



**UTHUKELA WATER (PTY) LTD**

**FINANCE DEPARTMENT**

**BID NO.: FIN2026-BID-013**

**FRAMEWORK CONTRACT**

**THE APPOINTMENT OF THE SERVICE PROVIDER FOR AUDIT READINESS AND ANNUAL  
FINANANCIAL STATEMENT PREPARATIONS FOR THE 2025/2026 EXTERNAL AUDIT  
SUBMISSION OF BID DOCUMENT DEADLINE**

Date: Friday, 19 June 2026 Time: 12h00  
Venue: 79 Harding Street, Newcastle 2940

|                                           |  |
|-------------------------------------------|--|
| <b>Name of Bidder</b>                     |  |
| <b>CSD Master<br/>Registration Number</b> |  |
| <b>Physical Address</b>                   |  |
|                                           |  |
|                                           |  |
| <b>Contact Person(s)</b>                  |  |
| <b>Phone Number(s)</b>                    |  |
| <b>E-Mail Address</b>                     |  |
| <b>Tender Amount</b>                      |  |

Sealed bid document must be deposited in the Tender Box provided at the UThukela water, 79 Harding Street, Newcastle by no later than **12h00** on 19 June 2026 where bids will be opened in public. Please be advised that the name, address and contact details should be written at the back of the envelope.

## **CONTENTS**

| <b>PART A - ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY</b> |                                                                        | <b>PAGE NUMBER</b> |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------|
| 1.                                                                                         | Checklist                                                              | 4                  |
| 2.                                                                                         | Bid Notice & Invitation to Bid                                         | 5                  |
| 3.                                                                                         | General Conditions of Bid                                              | 8                  |
| 4.                                                                                         | General Conditions of Contract                                         | 12                 |
| 5.                                                                                         | Authority of Signatory                                                 | 25                 |
| 6.                                                                                         | Record of Addenda issued                                               | 27                 |
| 7.                                                                                         | Proof of Municipal Good Standing                                       | 28                 |
| 8.                                                                                         | Central Supplier Database                                              | 30                 |
| 9.                                                                                         | MBD 4 - Declaration of Interest                                        | 31                 |
| 10.                                                                                        | MBD 5 - Declaration Procurement above R10 Million                      | 34                 |
| 11.                                                                                        | MBD 6.1 - Preference Points Claim Form                                 | 35                 |
| 12.                                                                                        | MBD 8 - Declaration of Bidder's Past Supply Chain Management Practices | 40                 |
| 13.                                                                                        | MBD 9 - Certificate of Independent Bid Declaration                     | 42                 |
| 14.                                                                                        | MBD 7 (a) & (b) – Contract Form                                        | 45                 |
| <b>PART B – TERMS OF REFERENCE AND PRICING SCHEDULE</b>                                    |                                                                        | 47                 |
| 15.                                                                                        | Terms of Reference                                                     | 48                 |
| 16.                                                                                        | Evaluation Process                                                     | 51                 |
| 17.                                                                                        | Schedule of previous experience                                        | 54                 |
| 18.                                                                                        | Tender project structure                                               | 55                 |
| 19.                                                                                        | Pricing Schedule                                                       | 56                 |
| 20.                                                                                        | Eligibility Criteria                                                   | 57                 |
| 21.                                                                                        | Form of Indemnity                                                      | 58                 |



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

## 1. CHECKLIST

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

| Description                                                                                                                                                       | Yes/No |  |    |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--|----|--|
| <b>MBD 1 – Invitation to Bid</b><br>Is the form duly completed and signed?                                                                                        | Yes    |  | No |  |
| <b>Authority to Sign a Bid</b><br>Is the form duly completed and is a certified copy of the resolution attached?                                                  | Yes    |  | No |  |
| <b>MBD 3.3 Professional Pricing</b><br>Is the form duly completed and signed?                                                                                     |        |  |    |  |
| <b>MBD 4 Declaration of Interest</b><br>Is the form duly completed and signed?                                                                                    | Yes    |  | No |  |
| <b>MBD 6.1 Preference Points Claim Form</b><br>Is the form duly completed and signed?                                                                             | Yes    |  | No |  |
| <b>MBD 7 Form of Offer and Acceptance</b><br>Is the form duly signed                                                                                              |        |  |    |  |
| <b>MBD 8 Declaration of Past Supply Chain Practices</b><br>Is the form duly completed and signed?                                                                 | Yes    |  | No |  |
| <b>MBD 9 Certificate of Independent Bid Determination</b><br>Is the form duly completed and signed?                                                               | Yes    |  | No |  |
| <b>Certificate of Payment of Municipal Accounts</b><br>Is a certified copy of the latest (i.e. not older than three months) Municipal Account Statement attached? | Yes    |  | No |  |
| <b>CaseWare certificate is attached</b>                                                                                                                           | Yes    |  | No |  |

|                       |  |                     |  |
|-----------------------|--|---------------------|--|
| <b>Name of Bidder</b> |  |                     |  |
| <b>Signature</b>      |  | <b>Name (print)</b> |  |
| <b>Capacity</b>       |  | <b>Date</b>         |  |

