Main Street
Creighton, 3263
P.O Box 62
Creighton 3263
Phone: +27 39 833 1038
Fax: +27 39 833 1179
Email: mailbox@ndz.gov.za
**www.ndz.gov.za**

# DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY
# ADVERT
# ELECTRICAL ENGINEERING CONSULTANT TO DESIGN HIGH MAST LIGHTS PROJECTS FOR 2026/2027
## QUOTE NO: PWBS-Q008/26/27

| | |
|---|---|
| **Name of bidder** | |
| **Telephone/Cellphone No.:** | |
| **Fax No:** | |
| **Address:** | |
| **Tender sum in Rands:** | |
| **Tender sum in words:** | |

## TABLE OF CONTENTS


Invitation to bid (MBD 1) ..... 3

A. Bid Advert ..... 6

B. Supply Chain Management Policy Prerequisites ..... 8

C. General Conditions of Bid ..... 9

**MBD 6.1** Preference points claim form in terms of the preferential Procurement regulations 2022 ..... 12
General Conditions of Contract ..... 19
D Specifications and Evaluation Criteria ..... 28

E. List of Annexure:

**MBD 2** Tax clearance requirements ..... 32
**MBD 3.1** Pricing Schedule (Professional Service ..... 33
**MBD 4** Declaration of Interest (In the Service of the State) ..... 35
**MBD 5** Declaration for procurement above R10 million (all applicable taxes included ..... 37
**MBD 7.1** Contract Form ..... 49
**MBD 8** Declaration of Bidder's Past Supply Chain Management Practices ..... 41
**MBD 9** Certificate of Independent Bid Determination ..... 43
**ANNEXURE** **A1:** Past Experience ..... 46
**A2:** Past Experience ..... 47
**ANNEXURE B:** Company Details ..... 48
**ANNEXURE C:** Joint Venture Disclosure Form ..... 49
**ANNEXURE D:** Company Composition ..... 58
**ANNEXURE E:** Declaration of Interests (Kinship, Relationship With Persons Employed By DR Nkosazana Dlamini Zuma MUNICIPALITY) 59
**ANNEXURE F:** Declaration (Validity of Information Provided) ..... 60
**ANNEXURE G:** Bid Check List ..... 61

**RE-ADVERT**
**ELECTRICAL ENGINEERING CONSULTANT TO DESIGN HIGH MASTS LIGHTS PROJECTS FOR 2026/2027**
**QUOTE NO: PWBS-Q008/26/27**

## REQUEST FOR QUOTATIONS: MUNICIPALITY

Dr Nkosazana Dlamini Zuma Municipality is requesting quotes from suitably qualified and experienced service provider for electrical engineering consultant to design high masts lights projects for 2026/2027.

This quote will be evaluated in terms of the Ability an80/20 Preferential Procurement Point system and the points will be allocated as follows. **80 – Price, 20 –SPECIFIC GOALS.**

**Specific Goals:**

| | POINTS | SUPPORTING DOCUMENTS |
|---|---|---|
| **PRICE** | 80 | |
| **SPECIFIC GOALS** | (20) | |
| **Company operating within the Jurisdiction Dr NDZ LM** | 10 | CIPC Document reflecting NDZ company physical Address |
| **Company operating within the jurisdiction of Harry Gwala District Municipality** | 5 | CIPC Document reflecting Harry Gwala District Municipality company physical Address |
| **Company operating within the jurisdiction of KwaZulu-Natal Province** | 2 | CIPC Document reflecting KwaZulu-Natal Province company physical Address |
| **Company operating outside of KwaZulu Natal Province** | 0 | CIPC Document reflecting outside of KwaZulu Natal Province company physical Address |
| **Company 100% owned by black South African** | 2.5 | Summary of CSD reflecting Race |
| **Company 60% owned by black South African women** | 2.5 | 1.Summary of CSD reflecting 60% company owned by black (Women) Gender |

| | | |
|---|---|---|
| **Company 100% owned by black South African youth** | 2.5 | 1.Summary of CSD reflecting 100% company owned by black (youth) |
| **Company 60% owned by South African with disability** | 2.5 | 2.Summary of CSD reflecting 60% owned by a black South African with (Disability), a proof of medical certificate |
| **Total points for Price and SPECIFIC GOALS** | 100 | |

## DOCUMENTS AVAILABILITY

Quote documents will be available at the Creighton Office from **18 November 2026** during office hours until **26 November 2026.** The cost of the quotation document is **R174.00** which is non-refundable. An Electronic copy is available on our website (www.ndz.gov.za) for **FREE.**

### NON-COMPULSORY BRIEFING

Non-compulsory briefing meeting will be held on the 16 November 2026 at 11:00 am virtual meeting. The cost of the quote document is R174.00 which is non-refundable.

## DOCUMENTS TO BE SUBMITTED WITH THE BID:

- Valid tax clearance certificate or Tax Compliance Status PIN
- Submit proof that the bidders (Company) and its directors are not owing municipal services.
- Copy of a certificate of Company Registration with the Registrar of Companies and CC's (CK).
- Specific Goals supporting documents
- Certified copies of ID's.
- Form of offer
- MDB 1, 4, 6.1, 8 and 9 must be fully completed.
- Registration with CSD
- Letter of referrence

**N.B:** Digital Forms are obtained from our website : www.ndz.gov.za under **SCM section** must be fully completed .

**CLOSING DATE**:

Quote documents must be submitted in a sealed envelope clearly marked with the quotation number and closing date and dropped off in the tender box at the **Dr Nkosazana Dlamini Zuma Municipality Offices, Main street, Creighton** by no later than the,
**26 November 2026 before 12h00.** Late or faxed quotations will not be accepted. Failure to comply with the above conditions will invalidate your offer.

The Dr Nkosazana Dlamini Zuma Municipality reserves the right not to make an appointment.

**NB: Quote will remain valid for a period of 60 days from date of the closing of the Quote.**

**Enquiries may be directed to the following persons during office hours (08:00 – 16:30)**
Procedure related enquires: Miss P Dlamini (039) 833 1038
Technical Enquiries: Mr S Ntshiza(039) 833 1038

**DR N.C Vezi**
**Municipal Manager**

ENTERED 18 NOV 2026

**MBD 1** **PART A**

# INVITATION TO BID

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF MUNICIPALITY/ MUNICIPAL ENTITY*) | | | | | |
|---|---|---|---|---|---|
| BID NUMBER: | **PWBS-Q008/26/27** | CLOSING DATE: | 26 November 2026 | CLOSING TIME: | 12:00 |
| DESCRIPTION | **ELECTRICAL ENGINEERING CONSULTANT TO DESIGN HIGH MASTS LIGHTS PROJECTS FOR 2026/2027** | | | | |
| **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).** | | | | | |

