



KWAZULU-NATAL PROVINCE

**AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA**

KWAZULU-NATAL DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

QUOTATION No: R/N/2324/373

DESCRIPTION OF SERVICE:

**APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVERY AND INSTALL
WATER SYSTEM AT BAMBANANI-SEME DEVELOPMENT COOPERATIVE AT
KWAHLABISA**

NAME OF BIDDER:

Mandatory Requirements

1. Minimum of **CIDB Grading 1CE/1GB**
2. Certified Copy of Identity Document (for the purposes of claiming specific goals)

COMPULSORY BRIEFING SESSION

Briefing Venue	Hlabisa Local Office
Briefing Time	14:00AM
Date	08 September 2023

Return of Bid:

Bids must be deposited in the bid box situated at Department of Agriculture and Rural Development, Supply Chain Management, 01 Cedara Road, Cedara, 3200 or send by post to :

The Director: Supply Chain Management, Private Bag X9059, Pietermaritzburg, 3200.

Tel: **(033) 355 9359** before **11:00 am** on the closing date: **11 September 2023**

Issued by:

The Department of Agriculture and Rural Development

1 Cedara Road

Cedara

3200



KWAZULU-NATAL PROVINCE
AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

INVITATION OF QUOTATION FROM R1 - R1 MILLION

THIS FORM SHOULD BE COMPLETED IN DETAIL AND SHOULD BE ACCOMPANY A VALID BBBEE CERTIFICATE/SWORN AFFIDAVIT /CSD REPORT/PROOF OF RESIDENCE

QUOTATION NUMBER: R/N/2324/373	VALIDITY PERIOD OF QUOTATION..... Days (To be completed by the Supplier)
CLOSING DATE: 11 September 2023	CLOSING TIME:11H00
DESCRIPTION(SPECIFICATION/S) OF ITEMS/ SERVICE REQUIRED: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVERY AND INSTALL WATER SYSTEM AT BAMBANANI-SEME DEVELOPMENT COOPERATIVE AT KWAHLABISA	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
QUOTATION TO BE RETURNED TO: Tender box at SCM Cedara Head office 1 Cedara road Pietermaritzburg Department of Agriculture and rural development FOR ATTENTION TO : Nomthandazo Zulu TEL NUMBER : 033 355 9359	
NB: DOCUMENT MUST BE COMPLETED IN FULL, THIS QUOTATION COVER PAGE MUST BE COMPLETED AND RETURNED WITH ALL YOUR SUPPORTING DOCUMENTS.	

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	R/N/2324/373	CLOSING DATE:	11 September 2023	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVERY AND INSTALL WATER SYSTEM AT BAMBANANI-SEME DEVELOPMENT COOPERATIVE AT KWHLABISA				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
THE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT ,01 CEDARA ROAD, SCM BID BOX					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Nomthandazo Zulu		CONTACT PERSON	Nhlanhla Ngcamu	
TELEPHONE NUMBER	033 355 9359		TELEPHONE NUMBER	076 938 6185	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	Nomthandazo.zulu@kzndard.gov.za		E-MAIL ADDRESS	Nhlanhla.ngcamu@kzndard.gov.za	
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] <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 THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> 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 BELOW.					

**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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022 , THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in submitting the
accompanying bid, do hereby make the following statements that I certify to be true
and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA**

SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN

MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bid

² 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 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

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

(delete whichever is not applicable for this tender).

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

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

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

- (a) Price; and
- (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% black ownership	10	
black people who are Youth	10	
black people who are Locality	10	
black people who are women	8	
black people with disabilities (Proof to be attached)	7	
black people living in rural or underdeveloped areas or townships	6	
black people who are military veterans (Proof to be attached)	6	
a cooperative owned by black people	5	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from 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
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

SECTION D

OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

N. B.: THIS FORM IS ONLY TO BE COMPLETED WHEN APPLICABLE TO THE BID.

Site/Building/Institution Involved:

Quotation Reference No: **R/S/2324/373**

Goods/Service/Work: **APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVERY AND INSTALL WATER SYSTEM AT BAMBANANI-SEME DEVELOPMENT COOPERATIVE AT KWAHLABISA**

This is to certify that (bidder's representative name)

On behalf of (company name) _____ -

Visited and inspected the site on ___/___/_____ (date) and is therefore familiar with the circumstances and the scope of the service to be rendered.

Signature of Bidder or Authorized Representative
(PRINT NAME)

DATE: ___/___/_____

Name of Departmental or Public Entity Representative
(PRINT NAME)

Departmental Stamp With Signature

SECTION G

SBD 7.2

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)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... 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 .

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);
 - 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;
 - (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 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.

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 fulfillment 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

WITNESSES	
1
2
DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

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)
APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVERY AND INSTALL WATER SYSTEM AT BAMBANANI-SEME DEVELOPMENT COOPERATIVE AT KWAHLABISA				

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES	
1
2
DATE:

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

Definition of "Black Designated Groups"	<p>"Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"</p>
--	--

3. I hereby declare under Oath that:

- The Enterprise is _____ % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____ % Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
- Black Youth % = _____ %
- Black Disabled % = _____ %
- Black Unemployed % = _____ %
- Black People living in Rural areas % = _____ %
- Black Military Veterans % = _____ %
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. 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.

5. 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

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – a) Who are citizens of the Republic of South Africa by birth or descent; or b) Who became citizens of the Republic of South Africa by naturalization- I. Before 27 April 1994; or II. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

Definition of "Black Designated Groups"	<p>"Black Designated Groups means:</p> <ul style="list-style-type: none"> a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; b) Black people who are youth as defined in the National Youth Commission Act of 1996; c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; d) Black people living in rural and under developed areas; e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"
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3. I hereby declare under Oath that:

- The Enterprise is _____ % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____ % Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
- Black Youth % = _____ %
- Black Disabled % = _____ %
- Black Unemployed % = _____ %
- Black People living in Rural areas % = _____ %
- Black Military Veterans % = _____ %
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. 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.

