

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

**QUOTATION NUMBER:** WEB 17: 2025/2026

**QUOTATION TITLE:** MAINTENANCE AND REPAIRS OF SMALL PLANT AND EQUIPMENT, AS WELL AS  
WELDING WORKS IN DRAKENSTEIN MUNICIPAL AREA (PRICES VALID FOR THE PERIOD 01 JULY 2025  
UNTIL 30 JUNE 2026).

**CLOSING DATE AND TIME:** 16 JULY 2025 AT 10:00

NAME OF BIDDER	
TOTAL BID PRICE (INCLUSIVE VAT)	

**ISSUED BY:**

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

**CONTACT FOR TECHNICAL ENQUIRIES:**

Philip Pansegrouw  
Engineering Services  
Telno: 021-807 6452

## **INDEX PAGE**

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

1. Details of bidder
2. Invitation to bid (MBD 1)
3. Declaration of interest (MBD 4)
4. Preference claim form in terms of the Preferential Procurement Regulations 2017 (MBD 6.1)
5. B-BBEE Supporting Letter
6. Declaration of bidder's past supply chain management practices (MBD 8)
7. Certificate of independent bid determination (MBD 9)
8. Certificate of attendance at site meeting
9. Certificate for municipal services and payments to service providers
10. Responsiveness criteria
11. Compliance with the Occupational Health and Safety Act
12. Issuance and record of addenda

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

13. Scope of works
14. Schedule of works carried out
15. Schedule of quantities
16. Checklist for completeness

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

## MBD 1: PART A

### 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			
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>

**MBD 1: PART B**  
**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

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.

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:** WEB 17: 2025/2026

**Quotation title:** Maintenance and repairs of small plant and equipment, as well as welding works in Drakenstein Municipal area

**Closing date and time for bid submissions:** 16 July 2025 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 Yaaseen Abrahams	(021) 807 6246 (021) 807 6425	<a href="mailto:Nazley@drakenstein.gov.za">Nazley@drakenstein.gov.za</a> <a href="mailto:Yaaseen.Abrahams@drakenstein.gov.za">Yaaseen.Abrahams@drakenstein.gov.za</a>
Technical enquiries	Philip Pansegrouw	(021) 807 6452	<a href="mailto:Philip.Pansegrouw@drakenstein.gov.za">Philip.Pansegrouw@drakenstein.gov.za</a>

Bids may only be submitted on the bid documentation provided by the municipality and must remain valid for a minimum of 60days 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 Conditions of Contract is applicable.

**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 JH LEIBBRANDT  
CITY MANAGER**



**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**

3.13.1 If yes, furnish particulars.....

.....

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

3.14.1 If yes, furnish particulars.....

.....

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

Full Name	Identity Number	State Employee Number

.....

Signature

.....

Date

.....

Capacity

.....

Name of Bidder

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

## 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 .....

.....

.....

**B-BBEE SUPPORTING LETTER**

I, the undersigned,

**Full name & Surname** \_\_\_\_\_

**Identity number** \_\_\_\_\_

**Hereby declare under oath that:**

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a Member / Director / Owner of the following enterprise, and I am duly authorized to act on its behalf.

**Enterprise Name:** \_\_\_\_\_

**Registration Number:** \_\_\_\_\_

**Financial year:** \_\_\_\_\_

**I hereby declare under Oath that:**

Based on the Financial Statements/Management Accounts and other information available for the above-mentioned enterprise, the annual Total Revenue was less than:

(Please confirm **by ticking the applicable box below**)

- ☐ R5,000,000.00 (Five Million Rands)
- ☐ R10,000,000.00 (Ten Million Rands)
- ☐ R50,000,000.00 (Fifty Million Rands)

Please provide documentary proof of statement made above. This is merely a precautionary measure and due diligence on the part of Drakenstein Municipality with regards to the implementation of the B-BBEE act 53 of 2003 as Amended by Act No 46 of 2013. This letter must be accompanied by a valid B-BBEE sworn affidavit.

