

MUNISIPALITEIT  
VAN  
PRINS ALBERT



MUNICIPALITY  
OF  
PRINCE ALBERT

Rig alle korrespondensie aan:  
DIE MUNISIPALE BESTUURDER  
Privaatsak X53, Prins Albert, 6930

E-Pos / E-Mail: [scm@pamun.gov.za](mailto:scm@pamun.gov.za)

Address all correspondence to:  
THE MUNICIPAL MANAGER  
Private Bag X53, Prince Albert, 6930

Tel: 023-541 1036, Fax: 023-541 1035

## TENDER DOCUMENT

<b>TENDER NUMBER</b>		<b>147/2020</b>	
<b>TENDER DESCRIPTION:</b>		<b>THE SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND FINANCING OF OFFICE AUTOMATION EQUIPMENT FOR A CONTRACT PERIOD ENDING 30 JUNE 2023, FOR THE PRINCE ALBERT MUNICIPALITY.</b>	
<b>CLOSING TIME:</b>	<b>13H30</b>	<b>CLOSING DATE:</b>	<b>27 JULY 2020</b>
Tender Box at: <b>ADMINISTRATION BUILDING PRINCE ALBERT MUNICIPALITY 33 CHURCH STREET PRINCE ALBERT 6930</b>		<b>NB:</b>  <ol style="list-style-type: none"><li>1. All bids must be submitted on the official forms – (not to be re-typed)</li><li>2. Bids must be completed in black ink in writing.</li><li>3. <b>No bids will be considered from persons in the service of the State.</b></li></ol>	
<b>Name of Bidder:</b>			
<b>Tendered Amount:</b>			
<b>B-BBEE Status Level of Contributor:</b>			
<b>Preference Points Claimed:</b>			
<b>CSD Supplier number</b>			
<b>CSD Unique reference number</b>			

**B-BBEE certificates submitted with the bid document MUST be VALID ORIGINAL BBEE CERTIFICATES or VALID CERTIFIED COPIES OF THE B-BBEE CERTIFICATES**

Signature of Prince Albert Municipality Officials at  
Tender Opening

1. \_\_\_\_\_

2. \_\_\_\_\_

## Table of Contents

	<b>Page number</b>
<b>Bidding Documentation Checklist</b>	3
<b>MBD 1</b> (Tender notice & invitation to bid)	4
<b>MBD 2</b> (Tax Clearance Certificate Requirements)	7
<b>Tender Specifications</b>	8
<b>MBD 3.1</b> (Pricing Schedule)	14
<b>MBD 4</b> (Declaration of Interest)	16
<b>MBD 5</b> (Declaration for Procurement above R 10 million)	18
<b>MBD 6.1</b> (Preference Points Claim Form)	19
<b>MBD 6.2</b> (Declaration for Local Production and Content)	25
<b>MBD 7.1</b> (Contract form - Purchase of Goods / Works)	28
<b>MBD 7.2</b> (Contract form – Rendering of Services)	30
<b>MBD 7.3</b> (Contract form - Sale of Goods / Works)	32
<b>MBD 8</b> (Declaration of Bidder’s Past Supply Chain Management Practices)	34
<b>MBD 9</b> (Certificate of Independent Bid Determination)	36
<b>MBD 15</b> (Certificate for Payment of Municipal Services)	38
<b>General Conditions of Contract (GCC)</b>	40
<b>Municipal Database Registration Form</b>	47
<b>SARS Application Form for Tax Clearance Certificate</b>	60

<b>CHECKLIST</b>			
<b>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 – is the form duly completed and is a certified copy of the resolution attached?	YES	NO	
<b>MBD 2</b> (Tax Clearance Certificate) – is an <b>ORIGINAL</b> and <b>VALID</b> Clearance Certificate attached?	YES	NO	
<b>Pre-Qualification Criteria</b> – Is the form duly completed and signed?	YES	NO	
<b>Specifications</b> – Is the form duly completed and signed?	YES	NO	
<b>MBD 3.1</b> (Pricing schedule) – Is the form duly completed and signed?	YES	NO	
<b>MBD 5</b> (Declaration for Procurement above R 10 million) – Is the form duly completed and signed?	YES	NO	
<b>MBD 6.1</b> (Preference Points claim 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 6.2</b> (Declaration for Local Production and Content) – Is the form duly completed and signed? Are the relevant annexures (C, D & E) completed and submitted with this bid?	YES	NO	
<b>MBD 7.1</b> (Contract form – Purchase of Goods / Works) – Is the form duly completed and signed?	YES	NO	
<b>MBD 7.2</b> (Contract form – Rendering of services) – Is the form duly completed and signed?	YES	NO	
<b>MBD 7.3</b> (Contract form – Sale of Goods / Works) – Is the form duly completed and signed?	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 and municipal account numbers</b> of <b>ALL</b> members, partners, directors, etc. provided on the form as requested?	YES	NO	
<b>DATA BASE REGISTRATION</b> – Is the form duly completed and signed? Are <b>ALL</b> the supporting documents attached?	YES	NO	

PRINCE ALBERT MUNICIPALITY TENDER NOTICE AND INVITATION TO BID DETAILS OF TENDERER					
<b>NAME OF BIDDER:</b>					
<b>TRADING AS</b> (if different from above):					
<b>STREET ADDRESS:</b>					
	City/Town		Code		
<b>POSTAL ADDRESS:</b>					
	City/Town		Code		
<b>CONTACT PERSON:</b>					
<b>ENTERPRISE REGISTRATION NUMBER:</b>		<b>CIDB CRS NUMBER:</b>			
<b>TCS PIN</b>		<b>FACSIMILE NUMBER:</b>			
<b>E-MAIL ADDRESS:</b>					
<b>TELEPHONE NUMBER:</b>		<b>CELLPHONE NUMBER:</b>			
<b>HAS TAX COMPLIANCE STATUS PIN BEEN ATTACHED?</b>			<b>YES</b>	<b>NO</b>	
<b>HAS AN ORIGINAL OR CERTIFIED COPY OF A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1)</b>			<b>YES</b>	<b>NO</b>	
<b>HAS THE DECLARATION BEEN COMPLETED AND CURRENT, ORIGINAL OR CERTIFIED MUNICIPAL ACCOUNTS BEEN ATTACHED? (MBD 15)</b>			<b>YES</b>	<b>NO</b>	
DECLARATION					
I am duly authorised to represent the tenderer for the purpose of this tender and hereby tender to supply all or any of the goods and/or render all or any of the services described in the attached document to the Prince Albert Municipality on the terms and conditions stipulated in this tender document and in accordance with the specification stipulated in the tender document.					
<b>NAME (PRINT):</b>			<b>SIGNATURE:</b>		
<b>CAPACITY:</b>			<b>DATE:</b>		

