

MUNISIPALITEIT  
VAN  
PRINS ALBERT



MUNICIPALITY  
OF  
PRINCE ALBERT

**TENDER NO.: 155/2018**

**Drilling of a single borehole for Prince Albert Municipality, Prince Albert  
PROCUREMENT DOCUMENT**

<b>NAME OF TENDERER:</b>	
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<b>ITEM TENDER FOR</b>	<b>Price</b>
<b>TENDER AMOUNT (INCL.VAT)</b>	

October 2018

**PREPARED AND ISSUED BY:**

The Municipal Manager  
Prince Albert Municipality  
Private Bag X53  
Mr Heinrich Mettler  
mettler@pamun.gov.za  
023 541 1320

**CONTACT FOR ENQUIRIES  
REGARDING  
SPECIFICATIONS**

GEOSS  
Mr Daniel Mulder  
dmulder@geoss.co.za  
(021) 880 1079

TENDER DETAILS						
TENDER NUMBER:	155/2018					
TENDER TITLE:	Drilling of a single borehole for Prince Albert Municipality, Prince Albert					
CLOSING DATE:	<b>01 November</b>		CLOSING TIME:	<b>13H00</b>		
SITE MEETING:	DATE:	<b>N/A</b>	TIME:	<b>N/A</b>	COMPULSORY:	<b>N/A</b>
SITE MEETING ADDRESS:	<b>N/A</b>					
CIDB GRADING REQUIRED:	<b>NO</b>	LEVEL AND CATEGORY:	<b>N/A</b>			
BID BOX LOCATION:	Municipal Offices: Admin Department 33 Church Street, Prince Albert					
OFFER TO BE VALID FOR:	<b>120</b>	Days of closing date of tender				
TENDERER DETAILS (Please indicate postal address for all correspondence relevant to this specific tender)						
NAME OF TENDERER:						
NAME OF CONTACT PERSON:						
PHYSICAL ADDRESS:			POSTAL ADDRESS:			
TELEPHONE #:			FAX NO.:			
E-MAIL ADDRESS:						
DATE:						
SIGNATURE OF TENDERER:						
CAPACITY UNDER WHICH THIS BID IS SIGNED:						
<b>PLEASE NOTE:</b> 1. Tenders that are deposited in the incorrect box will not be considered. 2. Mailed, telegraphic or faxed tenders will not be accepted. 3. If the bid is late, it will not be accepted for consideration. 4. Bids may only be submitted on the Bid Documentation provided by the Municipality.						
ENQUIRIES MAY BE DIRECTED TO:						
	ENQUIRIES REGARDING BID PROCEDURES			TECHNICAL ENQUIRIES		
CONTACT PERSON:	<b>Ms C Baadjies</b>			<b>Daniel Mulder</b>		
TEL. #	<b>023 541 1063</b>			<b>021 880 1079</b>		

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II. **PART A** – ADMINISTRATIVE REQUIREMENTS  
IN TERMS OF THE SUPPLY CHAIN MANAGEMENT  
POLICY

**A. 1. CHECKLIST**

**PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:**

<b>Authority to Sign a Bid</b> - Is the form duly completed and is a <b>certified copy</b> of the <b>resolution</b> attached?	Yes		No	
<b>MBD 2 Tax Clearance Certificate</b> - Is an <b>ORIGINAL</b> and <b>VALID</b> Clearance Certificate attached?	Yes		No	
<b>MBD 4</b> (Declaration of Interest) - Is the form duly completed and signed?	Yes		No	
<b>MBD 5</b> (Declaration for Procurement above R10 million) - Is the form duly completed and signed?	Yes		No	
<b>MBD 6.1</b> (Preference Points claim form for purchases/services) - Is the form duly completed and signed? Is a <b>CERTIFIED</b> copy of the <b>B-BBEE Certificate</b> or the <b>original B-BBEE Certificate</b> attached?	Yes		No	
<b>MBD 8</b> (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed?	Yes		No	
<b>MBD 9</b> (Certificate of Independent Bid Determination) - Is the form duly completed and signed?	Yes		No	
<b>MBD 15</b> (Certificate of Payment of Municipal Accounts) - Is the form duly completed and signed? Are the <b>Identity numbers, residential addresses</b> and <b>municipal account numbers</b> of <b>ALL</b> members, partners, directors, etc. provided on the form as requested?	Yes		No	
<b>MBD 16</b> (Key Performance Indicators) - Is the form duly completed and signed?	Yes		No	
<b>OHASA</b> (Occupational Health and Safety) - Is the form duly completed and signed? Is a valid <b>Letter of Good Standing</b> from the Compensation Commissioner attached?	Yes		No	
<b>Form of Indemnity</b> - Is the form duly completed and signed?	Yes		No	
<b>Specifications</b> - Is the form duly completed and signed?	Yes		No	
<b>Pre-Qualification Criteria</b> - Is the form duly completed and signed?	Yes		No	
<b>Schedule of Sub-Contractors</b> - Is the form duly completed and signed?	Yes		No	
<b>Schedule of Work Experience of Tenderer</b> - Is the form duly completed and signed?	Yes		No	
<b>MBD 3.1 and 3.2 Pricing Schedule</b> - Is the form duly completed and signed?	Yes		No	
<b>MBD 7.2</b> (Contract form – Services) - Is the form duly completed and signed?	Yes		No	
<b>DATA BASE REGISTRATION</b> - Is the form duly completed and signed? Are <b>ALL</b> the supporting documents attached?	Yes		No	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



**B. 2. TENDER NOTICE & INVITATION TO TENDER**

**TENDER NO. 155/2018**

Drilling of a single borehole for Prince Albert Municipality, Prince Albert

Tenders are hereby invited for the drilling of a single borehole in Prince Albert.

Tender documents, in English, are obtainable from **Friday, 12 October 2018**, at the offices of the Supply Chain Management Unit, Prince Albert Municipality, 23 Church Street, Prince Albert; Tel. 023 5411 036 from Ms. Christa Baadjies between 08h30 and 15h30 upon payment of a non-refundable tender participation fee of **R300-00** per set. Alternatively the documents may be downloaded free of charge from the website: [www.pamun.gov.za](http://www.pamun.gov.za). Documents can also be requested from Daniel Mulder (dmulder@geoss.co.za)

Sealed tenders, with: **Tender No 155/2018: "Drilling of a single borehole for Prince Albert Municipality, Prince Albert"** clearly endorsed on the envelope, must be deposited in **Tender Box** at the offices of the Prince Albert Municipality, 33 Church, Prince Albert. Bids may only be submitted on the bid documentation issued by Prince Albert Municipality.

The closing date and time of the tender is on **Wednesday 01 November 2018** at **13h00** and tenders will be opened in public immediately thereafter in the Finance Boardroom.

Tenders must be valid for **120 days** after the closing date. Tenders shall be evaluated in terms of the Preferential Procurement Regulations, 2017 and bidders may claim preference points in terms of their B-BBEE status level of contribution.

The Prince Albert Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient. Tenders are subject to the General Conditions of Contract and the Supply Chain Management Policy of the Prince Albert Municipality.

Please refer enquiries to Mr America at telephone number: **023 541 1036**.

**C. 3. AUTHORITY TO SIGN A BID**

**1. SOLE PROPRIETOR (SINGLE OWNER BUSINESS) AND NATURAL PERSON**

1.1. I, \_\_\_\_\_, the undersigned, hereby confirm that I am the sole owner of the business trading as \_\_\_\_\_.

OR

1.2. I, \_\_\_\_\_, the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

**2. COMPANIES AND CLOSE CORPORATIONS**

2.1. If a Bidder is a COMPANY, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company **must be submitted with this bid**, that is, before the closing time and date of the bid

2.2. In the case of a CLOSE CORPORATION (CC) submitting a bid, a resolution by its members, authorizing a member or other official of the corporation to sign the documents on their behalf, **shall be included with the bid**.

**PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY/MEMBERS OF THE CC**

Date Resolution was taken	
Resolution signed by (name and surname)	
Capacity	
Name and surname of delegated Authorised Signatory	
Capacity	
Specimen Signature	

Full name and surname of ALL Director(s) / Member (s)			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
Is a CERTIFIED COPY of the resolution attached?		YES	NO

SIGNED ON BEHALF OF COMPANY/CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



**3. PARTNERSHIP**

We, the undersigned partners in the business trading as \_\_\_\_\_ hereby authorize Mr/Ms \_\_\_\_\_ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner		Signature	
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

**4. CONSORTIUM**

We, the undersigned consortium partners, hereby authorize \_\_\_\_\_ (Name of entity) to act as lead consortium partner and further authorize Mr./Ms. \_\_\_\_\_ To sign this offer as well as any contract resulting from this tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and signed by each member:

Full Name of Consortium Member	Role of Consortium Member	% Participation	Signature
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

<b>D. 4. GENERAL CONDITIONS OF CONTRACT – GOVERNMENT PROCUREMENT</b>
----------------------------------------------------------------------

**1. DEFINITIONS**

The following terms shall be interpreted as indicated:

- 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally
- 1.6. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. "Day" means calendar day.
- 1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand
- 1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.
- 1.13. 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.
- 1.14. "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.
- 1.15. "GCC" means the General Conditions of Contract.
- 1.16. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.17. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

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- 1.18. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.19. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.20. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.21. "Project site" where applicable, means the place indicated in bidding documents.
- 1.22. "Purchaser" means the organization purchasing the goods.
- 1.23. "Republic" means the Republic of South Africa.
- 1.24. "SCC" means the Special Conditions of Contract.
- 1.25. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.26. "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.27. "Tort" means in breach of contract.
- 1.28. "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.29. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## 2. Application

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## 3. General

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. Invitations to bid are usually published in locally distributed news media and on the municipality / municipal entity website.

## 4. Standards

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

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

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

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

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

## 6. Patent rights

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

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

## 7. Performance security

7.1. Within thirty (10) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

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

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

7.3.1. 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

7.3.2. a cashier's or certified cheque

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

## 8. Inspections, tests and analyses

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

8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspections tests and analysis, the bidder or contractor's premises 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 clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

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

8.6. 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.

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- 8.7. Any contract goods 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 goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

## 9. Packing

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, and in any subsequent instructions ordered by the purchaser.

## 10. Delivery

Delivery of the goods shall be made by the supplier in accordance with the documents and terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified.