## **2. BID NOTICE & INVITATION TO BID**

Bids are hereby invited from professional service providers registered on the Central Supplier Database for the preparation of GRAP compliant Annual Financial Statements for the 2025/2026 financial year using CaseWare. Service providers must be registered with South Africa Institute of Chartered Accountants (SAICA).

It is compulsory that service providers download a copy of the bid document that will only be available on uThukela Water website- [www.uthukelawater.co.za/currenttenders](http://www.uthukelawater.co.za/currenttenders) as from the 05 June 2026.

Bids will be adjudicated in terms of the Preferential Procurement Regulations, 2022 and other applicable legal prescripts, and will be based on 80/20-point system. Preference points will be awarded to service providers using specific goals claimed. The Entity reserves the right to accept all, some, or none of the tenders submitted, either wholly or in part and it is not obliged to accept the lowest tender.

Minimum function requirement score: Service providers that score at least the minimum of 70% on functionality will qualify for the next stage of evaluation.

Completed bid documents complying with the conditions of bid must be sealed and endorsed "BID No:FIN2026-BID/013 – PREPARATION FOR AFS FY 2025/2026." bearing the name and address of the bidder at the back of the envelope to be deposited in the official tender box at uThukela Water (Pty) Ltd, 79 Harding Street, reception, Newcastle, by no later than 12:00 19 of June 2026, where bids will be opened in public. Late quotations or tenders received by way of facsimile or e-mail will under no circumstances be considered.

Only prospective suppliers who are registered on the National Treasury Supplier database are eligible to bid. To register on the CSD, log onto [www.csd.gov.za](http://www.csd.gov.za)

All technical enquiries must be directed to Mr Ntando Khumalo on 034 328 5000 or by email [cfo@uthukelawater.co.za](mailto:cfo@uthukelawater.co.za) and regarding SCM related procedures , kindly contact Ms Xolile Mgaga on 034 328500 or by email [Xolile.Mgaga@uthukelawater.co.za](mailto:Xolile.Mgaga@uthukelawater.co.za).

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**CLOSING DATE: 19 June 2026**

**Managing Director  
uThukela Water (Pty) Ltd  
79 Harding Street  
Private Bag X 6644  
Newcastle  
2940**

## **MBD 1: INVITATION TO BID**

### **PART A**

#### **YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MUNICIPAL ENTITY**

|                   |                 |                     |              |                     |       |
|-------------------|-----------------|---------------------|--------------|---------------------|-------|
| <b>Bid Number</b> | FIN2026-BID-013 | <b>Closing Date</b> | 19 JUNE 2026 | <b>Closing Time</b> | 12h00 |
|-------------------|-----------------|---------------------|--------------|---------------------|-------|

|                    |                                                                                                             |
|--------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Description</b> | PREPARATION OF GRAP COMPLIANT ANNUAL FINANANCIAL STATEMENTS FOR THE 2025/2026 FINANCIAL YEAR USING CASEWARE |
|--------------------|-------------------------------------------------------------------------------------------------------------|

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

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN  
THE BID BOX SITUATED AT

**79 Harding Street  
Newcastle  
2940**

#### **SUPPLIER INFORMATION**

|                                                                          |                                                          |  |                                        |         |                                                          |
|--------------------------------------------------------------------------|----------------------------------------------------------|--|----------------------------------------|---------|----------------------------------------------------------|
| Name of Bidder                                                           |                                                          |  |                                        |         |                                                          |
| Postal Address                                                           |                                                          |  |                                        |         |                                                          |
| Street Address                                                           |                                                          |  |                                        |         |                                                          |
| Telephone Number                                                         | Code                                                     |  | Number                                 |         |                                                          |
| Cellphone Number                                                         |                                                          |  |                                        |         |                                                          |
| Facsimile Number                                                         | Code                                                     |  | Number                                 |         |                                                          |
| E-Mail Address                                                           |                                                          |  |                                        |         |                                                          |
| Vat Registration Number                                                  |                                                          |  |                                        |         |                                                          |
| Tax Compliance Status                                                    | TCS PIN:                                                 |  | OR                                     | CSD No: |                                                          |
| B-BBEE Status Level<br>Verification Certificate<br>[Tick Applicable Box] | <input type="checkbox"/> Yes <input type="checkbox"/> No |  | B-BBEE Status Level Sworn<br>Affidavit |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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

|                                                                                                                     |                                                                                       |                                                                                        |                                                                                          |
|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Are you the Accredited<br>Representative in <b>South<br/>Africa for the Goods<br/>/Services /Works<br/>Offered?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>(if yes enclose<br>proof) | Are you a Foreign Based<br>Supplier for <b>the Goods<br/>/Services /Works Offered?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>(if yes, answer<br>part B:3) |
| <b>Signature of Bidder</b>                                                                                          |                                                                                       | <b>Date:</b>                                                                           |                                                                                          |

