .....on this the  
..... day of ..... in the year.....

between ..... (hereinafter called “the employer”) of the  
one part, herein represented by .....

in his capacity as .....

and ..... (herein called “the mandatory”) of the  
other part, herein represented by .....

in his/her capacity as .....

WHEREAS the employer is desirous that certain works be constructed, viz [insert location of works] and has accepted a tender by the mandatory for the construction, completion and maintenance of such works and whereas the employer and the mandatory have agreed to certain arrangements and procedures to be followed in order to ensure compliance with the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993):

NOW THEREFORE THIS AGREEMENT WITNESS TO AS FOLLOWS:

1. The mandatory shall execute the work in accordance with the contract documents pertaining to this contract.
2. This agreement shall hold good from its commencement date, which shall be the date of a written notice from the employer or principal agent requiring him to commence the execution of the works, to either:
  - (a) the date of the final certificate issued in terms of clause 26.0 of the principal building agreement (hereinafter referred to as “the GCC”) or
  - (a) the date of cancellation of the contract in terms of clauses 36.0, 37.0, 38.0 or 39.0 of the BCC.
3. The mandatory declared himself to be conversant with the following:
  - (a) All the requirements, regulations and standards of the Occupational Health and Safety Act, 1993(Act85 of 1993), hereinafter referred to as “the act”, together with its amendments and with special reference to the following sections of the act:
    - i. Section 8:General duties of employers to their employees;
    - ii. Section 9:General duties of employers and self-employed persons to persons other than employees;
    - iii. Section 37:Acts or omissions by employees or mandatories, and
    - iv. Subsection 37(2) relating to the purpose and meaning of this agreement.

The procedures and safety rules of the employer as pertaining to the mandatory and to all his subcontractors.

4. In addition to the requirements of clause 7.0 of the GCC and all relevant requirements of the abovementioned volume 3, the mandatory agrees to execute all the works forming part of this contract and to operate and utilise all machinery, plant and equipment in accordance with the act.
5. The mandatory is responsible for the compliance with the act by all his subcontractors, whether or not selected and/or approved by the employer.
6. The mandatory warrants that all his and his subcontractors' workmen are covered in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 which cover shall remain in force whilst any such workmen are present on site. A letter of good standing from the compensation commissioner to this effect must be produced to the employer upon signature of the agreement.
7. The mandatory undertakes to ensure that he and/or subcontractors and/or their respective employers will at all times comply with the following conditions:
8. The mandatory shall assume the responsibility in terms of section 16.1 of the Occupational Health and Safety Act. The mandatory shall not delegate any duty in terms of section 16.2 of this act without the prior written approval of the employer. If the mandatory obtains such approval and delegates any duty in terms of section 16.2 a copy of such written delegation shall immediately be forwarded to the employer.
9. All incidents referred to in the Occupational Health and Safety Act shall be reported by the mandatory to the Department of Labour as well as to the employer. The employer will further be provided with copies of the written documentation relating to any incident.
10. The employer hereby obtains an interest in the issue of any formal inquiry conducted in terms of section 32 of the Occupational Health and Safety Act into any incident involving the mandatory and/or his employees and/or his subcontractors.

**In witness thereof the parties hereto have set their signatures hereon in the prescribing witnesses:**

SIGNED FOR AND ON BEHALF OF THE

**EMPLOYER:** .....

**WITNESS 1:** ..... **2:** .....

**NAME 1:** ..... **2:** .....  
(IN CAPITAL LETTERS)

SIGNED FOR AND ON BEHALF OF THE MANDATORY:

**MANDTORY:** .....

**WITNESS 1:** ..... **2:** .....

**NAME 1:** ..... **2:** .....  
(IN CAPITAL LETTERS)

**ISSUANCE AND RECORD OF ADDENDA**

Notwithstanding any requests for confirmation of receipt of Addenda/requests issued, the bidder shall be deemed to have received such addenda if the employer can show proof of transmission thereof or a notice in respect thereof.

We confirm that the following communications received from the Employer’s representative before the submission of this quote offer, amending the bidding documents, have been taken into account in this tender offer (additional not stipulated in the original scope of works):

No.	Date	Title or details

As proof that amendments/additions was made to the scope of work/specifications, this form has to be completed by bidder and employer’s representative. No payments for additional work completed will be paid, if this form is not signed by parties involved to agreement.