## 11. Insurance

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

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

## 13. Incidental

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any:
- 13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - 13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - 13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - 13.1.4. performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - 13.1.5. training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

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**14. Spare parts**

- 14.1. As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- 14.1.1. such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
- 14.1.2. in the event of termination of production of the spare parts:
- 14.1.2.1. advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
- 14.1.2.2. following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**15. Warranty**

- 15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment**

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3. Payments shall be made by the purchaser **no later than thirty (30) days** after submission of an **invoice, statement** or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated.

**17. Prices**

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

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**18. Variation orders**

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

**19. Assignment**

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

**20. Subcontracts**

The supplier 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 supplier from any liability or obligation under the contract.

**21. Delays in the supplier's performance**

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.4. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22 without the application of penalties.
- 21.5. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

**22. Penalties**

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

**23. Termination for default**

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
  - 23.1.1. if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - 23.1.2. if the Supplier fails to perform any other obligation(s) under the contract; or

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- 23.1.3. if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.
- 23.5. Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchase actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- 23.6.1. the name and address of the supplier and / or person restricted by the purchaser;
- 23.6.2. the date of commencement of the restriction
- 23.6.3. the period of restriction; and
- 23.6.4. the reasons for the restriction.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

#### 24. Anti-dumping and countervailing duties and rights

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

#### 25. Force Majeure

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

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- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

#### **26. Termination for insolvency**

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

#### **27. Settlement of Disputes**

- 27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4. Notwithstanding any reference to mediation and/or court proceedings herein,
- 27.4.1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- 27.4.2. the purchaser shall pay the supplier any monies due for goods delivered and / or services rendered according to the prescripts of the contract.

#### **28. Limitation of liability**

- 28.1. Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
- 28.1.1. the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- 28.1.2. the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment

#### **29. Governing language**

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

#### **30. Applicable law**

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

#### **31. Notices**

- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

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**32. Taxes and duties**

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 32.4. No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

**33. Transfer of contracts**

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

**34. Amendment of contracts**

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

**35. Prohibition of restrictive practices.**

- 35.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.
- 35.2. If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.
- 35.3. If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

*General Conditions of Contract (revised July 2010)*

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**E. 5. GENERAL CONDITIONS OF TENDER**

1. Sealed tenders, with the “**Tender Number and Title**” clearly endorsed on the envelope, must be deposited in the **tender box** at the offices of the Prince Albert Municipality, 33 Church Street, Prince Albert
2. The tender must be lodged by the Tenderer in the tender box in the finance department, 33 Church Street, Prince Albert
3. **PLEASE NOTE:**
  - 3.1. Tenders that are deposited in the incorrect box will not be considered.
  - 3.2. Mailed, telegraphic or faxed tenders will not be accepted.
  - 3.3. Documents may only be completed in black ink.
  - 3.4. The use of correction fluid/tape is not allowed.
    - 3.4.1. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
    - 3.4.2. Alterations or deletions not signed by the Tenderer may render the tender invalid.
  - 3.5. All bids must be submitted in writing on the official forms supplied (not to be re-typed)
  - 3.6. All prices shall be quoted in South African currency and be **INCLUSIVE of VAT**.
4. Any Tender received after the appointed time for the closing of Tenders shall not be considered but shall be filed unopened with the other Tenders received or may be returned to the Tenderer at his request.
5. Tenders may not be telefaxed to the Municipality and therefore any tenders received by fax will **not** be considered.
6. Tenders shall be opened in public at the Prince Albert Municipal Offices as soon as possible after the closing time for the receipt of tenders.
7. The Municipality shall have the right to summarily disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; **ALTERNATIVELY;**
  - 7.1. That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.
  - 7.2. The tenderer shall declare **all** the Municipal account numbers in the Prince Albert Municipal Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-responsible.
8. This bid will be evaluated and adjudicated according to the following criteria:
  - 8.1. Relevant specifications
  - 8.2. Value for money
  - 8.3. Capability to execute the contract
  - 8.4. PPPFA & associated regulations

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**10. Invoices**

All invoices must be e-mailed to the following address:

dmulder@geoss.co.za – for approval,

**Value-Added Tax (VAT)**

- 10.1. Tax invoices are to comply with the requirements as contained in the Value Added Tax Act, Act 89 of 1991. The content of the invoice must contain sufficient information for audit purposes.
- 10.2. It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.
- 10.3. The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R5,000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.
- 10.4. The VAT registration number of the Municipality is 4690117587

**11. Standard Payment Terms**

- 11.1. All money owed by the municipality must be paid within 30 calendar days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of expenditure.
- 11.2. The supplier may request other payment terms which may be made at the discretion of the Municipality.

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**F. 6. MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS**

It is a condition of bid that the taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with South African Revenue Services (SARS) to meet the bidder’s tax obligations.

1. In order to meet this requirement, bidders are required to complete in full the TCC 0001 form, “Application for a Tax Clearance Certificate” and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be accepted.
4. In bids where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za)
6. Applications for the Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Fileers through the website [www.sars.gov.za](http://www.sars.gov.za)

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**G. 7. MBD 4 – DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

3.1.	<b>Full Name of bidder or his or her representative</b>	
3.2.	<b>Identity Number</b>	<input type="text"/>
3.3.	<b>Position occupied in the Company (director, shareholder<sup>2</sup> etc.)</b>	
3.4.	<b>Company Registration Number</b>	
3.5.	<b>Tax Reference Number</b>	
3.6.	<b>VAT Registration Number</b>	

<b>3.7.</b>	<b>Are you presently in the service of the state?</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
3.7.1.	If so, furnish particulars:				
<b>3.8.</b>	<b>Have you been in the service of the state for the past twelve months?</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
3.8.1.	If so, furnish particulars:				

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

1. a member of –
  - i. any municipal council;
  - ii. any provincial legislature; or
  - iii. the National Assembly or the National Council of Provinces;
2. a member of the board of directors of any municipal entity;
3. an official of any municipality or municipal entity;
4. 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);
5. a member of the accounting authority of any national or provincial public entity; or
6. an employee of Parliament or a provincial legislature.

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

<b>3.9.</b>	<b>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?</b>	<b>YES</b>		<b>NO</b>	
3.9.1.	If so, furnish particulars:				
<b>3.10.</b>	<b>Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?</b>	<b>YES</b>		<b>NO</b>	
3.10.1.	If so, furnish particulars:				
<b>3.11.</b>	<b>Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?</b>	<b>YES</b>		<b>NO</b>	
3.11.1.	If so, furnish particulars:				
<b>3.12.</b>	<b>Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?</b>	<b>YES</b>		<b>NO</b>	
3.12.1.	If so, furnish particulars:				
<b>3.13.</b>	<b>Do you or any of the directors, trustees, managers, principal 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?</b>	<b>YES</b>		<b>NO</b>	
3.13.1.	If so, furnish particulars:				

3.14. Please provide the following information on ALL directors/shareholders/trustees/members below:			
Full Name and Surname	Identity Number	Personal Income Tax Number	Provide State <sup>3</sup> Employee Number

**NB:**

a) **PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)**

b) **PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.**

**4. DECLARATION**

(1) \_\_\_\_\_ I  
 , the undersigned (name) \_\_\_\_\_,  
 certify that the information furnished in paragraph 3 above is correct.  
 I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

<sup>3</sup> MSCM Regulations: "in the service of the state" means to be –

1. a member of –
  2. any municipal council;
  3. any provincial legislature; or
  4. the National Assembly or the National Council of Provinces;
5. a member of the board of directors of any municipal entity;
6. an official of any municipality or municipal entity;
7. 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);
8. a member of the accounting authority of any national or provincial public entity; or
9. an employee of Parliament or a provincial legislature.



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<b>H. 8. MBD5 – DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (VAT INCLUDED)</b>
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Not required for this tender

**I. 9. MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 – PURCHASES/SERVICES (80/20)**

**NB:**  
Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2011.

**1. GENERAL CONDITIONS**

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

- 1.1.1. the 80/20 system for requirements with a Rand value of up to R50 000 000.00 (all applicable taxes included); and
- 1.1.2. the 90/10 system for requirements with a Rand value above R50 000 000.00 (all applicable taxes included).

1.2. The value of this bid is estimated not to exceed R50 000 000.00 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3. Preference points for this bid shall be awarded for:

- 1.3.1. Price; and
- 1.3.2. B-BBEE Status Level of Contribution.

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

	<b>POINTS</b>
1.4.1. Price	80
1.4.2. B-BBEE status level of contribution	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5. Failure on the part of a bidder to fill in and/or to sign this form will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6. Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

**2. DEFINITIONS**

- 2.1. *“All Applicable Taxes”* includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2. *“B-BBEE”* means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3. *“B-BBEE status level of contributor”* means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4. *“Bid”* means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5. *“Broad-Based Black Economic Empowerment Act”* means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- 2.6. *“Comparative Price”* means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7. *“Consortium or Joint Venture”* means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;
- 2.8. *“Contract”* means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9. *“EME”* means any enterprise with an annual total revenue of R5 million or less (except where Sector Charter Thresholds apply);
- 2.10. *“Firm Price”* means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11. *“Functionality”* means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12. *“Non-firm Prices”* means all prices other than “firm” prices;
- 2.13. *“Person”* includes a juristic person;
- 2.14. *“Rand Value”* means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15. *“Sub-contract”* means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16. *“Total Revenue”* bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.17. *“Trust”* means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18. *“Trustee”* means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1. The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3. Points scored must be rounded off to the nearest 2 decimal places.
- 3.4. In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5. However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

**4. POINTS AWARDED FOR PRICE**

**4.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

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

(a) 80/20 or 90/10

(b) **Where:**

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

**5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION**

5.1. In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates. As per the National Treasury Circular issued on 11 May 2015, the Municipality will also accept a sworn affidavit.
- 5.3. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a **CERTIFIED COPY** thereof, substantiating their **B-BBEE** rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

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

6.1.1. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1	
6.1.1.1. B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate	
6.1.1.2. Points claimed in respect of Level of Contribution (maximum of 10 or 20 points)	

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**7. SUB-CONTRACTING**

7.1. Will any portion of the contract be sub-contracted? <i>(Tick applicable box)</i>	YES		NO	
7.1.1. If yes, indicate:				
7.1.1.1. what percentage of the contract will be subcontracted?				%
7.1.1.2. the name of the sub-contractor?				
7.1.1.3. the B-BBEE status level of the sub-contractor?				
7.1.1.4. whether the sub-contractor is an EME? <i>(Tick applicable box)</i>	YES		NO	

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

<b>Name of Enterprise</b>			
<b>VAT registration number</b>			
<b>Company registration number</b>			
<b>TYPE OF ENTERPRISE</b> <i>(Tick applicable box)</i>	Partnership / Joint Venture / Consortium		
	One person business / sole proprietor		
	Company		
	Close Corporation		
<b>Describe principal business activities</b>			
<b>Company Classification</b> <i>(Tick applicable box)</i>	Manufacturer		
	Supplier		
	Professional service provider		
	Other service providers, e.g. transporter, etc.		
<b>TOTAL NUMBER OF YEARS THE ENTERPRISE HAS BEEN IN BUSINESS</b>			

9. I / we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- 9.1. The information furnished is true and correct;
  - 9.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
  - 9.3. In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
  - 9.4. If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
    - 9.4.1. disqualify the person from the bidding process;
    - 9.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
    - 9.4.3. 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;
    - 9.4.4. restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
    - 9.4.5. forward the matter for criminal prosecution

SIGNATURE OF BIDDER(S):			
WITNESS 1:		WITNESS 2:	
DATE:			
ADDRESS:			

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 FOR INFORMATION PURPOSES ONLY

b) PLEASE NOTE THE FOLLOWING REQUIREMENTS REGARDING VALIDATION OF B-BBEE SCORE.