5. 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

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVERY AND INSTALL WATER SYSTEM AT BAMBANANI-SEME DEVELOPMENT COOPERATIVE AT KWAHLABISA WITHIN UMKHANYAKUDE DISTRICT MUNICIPALITY

TABLE OF CONTENTS PROJECT TECHNICAL SECTION			
No.	Section	Pages	Read/ Complete
1	Table of Contents		Read
2	Terms of Reference		Read
3	Special Terms & Conditions		Read
4	Standard Technical Specifications		Read
5	LIST OF ANNEXURES		Read
6	ANNEXURE A: Schedule of Quantities		Returnable

DISCLAIMER

[1] COMPLETENESS OF THE DOCUMENT

The information regarding project site condition, and site information supplied, is provided in good faith for the contractor's convenience as an indication of conditions likely to be encountered. No responsibility will be accepted for, and there is no guarantee of the information being representative of the whole area of the works or materials. The information provided will not be regarded as in any way limiting the Contractor's responsibilities. He/ She will be held to have satisfied him of all conditions to be encountered on site and to allow accordingly in his/her tendered rates.

[2] APPLICABLE STANDARDS

The South African Bureau of Standards, Standard Specifications for Civil Engineering Construction (SANS 1200) shall apply to this Contract together with additional amendments as set out herein. The Contractor shall have available for reference on site at all times a full set of the above specifications, together with any other to which they refer. These specifications shall remain the property of the Contractor but shall be made available to the Engineer whenever required throughout the duration of the Contract.

[3] CONTRACT DOCUMENTS

3.1 This document must be read in conjunction with the General Conditions for Construction works (GCC, 3rd edition of 2015), which will govern the implementation of the works. The contractor is presumed to possess a copy of this document and/or have a working knowledge of its conditions.

3.2 In addition, the attached drawing (See Annexure F - List of Drawings), as well as the Special Conditions and Project Particular Specifications (PPS) and these Terms of Reference are deemed to be part of the contract documentation.

3.3 If the contractor has the impression that the information provided in the drawings and the technical specifications and/or Bill of Quantities contradict each other or are perceived to be ambiguous, (s)he should point this out to the Engineer and ask for clarification at before the commencement of any construction. The same applies for any other purported differences between these documents.

TERMS OF REFERENCE

1 EMPLOYERS OBJECTIVES

- 1.1.1 The Employer seeks to appoint a suitable and competent Service Provider to install the water supply system for Bambanani-Seme Development Cooperative.
- 1.1.2 The Employer desires that the work required be of a high standard and be completed in the shortest practical time whilst making use of local labour where practical possible.
- 1.1.3 The successful contractor would be required to supply proof of experience required to implement a project of this nature.

2 SCOPE OF WORKS

The purpose of the project is install water supply system to irrigate 1ha of vegetables at Bambanani-Seme.

Extent and scope of works is as follow

- 2.1.1 Supply, delivery and install **two (2)** 10 000litre vertical standing plastic water tank in a 3m stand.
- 2.1.2 Supply, delivery and install pipes water supply to each marked plots
- 2.1.3 Site, drill, equip and commission a borehole
- 2.1.4 Supply and delivery a petrol pump in a wheelbarrow frame with inlet and outlet pipes, pump to be have minimum flow rate capacity of 500l/min and lift head of minimum 30m
- 2.1.5 Supply, delivery, lay and backfill all the pipe works and necessary fittings
- 2.1.6 Test and commission all the works.

3 PROJECT LOCATION

Bambanani-Seme Development Cooperative project is at KwaHlabisa within Mkhanyakude District Municipality in KwaZulu Natal. The project is located approximately 10km North East of Hlabisa Town. The project is located in the following coordinates **28°08'16.48"S; 31°56'36.73"E**

B | SPECIAL TERMS & CONDITIONS

1 INTRODUCTION

- 1.1 Bidders must ensure that they are fully aware of all the Terms and Conditions contained in this bid document. Only bidders that fully meet the prequalification shall be considered.
- 1.2 The Bidder is required to check the number of consecutively numbered pages. Should any found to be missing or in duplicate, or the text of figures indistinct, or should there be any doubt or obscurity as to the meaning of any part of these documents, the Bidder must ascertain the true meaning or intent of the same prior to the submission of his/her Bid. No claims arising from any incorrect interpretation will be admitted.

2 ACCEPTANCE OF BID

- 2.1 The Departmental Bid Adjudication Committee is under no obligation to accept any bid.

3 AMENDMENT OF CONTRACT

- 3.1 Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties, subject to the Departmental Bid Adjudication Committee approval.

4 AWARD

- 4.1 All bids received shall be evaluated on the following phases of evaluation:

(i) Stage one: Administrative Compliance

(ii) Stage two: Price and Specific Goals

5 BASIS OF QUANTITIES

- 5.1 Quantities are as reflected on the Bill of Quantities as attached as the annexure.

6 CHANGE OF ADDRESS

- 6.1 Bidders must advise the Departmental Supply Chain Management, Contract Administration should their ownership or address (domicilium citandi et executandi) details change from the time of bidding to the expiry of the contract.

7 COMPETENCY OF THE SERVICE PROVIDER

- 7.1 This bid is open for contractors with a Construction Industry Development Board (CIDB) data base grading of a **minimum of 1SH/1CE or higher**. The contractor is to submit evidence of his/her OWN **Active** registration.
- 7.2 For evaluation processes, the Department shall apply the evaluation criteria as outlined in the Bid Evaluation Criteria of this bid.
- 7.3 It shall be vital for the appointed supplier to have sufficient financial resources and capacity to finance and execute as per terms and conditions of the contract.

8 COUNTER OFFERS

- 8.1 Counter offers shall not be considered.

9 COMPULSORY SITE BRIEFING

- 9.1 A compulsory site-briefing meeting will be held with prospective Bidders. Attendance at the meeting will be compulsory and non-attendance shall invalidate any bid. The date and time of the meeting will be published in the Bid Advertisement or, in the case of a quote, be communicated when the prospective service provider is invited to quote.

10 DELIVERY CONDITIONS

- 10.1 Delivery of services must be made in accordance with the instructions appearing on the official purchase order.
- 10.2 All deliveries or dispatches must be accompanied by a delivery note stating the official purchase order number against the delivery that has been affected.
- 10.3 In respect of items awarded to them, contractors must adhere strictly to the delivery periods stipulated by them in their bid document.
- 10.4 The instructions appearing on the official purchase order form regarding the supply, dispatch and submission of invoices must be strictly adhered to.
- 10.5 All invoices submitted must be original.
- 10.6 Deliveries not complying with the order form shall be returned to the contractor at the contractor's expense.
- 10.7 No locally manufactured product may be substituted during the contract period with an imported product, and vice versa, without prior approval of the Departmental Bid Adjudication Committee.