Deponent signature: \_\_\_\_\_

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

Commissioner of Oaths Signature & stamp

**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.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

6. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
7. 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.
8. 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.
9. 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.
10. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:-

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

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

## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

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

in response to the invitation for the bid made by **Drakenstein Municipality**

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

I certify, on behalf

of: \_\_\_\_\_ that:

(Name of Bidder)

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

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

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

Official date stamp of municipality

**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 or Certified 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 60days.
  - 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:

- a) Relevant scope of works as stated in this bid document;
  - b) Attendance of compulsory site meetings, as may be applicable;
  - c) Proper completion of this bid document and signing of declarations
  - d) 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.
  - e) 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:
- a) If the bid is not sealed;
  - b) if the bid including the bid price amount, where applicable is not submitted on the official pricing schedule;
  - c) if the bid is not completed in non-erasable ink; or
  - d) if the name of the bidder is not stated, or is indecipherable
- 13 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 6 May 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 the scope of works.
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**

- 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 and the Preferential Procurement Regulations of 2017.
- 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.

## **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.

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

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

### **B1.1 OBJECTIVE**

The Municipality's objectives are to procure the services of mechanical and welding workshops for the periodic repairs and maintenance and troubleshooting as and when required of various pieces of plant, equipment and metal fixtures.

Preference shall be given to OEM service agents under the condition that the repair cost associate with the work at the agent is not foreseen to exceed another bidder by more than 20%. Should an OEM service agent not be available or proven to be more expensive other service providers will be utilised.

For repair works envisaged to cost below R10,000, preference shall be given to local service providers (within 15 km of the target area), under the condition that the repair cost associate with the work at the local service provider is not foreseen to exceed another bidder by more than 20%.

The objective of this formal quotation is to appoint various service providers who can service, maintain and resolve problems regarding small plant and equipment and perform welding repairs, new works.

#### **B1.1.1. Typical Small Plant.**

Lawn mowers, brush cutters, chain saws, cutquick, roller mowers, pole pruners, blower mowers, ride-on mowers, portable generators, pumps, etc. and other equipment.

#### **B1.1.2. Typical welding works.**

Burglar bars, security gates, galvanizing, sand blasting, structural welding works to small plant, etc.

#### **B1.1.3. On-site / call-out assistance.**

Where applicable service providers may be required to provide on-site / call-out assistance during normal business hours and outside normal business hours.

#### **B1.1.4. Procurement of parts for mechanical workshop.**

Procurement of parts from Original Equipment Manufacturer (OEM) authorised agents or aftermarket parts suppliers on the products listed in this tender, or as expanded.



## **B1.2 OEM AUTHORISED SERVICE AND REPAIR AGENTS VS. NON-AGENT EXPERIENCED SERVICE PROVIDERS**

For the purposes of this quotation we envisage the following OEM equipment to be serviced or repaired. To be amended, as required.

### **B1.2.1. Active**

- Brushcutter

### **B1.2.2. ALPHA**

- Lawn Mower

### **B1.2.3. ANGUS**

- Fire fighting pump

### **B1.2.4. ATLAS COPCO**

- High pressure washer
- Compressor

### **B1.2.5. BALMA**

- Compressor

### **B1.2.6. BARGAM**

- Sprayer - insecticide

### **B1.2.7. BERTOLINI**

- Sprayer - insecticide

### **B1.2.8. BOMAG**

- Rammer/compactor
- Roller

### **B1.2.9. CUB**

- Lawn mower

### **B1.2.10. CIMA**

- Sprayer - insecticide

### **B1.2.11. DYNAPAC**

- Roller

B1.2.12. ECO

- Brushcutter / weedcutter

B1.2.13. FALCO

- Tractor mounted cutter

B1.2.14. FALCON

- Tractor mounted cutter
- Blower mower
- Roller mower
- Slasher

B1.2.15. GORMAN RUPP

- Pumps

B1.2.16. GRAVELY

- Ride-on mower

B1.2.17. HONDA

- Compressor
- Concrete cutter
- Lawnmower Cylinder
- Generator
- Pumps

B1.2.18. IAN DICKIE

- Sewer cleaning machine
- JetVac trailer

B1.2.19. INGERSOLL

- Compressor
- High pressure washer

B1.2.20. KARCHER

- High pressure washer

B1.2.21. KUDU

- Lawn mower

B1.2.22. MILLER

- Welder

B1.2.23. MIRAGE

- Lawn mower

B1.2.24. PALFINGER

- Cranes
- Hoists

B1.2.25. PROTEA

- Lawn mower

B1.2.26. RAMMER

B1.2.27. ROBIN

- Pumps

B1.2.28. RYOBI

- Generator

B1.2.29. SCAG

- Ride-on mower

B1.2.30. SELWOOD

- Pumps

B1.2.31. STIHL

- Blower BR420
- Brushcutter FS280; FS291; FS450; FS460; FS480; FS500; FS510; FS550; FS 560
- Chainsaw 066; MS200T; MS201T; MS361; MS441; MS461; MS880
- Cutquick TS400; TS760; TS800
- Pole pruner HT75; HT135
- Sprayer SG71

