



ELIAS MOTSOALEDI LOCAL MUNICIPALITY

EMLM 26/2021

APPOINTMENT OF MAXIMUM OF TWO (2) SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND SERVICING OF MUNICIPAL VEHICLES FOR A PERIOD OF THREE (3) YEARS (AS AND WHEN REQUIRED)

CIDB REFERENCE NUMBER: 100071352

CLOSING DATE:	04 JUNE 2021	TIME	11H00
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NAME OF TENDERER	
TOTAL AMOUNT (HOURLY RATES ONLY)	R
CENTRAL SUPPLIER DATABASE NUMBER	MAAA
B-BBEE LEVEL (e.g Level 1)	
CONTACT PERSON	
TELEPHONE NUMBER	
FAX NUMBER	

ENQUIRIES REGARDING BID PROCEDURES		TECHNICAL ENQUIRIES	
DIRECTORATE: BUDGET AND TREASURY		DIRECTORATE: INFRASTRUCTURE	
M MTHIMUNYE		V MASILELA	
MANAGER SUPPLY CHAIN MANAGEMENT		MANAGER: FLEET	
TEL. NUMBER	TEL.013 262 3056	TEL. NUMBER	013 262 3056
TENDER ISSUED BY			
SUPPLY CHAIN MANAGEMENT UNIT			
2ND GROBLER AVENUE		TEL. NUMBER	013 262 3056
ELIAS MOTSOALEDI LOCAL MUNICIPALITY		P.O. BOX 48, GROBLERSDAL, 0470	

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

TENDER DETAILS						
TENDER NUMBER	EMLM 26/2021					
TENDER TITLE	APPOINTMENT OF MAXIMUM OF TWO (2) SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND SERVICING OF MUNICIPAL VEHICLES FOR A PERIOD OF THREE (3) YEARS (AS AND WHEN REQUIRED)					
CLOSING DATE	04 JUNE 2021		CLOSING TIME		11H00	
SITE MEETING	DATE	N/A	TIME	N/A	N/A	N/A
SITE MEETING ADDRESS	N/A					
CIDB GRADING REQUIRED	CIDB GRADING 4ME or HIGHER		LEVEL AND CATEGORY		N/A	
TENDER DOCUMENT FEE	R1000.00 (if collecting from the Municipality) Free when uploading from e-tender portal		PREFERENCE POINT SYSTEM		80/20	
BID BOX SITUATED AT	MAIN OFFICES, 2ND GROBLER AVENUE , Elias Motsoaledi Local Municipality.					
OPERATING HOURS	The bid box is open during office hours, Monday to Friday from 07h30 to 16h15.					
OFFER TO BE VALID FOR	90	DAYS FROM THE CLOSING DATE OF TENDER.				

PLEASE NOTE:

1. Prospective suppliers must be registered on CSD prior to submitting bid (open tender)
2. Tenders that are deposited in the incorrect box will not be considered.
3. Mailed, telegraphic, telex, or faxed tenders will not be accepted.
4. No late bids after closing date and time will be accepted.
5. Bids not clearly marked and unamend will not be accepted.
6. Bids may only be submitted on the bid documentation provided by the municipality.
7. No awards will be made to a person:
 - i. Who is in the service of the state,
 - ii. If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state
 - iii. Who is an advisor or consultant contracted with the municipality or municipal entity

BIDDER'S TENDER DOCUMENTATION DECLARATION CERTIFICATION

I, the undersigned certify that the information furnished on this declaration form is correct, completed and submitted.

NAME OF REPRESENTATIVE	
POSITION / DESIGNATION	
SIGNATURE	
DATE	

T1.1 TENDER NOTICE & INVITATION



ELIAS MOTSOALEDI LOCAL MUNICIPALITY

TENDER NO.: EMLM 26/2021

CLOSING DATE: 04 JUNE 2021 @ 11:00

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for **APPOINTMENT OF MAXIMUM OF TWO (2) SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND SERVICING OF MUNICIPAL VEHICLES FOR A PERIOD OF THREE (3) YEARS (AS AND WHEN REQUIRED)**

Tender documents and specifications are available and can be obtained from CASHIERS OFFICE IN THE MAIN OFFICES, 2ND Grobler Avenue Groblersdal, P.O. Box 48, Groblersdal, 0470 (Tel: [013] 262 3056, at a non-refundable deposit of R1000.00 when the bidder request/need a document from the municipality and it is free of charge when downloaded from the e-Tender Portal. Payments can be made through cash payable to the Elias Motsoaledi Local Municipality cashiers.