11 ENTERING OF DEPARTMENTAL OFFICES

- 11.1 No representative from a company shall be permitted to enter Departmental premises, buildings or containers where stores are kept unless the responsible official in charge of stores accompanies him / her.

12 EQUAL BIDS

- 12.1 If two or more bidders score equal total points on price and specific goals in all respects, the award shall be decided by the drawing of lots.

13 INVOICES

- 13.1 All invoices submitted by the Contractor must be Tax Invoices indicating quantity ordered and quantity delivered, the amount of tax charged and the total invoice amount.
- 13.2 A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:
- 13.2.1 The name, address and registration number of the supplier;
- 13.2.2 The name and address of the recipient;
- 13.2.3 An individual serialized number and the date upon which the tax invoice is issued;
- 13.2.4 A description of the goods or services supplied;
- 13.2.5 The quantity or volume of the goods or services supplied;
- 13.2.6 The value of the supply, the amount of tax charged and the consideration for the supply; or
- 13.2.7 Where the amount of tax charged is calculated by applying the tax fraction to the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

14 IRREGULARITIES

14.1 Companies are encouraged to advise the Department timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

15 LATE BIDS

15.1 Bids are late if they are received at the address indicated in the bid documents after the closing date and time.

15.2 A late bid shall not be considered and, where practical, shall be returned unopened to the Bidder, accompanied by an explanation

16 NOTIFICATION OF AWARD OF BID

16.1 The successful bidder shall be notified via an advert in the same media as the invitation to tender.

17 PERIOD OF CONTRACT

17.1 The contract to be implemented in **one (1)** calendar month effective from the site handing over date to the contractor.

18 PAYMENT FOR SUPPLIES AND SERVICES

18.1 A contractor shall be paid by the Department in accordance with supplies delivered and services rendered.

18.2 Should a contractor indicate a special discount on his/her account provided payment is made within a certain time, the Department shall make every effort to take advantage of such discount.

18.3 Any query concerning the non-payment of accounts must be directed to the Department. The following protocol shall apply if accounts are queried:

18.4 Contact must be made with the officer-in-charge of the District office;

18.5 If there is no response from the District office, the Director: Finance must be contacted;

18.6 Information as contained on the Central Suppliers Database must be valid/correct. Non-compliance with Tax Requirements shall affect payment.

19 QUALITY CONTROL/ TESTING OF PRODUCTS

19.1 The Department reserves the right to inspect and verify the quality and specifications of the supplied materials and equipment, as well as other items listed on the Bill of Quantities, **before** construction and/or installation. In case of deviations in terms of dimensions, strength, numbers or otherwise, the Contractor shall replace these goods for the correct ones at his/her own expense.

19.2 The same replacement obligation to the Contractor would apply during the construction phase.

19.3 In the case of sustained or repeated non-adherence to the specifications of the materials and/or equipment, as well as in the case of general negligence during the implementation process, the contract may be cancelled. The Department will in such cases seek compensation from the contractor for the estimated costs for completion.

19.4 In cases of deliberate negligence or unwillingness to adhere to the Departmental specifications, the Service provider will be reported to the Provincial and/or National Treasury for listing on the restricted section of the Central Suppliers database.

20 ORDER OF PRECEDENCE

- 20.1 This invitation to bid/quote is issued in accordance with the provisions of the Public Finance Management Act (PFMA), Chapter 16 A of the *Treasury Regulations* and shall be subject to the provisions of the *National Treasury Government Procurement General Conditions of Contract* (July 2010).
- 20.2 The Special Terms and Conditions are supplementary to that of the General Conditions of Contract. Where, however, the Special Terms and Conditions are in conflict with the General Conditions of Contract, the Special Terms and Conditions shall prevail.

21 SUPPLIERS DATABASE REGISTRATION

- 21.1 A bidder submitting an offer must be registered on the Central Suppliers Database at National Treasury. A bidder who has submitted an offer and is not registered on the Central Suppliers Database shall not be considered at the time of award. No pending registrations shall be considered.
- 21.2 A Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the bid.
- 21.3 **NB: If a bidder is found to be employed by the State and is on the Central Suppliers database, the bidder shall be disqualified.**

22 TAX AND DUTIES

- 22.1 During quotation stage, prices offered and paid must include all customs, excise and import duties, and any other tariffs or taxes levied by the government or statutory body having jurisdiction on the goods provided under this contract, including Value Added Tax (applicable at the current rate).

23 TAX COMPLIANCE PIN

- 23.1 The bidder must submit a valid Tax Compliance Pin with the bid. Bidders should note that their tax compliance status shall be verified through the Central Supplier Database and SARS.
- 23.2 Where a Tax Compliance Pin is not submitted with the bid, the Department shall use the Central Supplier Database to verify the tax matters of the bidder.

24 UNSATISFACTORY PERFORMANCE

- 24.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.
- 24.2 The Departmental official shall warn the contractor in writing that action shall be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum).
- 24.3 If the Contractor fails to commence the Works or to proceed with and complete the Works in compliance with the projected timeframes, the Head of Department or his/her representative

shall take action in terms of its his/her delegated powers and adopt and exercise one of the following courses wholly or partly, viz: -

- 24.3.1 To direct the Contractor, in writing, on any day named therein to suspend and discontinue the execution of the Works, and to withdraw himself and his workmen from the said Site or Sites,
- 24.3.2 To make a recommendation to the Accounting Officer for cancellation of the contract concerned.
- 24.3.3 To Contract or Contracts by calling for Bids or otherwise with any other Contractor or Contractors for the completion of the Works, or any part thereof, at such times and upon such terms as to the Department shall deem best.
- 24.4 In relation to the foregoing provisions the Department shall charge any sums of money which may be paid by the Department for completing the said Contract against the Contractor and if such amount shall exceed this Contract, then the Department shall have the right to recover such excess or any balance thereof from the Contractor by legal proceedings.
- 24.5 When correspondence is addressed to the contractor, reference shall be made to the contract number/ item number/s and an explanation of the complaint.