	<b>PRINCE ALBERT MUNICIPALITY</b>		
	<b>TENDER NOTICE AND INVITATION TO BID</b>		
<b>NOTICE NR:</b>	<b>147</b>	<b>DEPARTMENT:</b>	<b>FINANCIAL SERVICES</b>
<b>ADVERTISED IN:</b>	<b>MUNICIPAL WEBSITE, DIE BURGER, NOTICE BOARDS</b>		
<b>BID NO:</b>	<b>147/2020</b>	<b>PUBLISHED DATE:</b>	<b>10 JULY 2020</b>
<b>BIDS ARE HEREBY INVITED FOR: (Tender Description):</b>	<b>THE SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND FINANCING OF OFFICE AUTOMATION EQUIPMENT FOR A CONTRACT PERIOD ENDING 30 JUNE 2023, FOR THE PRINCE ALBERT MUNICIPALITY.</b>		
<p><b>CLOSING DATE &amp; TIME:</b> No later than <b>13H30.</b> On the date of <b>27 July 2020</b></p> <p>Bids will be opened immediately thereafter, in public, at the Prince Albert Municipality Council Chambers</p> <p>(Administration Building, 33 Church Street, Prince Albert, 6930)</p> <p><b>AVAILABILITY OF BID DOCUMENTS:</b></p> <p><b>Tender Documents will be available at no charge from the Prince Albert Municipality at the Technical Department (Website navigation is as follow: Procurement – Tenders/Quotations available).</b></p>			
Alternatively, print Copies of the Tender Documents will be available as from 07h30 and thereafter on weekdays from 07h30 until 15h30, at Prince Albert Municipality: Supply Chain Management Unit, Finance Building, 23 Church Street, Prince, Albert, at a non-refundable fee, payable to a cashier at Prince Albert Municipality, 23 Church Street, Prince Albert, 6930.		The fee may also be transferred via EFT (Prince Albert Municipality, Current Account – 2640560064, Absa, Prince Albert, Branch Code - 632005). Proof of payment will be required upon collection of the tender documents. Bid Number to be used as payment reference with name of payee. Tender Document reference number: <b>Tender 147/2020</b>	
<b>Date Available:</b>	<b>10 JULY 2020</b>	<b>Non-refundable documentation fee:</b>	<b>R 400,00</b>
<b>BID RULES:</b>			
<p>1. Bids are to be completed in accordance with the conditions and bid rules contained in the bid document and supporting documents must be placed in a sealed envelope and externally endorsed WITH THE BID NUMBER, DESCRIPTION AND CLOSING DATE OF THE BID, and be deposited in the Tender Box, at the Administration Building of the Prince Albert Municipality, 33 Church Street, Prince Albert. 6930.</p> <p>Bids may only be submitted on the bid documentation that is issued.</p> <p><b>This bid is not subject to Local Production and Content.</b></p> <p>The evaluation of this bid is not subjected to functionality scoring.</p> <p>Bids will be evaluated according to the <b>80/20</b> points system. The bids are subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations 2017</p> <p>The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.</p> <p>Tenderers who are not yet registered are required to register on the Municipality's Accredited Supplier Database as well as the Central Supplier Database (CSD). Application forms are obtainable from the official website – <a href="http://www.pamun.gov.za">www.pamun.gov.za</a> and registration at the CSD at <a href="https://secure.csd.gov.za">https://secure.csd.gov.za</a></p>			

<b>Tenders shall be evaluated in terms of the Prince Albert Municipality Supply Chain Management Policy incorporating the Preferential Procurement Regulations.</b>	<b>Bidders may claim preference points in terms of their B-BBEE status level of contribution.</b>
<b>Applicable Preferential Procurement Points System</b>	<b>80/20</b>
<b>Local Content Requirement</b>	<b>Not applicable</b>
<b>CIDB Registration Required</b>	<b>Not applicable</b>
<b>Validity Period</b>	<b>90 Days</b> Notwithstanding the period for validity of bids as set be deemed to remain valid until formal acceptance by the Prince Albert Municipality of an offer at any time after the expiry of the original validity period, unless the Prince Albert Municipality is notified in writing of anything to the contrary (including any further conditions) by the bidder.
<b>Site Meeting / Information Session</b>	<b>None</b>

<b>ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		<b>ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:</b>	
<b>Section:</b>	Financial Services	<b>Section:</b>	Supply Chain Management
<b>Contact Person:</b>	P.W. Erasmus	<b>Contact Person:</b>	Christa Baadjies / David-Leigh Willemse
<b>Tel:</b>	<b>072 300 2336</b>	<b>Tel:</b>	<b>Written Enquiries Only</b>
<b>Email:</b>	<a href="mailto:pwerasmus@pamun.gov.za">pwerasmus@pamun.gov.za</a>	<b>Email:</b>	<a href="mailto:scm@pamun.gov.za">scm@pamun.gov.za</a>

Authorized by:

**ANNELEEN VORSTER**  
**Municipal Manager**  
**10 JULY 2020**

<b>PRINCE ALBERT MUNICIPALITY TAX CLEARANCE CERTIFICATE REQUIREMENTS</b>	
<b>It is a condition of tender that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations, before an award may be considered.</b>	
<b>1.</b>	In order to meet this requirement bidders are required to complete in full the form TCC 001 "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.
<b>2.</b>	Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website <a href="http://www.sars.gov.za">www.sars.gov.za</a> .
<b>3.</b>	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.
<b>4.</b>	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 acceptable.
<b>5.</b>	In bids where Consortia / Joint ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
<b>6.</b>	Applications for 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-Filers through the website <a href="http://www.sars.gov.za">www.sars.gov.za</a> .

**PRINCE ALBERT MUNICIPALITY**



**TENDER 147 OF 2020**

**The Supply, Delivery, Installation, Maintenance and Financing of Office Automation Equipment for a contract period ending 30 June 2023, for the Prince Albert Municipality.**

***Tender Specifications:***

**1. INTRODUCTION**

Prince Albert Municipality is looking for a suitable service provider for the supply, delivery, installation, maintenance and financing of Office Automation for a contract period of three (3) years. This contract period will commence from the start of contract/signing of service level agreement, and ending on 30 June 2023.

**2. SCOPE**

For evaluation purposes, tenderers must quote:

- A monthly rental rate over 36 months: 0% escalation linked to the prime rate of interest.
- Rental amounts to include insurance.
- Annual escalation percentage of copy charge.
  
- The following specification is applicable to devices as per undermentioned table (Section A to D). All devices must include the following standard functions as per table specification item indicated below

**3. ITEM SPECIFICATIONS:**

The following devices and requirements are needed:

**i) Section A - Financial Services  
(Required quantity = 1)**

- B&W: 36 ppm
- Paper capacity: 2 x Universal A3 Paper Trays: 500 sheets per tray + 1 x 100 sheet bypass tray
- Functions: Network Print, Copy, Network Color Scan
- Paper size: Print & Scan A3
- Scan Options: Folder/Email/USB
- Scan resolution: 600 x 600 dpi

- Scan Speed: Up to 45 impressions per minute
- Cabinet / Pedestal
- 50-page Staple Finisher with a 500-page output capacity
- 250GB hard disk drive
- System memory: 2,048MB RAM
- Duplex Reverse Document Feeder: 100 originals
- Double sided copier and Printer
- Touch Screen and Pin Codes
- Compatible with 32/64 bit professional Windows XP/7/8/8.1/10 server 2008 R2 std and Server 2012 R2 std server 2016 and server 2019'
- Fax Unit is required

**ii) Section B – Corporate & Community Services**  
**(Required quantity = 1)**

- Colour: 55 ppm
- Paper capacity: 2 x Universal A3 Paper Trays: 500 sheets per tray + 1 x 150 sheet bypass tray
- Functions: Network Print, Copy, Network Color Scan
- Paper size: Print & Scan A3
- Scan Options: Folder/Email/USB
- Scan resolution: 600 x 600 dpi
- Scan Speed: Up to 240 impressions per minute in duplex
- Paper Feed Cabinet: 2,500 A4 sheet input capacity
- Staple Finisher: 50-sheet stapling - 3,200 sheet max output capacity
- 250GB hard disk drive
- System memory: 4,096MB RAM
- Duplex Dual Scan Document Feeder: 300 originals
- Double sided copier and Printer
- Touch Screen and Pin Codes
- Compatible with 32/64 bit professional Windows XP/7/8/8.1/10 server 2008 R2 std and Server 2012 R2 std server 2016 and server 2019'
- Fax Unit is required

**iii) Section C – Technical Services**  
**(Required quantity = 1)**

- Colour: 30 ppm
- Paper capacity: 2 x Universal A3 Paper Trays: 500 sheets per tray + 1 x 100 sheet bypass tray
- Functions: Network Print, Copy, Network Color Scan
- Paper size: Print & Scan A3

- Scan Options: Folder/Email/USB
- Scan resolution: 600 x 600 dpi
- Scan Speed: Up to 200 impressions per minute in double sided
- Cabinet / Pedestal
- 50-page Staple Finisher with a 500-page output capacity
- 256GB hard disk drive
- System memory: 8,192MB RAM
- Duplex Dual Scan Document Feeder: 100 originals
- Double sided copier and Printer
- Touch Screen and Pin Codes
- Compatible with 32/64 bit professional Windows XP/7/8/8.1/10 server 2008 R2 std and Server 2012 R2 std server 2016 and server 2019'
- Fax Unit is required