1. EME B-BBEE STATUS LEVEL CERTIFICATES ISSUED BY AUDITORS AND ACCOUNTING OFFICERS AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (ONLY IN TERMS OF THE CODES OF GOOD PRACTICE OF 2007 or 2013)

- 1.1. Certificates issued by an Auditor or Accounting Officer will be issued on his or her letterhead with the practice number and contact number clearly specified on the face of the Certificate.
- 1.2. When confirming the validity of such a certificate, the following should be detailed on the face of the certificate:
  - 1.2.1. The Auditor's / Accounting Officer's letterhead with **FULL contact details**;
  - 1.2.2. The Auditor's / Accounting Officer's **practice number**;
  - 1.2.3. The name and **physical location of the measured entity**;
  - 1.2.4. The registration number and, where applicable, the VAT number of the measured entity;
  - 1.2.5. **The date of issue and date of expiry**;
  - 1.2.6. The B-BBEE Status Level of Contribution obtained by the measured entity; and
  - 1.2.7. The **total black shareholding** and **total black female shareholding**.
- 1.3. In terms of the codes revised in 2013 only an affidavit is required by the municipality. Please contact the municipality at [scm@pamun.gov.za](mailto:scm@pamun.gov.za) to obtain an example of an affidavit.

1. BIDDERS OTHER THAN EMES

These bidders **MUST** submit their **ORIGINAL** and valid **B-BBEE** status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their **B-BBEE** rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

**J. 10. MBD 8 – DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - 3.1. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
  - 3.2. been convicted for fraud or corruption during the past five years;
  - 3.3. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - 3.4. 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.

4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the publicsector? <i>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</i>	<b>Yes</b>	<b>No</b>
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)? <i>(To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</i>	<b>Yes</b>	<b>No</b>
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?	<b>Yes</b>	<b>No</b>
4.3.1	If so, furnish particulars:		



4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	<b>Yes</b>	<b>No</b>
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?	<b>Yes</b>	<b>No</b>
4.5.1	If so, furnish particulars:		

**5. 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:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			

**K. 11. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Municipal Bidding Document (MBD) must form part of all bids invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>4</sup> Collusive bidding is a *per 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:
  - 3.1. take all reasonable steps to prevent such abuse;
  - 3.2. 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
  - 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

**CERTIFICATE OF INDEPENDENT BID DETERMINATION:**

In response to the invitation for the bid made by:

**PRINCE ALBERT MUNICIPALITY**

I, the undersigned, in submitting the accompanying bid, hereby make the following statements that I certify to be true and complete in every respect:

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:
  - 5.1. has been requested to submit a bid in response to this bid invitation;

<sup>4</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and/or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

- 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- 5.3. provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>5</sup> will not be construed as collusive bidding.
- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - 7.1. prices;
  - 7.2. geographical area where product or service will be rendered (market allocation)
  - 7.3. methods, factors or formulas used to calculate prices;
  - 7.4. the intention or decision to submit or not to submit, a bid;
  - 7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
  - 7.6. 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 bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

<sup>5</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**L. 12. MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES**

**DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003)**

I, \_\_\_\_\_, \_\_\_\_\_ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Prince Albert Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of \_\_\_\_\_ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(S) OF THE TENDERER	LIABLE FOR MUNICIPAL ACCOUNTS (Yes / No)	IF YES, Please provide account number (s)

**FURTHER DETAILS OF THE BIDDER’S Director / Shareholder / Partners, etc.:**

Director/Member/partner	Physical residential address of the Director / Member / Partner	Liable for municipal accounts (Yes / No)	If Yes, Please provide account number (s)

Signature	Position	Date

**Please attach copies of municipal accounts not older than 3 months for all entities / persons liable for municipal accounts**

**M. 13. MBD 16 – KEY PERFORMANCE INDICATORS**

1. KEY PERFORMANCE INDICATORS (KPIs)			
1.1.	Work(s) performed / goods delivered within timeframes specified		
1.2.	Work(s) performed / goods delivered within financial framework specified		
1.3.	Acceptable quality of work(s) performed / goods delivered		
1.4.	OTHER:		
	(a)		
	(b)		
	(c)		
	(d)		
	(e)		
<p>I / We acknowledge that I / we am / are fully acquainted with the abovementioned Key Performance Indicators (KPIs) applicable to this tender / contract as stipulated by the Municipality and that I / we accept these Key Performance Indicators (KPIs) in all respects.</p> <p>I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender: that the price quoted cover all the work / item(s) specified in the tender document and that the price cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.</p>			
SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			
WITNESS 1		WITNESS 2	

**N. 14. SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993**  
**O. (ACT 85 OF 1993)**

**INTRODUCTION**

(1) The Occupational Health and Safety Act, 1993 (Act 85 of 1993) stipulates that the Chief Executive Officer is primarily responsible or liable for the health and safety of all his/her employees. This is embedded in Section 16(1) of the said Act. This responsibility or liability is also extended to include a mandatory that performs work on behalf of the employer on his/her premises.

A “mandatory” is defined in the said Act as: - *“Including an agent, contractor or subcontractor for work, but without derogating from his status in his own right as an employer or user”*

(2) In terms of Section 37(2), read with Section 41, of the said Act, it is legally possible for an employer to indemnify himself from this responsibility or liability regarding the actions of the mandatory. Section 37(2) stipulates that there should be a written agreement in place between the employer and the mandatory regarding the arrangements and procedures between them to ensure compliance by the mandatory with the provisions of the Occupational Health and Safety Act, 1993.

By ensuring that there is a written agreement in place, the Management of Prince Albert Municipality is acting in a responsible manner, so as to ensure that this requirement is indeed being met.

In order to ensure that this written agreement is honoured at all times, regular inspections of work that is performed will be conducted and if found not complying with the said agreement, a notice of non-compliance will be issued. All work will be stopped and reasons for non-compliance must be given and what corrective action will be taken to rectify the situation must be stipulated.

<b>COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT 130 OF 1993)</b>	
<p><b>Prince Albert Municipality</b> has legal duty in terms of Section 89 of the said Act to ensure that all contractors with whom agreements are entered into for the execution of work are registered as employers in accordance with the provisions of this Act and that all the necessary assessments have been paid by the contractor.</p> <p>In order to enter into this agreement, the following information is needed regarding the above-mentioned:</p>	
Contractor's registration number with the office of the Compensation Commissioner:	
<p><b>NOTE:</b> <b>A copy of the latest receipt together with a copy of the relevant assessment OR a copy of a valid Letter of Good Standing must be handed in, in this regard.</b></p>	

PRINT NAME:			
CAPACITY:		Name of firm	

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**MUNICIPALITY  
PRINCE ALBERT**

SIGNATURE:		DATE:	
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**WRITTEN AGREEMENT**

This is a written agreement between

**PRINCE ALBERT MUNICIPALITY**

(3) And

*(Name of the MANDATORY)*

in terms Section 37(2) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended.

I, \_\_\_\_\_,  
representing the MANDATORY do hereby acknowledge that \_\_\_\_\_  
(mandatory) is an employer in its own right with duties as prescribed in the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended and agree to ensure that all work that will be performed, any article or substance that will be produced, processed, used, handled, stored or transported and plant and machinery that will be used, will be done in accordance with the provisions of the said Act.

I furthermore agree to comply with the Health and Safety requirements and to liaise with the Municipality should I, for whatever reason, be unable to perform in terms of this Agreement.

SIGNED ON BEHALF OF MANDATORY			
DATE:		PLACE:	
PRINT NAME:			
CAPACITY:			
SIGNATURE:			

SIGNED ON BEHALF OF THE MUNICIPALITY			
DATE:		PLACE:	
PRINT NAME:			
CAPACITY:			
SIGNATURE:			



**P. 15. FORM OF INDEMNITY**

**INDEMNITY**

Given by (Name of Company) \_\_\_\_\_  
of (registered address of Company) \_\_\_\_\_  
a company incorporated with limited liability according to the Company Laws of the Republic of South Africa (hereinafter called the Contractor), represented herein by (Name of Representative) \_\_\_\_\_  
\_\_\_\_\_ in his capacity as (Designation) \_\_\_\_\_  
of the Contractor, is duly authorised hereto by a resolution dated \_\_\_\_\_/20\_\_\_\_,  
to sign on behalf of the Contractor.

**WHEREAS** the Contractor has entered into a Contract dated \_\_\_\_\_ / 20\_\_\_\_,  
with the Municipality who require this indemnity from the Contractor.

**NOW THEREFORE THIS DEED WITNESSES** that the Contractor does hereby indemnify and hold harmless the Municipality in respect of all loss or damage that may be incurred or sustained by the Municipality by reason of or in any way arising out of or caused by operations that may be carried out by the Contractor in connection with the aforementioned contract; and also in respect of all claims that may be made against the Municipality in consequence of such operations, by reason of or in any way arising out of any accidents or damage to life or property or any other cause whatsoever; and also in respect of all legal or other expenses that may be incurred by the Municipality in examining, resisting or settling any such claims; for the due performance of which the Contractor binds itself according to law.