If no amendments/additions were added to the scope of work/specifications, no payment for additional work completed will be paid.

Signed: ..... Date: .....

Name: ..... Position: .....

**For office use**

**Acknowledgement that instruction was given for amendments/ additions to the scope/ specifications previously issued. Employer’s representative, namely:**

**Name ..... Signature .....**

**Capacity ..... Date & Time .....**



**PART B: SCOPE OF WORKS, SCHEDULES, AND CHECKLIST FOR  
COMPLETENESS**

## **SPECIFICATIONS**

The following minimum technical specifications are applicable and must be complied with:

### **SCOPE OF WORKS – NB: ALL PRICES MUST INCLUSIVE OF VAT**

#### **SPECIFICATIONS**

##### **REPLACING OF EXISTING CARPETS WITH NEW CERAMIC TILES.**

A - **Replacing** of existing **carpet tiles** with new ceramic tiles in E- CENTRES (0. 330 x 0.330 x 0.01 **Granito Charcoal**), with equal or similar **ceramic tiles**.

**New tiled areas to be used 24 Hours after tiles has been laid.**

**PLEASE NOTE: Existing carpet tiles to be carefully removed (for re- use elsewhere.)**

##### **CEREMIC TILES:**

All ceramic tiles to be class” **A**” type and quality, laid in stretcher bond with 8mm gaps, on top of ” **ITALTILE**” tile cement equal or similar approved.

Grout to be waterproofed/ resistant ”**JOHNSON** “charcoal grey, equal or similar approved.

All tiles to be strictly laid as per **manufactures guidelines and instructions**.

**CONTACTOR TO PROVIDE DEPARTMENT WITH TILES SAMPLES FOR APPROVAL.**

##### **SIZE OF ROOMS**

###### **E-CENTRE NO 1**

7.0 X 6.6 = 46.2

###### **E-CENTRE NO 2 (TRAINING ROOM)**

6.75 X 4 = 27

**(Total sq/m of new ceramic tiles required = 65 sq/m. Contractor to provide 10% attic stock ceramic tiles and to make provision for cut and waste material.)**

##### **CARPET TILES:**

B- Replacing of loose and worn carpet tiles (Elsewhere). (X 10 no) same as existing sourced from existing stock.

**IMPORTANT:** Area where carpet tiles to be laid, to be cleaned from all dirt, grime and laitance on existing screeded surfaces before laying carpet tiles using water based “**GENKEM** “ equal or similar carpet glue , strictly to be laid as per manufacturers guidelines and instructions.

Removed existing damaged strips, provide and lay three standard aluminum transition strips ( To be lugged, plugged and screwed with 5 x no 25 mm screws – areas to be pointed out.)

**PLEASE NOTE: ALL EXISTING CARPETS REMOVED FROM E- CENTRES TO BE HANDED SOCIAL SERVICES DEPARTMENT.**

**IMPORTANT: CONTRACTOR TO MAKE PROVISION FOR ALL MATERIALS AND LAYING OF TILES ( CEREMIC TILES AND CARPET TILES )**

## **2. PAINTING OF EXISTING WALLS (inside only)**

A - Remove all powdery, loose, and flaky paint due to waterproofing problems etc.

- Prepare all walls by raking out all cracks and crevices before filling up all holes and gaps with “**POLYFILLA**”, equal or similar crack filler strictly according to manufacturer’s guidelines and instructions.
- Paint all walls shown with two coats “**DULUX POLVIN PAINT**”, equal or similar approved paint, same as existing, strictly to manufacturers guidelines and instructions.

**(Total sq/m of area to be painted = 120 sq/m. Contractor to provide 5-liter attic stock paint.)**

- **(Contractor to provide 10 liters of extra paint)**

**THE HEALTH AND SAFETY ACT. 1993 (ACT NO 85 OF 1993)**

**AGREEMENT IN TERMS OF**

THIS AGREEMENT made at .....on this the  
..... day of ..... in the year.....

between ..... (hereinafter called “the employer”) of the  
one part, herein represented by .....

in his capacity as .....

and ..... (herein called “the mandatory”) of the  
other part,

herein represented by .....

in his capacity as .....