**Capacity under which this bid is signed:**

#### **ENQUIRIES MAY BE DIRECTED TO:**

| Bidding Procedure Enquiries |                                  | Technical enquiries     |
|-----------------------------|----------------------------------|-------------------------|
| Contact person              | Mrs Zamantungwa Mhlongo          | Mr N Khumalo            |
| Telephone number            | 034 328 5000                     | 034 328 5000            |
| E-mail address              | Xolile.Mgaga@uthukelawater.co.za | cfo@uthukelawater.co.za |

### **PART B**

## Terms and Conditions for Bidding

### 1. BID SUBMISSION:

- 1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- 1.2. **All bids must be submitted on the official forms provided–(not to be re-typed) or online**
- 1.3. This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 Bidders must ensure compliance with their tax obligations.
- 2.2 Bidders are required to submit their unique Personal Identification Number (Pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 2.3 Application for the Tax Compliance Status (TCS) certificate or Pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the **website [www.sars.gov.za](http://www.sars.gov.za)**.
- 2.4 Foreign suppliers must complete the Pre-Award Questionnaire in part B:3.
- 2.5 Bidders may also submit a printed TCS certificate together with the bid.
- 2.6 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / Pin / CSD number.
- 2.7 Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- |                                                                      |                                                          |
|----------------------------------------------------------------------|----------------------------------------------------------|
| 3.1. Is the entity a resident of the Republic of South Africa (RSA)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3.2. Does the entity have a branch in the RSA?                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3.3. Does the entity have a permanent establishment in the RSA?      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3.4. Does the entity have any source of income in the RSA?           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3.5. 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 above.**

**NB: Failure to provide any of the above particulars may render the bid invalid.**

**No bids will be considered from persons in the service of the state**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

### **3. GENERAL CONDITIONS OF BID**

#### **1. General conditions of Contract**

- 1.1. This Bid is subject to the General Conditions of Contract (GCC) 2010 and, if applicable, any other Special Conditions of Contract.

#### **2. Pricing**

- 2.1. Rates and prices offered by the bidder must be written onto the pricing schedule or form of offer of this document by hand, completed in full and signed by the duly authorised signatory.
- 2.2. All prices shall be quoted in South African currency, and be **INCLUSIVE of VAT**. Bid prices that do not include VAT shall not be considered.
- 2.3. Bid prices must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) which may be required for the execution of the bidder's obligations in terms of the Contract. Bid prices shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract, as well as overhead charges and profit (in the event that the bid is successful), unless otherwise specified.
- 2.4. All bid prices will be final and binding.
  - 2.4.1. A bid will not be invalidated if the amount in words and the amount in figures do not correspond,
  - 2.4.2. in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount; therefore, where there is a discrepancy between the amount in figures and the amount in words, the amount in words shall apply.

#### **3. Forward Exchange Rate Cover**

- 3.1. In the event of price(s) based on the exchange rate, the successful bidder(s) will be required to obtain exchange rate cover in order to protect the Municipal Entity against exchange rate variations.
- 3.2. The bidder must provide proof of forward exchange rate cover within 14 days after an order was placed.
- 3.3. If proof that forward exchange rate cover was taken out within 14 days after the order was placed but is not submitted to the uThukela Water (PTY) Ltd along with the invoice, the contract price adjustment will not be accepted and the contract may be cancelled.

#### **4. Submission of Bids**

- 4.1. Sealed bids, with the **"Bid Number and Title"** clearly endorsed on the envelope, and must be deposited in the bid box on or before the closing date and time of the bid.
- 4.2. The bid box is in Reception of UThukela Water (Pty) Ltd Head office 79 Harding Street, Newcastle.
- 4.3. All literature must be securely attached to the bid. The Board shall not be held liable for any loss or damages sustained due to the service provider's failure to comply with this condition.

- 4.4. If a courier service company is being used for delivery of the bid document, the bidder description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. The Municipal Entity will not be held responsible for any bid document which is not timeously delivered, mislaid or incorrectly delivered due to the negligence of the courier company or any other party involved in the delivery of the bid document.

