



agriculture & rural development

Department:
agriculture
& rural development
PROVINCE OF KWAZULU-NATAL

INVITATION OF QUOTATION ABOVE R30,000.00

THIS FORM SHOULD BE COMPLETED IN DETAIL AND SHOULD BE ACCOMPANIED BY A **VALID TAX COMPLIANCE STATUS PIN AND VALID BBBEE VERIFICATION CERTIFICATE/AFFIDAVIT**

QUOTATION NUMBER: R/S/1920/2594	VALIDITY PERIOD OF QUOTATION..... Days (To be completed by the Supplier)
CLOSING DATE: 27/03/2020	CLOSING TIME: 11H00
DESCRIPTION(SPECIFICATION/S) OF ITEMS/ SERVICE REQUIRED: Construction of dipping facility (Bikibiki Diptank) at Oqondweni area.	COMPANY NAME: _____ TEL NO: _____ FAX NO: _____ CONTACT PERSON: CSD REG NUMBER MAAA.....
DOES OFFER COMPLY WITH SPECIFICATION?	YES/NO (DELETE WHICH EVER IS NOT APPLICABLE)
DOES ARTICLE COMPLY WITH SABS SPECIFICATION? HAS IT BEEN INSPECTED BY SABS?	YES/NO YES/NO (DELETE WHICH EVER IS NOT APPLICABLE)
DELIVERY PERIOD AFTER INITIAL ORDER?	
IS THE PRICE FIRM	
WHERE ARE THE STOCK HELD? (PHYSICAL ADDRESS , PLEASE)	
QUOTATION PRICE INCLUDING VAT (VAT TO BE ADDED BY REGISTERED VAT VENDORS ONLY)	TOTAL: R
COMPANY OFFICIAL STAMP (COMPULSORY) SIGNATURE OF BIDDER DATE
NUMBER OF PAGES FAXED BACK TO THE DEPARTMENT BY THE SUPPLIER(Supplier to complete)

NB: QUOTATION FOR THE ATTENTION OF: Ntuthuko Hlengwa@033 343 8367

NB:

THE ATTACHED SBD4 & SBD9 FORMS MUST BE COMPLETED IN FULL.
THIS REQUEST FOR QUOTATION (RFQ) MUST BE COMPLETED AND RETURNED WITH ALL YOUR QUOTATION DOCUMENTS.

**THE DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT: No 4 PIN OAK AVENUE,
HILTON QUARRY, HILTON.**



agriculture
& rural development

Department:
agriculture
& rural development
PROVINCE OF KWAZULU-NATAL

**CONSTRUCTION OF A DIP TANK (1X NEW
STRUCTURE) PLUS ANIMAL HANDLING
FACILITIES AT MANGUZI LOCAL OFFICE
(Bikibiki Dip tank)**

**PROJECT SPECIFICATIONS,
CONDITIONS OF CONTRACT AND
PRICING & PAYMENT SCHEDULES**

May 2019

<u>NO. OF DIPTANKS TO BE BUILT</u>	>>	1
<u>REQUIRED CIDB GRADING</u>	>>	2CE

This document contains:

No.	Section	Pages
1	A - Project Particulars	2
2	C - Project Technical Specifications	3-6
3	ANNEXURE A: Pricing summary Dip tank 1 + 2	07
4	ANNEXURE B : Payment Schedule	08
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09	DRAWING 2: MBB Layout Plan of Cattle Dip Tank	DR02
10	MAP OF THE AREA: With coordinates	DR02



A - PROJECT PARTICULARS

1) PROJECT DESCRIPTION / BACKGROUND

The project covers the supply of material, fittings & construction of a cattle dip tank and associated animal handling facilities at Manguzi Local office at Bikibiki Area.

The works include the excavation of the pit(s) (holes) according to specification on the plan, construction of the reinforced concrete lining of the pits and dry races using approved methods, construction of the crush pen, bypass and entrance kraal with poles. It also includes the casting of concrete in the kraal area as well as the entrances and exit areas of the bypass. Please refer to the attached **typical cattle dip tank plan**.

2) LOCATION

- Name of dip tank : Bikibiki Dip Tank
- Location and road access: Manguzi Local- Bikibiki Area
- Co-ordinates: S-27° 34' 04" , E-32° 27' 07"

For exact location see attached map DR 02.

3) SCOPE

The contract covers the supply of all material and fitting and construction of all works relating to the new dip tank and animal handling facilities. The following are the detailed scope of works for the **new dip tank and animal handling facilities**: Details of these works are specified in *Section C: Project Technical Specifications*.