**iv) Section D – Library Services**  
**(Required quantity = 1)**

- B&W: 22 ppm
- Paper capacity: 2 x Universal A3 Paper Trays: 500 sheets per tray + 1 x 100 sheet bypass tray
- Functions: Network Print, Copy, Network Color Scan
- Paper size: Print & Scan A3
- Scan Options: Folder/Email/USB
- Scan resolution: 600 x 600 dpi
- Scan Speed: Up to 45 impressions per minute
- Cabinet / Pedestal
- Output Tray with 250 sheet output capacity
- 250GB hard disk drive
- System memory: 2,048MB RAM
- Duplex reverse Document Feeder: 100 originals
- Double sided copier and Printer
- Touch Screen and Pin Codes
- Compatible with 32/64 bit professional Windows XP/7/8/8.1/10 server 2008 R2 std and Server 2012 R2 std server 2016 and server 2019'
- Fax Unit is required
- Multiple Coin box is required

#### 4. ESTIMATION OF DEVICES AND PRINTS:

The Prince Albert Municipality currently need the following estimated quantity of devices and quantity of prints per device per annum, this may be less or more depending on the available budget:

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>ESTIMATE</u>
<b>A</b>	<b>A4/A3 – BLACK PRINT ONLY</b> <i>Finance Department</i>	1	14 000
<b>B</b>	<b>A4/A3 – BLACK/COLOUR</b> <i>Corporate Services</i>	1	B: 14 000 C: 2 000
<b>C</b>	<b>A4/A3 – BLACK/COLOUR</b> <i>Technical Department</i> a. Sorting function b. 35 pages p/m	1	B&W: 4 000 C: 2 500
<b>D</b>	<b>A4/A3 – BLACK PRINT ONLY</b> <i>Library Department</i> a. Coin box for Library	1	2 500

#### 5. ADDITIONAL EQUIPMENT

- The municipality reserves the right to lease additional devices from the successful bidder, for the remainder of the 3-year period.
- If devices are needed within the first two years new devices must be provided.

#### 6. MANUFACTURER'S SPECIFICATIONS

- The bid documents must include a copy of the Manufacturer's manual (Marketing Brochure).
- Any of the manufacturer's options which are stated as a minimum requirement should be factored into the offer and bidders must clearly indicate this fact.

#### 7. INSURANCE

- The bidder will be responsible for insuring the machines and will be covered by bidder.
- Premiums must be included in the rental amount.

#### 8. SUB-CONTRACTING

Services for machines must be rendered by successful bidder only and no sub-contracting to other service providers.

**9. DELIVERY**

The tender must be valid for **120 (one hundred and twenty) days** and delivery as well as installation must be **within 30 (thirty) days** from the date the official purchase order has been received.

**10. PRICE**

- Bidder must provide a fix price per device for the lease as well as the specified 3-year period as per a pricing schedule. The supplier will be responsible for all additional costs incurred should the goods not comply with the specifications.
- All quotes shall be net and include for all costs and VAT.

**11. TERMS OF PAYMENT**

The Bidder shall clearly stipulate his terms of payment. Please note that no advance payments will be considered.

**12. WARRANTEES & GUARANTEES**

Bidders must provide full particulars regarding warrantees, guarantees and operating guides.

**13. ACCEPTANCE**

- The Municipality is not bound to accept any tender and reserves the right to take up all or a part of a bid.

**14. ACCREDITED DEALERSHIP**

- Bidder must submit a letter stating proof of accredited dealership for office automation.
- Bidders must submit proof that the dealership has an established site office with a technician based in Prince Albert and or within a radius of not more than 200 kilometres. The following are required as proof:
  - a) Site Office
    - Proof of address of site office (Municipal Account)
    - Proof of Ownership / Tenancy
  - b) Technician:
    - Proof of residential address (Municipal Account)
    - Proof of Ownership / Tenancy

### **15. EVALUATION CRITERIA FOR THE BID**

- Please take note that the bid will be evaluated in terms of Council's Supply Chain Management and Preferential Procurement Policies.
- Only bids which are completely responsive to the terms of the bid documents will qualify for evaluation.
- Non-Compliance to the minimum requirements will lead to immediate disqualification.
- A preference points system of 80/20 is applicable on this bid.

### **16. ENQUIRIES**

- **Supply Chain Management enquiries (Written enquiries only)**

Christa Baadjies / David-Leigh Willemse  
Supply Chain Management Unit  
Office: 023 541 1036  
Email: [scm@pamun.gov.za](mailto:scm@pamun.gov.za)

- **Technical/Specification-related enquiries:**

P.W. Erasmus (Senior Accountant)  
Office: 023 541 1036  
Cell: 072 300 2336  
Email: [pwerasmus@pamun.gov.za](mailto:pwerasmus@pamun.gov.za)

**PRINCE ALBERT MUNICIPALITY**



**PRICING SCHEDULE**

**PRICING INSTRUCTIONS**

**NOTES**

1. Only firm prices will be accepted. Non-firm prices will not be considered.
2. Document **MUST** be completed in non-erasable black ink.
3. **NO** correction fluid/tape may be used.

**ACCEPTANCE OF TENDERS**

The Council does not bind itself to accept the lowest of any tenders, and reserves the right to accept a tender in part, in whole or not at all.

**DECLARATION BY TENDERER**

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:

DECLARATION BY TENDERER:			
I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of this this tender form 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 in the Republic at:			
	Postal Code		
NAME OF ENTERPRISE:			
NAME (PRINT):			
CAPACITY:		DATE:	
SIGNATURE:		WITNESS 1	
		WITNESS 2:	



**PRINCE ALBERT MUNICIPALITY  
TENDER 147/2020 – Office Automation Equipment**

<b>3.13</b>	Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?	<b>YES / NO</b>	
<b>3.13.1</b>	If so, furnish particulars.		
<b>3.14</b>	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	<b>YES / NO</b>	
<b>3.3</b>	If so, furnish particulars.		
<b>4.</b>	Full details of directors / trustees / members / shareholders:		

**COMPLETION OF THE FOLLOWING INFORMATION IS COMPULSORY:**

Full Name	Identity Number	Individual Tax Number for each Director	State Employee Number

**CERTIFICATION**

**I CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

<b>NAME OF ENTERPRISE</b>			
<b>CAPACITY</b>		<b>DATE</b>	
<b>NAME (PRINT)</b>		<b>SIGNATURE</b>	
<b>1. MSCM Regulations: "in the service of the state" means to be -</b>			
<b>a)</b>	a member of – (i) any municipal council; (ii) any provincial legislature; or (iii) the National Assembly or the National Council of Provinces;		
<b>b)</b>	a member of the board of directors of any municipal entity;		
<b>c)</b>	an official or any Municipality or municipal entity;		
<b>d)</b>	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);		
<b>e)</b>	a member of the accounting authority of any national or provincial entity; or		
<b>f)</b>	an employee of Parliament or a provincial legislature.		
<b>1. "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercise control over the company.</b>			

**DECLARATION FOR PROCUREMENT ABOVE R 10 MILLION  
(VAT INCLUDED)**

Not required for this tender.