Please note:

- Bids that are deposited in the incorrect box will not be considered.
- Mailed, telegraphic or faxed tenders will not be accepted.
- Documents may only be completed in **black ink**.
- The use of correction fluid/tape on the bid documents is not allowed. If there is an error, draw a line through it, initial next to it and make the correction directly above /below/next to it.
- All bids must be submitted in writing on the official forms supplied (not to be re-typed).

## **5. Opening, Recording and Publications of Bids Received**

- 5.1. Bids will be opened on the closing date immediately after the closing time specified in the bid documents. If requested by any bidder present, the names of the bidders, and if practical, the total amount of each bid and of any alternative bids will be read out aloud.
- 5.2. Details of bids received in time will be recorded in a register which is open to public inspection.
- 5.3. Any bid received after the appointed time for the closing of bids **will not be considered** but shall be filed unopened with the other bids received, which bid(s) can be returned to the bidder at his request and cost.

## **6. Validity Period 90 DAYS**

Bids shall remain valid for **ninety (90) days** after the tender closure date.

## **7. Incorrect Information**

Where a contract has been awarded on the strength of the information furnished by the bidder which after the conclusion of the relevant agreement, is proven to have been incorrect, the Entity may, in addition to any other legal remedy it has or may have, recover from the contractor all costs, losses or damages incurred or sustained by the entity as a result of the award of the contract.

## **8. Withdrawal of Bid during and After the SCM Process:**

- 8.1. When a bidder withdraws his/her bid during the SCM bidding process, it must be in writing, prior to the award of the bid, of which Entity holds the right to accept or reject with or without a claim for any damages.
- 8.2. When a bidder withdraws or cancels the contract after award of the bid to the particular winner of the bid, the awarded bidder will be held responsible for any damages or administrative expenses incurred prior to the award of the bid.

## **9. Invoices**

All invoices must be forwarded to the following address:

uThukela Water (Pty) Ltd  
79 Harding Street/ P.O.Box 729  
Newcastle, 2940

## 9.1. **Legal requirements for invoices**

9.1.1. Please ensure that your tax invoices complies with the requirements as stipulated by SARS (VAT Act No 89 of 1991), i.e.:

### 9.1.1.1. **Ordinary invoice (not VAT Registered)**

- a) The word **"INVOICE"** in a prominent place
- b) Official invoice number and date of transaction
- c) Trade name, legal name, registration number (if any) and address of supplier
- d) The Official order number of uThukela Water is compulsory – non-compliance – no payment
- e) The Municipality's name and postal address (Private Bag x6644 , Newcastle, 2940)
- f) Accurate description of goods and / or services supplied / provided.
- g) Unit of measurement of goods or services supplied
- h) Price

### 9.1.1.2. **VAT/Tax invoice (VAT registered)**

- a) Word **"TAX INVOICE"** in a prominent place
- b) Trade, legal name and registration number (if any) of supplier
- c) Address and VAT number of supplier
- d) The official invoice number and date of invoice
- e) The Official order number of uThukela Water is compulsory – non-compliance – no payment
- f) The Municipality's name and postal address (Private Bag X6644, Newcastle, 2940) and VAT registration number (4270212725)
- g) Accurate description of goods and / or services supplied / provided.
- h) Unit of measurement of goods or services supplied
- i) Price and VAT amount

## 10. **Payment Terms**

- 10.1. It is the policy of UThukela Water to pay all creditors by means of electronic bank transfers.
- 10.2. Creditors will be paid within 30 days after receipt of an invoice and statement for the month in question, detailing all invoices during that month and reflecting the total amount due by the uThukela Water. In exceptional circumstances, uThukela Water may, at its discretion, deviate from the above.

## 11. **Poor Performance**

Where the supplier fails to render the services within the stipulated period, or should services rendered be deemed not to the satisfaction of uThukela Water, the tenderer will receive written notice of poor performance. Failure to address performance issues could result in the entire contract being reviewed or cancelled.

## 12. **Central Supplier Database**

No awards will be made to a tenderer who is not registered on the Central Supplier Database.

### **13. Disbursements, Travel and Subsistence**

- 13.1. No bidder will be refunded any cost or disbursements incurred in respect of the project, save where the prior written approval of UThukela Water has been obtained in respect of such expenditure.
- 13.2. Any authorized disbursements will be refunded at the reasonable and actual cost determined by uThukela Water. Any expenditure incurred by the successful bidder in respect of authorized travel for the project will be refunded in accordance with the UThukela Water travel policy as applicable from time to time. The rates payable for the use of private vehicles will be the prevailing rates quoted by the Automobile Association of South Africa.
- 13.3. All claims in respect of authorized disbursements (travel and subsistence costs) must be substantiated by documentary evidence such as receipts and logs of kilometres travelled.
- 13.4. All expenses incurred by the bidder for the proposal and presentations are the responsibility of the bidder and will not be reimbursed by UThukela Water.