- **Site selection and establishment;**
- **Earthworks:** Excavate the pits to desired depth and width using suitable methods. Accuracy regarding the exit slope is very important. To ensure maximum accuracy final preparation must be done using picks and spades. See specifications and drawings.
- **Steel work:** the bending schedule for reinforcing the tanks is supplied with drawing and is to be followed precisely. This must be inspected and approved by the supervising engineer or his delegated representative. The base of the tanks must be prepared and cast first before any other concrete work is carried out. The base reinforcement must protrude from the base to ensure proper tying of the side wall reinforcing.
- **Form work:** pre-cut 20mm shutter boards must be used to do the form work. It must be supported in such a way that when casting commences, no "kick out" occurs. Form work must be inspected by the supervising engineer or his delegated representative before casting commences. Shuttering should be treated so that the concrete does not stick to it.
- **Concrete work:** mechanical concrete vibrator (petrol driven) must be used at all times and concrete should be cast in manageable amounts. If any defects occur, it must be patched to match the same finishing when the shuttering is removed.
- **Poles-** only **pressure treated creosoted SABS approved standard poles** to be used.
- **Strength of concrete** - 30MPa
- **Cover to reinforcement** = 40mm
- **Chamfer:** all sharp exposed edges to have **chamfer** of 25mm x 25mm.



C) PROJECT TECHNICAL SPECIFICATIONS

1) CONTRACT SCOPE

Construction of a new dip tank and animal handling facilities as indicated in Section A: Project Particulars, clause 1. This is also the Pricing Schedules that has to be completed under ANNEXURE D (PRICING SCHEDULE)

- a. Supply and delivery all materials required for the structure.
- b. Excavation of the pit, steel and form work, lining the pit with the prescribed concrete.
- c. Casting and construction of the exit slope and dry race.
- d. Digging holes for the pole work, planting, aligning the poles to form the crush, bypass and kraal, bracing of the poles as per plan and fitting of neck clamp. Backfilling and compacting the soil around the poles.
- e. Clearing the sites from all rubble, spreading the excess soil from the pit and clear site of all excess material.

2) PRELIMINARIES AND GENERAL

The contractor is to note that all insurances (UIF, workman's compensation, works, public liability etc.); site and equipment safety; site establishment and security; services (water and electricity); testing of materials and any specialist services are for the contractors responsibility and attention throughout the contract duration until handover of the project. Please also refer to general conditions of contract. The Department reserves the right to stop progress of the works until these conditions are complied with.

3) EARTHWORKS AND SITE PREPARATIONS

Normal regulations regarding safety, municipal by-laws, contamination of water sources, erosion, siltation etc. will still apply.

- Site preparations & establishment: **SABS 1200 AA (4)**
 - Setting out of works: **SABS 1200 AA (5.1.1)**
 - Permissible deviations: **SABS 1200 GA (6.4)** Degree of accuracy II for all bases.
 - Restricted Excavations: **SABS 1200 AA (5); SABS 1200 DA (5.1; 5.2.2)**
- .1 The site(s) must be cleared and stripped of all plant materials, roots and topsoil.
 - .2 The cleared and stripped material is to be stockpiled away from the construction site and is to be levelled/replaced once all construction is complete.
 - .3 The site(s) is/are to be levelled prior to any construction. This includes excavation of in situ material to provide the pit.
 - .4 Materials excavated and suitable for backfilling will be placed in even, thin layers and compacted with thickness applicable to the compaction method/machinery used but not exceeding 150mm.

4) MATERIALS AND CONSTRUCTION

All materials must conform to SABS specifications for the products. This includes all items such as bricks, blocks, brick reinforcement, damp proofing, lintels, glazing, plumbing and drainage etc... All construction works must conform to the applicable standard specifications and installation requirements as per NBR requirements and manufacturers



recommendations. All concrete works to conform to Cement & Concrete Institute standards and recommendations.

Steel shuttering must be used except for the bottom 1300 mm where steel shuttering is unable to accommodate the inside shape of the tank. Only a maximum of 500 mm of casting will be allowed and a minimum of 3 days will be allowed for curing before shuttering can be removed. Adequate support must be provided for shuttering to prevent buckling, twisting and bulging.