The closing time for receipt of tenders is **04 June 2021 at 11h00**. Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late tenders** will under no circumstances be considered and accepted. The tender box will be emptied just after closing time on the closing date. Hereafter all bids will be open in public.

Any technical enquiries relating to the tender document may be directed to the **Infrastructure Services (Mr. V Masilela)** on 013 262 3056 or at **vmasilela@emlm.gov.za** for any technical assistance.

Fully completed tender documents, clearly marked **“APPOINTMENT OF MAXIMUM OF TWO (2) SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND SERVICING OF MUNICIPAL VEHICLES FOR A PERIOD OF THREE (3) YEARS (AS AND WHEN REQUIRED)”** with **“NAME of TENDERER”** must be placed in a sealed envelope and placed in the **tender box 1** on the **2nd Grobler Avenue**, Elias Motsoaledi Local Municipality, Main Offices, Groblersdal, **by no later than 04 June 2021 at 11h00**. The envelope must be endorsed with number, title and closing date as indicated above.

Bidders will be evaluated on functionality whereby **70 points** has to be attained before financial proposals can be looked at. A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Elias Motsoaledi Local Municipality where 80 points will be allocated in respect of price and 20 points in respect of B-BBEE Status Level of Contribution.

No awards will be made to a person:

- Who is not registered on the Central Supplier Database;
- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points



TERMS OF REFERENCE

FOR

APPOINTMENT OF MAXIMUM OF TWO (2) SERVICE PROVIDERS FOR MECHANICAL REPAIRS AND SERVICING OF MUNICIPAL VEHICLES FOR A PERIOD OF THREE (3) YEARS (AS AND WHEN REQUIRED)

1. INTRODUCTION

Elias Motsoaledi Local Municipality (EMLM) request Service Providers to tender for mechanical repairs and servicing of municipal vehicles for a period of thirty-six (36) months (as and when required).

2. SCOPE OF WORK

- Mechanical repairs and servicing of municipal plant and machinery.
- Provide reactive service, maintenance and repairs to emergency breakdowns as and when required.
- To impart skills to mechanical engineering students minimum of five, and internal staff at the workshop on yellow fleet and heavy duty trucks.
- The service provider must have a turn-around time of not more than twelve (12) hours for services on all vehicles.
- The service provider must have a turn-around time of not more than ten (10) days on major breakages such as engine overhauls, gearboxes and diffs on all vehicles unless prior arrangements have been made with the Municipality.
- Compile reports on monthly basis.
- Emergency repairs - respond within 24hrs.
- The following schedule are a list of all the types of vehicles that are part of this tender:

MAKE & MODEL	YEAR MODEL	QUANTITY	VIN NO
BELL 670G MOTOR GRADER	2010	01	DW670GX626993
BELL 670G MOTOR GRADER	2014	01	DW670GXCEC663853
BELL 670G MOTOR GRADER	2014	01	DW670GXPEC663735
BELL 670G MOTOR GRADER	2014	01	DW670GXTEC663779
BELL 670G MOTOR GRADER	2014	01	DW670GXJEC663818
BELL 670G MOTOR GRADER	2018	01	DW670GXHjc685707
BELL 670G MOTOR GRADER	2018	01	DW670GXHJC686291
BELL 670G MOTOR GRADER	2018	01	DW670GXLJC686287
CAT 120K GRADER	2011	01	CAT0120KJS7N00220
BELL 315 SJ TLB 4X4	2014	01	AEBF877KP01003309
BELL 315 SJ TLB 4X4	2014	01	AEBF877KC01003310