### **14. Joint Venture Agreement or Consortiums**

Tenderers intending to tender in the form of joint venture or consortium must submit the following documentation together with the bid:-

- 1) A valid Tax Compliance Status verification Pins issued by SARS of all parties of the Joint Venture or Consortium, and
- 2) all parties of the Joint Venture or Consortium must submit signed copies of :-
  - a) The Declaration of Interest Form,
  - b) The Declaration of Bidder's Past Supply Chain Management Practices Form,
  - c) The Certificate of Independent Bid Determination Form, and
- 3) An undertaking duly signed by all parties of the Joint Venture or Consortium indicating their intention to enter into an agreement for the purposes of this contract, and
- 4) A consolidated valid and original or certified copy of their B-BBEE Status Level Verification Certificate.

Further to the above, the name of the Joint Venture or Consortium must appear on the relevant pages of the document. Failure to comply with these requirements shall lead to disqualification.

### **15. Samples for Quality Control**

- 15.1 If the samples are required in terms of the specification, such samples shall be supplied by the service provider at his/her own cost.
- 15.2 All samples approved will be retained by uThukela Water as standards for the duration of the contract.

#### **4. GENERAL CONDITIONS OF CONTRACT**

##### **1. Definitions**

1. The following terms shall be interpreted as indicated:
- 1.1 **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 **"Contract"** means the written agreement entered into between the purchaser and the vendor, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 **"Contract price"** means the price payable to the Vendor under the contract for the full and proper performance of his contractual obligations.
- 1.4 **"Corrupt practice"** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 **"Day"** means calendar day.
- 1.8 **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.9 **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10 **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the vendor bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
- 1.11 **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 **"Force majeure"** means an event beyond the control of the vendor and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive

practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

- 1.14 **“GCC”** means the General Conditions of Contract.
- 1.15 **“Goods”** means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 **“Imported content”** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the vendor or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.
- 1.17 **“Local content”** means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.18 **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 **“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 **“Project site”** where applicable, means the place indicated in bidding documents.
- 1.21 **“Purchaser”** means the Institution purchasing the goods/works and/or service.
- 1.22 **“Republic”** means the Republic of South Africa.
- 1.23 **“SCC”** means the Special Conditions of Contract.
- 1.24 **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the vendor covered under the contract.
- 1.25 **“Written”** or **“in writing”** means handwritten in ink or any form of electronic or mechanical writing.

## 2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but **excluding immovable property**, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, Special Conditions of Contract are also laid down to cover specific vendors, services or works.

- 2.3 Where such Special Conditions of Contract are in conflict with these general conditions, the special conditions shall apply.

### **3. General**

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

### **4. Standards**

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

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

- 5.1 The vendor shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the vendor in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The vendor shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The vendor shall permit the purchaser to inspect the vendor's records relating to the performance of the vendor and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 5.5 The vendor shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

### **6. Patent Rights**

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

### **7. Performance security**

- 7.1 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the vendor's failure to complete his obligations under the contract.
- 7.2 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - b) a cashier's or certified cheque.
- 7.3 The performance security will be discharged by the purchaser and returned to the vendor not later than thirty (30) days following the date of completion of the vendor's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## **8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Institution or an organization acting on behalf of the Institution.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the vendor.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the vendor who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the vendor's cost and risk. Should the vendor fail to provide the substitute supplies forthwith, the purchaser may, without giving the vendor further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the vendor.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packing**

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

## **10. Delivery and documents**

- 10.1 Delivery of the goods shall be made by the vendor in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the vendor are specified in SCC.
- 10.2 Documents to be submitted by the vendor are specified in SCC.

## **11. Insurance**

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

## **12. Transportation**

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

## **13. Incidental Services**

- 13.1 The vendor may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the vendor of any warranty obligations under this contract;
- e) training of the purchaser's personnel, at the vendor's plant and/or
- f) on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the vendor for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the vendor for similar services.

#### **14. Spare parts**

14.1 Specified in SCC, the vendor may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the vendor:

- a) such spare parts as the purchaser may elect to purchase from the vendor, provided that this election shall not relieve the vendor of any warranty obligations under the contract; and
- b) in the event of termination of production of the spare parts:
  - (i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

15.1 The vendor warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The vendor further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the vendor, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the vendor in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the vendor shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

- 15.5 If the vendor, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the vendor's risk and expense and without prejudice to any other rights which the purchaser may have against the vendor under the contract.