5) STANDARD CONCRETE MIXES:

Mixing, pouring and curing of concrete: SABS 1200 GA (5.4)

Materials: SABS 1200 AA (3); SABS 1200 GA (3)

Cement : Common cement 32,5N or R to SANS 50197-1

Testing: SABS 1200 AA (7); SABS 1200 GA (7)

Quality control through the slump test SABS 1200 GA (5.4.1.2) SABS method 862. The contractor is to supply the slump testing equipment.

Tolerances to SABS 1200 GA (6.4)

Formwork: Refer to SABS 1200 GA (4.4; 5.2)

Reinforcing: SABS 1200 GA (5.1)

Refer to standard concrete mixes specification.

STANDARD CONCRETE MIXES:

Concrete for non-structural purposes shall be "Prescribed mix concrete" produced in accordance with the requirements indicated in table 5.1, and the Contractor is also referred to the foregoing preambles insofar as they apply: -

Class of Concrete	Estimated Minimum Compressive Strength in MPA at 28 Days	Maximum Nominal Size of Coarse Aggregate in mm	Proportion of Constituents		
			Cement (Parts)	Fine Aggregate (Parts)	Coarse Aggregate (Parts)
A	10	37,5	1 (=2 bags)	4	5
B	15	19,0	1 (=2 bags)	3	4
C	20	19,0	1 (=2 bags)	2½	3½
D	25	19,0	1 (=2 bags)	2	3
E	30	19,0	1 (=2 bags)	2	2½

Cement and aggregates shall be mixed by volume and the contents of a 50kg sack of cement shall be taken to be 0,033m³. Water addition should be kept to a minimum. Only sufficient water should be used to produce a workable mix of 60-100mm slump. A recommended maximum water: cement ratio is 1 for a 10Mpa; 0.8 for a 15Mpa; 0.65 for a 20Mpa; 0.59 for a 25Mpa; 0.53 for a 30Mpa mix, however the lower the ratio the better the durability of the concrete. Approximately 210 litres per m³ of concrete is required for an average quality sand and optimum quantity 19mm stone.

FINISHES TO IN-SITU CONCRETE

Class U1 Ordinary Finish

Immediately after placing, the concrete shall be finished rough by screeding with the edge of a wooden board of straight and true line and working between guides set accurately to level.

No mortar shall be added and noticeable surface irregularities caused by the displacement of coarse aggregate shall be made good by re-screeding after removing or tamping down the offending aggregate.

**Class U2 Wood Float Finish**

The concrete surface shall first be brought to the standard Class U1 ordinary finish and then floated with a wood float. Floating shall be started as soon as the screeded finish is stiffened sufficiently and bleed water has evaporated or been removed and it shall be the minimum necessary to produce a surface free from screed marks and uniform in texture.

Class U3 Coarse Brush Surface Finish

The concrete surface shall first be brought to a Class U1 ordinary finish. A coarse brush finish is then applied with a coarse bristle brush. "Brushing" shall be started soon after screeding to produce a uniform patterned coarse surface finish with a rough surface texture in the direction of the desired drainage direction.

Class U4 Steel Float Finish

The concrete surface shall first be brought to the standard Class U1 ordinary finish and then floated with a steel power float. Floating shall be started as soon as the screeded finish is stiffened sufficiently and bleed water has evaporated or been removed and it shall be the minimum necessary to produce a surface free from screed marks and uniform in texture.

MORTAR CLASS	MIX RATIO: (By Volume)	MASONRY CEMENT: kg	LIME: L	SAND: (loose and damp) L (max)
I	1 : 4	50	0-10	130
II	1 : 6	50	0-40	200
PLASTER CLASS	MIX RATIO: (By Volume)	MASONRY CEMENT: kg	LIME: L	SAND: (loose and damp) L (max)
Rich mix (foundations, wet areas)	1 : 4	50	0-10	130
General purpose	1 : 5	50	0-40	165

6) FILLING OF THE DIPTANK

- .1 After completion the dip tank should be filled with 17,000 litres of clean water. This water should be clear and visibly free of dissolved particles or pollution (vegetation, soil, animal or human waste), but need not be purified or treated.
- .2 The source of the water depends on the location of the site.
Two methods could be used:
 - The tank is filled with water brought in by one or more water tankers. If this is the case the contractor can claim the invoiced amount from the water supplier and will receive a mark-up of the percentage indicated in item 8.1 of ANNEXURE D: the Schedule of Quantities/Pricing schedule. If THE INVOICE exceeds R 25,000 the contractor will have to prove that the invoice is reasonable and market related, for example, by submission of three quotes.
 - The tank is filled with water pumped from a borehole, dam or other water source. In this case the standard compensation (item 8.2) will be R 3000. Contractor to provide a mark-up.
- .3 ***Both options in the pricing schedule should be priced in case water availability is not known.
If the water availability is known, the option not applicable should be scratched out at the site/bid briefing.***
- .4 ***Please note that only the amount for the applicable option will be paid out.***