WHEREAS the employer is desirous that certain works be constructed, at Nozala Street, Mbekweni, Paarl, erf 3513 and has accepted a tender by the mandatory for the construction, completion and maintenance of such works and whereas the employer and the mandatory have agreed to certain arrangements and procedures to be followed in order to ensure compliance with the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993):

NOW THEREFORE THIS AGREEMENT WITNESS TO AS FOLLOWS:

1 The mandatory shall execute the work in accordance with the contract documents pertaining to this contract.

2 This agreement shall hold good from its commencement date, which shall be the date of a written notice from the employer or principal agent requiring him to commence the execution of the works, to either

(a) The date of the final certificate issued in terms of clause 5.0 of the principal building agreement

(hereinafter referred to as “the GCC”)

Or

1.1 The date of cancellation of the contract in terms of clauses 9 of the GCC.

3 The mandatory declared himself to be conversant with the following:

(a) All the requirements, regulations and standards of the Occupational Health and Safety Act, 1993(Act85 of 1993), hereinafter referred to as “the act”, together with its amendments and with special reference to the following sections of the act:

1.1 Section 8: General duties of employers to their employees;

1.2 Section 9: General duties of employers and self-employed persons to persons other than employees;

1.3 Section 37: Acts or omissions by employees or mandatories, and

1.4 Subsection 37(2) relating to the purpose and meaning of this agreement.

\ The procedures and safety rules of the employer as pertaining to the mandatory and to all his subcontractors.

4 In addition to the requirements of the contract and all relevant requirements of the abovementioned volume 3, the mandatory agrees to execute all the works forming part of this contract and to operate and utilise all machinery, plant and equipment in accordance with the act.

5 The mandatory is responsible for the compliance with the act by all his subcontractors, whether or not selected and/or approved by the employer.

6 The mandatory warrants that all his and his subcontractors’ workmen are covered in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 which cover shall remain in force whilst any such workmen are present on site. A letter of good standing from the compensation commissioner to this effect must be produced to the employer upon signature of the agreement.

7 The mandatory undertakes to ensure that he and/or subcontractors and/or their respective employers will at all times comply with the following conditions:

⌈The mandatory shall assume the responsibility in terms of section 16.1 of the Occupational Health and Safety Act. The mandatory shall not delegate any duty in terms of section 16.2 of this act without the prior written approval of the employer. If the mandatory obtains such approval and delegates any duty in terms of section 16.2 a copy of such written delegation shall immediately be forwarded to the employer.

⌈All incidents referred to in the Occupational Health and Safety Act shall be reported by the mandatory to the Department of Labour as well as to the employer. The employer will further be provided with copies of the written documentation relating to any incident.

⌈The employer hereby obtains an interest in the issue of any formal inquiry conducted in terms of section 32 of the Occupational Health and Safety Act into any incident involving the mandatory and/or his employees and/or his subcontractors.

In witness thereof the parties hereto have set their signatures hereon in the prescribing witnesses:

SIGNED FOR AND ON BEHALF OF THE

EMPLOYER: .....

WITNESS1 .....2 .....

NAME1 .....2 .....

(IN CAPITAL)

SIGNED FOR AND ON BEHALF OF THE MANDATORY: .....

WITNESS1 .....2 .....

NAME1 .....2 .....

(IN CAPITALS)

## **SPECIFICATIONS**

**SECURITY ON SITE:** The Contractor shall be responsible for security on building site during the construction period. Work and material for which the Contractor has already been paid shall remain the Contractors responsibility up to and including the date of final completion of contract.