BELL 315 SJ TLB 4X4	2014	01	AEBF877KE01003337
BELL 315 SJ TLB 4X4	2014	01	AEBF877KC01003315
BELL TLB 310SE	2018	01	AEBF877LE01000396
BELL TLB 310SE	2018	01	AEBF877LT01000403
BELL COMPACT ROLLER	2018	01	861583552928
CAT TLB 428E	2011	01	CAT0428EJDPH01204
CAT TLB 428E	2011	01	CAT0428EHDPH01209
CAT COMPACT ROLLER	2010	01	VADMFVZ34R8Z751304
NISSAN CABSTAR 35	2010	01	ADD55300000003983
NISSAN A520	2006	01	ADDT5300000005677
NISSAN A520	2007	01	ADDT5300000004779
NISSAN A899	2012	01	AHHFG1JPPXXX17612
NISSAN A899	2012	01	AHHFG1JPP00016615
MAN CLA	2008	01	AAMMC60063PX20626
HINO PROFIA	2008	01	AHHSS1EKP00010928
HINO 700	2011	01	AHHFS1ELPXXX12096
HINO 700	2011	01	AHHFS1ELPXXX12097
HINO SUPER F	2008	01	ADDH0500000002321
HINO SUPER F	2008	01	ADDH0300000004031
ISUZU CHERRY PICKER	2014	01	ADMNP75PFBG676454
ISUZU N-SERIES Skip-loader	2014	01	ADDH0300000004031
ISUZU F-SERIES WATER TANK	2015	01	VADMFVZ34R8Z751304
ISUZU FTR 850 TIPPER TRUCK	2018	01	ACVFTR34K8G005797
ISUZU FTR 850 TIPPER TRUCK	2018	01	ACVFTR34K8G005796
ISUZU FVZ-1400 TIPPER TRUCK	2018	01	ACVFVZ34R8Z004862
ISUZU FVZ-1400 TIPPER TRUCK	2018	01	ACVFVZ34R8Z004864
ISUZU FV2-1400 WATER TANK	2018	01	ACVFR8Z005224
ISUZU NMR 250 CREW CAB	2018	01	ACVNM805HCBN007944
ISUZU NMR 250 CREW CAB	2018	01	ACVNM85HCBN007945
ISUZU NMR 250 CREW CAB	2018	01	ACVNM805HCBN007046
ISUZU NMR 250 CREW CAB	2018	01	ACVNM85HCBN007947
ISUZU NMR 250 CREW CAB	2018	01	ACVNM805HCBN007948
ISUZU NMR 250 CREW CAB	2018	01	ACVNM85HCBN007949

ISUZU F-SERIES 1600 Skip-loader	2018	01	ACVFBVZ34R8Z014182
LANDINI TRACTOR	2008	01	TLXLL04105
LANDINI TRACTOR	2008	01	TLXLL07276

- The tender specifications will be divided into two categories:
 - a) Tipper trucks, trucks more than 3 tons, refuse removal trucks (compactors), compact rollers and tractors.
 - b) Graders, compactor rollers and TLB's.
- The work will be categorised in a labour rate, travel cost per kilometre and rate per hour for the following vehicles and work:
 - (a) Vehicles more than 3 ton
 - (b) Refuse trucks (compactors)
 - (c) Tractors and compact rollers
 - (d) Complete engine overhaul (worst case scenario) – a complete quotation to be submitted to the Municipal Fleet Division before commencement of any work.
 - (f) For complete gearbox overhaul (worst case scenario) - a complete quotation to be submitted to the Municipal Fleet Division before commencement of any work.
 - (g) For complete diff overhaul (worst case scenario) - a complete quotation to be submitted to the Municipal Fleet Manager before commencement of any work.
 - (i) Call-out fee
 - (j) Travelling

MINIMUM QUALIFYING REQUIREMENTS FOR PROSPECTIVE SERVICE PROVIDERS

RETURNABLE TENDER DOCUMENTS MUST BE COMPILED WITH CLEAR FILE DIVIDERS IN NUMERICAL ORDER AS PER THE BELOW MINIMUM REQUIREMENTS

Minimum Qualifying Requirements /Compulsory Returnable Documents:

1. Fully Completed and Signed MBD Forms with a black ink (1; 4; 6.1; 8 & 9).
2. Attach CSD registration report (summary or detailed).
3. Valid copy Entity / Company registration certificate.
4. Any alteration on the tender document must be signed **(NB: Not Initialed)**.
5. Every page on the tender documents must be signed **(NB: Not Initialed)**.
6. Forms must be signed in Black ink.
7. Annual financial statement **(if the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements - for the past three years; or since their establishment if established during the past three years)**.
8. **CIDB Grading 4ME or Higher.(specializing in plant & heavy duty machinery) (to be verified)**
9. Letter of good standing (Compensation for Occupational Injuries and Disease Act (COIDA)) from Department of Labour OR any company accredited by the Department of Labour - **(to be verified)**
10. CIPC Abridged Certificate Annual returns **(NB applicable to entities that are in business for more than 12 months)**.
11. Company Profile (Detailing Experience and Reference contacts).
12. Proof of Municipal rates and taxes or services charges:
 - Of the company and all of its directors not in arrears for more than 90 days or
 - Confirmation from the municipality if municipal rates and taxes are not levied (for the company and all its director(s)) as per CK/Company form of address on the registration certificate or
 - if leasing, a signed lease agreement by the lessor and the lessee and a declaration/letter indicating that the bidder and/or the director does not have municipal account and that the municipal services; rates and taxes are paid by the property owner, should be signed by the lessor and such declaration/letter must be attached / Municipal rates in the name of the lessor for both company and director(s).
13. Original certified copy of B-BBEE Certificate issued by a SANAS verification agency; original Sworn Affidavit from commissioner of oaths or Original / Certified copy of CIPC Sworn Affidavit
14. Original Certified copies of ID's of the Director(s) **(Certification not older than 6 months before the closing date)**.
15. **In case of a Joint Venture**, Association or Consortium a formal contract agreement must be signed by both parties and be attached and the following must be adhered to:

- All of the above requirements must be for the both entities.
- Consolidated Valid B-BBEE Certificate issued by a SANAS

Verification agency; **NB: No sworn affidavits will be considered.**

NB: FAILURE TO MEET ANY OF THE ABOVE REQUIREMENTS WILL LEAD TO IMMEDIATE DISQUALIFICATION,

Mandatory Compliance:

1. Submission of a Bid Price indicating a detailed breakdown and a total for staff, levels and hourly rates;
2. Submission of a Project Proposal responding to the Technical Evaluation Criteria
3. The 1st phase will be the evaluation of bids on functionality and during this stage bids that do not meet the minimum threshold for functionality will be disqualified and will not be considered for the second phase of evaluation, i.e.
4. Commercial evaluation based on price and preference points. The 2nd phase evaluation will be on price points (80 points) and preference points (20)
 - Price = 80 points
 - Preference = 20 points

B-BBEE Status Level of Contributor	Number of Points (90/10 system)	Number of Points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

Phase 1: Functionality Evaluation

1. Maximum of two service providers will be appointed for this assignment;
2. Service providers must meet the minimum threshold. Failure to meet the threshold in any of the deliverables will result in disqualification and the service provider not being considered for phase 2 evaluation.

FUNCTIONALITY EVALUATION CRITERIA:

No	Quality Criteria	Maximum Score	Evidence
1	COMPANY CAPACITY	10	Established mechanical workshop or Mobile workshop (Attach copy of ownership/lease agreement, and photos) =10 points
2	COMPANY EXPERIENCE	40	Previous contracts (Above R 500 000.00 per Appointment Letter / Purchase Orders & Stamped Reference Letters) = 10 points Previous contracts (Below R 500 000.00 per Appointment Letter / Purchase Orders & Stamped Reference Letters) = 05 points (Certified copy of Appointment Letter(s) & Stamped Reference letter(s) for service & repairs of yellow fleet & white heavy vehicles)
3	TECHNICAL EXPERTISE	40	Workshop Technician qualifications: Team CV <ul style="list-style-type: none"> ▪ Project Leader: Qualification: Diploma or higher qualification: Diesel Mechanic or Mechanical Engineering with - <ul style="list-style-type: none"> ✓ 5 years' and above of experience = 30 points ✓ 3 – 4 years' experience = 20 points ✓ 1- 2 years' experience =10 points ▪ Team Leader Certificate: Diesel Mechanic or Mechanical Engineering <ul style="list-style-type: none"> ✓ 3 years' and above of experience = 10 points ✓ 1- 2 years' experience =05 points Attach C.V & Certified copies of qualifications)
4	BANK RATING	10	<ul style="list-style-type: none"> • A-C = 10 Points • D = 05 Points
	TOTAL POINTS		100

NB: - Bidders must score a minimum of **70 points** to qualify for further evaluation

NB: Failure to submit appointment letters and stamped reference letters no points will be allocated.