7) SAFETY PRECAUTIONS ON SITE DURING CONSTRUCTION



- .1 One 5kg ozone friendly fire extinguisher and 1 fully fitted 1st aid box is to be available at all times.
- .2 All safety equipment required to construct the facility are for the contractor's responsibility and provisioning. Examples include: safety and protective clothing; sound scaffolding; false work and bracing; ladders etc... all equipment, tools and safety equipment are to be in a safe operating condition and must be used by the workers where appropriate.
- .3 Refer to general conditions for site safety as included in the regulations of the ***Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)***. Site operations and conditions requiring special attention include but are not limited to:
 - Equipment, machinery, tools: (stationary or mobile) such as vehicles, generators, pumps, drills, augers, picks, spades, hand tools, ladders, scaffolding to be in a safe operating condition and are to be used in a safe and responsible manner. The contractor is responsible for all such monitoring and control of site operations and equipment throughout the works for the entire contract duration.
 - Lifting and lowering of materials or personnel in any way whatsoever.
 - Personnel access and operations at raised levels or on raised platforms or scaffolding.
 - Excavation works and holes are to be clearly indicated to prevent injury to personnel.
 - Potential ingress of water on/through the site.
 - Potentially hazardous services may be present on site such as water and sewerage mains, electricity cables etc...
 - Chemical transport, storage and usage whatsoever - this includes chemical contact through equipment use such as fuels and oils; materials such as creosote, paints, solvents, cement, concrete...
 - Barriers and safety cordons, safety and warning signage, sirens, lighting etc. as required
 - Safety equipment: Safety and protective clothing, gloves, goggles, masks, hard hats, boots, harnesses etc.
 - A first aid box is to be provided and available at all times on site during working hours and is to comply with the requirements of the Occupational Health and Safety Act.
 - Additional risks associated with specific methods of construction selected by the contractor which are not necessarily covered in the above.

8 TOILET FACILITIES

- .1 Contractor to provide his own toilet facilities in compliance with the ***Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)***.

**ANNEXURE A : Pricing Summary New Dip Tank**>>>> Bring forward amounts of page 22.

ITEM #	DESCRIPTION	Sub Total Value Grand Total ®
1	<u>Manguzi Local office Bikibiki Area/ Dip Tank</u> Location: District, Local Municipality along Dip tank and animal handling facilities (sub-total from Annexure D1)	Sub total Page 22 R.....
Amount to be used for comparison of bids by SCM <<< SUB TOTAL (A)		R
VAT (15%)		R
Order value << TOTAL		R

**ANNEXURE B : Work Phases Schedule for the Construction of a New Dip Tank**

Please note these values are primarily estimates of what part the work phase constitutes of the entire project, and do NOT reflect the exact amounts per part payment. Usually payment certificates reflect work done in several work phases, which do not necessarily have been completed.

Work phase No.	PHASE DESCRIPTION	App. % of work/ contract
1	Preliminary and general/Site establishment 1) Insurances, project risk, workman's compensation, UIF etc... 2) Project administration, services, external services, testing, safety, provision of all required equipment for works at required times etc... 3) Site preparation and establishment. Excavation of dip tank hole see Item 10, Annexure D	10%
2	Completion of concrete work for dip tank hole, Items 11, 12 and 13, Annexure D	25%
3	Excavation and Concrete work for dry race and kraal entrance	15%
4	Pole work and associated excavation and concrete work including by-pass entrance and exit (all pole holes , planting, compacting and bracing of poles, fitting of neck-clamp)	40%
5	Retention money 10% at final completion after 90 days	10%
	TOTAL	100%

**ANNEXURE C :****Additional Information**

- Failure to provide the information required below will make it impossible to score enough points to pass the functionality assessment the bid in terms of ANNEXURE E.
- Use additional pages if the space offered below does not sufficient.

1. EQUIPMENT & RESOURCES

Provide an indication of the equipment & resources which will be utilised to execute the services required.