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

| |
|---|
| **Main Street** |
| **Creighton** |
| **3263** |

| **SUPPLIER INFORMATION** | | | | |
|---|---|---|---|---|
| NAME OF BIDDER | | | | |
| POSTAL ADDRESS | | | | |
| STREET ADDRESS | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | |
| CELLPHONE NUMBER | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | |
| E-MAIL ADDRESS | | | | |
| VAT REGISTRATION NUMBER | | | | |
| TAX COMPLIANCE STATUS | TCS PIN: | | **OR** CSD No: | |
| [redacted] | [redacted] | | [redacted] | [redacted] |
| [redacted] | | | | |

| | | | |
|---|---|---|---|
| ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?** | Yes No | ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?** | Yes No [IF YES, ANSWER PART B:3 ] |
| **TOTAL NUMBER OF ITEMS OFFERED** | | **TOTAL BID PRICE** | **R** |
| **SIGNATURE OF BIDDER** | ..... | **DATE** | |
| **CAPACITY UNDER WHICH THIS BID IS SIGNED** | | | |

| **BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:** | | **TECHNICAL INFORMATION MAY BE DIRECTED TO:** | |
|---|---|---|---|
| DEPARTMENT | BTO | CONTACT PERSON | Mr S Ntshiza |
| CONTACT PERSON | Miss P Dlamini | TELEPHONE NUMBER | (039) 833 1038 |
| TELEPHONE NUMBER | 039 833 1039 | FACSIMILE NUMBER | |
| FACSIMILE NUMBER | 086 583 235 | E-MAIL ADDRESS | ntshizas@ndz.gov.za |
| E-MAIL ADDRESS | dlaminip@ndz.gov.za | | |

## PART B

# TERMS AND CONDITIONS FOR BIDDING

**1. BID SUBMISSION:**

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

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.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

## B. SUPPLY CHAIN MANAGEMENT POLICY PREREQUISITES

The DR Nkosazana Dlamini Zuma Municipality has identified a general set of prerequisites for procurement. Bids will not be considered should the prerequisites not be met.

### 1.1 GENERAL PREREQUISITES

**Introduction**

This Section covers a general set of prerequisites that have been identified for supply chain management by the DR Nkosazana Dlamini Zuma Municipality. All Bidders must submit the information requested below. Proforma data sheets can be found in the Annexure. Bidders will not be considered should the prerequisites not be met.

**Criteria**

a) Proof of company registration and/or any other form of legal standing must be submitted by all bidders and the company composition form must be completed. See **Annexure "D"**.
b) The Declaration of Interest form must be completed.
c) The bid document must be completed in all respects in black ink.
d) Bids must be submitted on original bid documents.
e) Bid documents must remain intact and no portion may be detached.

**Joint Ventures**

f) Joint Venture Agreement (if necessary)
N.B Service provider to attach CIPC and CSD document the following MBD forms are compulsory and must be fully completed MBD1,4,8 and 9

## C. GENERAL CONDITIONS OF BID

### 1. INTERPRETATION

The word "Bidder" in these conditions shall mean and include any firm of Contractors or any company or body incorporated or unincorporated.

The word "Municipality" in these conditions shall mean the DR Nkosazana Dlamini Zuma Municipality.

### 2. EXTENT OF BID

**ELECTRICAL ENGINEERING CONSULTANT TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR NKWEZELA & NKUMBA HIGH MAST LIGHTS**

### 3. CONTRACT TO BE BINDING

The formal acceptance of this Bid by the Municipality will constitute a contract binding on both parties, and the Municipality may require sureties to its satisfaction from the contractor, for the due fulfilment of this contract.

### 4. MODE OF BID

All Bids shall be completed and signed: All forms, annexures, addendums and specifications shall be signed and returned with the Bid document as a whole. ***The lowest or any Bid will not necessarily be accepted.***

The Municipality wishes to deal on a prime contractual basis with the successful Bidder being responsible and accountable for all aspects of the entire solution or service offered.

### 5. QUALITY

Should the specifications and / or descriptions not address any aspects of quality as specified, this should be clarified with the Municipality prior to the submission of a Bid.

### 6. INSURANCE CLAIMS, ETC.

The Council and Municipality shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.

The contractor shall insure his / her / their personnel and any plant, machinery or other mechanical or electronic equipment involved in the fulfilment of this contract and shall indemnify the Council and the Municipality against all risks or claims which may arise.

It will be required from the successful Bidder to submit proof of insurance or any other valid form of indemnification to Council for scrutiny. Failure to do so within 14 (fourteen) days of acceptance of this Bid will be deemed to be a material breach of this contract and will render the contract null and void.

### 7. SIGNING OF DOCUMENTS

Bidders are required to return the complete set of documents duly signed.

## 8. PERIOD OF VALIDITY FOR BIDS AND WITHDRAWAL OF BID AFTER CLOSING DATE

All Bids must remain valid for a period of 90 (ninety) days from the closing date as stipulated in the Bid document.

### 8.1 PENALTY PROVISION

Should the successful Bidder:

[a] Withdraw the Bid during the afore-mentioned period of validity; or
[b] Advise the Municipality of his / her / their inability to fulfil the contract; or
[c] Fail or refuse to fulfil the contract; or
[d] Fail or refuse to sign the agreement or provide any surety if required to do so;

Then, the Bidder will be held responsible for and is obligated to pay to the Municipality:

[a] All expenses incurred by the Municipality to advertise for or invite and deliberate upon new Bids, should this be necessary.
[b] The difference between the original accepted Bid price (inclusive of escalation) and:

[i] A less favourable (for the Municipality) Bid price (inclusive of escalation) accepted as an alternative by the Municipality from the Bids originally submitted; or [ii] A new Bid price (inclusive of escalation).

## 9. VALUE ADDED TAX

In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total.

VAT must be included in the Bid price, but must be shown separately.

## 10. PRICE ESCALATION

No claim in respect of any price escalation will be considered by the Municipality unless it is specifically stated in the Pricing Annexure that the Bid is subject to price escalation. When escalation is claimed for during the contract period, proof of such escalation must be furnished and the calculation itself must be submitted to corroborate such proof. Escalation will only be calculated on the official index figures supplied by the Department of Statistics or the Price Controller, which ever may be applicable. All orders placed will be based on the current Bid prices. It is the responsibility of the Bidder to inform Council of any escalation prior to implementation of the escalated price. Failure to do so will negate any such claims to Council.

## 11. AUTHORITY TO SIGN BID DOCUMENTS

In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the Municipality at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the articles of the entity.

## 12. DURATION OF THE BID

It is envisaged that the successful Bidder will be appointed within 90 days from the closing date and will be required to begin work on the assignment immediately upon appointment.
The project duration is **three (03) years and will also be aligned with the contract of appointed electrical engineering consultants.**

13. **DELIVERY PERIODS**

Delivery periods, where indicated must be adhered to. Notwithstanding the termination date of the assignment the bidder will be required to submit progress reports to the Municipality. The contract form, frequency and dates thereof will be stipulated and agreed upon by the parties upon the awarding of the Bid.

**CLOSING DATE**:

Quote documents must be submitted in a sealed envelope clearly marked with the quotation number and closing date and dropped off in the tender box at the **Dr Nkosazana Dlamini Zuma Municipality Offices, Main street, Creighton** by no later than the,
**26 November 2026 before 12h00.** Late or faxed quotations will not be accepted. Failure to comply with the above conditions will invalidate your offer.

The Dr Nkosazana Dlamini Zuma Municipality reserves the right not to make an appointment.