25 VALUE ADDED TAX (VAT)

- 25.1 Bid prices must be inclusive of 15% VAT.
- 25.2 Bidders who make taxable supplies in excess of R1 million in any 12-month consecutive period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R50 000 (as of 1 March 2010) has been exceeded in the past **12-month** period. Bidders who meet the above requirement must register as VAT vendors, if successful, within one month of award of the bid.
- 25.3 For the purposes of calculating preference points, VAT shall not be considered during quotation process.

26 COMMENCEMENT OF THE WORK

- 26.1 Site establishment must start within one (1) week, and the actual works within three weeks after hand-over of the site, provided that;
 - 26.1.1 An official order has been issued;
 - 26.1.2 The contractor is in possession of all relevant documentation required for works execution;
 - 26.1.3 No exceptional circumstances such as inclement weather or other outside the control of either party to the contract prevail.
- 26.2 In case work has not commenced within two (2) weeks of the site hand-over and no attenuating circumstances for the delay can be provided, the Department reserves itself the right to cancel the contract.

27 HANDOVER OF SITE TO CONTRACTOR

- 27.1 The Department will organize a site hand-over to the contractor who will then be introduced to the project stakeholders and participants. The site handover will be the official start of the

construction period, and the work will have to be completed within the period stipulated in clause 59 ("Completion period and rate of progress")

- 27.2 The site will be handed back at works completion after a final inspection by the Engineer revealed no outstanding patent defects.
- 27.3 The Contractor will control the site for the contract duration. Only the Contractor's own employees, Contractor's local labour and Departmental Representatives will be allowed on site.
- 27.4 The Contractor is responsible in the administration, control and security on the site at all times during the contract duration.

28 WATER AND POWER

- 28.1 The Contractor shall make the necessary arrangements for the provision of any water and power. No payment will be made for the provision or use of these services and the cost of these shall be included in the Bid/quoted amount.

29 LOCATION OF CAMP

- 29.1 The Contractor's camp may be erected on the site of the works but must meet the approval of the Engineer, project beneficiaries and landowners.
- 29.2 No persons other than a night watchman may sleep in the camp, without the approval of the local relevant Stakeholder.

30 HOUSING OF CONTRACTOR'S EMPLOYEES

- 30.1 The Contractor shall make his own arrangement for housing, payment and feeding his employees and transporting them to and from the site. However, it may be possible to arrange temporary local accommodation for the Contractor's staff with the participants.
- 30.2 The Contractor is in all respects responsible for the housing and transporting of his employees, and for the arrangement thereof, and no extension of time due to any delays resulting from this, will be granted.

31 LABOUR SOURCE & CAPACITY

- 31.1 The Contractor will be required to satisfy the Department that a sufficient and experienced labour force is employed or that sufficient experienced labour can be acquired to complete the services and produce an acceptable quality of workmanship.
- 31.2 The contractor is encouraged to source unskilled labour from the project participants or local community. The Contractor and the Departmental representative (Engineer or local Agricultural adviser) may negotiate with the participants in this regard to establish all the conditions for the utilization of the local labour.
- 31.3 The Contractor will be responsible for all hiring, payment, housing and transport of all labour used for the duration of the contract.

32 SECURITY & RISK

- 32.1 No one shall be allowed on the construction site after normal working hours except for the necessary security personnel.
- 32.2 The Contractor shall also be responsible for safeguarding all plants, machinery, equipment and materials on site. The Engineer shall not be responsible for any lost, damaged or stolen property

or materials. Should any of these situations arise, no allocations will be made in terms of finances or time.

33 MATERIALS: DELIVERY, ON & OFF-LOADING, STORAGE & RESPONSIBILITY

- 33.1 The Contractor shall be responsible for the safe delivery, loading, off-loading, handling and storage of any equipment and materials on site.
- 33.2 All equipment, materials and plant stored on site must be suitably protected against damage or loss by theft or otherwise.
- 33.3 The Contractor shall remain fully responsible for all material and plant etc. until the completed works are handed over and have been officially accepted by the Department.

34 EXISTING ROADS, MUNICIPAL PAVEMENTS, ETC.

- 34.1 The Contractor is advised that he will be held responsible for any damage to the existing pavings, roads, municipal pavements, fences, boundary walls, etc., and will have to repair such damage at his expense

35 DAMAGE TO PROPERTY

- 35.1 If the Contractor or his/her employees, while engaged in the execution of the contract, shall break, deface, injure, destroy or allow to fall into disrepair any part of the Works or property belonging to the Department, or any private property including: buildings, paving, roads, fences, walls or grounds contiguous to the premises of the Department on which he or they may be employed, the Contractor will be required to repair, in a perfect and workmanlike manner, at own expense all damage to the approval of the Department. The Completion Certificate will not be issued until the Department is satisfied that all necessary remedial work has been satisfactorily completed
- 35.2 The Contractor shall take every precaution against damage or nuisance being caused by dust both to the properties of the Employer and all surrounding properties and shall indemnify the Employer against any claim that might arise there from.

36 UNDERGROUND CABLES AND PIPES

- 36.1 If such services are discovered, immediate notification must be made to the Employer and all work in the vicinity of such cables, pipes, etc., shall cease until safe to proceed.
- 36.2 Should the Contractor damage underground cable or pipes, such damage shall be repaired as soon and safely as possible by the Contractor.
- 36.3 The cost of making good such damage will be met by the Contractor as this must be covered by the Contractors works insurance.

37 DAILY RAINFALL RECORDS

- 37.1 Submission of rainfall figures is required for the granting of permission of extending the contract period on the basis of inclement weather. If none are kept, the Engineer is under no obligation to grant extension of the completion period for inclement weather.

38 INSPECTION OF WORK

- 38.1 The Departmental representative may at all reasonable times have access to the site where work is being executed for inspection purposes.
- 38.2 The Engineer may request that evidence of the quality or strength of any materials be supplied by the contractor wherever necessary.

39 NOTICE OF COVERING WORK

- 39.1 The Contractor shall give due notice to the engineer whenever any work or materials are intended to be covered in with earth or otherwise in order that their correct dimensions and quality may be ascertained before being covered.
- 39.2 If any such work or materials are covered without such notice having been given, the work or materials shall be uncovered at the Contractor's expense on instructions given by the Engineer.