#	EQUIPMENT & RESOURCES INTENDED TO BE USED TO IMPLEMENT THE WORKS	OWNED/HIRED/LEASED?
1		
2		
3		
4		
5		

2. EXPERIENCE

Please indicate your experience and expertise by completing the table. All Contractors need to prove that they have done dip tanks or similar work, i.e reinforced concrete works, in order to be considered.

#	NAME OF PROJECT + PERIOD	PROJECT DESCRIPTION <i>with particular reference to reinforced concrete applications</i>	ROLE (SELF OR SUB-CONTRACTED)	PROJECT VALUE	NAME AND CONTACT NUMBER OF REFEREE
1					
2					
3					
4					
5					

3. SUB CONTRACTED WORKS

Please list which parts of the works for this Bid will be sub-contracted.

#	Sub Contractor	Associated works	Percentage
1			
2			
3			
4			
5			



ANNEXURE D1: PRICING SCHEDULE –BIKIBIKI DIPTANK

>> A copy of this Pricing Schedule is to be attached at every claim

Name of Dip tank: <u>BIKIBIKI</u>			Location: <u>MANGUZI</u>		
ITEM	DESCRIPTION	UNIT	QTY	Rate (Excl. VAT)	Amount (Excl. VAT)
1 PRELIMINARY AND GENERAL/SITE ESTABLISHMENT					
1.1	Insurance, project risk, workman's compensation, UIF. Project admin, provision of required equipment. Testing, safety, site establishment and site preparation, OSH reqs.	Sum	1		
2 EARTHWORKS					
2.1	Site clearance (removal of top 150mm of dip tank area & replacement where required)	m ²	200		
2.2	Levelling of site where required and excavation of tank and drying race (crush pen) to specified slope.	Sum	1		
2.3	Excavation of the tank hole	m ³	28		
2.4	Restricted backfill to 93% Mod AASHTO behind dip tank walls	m ³	20		
2.5	Cart away surplus material to spoil	Sum	1		
2.6	E/O for rock (use of this item must be verified and approved by the Engineer)	m ³	3		
3 CONCRETE					
3.1	30 MPa concrete	m ³	28		
4 POLES					
4.1	2.40m x 100-125mm Ø Posts (Supply, dig, plant concrete)	No.	85		
4.2	2.70m x 100-125mm Ø Posts (Supply, dig, plant concrete)	No.	35		
4.3	4.80m x 100-125mm Ø Posts (supply, drill and erect)	No.	125		
5 STEEL REINFORCEMENT					
5.1	R 10 x 0.350m - Pole bracing	No.	380		
5.2	R 10 x 1.625m – Pole bracing	No.	15		
5.3	Ref 311 mesh - 6m x 2.4m sheet for concrete	No.	4		
5.4	Ref 500 mesh – 6m x 2.4m sheet for concrete	No.	16		
5.5	R 8 (75m in total).See bending Schedule. Bars of 6m length	No.	13		
5.6	Y10 x 2.6m (See bending Schedule)	No.	1		
5.7	800mm x 102mm x 76mm x 10mm angle iron	No.	1		
6 STONE PITCHING					
6.1	Stone	m ²	10		
7 SHUTTERING,FINISHING AND WATER PIPELINE					
7.1	Formwork in small works etc. Rough formwork (incl. narrow widths and raking)	m ²	19		
7.2	Smooth formwork (incl. narrow widths and raking)	m ²	148		
7.3	U2 finish to base of tank, steps and drying race	m ²	33		
7.4	U4 finish to tops of walls	m ²	3.1		
7.5	Connect pipeline to the dip tank about 400m away from the site, connect on the existing mainline and erect 1x valve and 1x tap with all necessary fittings/bends/concrete (32-40mmØ pipe)	Sum	1		
8 FILLING OF THE TANK > See Section C, clause 6). Both options to be priced, but only applicable 1 to be claimed					
8.1	Option 1: Tank is filled with one or more water tankers	Sum	1		
8.2	Option 2: Tank is filled by pumping water from a nearby dam, bore hole or other water source.	Sum	1		
SUBTOTAL ITEMS 1-8			R		



9 ANCILLARY MATERIALS, SERVICES & EQUIPMENT								
9.1	Ancillary Materials, Services & Equipment 10% of subtotal for items 1-8				Sum	1		
<<< (Amount to be carried forward to Annexure A)					TOTAL EXCL VAT		R	