**NB: Quote will remain valid for a period of 60 days from date of the closing of the Quote.**

**Enquiries may be directed to the following persons during office hours (08:00 – 16:30)**
Procedure related enquires: Miss P Dlamini (039) 833 1038
Technical Enquiries: Mr S Ntshiza(039) 833 1038

## GENERAL CONDITIONS OF CONTRACT

**1. Definitions**

The following terms shall be interpreted as indicated:

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

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

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

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

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

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

1.7 **"Day"** means calendar day.

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

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

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

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

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

1.13 **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 **"GCC"** means the General Conditions of Contract.

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

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

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

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

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

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

1.21 **"Purchaser"** means the organization purchasing the goods.

1.22 **"Republic"** means the Republic of South Africa.

1.23 **"SCC"** means the Special Conditions of Contract.

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

1.25 **"Written"** or **"in writing"** means hand-written in ink or any form of electronic or mechanical writing.

## 2. Application

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

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

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

## 3. General

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

3.2 Invitations to bid are usually published in locally distributed news media and in the institution's website.

**4. Standards**

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

**5. Use of contract documents and information; inspection**

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

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

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

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

**6. Patent rights**

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

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

**7. Performance security**

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

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

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

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the

purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or (b) a cashier's or certified cheque.

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

**8. Inspections, tests and analyses**

**8.1 All pre-bidding testing will be for the account of the bidder.**

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor
shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clause 8.2 & 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

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

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.

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

**9. Packaging**

9.1 The provider shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage.

Packaging, case size and weights shall take into consideration, where appropriate, the remoteness of the good's final destination and the absence of heavy handling facilities at all points in transit.

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

**10. Delivery and documents**

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

**11. Insurance**

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

**12. Transportation**

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

13. **Incidental services**

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

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the provider of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the provider's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

14. **Spare parts**

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

(a) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any

warranty obligations under the contract, and (b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. **Warranty**

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

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

15.3 The purchaser shall promptly notify the provider in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the provider, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.

16. **Payment**

16.1 The method and conditions of payment to be made to the provider under this contract shall be specified

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

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

16.4 Payment will be made in Rand unless otherwise stipulated.

17. **Prices**

17.1 Prices charged by the provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the provider in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

## 18. Increase/decrease of quantities

18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised quantities. The contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

## 19. Contract amendments

19.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

## 20. Assignment

20.1 The provider shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## 21. Subcontracts

21.1 The provider shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.

## 22. Delays in the provider's performance

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

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

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

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

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

## 23. Penalties

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

## 24. Termination for Default

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

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

(b) if the provider fails to perform any other obligation(s) under the contract; or

(c) if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

## 25. Anti-Dumping and Counter-Vailing Duties and Rights

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

## 26. Force Majeure

26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider shall not be liable for forteiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

26.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider shall continue to

perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**27. Termination for Insolvency**

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

**28. Settlement of Disputes**

28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

28.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the provider may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

28.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

28.4 Notwithstanding any reference to mediation and / or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract.

**29. Limitation of Liability**

29.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to

Clause 6;

(a) the provider shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the provider to pay penalties and / or damages to the purchaser; and

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

**30. Governing Language**

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

## 31. Applicable Law

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

## 32. Notices

32.1 Every written acceptance of a bid shall be posted to the provider concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

32.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

## 33. Taxes and Duties

33.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

33.2 A local provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

33.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

## 34. Transfer of Contracts

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

## 35. Amendment of Contracts

35.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

# SPECIFICATION

## BACKGROUND INFORMATION

NDZ municipality is in process of accelerating provision of high mast lights to the communities NDZLM. Appointment of these electrical engineer is crucial for the municipality to be proactive in planning for all related high mast lights projects for the coming years.

## OBJECTIVES AND OUTPUTS

| |
|---|
| The objective of the employer is to improve service delivery by providing expected municipal services to meet its Constitutional Mandate.<br>This contract seeks to appoint a panel of service providers specialised in the electricity distribution industry to render services for a period of three years, on an as and when required basis. |
| Contract Documentation Support - Preparation of all the relevant Tender documents and coordination of bidding processes |
| Application of Professional Norms & Ethics to complete the project(s) |
| Monthly and Other Reporting Requirements required during the project implementation shall be the Service Providers responsibility. |
| Project Management and Contract Administration |
| Conduct and coordinate project site meetings (Technical & Site) to ensure effective management and public participation with the project(s) |
| Compilation and issuing of close-out report at completion |
| Development of O & M manual for the project |

## DELIVERABLES

| |
|---|
| **Planning**<br>• Collation of information.<br>• Reports on technical and financial feasibility and related implications.<br>• List of consents and approvals.<br>• Schedule of required surveys, tests, analyses, site and other investigations |
| **Inception**<br>• Collation of information.<br>• Reports on technical and financial feasibility and related implications.<br>• List of consents and approvals.<br>• Schedule of required surveys, tests, analyses, site and other investigations.<br>• Agreed scope of services and scope of work.<br>• Signed agreement.<br>• Report on project, site and functional requirements |
| **Concept and Viability**, relates to:<br>• Concept/Preliminary design.<br>• Schedule of required surveys, tests and other investigations and related reports.<br>• Process design.<br>Cost estimates as required. |

**Design development,**

- Design development drawings.
- Outline specifications.
- Local and other authority submission drawings and reports.
- Detailed estimates of design costs.

**Documentation and Procurement**

- Specifications.
- Services co-ordination.
- Working drawings.
- Budget design cost.
- Tender documentation.
- Tender evaluation report.
- Tender recommendations.
- Priced contract documentation

**Contractor Administration and Inspection**

- Schedule of predicted cash flow.
- Design documentation.
- Drawing register.
- Estimates for proposed variations.
- Contract instructions.
- Financial control reports.
- Valuations for payment certificates.
- Progressive and draft final account(s).
- Practical completion and defects list.
- Electrical Certificate of Compliance.

**Close Out,**

**Typical deliverables will include:**

- Valuations for payment certificates.
- Works and final completion lists.
- Operations and maintenance (O&M) manuals, guarantees and warranties.
- As-built drawings and documentation.
- Final accounts.
- Schedule of required surveys, tests, analyses, site and other investigations.
- Schedule of consents and approvals.

RECOMMENDED BY:

**MR. S.V MNGADI**
**SENIOR MANAGER: PWBS**

APPROVED BY:

**DR. NC Vezi**
**MUNICIPAL MANAGER**

**ELECTRICAL ENGINEERING CONSULTANT TO DESIGN HIGH MASTS LIGHTS PROJECTS FOR 2026/2027**

The bidder shall attach to this page the following:

| COMPULSORY DOCUMENTS | TICK |
|---|---|
| a) Proof of registration with CSD- starting with (MAAA) | |
| b) Joint Venture Agreement (if necessary)<br>N.B Service provider to attach CIPC and CSD document the following MBD forms are compulsory and must be fully completed MBD1,4,8 and 9 | |
| c) Form of offer fully completed | |
| d) MBD 1,4,8 and 9 must be fully completed | |
| e) Submit proof that the bidder (Company) and its (directors) do not owe municipal services.<br>-Attach updated municipal rates, water or electricity statement not in arrears for more than 90 days<br>Or<br>- Attach a valid lease agreement if the director is leasing offices and residential Property with a confirmation letter from the landlord confirming that the municipal rates and services are in order.<br>Or<br>- Attach exemption letter from the relevant municipality<br>Or<br>- Attach affidavit if the Municipal Account is under your parents or siblings and they are responsible for paying municipal rates (if the address is the same as yours) and attach the copy of the Municipal rates and services for the above mentioned.<br>Or<br>- Attach copy of a marriage certificate or affidavit and municipal account statement for rates and services, if Municipal account is under your spouse. | |