<b>PRINCE ALBERT MUNICIPALITY</b>	
<b>PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017</b>	
<b>NB:</b>	<b>BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITION AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.</b>
<b>1. GENERAL CONDITIONS</b>	
<b>1.1.</b>	The following preference point systems are applicable to all bids: <ul style="list-style-type: none"> <li>▪ the <b>80/20</b> system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included);</li> <li>▪ the <b>90/10</b> system for requirements with a Rand value above R50 000 000 (all applicable taxes included).</li> </ul>
<b>1.2.</b>	The value of this bid is estimated <b>to not exceed R50 000 000</b> (all applicable taxes included) and therefore the <b>80/20</b> system shall be applicable.
<b>1.3.</b>	Preference points for this bid shall be awarded for: Price; and B-BBEE Status Level of Contribution.
<b>1.3.1 The maximum points for this bid are allocated as follows:</b>	
<b>PRICE</b>	<b>POINTS</b> <b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	
<b>100</b>	
<b>1.4.</b>	Failure on the part of a bidder to fill in and/or to sign this form and 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.
<b>1.5.</b>	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.
<b>2. DEFINITIONS</b>	
<b>2.1.</b>	<b>“all applicable taxes”</b> includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
<b>2.2.</b>	<b>“B-BBEE”</b> means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
<b>2.3.</b>	<b>“B-BBEE status level of contributor”</b> 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;
<b>2.4.</b>	<b>“bid”</b> 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;

PRINCE ALBERT MUNICIPALITY  
TENDER 147/2020 – Office Automation Equipment

2.5.	<b>“Broad-Based Black Economic Empowerment Act”</b>	means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
2.6.	<b>“comparative price”</b>	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.	<b>“consortium or joint venture”</b>	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;
2.8.	<b>“contract”</b>	means the agreement that results from the acceptance of a bid by an organ of state;
2.9.	<b>“EME”</b>	means any enterprise with annual total revenue of R5 million or less;
2.10	<b>“Firm price”</b>	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	<b>“Functionality”</b>	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	<b>“non-firm prices”</b>	means all prices other than “firm” prices;
2.13	<b>“person”</b>	includes a juristic person;
2.14	<b>“rand value”</b>	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	<b>“sub-contract”</b>	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 <i>contract</i> ;
2.16	<b>“total revenue”</b>	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 <i>Government Gazette</i> on 9 February 2007;
2.17	<b>“trust”</b>	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	<b>“trustee”</b>	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.
<b>3. ADJUDICATION USING A POINT SYSTEM</b>		
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.	<b>POINTS AWARDED FOR PRICE</b>		
4.1.	<b>THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS</b>		
	A maximum of 80 or 90 points is allocated for price on the following basis:		
	80/20	or	90/10
	$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$
	Where:		
	P <sub>s</sub>	=	Points scored for comparative price of bid under consideration
	P <sub>t</sub>	=	Comparative price of bid under consideration
	P <sub>min</sub>	=	Comparative price of lowest acceptable bid
5.	<b>Points awarded for B-BBEE Status Level of Contribution</b>		
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:		
5.2.	<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
	1	10	20
	2	9	18
	3	6	14
	4	5	12
	5	4	8
	6	3	6
	7	2	4
	8	1	2
	<b>Non-compliant contributor</b>	0	0
5.3.	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.		
5.4.	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.		
5.5.	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.		
5.6.	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.		
5.7.	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.		
5.8.	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. 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.			
5.9.	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.			
<b>6. BID DECLARATION</b>				
6.1.	Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:			
<b>7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1</b>				
7.1	<b>B-BBEE Status Level of Contribution:</b>		<b>Points claimed (maximum of 10 or 20 points)</b>	
7.2.	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.			
<b>8. SUB-CONTRACTING</b>				
8.1.	Will any portion of the contract be sub-contracted? Indicate YES / NO			
8.2.	If yes, indicate:			
	(i)	What percentage of the contract will be subcontracted?	%	
	(ii)	The name of the sub-contractor?		
	(iii)	The B-BBEE status level of the sub-contractor?		
	(iv)	Whether the sub-contractor is an EME? Indicate YES / NO		
9.	<b>Designated Group: An EME or QSE which is at least 51% owned by:</b>		<b>EME</b> √	
	Black people		√	
	Black people who are youth			
	Black people who are women			
	Black people with disabilities			
	Black people living in rural or underdeveloped areas or townships			
	Cooperative owned by black people			
	Black people who are military veterans			
	<b>OR</b>			
	Any EME			
Any QSE				
<b>10. DECLARATION WITH REGARD TO COMPANY/FIRM</b>				
10.1	Name of firm			
10.2	VAT registration number			
10.3	Company registration number:			

**PRINCE ALBERT MUNICIPALITY  
TENDER 147/2020 – Office Automation Equipment**

<b>10.4 Type Of Company/ Firm</b> [TICK APPLICABLE BOX]	Partnership/Joint Venture / Consortium	
	One-person business/sole propriety	
	Close corporation	
	Ltd Company	
	(Pty) Limited	
<b>10.5 Describe Principal Business Activities</b>		
<b>10.6 Company Classification</b> [TICK APPLICABLE BOX]	Manufacturer	
	Supplier	
	Professional service provider	
	Other service providers, e.g. transporter, etc.	
<b>10.7 Municipal Information</b>		
Municipality where business is situated :		
Registered Account Number:		
Stand Number:		
<b>10.8 Total number of years the enterprise has been in business?</b>		

**11. DECLARATION**

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:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of 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 –
  - a) disqualify the person from the bidding process;
  - b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - d) 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 forward the matter for criminal prosecution

**NAME OF ENTERPRISE:** \_\_\_\_\_

<b>CAPACITY:</b>		<b>DATE:</b>	
<b>NAME (PRINT):</b>		<b>SIGNATURE:</b>	
<b>WITNESS 1:</b>		<b>WITNESS 2:</b>	

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

- I hereby declare under oath that:
  - The enterprise is \_\_\_\_\_ % black owned;
  - The enterprise is \_\_\_\_\_ % black woman owned;
  - Based on the management accounts and other information available on the \_\_\_\_\_ financial year, the income did not exceed R10,000,000.00 (ten million rands);
  - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	<b>Level One</b> (135% B-BBEE procurement recognition)	
More than 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition)	
Less than 51% black owned	<b>Level Four</b> (100% B-BBEE procurement recognition)	

- The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
- I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
- The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

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

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp

## 12. DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8 (2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand  
y is the bid price in Rand excluding value-added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

**2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

Description of services, works or goods                      Stipulated minimum threshold

This bid is subject to local content and production.  
Minimum Stipulated Local Content Designation for Electrical and Telecom Cables is 30%.

**3.** Does any portion of the goods or services offered have any imported content?

*(Tick applicable box)*

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

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

**4.** Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO.** .....

**ISSUED BY:** (Procurement Authority / Name of Institution):

.....

**NB:**

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thdti.gov.za/industrial\\_development/ip.jsp](http://www.thdti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder  
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS 1:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS 2:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CONTRACT FORM – PURCHASE OF GOODS / WORKS**

**THIS FORM MUST BE FILLED 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 WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to **PRINCE ALBERT MUNICIPALITY** in accordance with the requirements and specifications stipulated in bid number \_\_\_\_\_ at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. 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 goods and/or works 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.
4. 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.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

<b>WITNESSES</b>	
1	.....
2.	.....
DATE:	.....

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. ....

2. ....

DATE .....

**CONTRACT FORM – RENDERING OF SERVICES**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

- 7. 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 Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
- 8. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (iv) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (v) General Conditions of Contract; and
  - (vi) Other (specify)
- 9. 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.
- 10. 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.
- 11. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
- 12. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2	.....
DATE:	.....

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

4. 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).
5. An official order indicating service delivery instructions is forthcoming.
6. 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.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1 .....

2 .....

DATE: .....

**CONTRACT FORM – SALE OF GOODS / WORKS**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE SELLER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE SELLER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

- 13. I hereby undertake to purchase all or any of the goods and/or works described in the attached bidding documents from **PRINCE ALBERT MUNICIPALITY** in accordance with the requirements stipulated in (bid number)..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the seller during the validity period indicated and calculated from the closing time of bid.
  
- 14. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (vii) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Special Conditions of Contract;
  - (viii) General Conditions of Contract; and
  - (ix) Other (specify)
  
- 15. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) cover all my obligations and I accept that any mistakes regarding price(s) and calculations will be at my own risk.
  
- 16. 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.
  
- 17. I undertake to make payment for the goods/works as specified in the bidding documents.
  
- 18. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
  
- 19. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1.	.....
2.	.....
DATE:	.....