40 SUB-CONTRACTED WORK

- 40.1 The contractor shall not sub-contract the entire contract.
- 40.2 Sub- contracting shall not relieve the contractor from any liability or obligation under the contract and she/he shall be liable for the acts, defaults and neglects of any sub-contractor, his/her agent or employees as fully as if they were the acts, defaults or neglects of the contractor.

41 INSURANCE

- 41.1 All accepted approved contractors would be required to provide the following insurances for the project awarded to them:
- 41.1.1 Insurance against damage, destruction or loss to 50% of the value of the contract.
- 41.1.2 Public Liability insurance.
- 41.1.3 All risks (works) policy and Political.

42 PROTECTION OF THE PUBLIC

- 42.1** Bidders including those sub-contractors and/or suppliers who are preparing prices/quotations for submission to the main bidder) must ensure that they make adequate financial provision in their bids for full compliance with the *Occupational Health and Safety Act (85/1993): Construction Regulations, 2014*, as published in the *Government Gazette* of 7 February 2014, or later amendments thereto. Financial provision shall therefore be made by each Bidder for, inter alia, the following:
- Carrying out and documenting risk assessments of all work to be carried out under the contract.
 - Preparation of safe work procedures.
 - Preparation of an H&S plan, discussing it with the Department, and then amending it as agreed.
 - Regular updating of all of the foregoing.
 - Provision of medical certificates of employees.
 - Provision of PPE and protective clothing for employees
 - Complying with all H&S requirements for the duration of the contract.
 - Provision of forced ventilation (as required when working in confined spaces).
 - The completion and checking of the safety file upon completion of the works and handing it over to the Department.

- 42.2 To enable the Department to appraise the allowances that Bidders have made for H&S in their bids, so that he/she can fulfil his/her obligations in terms of Clause 7 of the Construction Regulations, separate items have been included in the Bill of Quantities for Health and Safety.
- 42.3 Failure to submit realistic prices for the scheduled H&S items is likely to prejudice the bid.
- 42.4 The Contractors must submit proof of compliance with the OHS requirements.

43 DISAGREEMENTS

- 43.1 Notice of disagreement. The Contractor has the right by written notice to the Engineer to require him to consider any disagreement which he raises with the Engineer provided the said written notice shall be given within 14 days after the cause of disagreement has arisen.
- 43.2 Ruling on disagreements. The Engineer shall give a ruling on the disagreement in writing to the Contractor no later than 14 days after his receipt of a written request from the Contractor requiring him to do so. The Engineer shall provide such a ruling with as little delay as possible. During the response time the Contractor shall not alter the status of the works under contention.

44 INJURY TO PERSONS

- 44.1 The Contractor shall be liable for and shall indemnify the department in respect of any liability, loss, claim or proceedings whatsoever, whether arising in Common Law or by Statute in respect of personal injuries to or death of any person whomsoever arising out of or in the course of or caused by the execution of the Works.

45 FIXED PRICE CONTRACT

- 45.1 The contract shall **not** be subject to contract price adjustment.

46 PRICING - COMPLETENESS OF BID

- 46.1 Bidders are required to Bid for all services, products and commissioning as specified in this document and associated plans. If he/she does not bid on all items, his/her bid will be rejected.
- 46.2 All bid/quoted prices for separate items are to be in South African currency and must **exclude** VAT.
- 46.3 All items as described in the project specification are to be priced in full.
- 46.4 Transport/Delivery costs must be included in the pricing if the Pricing Schedule does not list them separately.
- 46.5 VAT must be filled in as the sub total followed by the complete price for the entire project.
- 46.6 The Bid price page must be signed by a person legally authorized to do so.

47 QUANTITIES OF WORK

- 47.1 The Contractor shall receive payment only for the works actually executed and approved by the Engineer.

48 PROGRESS PAYMENTS

- 48.1 Payment shall only be made for claims that are commensurate with the works actually executed and complete.
- 48.2 Payment will only be made against the construction progress as pertaining to **built /installed** items. Movable items and materials on site are generally excluded from progress payments until they have been fully installed or fitted or built up.
- 48.3 If any item or part of an item in an invoice is disputed, the Engineer shall give notice to the contractor explaining the disputed item and request for re-measurement.
- 48.4 Part payments will be made after the Engineer has approved the work and will be made in accordance with the Retention clause (58).
- 48.5 The penultimate payment occurs after practical works completion. The final payment will be made after the **3 months** liability period when the contractor has dealt with all defects, if any.

49 COMPLETION OF THE WORKS

- 49.1 Work completion will be established over three stages.
- 49.1.1 Practical completion - This is defined as the stage when the works are found to be substantially complete and can be used for the purposes intended. This assessment will be solely made by the Engineer. When the Contractor thinks he has completed the works, an inspection will be made by the Engineer who will draw up a list of patent defects, commonly known as a "snag list", if any. Patent defects are defects that are visible or discoverable upon an ordinary and proper inspection.
- 49.1.2 Works completion - This stage will be reached after the Contractor has, to the sole assessment of the Engineer, fixed all defects listed on the snag list. It is at works completion that the Contractor will be paid out 50% of his/her retention money.
- 49.1.3 Final completion - Final Completion occurs **3 months** after Works completion, after expiry of the liability period.

50 RETENTION

- 50.1 A 10% retention will be withheld on payment for duration of the construction.
- 50.2 The Department will pay out half of this retention, or 5% of the bid value as part of the second last payment at **works completion** of the works. The remainder, viz 5%, will be paid out at **final completion** after expiry of the defect liability period (12 months after practical completion), the bidder having eliminated all defects.
- 50.3 In some instances, the Engineer may decide to shorten this period in order to allow all payments to be completed within the financial year. However, this is **not** a given and the Contractor will be notified during the course of the construction if such would be the case.

51 DEFECT LIABILITY PERIOD

- 51.1 The defect liability period is **3 calendar months** calculated from the date of works Completion.
- 51.1. The contractor shall unconditionally guarantee all materials, workmanship related to the works for that period. The guarantee shall cover any defects due to inferior materials and/or workmanship of the Contractor, or any of his sub-contractors, fair wear and tear excepted. The Contractor shall repair, remedy or replace any such defects, part or complete works without delay and at his own cost.