**NB: Failure to submit the above documents will render your quotation to be disqualified**

| DOCUMENTS TO BE SUBMITED | TICK |
|---|---|
| **f)** Copies of CK Documents / Sole proprietary | |
| **g)** Valid Tax clearance certificate (with your pin number print and attach on the document Tax Clearance Certificate) | |
| **h)** Certified copies of Identification documents of all members/directors of the entity | |
| i) N.B: Digital Forms are obtained from our website : www.ndz.gov.za under SCM section must be fully completed | |
| j) MBD 6.1 must be fully completed | |
| k) Specific Goals supporting documents: | |

| | | | | |
|---|---|---|---|---|
| | **Company operating within the Jurisdiction Dr NDZ LM** | CIPC Document reflecting NDZ<br>company physical Address | | |
| | **Company operating within the jurisdiction of Harry Gwala District Municipality** | CIPC Document reflecting<br>Harry Gwala District Municipality<br>company physical Address | | |
| | **Company operating within the jurisdiction of KwaZulu-Natal Province** | CIPC Document reflecting<br>KwaZulu-Natal Province<br>company physical Address | | |
| | **Company operating outside of KwaZulu Natal Province** | CIPC Document reflecting outside of<br>KwaZulu Natal Province<br>company physical Address | | |
| | **Company 100% owned by black South African** | Summary of CSD reflecting Race | | |
| | **Company 60% owned by black South African women** | 1.Summary of CSD reflecting 60%<br>company owned by black (Women)<br>Gender | | |
| | **Company 100% owned by black South African youth** | 1.Summary of CSD reflecting 100%<br>company owned by black (youth)<br>Gender | | |
| | **Company 60% owned by South African with disability** | 2.Summary of CSD reflecting 60% owned by a black South African with (Disability),<br>a proof of medical certificate | | |

## INDIVIDUAL SHAREHOLDERS TAX NUMBERS

| NAME OF SHAREHOLDER | TAX NUMBER |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

## EVALUATION CRITERIA

1. **Evaluation Methodology**
   - The evaluated and adjudicated based on functionality and 80/20-point system

2. **First Stage of Evaluation: Compliance with Requirements**
   - The proposals will be checked to ensure that they comply with the requirements of the project document. In particular, the following documentation must be included in the Proposals: -

### D. EVALUATION CRITERIA

The proposals will be assessed in terms of the following categories: -

- ***Relevant Experience*** – that is relevant experience of the Company in carrying out similar projects. The maximum score for the relevant experience is **40 points**.

- ***Key Personnel*** – the qualification and experience of the proposed key personnel. The maximum score for the relevant experience is **40 points**.

- ***Methodology*** – the Company must demonstrate that he understands the scope of the project and the tasks required to effect its successful completion. The maximum score for the methodology is **20 points**

- A detailed description of the scoring system is given below. A tabulated score sheet will be used in the evaluation.

- Bidder must obtain 60% or more to the next stage of evaluation.

**Points Scoring**

| Key aspect of criterion | Basis for points allocation | Max. Points | Actual Score | Verification Method |
|---|---|---|---|---|
| **RELEVANT EXPERIENCE: Experience of the Company in carrying out similar projects (40)** | | | | |
| Name of traceable reference with contact details to be included for verification | 5 x Completed Electrical Network projects **Providing Electrical Engineering Services.** | 40 | | Bidder to submit appointment letter and reference letters |
| | 4 x Completed Electrical Network projects **Providing Electrical Engineering Services.** | 30 | | Bidder to submit appointment letter and reference letters |
| | 3 x Completed Electrical Network projects **Providing Electrical Engineering Services** | 20 | | Bidder to submit appointment letter and reference letters |
| | 2 x Completed Electrical Network projects **Providing** | 10 | | Bidder to submit appointment letter and reference letters |

| | | | | |
|---|---|---|---|---|
| | **Electrical Engineering Services** | | | |
| | 1 x Completed Electrical Network projects **Providing Electrical Engineering Services** | 5 | | Bidder to submit appointment letter and reference letters |
| | No Completed Electrical Network projects **Providing Electrical Engineering Services** | Non-responsive Tender | | Nil |
| | | | | |
| **KEY PERSONNEL: The qualification and experience of the proposed key personnel (40)** | | | | |
| It is essential that the Consultant provides suitably qualified personnel to carry out the project. Three key functions have been identified and the Proposal will be evaluated on the qualifications and experience of the personnel who will carry out these functions. The functions are;- | | | | |
| **Project Manager** | If PM has 5 years' experience and has completed Electrical Network projects in the capacity of Project Manager, and registered with a professional body | 15 | | Certified copy of Qualification (Degree in Electrical Engineering or Project Management) to be attached with detailed CV's, and certified copy of proof of registration with professional body ECSA |
| | If PM has 4 years' experience and has completed Electrical Network projects in the capacity of Project Manager, and registered as professional PM | 10 | | Certified copy of Qualification (Degree in Electrical Engineering or Project Management) to be attached with detailed CV's, and certified copy of proof of registration with professional body ECSA |
| | If PM has 3 years' experience and has completed Electrical Network projects in the capacity of Project Manager, and registered as professional PM | 5 | | Certified copy of Qualification (Degree in Electrical Engineering or Project Management) to be attached with detailed CV's, and certified copy of proof of registration with professional body ECSA |
| | If PM has 1-2 years' experience and has completed Electrical Network projects in the capacity of Project Manager or lower level, | 2 | | Certified copy of Qualification (Degree in Electrical Engineering or Project Management) to be attached with detailed CV's, and certified copy of |

| | | | | |
|---|---|---|---|---|
| | and registered as professional PM | | | proof of registration with professional body ECSA |
| | If PM is NOT registered with relevant body as Professional regardless of experience. | 0 | | Nil |
| **Design Engineer/ Technologist** | If Designer has 5 years' and above experience and has completed Electrical Network projects in the capacity of a Designer, and registered as professional Eng./Tech | 15 | | Certified copy of Qualification (Minimum NQF 7 in Electrical Engineering Degree/ B-Tech) to be attached with detailed CV's, and certified copy of proof of registration with professional body ECSA as professional Engineer/Technologist. |
| | If Designer has 4 years' experience and has completed Electrical Network projects in the capacity of a Designer, and registered as professional Eng./Tech | 10 | | Certified copy of Qualification (Minimum NQF 7 in Electrical Engineering Degree/ B-Tech) to be attached with detailed CV's, and certified copy of proof of registration with professional body ECSA as professional Engineer/Technologist. |
| | If Designer has 2-3 years' experience and has completed Electrical Network projects in the capacity of a Designer, and registered as professional Eng./Tech | 5 | | Certified copy of Qualification (Minimum NQF 7 in Electrical Engineering Degree/ B-Tech) to be attached with detailed CV's, and certified copy of proof of registration with professional body ECSA as professional Engineer/Technologist. |
| | If Designer has designed any projects in the last 5 years, and registered as professional Eng./Tech | 1 | | Certified copy of Qualification (Minimum NQF 7 in Electrical Engineering Degree/ B-Tech) to be attached with detailed CV's, and certified copy of proof of registration with professional body ECSA as professional Engineer/Technologist. |
| | If Designer is NOT registered with relevant | 0 | | Nil |