**CONTRACT FORM - SALE OF GOODS/WORKS**

**PART 2 (TO BE FILLED IN BY THE SELLER)**

7. I..... in my capacity as.....  
accept your bid under reference number .....dated.....for the  
purchase of goods/works indicated hereunder and/or further specified in the annexure(s).
8. I undertake to make the goods/works available in accordance with the terms and conditions of  
the contract.

ITEM NO.	DESCRIPTION	PRICE (ALL APPLICABLE TAXES INCLUDED)		

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

3. ....

4. ....

DATE .....

<b>PRINCE ALBERT MUNICIPALITY DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES</b>		
1.	This Municipal Bidding Document 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.	
2.	The bid of any bidder may be rejected if that bidder, or any of its directors have:	
2.1	abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;	
2.2	been convicted for fraud or corruption during the past five years;	
2.3	wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or	
2.4	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).	
3.	<b>In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</b>	
3.1.	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b>	<b>YES / NO</b>
3.2.	If so, furnish particulars:	
3.3.	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)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	<b>YES / NO</b>
3.4.	If so, furnish particulars:	
3.5.	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 / NO</b>
3.6.	If so, furnish particulars:	
3.7.	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 / NO</b>
3.8.	If so, furnish particulars:	
3.9.	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 / NO</b>
3.10.	If so, furnish particulars:	

4. CERTIFICATION			
<p>I, certify that the information furnished on this declaration form are 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.</p>			
<b>NAME OF ENTERPRISE:</b>			
<b>NAME (PRINT):</b>			
<b>CAPACITY:</b>		<b>DATE:</b>	
<b>SIGNATURE:</b>		<b>WITNESS 1</b>	
		<b>WITNESS 2:</b>	

<b>PRINCE ALBERT MUNICIPALITY Certificate of Independent Bid Determination</b>	
1.	Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). <sup>2</sup> Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds
2.	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: <ul style="list-style-type: none"> <li>a) take all reasonable steps to prevent such abuse;</li> <li>b) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and</li> <li>c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.</li> </ul>
3.	This Municipal Bidding Document 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.
4.	In order to give effect to the above, the following Certificate of Bid Determination must be completed and submitted with the bid:
<b>CERTIFICATE OF INDEPENDENT BID DETERMINATION</b>	
<b>I, the undersigned, in submitting the accompanying bid:</b>	
<b>Bid Number:</b>	
<b>Description:</b>	
<b>In response to the invitation for the bid issued by the PRINCE ALBERT MUNICIPALITY, do hereby make the following statements that I certify to be true and complete in every respect:</b>	
certify, on behalf of (Name of Bidder):	
That:	
<ol style="list-style-type: none"> <li>1. I have read and I understand the contents of this Certificate;</li> <li>2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;</li> <li>3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.</li> <li>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;</li> <li>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:           <ul style="list-style-type: none"> <li>a) has been requested to submit a bid in response to this bid invitation;</li> <li>b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and</li> <li>c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder</li> </ul> </li> <li>6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.</li> <li>7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation,</li> </ol>	

**PRINCE ALBERT MUNICIPALITY  
TENDER 147/2020 – Office Automation Equipment**

communication, agreement or arrangement with any competitor regarding:

- a) prices;
- b) geographical area where product or service will be rendered (market allocation)
- c) methods, factors or formulas used to calculate prices;
- d) the intention or decision to submit or not to submit, a bid;
- e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to 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.

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM ARE 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.**

<b>NAME (PRINT)</b>		<b>SIGNATURE</b>	
<b>CAPACITY</b>		<b>DATE</b>	

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

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

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

<b>PRINCE ALBERT MUNICIPALITY</b>				
<b>CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES</b>				
(To be signed in the presence of a Commissioner of Oaths)				
I, the undersigned, in submitting the accompanying bid, declare that I am duly authorised to act on behalf on:		<i>(Name of Enterprise)</i>		
I 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.				
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.				
If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards any Municipality in respect of which payment is overdue for more than 30 days;				
<b>PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER</b>			<b>MUNICIPAL ACCOUNT NUMBER</b>	
<b>FURTHER DETAILS OF THE BIDDER'S (Directors / Shareholders / Partners, etc.):</b>				
Director / Shareholder / Partner	Physical address of the Business	Municipal Account Number (s)	Physical / Residential address of the Director / Shareholder / Partner	Municipal Account Number (s)
<b>NB: PLEASE ATTACH CERTIFIED COPY(IES) OF IDENTITY DOCUMENT(S).</b>				
<b>NB: PLEASE ATTACH COPY(IES) OF MUNICIPAL ACCOUNTS.</b>				
<b>NUMBER OF SHEETS APPENDED BY THE TENDERER TO THIS SCHEDULE (IF NUL, ENTER NIL).</b>				

Therefore, hereby agrees and authorises the Prince Albert Municipality to deduct the full amount outstanding by the Tenderer or any of its directors / members / partners from any payment due to the tenderer; and

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.

<b>NAME OF ENTERPRISE</b>			
<b>NAME (PRINT)</b>			
<b>CAPACITY</b>			
<b>SIGNATURE:</b>		<b>DATE:</b>	

<p style="text-align: center;"><b>COMMISSIONER OF OATHS</b></p> <p>Signed and sworn to before me at _____, on  this _____ day of _____ 20__</p> <p>by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.</p> <p><b>COMMISSIONER OF OATHS:</b></p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p>	<p style="text-align: center;"><b>Apply official stamp of authority on this page:</b></p>
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**PRINCE ALBERT MUNICIPALITY**  
**GENERAL CONDITIONS OF CONTRACT**

**1. DEFINITIONS**

The following terms shall be interpreted as indicated:

"Closing time"	means the date and hour specified in the bidding documents for the receipt of bids.
"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.
"Contract price"	means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
"Corrupt practice"	means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
"Countervailing duties"	are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally
"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.
"Day"	means calendar day.
"Delivery"	means delivery in compliance of the conditions of the contract or order.
"Delivery ex stock"	means immediate delivery directly from stock actually on hand
"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.
"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.
"Force majeure"	means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
"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.
"GCC"	means the General Conditions of Contract.
"Goods"	means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
"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.
"Local content"	means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
"Manufacture"	means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
"Order"	means an official written order issued for the supply of goods or works or the rendering of a service.
"Project site"	where applicable, means the place indicated in bidding documents.
"Purchaser"	means the organization purchasing the goods.
"Republic"	means the Republic of South Africa.
"SCC"	means the Special Conditions of Contract.

**PRINCE ALBERT MUNICIPALITY**  
**TENDER 147/2020 – Office Automation Equipment**

“Services”	means that 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.
“Supplier”	means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
“Tort”	means in breach of contract.
“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.
“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.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

**6. Patent rights**

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 6.2. When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

**7. Performance security**

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier’s failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - 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.

**PRINCE ALBERT MUNICIPALITY**  
**TENDER 147/2020 – Office Automation Equipment**

- 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.
- 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**

- 10.1. 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**

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

**12. Transportation**

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

**13. Incidental**

- 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.

**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

**PRINCE ALBERT MUNICIPALITY**  
**TENDER 147/2020 – Office Automation Equipment**

- 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**

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

**18. Variation orders**

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

**19. Assignment**

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

**20. Subcontracts**

- 20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under 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.