B1.2.32. TANDEM

- Lawn mower

B1.2.33. TOMCAT

- Chippers

B1.2.34. TRUMATIC

- Compactors

B1.2.35. VICOMPAC

- Compactor / rammer

B1.2.36. WACKER

- Compactor / rammer
- Roller

B1.2.37. WAP

- High pressure washer

Drakenstein Municipality will assign work based on the highest ranked OEM service agent or highest ranked offer irrespective of being an OEM service agent for the equipment, depending on the operational requirements at the time.

### **B1.3 TYPES OF SERVICES AND SCOPE OF WORK**

#### **B1.3.1 Cleaning, Inspection, diagnostics, consumables and strip**

The service provider inspect the equipment, thoroughly clean the equipment (high pressure air or pressure washer as may be applicable) diagnose the fault and if necessary open the assembly to diagnose the repairs required.

This standard fee of R 650 is payable irrespective of proceeding with the work or not.

For items sent for a service without repairs this fee shall not be applicable, only labour, parts and consumables to perform such service.

#### **B1.3.2 Labour to perform the work required to repair or service.**

The service provider proceed with the work required to repair or service the equipment if such cost falls within the provisional amount included in the order. Such labour is claimed based on hourly rates in this quotation.

Combined labour materials and parts cost beyond the provisional amount included in the order need to be approved in writing before the service provider may proceed with implementation and claim for such cost.

The labour cost to perform the work required to repair or service is over and above the fee for inspection, diagnostics, consumables and strip.

#### **B1.3.3 Materials and parts to perform the work required to repair service.**

The service provider proceed with the provision of parts and / or materials to repair or service the equipment if such cost falls within the provisional amount included in the order.

Such materials and parts cost shall be based on the cost thereof to the service provider plus 15% handling fee.

The materials and parts cost to perform the work required to repair or service is over and above the consumables.

Combined labour materials and parts cost beyond the provisional amount included in the order need to be approved in writing before the service provider may proceed with implementation and claim for such cost.

The Service Provider may claim any part that is required to perform the work, subject to the inclusion of any part that cost more than R1,000 in the main parts list through written approval thereof.

#### **B1.3.4 Cancellation assembly fee.**

Should the required works not proceed, but the service provider must re-assemble the equipment and return it in a complete but un-fixed state, a standard cancellation re-assembly fee of R400 shall apply.

## **PART B2: PRE-QUALIFICATION CRITERIA**

Bidders are required to complete and submit information on pre-qualifying conditions as listed in the Returnable Schedules Part B6 for admission onto the supplier list. The pre-qualification schedule must be completed in full, where incomplete schedules are submitted, or false information provided, will result in the tenderer being deemed ineligible to tender. Drakenstein Municipality may obtain any missing information, but is not obligated to.

### **B2.1 EXPERTISE OF SERVICE LEADER:**

- i. Bidders must have a service leader in their employment at the time of submitting a bid, with the specialist knowledge of the services offered.
- ii. The service leader must have more than ten (10) years of experience in repairing, servicing and troubleshooting the applicable plant or providing such welding electrical/electronic repair services;

### **B2.2 EXPERTISE OF FIRM:**

The Bidder must have three (3) years of experience in providing services related to the repairs and servicing of the applicable equipment or rendering welding or electrical/electronic repair services.

- a) Bidders must attach to this page sufficient information respect of the firm's relevant experience as it pertains to the work area applicable to the tender.
- b) The Bidder must submit five (5) references indicated tenderer track record
- c) The required service provider relevant experience must be indicated on in Part B.6: Returnable Schedules, **Sheet No: B6.5**

### **B2.3 LOCATION OF WORKSHOP OR BASE OF OPERATIONS:**

The Bidder must have a workshop or base of operations locally (within 75km) of the target area for the work to be performed.

Preference will be given to service providers with a workshop or base of operations within 15km of the target work area.

### **B2.4 PERFORMING OEM AGENT TARGET WORK:**

Work to be targeted for an OEM service and repair agent will only be allocated to a Bidder who provided an agent / supplier letter from the OEM.