| | | | | |
|---|---|---|---|---|
| | body PR regardless of experience. | | | |
| **Resident Engineer** | If RE has 5 years' experience and has completed Electrical Network projects | 10 | | Certified copy of Qualification (Minimum National Diploma in Electrical Engineering) to be attached with detailed CV's. |
| | If RE has 4 years' experience and has completed Electrical Network projects | 7 | | Certified copy of Qualification (Minimum National Diploma in Electrical Engineering) to be attached with detailed CV's. |
| | If RE has 2-3 years' experience and has completed Electrical Network projects | 5 | | Certified copy of Qualification (Minimum National Diploma in Electrical Engineering) to be attached with detailed CV's. |
| | If RE has 1 years' experience and has completed Electrical Network projects. | 2 | | |
| | If RE has not completed similar projects in the last 5 years, regardless of other experience. | 0 | | Nil |
| | | | | |
| **METHODOLOGY:** The proposal must demonstrate that the consulting engineering firm understands the challenges posed by project. Highlighting the number of project specific challenges indicated under each of the tasks listed below will be necessary to achieve maximum points for methodology. **(20)** | | | | |
| **Execution Method Statement relevant to the project** | Inception | 5 | | Detailed Method statement to cover the key aspect of project Inception |
| | Planning | 5 | | Detailed Method statement to cover the key aspect of project Planning |
| | Execution | 5 | | Detailed Method statement to cover the key aspect of project Execution |
| | Monitoring, Execution and Closure | 5 | | Detailed Method statement to cover the key aspect of project Monitoring, Evaluation and Closure. |

3. **The Third Evaluation stage: Calculation of Price and Specific Goals points**

**Price:** The formula will be used to calculate the price points. A maximum of 80 points will be awarded for price

**Preference:** The applicable table will be used to allocate preference points. A maximum of 20 points will be allocated for Specific goals in accordance with the table below:

**Price and Preference**

| | |
|---|---|
| • **Price** | **80 points** |
| • **Specific Goals** | **20 points** |
| **Total** | **100 points** |

# FORMS TO BE COMPLETED BY THE BIDDER


| Description | | Page |
|---|---|---|
| 1. Form A: | Certificate of consultant's attendance at the clarification meeting | 2 |
| 2. Form B: | Certificate of authority for signatory | 2 |
| 3. Form C: | Relevant Experience | 2 |
| 4. Form D: | Key Personnel | 2 |
| 5. Form E: | Methodology | 5 |
| 6. Form F: | Certificate of good standing | 2 |
| 7. Form G: | Proof of professional indemnity insurance | 2 |

**FORM A: SIGNED CERTIFICATE OF ACKNOWLEDGEMENT**

This is to certify that I, .....

representative of (Consultant) .....

.....

of (address) .....

.....

.....

telephone number .....(.....).....

fax number .....(.....).....

e-mail .....

attended the clarification meeting on (date) .....

I CERTIFY that I am satisfied with the description of the work and explanations given by the said Employer's Representative and that I understand perfectly what is required in compiling my proposal.

CONSULTANT'S REPRESENTATIVE: (Signature).....

EMPLOYER'S REPRESENTATIVE: (Signature) .....

Name (print) .....

**FORM B: CERTIFICATE OF AUTHORITY FOR SIGNATURE**

1. CONSULTANT

1.1 A "Certificate of Authority" to sign all documents in connection with this proposal and any contract or agreement which may arise there from, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached to this page. An example is given below.

2. JOINT VENTURE

2.1 The document of formation of the Joint Venture shall be attached to this page.

2.2 A "Certificate of Authority" to sign all documents in connection with this Bid and any contract or agreement which may arise there from, duly signed and dated, shall be provided by the Boards of Directors of each member of the Joint Venture and shall be attached to this page.

**EXAMPLE OF A CERTIFICATE OF AUTHORITY FOR SIGNATORY**

"By resolution of the board of directors passed at a meeting held on .....

Mr/Ms....., whose signature appears below, has been duly authorized

to sign all documents in connection with this Request for Proposals and any contract which may arise there from on behalf of

(Name of company or JV - block capitals) .....

SIGNED ON BEHALF OF THE COMPANY: .....

IN HIS/HER CAPACITY AS: .....

DATE: .....

SIGNATURE OF SIGNATORY: .....

WITNESSES: 1. .....

2. .....

**FORM C: RELEVANT EXPERIENCE**

The Bidder shall enter in the spaces provided below a list of relevant Electrification projects. This information is deemed to be material to the award of the contract and is taken into account in the calculation of the adjudication points. Consulting Engineers need to only provide details of projects of a similar size and nature carried out in the past. It is essential that full details of the projects and of the Employer references be provided in order for the projects to be evaluated and points awarded.

The date of the certificate of completion must be provided.

Failure to provide the necessary information will compromise the proposal.

| Employer (Name, Tel. No. or Fax No.) | Details of Project | Value of Work (fees) | Year |
|---|---|---|---|
| Client:.....<br>Person:.....<br>Tel:.....<br>Fax:..... | | | |
| Client:.....<br>Person:.....<br>Tel:.....<br>Fax:..... | | | |
| Client:.....<br>Person:.....<br>Tel:.....<br>Fax:..... | | | |

**FORM C: RELEVANT EXPERIENCE (Continued)**

| Employer (Name, Tel. No. or Fax No.) | Details of Project | Value of Work (fees) | Year |
|---|---|---|---|
| Client:.....<br>Person:.....<br>Tel:.....<br>Fax:..... | | | |
| Client:.....<br>Person:.....<br>Tel:.....<br>Fax:..... | | | |
| Client:.....<br>Person:.....<br>Tel:.....<br>Fax:..... | | | |

**SIGNED ON BEHALF OF THE CONSULTANT**

.....

**FORM D: KEY PERSONNEL**

Consultants shall enter in the table below information in respect of the key personnel who will be engaged on the project. Abbreviated Curricula Vitae, which specifically address the questions posed in the Point Scoring Check for Functionality, including the relevant certificates, to support the stated information must be included in the proposal together with a copy of this form.

| Designation | Name | Qualification | Years' Experience | ECSA Registration Number |
|---|---|---|---|---|
| Project Manager | | | | |
| Design Engineer or Technologist | | | | |
| Resident Engineer/ Clerk of works | | | | |

**SIGNED ON BEHALF OF THE CONSULTANT**

.....

## FORM E: METHODOLOGY

The Bidder shall confirm, by completing and signing this form that he fully understands the scope of the professional services required and the procedure to be used for evaluating the methodology contained in his Proposal. The Consultant shall list the aspects of the project covered by his methodology in the table below. Further amplification may be made in a separate, maximum 3-page submission.

| ITEM | DESCRIPTION |
|---|---|
| | |

**SIGNED ON BEHALF OF THE CONSULTANT**.....

## FORM F: PROOF OF PROFESSIONAL INDEMNITY

The Bidder shall attach to this page proof of his professional indemnity insurance showing the scope of that insurance. The PI insurance shall be valid until the anticipated end of the design and Bid stage.