NB: **Preference will be given to the highest scored points** bidders

PRICING SCHEDULE (BILL OF QUANTITY)

WORK DESCRIPTION	RATE PER HOUR- YEAR 1 (VAT INCLUDED)	RATE PER HOUR -YEAR 2 (VAT INCLUDED)	RATE PER HOUR- YEAR 3 (VAT INCLUDED)	TOTAL (VAT INCLUDED)
Parts list Backhoe Loader 315SK & 428E (As and when Required)				
Check and/or replace backhoe boom locks				
Inspect drive belt				
Drain water from water separator and fuel tanker				
Clean or replace cap fresh air reticulation filters				
Check, clean and/or replace air cleaner elements and dust unloader valve				
Inspect and clean hydraulic reservoir fill screen				
Grease non-powered front wheel bearings (if equipped)				
Grease stabilizer Leg wear strips				
Grease MFWD drive shaft splines (if equipped)				
Shim front axle pivot pin				
TOTAL 1				
Service Inspections (1000 Hours)				
Drain and refill engine oil and replace engine oil filter				
Replace primary and secondary fuel filter				
Replace secondary air cleaner element				
Replace fuel tank breather				
Remove and clean engine crankcase vent tube				
Check engine air intake hoses and connections				
Check engine drive belt , tensioners and idler pulleys				

Replace serpentine belt				
Check coolant conditioner (Drain and refill 6000 hrs.)				
Check battery electrolyte level and terminals				
Replace hydraulic fluid return filter				
Replace hydraulic reservoir breather filter				
Drain and refill transmission and torque convertor oil				
Replace transmission oil filter				
Check MFWD front axle housing and MFWD planetary oil level				
Drain and refill MFWD axle housing oil				
Drain and refill MFWD planetary housing oil level				
Clean, pack and adjust non-power front wheel bearings (if equipped)				
Check service brake clearance				
Drain and refill rear axle differential housing oil				
Drain and refill rear axle planetary drive oil				
Remove and clean rear axle oil screen				
Check axle cooling system for leaks and damage				
Check axle cooling system strainer filter				
Check boom to dipper stick pivot pin bolt torque				
Replace cab fresh air and air reticulation filters				
TOTAL 2				
Parts List G Series Motor Grader ;120H/140H; 120K - (As and when Required)				
Check condition and tension of drive belt				
Clean fuel tank filter screen				

Drain water and sediment from fuel tank				
Replace engine torsional damper (*C*)				
Replace final fuel filter				
Check wheel fasteners (*E*)				
Replace tandem oil (*G*) 4000hrs				
Change blade wear inserts				
Replace fresh air filter				
Replace cab recirculation air filter (*B*)				
TOTAL 3				
Service Inspections (1000 Hours) Engine				
Check air intake hoses				
Check and adjust engine valve clearance (replace cover gasket)				
Check battery electrolyte level and terminals				
Check condition and tension of drive belt				
Check condition of engine coolant and hoses				
Check condition of turbo waste gate diaphragm				
Check engine ground connection				
Check engine speeds				
Check engine torsional damper (1.5mm max lateral run out)				
Check fuel lines for leakage and deterioration				
Clean engine crank case vent tube				
Grease fan drive shaft				
Replace engine air filter (inner) (*B*)				
Replace engine air filter (outer) (*B*)				
Replace engine coolant (*D*)				
Replace engine oil and engine oil filter (*A*)				

Replace inline fuel strainer				
Replace primary fuel filter				
Replace fuel filter kit (770 and 870 Series)				
Replace auxiliary fuel filter (if equipped)				
Replace fast fill fuel filter (if equipped)				
Transmission and Axles				
Calibrate transmission and 6 WD				
Check and tighten axle mounting bolts				
Check brake action and recharge brake accumulator if necessary				
Check differential oil level and take oil sample				
Check oil level and take oil sample (transmission, axle and tandems)				
Clean transmission pump inlet screen				
Clean, pack and adjust front wheel bearings (Non 6WD units)				
Grease tandem pivots				
Take 6WD hub oil sample (if equipped)				
Replace 6WD hub oil(if equipped)				
Replace differential oil				
Replace rear axle breather				
Replace transmission oil				
Cab, Chassis and GET				
Adjust or replace blade lift cylinder sockets				
Adjust wear insert clearance of blade circle and draft frame				
Check front axle washers (*J*)				
Check and tighten the frame blade bolts				
Check circle drive gear box oil level				
Check side and vertical clearance of the extension boom				