SIGNATURE OF CONTRACTOR:	
DATE:	
SIGNATURE OF WITNESS 1:	
DATE:	
SIGNATURE OF WITNESS 2:	
DATE:	

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OF  
PRINCE ALBERT

### III. **PART B** – SPECIFICATIONS AND PRICING SCHEDULE

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<b>Q. 16. SPECIFICATIONS</b>
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**BOREHOLE REHABILITATION**

Prince Albert Municipality (PAM) wishes to engage with competent service providers to provide bids for **Drilling of a single borehole for Prince Albert Municipality, Prince Albert**. It is estimated that the borehole will be drilled to approximately a depth of 120 m, with an expected airlift yield of 5 L/s.

**1. Scope of works**

The work consists of drilling borehole/s. The work includes drilling borehole/s, installation of casings, development of the boreholes; obtaining rock samples.

**2. Boreholes Specifications**

Specification of borehole design and construction is based on previous drilling. This enables evaluation of quotations. Actual drilling may involve alterations from the original design, dependent on geological conditions.

The borehole is to be drilled to a depth of 120 m with an end of hole, open-hole diameter of 203 mm (see clause 30). The detailed borehole specifications are listed as follows:

**a) Drilling:**

- 0 – 25 m; 273 mm (ODEX or Symmetrix or similar)
- 25 – 120 m; 203 mm (Rotary Air Percussion)

Provision should be made for reaming of borehole (~50 m), for potential installation of solid steel casing across highly weathered zones.

**b) Casing:**

- 25 m; 273 mm OD, Solid Steel Casing installed by means of ODEX Drilling.
- 50 m; 203 m OD, Solid Steel Casing (only required if formation is unstable).
- 120 m, 165 mm OD/150 mm ID, uPVC casing, with machine slotted screens (1 mm) at fracture depths.

**c) Formation stabilizers/gravel pack**

- ~1000 kg (*if required, drilling results dependant*)

The final borehole construction will be determined on site, dependant on drilling results. This

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will be approved by the Employer's appointed Employer's agent. *The borehole specifications allows for the installation of pump infrastructure capable of abstracting up to 27 L/s based on open-hole construction, or the rates up to 5 L/s if uPVC casing is installed, along with required monitoring infrastructure.*

**3. Drilling site**

The Contractor shall drill the borehole(s) at the exact location(s) designated by the Employer or the Employers agent. Avoid any alterations or interference with natural ground surface, fences and infrastructure and natural vegetation.

**4. Environmental protection of the site**

Care must be taken in the handling and storage of all drilling fluids, oils, greases and fuel on site, to avoid any environmental degradation. The Contractor shall dispose of any toxic materials, drilling fluids and other additives, cuttings and discharged water in a manner approved by the Employers agent so as not to create damage to public and private property, and shall adhere to the set of "Environmental Guidelines for Drilling Operations" issued to him by the Employer. The Contractor's adherence to these guidelines will be closely monitored by the Employers agent, and any infringement by the Contractor may render unacceptable the particular portion of the Works to which it applies. The Contractor shall ensure that all its personnel are aware of these Environmental Guidelines and the consequences of not adhering to them.

**5. Workmanship**

The Contractor is expected to carry out all works as instructed by the Employers agent as specified, and compliant with industry best practice guidelines. The Contractor shall carry out operations with due efficiency and dispatch in accordance with the terms of the contract and to the satisfaction of the Employers agent. For this purpose the Contractor shall use suitable equipment, and supply efficient and experienced staff.

## **6. Equipment and materials**

All necessary machinery, equipment and materials to carry out the drilling, headwork construction, etc as specified are to be mobilised for the Works. Prior to mobilisation the Employers agent will verify the specifications and state of repair of all major items of plant and transport, and shall have the right to order the removal and/or replacement of any items which in his opinion is insufficient or in unsatisfactory condition. Acceptance by the Employers agent of the Contractor's proposed plant and transport does not, however, relieve the Contractor of his obligations under this Contract, in case such plant and transport accepted by the Employers agent fails to successfully complete the required Works. All machinery, equipment and materials to carry out the said Works shall be handled, transported and stored in accordance with the manufacturers' recommendations to minimise deterioration.

## **7. Supervision of the works**

The execution of the Works is to be supervised by the Employer's appointed Employer's agent. No work should be carried out without informing the employer or Employer's agent.

## **8. Borehole depth and diameter**

The Contractor shall drill to the total appropriate depth depending on the geological formation and to a diameter that shall allow minimum borehole nominal diameter bore of 8.0 inches (203 mm) at the completion of the borehole, including casing installation. In any case the minimum drilled depth should be 60 metres and maximum 150 metres, anticipated 120 metres depth.

## **9. Drilling method**

Odex or symmetrix drilling should be used in the shallow subsurface. Once in competent bedrock, air percussion drilling should be used. The use of bentonite mud, lost circulation agents or any form of plugging material that may ultimately affects the production capacity of the water bearing strata intersected may be used in exceptional cases. Any drilling fluid additives must be approved by the Employer's agent.

**10. Sampling**

Cuttings (min. 100 grams) of the strata penetrated shall be collected on site at every 1 metre interval and when required by the Employer's agent, by whatever method is standard for the drilling technique in use and approved by the Employer's agent. The Contractor shall take every possible precaution to guard against cutting contamination. Cuttings are not to be washed. Representative samples from the cuttings shall be put into approved containers supplied by the Contractor, labelled in a manner approved by the Employer's agent with the borehole location, number and depth interval, and stored in a position where they will not be contaminated by site conditions or drilling operations.

**11. Temporary casing**

Installation and diameter of any temporary casing required for the successful construction of the boreholes will be at the discretion of the Contractor provided that the completed borehole meets the specifications and design required under this Contract and is approved by the Employer's agent. The cost for supply, installation and removal of temporary casing shall be entirely for the Contractor. The Contractor cannot claim any casing left in the borehole that is not retrievable, from the Employer.

**12. Water supply for drilling**

The Contractor shall make his own arrangements for obtaining, storing, transporting and pumping of water, required for drilling purposes and for use by the drilling crew at their campsite.

### 13. Borehole design

The final design of the borehole shall be confirmed by the Employer's agent in consultation with the Contractor during the drilling process, or immediately after drilling is completed. Three types of standard borehole design are given below:

#### a) Type A - open hole

- 1) Symmetrix (ODEX), rotary through overburden (alluvial, laterite, weathered or soft bedrock), minimum final drilling diameter is 10.0" (254 mm) in overburden. 2) Percussion or rotary/percussion ("down the hole hammer"), using stabilisers (foam) where necessary, in consolidated hard rock, minimum final diameter is 8.0" (203 mm)
- 2) Boreholes should be drilled at least 6 metres below any water bearing fractures to allow sufficient space for a sedimentation sump.
- 3) Fractured bedrock considered not collapsing and left open
- 4) Installation of casing for overburden: minimum diameter 10.0" (254 mm), sealing of casing with grouting, back-filling, cementation of top 5 meters (*if required*).

#### b) Type B - protected borehole in collapsing rocks

- 1) Symmetrix (ODEX), rotary through overburden (alluvial, laterite, weathered or soft bedrock), minimum final drilling diameter is 10.0" (254 mm) in overburden.
- 2) Down the hole hammer in consolidated hard rock, minimum final diameter is 8.0" (203 mm)
- 3) Fractured bedrock - water-bearing - considered to be collapsing and needs to be protected with casing/screen (minimum inner diameter 8.0" or 203 mm), after collapsing areas were reamed by means of percussion, air rotary (minimum diameter 8.5" or 219 mm)
- 4) If necessary to prevent collapsing of overburden, installation of casing minimum diameter 8.0" (203 mm), sealing of casing with grouting, backfilling, cementation of top 5 meters.
- 5) Installation of casing for overburden: minimum diameter 10" (254 mm), sealing of casing with grouting, back-filling, cementation of top 5 meters.

#### c) Type C - Screened borehole with artificial gravel pack

- 1) Symmetrix (ODEX), rotary through overburden (alluvial, laterite, weathered or soft bedrock), minimum final drilling diameter is 10.0" (254 mm) in overburden. Final diameter of 8" (203 mm) is recommended
- 2) A minimum annular space of 1"1/2 (38 mm) between casing and borehole walls is required for gravel pack installation. Annular space of 2" or even 3" is recommended.
- 3) Installation of screen or slotted casing with minimum inner diameter 6.5" (165 mm).
- 4) Installation of gravel pack at least 3 meters above the top of the first screen, topped with a one metre clay seal, with backfilling material and cementation of the top 5 meters.

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Boreholes should be drilled at least 6 metres below any water bearing layers or fractures to allow sufficient space for sump. As far as possible, boreholes shall be drilled into the underlying bedrock or, if the depth to the bedrock is too deep, drilling should stop in an impervious formation underlying the aquifer - a clay layer for example. The bottom of the hole acts as a sedimentation sump and a support for the casing and screen. The sump shall be a bottom plain casing of at least 1.5 meter length - 3 meters recommended - with the same diameter as the screen, and with its underside sealed with a bottom plug (wooden or PVC).

#### **14. Casing and screens**

Aquifer zones shall be completely or partly lined with uPVC screen as approved by the Employer's agent. The uPVC casings and screens to be supplied by the Contractor shall have a minimum wall thickness of 6mm for 5" ND casing. The Employer's agent however reserves the right to vary these specifications and reject materials if found substandard. The permanent casing shall comply with DIN 8061 and DIN 8062 or (ISO 161/1) standards. The casings shall be minimum 150 mm nominal diameter and shall have a minimum thickness of 6 mm and tensile strength of at least 45MN/m<sup>2</sup>. The PVC pipes shall be joined by threads and the joints shall be water tight. Screens shall be of slotted uPVC, complying with DIN 4925: 1981 and IS 12818: 1995. Sections of the screen shall be provided in maximum 3m length and joined water tight by either flush threaded connections or by an appropriate method recommended by the screen manufacturer or an equivalent standard, so that the resulting joint shall be strong and have the same structural integrity as the casings and screens. In particular cases the lower end of the screen should be completed with a sump of minimum 0.5m and maximum 2m length. The bottom end should be sealed with an uPVC bottom cap in case of Design A. Centralisers should be installed along with the uPVC casing and screens.