In the case of a joint venture or consortium, each party shall prove its professional indemnity insurance.

Further proof of insurance shall be provided for the construction stage.

In the event of annual insurance policy certificates being issued, updated proof shall be supplied to the Employer as required.

If the required information is not provided, then the Bid may be deemed to be non-responsive and therefore rejected.

**SIGNED ON BEHALF OF THE CONSULTANT:**

.....

**ELECTRICAL ENGINEERING CONSULTANT TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR NKWEZELA & NKUMBA HIGH MAST LIGHTS**

**PRICING SCHEDULE** **MBD3**

| No | Payment Ref | Description | Unit | QTY | Rate (R - c) | Amount (R - c) |
|---|---|---|---|---|---|---|
| **1** | **3.2** | **PROFESSIONAL FEES: NORMAL SERVICES** | | | | |
| 1.1 | 3.2.1 to 3.2.6 | **Providing Electrical Engineering Services as per the following Stages:**<br>Inception (5%)<br>Concept and Viability (15%)<br>Design Development (20%)<br>Documentation and Procurement (20%)<br>Contract Administration and Inspection (35%)<br>Close-Out (5%) | Sum | 2 | | R |
| **SUB-TOTAL 1: PROFESSIONAL FEES: NORMAL SERVICES TO BE CARRIED TO SUMMARY** | | | | | | **R** |
| **2** | **3.3** | **ADDITIONAL SERVICES** | | | | |
| **2.1** | **3.3.1** | **SURVEYS AND STUDIES** | **Unit** | **QTY** | **Rate (R - c)** | **Amount (R - c)** |
| | | Conducting Topographical and | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 2.1.1 | 3.3.1 (8) | environmental Surveys, analyses, tests and site or foundation or other investigations, model tests, laboratory tests and analyses carried out on behalf of the Client | Sum | 2 | | R |
| **SUB-TOTAL 2: SURVEYS AND STUDIES TO BE CARRIED TO SUMMARY** | | | | | | **R** |
| **2** | **3.3** | **CONSTRUCTION MONITORING** | | | | |
| **2.2** | **3.3.2** | **Description** | **Unit** | **QTY** | **Rate (R - c)** | **Amount (R - c)** |
| 2.2.1 | 3.3.2. (6) (b) | Providing Level 2: Part-time Construction Monitoring | Months | 6 | | R |
| 2.2.2 | 3.3.2. (6) (c) | Provision of GMR 2 (1) Services | Months | 6 | | R |
| 2.2.3 | 3.3.2. (6) (c) | Provision of Electrical Engineering input in Electrical Programme Management by a Professional Engineer with 10 years post qualification experience | Months | 6 | | R |
| 2.2.4 | | ISD - Institutional & Social Development | Months | 6 | | R |
| **SUB-TOTAL 3: CONSTRUCTION MONITORING TO BE CARRIED TO SUMMARY** | | | | | | **R** |
| **2.3** | **3.3.3** | **OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO. 85 OF 1993)** | | | | |
| 2.3.1 | 3.3.3 (1) | Arrange, formally and in writing, for the contractor to provide documentary evidence of compliance with all the requirements of the above Occupational Health and Safety Act. | No | 1 | | R |
| 2.3.2 | 3.3.3 (2) | Execute the duties of the client, as his appointed agent, as Contemplated in the Construction Regulations to the above Occupational Health and Safety Act. | Months | 6 | | R |

| | |
|---|---|
| **SUB-TOTAL 4: OCCUPATIONAL HEALTH AND SAFETY TO BE CARRIED TO SUMMARY** | **R** |

**SUMMARY OF THE BOQ**

| NO | Description | Amount (R - c) |
|---|---|---|
| 1.1 | SUB-TOTAL 1: PROFESSIONAL FEES: NORMAL SERVICES | R |
| 2.1 | SUB-TOTAL 2: SURVEY AND STUDIES | R |
| 2.2 | SUB-TOTAL 3: CONSTRUCTION MONITORING | R |
| 2.3 | SUB-TOTAL 4: OCCUPATIONAL HEALTH AND SAFETY | R |
| **Total (1.1 + 2.1 + 2.2 + 2.3 )** | | **R** |
| Plus 15% VAT | | R |
| **TOTAL TO BE CARRIED TO THE FORM OF OFFER** | | **R** |

**MBD 4**

## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

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[2]):.....

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.

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

3.8.1Ifyes, furnish particulars.....

.....

'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.

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1If yes, furnish particulars.

.....

.....

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

3.11.1 If yes, furnish particulars

.....

.....

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

3.12.1 If yes, furnish particulars.

.....

.....

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

3.13.1If 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**

MBD 6.1

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

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

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

---

### 1. GENERAL CONDITIONS

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

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

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

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

b) the 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

(a) Price; and

(b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

| | POINTS | SUPPORTING DOCUMENTS |
|---|---|---|
| **PRICE** | 80 | |
| **SPECIFIC GOALS** | (20) | |
| **Company operating within the Jurisdiction Dr NDZ LM** | 10 | CIPC Document reflecting NDZ company physical Address |
| **Company operating within the jurisdiction of Harry Gwala District Municipality** | 5 | CIPC Document reflecting Harry Gwala District Municipality company physical Address |

| | | |
|---|---|---|
| **Company operating within the jurisdiction of KwaZulu-Natal Province** | 2 | CIPC Document reflecting KwaZulu-Natal Province<br>company physical Address |
| **Company operating outside of KwaZulu Natal Province** | 0 | CIPC Document reflecting outside of KwaZulu Natal Province<br>company physical Address |
| **Company 100% owned by black South African** | 2.5 | Summary of CSD reflecting Race |
| **Company 60% owned by black South African women** | 2.5 | 1.Summary of CSD reflecting 60% company owned by black (Women)<br>Gender |
| **Company 100% owned by black South African youth** | 2.5 | 1.Summary of CSD reflecting 100% company owned by black (youth) |
| **Company 60% owned by South African with disability** | 2.5 | 2.Summary of CSD reflecting 60% owned by a black South African with (Disability),<br>a proof of medical certificate |
| **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;

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

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

| **The specific goals allocated points in terms of this tender** | **Number of points allocated (80/20 system) (To be completed by the organ of state)** | **Number of points claimed (80/20 system) (To be completed by the tenderer)** |
|---|---|---|
| Company operating within the Jurisdiction Dr NDZ LM | 10 | |
| Company operating within the jurisdiction of Harry Gwala District Municipality | 5 | |
| Company operating within the jurisdiction of KwaZulu-Natal Province | 2 | |
| Company operating outside of KwaZulu Natal Province | 0 | |

| | | |
|---|---|---|
| Company 100% owned by black South African | 2.5 | |
| Company 60% owned by black South African women | 2.5 | |
| Company 100% owned by black South African youth | 2.5 | |
| Company 60% owned by South African with disability | 2.5 | |

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Municipal Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be rejected if that bidder, or any of its directors have:

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
b. been convicted for fraud or corruption during the past five years;
c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

| Item | Question | Yes | No |
|---|---|---|---|
| 4.1 | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? **(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied).**<br><br>The Database of Restricted Suppliers now resides on the National Treasury's website(**www.treasury.gov.za**) and can be accessed by clicking on its link at the bottom of the home page. | Yes ☐ | No ☐ |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br>**The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.** | Yes ☐ | No ☐ |
| 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 ☐ | No ☐ |

| | | | |
|---|---|---|---|
| 4.3.1 | If so, furnish particulars: | | |
| Item | Question | Yes | No |
| 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 ☐ | No ☐ |
| 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 ☐ | No ☐ |
| 4.7.1 | If so, furnish particulars: | | |

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....**
**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

..... .....
**Signature** **Date**

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

# CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

a. take all reasonable steps to prevent such abuse;

b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

7.1 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.