## **PART B3: ADDITIONAL SPECIFICATIONS**

Due to the nature of troubleshooting when repairs are performed and urgency of some situations, the following additional specifications apply.

### **B3.1 MIINIMUM EQUIPMENT:**

- i. Industry standard equipment.

Irrespective of the accreditation, it is required that the minimum equipment is available to perform the works tendered on the equipment specified. If it is found during the contract period that the facility of the Supplier is insufficient for the services offered, the municipality will issue a written notice for the Supplier to ensure that they have the appropriate equipment. The allocation of work associated with such equipment will be suspended until the Service Provider proves availability of the required equipment.

- ii. Roadworthy and appropriately stocked call-out vehicle.

If the service provider is used for call-out works, this must be performed with a roadworthy fully kitted and stocked vehicle to finalise the work in one call-out.

Road worthy and road licensed vehicle with licensed driver for callouts:

- LDV or truck with mobile tools of the trade for installation and repair works

“Road Worthy” Similarly to OHS act; Any item offered which has equipment or drivers affected or covered by the Road Traffic Act, shall fully comply and have all its certificates and registers up to date & available for Drakenstein Municipality to view at any time before and for the duration of this contract(s). Failing this being accessible or available, will result in the item being cancelled from the tender, and possible vendor default action followed with blacklisting. Road licensed shall imply that the vehicle must be traffic registered and bear a number plate.

### **B3.2 PERFORMANCE REQUIREMENTS**

#### **B3.2.1 RESPONE TIME / TIME TO COMPLETE THE WORK**

- (i) In general the service provider is required to perform the repairs within two (2) work days.
- (ii) Service providers that work too slow or at whom the incomplete work items accumulate may be skipped in allocating new work.

#### **B3.2.2 RESPONSE TIME TO CALL-OUT REQUEST**

- (i) For emergency call-out request the Bidder must visit the site within 6 work hours and resolve the problem within 24 hours.
- (ii) For other call-out requests the Bidder must visit the site within 48 hours.
- (iii) For other call-out requests the Bidder must schedule installation within a week and meet the scheduled installation within a two day period window.

### **B3.3 PROCESS OF ALLOCATING WORK:**

#### **B3.3.1 Repairs and maintenance at the service provider's premises / workshop.**

Drakenstein Municipality will create a requisition and subsequent order for the maintenance required on a specific piece of equipment or up to ten bundles maintenance events provided for unidentified equipment.

Drakenstein Municipality will either deliver the equipment to be repaired or serviced to the service provider or request the service provider to collect the equipment from the Drakenstein Municipality mechanical workshop in Distillery Street, Paarl.

If the order for the work requested is not available yet, a signed external work request will be issued for the required work, which the service provider is expected to commence with.

The external work request or order will include a provisional sum for the foreseen value of the work, if the work can be completed within this amount, the service provider is expected to proceed and complete the work. If the work required will exceed the provisional sum, the service provider is required to submit a detailed work proposal for the work before proceeding.

#### **B3.3.2 Detailed work proposal.**

For call-out work or work exceeding the provisional amount communicated the service provider must submit a detailed work proposal, providing at least:

- i) Confirmation description of the scope of work and details on the severity thereof.
- ii) Description of any additional works discovered that must be performed and the urgency and severity of this work requirements.
- iii) Confirmation of the labour categories and estimated quantity of labour hours in each category required to perform the repair works;
- iv) Confirmation of the provision for parts required;
- v) Provisional list of parts required to perform the repair works;
- vi) Any motivation for activation of additional work allowance, if required;
- vii) Indication of any procurement period and delivery period for the work;
- viii) Target completion date for the work.

#### **B3.3.4 Approval of detail work proposal for emergency work.**

Drakenstein Municipality will formally accept or reject the detail work proposal within two working days of receipt, in writing or verbally confirmed in writing within 24 hours.

The Supplier is expected to commence and finish the work within the procurement and delivery time, based on the formal approval of the detail work proposal, with or without an official order.



Any expenditure the Supplier has in relation to the formally approved detail work proposal is claimable with or without a formal printed order.

#### **B3.3.5 Formal printed order with order number.**

Drakenstein Municipality will confirm any formal acceptance of a detail work proposal, through issuing a formal printed order within 48 to 72 hours of such approval.