**PRINCE ALBERT MUNICIPALITY**  
**TENDER 147/2020 – Office Automation Equipment**

**22. Penalties**

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

**23. Termination for default**

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- 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
  - 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 purchaser actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- 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**

- 24.1. 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.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

- 26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that

**PRINCE ALBERT MUNICIPALITY**  
**TENDER 147/2020 – Office Automation Equipment**

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**

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

**30. Applicable law**

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

**31. Notices**

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

**32. Taxes and duties**

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

**33. Transfer of contracts**

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

**34. Amendment of contracts**

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

**35. Prohibition of restrictive practices**

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

**PRINCE ALBERT MUNICIPALITY**  
**TENDER 147/2020 – Office Automation Equipment**

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 201*

**MUNISIPALITEIT  
VAN  
PRINS ALBERT**

Rig alle korrespondensie aan:  
DIE MUNISIPALE BESTUURDER  
Privaatsak X53, Prins Albert, 6930



**MUNICIPALITY  
OF  
PRINCE ALBERT**

Address all correspondence to:  
THE MUNICIPAL MANAGER  
Private Bag X53, Prince Albert, 6930

E-Pos / E-Mail: [scm@pamun.gov.za](mailto:scm@pamun.gov.za)

Tel: 023-541 1320, Fax: 023-541 1321

**APPLICATION FORM FOR LISTING ON  
ACCREDITED SUPPLIER DATABASE**

This form must be duly completed, preferably with a black pen, signed as requested and placed, together with supporting documentation, in an envelope clearly marked "DATA BASE OF PROSPECTIVE SUPPLIERS" on the outside and forwarded to the Municipal Manager, Private Bag X 53, Prince Albert 6930, or placed in the tender box at the Municipal Offices of Prince Albert.

**PLEASE NOTE:**

- REGISTRATION ON THE PRINCE ALBERT MUNICIPALITY SUPPLIER DATABASE DOES NOT GUARANTEE BUSINESS OPPORTUNITIES WITH THE MUNICIPALITY.
- ALL SUPPLIER INFORMATION WILL BE TREATED STRICTLY CONFIDENTIAL.
- PLEASE KEEP COPIES OF THE APPLICATION FORM AND ALL DOCUMENTATION SUBMITTED FOR YOUR OWN RECORDS AS NO COPIES WILL BE MADE BY THE PRINCE ALBERT MUNICIPALITY.
- DOCUMENTATION PROVIDED TO THE MUNICIPALITY WILL NOT BE RETURNED SHOULD AN APPLICATION BE UNSUCCESSFUL.

**FOR OFFICIAL USE**

<b>DATE RECEIVED:</b>
<b>DATABASE REGISTRATION NUMBER:</b>
<b>NAME OF SUPPLIER:</b>

**SECTION 1: PERSONAL / COMPANY INFORMATION**

**NB: PLEASE CONSULT ANNEXURE A IN CONNECTION WITH COMPLETION  
DETAILS AND SUPPORTING DOCUMENTATION.**

1.1 TITLE, INITIALS AND SURNAME (IF ONE-PERSON CONCERN)

PROF / DR / MR / MRS / MS.

1.2 BUSINESS TRADING NAME <i>(MUST BE REFLECTED ON INVOICE &amp; WILL BE REFLECTED ON CONTRACTS/ORDERS/CHEQUES)</i>

1.3 REGISTERED NAME OF BUSINESS

1.4 PHYSICAL ADDRESS OF BUSINESS/ONE-PERSON CONCERN

1.5 POSTAL ADDRESS OF BUSINESS/ONE-PERSON CONCERN

1.6 TEL NO (INCL CODE)	1.7 FAX NO (INCL CODE)

1.8 CONTACT PERSON 1	1.9 PHONE NO + CODE

1.10 CONTACT PERSON 2	1.11 PHONE NO + CODE

1.12 CELL PHONE NO OF CONTACT 1	1.13 CELL PHONE NO OF CONTACT 2

1.14 E-MAIL ADDRESS OF CONTACT 1	1.15 E-MAIL ADDRESS OF CONTACT 2

1.16 COMMENTS (IF ANY)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 2: TYPE OF BUSINESS**

**PLEASE TICK APPROPRIATE BOX**

2.1 PARTNERSHIP	2.2 SOLE PROPRIETOR	2.3 CLOSED CORP
2.4 COMPANY	2.5 PTY LTD	2.6 TRUST

2.7 OTHER (PLEASE SPECIFY)

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**SECTION 3: BUSINESS DETAILS**

3.1 BUSINESS OR COMPANY REGISTRATION NO (IF APPLICABLE) <i>(IF ONE-PERSON CONCERN, PLEASE FURNISH IDENTITY NUMBER AND CERTIFIED COPY OF ID DOCUMENT)</i>

3.2 INCOME TAX REGISTRATION NUMBER:	
3.3 VAT REGISTRATION NUMBER (IF APPLICABLE)	
3.4 MUNICIPAL ACCOUNT NUMBER:	
3.5 UIF REGISTRATION NUMBER (IF APPLICABLE):	

3.6 NAME OF BANKING INSTITUTION	3.7 BRANCH

3.8 NAME UNDER WHICH ACCOUNT IS OPERATED

3.9 ACCOUNT NUMBER	
--------------------	--

3.10 TYPE OF ACCOUNT	3.11 BRANCH CODE

3.12 NUMBER OF YEARS IN BUSINESS	
----------------------------------	--

3.13 DETAILS OF DIRECTORS/OWNERS/PARTNERS/MEMBERS  
*(ATTACH SEPARATE LIST IF SPACE PROVIDED IS INADEQUATE)*

**3.13.1**

NAME	POSITION

IDENTITY NUMBER	NATIONALITY	% SHAREHOLDING

**3.13.2**

NAME	POSITION

IDENTITY NUMBER	NATIONALITY	% SHAREHOLDING

**3.13.3**

NAME	POSITION

IDENTITY NUMBER	NATIONALITY	% SHAREHOLDING

**3.13.4**

NAME	POSITION

IDENTITY NUMBER	NATIONALITY	% SHAREHOLDING

**3.13.5**

NAME	POSITION

IDENTITY NUMBER	NATIONALITY	% SHAREHOLDING

**SECTION 4: HISTORICALLY DISADVANTAGED STATUS OF SOLE PROPRIETORS, SHAREHOLDERS, PARTNERS AND SENIOR MANAGEMENT EMPLOYEES**

*(ATTACH SEPARATE LIST IF SPACE PROVIDED IS INADEQUATE)*

**4.1 NAME:** \_\_\_\_\_

HDI:	YES/NO	%SHAREHOLDING:	
DISABLED:	YES/NO	DATE OF OWNERSHIP:	
FEMALE:	YES/NO	%TIME DEVOTED TO BUSINESS:	

**4.2 NAME:** \_\_\_\_\_

HDI:	YES/NO	%SHAREHOLDING:	
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DISABLED:	YES/NO	DATE OF OWNERSHIP:	
FEMALE:	YES/NO	%TIME DEVOTED TO BUSINESS:	

4.3 NAME: \_\_\_\_\_

HDI:	YES/NO	%SHAREHOLDING:	
DISABLED:	YES/NO	DATE OF OWNERSHIP:	
FEMALE:	YES/NO	%TIME DEVOTED TO BUSINESS:	

4.4 NAME: \_\_\_\_\_

HDI:	YES/NO	%SHAREHOLDING:	
DISABLED:	YES/NO	DATE OF OWNERSHIP:	
FEMALE:	YES/NO	%TIME DEVOTED TO BUSINESS:	

4.5 NAME: \_\_\_\_\_

HDI:	YES/NO	%SHAREHOLDING:	
DISABLED:	YES/NO	DATE OF OWNERSHIP:	
FEMALE:	YES/NO	%TIME DEVOTED TO BUSINESS:	

## SECTION 5: EMPLOYMENT INFORMATION

5.1 HOW MANY FULL TIME (FT) AND PART TIME (PT) STAFF MEMBERS DO YOU EMPLOY?

	HISTORICALLY DISADVANTAGED INDIVIDUALS		OTHER	
	FULL TIME	PART TIME	FULL TIME	PART TIME
MALE				
FEMALE				

5.2 HOW MANY FULL TIME (FT) AND PART TIME (PT) DISABLED MEMBERS DO YOU EMPLOY?

	HISTORICALLY DISADVANTAGED INDIVIDUALS		OTHER	
	FULL TIME	PART TIME	FULL TIME	PART TIME
MALE				
FEMALE				

## SECTION 6: SUPPLIER PROFILE

### 6.1 COMMERCIAL

Name 3 commercial references/referees of previous project or clients and provide contact name(s):

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.....