7.2 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

**[1] Includes price quotations, advertised competitive bids, limited bids and proposals.**

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

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect: I certify, on behalf of:_____that: (Name of Bidder)

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

or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to quotations and contracts, quotations 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  Position

.....  .....

Name of bidder  Date

**AGREEMENTS AND CONTRACT DATA**

**Form of Offer and Acceptance**

**Offer**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a Contract for the procurement of:

**BID NO: – PWBS-: QOO8/26/27 ELECTRICAL ENGINEERING CONSULTANT TO DESIGN HIGH MASTS LIGHTS PROJECTS FOR 2026/2027**

The Tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this apart of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL PRICE INCLUSIVE OF VALUE ADDED TAX (VAT) IS**

.....

.....

..... Rand (in words);

**R** ..... .(in figures),

This offer may be accepted by the employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

**Signature:** .....

**Name:** *(in capitals)* ..... __

**Capacity of Signatory:** .....

**Name of Tenderer** *(organisation):* .....

**Address:** .....

.....

Tel: ..... Fax: ..... .....

**Witness:**

Signature: ..... Name: .... .....

Date: .....

**Failure to complete and sign this form will invalid your bid**

## 1. Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement, between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in

- Pricing data

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, ***this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document***, including the schedule of deviations (if any). Unless the tenderer within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

**Signature:** .....

**Name:** *(in capitals)* .....

**Capacity:** .....

**Name of Employer** *(organization):* .....

Address: .....

.....

.....

**Witness:**

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

**Date:** .....

## ANNEXURE A.1 PAST EXPERIENCE WITH OTHER INSTITUTIONS

Bidders must furnish hereunder details of similar work/service, which they have satisfactorily completed in the past. The information shall include a description of the Work, the Contract value, name of Employer and Employer's contact details.

| EMPLOYER | NATURE OF WORK | VALUE OF WORK | DURATION AND COMPLETION DATE | EMPLOYER CONTACT NO. |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

.....
**DATE**

.....
**SIGNATURE OF BIDDER**

## ANNEXURE A.2
## PAST EXPERIENCE WITH DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY

Bidders must furnish hereunder details of similar work/service, which they have satisfactorily completed in the past. The information shall include a description of the Work and the Contract value.

| PREVIOUS AND/OR CURRENT PROJECTS UNDERTAKEN FOR DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY | | | |
|---|---|---|---|
| **PROJECT NAME** | **AWARDED AMOUNT** | **CONTRACT START DATE** | **ANTICIPATED / ACTUAL COMPLETION DATE** |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

.....  .....

**DATE** **SIGNATURE OF BIDDER**

**ANNEXURE B COMPANY DETAILS**

---

The following company details schedule must be completed to ensure that the prerequisite requirements to bidding are met. Also attach the copy of the company registration certificate in order to qualify for bidding.

Registered Company Name.....

.....

Company Registration Number: .....

VAT Number: .....

Bank Name and Branch: .....

Bank Account Number: .....

Professional Registration Details: .....

.....

.....

.....

.....

Professional Indemnity Details: .....

.....

.....

## ANNEXURE C JOINT VENTURE DISCLOSURE FORM

**GENERAL**

i) All the information requested must be filled in the spaces provided. If additional space is required, additional sheets may be used and attached to the original documents.

ii) A copy of the joint venture agreement must be attached to this form, in order to demonstrate the Affirmable, Joint Venture Partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details relating to:

a) the contributions of capital and equipment
b) work items to be performed by the Affirmable Joint Venture Partner's own forces
c) work items to be performed under the supervision of the Affirmable Joint Venture Partner.

iii) Copies of all written agreements between partners concerning the contract must be attached to this form including those, which relate to ownership options and to restrictions/limits regarding ownership and control.

iv) ABE partners must complete ABE Declaration Affidavits.

v) The joint venture must be formalised. All pages of the joint venture agreement must be signed by all the parties concerned. A letter/ notice of intention to formalise a joint venture once the contract has been awarded will not be considered.

vi) Should any of the above not be complied with, the joint venture will be deemed null and void and will be considered non-responsive.

vii) A joint venture that is awarded a contract with DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY must be registered as a separate company with the Registrar of Businesses.

viii) The joint venture must be registered with South African Revenue Services.

ix) A separate bank account must be in place for the joint venture.

1. **JOINT VENTURE PARTICULARS**

a) Name .....

b) Postal address .....

.....

.....

c) Physical address .....

.....

.....

d) Telephone

.....

e) Fax

.....

2. **IDENTITY OF EACH NON-AFFIRMABLE JOINT VENTURE PARTNER**

**2.1(a)** Name of Firm

.....

Postal Address .....

Physical Address .....

Telephone

.....

Fax

.....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

**2.2(a)** Name of Firm .....

Postal Address

.....

Physical Address

.....

Telephone

.....

Fax

.....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

*(Continue as required for further non-Affirmable Joint Venture Partners)*

**3.IDENTITY OF EACH AFFIRMABLE JOINT VENTURE PARTNER**

**3.1(a)** Name of Firm .....

Postal Address

.....

Physical Address

.....

Telephone

.....

Fax

.....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

**3.2(a)** Name of Firm .....

PostalAddress

.....

Physical Address

.....

Telephone

.....

Fax

.....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

**3.3(a)** Name of Firm .....

PostalAddress

.....

Physical Address

.....

Telephone

.....

Fax

.....

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

**4. BRIEF DESCRIPTION OF THE ROLES OF THE AFFIRMABLE JOINT VENTURE PARTNERS IN THE JOINT VENTURE**

.....

.....

.....

**5. OWNERSHIP OF THE JOINT VENTURE**

a) Affirmable Joint Venture Partner ownership percentage(s) .....%

b) Non-Affirmable Joint Venture Partner ownership percentage(s) .....%

c) Affirmable Joint Venture Partner percentages in respect of : *

(i) Profit and loss sharing .....

(ii) Initial capital contribution in Rands .....

.....

.....

(*Brief descriptions and further particulars should be provided to clarify percentages).

(iii) Anticipated on-going capital contributions in Rands .....

.....

.....

.....

(iv) Contributions of equipment (specify types, quality, and quantities of equipment) to be provided by each partner.

.....

.....

.....

## 6. RECENT CONTRACTS EXECUTED BY PARTNERS IN THEIR OWN RIGHT AS PRIME CONTRACTORS OR AS PARTNERS IN OTHER JOINT VENTURES

| NO | NON-AFFIRMABLE JOINT VENTURE PARTNERS | PARTNER NAME |
|---|---|---|
| a) | | |
| b) | | |
| c) | | |
| d) | | |
| e) | | |

| NO | AFFIRMABLE JOINT VENTURE PARTNERS | PARTNER NAME |
|---|---|---|
| a) | | |
| b) | | |
| c) | | |
| d) | | |
| e) | | |

## 7. CONTROL AND PARTICIPATION IN THE JOINT VENTURE

(Identify by name and firm those individuals who are, or will be, responsible for, and have authority to engage in the relevant management functions and policy and decision making, indicating any limitations in their authority e.g. co-signature requirements and Rand limits).