52 CONTINGENCIES

52.1 An amount of 10% of the subtotal for all materials, equipment and services has been set aside for Contingencies. This allowance will only be accessed for unforeseen additional expenditure not covered in the contract. Such approval must be in line with SCM Delegations.

53 PERIOD OF COMPLETION & RATE OF PROGRESS

53.1 The project has to reach practical completion **within 1 calendar month** of award of the contract (31 calendar days)

53.2 If the Works are delayed by any cause beyond the Contractor's control, the Contractor shall have the right within twenty-one days of any such cause of delay arising, to apply in writing to the Department to extend the date of completion, stating the cause of delay and period of extension applied for.

53.3 The Department upon receipt of such written application may by order in writing extend such date of completion by a period to be determined, or may refuse to extend such date of completion, or may postpone giving a decision upon such application until completion of the Contract period set out in sub-clause (1) of this clause.

53.4 The date of completion will be extended only to the extent approved by the Department.

53.5 Should the Contractor fail to apply in writing for an extension within the time set out above, or should the Department refuse to grant any extension in writing, then the Contract period provided shall not be exceeded.

53.6 When the Works are completed the Department will give a completion certificate and the date of such certificate shall be the date of commencement of the guarantee period.

54 PENALTY CLAUSE / FINES FOR LATE OR NON-COMPLETION

54.1 If the contractor does not complete the work within the time stipulated and no extenuating circumstances can be given for the delay, the Department may impose a fine as detailed below. The total will be subtracted from the retention allowance.

54.2 If the contractor fails to complete the works and the Department is forced to employ another contractor to complete the works, the defaulting contractor will be held liable for the costs as far they exceed the original total Bid value.

54.3 The department will deduct a penalty for late completion of up to 0.05% of the contract value per working day delay. This will be deducted from the retention.

C | PARTICULAR PROJECT SPECIFICATION

PPS1 Water Storage

- Water tanks to be installed using galvanized steel structure with a minimum 3m elevated stand
- Water stand to be properly designed by a qualified personnel, designs to be submitted to the responsible engineer prior to procurement and installation
- Stand to be installed correctly with necessary bases and properly levelled, the stand steel
- Tanks to be properly secured in the stand to prevent any movement when the tanks are empty
- Tanks inlet pipes to be connects such that both tanks are filled simultaneously, and are also connect in the outlets. Each tank to have a dedicated isolating valve, and the main common valve to the mainline supplying to the field.

PPS 2 PIPE NETWORK

- All pipes to be installed minimum 1m below ground to prevent damages during operation
- Pipes and fitting to meet the relevant applicable SANS
- Pipes to be properly backfill and compacted

ANNEXURE A | SCHEDULE OF QUANTITIES

SCHEDULE OF QUANTITIES			Bambanani Seme Development Project			
ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	Rate	Amount
SECTION 1: PRELIMINARY & GENERAL						
1	SABS 1200					
	AA					
1.1		Fixed Charge				
1.1.1	8.3.1	Contractual requirements and general (insurance, sureties etc.)	Sum	1		
1.1.2	8.3.2	Facilities required by Contractor	Sum	1		
1.1.2.1		a) Storage sheds (6m x 3m)				
1.1.2.2		d) Living accommodation				
1.1.2.3		e) Ablution and latrine facilities at construction site				
1.1.2.4		g) Water supplies, electric power and communications				
1.1.3	8.3.3	Complying with Health and Safety Act	Sum	1		
1.1.3.1		(i) Preparation of Health and Safety				
1.1.3.2		(ii) Compilation of a Risk Assessment prior to construction				
1.1.3.3		(iii) Health and Safety Induction Training of employees				
1.1.3.4		(v) Implementation of the Health and Safety Plan over the entire construction period				
1.1.3.5		(vi) Provision of safety gear as per OHS ACT				
1.1.4	8.3.4	Removal of site establishment on completion	Sum	1		
1.1.5		Setting out site as per co-ordinates and developing as build drawings	Sum	1		
TOTAL SECTION 1 CARRIED TO SUMMARY						
SECTION 2: DAYWORK (PROVISIONAL)						
ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	Rate	Amount
2.1		Section 2.1: Labour				
2.1.1		Skilled	day	1		Rate Only
2.1.2		Semi-skilled	day	1		Rate Only
2.1.3		Unskilled	day	1		Rate Only
2.2		Section 2.2: Plant				
2.2.1		4 x 4 TLB or similar				
		Type.....				
		KW..... (to be filled in by tenderer)	hour	1		Rate only
2.2.2		Tipper truck 6m ³				
		Type..... (to be filled in by tenderer)	hour	1		Rate only
TOTAL SECTION 2 CARRIED TO SUMMARY						