**RUBBLE:** All discarded material to become the property of the Contractor and must be removed from the site.

All building rubble to be removed from site at regular intervals. Rubble to be dumped at the Municipal Dumping Site. Permits for dumping are available at the Department: Civil Engineering Services and the **cost will be to the Contractors account.**

## General Preambles

**Note: The contractor shall carry out the whole of the work with minimum debris, dust and disturbance to public. He /she shall provide proper protection and erect any temporary tarpaulins and demarcation that may be necessary during the progress of the works, all to satisfaction of the Municipal Clerk of Works, and removed when directed.**

**Note: The contractor will be required to take dimension of the affected areas on site and will be held solely responsible for the accuracy of all such dimensions.**

**Note: The specifications are to read in conjunction with all issued drawings and non-issued manufactures guidelines & instructions.**

## SCOPE OF WORK

**ALL SPECIFICATIONS REFERS TO THE DESCRIPTIONS LISTED IN THE PRICE BILL AND DRAWINGS MARKED AS PLAN P. THE WORK SPECIFICATIONS ARE TO BE READ IN CONJUNCTION WITH THE PRICEBILL AND ALL DRAWINGS. SEE ATTACHED FOR DRAWING 1.**

### **A. CONTRACT INFORMATION**

- Contractor's indicated completion period ..... Weeks
- Please note that 5% of contractor's quoted amount will be held back for the duration of the applicable warranty period (Vat inclusive.)
- Allow for a 10% Contingency amount (Vat inclusive.)
- Pricing schedule to be completed and submitted, attached as Annexure 1.
- All excavations, plumbing works, rimmed gullies, waste water and water installations/ reticulations to be done by contractor.



**NOTE 1:**

- All specifications to be read in conjunction with drawings and relevant addenda's (where applicable).
- All materials used to be SABS quality, SANS 10400 approved.
- Proof of qualifications of artisans may be required.
- All work conform to SANS 10400 including Act 103 of 1977 NBR standards & approval.
- The contractor will be required to take dimension of the affected areas on site and will be held solely responsible for the accuracy of all such dimensions.
  
- Any discrepancies to be reported to Department for immediate correction / rectification.
  
- All damage work to existing work due to construction, to be made good, to be repaired to match same as existing at no cost to Municipality.
- Contractor to comply with Construction Regulations of 2014.
  
- All materials used and standard of work SANS 10400 approved.
  
- Contractor to notify the Employer's agent 24 hours in advance before commencement with any work.
- Contractor to obtain written approval from the Employer's agent for:
  1. Inspection, approval of all materials
  2. Inspection, approval of all sections of work during all phases of construction work e.g. preparation and finishes for all building work.
  
- Contractor to inform Department 24 hours in advance to do an inspection on all sections of work during all phases of construction and obtain written approval before commencing with next/final phase.
  
- Contractor will only be paid for work done in compliance with specifications and scope of works which is accepted and approved by the Employer's agent
  
- The quantities set out in the specifications/ price bill are approximate and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payment due and not the quantities given in specification and bill of quantities
  
- Any work after hours must be liaised with Community Services Department and be prior approved in advance with the employer.

**NOTE 2:**

- **RESTORING OF SITE:**

Contractor shall clear and cart away all rubble at regular intervals, clean yard and leave premises and site fit for use after completion of contract.

The contractor will use the entrance/ exit routes as identified by the employer for the purpose of delivery of the building materials and removal of rubble.

- **MINIMUM REQUIREMENTS FOR QUALIFYING CONTRACTOR:**

Only contractors that have relevant experience with specific reference to the scope of work and the specifications of a project, etc. will be considered for this project. Prospective contractors to provide information of previous similar relevant projects, as well as contactable references together with their quotation.

- **EVALUATION OF CONTRACTOR QUOTATION RECEIVED.**

Quotation evaluation encompasses a wide spectrum where construction time, materials used, financial costs, correct choice of method and technical considerations each have decisive roles in the final selection process.

Compliance of specification:

- Compliance to quotation submission requirements i.e. submission date and time, supporting documentation of quotation, etc.
- It is compulsory of bidders to submit a completed pre-constructed B.O.Q to be used as your quotation, which covers the full extent and scope of the works. Bidders may not amend the pre-constructed template. Non-compliance will result in unsuccessful applications.
- A detailed material list from a renowned registered supplier is compulsory, displaying the correct amount of only the required material. As mentioned during the compulsory site meeting, non-compliant bids will be non-responsive and disqualified.
- A compulsory sub-contractors' quotation (detailed), if applicable, for a section of the required works.
- A compulsory supplier's quotation, if applicable (detailed) for hiring of plant or material, etc.