#### **15. Verticality**

All boreholes shall be vertical, shall be drilled and cased straight, and all casings/screens shall be set round, plumb and true to line. If required by the Employer's agent, the Contractor will make a verticality test during and after drilling by approved methods and at his own expense to demonstrate that the departure from the vertical does not exceed 3mm per 1,000mm between ground level and the bottom of the borehole. If this departure is exceeded, the Contractor shall make the necessary corrections to the approval of the Employer's agent, without additional payment. If the error cannot be corrected, then drilling shall cease, and a new borehole shall be drilled at a position nearby, indicated by the Employer's agent. The abandoned borehole shall be backfilled and/or capped by methods approved by the Employer's agent. No payment will be made for the re-drilling, the sealing/backfilling of the abandoned borehole, or for moving to the new site. Any materials (i.e. casing, screens, gravel pack, cement, etc.) lost in the abandoned borehole will be to the Contractors cost.



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**16. Gravel pack**

Suitable gravel pack shall be supplied by the Contractor. Gravel pack should consist of washed, well-rounded particles of a uniform grading of between 2.5 and 4.0 mm, shall comprise 90% siliceous material and must contain no clay, shale, silt, fines, excessive amounts of calcareous material or crushed rock.

In terms of grain size, 90% of the gravel pack material shall conform to the grading specified by the Employer's agent prior to the commencement of the Works. Prior to delivery, the Contractor shall subject samples of the gravel to a grain size analysis at the Contractors expense and the results submitted together with a sample of the gravel to the Employer's agent for approval. The Employer's agent shall approve the gravel before its installation.

Sufficient gravel pack shall be installed to cover completely the uppermost screen, including an additional 2m length (to allow for settling). Emplacement should be by means of a conductor pipe, and a good supply of water should be introduced with the gravel to prevent "bridging". The tremie (conductor) pipe should be raised gradually as the level of the gravel builds up. The gravel pack should be capped with a clay seal to prevent contamination. The annular space above this seal can be back-filled with inert drill cuttings up to 3 metres below the ground level.

**17. Sanitary seal**

To provide an effective seal against the entry of contaminants, the upper 3 meters of the annular space between the casing and the borehole wall shall be grouted using cement slurry of 1.85- 2.15 kg cement/litre. Grout shall be injected into the annulus in a single operation so that a complete and continuous seal is achieved, by a method approved by the Employer's agent. However, the top 0.4 meters of the annulus shall be left ungrouted but temporarily back-filled with inert drill cuttings, to allow for installation of the hand pump pedestal.

**18. Yield estimates during drilling**

Yield estimates shall be made during the course of drilling using a method agreed upon by the Contractor and Employer's agent. Preferably the calibrated bucket or velocity-area (v –notch) method should be used. Average yields shall be read as directed by the Employer's agent, and recorded in the Daily Record (ref. Clause 20 below).

## 19. Development and cleaning of boreholes

The Contractor shall develop and clean the boreholes upon completion of the drilling and installation of installation, screens, grouting and filter pack. This is required in order to remove native silts, clays, loose rock particles and drilling fluid residues deposited on the borehole wall during the drilling process,. If organic drilling fluids are used, they shall be broken down chemically according to manufacturer's recommendations before or during development. Cleaning may be carried out by airlift pumping, surging, backwashing or jetting, to the approval of the Employer's agent. Clay desegregation by means of Sodium Hexametaphosphate ("Calgon") treatment may, in some cases, also be called for by the Employer's agent. The minimum requirement is the "air-lift" method until the ground water runs clean and turbidity free, but in any case for a minimum of 3 hours. If this condition is not achieved after 6 hours, air-lift will be carried-out until the water becomes limpid, but up to a maximum of 12 hours with any extra hours on top of 6 hours to be invoiced accordingly. Upon completion of development, any accumulation of material shall be removed from the bottom of the borehole by airlifting.

## 20. Records and reporting

The Contractor shall keep daily activity records for each borehole. The records shall contain the information as specified below. In addition separate records should be supplied for each borehole upon completion.

### Daily Record

- Site name
- Reference number of borehole
- GPS Co-ordinates of borehole (latitude / longitude)
- Date of reporting
- Names of foreman and drillers
- Method of drilling
- Make, model, type and size of drilling rig
- Diameter of hole, and depth of changes in diameter
- Depth of hole at start and end of shift or working day
- Depth and size of casing at start and end of shift or working day
- Description of strata drilled with depth of transitions encountered
- Depth at which water is struck
- Yield of air lifted water, when drilling or developing with air in litres per second.
- Time log showing rate of penetration in minutes per metre, type of bit, standby time due to breakdown.
- Depth intervals at which formation samples are taken
- Records of components and quantities used or added to the drilling fluid or air.
- Problems encountered during drilling
- Details of installations in the borehole (if any)
- Depth, size and description of well casing

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- \_ Depth, size and description of well screens
  - \_ Aquifer depth and SWL after completion of well

### **21. Capping of borehole**

During borehole construction, installation, development and test pumping, the contractor shall use all reasonable measures to prevent entry of foreign matter into the borehole. The Contractor shall be responsible for any objectionable materials that may fall into the borehole and any effect it may have on the water quality or quantity until completion of the Works and acceptance by the Employer's agent.

### **22. Acceptance of boreholes**

The borehole shall only be acceptable by the Employer's agent upon satisfactory completion of all drilling operations with final construction and installation of casings.

### **23. Loss of equipment**

Any equipment lost down a borehole must be removed by the Contractor or the borehole will be considered a lost bore. A replacement borehole will have to be constructed and test pumped at the Contractor's expense. The Contractor shall be entitled to NO payment for such tools or equipment.

### **24. Lost bore**

Should any incident to the plant, behaviour of the ground, jamming of the tools, or casing, or any other cause prevent the satisfactory completion of the borehole, a borehole shall be deemed to be lost and no payment shall be made for that bore or for any materials not recovered there from, nor for any time spent during drilling or while attempting to overcome problems. In the event of a lost bore, the Contractor shall construct a borehole at a site indicated by the Employer's agent. The option of declaring any bore lost shall rest with the Contractor, subject to the approval of the Employer's agent.

A lost bore shall be treated as follows:

- (a) The Contractor may salvage as much casing and screen from the lost borehole as possible, and may use it if not damaged in a replacement borehole, with the approval of the Employer's agent.
- (b) Any material supplied by the Employer and salvaged damaged shall become the property of the Contractor, and the Contractor shall compensate the Employer accordingly.
- (c) The lost bore shall be backfilled with native soil from the bottom upward and 2 of the last 3 meters shall be sealed by concrete, cement grout, or neat cement, which shall be placed by a method approved by the Employer's agent that will avoid segregation or dilution of material.
- (d) The upper 1 meter of the lost bore shall be backfilled with native top soil. Sealing of such abandoned boreholes shall be done in such a manner as to avoid accidents or subsidence, and to prevent it from acting as a vertical conduit for transmitting contaminated

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surface or subsurface waters into the water bearing formations.

**25. Clearing the site**

On completion of each borehole the site shall be left clean and free from all debris, hydrocarbons and waste, and all pits filled to the satisfaction of the Employer's agent. A site not delivered clean may render the borehole unacceptable. The borehole shall be numbered as specified by the Employer's agent and the number marked on the casing with indelible ink or in such a way that the marking is permanent.

**26. Platform construction**

The Contractor shall construct a concrete platform for each successful borehole carrying out the following activities in order (see clause 29 - Layout and Drawing Designs):

- (i) Excavate square pit 760x760x400mm deep around casing pipe.
- (ii) Place stand assembly (pedestal) over casing pipe, ensuring third leg (corresponding to the water tank spout pipe position) faces the proposed direction of the drain.
- (iii) Making sure the pedestal is vertical, construct concrete in layers of 100mm up to top of legs.
- (iv) Cover stand assembly with a cover plate and, level the ground around the pump pedestal.
- (v) Lay the mild steel shuttering (moulds) and cast platform in mass concrete (mix 1:2:4/20mm agg.) conforming to the dimensions and other specifications shown in drawing No. 1
- (vi) Cure concrete for 3 days and protect it from evaporation (using gunny bags, thorny bushes, etc).
- (vii) Plaster platform and drain in cement screed (mix 1:3) to a smooth finish, then engrave the borehole details provided by the Employer's agent on the platform as instructed

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## 27. Personnel

- a) The Contractor will provide an experienced project Coordinator to oversee the drilling to be carried out under this Contract. The name and work resume of the project Coordination will be included in the tender.
- b) The Contractor will maintain a full crew on each drilling unit. If a member of crew quits for personal reasons or must leave because of illness or injury, the Contractor will replace him as soon as possible with a worker of similar experience.
- c) If the Client is dissatisfied with the performance of members of the crew, such members shall be informed of their shortcomings and warned by the contractor. If no change results within a reasonable period, the Contractor will be notified and requested to take necessary measures on the unsatisfactory crewmember.
- d) If the Client wishes to operate drilling equipment more than one shift per day, the Contractor shall increase the size of the drilling crew as required.
- e) In the case of absence of one or more members of the drilling crew the decision of whether to proceed with drilling operations will be at the discretion of the Engineering Employer's agent.

## 28. Environmental guidelines and code of conduct

Groundwater exploration and development work should be conducted in an environmentally and socially sensitive and responsible manner. These guidelines are intended to ensure that all parties are aware of the potential impacts of their activities, and carry out the work in an appropriate way.

These guidelines are a written statement of intent for Contractors to adhere to, and to which recourse can be made in the event of a perceived undesirable impact. Contractors are required to familiarize all employees with the content and spirit of these guidelines. This document will also be made available to State authorities for their use in similar work.

### a) Camps

If and where field camps are needed, their construction and removal should be carried out along the following guidelines:

- Permission for camp areas must be obtained in writing from the relevant local authorities.
- Suitable latrines and other sanitary arrangements at the camps and sites where work is in progress should be availed to the crew.
- Access roads and the camp area should be sited to cause minimum disturbance. No trees should be cut down, the use of firewood must be restricted to dead wood only and should not conflict with the needs of the residents of the area.
- No permanent structures should be built at the camp.
- The camp should be removed; the site cleared and cleaned free of all debris, waste and hydrocarbons at end of the Contract and local authorities should be shown the cleared site.