(a) Joint Venture cheque signing

.....

.....

.....

(b) Authority to enter into contracts on behalf of the Joint Venture

.....

.....

.....

(c) Signing, co-signing and/or collateralising of loans

.....

.....

(d) Acquisition of lines of credit

.....

.....

.....

(e) Acquisition of performance bonds

.....

.....

.....

(f) Negotiating and signing labour agreements

.....

.....

.....

8. **MANAGEMENT OF CONTRACT PERFORMANCE**

(Fill in the name and firm of the responsible person).

(a) Supervision of field operations

.....

(b) Major purchasing

.....

(c) Estimating

.....

(d) Technical management

.....

## 9. MANAGEMENT AND CONTROL OF JOINT VENTURE

(a) Identify the "managing partner", if any,

.....

.....

.....

.....

.....

(b) What authority does each partner have to commit or obligate the other to financial institutions, insurance companies, suppliers, subcontractors and/or other parties participating in the execution of the contemplated works?

.....

.....

.....

.....

(c) Describe the management structure for the Joint Venture's work under the contract

| MANAGEMENT FUNCTION / DESIGNATION | NAME | PARTNER* |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

(Fill in "ex Affirmable Joint Venture Partner" or "ex non-Affirmable Joint Venture Partner".

.....

(e) Name of partner who will be responsible for the preparation of Joint Venture payrolls

.....
.....

## 11. CONTROL AND STRUCTURE OF THE JOINT VENTURE

Briefly describe the manner in which the Joint Venture is structured and controlled.

.....

.....

.....

.....

.....

The undersigned warrants that he/she is duly authorised to sign this Joint Venture Disclosure Form and affirms that the foregoing statements are true and correct and include all material information necessary to identify and explain the terms and operations of the Joint Venture and the intended participation of each partner in the undertaking.

The undersigned further covenants and agrees to provide the Employer with complete and accurate information regarding actual Joint Venture work and the payment therefore, and any proposed changes in any provisions of the Joint Venture agreement, and to permit the audit and examination of the books, records and files of the Joint Venture, or those of each partner relevant to the Joint Venture, by duly authorised representatives of the Employer.

Signature

.....

Duly authorised to sign on behalf of .....

Name

.....

Address

.....

Telephone

.....

Date

.....

Signature

.....

Duly authorised to sign on behalf of .....

Name

.....

Address

.....

Telephone

.....

Date

.....

---

Signature

.....

Duly authorised to sign on behalf of .....

Name

.....

Address

.....

Telephone

.....

Date

.....

---

Signature

.....

Duly authorised to sign on behalf of .....

Name

.....

Address

.....

Telephone

.....

Date

.....

(Continue as necessary)

## ANNEXURE D COMPANY COMPOSITION

**GENERAL**

All information must be filled in spaces provided. If additional space is required, additional sheets may be attached. The onus is on the bidder to fill in all the information. Failure to do so will result in points being lost under equity. The full company composition is required including HDI and Non-HDI status. The ownership must accumulate to 100%.

| NAME | IDENTITY NUMBER | CITIZENSHIP | HISTORICALLY DISADVANTAGED INDIVIDUALS STATUS (Y/N) | DISABILITY | FEMALE | DATE OF OWNERSHIP | % OWNE | VOTING |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**ANNEXURE E**
**DECLARATION OF INTERESTS (KINSHIP, RELATIONSHIP WITH PERSONS EMPLOYED BY DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY)**

---

In terms of the Municipal Supply Chain Management Regulations, no person or persons employed by the State may be awarded a bid by any municipality.

Any legal person, or persons having a kinship with persons employed by the DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY including a blood relationship, may make an offer in terms of this bid invitation. In view of possible allegations of favouritism, should the resulting bid or part thereof be awarded to persons connected with or related to an employee of DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY, it is required that the bidder or his/her authorized representative declare his position vis-à-vis the evaluating authority and/or take an oath declaring his/her interest, where–

- the legal person on who's behalf the bid document is signed, has a relationship with persons/a person who are/is involved with the evaluation of the bid(s), or where it is known that such a relationship exists between the person or persons for or on who's behalf the declarer acts and persons who are involved with the evaluation of the bid.

In order to give effect to the above, the following questionnaire shall be completed and submitted with the bid.

Do you, or any person have any relationship (family, friend, other) with a person employed with the DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY or its DR Nkosazana Dlamini Zuma Municipality administration and who may be involved with the evaluation, preparation and/or adjudication of this bid?

Yes/No

If so, state particulars

---

---

Are you or any other person connected with the bid, employed by any organ of State?

Yes/No

If so, state particulars

---

---

---

**SIGNATURE OF DECLARER** **DATE**

---

**POSITION OF DECLARER NAME OF COMPANY OR BIDDER**

## ANNEXURE F
## DECLARATION (VALIDITY OF INFORMATION PROVIDED)

I.....declare that the information provided is true and correct, the signature to the bid document is duly authorised and documentary proof regarding any bidding issue will, when required, be submitted to the satisfaction of the DR Nkosazana Dlamini Zuma Municipality.

.....
.....
**SIGNATURE OF DECLARER** **DATE**

.....
.....
**POSITION OF DECLARER** **NAME OF COMPANY OF BIDDER**

Should the bidder have, in the opinion of the DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY, acted fraudulently illegally, in bad faith or in any improper manner, misrepresented itself with regard to the bid, then the DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY may, in its sole discretion:

* Ignore any bids without advising the bidder thereof
* Cancel the contract without prejudice to any legal rights the DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY may have

Should the bidder disregard this or conduct affairs in a way that transgresses from good business practices, this could seriously impair future business relations between the DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY and such bidder.

## ANNEXURE G QUOTE CHECK LIST

All DR Nkosazana Dlamini Zuma Municipality quote documents will have the typical quote check list as an attachment. This list is to assist all bidders to submit complete quotes.

Bidders are to check the following points before the submission of their quote:

1. All pages of the bid document have been read by the bidder.
2. All pages requiring information have been completed in black ink.
3. The Schedule of Quantities have been checked for arithmetic correctness.
4. Totals from each sub section of the Schedule of Quantities have been carried forward to the summary page.
5. The total from the summary page has been carried forward to the Quote Form.
6. Surety details have been included in the quote.
7. All sections requiring information have been completed.
8. The bidder has submitted the correct documentation, e.g. original and current certificates in terms of SARS and Levies, etc.
9. The quote document is submitted before 12h00 on the due date at the designated tender box of DR Nkosazana Dlamini Zuma Municipality.

**FOR OFFICE USE**

**This is to certify that I have read and checked this document and it is in line with National and Provincial Treasury Requirements/Regulations.**

**Prepared by**

CHAIRPERSON OF BSC: Z.L. DLAMINI
SIGNATURE: .....
DATE: .....

MANAGER SCM: .....
SIGNATURE: .....
DATE: .....