Clean cab recirculation filters				
Replace circle drive gear box				
TOTAL 4				
Parts List of Heavy duty Vehicles (As and when Required)				
ABS brake pump				
ABS computer module				
AC compressor				
AC condenser				
AC condenser fan				
Air brake compressor				
Air brake tanks				
Air cleaner				
Alternator				
Axle shaft				
Axle housing				
Battery box				
Brake booster				
Brake chamber				
Brake foot valve assembly				
Brake master cylinder				
Bumper				
Cabs				
Camp plate				
Camshaft				
Catalytic converter DPS				
Clutch master cylinder				
Computer control module transmission				
Computer control module engine				
Connector rod				
Corner panel fender				
Crankshaft				
Crankshaft pulleys				

Cylinder heads				
Differential gear rear axle assembly				
DPU unit				
Drive shaft				
EGR valve				
Engine flusher				
Engine motor				
Engine block				
Engine stop				
Evaporator core				
Exhaust manifolds				
Fan clutch assemble				
Flex plate				
Fly wheel clutch				
Fly wheel housing				
Frame and chases				
Front Axle assemblies				
Fuel rails				
Fuel supply pumps				
Fuel tank				
Glow plug				
Headlight assembly				
Hoods				
Injector pump				
Injector lines				
Injectors				
Intake manifolds				
Intercooler				
Mirrors				
Muffler tailpipe				
Oil Cooler				
Oil pans				
Oil pump				

Park brake valve assembly				
Piston				
Power steering pump				
Radiator overflow jug				
Radiator				
TOTAL 5				
Service Inspections (Every 15 000 km)				
Anti-Freezer 5 litres				
Air filter inner and outer				
Primary fuel filter				
Secondary fuel filter				
Oil filter				
Fan belt air conditioner				
Fan belt steering pump				
Fan belt pulley				
Oil filter housing				
TOTAL 6				
BREAKDOWNS				
Call out fee – normal working hours				
Call out fee – after hours				
Travelling cost per km				
TOTAL 7				
LABOUR COST	RATE PER HOUR- YEAR 1	RATE PER HOUR- YEAR 2	RATE PER HOUR- YEAR 3	TOTAL
Labour				
Travelling cost per km				
TOTAL 8				

All technical enquiries should be directed to **Manager: Fleet (Mr. V Masilela)** at 013 262 3056 or vmasilela@emlm.gov.za

**M.M KGWALE
MUNICIPAL MANAGER
ELIAS MOTSOLEDI LOCAL MUNICIPALITY
2ND GROBLER AVENUE
GROBLERSDAL
0470**

5. CONCLUSION

Any false information given by the Prospective Service Provider and not meeting the minimum qualifying requirement, will lead to automatic disqualification of the PSP.

The council reserves the right to accept either the whole or part of any Bid, or not to appoint at all. Faxes or e-mail is not acceptable. Bidders will be required to show compliance with the New Preferential Procurement Regulation of 2017

COMPULSORY MUNICIPAL BID DOCUMENTATION

- a) MBD 1 : Invitation to tender
- b) MBD 4 : Declaration of interest
- c) MBD 6.1 : Preference points in terms of Preferential Procurement Regulations 2017
- d) MBD 8 : Declaration of bidder's past supply chain management practices
- e) MBD 9 : Certificate of Independent Bid Determination

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (ELIAS MOTSOLEDI LOCAL MUNICIPALITY)

BID NUMBER:	CLOSING DATE:	CLOSING TIME:	
DESCRIPTION			

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

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

02 GROBLER AVENUE
GROBLERSDAL
0470

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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TOTAL NUMBER OF ITEMS OFFERED	TOTAL BID PRICE
	R

SIGNATURE OF BIDDER	DATE
.....	