SECTION 3: WATER SUPPLY SYSTEM

ITEM NO	REF	DESCRIPTION	UNIT	QTY	Rate	Amount
3.1	SABS 1200DB	Excavation				
3.1.1		Excavate in soft & intermediate materials for trench, backfill & compact, incl. site clearance, dispose surplus/unsuitable material, for pipes up to 110mm dia. for depth: Over 0,0m and up to 1,0m	m	450		
3.1.2		Extra-over item B1.1 for excavation in				
3.1.2.1		Hard rock material breakable by hand tools (Provisional)	m ³	1		Rate only
3.1.2.2		Hard rock material requiring blasting (Provisional)	m ³	1		Rate only
3.1.3		Removal of boulders				
3.1.3.1		Removal of boulders in excess of 0,15m ³ volume each (Provisional)	m ³	1		Rate only
3.2		Thrust Blocks				
3.2.1		Supply and place concrete for thrust blocks, and anchor platform for the trailer	m ³	1		
3.3	SABS 1200L	Plots Pipes				
3.3.1		Supply, handle, lay in HDPE pipes to SANS4427				
3.3.1.1		63mm PE100 Class 10, 100m	No.	2.0		
3.3.1.2		50mm PE100 Class 10, 100m	No.	1.5		
3.3.1.3		40mm PE100 Class 10, 100m	No.	1.5		
3.3.1.4		32mm PE 100 Class 10, 100m	No.	4		
3.4		PIPE FITTINGS AND CONNECTIONS				
3.4.1		Supply, delivery and install all pipe fittings				
3.4.1.1		50mm x 40mm Reducing coupling compr fitting	No.	2		
3.4.1.2		50 x 32 x 50mm Compression reducing Tee	No.	8		
3.4.1.3		40 x 32 x 40mm Compression reducing Tee	No.	5		
3.4.1.4		63mm compression adaptor				
3.4.1.5		40mm compression end cap	No.	2		
3.4.1.6		32 x 20mm Compression female thread elbow	No.	11		
3.4.1.7		32mm x 20mm BSP saddle	No.	11		
3.4.1.8		50mm x 1m galvanized stand pipe	No.	1		
3.4.1.9		50mm x 50mm Compression to male thread coupling	No.	1		
3.4.1.10		50mm x 90° galvanized elbow	No.	2		
3.4.1.11		50mm barrel nipple	No.	2		
3.4.1.12		50mm quick coupling adaptor with clamps	No.	2		
3.4.1.13		20mm x 1.2m standpipe galvanized	No.	22		
3.4.1.14		20mm x 90° m x f galvanized elbow	No.	22		
3.4.1.15		20mm female adaptor	No.	22		
3.4.1.16		20mm brass tap with treads	No.	22		
3.4.1.17		20mm hose barb to female threaded	No.	11		
3.4.1.18		100m x 20mm diameter dragline hoses with a lifespan of 10 years (min)	No.	6		
3.4.1.19		20mm hose clamps	No.	44		
3.4.1.20		1.2m Y-Standard	No.	22		
3.4.1.21		Wheelbarrows	No.	11		
3.4.1.22		Fork spade	No.	11		
3.4.1.23		Watering cans	No.	11		
3.4.1.24		Plastic drums 220litre	No.	11		
3.4.1.25		Garden hoe with fiber handle	No.	11		
3.4.1.26		Spade	No.	11		
SUB-TOTAL SECTION 3 CARRIED TO SUMMARY						

ITEM NO	REF	DESCRIPTION	UNIT	QTY	Rate	Amount
4.1	PPS3	Pump and Fittings				
4.1.1		Supply, delivery and install a petrol/diesel water pump in a wheelbarrow. The water pump to be fitted with all suitable connections (screen foot valve, flexible suction hose min 6m, adaptors, with a valve to the stand pipe connecting to the mainline) from the suction pipe to the delivery pipe of 63mm. Pump to have minimum head of 30m and minimum flow rate of 500litre/minute.	Sum	1		
4.1.2		Supply, delivery and install two(2) 10 000 litres plastic water tanks, tanks to be fitted with inlet pipe and outlet connections. The two tanks inlets to be connected with a 50mm pipe, and the outlets to be connected with a 50mm pipe that connect to the main to the water supply points of the system	Sum	1		
4.1.3		Supply, delivery and install two(2) suitable water tank stands to accommodate the above mentioned 10 000 litres water tanks. Tank stands designs to be provided by the service provider prior to procurement. Tanks stands to be designed and approved by a competent person. Rate to include all the required concrete footing and fixing bolts etc. stand to be constructed using suitable galvanized steel frames Stands to be minimum 3m	Sum	1		
4.1.11		25litre steel Jerry cans with caps and funnel, Jerry cans to come full with fuel	No.	2		
SUB-TOTAL SECTION 4 CARRIED TO SUMMARY						