### 6.2 FINANCIAL

Are there any pending legal proceedings or previous judgements against your business or has your business ever been declared bankrupt: YES / NO..... If yes, please elaborate :

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### 6.3 REGISTRATIONS (IF APPLICABLE)

*Are your company registered for the following;*

PAYE	YES/NO	No:	
NHBRC	YES/NO	No:	
BEE	YES/NO	No:	
CIDB	YES/NO	No:	Grading:
SAACE	YES/NO	No:	
BBBEE	YES/NO	No:	
SMME	YES/NO	No:	

PAYE (Pay as you earn)  
NHBRC (National House Builders Registration Company)  
BEE (Black Economic Empowerment)  
CIDB (Construction Industry Development Board)  
SAACE  
BBBEE (Broad Based Black Economic Empowerment)

SMME (Small Medium Macro Enterprise)

**PLEASE ATTACH PROOF OF ABOVE.**

**6.4 SAFETY**

1. Does your business have an Occupational Health and Safety Policy complying with the Occupational Health and Safety Act (OSHA): YES / NO
  
2. Are you registered with the Compensation for Occupational Injuries and Diseases Act (COID): YES / NO COID Registration No : \_\_\_\_\_

**6.5 CONTRACT EXPERIENCE**

1. Have you or your organisation supplied any goods or provide any services to the Prince Albert Municipality during the past five years : YES / NO. If yes, please provide details, including values:

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.....  
.....  
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2. Please provide details, including values, of any other relevant goods or services you or your organisation may have provided to State Departments or other Municipalities over the past five years:

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.....

## SECTION 7: DISCLOSURE OF STATE / MUNICIPAL INTERESTS

7.1 Please indicate whether you or a director, manager, principal shareholder of your enterprise is/are or has/have been in the service of the State, the Prince Albert Municipality or another Municipality in the previous twelve months. If YES, please provide full details, in which capacity it was:

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7.2 Please indicate whether your spouse, child, parent, brother or sister or the spouse, child, parent, brother or sister of a director, manager, principal shareholder of your enterprise is/are or has been in the service of the State, the Prince Albert Municipality or another Municipality in the previous twelve months. If YES, please provide details, including names, relationships and capacities:

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## SECTION 8 : NATURE OF OPERATION, PRODUCTS OR SERVICES

Please indicate the nature of operations, products or services applicable to your business by ticking the appropriate box:

CODE	COMMODITY	<input type="checkbox"/>	CODE	COMMODITY	<input type="checkbox"/>
<b>00100: CONSTRUCTION EQUIPMENT AND SUPPLIES</b>			<b>00400: GENERAL SERVICES</b>		
00101	Air conditioning and temperature control equipment	<input type="checkbox"/>	00401	Accommodation and lodging	<input type="checkbox"/>
00102	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc)	<input type="checkbox"/>	00402	Advertising, communication, design, editorial, publication and marketing services	<input type="checkbox"/>
00103	Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc)	<input type="checkbox"/>	00403	Auctioneering services	<input type="checkbox"/>
00104	Ceiling boards, skirtings, etc	<input type="checkbox"/>	00404	Bookkeeping and accounting services	<input type="checkbox"/>
00105	Construction machinery	<input type="checkbox"/>	00405	Catering and refreshments	<input type="checkbox"/>
00106	Doors and windows	<input type="checkbox"/>	00406	Cleaning services	<input type="checkbox"/>
00107	Electrical systems, lighting, components accessories and supplies	<input type="checkbox"/>	00407	Conferencing facilities and facilitation	<input type="checkbox"/>
00108	Flooring materials (carpets, tiles, etc	<input type="checkbox"/>	00408	Contract administration	<input type="checkbox"/>

**PRINCE ALBERT MUNICIPALITY**  
**TENDER 147/2020 – Office Automation Equipment**

00109	Plumbing ware and materials		00409	Courier services	
00110	Roofing materials		00410	Education and training	
00111	Sanitation ware and equipment		00411	Environmental impact studies	
			00412	Freight forwarding and clearing services	
			00413	General maintenance services	
			00414	Health care	
			00415	Horticulture	
			00416	Infrastructural maintenance	
			00417	Inspection services	
			00418	Insurance	
<b>00200:</b>	<b>CONSTRUCTION SERVICES</b>		00419	IT, broadcasting and telecommunication services	
00201	Burglar proofing and systems		00420	Interior decorating, refurbishment and upholstery	
00202	Concrete manufacture and works		00421	Land valuation services	
00203	Construction-related transport		00422	Laundry and dry-cleaning services	
00204	Demolition services		00423	Locksmith services	
00205	Earthworks, drilling and landscaping		00424	Mailing services	
00206	Electrical installation		00425	Management services	
00207	Fencing		00426	Miscellaneous equipment and goods hiring	
00208	General building work		00427	Personnel services	
00209	Glazing		00428	Pest control and removal services	
00210	Mechanical contracts		00429	Photographic and graphic design services	
00211	Metalwork		00430	Picture framing	
00212	Painting		00431	Printing	
00213	Paving		00432	Procurement services	
00214	Plumbing		00433	Real estate services	
00215	Pre-cast concrete manufacture		00434	Research services	
00216	Pump installation		00435	Security and safety services	
00217	Road works		00436	Site cleaning	
00218	Sewerage systems and construction		00437	Social Facilitating	
00219	Water works and pipelines		00438	Storage	
			00439	Translation and interpreting services	
			00440	Transport services, general	
			00441	Travel services	
			00442	Vehicle hire	
			00443	Vending services	

CODE	COMMODITY	√	CODE	COMMODITY	√
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<b>00300: ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES</b>			<b>00700: PROFESSIONAL SERVICES</b>		
00301	Bearing supplies		00701	Accounting, auditing and management services	
00302	Bolts, nuts and fasteners		00702	Architectural services	
00303	Electric cables		00703	Consulting engineering – Electrical	
00304	Electrical component supplies		00704	Consulting engineering – Environmental	
00305	Electrical equipment repairs		00705	Consulting engineering – Other	
00306	Hardware supplies		00706	Consulting engineering – Project management	
00307	Lifting equipment		00707	Consulting engineering – Roads & Storm water	
00308	Mechanical seals and packing		00708	Consulting engineering – Sewerage systems	
00309	Pipe and irrigation supplies		00709	Consulting engineering – Structures, Buildings, Bridges, etc	
00310	Power generation and distribution machinery and accessories		00710	Consulting engineering – Water systems	
00311	Pump spares		00711	Consulting engineering – Geo-technical	
00312	Small tools		00712	Consulting engineering – Solid waste	
00313	Transformer services		00713	Engineering services	
00314	Valves, couplings		00714	Financial services	
00315	Water meters, pipes, fittings, galvanised PVC,uPVC, polyethylene, etcetera		00715	Land surveying	
			00716	Legal services – contracts	
			00717	Legal services – conveyancing	
			00718	Legal services – litigation	
			00719	Legal services - other	
<b>00500:</b>	<b>OFFICE AND FACILITIES EQUIPMENT</b>		00720	Consulting engineering – Mechanical	

**PRINCE ALBERT MUNICIPALITY  
TENDER 147/2020 – Office Automation Equipment**

	<b>AND SUPPLIES</b>			
00501	Computer equipment, networks and software		00721	Medical services
00502	Consumables		00722	Project management
00503	Corporate gifts		00723	Quantity surveying
00504	Domestic, industrial and cleaning equipment and supplies		00724	Town and regional planning
00505	Electronic equipment, including audio-visual equipment			
00506	Fire protection equipment		<b>00800:</b>	<b>VEHICLE SUPPLY AND TRANSPORTATION SERVICES</b>
00507	Flowers And plants		00801	Alarm and tracking systems
00508	Food and refreshments		00802	Batteries
00509	Household furniture, appliances and goods		00803	Engine overhauls
00510	Office furniture and equipment		00804	Fuel, oils and lubrications
00511	Office supplies and stationery		00805	Hydraulics
00512	Printing, copying and photographic equipment and supplies		00806	Panel beating
			00807	Radiator repairs
			00808	Spares and parts
			00809	Towing services
<b>00600:</b>	<b>MISCELLANEOUS GOODS AND SUPPLIES</b>		00810	Transmissions
00601	Environmental cleansing equipment, goods and supplies		00811	Tyres and tubes
00602	Fire protection equipment, goods and supplies		00812	Upholstery
00603	Garden tools		00813	Vehicle fleet management
00604	Material and warehousing machinery, equipment and goods		00814	Vehicle supply
00605	Measuring, testing and observation equipment		00815	Windscreens
00606	Protective clothing and uniforms			
00607	Security equipment, goods and services			
00608	Sports and recreational equipment and goods			

**SECTION 9: DECLARATION OF CORRECTNESS OF INFORMATION PROVIDED**

I/we, the undersigned, warrant(s) that I am/we are duly authorised to do so and on behalf of

.....  
....

declare that :

1. That the information contained in this document is correct.
2. All copies of relevant documentation are attached.
3. The Historically Disadvantaged status of individuals as stated is correct and based on owners/shareholders/partners actively involved in the day-to-day management of this enterprise.