The Supplier is expected to invoice the work performed against the formal order number in line with the approved detail work proposal and the rates and conditions of this tender.

#### **B3.3.6 Variation orders.**

The Supplier is expected to submit an additional detailed work proposal as a variation, should further / additional works be required, over and above the approved value of the order or approved detailed work proposal.

### **B3.4 INCREASE TO THE PROVISIONAL SUM FOR ADDITIONS**

The Head: Fleet Maintenance has the authority to evaluate a written motivation to assign a bigger provisional sum based on the detail work proposal and evaluation of the market relatedness of the detailed work proposal.

### **B3.5 MAJOR MATERIALS AND PARTS RATES APPROVAL**

The Service Provider is expected to obtain written approval for the component or part cost in excess of one thousand rand (R1,000) before they use such rates in their parts list. This will not be a static list and additional items may be added as and when required.

### **B3.6 TRADE SPECIFIC WORK**

Required electrical and welding trade work must be performed by a qualified artisan.

If this cannot be accomplished, the person performing such work must be highly skilled with 10 or more years of experience.

### **B3.7 SECURITY**

The Service Provider is expected to have a secure work and storage area for Drakenstein Municipality equipment being worked on.

Should the municipality find at any time that security arrangements are not in place, we may suspend allocation of work to the Service Provider until such concerns have been addressed.

## **PART B4: SPECIAL CONDITIONS OF CONTRACT**

### **SCC 1 PAYMENT**

- 1.1. All payments shall be based on recording of transactions, rates and monthly invoicing. No on-site, immediate payments shall occur or be required. Invoicing shall be by the 10<sup>th</sup> of a month for transactions up to the end of the previous calendar month.
- 1.2. All invoices must include the breakdown of the labour hours and rates with summary of what work were performed, a list of parts used, proof of the cost of the parts and application of the management fee on such cost of the parts. Verification of what problem the work resolved and that is was resolved.
- 1.3. Suppliers shall not have the right to seize or withhold the release of Drakenstein Municipality property until payment for work is received. Implementing such measures shall be breach of contract and the supplier shall be removed from the list of suppliers.
- 1.4. Suppliers who wish to have non-payment rectified must apply the following procedure:
  1. Only follow up payments for which invoices had been submitted and receipt by Drakenstein Municipality can be proved;
  2. Only follow up written approvals on detailed work proposals for which orders had not been issued within 15 working days;
  3. Only follow up outstanding payments after 35 calendar days after receipt of such invoice by Drakenstein Municipality;
  4. Only follow up payments on work that had not been declined or referred back;
  5. Submit first payment follow-up to the Manager: Fleet Management and Mechanical Workshop, containing the following:
    - i. Statement showing all payments with order number, invoice number, invoice amount, invoice date, date submitted, date paid and amount paid.
    - ii. Statement list invoices into three groups: paid, submitted, late unpaid.
    - iii. Copies of the late invoices followed-up.
    - iv. Delivery notes or other proof of work done on late invoices.
  6. Submit second payment follow-up to the Senior Manager: Technical Support, Projects and Programmes, only after 10 work days of not resolving first follow-up, containing the following:
    - i. Statement showing all payments with order number, invoice number, invoice amount, invoice date, date submitted, date paid and amount paid.
    - ii. Statement list invoices into three groups: paid, submitted, late unpaid.
    - iii. Copies of the late invoices followed-up.
    - iv. Delivery notes or other proof of work done on late invoices.
    - v. Proof of submission of first follow-up.
    - vi. Record of response to first follow-up
  7. Suppliers can request a meeting with the Executive Director: Engineering Services, should the second payment follow-up not be resolved within 10 work days.
  8. Only once the meeting with the Executive Director: Engineering Services fail to provide resolution within 10 work days from the meeting, may the supplier escalate non-payment to

the City Manager, through submitting written request for resolution with details to [service@drakenstein.gov.za](mailto:service@drakenstein.gov.za).

9. Deviation from this process will be breach of contract and the supplier will be removed.

1.5. Suppliers must note the no deposits are to be paid.

## **2 PRICE ADJUSTMENT**

- 2.1. As the bid is for one year, no price adjustment will be applicable. The rates offered will be applicable for the entire duration of the contract.

## **3 SUBCONTRACTING**

*Add the following clauses:*

- 3.1. Sub-Contracting will be subject to prior approval by Drakenstein Municipality.
- 3.2 No payments will be done to sub-contractors, nor claims of any nature from the sub-contractors entertained.