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- All rubbish (except for oils and other mechanical or chemical waste) should be removed.
  - Waste oils, chemical and mechanical waste should be stored and removed to
  - Government/Municipal designated dumping sites or recycling plants.

**b) Human Relations**

People, water, land and livestock must be respected.

Access routes should not normally transgress gardens. But if found necessary, permission to enter the gardens must be sought from the owner. Work should be done with minimal damage to fences, trees or crops.

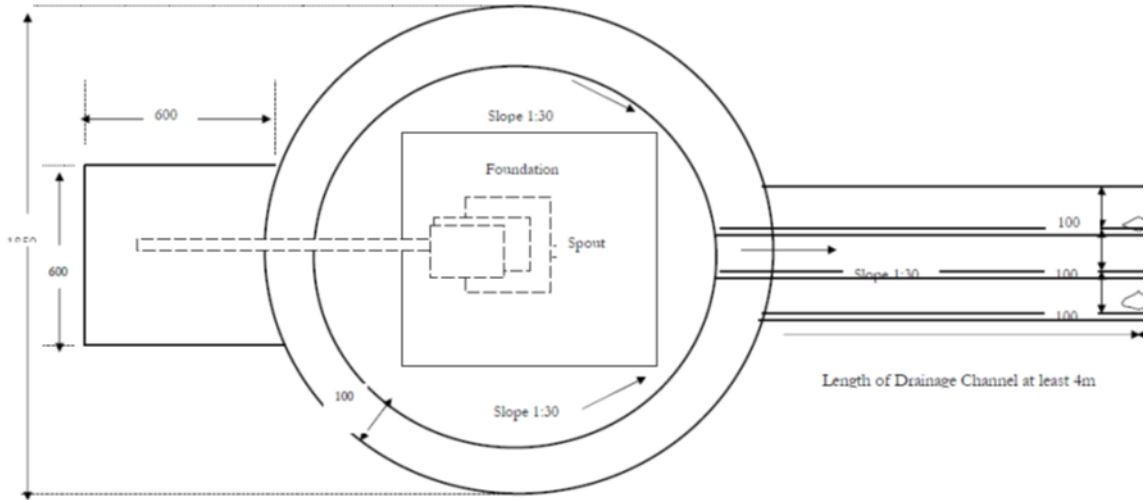
All conflicts / disagreements and any agreements (use of water supply etc.) no matter how trivial, must be logged and dated, with details of persons involved and subject matter, in a book for this purpose at the base camp.

**c) Drillings Sites**

Each drilling site should be completely cleared of all waste after use. Rubbish, waste oil and chemicals should be returned to the main camp for disposal as outlined in one (a) above.

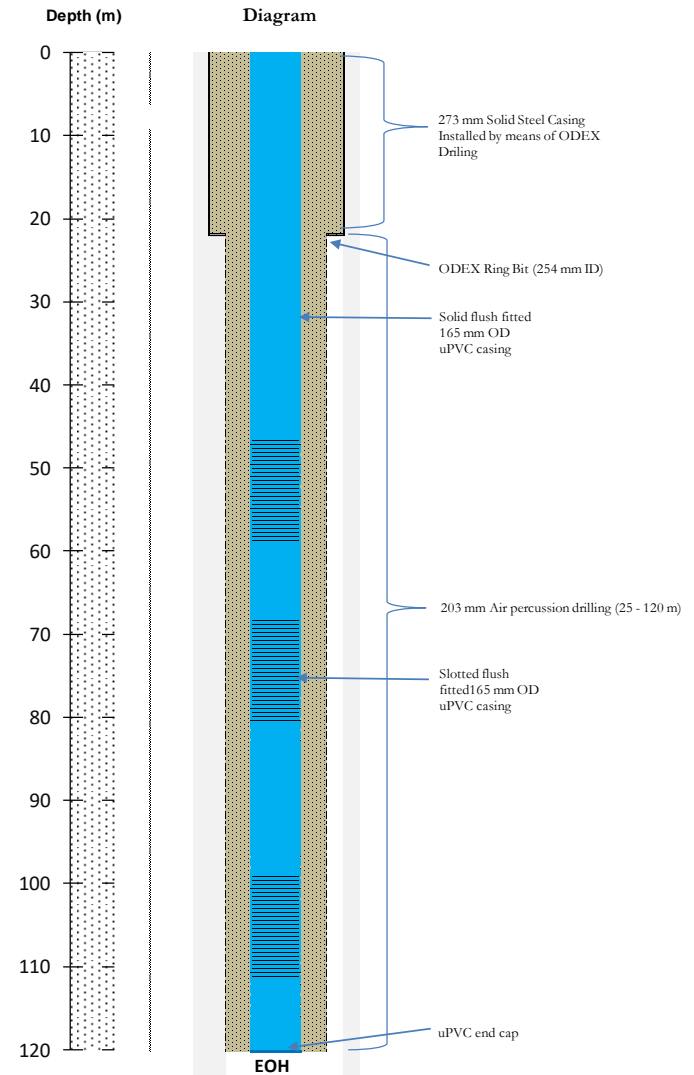
- No spillage of oils or fuels should occur.
- On completion of each borehole the site must be left clean and free from all debris, hydrocarbons and waste, and all pits filled to the satisfaction of the Employer's agent.

29. BOREHOLE PLATFORM DESIGN Dimensions in mm (NTS)



**30. BOREHOLE DESIGN Dimensions in mm (NTS)**

<b>Borehole Specifications</b>	<b>Prince Albert Municipality</b>
Bhole ID	Pump 2
Borehole Type (production/monitoring/windpump)	Production
Sand / Rock Borehole?	Rock
<b>DRILLING DIAMETERS</b>	
Diameter 1 (mm); depth m	273 mm (0 - 25 m); ODEX Drilling
Diameter 2 (mm); depth m	203 mm (25 - 120 m)
Diameter 3 (mm); depth m <i>*If required</i>	216 mm (40 m of reaming)
<b>BOREHOLE CONSTRUCTION</b>	
End of hole diameter (mm) / (inches)	203 mm
Casing 1 diameter (OD - mm) / (inches)	273 mm (10 ") Solid Steel
Casing 1 diameter (ID - mm) / (inches)	264 mm Solid Steel
Casing depth m	0 - 25 m
Casing 2 diameter (OD - mm) / (inches)	204 mm
Casing 2 diameter (ID - mm) / (inches)	199 mm
Casing 2 depth m <i>*If required</i>	0 - 50 m ( <i>only if required</i> )
Length of development time (hours)	2 hrs
Drilling mud required?	Optional - method dependent
Geological description:	Quartzites and shales
ODEX / Normal drilling?	Air Percussion
Borehole depth (m) (subject to change)	~120 m
uPVC casing	Optional, only if required, but recommended
uPVC casing (OD - mm) / (inches)	165 mm
uPVC casing (ID - mm) / (inches)	150 mm
Slotting Depth	Depends on drilling results
Gavel Pack	Depends on drilling results
Approximate Yield (L/s)	Borehole diameter allows ~5 L/s





**31. Fee Calculation**

For fee calculation purposes use the following tables:

**Total Schedule A:**

<b>Item No</b>	<b>Short Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
<b>1-0</b>	<b>ESTABLISHMENT, PLANT SET-UP, INTERHOLE MOVES AND DE-ESTABLISHMENT</b>				
<b>1-1</b>	<b>Establishment of Own Facilities on Site</b>	Sum	1		
<b>1-2</b>	<b>Mobilisation and set-up of plant to/at first borehole</b>	Sum	1		
<b>1-3</b>	<b>Set-up of plant per borehole/s</b>	No	1		
<b>1-4</b>	<b>Interhole moves</b>	Sum	-		
<b>1-4-1</b>	For distances up to 10 km				
<b>1-4-2</b>	For distances exceeding 10 km				
<b>1-5</b>	<b>De-establishment per site</b>	Sum	1		
	<b>TOTAL SCHEDULE A</b>				

Item No	Short Description	Unit			
<b>B1</b>	<b>ROTARY AIR PERCUSSION DRILLING</b>				
	For the following drilling diameters in Solid Rock:				
<b>B1.1</b>	<b>219 mm Diameter</b>				
B1.1.1	0 - 50 m	m			
B1.1.2	50 - 100 m	m			
B1.1.3	100 - 150 m	m			
<b>B1.2</b>	<b>204 mm Diameter</b>				
B1.2.1	0 - 50 m	m	25		
B1.2.2	50 - 100 m	m	50		
B1.2.3	100 - 150 m	m	20		
<b>B2.</b>	<b>ODEX/ SYMMETRIX DRILLING</b>				
	For the following drilling diameters in boulders with sand or clay (weathered material), incl. supply deliver and installation of atleast 6mm sidewall Odex casing:				
<b>B2.1</b>	<b>254 mm Diameter</b>				
B2.1.1	0 - 50 m	m			
B2.1.2	50 - 100 m	m			
B2.1.3	100 - 150 m	m			
<b>B2.2</b>	<b>273mm Diameter</b>				
B2.2.1	0 - 50 m	m	25		
B2.2.2	50 - 100 m	m			
B2.2.3	100 - 150 m	m			
<b>B2.3</b>	<b>305mm Diameter</b>				
B2.3.1	0 - 50 m	m			
B2.3.2	50 - 100 m	m			
B2.3.3	100 - 150 m	m			
<b>B3</b>	<b>CASING</b>				
	(Includes the costs for supplying, delivering and installation)				
<b>B3.1</b>	<b>Steel Casing (bevel-edged plain)</b>				
B3.1.1	minimum 4 mm Steel Casing				

B3.1.1.3	168mm	m			
B3.1.1.4	203mm	m	50		
B3.1.1.5	250mm	m	25		
B3.1.1.6	300mm	m			

<b>B2.</b>	<b>ODEX/ SYMMETRIX DRILLING</b>				
	For the following drilling diameters in boulders with sand or clay (weathered material), incl. supply deliver and installation of atleast 6mm sidewall Odex casing:				
<b>B2.1</b>	<b>254 mm Diameter</b>				
B2.1.1	0 - 50 m	m			
B2.1.2	50 - 100 m	m			
B2.1.3	100 - 150 m	m			
<b>B2.2</b>	<b>273mm Diameter</b>				
B2.2.1	0 - 50 m	m	<b>25</b>		
B2.2.2	50 - 100 m	m			
B2.2.3	100 - 150 m	m			
<b>B2.3</b>	<b>305mm Diameter</b>				
B2.3.1	0 - 50 m	m			
B2.3.2	50 - 100 m	m			
B2.3.3	100 - 150 m	m			