## **16. Payment**

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

## **17. Prices**

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

## **18. Variation Orders**

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

## **19. Assignment**

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

## **20. Subcontractors**

- 20.1 The vendor shall notify the purchaser in writing of all subcontractors awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the vendor from any liability or obligation under the contract.

## **21. Delays in the vendor's performance**

- 21.1 Delivery of the goods/works and/or performance of services shall be made by the vendor in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the vendor or its subcontractor(s) should encounter conditions impeding timely delivery of the goods/works and/or performance of

services, the vendor shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the vendor's notice, the purchaser shall evaluate the situation and may at his discretion extend the vendor's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have essential services executed if an emergency arises, the vendor's point of supply is not situated at or near the place the supplies are required or the vendor's supplies or goods are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the vendor in the performance of its delivery obligations shall render the vendor liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the vendor's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the vendor.

## **22. Penalties**

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

## **23. Termination for default**

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the vendor, may terminate this contract in whole or in part:
- a. if the vendor fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - b. if the vendor fails to perform any other obligation(s) under the contract; or
  - c. if the vendor, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods/works and/or

services similar to those undelivered, and the vendor shall be liable to the purchaser for any excess costs for such similar goods/works and/or services. However, the vendor shall continue performance of the contract to the extent not terminated.

- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the vendor by prohibiting such vendor from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a vendor or any person associated with the vendor, the vendor will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the vendor fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the vendor.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- i. the name and address of the vendor and / or person restricted by the purchaser;
  - ii. the date of commencement of the restriction
  - iii. the period of restriction; and
  - iv. the reasons for the restriction.

These details will be loaded in the National Treasury's central database of vendors or persons prohibited from doing business with the public sector.

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website

## **24. Antidumping and countervailing duties and rights**

- 24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be

paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

## **25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the vendor shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract as a result of an event of Force Majeure.
- 25.2 If a force majeure situation arises, the Vendor shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Vendor shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **26. Termination on insolvency**

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

## **27. Settlement of Disputes**

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

## **28. Limitation of Liability**

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

## **29. Governing language**

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

## **30. Applicable law**

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

## **31. Notices**

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

## **32. Taxes and duties**

- 32.1 A foreign vendor shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local vendor shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the purchaser must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

## **33. Transfer of contracts**

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

## **34. Amendment of contracts**

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

**35. Prohibition of restrictive practices**

35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/are or a contractor(s) was/were involved in collusive bidding (or bid rigging).

35.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

35.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

**NB: THE FOLLOWING CLAUSES HAVE BEEN REPEATED AS THESE WILL LEAD TO THE REJECTION OF THE BID**

- All bid documents must be completed in black ink and should any alteration, omission, erasure or addition be made, it will not be recognised, unless authenticated with the initials of the bidder and those of the witnesses of his signature.
- Failure to sign the bid document will invalidate (Invitation to Bid) the bid, provided that it is the only acceptable bid received, Council may recommend that it be considered as an offer after signature by the bidder.
- NO correction fluid/tape may be used.
- Bidders shall ensure that they have been provided with all the documents and drawings. Bidders must advise the Department concerned immediately if there is any duplication or obscure typing or if there is any doubt as to the meaning of any words, clause, sentence, paragraph, drawing or any other particulars and have the matter rectified, otherwise it will be assumed correct and no liabilities whatsoever will be admitted in respect of errors in the bid due to the foregoing.
- Bids received after the official closing date and time of this bid, will not be accepted.
- Proof must be produced, together with the bidding document that the entity is not indebted to the Municipality or municipal area in which they are staying, for a period of more than 90 days for services rendered / rates payable. Bidders residing on farms with no municipal services should submit a letter from their Induna/owner stating the above.
- **TAX COMPLIANCE STATUS**  
A valid Tax Compliance Status Pin or CSD Master Registration Number should be supplied on MBD 1 for verification.

**NAME OF BIDDER** .....

**ADDRESS** .....

**TELEPHONE NUMBER** .....

**NAME OF THE OFFICIAL** ..... **POSITION** .....

**SIGNATURE** ..... **DATE** .....

**WITNESSES**

**NAME** ..... **NAME** .....

**SIGNATURE** ..... **SIGNATURE** .....

**ID NUMBER** ..... **ID NUMBER** .....

### **5. AUTHORITY OF SIGNATORY**

Indicate the status of the Bidder by ticking the appropriate box hereunder. The Bidder must complete the certificate set out below for the relevant category. **A resolution letter is to be attached.-**

| <b>A<br/>COMPANY</b> | <b>B<br/>PARTNERSHIP</b> | <b>C<br/>JOINT VENTURE</b> | <b>D<br/>SOLE PROPRIETOR</b> | <b>E<br/>CLOSE CORPORATION</b> |
|----------------------|--------------------------|----------------------------|------------------------------|--------------------------------|
|                      |                          |                            |                              |                                |

#### **A. Certificate for Company**

I, ....., chairperson of the board of  
....., hereby confirm that by resolution of the  
board (copy attached) taken on ..... 20..... ,  
Mr/Ms.....acting in the capacity of ..... , was authorised to  
sign all documents in connection with this bid for Bid no **FIN2026-BID-013** and any contract resulting  
from it on behalf of the company.