If the information supplied is found to be incorrect then the Prince Albert Municipality in addition to any remedies, it may have; may

- (i) recover from you / your enterprise all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract, and/or
- (ii) cancel the contract and claim any damages which the Municipality may suffer by having to make favourable arrangements after such cancellations, and/or
- (iii) impose a penalty as provided in the Tender Documents, and/or
- (iv) take any other action as may be deemed necessary.

**PRINCE ALBERT MUNICIPALITY  
TENDER 147/2020 – Office Automation Equipment**

SIGNATURE: ..... SIGNATURE: .....

NAME: ..... NAME: .....

CAPACITY: ..... CAPACITY: .....

ID NO: ..... ID NO: .....

TEL NO: ..... TEL NO: .....

ADDRESS:  
.....

COMMISSIONER OF OATHS:

Signed and sworn to before me at  
.....

On this ..... day of ..... by the Deponent(s), who acknowledged that he/she/they know(s) and understand(s) the contents of this document, that it is true and correct to the best of his/her/their knowledge and that he/she/they have no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her/their conscience.

SIGNATURE AND OFFICIAL STAMP:  
.....

**NOTE: ALL PAGES OF THIS AFFIDAVIT MUST BE INITIALLED BY THE DEPONENT (SO AS WELL AS THE COMMISSIONER OF OATHS)**

**ANNEXURE A**

**INFORMATION AND GUIDELINES FOR COMPLETING AND SUBMITTING THE PRINCE ALBERT MUNICIPALITY DATA BASE LISTING APPLICATION FORM**

- Please use a black pen and complete form in block letters.
- Please complete all fields. If a field is not applicable to your business or situation clearly mark it as “Not Applicable” or “N/A”. Do not leave any field blank as this may result in the rejection of your application.
- **Completion of Questions:** Clearly state YES/NO by circling your choice or N/A to questions asked. Do not leave any fields blank.
- Please ensure that the form is signed by an authorised person(s) and that the signatories as well as the Commissioner of Oaths initial all pages.
- **Required documentation:** Please ensure that all copies of mandatory documents (certified copies, where applicable) are attached. Failure to submit requested documentation may result in the rejection of the application. The onus is on the applicant to ensure that all such documentation is submitted and certified where necessary and the Municipality is under no obligation nor does it accept responsibility for contacting applicants in any way should all required

**PRINCE ALBERT MUNICIPALITY**  
**TENDER 147/2020 – Office Automation Equipment**

documents not be attached.

All or some of the following documentation may be relevant to your application:

- Certified company registration documents (including CK1 and CK2)
- Certified identity documents of directors, owners, partners, members or shareholders
- Certified proof of shareholding documents (shareholder certificates or share allocation documents for CC members) if claiming HDI points
- Valid **original** tax clearance certificate
- Proof of banking document/cancelled cheque
- Partnership agreements in the case of partnerships – certified
- Certificate of incorporation if Public Company (CM3) – certified
- Trust agreement, trustee details and letter of authority in the case of business trust – certified
- Certificate of incorporation (Section 21 company) – certified
- Proof of Disability
- Value Added Tax (VAT) Registration Certificate (if applicable)
- Compensation of Occupational Injuries and Diseases (COID) Registration Certificate
- Proof of District Municipality Levy Registration
- Any other relevant registration certificate pertaining to your business, eg NHBRC, SAACE, etcetera.

• **Certification of Documents:** Please ensure that a Commissioner of Oaths has certified your company Registration Documents as well as Proof of Shareholding Certificates. The stamp of certification should be on the front of the document.

• **Copies of Documents:** Please keep copies of the registration form and all supporting documentation submitted, for your own records and to ensure that all data is maintained and up to date on a continual basis.

• **Owners, Shareholders and Partners:** Please ensure that the percentages of ownership, amount to 100% and that every field is completed for each of the business owners.

• **Declaration of Correctness:** Please ensure that the Declaration of Correctness (Section 9) is signed and dated once all required documents and information have been submitted.

• **Processing of registration:** Your completed registration will be processed, and, following verification and approval, you will be issued with a Supplier Database Registration Code to be used in all future communication with the Prince Albert Municipality. This letter of verification will be dispatched to the correspondence details supplied by you on the application form.

• **Business Opportunities:** Please note that registration on the Prince Albert Municipal Supplier Database does not guarantee business opportunities.

• **Amendments or changes:** Please notify the Prince Albert Municipality Supply Chain Management (SCM) immediately of any changes to the information submitted.

• **Multiple offices:** If a company has more than one office, each office must fill in a separate form, unless the point of transaction is centralised in the company's head office.

• **Commodity classification:** Please note that the key facilities in the database are classified as commodities and each potential supplier must indicate the commodities in which it would like to register for Request for Quotations (Please refer to Section 8).

• **Business guarantee:** Please note that inclusion of a potential supplier's name in the supplier database does not in any way guarantee any persons, company, service provider vendor, etc. any business from the Prince Albert Municipality. All procurement will be subject to the SCM

**PRINCE ALBERT MUNICIPALITY**  
**TENDER 147/2020 – Office Automation Equipment**

Policy of the Prince Albert Municipality.

- **Taxes:** It's a condition of bidding or tendering for the delivery of goods and services that a provider's taxes must be in order, or satisfactory arrangements must have been made with the South African Receiver of Revenue to meet his/her tax obligations. In bids where partnerships/consortia/joint ventures/sub contractors are involved, each party must submit a separate Tax Clearance Certificate.
- **Municipal obligations:** No listing will take place if a provider is not in good standing in as far as his/her tax and municipal service obligations (e.g. water, electricity, etc.) are concerned.
- **Proof of Disability has to be submitted and can be obtained from: Department of Social Welfare – Disability Grant registration; Medical Assessment report.**
- **Historically Disadvantaged Individual (HDI)** means a South African citizen –  
(1) Who had no franchise (voting rights) in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No 200 of 1993) ("the Interim Constitution"); and / or  
(2) Who is a female; and / or  
(3) Who has a disability  
Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.
- **Return of documents:** Documents submitted to the Municipality in support of this application will not be returned if an application is unsuccessful or under any other circumstances.

Enquiries: [scm@pamun.gov.za](mailto:scm@pamun.gov.za)



TAX  
CLEARANCE

**TCC 001**

**Application for a Tax Clearance Certificate**

**Purpose**

Select the applicable option \_\_\_\_\_ Tenders  Good standing

If "Good standing", please state the purpose of this application


**Particulars of applicant**

Name/Legal name (Initials & Surname or registered name)																
Trading name (if applicable)																
ID/Passport no						Company/Close Corp. registered no										
Income Tax ref no						PAYE ref no	7									
VAT registration no	4					SDL ref no	L									
Customs code						UIF ref no	U									
Telephone no	CODE		NUMBER			Fax no	CODE		NUMBER							
E-mail address																
Physical address																
Postal address																

**Particulars of representative (Public Officer/Trustee/Partner)**





**PRINCE ALBERT MUNICIPALITY**  
**TENDER 147/2020 – Office Automation Equipment**