CAPACITY UNDER WHICH THIS BID IS SIGNED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	BUDGET AND TREASURY	DEPARTMENT	INFRASTRUCTURE
CONTACT PERSON	M MTHIMUNYE	CONTACT PERSON	V MASILELA
TELEPHONE NUMBER	013 262 3056	TELEPHONE NUMBER	013 262 3056
FACSIMILE NUMBER	013 262 2547	FACSIMILE NUMBER	013 262 2547
E-MAIL ADDRESS	mmthimunye@emlm.gov.za	E-MAIL ADDRESS	vmasilela@emlm.gov.za

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

No.	Information	Please provide detail	
3.1	Full name of bidder or his or her representative		
3.2	Identity number		
3.3	Position occupied in the company (director, trustee, shareholder ²)		
3.4	Company registration number		
3.5	Tax reference number		
3.6	VAT registration number		
Note	<i>(The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.)</i>		
3.7	Are you presently in the service of the state?	Yes	No
	If yes, please furnish particulars :		
3.7.1	Name of director		
3.7.2	Service of state organization		

3.8	Have you been in the service of the state for the past twelve months? If yes, please furnish particulars :	Yes	No
3.8.1	Name of director		
3.8.2	Service of state organization		
3.9	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? If yes, please furnish particulars :	Yes	No
3.9.1	Name of person in the service of state		
3.9.2	Relationship		
3.10	Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? If yes, please furnish particulars :	Yes	No
3.10.1	Name of person in the service of state		
3.10.2	Relationship		
3.11	<i>Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?</i> If yes, please furnish particulars :	Yes	No
3.11.1	Name of director		
3.11.2	Service of state organization		
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state? If yes, please furnish particulars:	Yes	No
3.12.1	Name of director		
3.12.2	Name of relative		

3.12.3	Relationship		
3.13	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? If yes, please furnish particulars:	Yes	No
3.13.1	Name of director		
3.13.2	Related company		
Note:	<p>SCM Regulations:</p> <p>“In the service of the state” means to be –</p> <ul style="list-style-type: none"> (a) a member of – <ul style="list-style-type: none"> (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces; (b) a member of the board of directors of any municipal entity; (c) an official of any municipality or municipal entity; (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); (e) a member of the accounting authority of any national or provincial public entity; or (f) an employee of Parliament or a provincial legislature. <p>“² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.</p>		

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

Full Name	Identity Number	State Employee Number

5. I, the undersigned 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.

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

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

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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser 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 purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

“B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on

black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (b) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (c) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (d) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (e) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (f) **“prices”** includes all applicable taxes less all unconditional discounts;
- (g) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (h) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
1.
- (i) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 or 90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. **BID DECLARATION**

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

6. **B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor:.....=.....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. **SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

7.1.1 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 or QSE

(Tick applicable box)

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

WITNESSES

1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the accounting officer / authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website www.treasury.gov.za and can be accessed by clicking on its link at the bottom of the home page	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website www.treasury.gov.za by clicking on its link at the bottom of the home page.	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, the undersigned certify that the information furnished on this declaration form true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This municipal bidding document (MBD) must form part of all bids¹ invited.
- 2 Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). ²Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - 3.1. take all reasonable steps to prevent such abuse;
 - 3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

in response to the invitation for the bid made by:

[Empty rectangular box for bidder name]

NAME OF MUNICIPALITY / MUNICIPAL ENTITY 

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





I certify, on behalf of (name of bidder): 

NAME OF REPRESENTATIVE: 

that:

1. I have read and I understand the contents of this certificate.
2. I understand that the accompanying bid will be disqualified if this certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder.
5. For the purposes of this certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a. Has been requested to submit a bid in response to this bid invitation;
 - b. Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - c. Provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- 7.1 Prices;
 - 7.2 Geographical area where product or service will be rendered (market allocation);
 - 7.3 Methods, factors or formulas used to calculate prices;
 - 7.4 The intention or decision to submit or not to submit a bid;
 - 7.5 The submission of a bid which does not meet the specifications and conditions of the bid; or
 - 7.6 Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- ³ **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.**
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.

NAME OF REPRESENTATIVE 	AUTHORIZED SIGNATURE (UNDERSIGNED) 
DATE: 	CAPACITY: 

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract are not included in this document and may be downloaded from the following website – www.treasury.gov.za/legislation