## **4 DISPUTE RESOLUTION**

*Add the following clauses:*

- 4.1. Should a dispute arise regarding the work performed under this appointment Drakenstein Municipality may require the Motor Industry Ombudsman of South Africa (MIOSA) to rule on the dispute and then expect the Service Provider to put the necessary registrations in place to allow MIOSA to handle the dispute.

## **PART B5: RETURNABLE SCHEDULES**

Over and above the documents included in Part A and the pricing and offer details contained later in Part B, the tenderers are required to complete the following schedules to provide information for evaluation purposes:

- Certification of Firm.
- Expertise of Service Leader.
- Supplier Relevant Experience and Track Record.
- Areas of work interest / Work types offered.
- Location of workshop / premises.
- Initial Main parts & components with values exceeding R1,000.

### B5.1. CERTIFICATION OF FIRM

Tenderers must attach proof of their registration and/or certification. This is not a pre-qualification requirement, but supports the credibility of the service provider

#### 1. Applicable certification / registration

Tick

1.1. MIWA business registration

☐

1.2. MIOSA membership

☐

1.3. OEM installation and service agent

☐

1.4. Other specialist accreditation

☐

#### 2. Details of MIWA registration

2.1. Registration Number:	
---------------------------	--

#### 3. Details of MIOSA membership

3.1. Registration Number:	
---------------------------	--

#### 4. Details of OEM installation and service agent

4.1. OEM number 1:	
4.2. OEM number 2:	
4.3. OEM number 3:	
4.4. OEM number 4:	
4.5. OEM number 5:	

#### 4. Details of other accreditation

4.1. Intuition:	
4.2. Purpose / field of accreditation:	
4.3. Registration number for accreditation:	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	

**B5.2. EXPERTISE OF SERVICE LEADER AND TECHNICIANS (PRE-QUALIFICATION CRITERIA)**

The Curriculum Vitae of each individual must be appended to this schedule. The front page should have a summary of, years of experience in work on small plant and details of the registrations and qualifications of the staff member.

NO.	NAME AND SURNAME	QUALIFICATIONS	YEARS SIMILAR EXPERIENCE	AREAS OF INTEREST OVERSEEN
1.				
2.				
3.				
4.				
5.				
6.				

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

**B5.3. BIDDER RELEVANT EXPERIENCE AND TRACK RECORD (PRE-QUALIFICATION CRITERIA)**

Tenderers must attach to this page sufficient information in respect of the small plant maintenance or welding repairs undertaken by the firm of three (3) or more years.

No.	Type of plant maintenance / welding / electrical / electronic work	Years experience	Start Date	End Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Tenderers must provide details of five (5) references on this page on this page references as it pertains to the tenderer's track record.

No.	Main Client Organization	Contact Person	Contact Number	Latest work date
1				
2				
3				
4				
5				

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



**B5.3. WORK TYPES OFFERED BY BIDDER**

This schedule contains the types of work that the bidder wants to perform, supported by the experience and expertise and accreditation shown above.

NO.	OEM SERVICE AND REPAIR AGENT (list of OEMs the bidder is agent for and offers to perform)	EQUIPMENT TYPES SERVICE AND REPAIRS (based on experience not being OEM agent)	WELDING / ELECTRICAL / ELECTRONIC TRADE RELATED WORK (with qualified staff listed above)
1.			
2.			
3.			
4.			
5.			
6.			

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

#### **B5.4. WORKSHOP / PREMISIS LOCTION(S) OFFEED BY BIDDER**

This schedule contains the workshops or premises where the Bidder would be performing repairs and maintenance work under this contract.

##### **B5.4.1. Workshop / premises location 1.**

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

Workshop Manager: \_\_\_\_\_

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

Applicable Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

##### **B5.4.2. Workshop / premises location 2.**

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

Workshop Manager: \_\_\_\_\_

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

Applicable Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

##### **B5.4.3. Workshop / premises location 3.**

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

Workshop Manager: \_\_\_\_\_

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

Applicable Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

**B5.5. INITIAL APPROVAL OF PARS RATES EXCEEDING R1,000 OFFEED BY BIDDER**

This schedule contains the parts the Service Provider deem to be required often, with a value exceeding R1,000 per part.