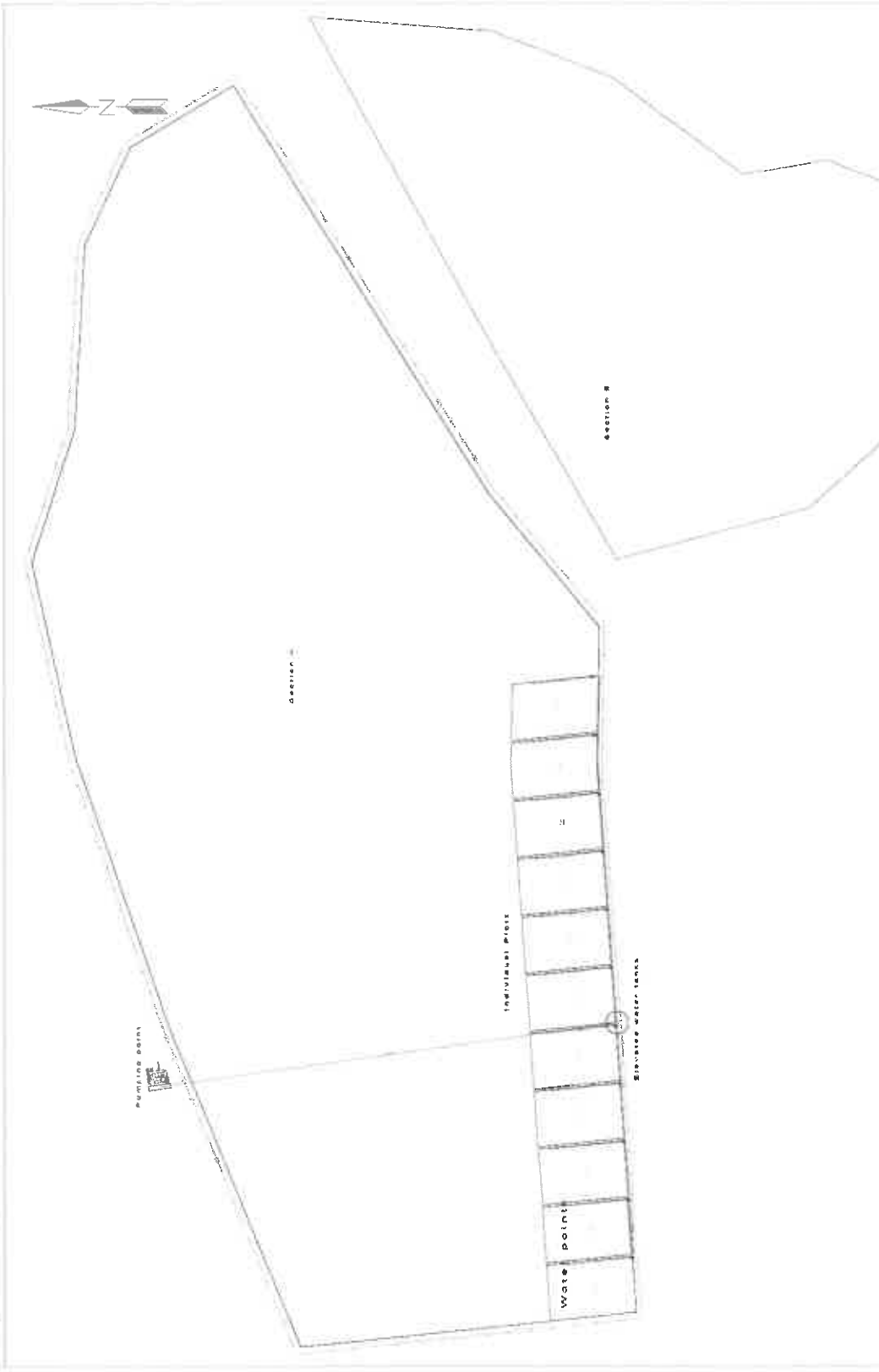
SECTION 5: FENCING MATERIAL

ITEM NO	REF	DESCRIPTION	UNIT	QTY	Rate	Amount
5.1		Fencing material				
5.1.1		Gate: 3000 (w) x 1200 (h)mm tractor gate (Hot dip galvanized finish, wall thickness of minimum 1.6mm, with hinge eye bolts, include chain and padlocks	No.	1		
5.1.2		Hinged Joint Fence, 1.2m high, fully galvanized (eg. Veldspan/Bonnox/ or equivalent). Vertical wire apertures: 150mm. Horizontal wires at 75/88/102/114/127/140mm, 100m roll	No.	2		
5.1.3		2,4m x 100-125mm Ø H4 Creosote poles, pressure treated, SABS approved	No.	10		
SUB-TOTAL SECTION 5 CARRIED TO SUMMARY						

SCHEDULE OF QUANTITIES Bambanani Seme Development Project

ITEM NO	DESCRIPTION	AMOUNT
1	SECTION 1: PRELIMINARY & GENERAL	
2	SECTION 2: DAYWORK (PROVISIONAL)	
3	SECTION 3: WATER SUPPLY SYSTEM	
4	SECTION 4: PUMPING SYSTEM	
5	SECTION 5: FENCING MATERIAL	
	SUB-TOTAL 1	
	ADD 10% TO SUB-TOTAL 1 (ANCILLARIES)	
	SUB-TOTAL 2 (EXCLUDING VAT)	
	ADD 15% TO SUB-TOTAL 2 (VAT)	
	TOTAL (INCLUDING VAT) CARRY TO FORM OF OFFER	

ANNEXURE B | DRAWINGS



DATE	NOTES	PROJECT NAME: SUSTAINABLE DEVELOPMENT	DESIGNED BY: K/A	DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT	DISTRICT NAME: UMHAYANGWENDE
		APPROVED BY: M/N	DRAWN BY: M/N	Rural Development	DRAWING NAME: OVERVIEW PLAN
				AGRICULTURE AND RURAL DEVELOPMENT	DRAWING NO:
				REPUBLIC OF LESOTHO	SCALE: 1:2000

ANNEXURE C | CONTRACTOR'S HEALTH AND SAFETY DECLARATION

Contractors Health and Safety Declaration

In terms of Clause 5(1)(h) of the OHS Act 1993 Construction Regulations 2014 (referred to as "the Regulations" hereafter), a Contractor may only be appointed to perform construction work if the Department is satisfied that the Contractor has the necessary competencies and resources to carry out the work safely in accordance with the Occupational Health and Safety Act No 85 of 1993 and the OHS Act 1993 Construction Regulations 2014. To that effect a person duly authorised by the bidder must complete and sign the declaration hereafter in detail.

Declaration by Bidder

1. I the undersigned hereby declare and confirm that I am fully conversant with the Occupational Health and Safety Act No 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No 181 of 1993), and the OHS Act 1993 Construction Regulations 2014.
2. I hereby declare that my company has the competence and the necessary resources to safely carry out the construction work under this contract in compliance with the Construction Regulations and the Department's Health and Safety Specifications.
3. I hereby confirm that adequate provision has been made in my tendered rates and prices in the Bill of Quantities to cover the cost of all resources, actions, training and all health and safety measures envisaged in the OHS Act 1993 Construction Regulations 2014, including the cost of the specific items listed in the tables hereafter.

(Tables to be completed by bidder)

TABLE 1: COST OF SAFETY PERSONNEL

PERSONNEL	COSTS ALLOWED IN BID	AS IN NOMINATED PERSON/S
Construction Supervisor		
Construction Safety Officer		
Health & Safety Representatives		
Health and Safety Committee		

TABLE 2: COST OF SAFETY EQUIPMENT

EQUIPMENT	STATE YES or NO	COST ALLOWED FOR IN BID
Hard hats		
Safety boots		
Safety Clothes		
Add items as per risk assessment:		

TABLE 3: ADDITIONAL OHS COST ITEMS

COST ITEM	COST ALLOWED FOR IN BID
Carrying out and documenting risk assessments of all work to be carried out under the contract.	
Preparation of safe work procedures.	
Preparation of an H&S plan, discussing it with the Department, and then amending it as agreed.	
Preparation of a Project H&S File to include all requirements of Annexure C.	
Regular updating of all of the 4 above items	
Provision of medical certificates of employees	
The completion and checking of the safety file upon completion of the works and handing it over to the Department	

4. I hereby undertake, if my bid is accepted, to provide, before commencement of the works under the contract, a suitable and sufficiently documented Health and Safety Plan in accordance with Regulation 7(1)(a) of the Construction Regulations, which plan shall be subject to approval by the Department.
5. I confirm that copies of my company's approved Health and Safety Plan, the Department's Safety Specifications as well as the OHS 1993 Construction Regulations 2014 will be provided on site and will at all times be available for inspection by the Contractor's personnel, the Department's personnel, the Engineer, visitors, and officials and inspectors of the Department of Labour.
6. I hereby confirm that, I will be liable for any penalties that may be applied by the Department in terms of the said Regulations (Regulation 33) for failure on the Contractor's part to comply with the provisions of the Act and the Regulations.
7. I agree that my failure to complete and execute this declaration to the satisfaction of the Department will mean that I am unable to comply with the requirements of the OHS 1993 Construction Regulations 2014, and accept that my bid will be prejudiced and may be rejected at the discretion of the Department.

SIGNATURE OF BIDDER:..... **DATE:**.....
(of person authorised to sign on behalf of the Bidder)