As witnesses:

1. .... Chairman: .....  
2. .... Date: .....

#### **B. Certificate for Partnership**

We, the undersigned, being the key partners in the business trading as  
.....  
....., hereby authorise Mr/Ms ....., acting in the capacity of  
..... to sign all documents in connection with this bid for **FIN2026-BID-013** and  
any contract resulting from it on our behalf.

| <b>Name</b> | <b>Address</b> | <b>Signature</b> | <b>Date</b> |
|-------------|----------------|------------------|-------------|
|             |                |                  |             |
|             |                |                  |             |
|             |                |                  |             |

**Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.**

### C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms ....., authorised signatory of the company ....., acting in the capacity of lead partner, to sign all documents in connection with this bid for **Bid no FIN2026-BID-013** and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

| Name of Firm  | Address | Authorising Name and Capacity | Authorising Signature |
|---------------|---------|-------------------------------|-----------------------|
| Lead Partner: |         |                               |                       |
|               |         |                               |                       |
|               |         |                               |                       |

**NOTE: A copy of the Joint Venture Agreement indicating clearly the percentage contribution of each partner to the Joint Venture, is to be submitted with the bid. A board resolution, authorising each signatory who signed above to do so, is to be submitted with the bid.**

### D. Certificate for Sole Proprietor

I, ....., hereby confirm that I am the sole owner of the business trading as .....

#### As witnesses:

1. .... Sole Owner: .....
2. .... Date: .....

### E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as .....  
....., hereby authorise Mr/Ms .....  
acting in the capacity of ....., to sign all to sign all documents in connection with this bid for **Bid no FIN2026-BID-013** and any contract resulting from it on our behalf.

| Name | Address | Signature | Date |
|------|---------|-----------|------|
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |

**Note: This certificate is to be completed and signed by all key partners upon whom rests the direction of the affairs of the Partnership as a whole.**

**6. RECORD OF ADDENDA**

We confirm that the following communications received from the employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer.

|    | Date | Title or Details |
|----|------|------------------|
| 1. |      |                  |
| 2. |      |                  |
| 3. |      |                  |
| 4. |      |                  |

Attach additional pages if more space is required.

***Failure to acknowledge any addendum released by uThukela Water may result in your tender submission being declared non-responsive***

|                |  |              |  |
|----------------|--|--------------|--|
| Name of Bidder |  |              |  |
| Signature      |  | Name (print) |  |
| Capacity       |  | Date         |  |

## **7. PROOF OF GOOD STANDING WITH MUNICIPAL ACCOUNTS**

**MUST BE COMPLETED FOR THIS BID**

**Declaration in terms of paragraph 38(1)(d)(i) of the Supply Chain Management Regulation, irrespective of the contract value of the bid:**

**NB: Please note that this declaration must be completed by ALL bidders**

- i. I, the undersigned hereby declare that the signatory to this tender document; is duly authorised and further declare:
- ii. I acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to Newcastle Municipality and Endumeni Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.
- iii. I acknowledge that should it be found that any municipal rates and taxes or municipal charges as set out in (ii) above are in arrears for more than three (3) months, the bid will be rejected and uThukela Water may take such remedial action as is required, including the rejection of the bid and/or termination of the contract; and
- iv. The following account/s of the bidding entity has reference:

| <b>Physical Business Address(es) of the Tenderer</b> | <b>Municipality</b> | <b>Municipal Account Number</b> |
|------------------------------------------------------|---------------------|---------------------------------|
|                                                      |                     |                                 |
|                                                      |                     |                                 |
|                                                      |                     |                                 |
|                                                      |                     |                                 |

**NB:** If insufficient space above, please submit on a separate page

**PLEASE NOTE** further that if no municipal rates and taxes or municipal charges are payable by the bidding entity, indicate the reason/s for that in the space below by means of a tick next in the relevant block,

| Reason                                                                              | Tick | Portfolio of evidence                                                                                              |
|-------------------------------------------------------------------------------------|------|--------------------------------------------------------------------------------------------------------------------|
| Bidding entities who rent premises from a landlord                                  |      | Signed copy of the lease agreement together with a letter from the landlord stating that no levies are in arrears. |
| Bidding entities who operate from a property owned by a director / member / partner |      | Municipal account statement/s of a director / member / partner                                                     |
| Bidding entities who operate from farms / informal settlements                      |      | A letter from their Induna/owner.                                                                                  |
| Bidding entities who operate from somebody else's property                          |      | Sworn affidavit stating the details and relationship with the property owner.                                      |
| Other (Please specify)                                                              |      |                                                                                                                    |

**Attach latest municipal account statement behind this page. The portfolio of evidence must not be older than three months from the close of this tender.**

SIGNED AT.....THIS.....DAY OF..... 20.....