ANNEXURE E

ANNEXURE F: PRO FORMA PAYMENT CERTIFICATE FOR DIPTANKS

Name of Dip tank: BIKIBIKI				Location: BIKIBIKI AREA			
Claimant:				Date:		Claim No.	
A	B	C	D	E	F	G	H
ITEM	DESCRIPTION	UNIT	QTY	Rate (Excl.)	Amount	% Completed	Claim (F x G)
1 PRELIMINARY AND GENERAL/SITE ESTABLISHMENT							
1.1	Insurance, project risk, workman's compensation, UIF. Project admin, provision of required equipment. Testing, safety, site establishment and site preparation, OSH reqs.	Sum	1				
2 EARTHWORKS							
2.1	Site clearance (removal of top 150mm of dip tank area & replacement where required)	m ²	200				
2.2	Levelling of site where required and excavation of tank and drying race (crush pen) to specified slope.	Sum	1				
2.3	Excavation of the tank hole	m ³	28				
2.4	Restricted backfill to 93% Mod AASHTO behind dip tank walls	m ³	20				
2.5	Cart away surplus material to spoil	Sum	1				
2.6	E/O for rock (use of this item must be verified & approved by the Engineer)	m ³	3				
3 CONCRETE							
3.1	30 MPa concrete	m ³	28				
4 POLES							
4.1	2.40m x 100-125mm Ø Posts	No.	85				
4.2	2.70m x 100-125mm Ø Posts	No.	35				
4.3	4.80m x 100-125mm Ø Posts	No.	125				
5 STEEL REINFORCEMENT							
5.1	R 10 x 0.350m - Pole bracing	No.	380				
5.2	R 10 x 1.625m – Pole bracing	No.	15				
5.3	Ref 311 mesh - 6m x 2.4m sheet for concrete	No.	4				



5.4	Ref 500 mesh – 6m x 2.4m sheet for concrete	No.	16				
5.5	R 8 (75m in total).See bending Schedule. Bars of 6m length	No.	13				
5.6	Y10 x 2.6m (See bending Schedule)	No.	1				
5.7	800mm x 102mm x 76mm x 10mm angle iron	No.	1				
6 STONE PITCHING							
6.1	Stone	m ²	10				
A	B	C	D	E	F	G	H
ITEM	DESCRIPTION	UNIT	QTY	Rate (Excl. VAT)	Amount	% Completed	Claim (F x G)
7 SHUTTERING AND FINISHING							
7.1	Formwork in small works etc. Rough formwork (incl. narrow widths and raking)	m ²	19				
7.2	Smooth formwork (incl. narrow widths and raking)	m ²	148				
7.3	U2 finish to base of tank, steps and drying race	m ²	33				
7.4	U4 finish to tops of walls	m ²	3.1				
8 FILLING OF THE TANK > See Section C, clause 6). Both options to be priced, but only applicable 1 to be claimed							
8.1	Option 1: Tank is filled with one or more water tankers	Sum	1				
8.2	Option 2: Tank is filled by pumping water from a nearby dam, bore hole or other water source.	Sum	1				
9 ANCILLARY MATERIALS, SERVICES & EQUIPMENT							
9.1	Ancillary Materials, Services & Equipment (Contingencies) <i>PLEASE NOTE</i> <i>Only pre-approved items will be paid from this. This item may therefore not be claimable in its entirety.</i>	Sum	1				
SUB-TOTAL EXCL VAT							
SUBTRACT: TOTAL OF PREVIOUS CLAIMS>>>							
TOTAL THIS CLAIM EX VAT							
SUBTRACT 10% RETENTION >>>							
TOTAL EX VAT							
VAT 15%							
%							
TOTAL AMOUNT OF THIS CLAIM							

KINDLY COMPLETE PLEASE!!!

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means -

- (a) 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) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

KINDLY COMPLETE PLEASE!!!

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

KINDLY COMPLETE PLEASE!!!

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) 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).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD 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 (SBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____ (Bid Number and Description)

in response to the invitation for the bid made by:

_____ (Name of Institution)

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

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium^a will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

^a 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.

SBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Je914w 2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) 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, 2011, 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, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids 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 at no cost.

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
 - 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
 - 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
 - 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
 - 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the 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).
 - 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
 - 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
 - 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
 - 2.9. **“sub-contract”** means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
3. **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:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?
(Tick applicable box)

YES		NO	
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4.1 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.

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.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?
(Tick applicable box)

YES		NO	
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5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. 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. 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
- (ii) the declaration templates have been audited and certified to be correct.

(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 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of Items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			

(E10) **Manpower costs** (Tenderer's manpower cost) _____

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.) _____

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.) _____

(E13) Total local content _____

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: _____