NO.	EQUIPMENT DESCRIPTION	PART NUMBER	PART DESCRIPTION	RATE (incl. VAT)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

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 scope of works, the bidder must attach details thereof to this bid document.

**PRICING SCHEDULE – FIRM PRICES**  
**(PROFESSIONAL SERVICES)**

**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: WEB 17: 2025/2026
Closing Time: 10H00	Closing Date: 16 JULY 2025

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

**SCHEDULE A: LABOUR RATES**

SCHEDULE A1: LABOUR RATES INCLUDING PROFIT AND OVERHEADS (NORMAL BUISINESS HOURS)

ITEM	STAFF CATEGORY	COST RATE PER HOUR (INCL. VAT)	FOR PRICE EVALUATION	
			EVALUATION HOURS	EVALUATION VALUE
A1.1	Principal / Senior Artisan	R	2	
A1.2	Qualified Electrician	R	5	
A1.2	Qualified Welder	R	5	
A1.2	Qualified Mechanic	R	5	
A1.3	Small plant / trade Technician	R	10	
A1.4	Small plant / trade Technical Assistant	R	3	
<b>SUB-TOTAL: SCHEDULE A1</b>			<b>20</b>	<b>R</b>

SCHEDULE A2: LABOUR RATES – CALL-OUTS (AFTER HOURS)

ITEM	STAFF CATEGORY	COST RATE PER HOUR (INCL. VAT)	FOR PRICE EVALUATION	
			EVALUATION HOURS	EVALUATION VALUE
A2.1	Principal / Senior Artisan	R	2	
A2.2	Qualified Electrician	R	5	
A.2.2	Qualified Welder	R	5	
A2.2	Qualified Mechanic	R	5	
A2.3	Small plant / trade Technician	R	10	
A2.4	Small plant / trade Technical Assistant	R	3	
<b>SUB-TOTAL: SCHEDULE A2</b>			<b>20</b>	<b>R</b>

SCHEDULE A3: LABOUR RATES – CALL-OUTS (SUNDAYS / PUBLIC HOLIDAYS)

ITEM	STAFF CATEGORY	COST RATE PER HOUR (INCL. VAT)	FOR PRICE EVALUATION	
			EVALUATION HOURS	EVALUATION VALUE
A3.1	Principal / Senior Artisan	R	2	
A3.2	Qualified Electrician	R	5	
A3.2	Qualified Welder	R	5	
A3.2	Qualified Mechanic	R	5	
A3.3	Small plant / trade Technician	R	10	
A3.4	Small plant / trade Technical Assistant	R	3	
<b>SUB-TOTAL: SCHEDULE A1</b>			<b>20</b>	<b>R</b>

SCHEDULE B: DISBURSEMENT RATES

SCHEDULE B1: ATTENDANCE TO SUB-CONTRACTOR AND SPECIALIST WORK MARK-UP

ITEM	SUB-CONTRACTOR COST PER ASSIGNMENT / JOB (INCL. VAT)	% OF TOTAL SUB-CONTRACTOR COST (INCL. VAT)	FOR PRICE EVALUATION	
			VALUE % APPLIED TO	EVALUATION VALUE
B1.1	Up to R5,000.	%	R3,500	R
B1.2	From R5,001 to R10,000	%	R8,000	R
B1.3	Above R10,000	%	R18,000	R
<b>SUB-TOTAL: SCHEDULE B1</b>				<b>R</b>

SCHEDULE B2: DISBURSEMENTS

ITEM	DESCRIPTION	RATE (INCL. VAT)
B2.1	Call-out, scoping and repairs on site per site (first site visit)	R
B2.2	Call-out, scoping and repairs on site per site (second site visit)*	R
B2.3	Transport to collect or return equipment using a LDV single/double cab rate per km	R
B2.4	Transport to collect or return equipment using a small truck rate per km	R
B2.5	Courier cost: Western Cape / kg	R
B2.6	Courier cost: National / kg	R
B2.7	Courier cost: International / kg	R

Note: \* Supplier must motivate in writing and obtain approval in writing for any additional hours required to complete the works and why the works were not completed within two site visits.

Required by: Philip Pansegrouw

At: Drakenstein Municipality  
Paarl

#### **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 of bidder's past supply chain management practices (MBD 8)			
7. Completed and signed certificate of independent bid determination (MBD 9)			
8. 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			
9. Signed declaration for understanding and complying with the scope of works			
10. 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**