<b>B3</b>	<b>CASING</b>				
	(Includes the costs for supplying, delivering and installation)				
<b>B3.1</b>	<b>Steel Casing (bevel-edged plain)</b>				
B3.1.1	minimum 4 mm Steel Casing				
B3.1.1.3	168mm	m			
B3.1.1.4	203mm	m	50		
B3.1.1.5	250mm	m	25		
B3.1.1.6	300mm	m			

B3	CASING	Unit	QTY	Rate	Amount
	(Includes the costs for supplying, delivering and installation)				
<b>B3.1</b>	<b>Steel Casing (bevel-edged plain)</b>				
B3.1.1	minimum 4 mm Steel Casing				
B3.1.1.1	204mm ( <i>if required</i> )	m	<b>50</b>		
B3.1.1.2	250mm	m	<b>25</b>		
B3.1.1.3	300mm	m			
<b>B4.1</b>	<b>Steel Casing (slotted 3-4mm)</b>				
B4.1.1	4mm Steel Casing				
B4.1.1.1	203mm	m			
B4.1.1.2	250mm	m			
B4.1.1.3	300mm	m			
<b>B4.2</b>	<b>uPVC Casing (Plain, flush internal/ threaded-jointed external with Centralizers)</b>				
B4.2.3	8.5mm uPVC Casing				
B4.2.3.1	140mm	m			
B4.2.3.2	165mm	m	<b>120</b>		
B4.2.3.3	186mm	m			
B4.2.4	9.1mm uPVC Casing				
B4.2.4.1	140mm	m			
B4.2.4.2	165mm	m			
B4.2.4.3	186mm	m			
B4.2.5	11mm uPVC Casing				
B4.2.5.1	140mm	m			
B4.2.5.2	165mm	m			
B4.2.5.3	186mm	m			

B5	CASING LID/ BOREHOLE PROTECTION	Unit	QTY	Rate	Amount
	(Includes the costs for supplying, delivering and installation - complete per borehole)				
<b>B5.1</b>	<b>For steel casing</b>				
B5.1.1	203mm	No.			
B5.1.2	250mm	No.			
B5.1.3	273mm	No.	1		
B5.1.4	300mm	No.			
<b>B5.2</b>	<b>For uPVC casing</b>				
B5.2.1	165mm	No.	1		
B5.2.2	186mm	No.			
<b>B6</b>	<b>Symmetrix/ODEX Drilling</b>				
	(With reference to borehole specifications):				
B6.1	<b>ODEX Casing Shoe (Ringbit) (ID)</b>				
B6.1.1	254mm	No.	1		
B6.1.2	305mm	No.			
<b>B7</b>	<b>REAMING OF BOREHOLES</b>				
B7.1	203mm/ 219mm to 254mm	m	50		
<b>B8</b>	<b>RECOVERY OF STEEL CASING</b>	m	-		
<b>B9</b>	<b>GRAVEL PACK/ FORMATION STABILIZER</b>				
	(Includes the costs for supplying, delivering and installation)				
B9.1	Silica Gravel Pack (7/16 grade)	kg	1800		
<b>B10</b>	<b>CONCRETE COLLAR</b>				
	(Complete per borehole)	bh	1		
<b>B12</b>	<b>SANITARY SEAL</b>				
	(Complete per borehole - maximum 5m with gravity cement grouting)				
\	Type I (254mm hole & 165mm ID casing)	m	1		
	Type II (305mm hole & 215/254mm	m			

	ID casing)				
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<b>B14</b>	<b>BOREHOLE DISINFECTION</b>				
	(Complete per borehole)	No.	<b>1</b>		
<b>B15</b>	<b>BOREHOLE MARKING (INCL. ID PLATE)</b>				
	(Complete per borehole)	No.	<b>1</b>		
<b>B16</b>	<b>BOREHOLE DEVELOPMENT</b>				
	(Also for blow yield)	bh	<b>2</b>		
<b>B17</b>	<b>STANDING TIME</b>	hr	<b>2</b>		
<b>B18</b>	<b>DATA RECORDING AND REPORTING (Complete per borehole)</b>				
	It is required that all payment certificates be accompanied by proof that the required data recording and reporting was submitted for entry onto the NGDB (The Contractor's invoice will not be certified for payment if it does not comply with this requirements)	Sum	<b>1</b>		
<b>TOTAL SCHEDULE B</b>					

**1. FUNCTIONALITY CRITERIA**

**Pre-Qualification of Bidders**

- a) Tenders will be pre-evaluated on the criteria as set out under (f).
- b) Bidders that score less than **30 out of 45 points** for the functionality criteria, will be regarded as submitting a non-responsive tender and will not be evaluated on price and preference points.
- c) Unclear or incomplete information provided will result in no points being allocated.
- d) The Bid Evaluation Committee reserves the right to request any documentation required to perform a meaningful pre-evaluation.
- e) Bidders must therefore ensure that all information is provided.
- f) The following criteria will be used to calculate points for the functionality of tenders and bidders should ensure that they submit all information in order to be pre-evaluated on the criteria mentioned below:

Functionality criteria are further divided as follows and points will be awarded as indicated below:

Criterion 1: Company's experience

- (a) A maximum of 25 points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided and will be split as follows:

Description	Points	Points Scored by bidder
0 up to 3 years relevant experience	5	
More than 3 years up to 5 years relevant experience	15	
More than 5 years up to 10 years relevant experience	25	
Subtotal	Max 25	

- (b) In order to claim points for the above, bidders must submit the following information:
  - i. Information of how long the business is in existence, supported by Company or Business registration documents
  - ii. Completed or current work as per the schedule



Criterion 2: Personnel qualifications and relevant experience

- (a) A maximum of 10 points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided and will be split as follows:

Description	Maximum points	Points Scored by bidder
0 up to 3 years relevant experience	5	
More than 3 years up to 5 years relevant experience	10	

- (b) In order to claim points for the above, bidders must submit the following information:
- i. Detailed Curriculum Vitae of Key Personnel, as well as the Personnel that will be in charge of the back office.
  - ii. NB: Relevant experience is defined as the accumulation of knowledge or skill that results from direct participation in relevant similar events or activities and/or as determined by the Prince Albert Municipality.

Criterion 3: References

- (a) A maximum of 10 points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided and will be split as follows:

- i. In order to claim points, bidders must also submit with the tender document details of two (2) contactable references from business to which the required services have been provided to.
  - ii. These references should not be older than three (3) years.
  - iii. If the references are unable to provide information on past performances or relevant experience, no points will be awarded for that particular reference.
  - iv. A maximum of 10 points will be awarded. Points will be awarded by contacting two (2) references. The points will be based on the references answers to the question.
1. Reference Scoring: A maximum of 10 points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided and will be split as follows
  2. In order to claim points, bidders must submit, with the tender document, details of at least three contactable references from businesses to which the above-mentioned Experience have been provided.
  3. These references must be current/most recent, relevant and related to the Experience submitted.
  4. It is the bidders' responsibility to ensure that the details provided are correct, before submitting his tender, and that the references will be available and be able to provide feedback.
  5. If the references are unable to validate, verify or provide information on the Experience listed, no points will be awarded for that particular reference.
  6. Points will be awarded by contacting 2 references who will answer questions listed below. 1 point will be awarded for each answer which is positive and relevant to the Scope of Works of this contract, subject to the final discretion of SCM bid evaluation staff.
  7. The references will be contacted via e-mail. An e-mail, once it has been sent, will be deemed as delivered if not returned as undelivered. If an e-mail is undelivered the alternative contact information will be used to follow up on the correct e-mail address.
  8. If no e-mail address is provided the fax number will be used. The fax, once it has been sent, will be deemed as delivered. If the fax comes back as incorrect, the alternative contact information provided will be used to follow up on the correct fax number.
  9. The reference must respond within 48 hours per e-mail or fax.
  10. If no feedback is received from references, within the timeframe given, no points will be awarded.
  11. Late response will not be accepted
  12. **Details of references to be listed below. If no information is provided no points will be awarded.**
- Bidders should provide the name and contact details of at least three references to which the required service or relevant experience has been or is being provided:

Name of Company	Contact person (preferably 2 per Company)	Telephone number(s)	E-mail address(s)
1.			
2.			
3.			

The following are typical questions that could be asked from the references, please note that SCM reserves the right to ask more questions and request more proof to satisfy the evaluation process. State here or list the Tender Scope of Works, provide ample description or method in order for the Reference to be able to score accordingly.

Question to Reference	Reference's Response
<p><b>1. SCOPE:</b></p> <p>Have this Contractor successfully performed a similar Scope of Works for you in the past?</p>	<p>Yes .....</p> <p>No.....</p> <p>If No, please state why:</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>2. TIME / PROGRAMME:</b></p> <p>Was the work completed within the Contractual time frame? Excluding normal contractor delays, did the contractor finish in time without running into Penalties? Was there any delay due to non-responsiveness? Did the contractor perform as per their programme and Tender specs?</p>	<p>Yes .....</p> <p>No.....</p> <p>If No, please state why:</p> <p>.....</p> <p>.....</p> <p>.....</p>

<p><b>3. PRICE / BUDGET:</b></p> <p>Was the work completed within the Contract Price / Amount /Budget. Meaning did the contractor keep to his budget and Scope of Works and not overspend without provisional approval?</p>	<p>Yes .....</p> <p>No.....</p> <p>If No, please state why:</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>4. OHS :</b></p> <p>Did the Contractor comply with the Occupational Health &amp; Safety regulations on site? Did the contractor timely correct any OHS issues within the timeframes set within the OHS Audit report? Is this contractor Safety minded and responsive to OHS instructions</p>	<p>Yes .....</p> <p>No.....</p> <p>If No, please state why:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>5. OVERALL / VERDICT:</b></p> <p>In general where you satisfied with the Contractor's performance on your site, their professionalism, ethics, execution method - thus would you recommend this contractor for this Tender considering all of above?</p>	<p>Yes .....</p> <p>No.....</p> <p>If No, please state why:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

**2. PRICING SCHEDULE**

2.1 The Schedule of Rates (SoR) forms an integral part of this contract and must be read in conjunction with The Project Description, The General and Special Conditions of Contract and The Project Specifications.