For any **technical enquiries** in connection with this specification contact:

Daisy Alberts at **021 807 6341** or Ludwick Layman at **021 807 6207**

**I, the undersigned, for and on behalf of the bidder, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.**

.....

**Name (print)**

.....

**Signature**

.....

**Capacity**

.....

**Date**

In the event of any deviation from the minimum specifications, the bidder must attach details thereof to this bid document.

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

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

Name of bidder.....	Quotation number: <b>BK026 (DIC0031474)</b>
Closing Time: <b>10:00</b>	Closing Date: <b>17 APRIL 2024</b>

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

**PRICING SCHEDULE**

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	RATE	TOTAL
A	<b>FLOOR COVERING</b>				
1	PRELIMINARY & GENERAL	ITEM	1		
2	Removal of existing carpet tiles and preparing of all screeded surfaces.	Sq./m	65		
3	Laying of new “ <b>Granito Charcoal</b> ” ceramic tiles complete as per specification, guidelines, and instructions.	Sq. /m	65		
4	Replacing of loose and worn carpet tiles (Elsewhere in PETC). Same as existing, sourced from existing stock.	Sq. /m	3		
5	Remove existing damaged transition strips, provide and lay three standard aluminum transition strips (To be lugged, plugged and screwed with 5 x no	R/m	3		

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	RATE	TOTAL
	25 mm screwed – areas to be pointed out.)				
B	<b>PAINTING</b>				
1	Preparation: Remove all <b>powdery, loose, and flaky</b> paint due to waterproofing problems etc. and all cracks to be filled with “ <b>POLYFILLA</b> ” crack filler, equal or similar repairs on all walls as per guidelines and specifications.  (All areas to be pointed out on site)	Sq/m	120		
2	Paint all walls shown with <b>two coats</b> “DULUX POLVIN PAINT”, equal or similar approved paint, same as existing, strictly to manufacturers guidelines and instructions.  (All areas to be pointed out on site)	Sq/m	120		
	SUBTOTAL				
	10% OF BID AMOUNT WILL BE HELD BACK FOR PERIOD OF 3 MONTHS.				
	10% CONTINGENCY AMOUNT	ITEM	1	10%	
	VAT @ 15%			15%	
	<b>TOTAL BID PRICE (VAT INCLUSIVE)</b>				

Required by: Ludwig Layman  
Social Services

At: Drakenstein Municipality

**VALUE ADDED TAX**

Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices.

It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.

The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005. The VAT registration number of the Drakenstein Municipality is **4500109717**.

**CHECK LIST FOR COMPLETENESS OF BID DOCUMENT**

The bidder is required to complete the following checklist in order to ensure that the necessary documentation, as required, is attached to this bid document and that all declarations are signed by the bidder:

(\*Mark with "X" where applicable)

Items to be checked	Yes	No	Comments
1. Completed page containing the details of bidder			
2. Valid tax clearance certificate or their unique identification number (PIN) issued by SARS- to enable the municipality to view the taxpayer's profile and tax status . (MBD 1) 2.2			
3. Completed the pricing schedule (MBD 3.3)			
4. Completed and signed declaration of interest (MBD 4)			
5. Completed and signed declaration in order to claim preference points (MBD 6.1) and attached a certified copy or original B-BBEE certificate			
6. Completed and signed declaration and annexures of local content (MBD 6.2), if applicable			
7. Completed and signed declaration of bidder's past supply chain management practices (MBD 8)			
8. Completed and signed certificate of independent bid determination (MBD 9)			
9. Completed and signed occupational health and safety agreement			
10. Completed and signed certificate for municipal services and payments to service providers and attached a copy of your municipal account which is not older than 60 days			
11. Signed declaration for understanding and complying with the scope of works			
12. Attached a letter of good standing or compliance certificate issued by BIBC			
13. Bidder to initial every page of this bid document			

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....CERTIFY THAT THE INFORMATION FURNISHED ON THIS CHECK LIST IS TRUE AND CORRECT.**

.....  
**Name (print)**

.....  
**Signature**

.....  
**Position**

.....  
**Date**