2.2 The following words in SoR have the meanings hereby assigned to them.

- Unit: The metric unit of measurement for each item of work as defined in the guidelines.
- Quantity: The number of units of work for each item.
- Rate: The rate per unit tendered for an item.
- Amount: The product of the quantity and the rate tendered for an item.
- Sum: The amount tendered for an item of which the extent is described in the SoR, the Specifications or elsewhere in this document.

- 
- 2.3 Unless stated otherwise, items are measured net and Tenderers must allow for waste in their tendered rates.
- 2.4 All rates and sums of money quoted in the SoR shall be in Rands and whole Cents. Fractions of a cent shall be discounted.
- 2.5 No quantities are set out in the SoR. The quantities of work accepted and certified for payment shall be used for determining payments to the Contractor.
- 2.6 Except where Provisional Sums have been indicated, Tenderers shall enter an applicable rate in the Rate Column of the SoR for each scheduled item. The Contractor will not be paid for items against which no rate has been entered on the presumption that they do not wish to receive payment for any such work.
- 2.7 Tenderers are at liberty to insert a rate of their own choosing for each item in the SoR and in this regard their attention is drawn to the fact that the Contractor has the right, under various circumstances, to payment for additional works carried out and that the Client is obliged to base its assessment of the rates to be paid for such additional work on the rates inserted in the SoR by the Contractor.
- 2.8 The Contract Price for the completed work shall be computed from the actual quantities of authorised work done as certified by the Hydrogeological Consultant valued at rates tendered against the respective items in the SoR and shall include authorised provisional sums and items of extra work as become payable in terms of the Contract.
- 2.9 Tenderers must price each item in the SoR in **BLACK INK**.
- 2.10 The individual rates tendered for all work to be done or material to be supplied shall not be adjusted if the actual contract price for the completed Contract is different from the approximate expected value of the works, but shall remain fixed for the period of the Contract.
- 2.11 The abbreviations used in the SoR are defined as follows:

m = metre      no = number      mm = millimetre  
kg = kilogram      h = hour

## **IV. SUMMARY OF TENDERED**

**3. SHORT-LISTING AND PRESENTATION**

To reduce costs no presentations or second stage bidding process will be conducted. The bidder with the highest score will be contacted to start negotiation process

**4. NEGOTIATIONS**

- 4.1 The municipality strictly reserves the right to select another Service Provider in the event that negotiations with the preferred bidder prove unsuccessful and/or are unduly delayed.
- 4.2 The municipality also reserves the right to use another service provider for additional services not priced by the highest scoring bidder.
- 4.3 A process of final negotiations will commence upon final selection and notification of the Service Provider. Terms and conditions of the Service Level Agreement will be determined during negotiations in an effort to compile a comprehensive contract that will govern the relationship between the municipality and the Service Provider.
- 4.4 The SLA will specifically address the following
  - Penalties for non-compliance with specific performances
  - The annual review of the contract and grounds for cancellation if objectives are not met.
  - Financial reporting to comply with GRAP and Auditor general requirements
  - Additional management reports required by the municipality

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

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**R. 17. PRE-QUALIFICATION SCORE SHEET-FOR OFFICE USE ONLY  
(BIDDERS TO ONLY SIGN BELOW)**

The bidder's tender must comply with the following to proceed to further evaluation

	Yes / No
Compliance with all general supply chain regulations included in part A	
Scoring at least 40 points on the functionality requirements	
Complying with the required specifications	
The successful Service Provider will be bound to the strictest confidentiality and will be expected to conduct itself in a manner that does not compromise the Prince Albert Municipality or bring any undue reputational damage which may be unforeseen at the time of the service being conducted. All resultant data and intellectual property that emanates from this contract will be the property of the Prince Albert Municipality and the bidder must confirm full compliance with this requirement.	
All data will remain the property of the Prince Albert Municipality. The bidder must confirm full compliance with this requirement. A data export facility must be made available for extract to other systems	

The bidder must provide information as requested. Failure to provide evidence may result in the tender not being evaluated further.

SIGNATURE (Bidder)		<b>FOR OFFICE USE ONLY:</b>	
CAPACITY		Evaluated by	
NAME OF FIRM		Signature:	
NAME (PRINT)		Designation:	
DATE		Date:	

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**S. 18. SCHEDULE OF SUBCONTRACTORS**

(1) I/we the tenderer, notify the Prince Albert Municipality that it is our intention to employ the following Subcontractors for work in this contract.

SUBCONTRACTORS				
Category / Type	Subcontractor Name; Address; Contact Person; Tel. No.		Items of work (pay items) to be undertaken by the Subcontractor	Estimated cost of Work (Rand)
1.	Name of firm			
	Contact person			
	Tel No			
	Address			
2.	Name of firm			
	Contact person			
	Tel No			
	Address			
3.	Name of firm			
	Contact person			
	Tel No			
	Address			
4.	Name of firm			
	Contact person			
	Tel No			
	Address			
5.	Name of firm			
	Contact person			
	Tel No			
	Address			

Number of sheets appended by the tenderer to this schedule (If nil, enter **NIL**)

Acceptance of this tender shall not be construed as approval of all or any of the listed subcontractors. Should any of the subcontractors not be approved subsequent to acceptance of the tender, this shall in no way invalidate this tender, and the tendered unit rates for the various items of work shall remain final and binding, even in the event of a subcontractor not listed above being approved by the Engineer.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



**T. 19. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – CURRENT CONTRACTS**

CURRENT CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE STARTED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	
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**U. 20. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – COMPLETED CONTRACTS**

The following is a statement of similar work successfully executed by myself / ourselves:

COMPLETED CONTRACTS							
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE STARTED	DATE COMPLETED
Name		Name					
Tel		Tel					
Fax		Fax					
Email		Email					
Name		Name					
Tel		Tel					
Fax		Fax					
Email		Email					
Name		Name					
Tel		Tel					
Fax		Fax					
Email		Email					
Name		Name					
Tel		Tel					
Fax		Fax					
Email		Email					
Name		Name					
Tel		Tel					
Fax		Fax					
Email		Email					

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	
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**V. 21. MBD 3.1 PRICING SCHEDULE**

**NOTE:**

1. Only firm prices will be accepted. Non-firm prices will not be considered.
2. All delivery costs **MUST** be included in the bid price, for delivery at the prescribed destination.
3. Document **MUST** be completed in non-erasable black ink.
4. **NO** correction fluid/tape may be used.
5. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.

I / We \_\_\_\_\_

(full name of Bidder) the undersigned in my capacity as \_\_\_\_\_

of the firm \_\_\_\_\_

hereby offer to Prince Albert Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Prince Albert Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

**b) PRICING SCHEDULE:**

**See Section 2**

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

**W. 22. MBD 7.2 – CONTRACT FORM – RENDERING OF SERVICES**

**NOTE:**

1. **This form must be completed in duplicate by both the successful bidder (Part 1) and the purchaser (Part 2). Both forms must be signed in the original so that the successful bidder and the purchaser will be in possession of originally signed contracts for their respective records.**
2. **NO correction fluid/tape may be used.**
  - a. **In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.**

**(a) PART 1 (to be completed by the TENDERER)**

1. I hereby undertake to render services described in the attached bidding documents to **Prince Albert Municipality**, in accordance with the requirements and task directives / proposals specifications stipulated in Tender Number **155/2018 Drilling of a single borehole for Prince Albert Municipality, Prince Albert**, at the price(s) quoted below.
2. My offer(s) remain(s) binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
3. The following documents shall be deemed to form and be read and cons
4. \trued as part of this agreement:
  - Bidding documents, viz
  - (a) Invitation to bid
  - (b) Tax clearance certificate
  - (c) Pricing schedule(s)
  - (d) Filled in task directive/proposal
  - (e) Preference claims in terms of the Preferential Procurement Regulations 2001
  - (f) Declaration of interest
  - (g) Special Conditions of Contract; and
  - (h) General Conditions of Contract.
5. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
6. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
7. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
8. I confirm that I am duly authorised to sign this contract.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

c) **CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (to be completed by PRINCE ALBERT MUNICIPALITY)**

(1)

1.  
I,

\_\_\_\_\_

in my capacity as \_\_\_\_\_

accept your bid under reference number \_\_\_\_\_ dated \_\_\_\_\_

for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.
4. I confirm that I am duly authorised to sign this contract.

SIGNED AT \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

TO BE COMPLETED BY THE PRINCE ALBERT MUNICIPALITY		
SIGNATURE:		OFFICIAL STAMP:
NAME (PRINT):		
WITNESS 1:		
WITNESS 2:		



**X. 23. DECLARATION BY TENDERER**

I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this tender document and that I / we accept the conditions in all respects.

I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of \*my / our tender and that I / we elect *domicillium citandi et executandi* (physical address at which legal proceedings may be instituted) in the Republic at:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I / We accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving in me / us under this agreement as the principal liable for the due fulfilment of this contract.

I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender; that the price quoted cover all the work / items specified in the tender documents and that the price(s) cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.

I / We furthermore confirm that my / our offer remains binding upon me / us and open for acceptance by the Purchases / Employer during the validity period indicated and calculated from the closing date of the bid.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			
WITNESS 1		WITNESS 2	

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OF  
**PRINCE ALBERT**

## v. **PART C – DATABASE REGISTRATION**

<b>A</b>	If you are a bidder, <b>DULY REGISTERED</b> as a Supplier on the Western Cape Supplier Database OR <b>CENTRAL SUPPLIER DATABASE</b> , <b>COMPLETE THIS SECTION</b> and attach a copy of your registration form		
<b>WCS DATABASE REGISTRATION NUMBER</b>			
<b>NAME OF FIRM</b>			
<b>SIGNATURE</b>		<b>CAPACITY</b>	
<b>NAME (PRINT)</b>			

<b>B</b>	If you are a bidder, <b>NOT DULY REGISTERED</b> as a Supplier on the Western Cape Supplier Database OR <b>CENTRAL SUPPLIER DATABASE</b> , it is compulsory to complete and attach the following forms: The forms are available on the website <a href="http://www.pamun.gov.za">www.pamun.gov.za</a> . The forms must also be submitted to the Western Cape Supplier database which will provide you with a registration number. (Details are on the registration form)		
1	Database Registration Form		
2	Supporting documents required by registration form		