Name of Duly Authorised Signatory: (Please print).....

Authorised Signature: .....

As witness: 1. ....

2. ....

| Name of Bidder |  |              |  |
|----------------|--|--------------|--|
| Signature      |  | Name (print) |  |
| Capacity       |  | Date         |  |

## **8. CENTRAL SUPPLIER DATABASE REGISTRATION**

**No awards will be made to a tenderer who is not registered on the Central Supplier Database (CSD).**

The establishment of a Central Supplier Database (CSD) will result in one single database to serve as the source of all supplier information for all spheres of government. The purpose of centralising government's supplier database is to reduce duplication of effort and cost for both supplier and government while enabling electronic procurement processes.

Registration on the Central Supplier Database must be done online via the website:

<https://secure.csd.gov.za/>

|                              |  |                            |  |
|------------------------------|--|----------------------------|--|
| <b><u>Name of Bidder</u></b> |  |                            |  |
| <b><u>Signature</u></b>      |  | <b><u>Name (print)</u></b> |  |
| <b><u>Capacity</u></b>       |  | <b><u>Date</u></b>         |  |

## **9. MBD 4: DECLARATION OF INTEREST**

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

|            |                                                                                      |  |
|------------|--------------------------------------------------------------------------------------|--|
| <b>3.1</b> | <b>Full Name of bidder/ Representative</b>                                           |  |
| <b>3.2</b> | <b>Identity Number</b>                                                               |  |
| <b>3.3</b> | <b>Position occupied in the Company (director, trustee, shareholder<sup>2</sup>)</b> |  |
| <b>3.4</b> | <b>Company Registration Number</b>                                                   |  |
| <b>3.5</b> | <b>Tax Reference Number</b>                                                          |  |
| <b>3.6</b> | <b>Vat Registration Number</b>                                                       |  |

3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

|              |                                                        |            |           |
|--------------|--------------------------------------------------------|------------|-----------|
| <b>3.8</b>   | <b>Are you presently in the service of the state*?</b> | <b>Yes</b> | <b>No</b> |
| <b>3.8.1</b> | <b>If yes, furnish particulars.</b>                    |            |           |
|              |                                                        |            |           |

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

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

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

|        |                                                                                                                                                                                                                            |     |    |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
|        |                                                                                                                                                                                                                            |     |    |
| 3.9    | Have you been in the service of the state for the past twelve months                                                                                                                                                       | Yes | No |
| 3.9.1  | If yes, furnish particulars.                                                                                                                                                                                               |     |    |
|        |                                                                                                                                                                                                                            |     |    |
| 3.10   | Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?                                                | Yes | No |
| 3.10.1 | If yes, furnish particulars.                                                                                                                                                                                               |     |    |
|        |                                                                                                                                                                                                                            |     |    |
| 3.11   | Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?                           | Yes | No |
| 3.11.1 | If yes, furnish particulars.                                                                                                                                                                                               |     |    |
|        |                                                                                                                                                                                                                            |     |    |
|        |                                                                                                                                                                                                                            |     |    |
| 3.12   | Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?                                                                                                              | Yes | No |
| 3.12.1 | If yes, furnish particulars.                                                                                                                                                                                               |     |    |
|        |                                                                                                                                                                                                                            |     |    |
| 3.13   | Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?                                                                                      | Yes | No |
| 3.13.1 | If yes, furnish particulars.                                                                                                                                                                                               |     |    |
|        |                                                                                                                                                                                                                            |     |    |
| 3.14   | Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. | Yes | No |
| 3.14.1 | If yes, furnish particulars.                                                                                                                                                                                               |     |    |
|        |                                                                                                                                                                                                                            |     |    |

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

| Full Name | Identify Number | State Employee Number |
|-----------|-----------------|-----------------------|
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |

|                |  |              |  |
|----------------|--|--------------|--|
| Name of Bidder |  |              |  |
| Signature      |  | Name (print) |  |
| Capacity       |  | Date         |  |

**10. MBD 5: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

|     |                                                                                                                                                                                                                                                                           |     |    |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1   | Are you by law required to prepare annual financial statements for auditing?                                                                                                                                                                                              | Yes | No |
| 1.1 | If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.                                                                                                                |     |    |
|     |                                                                                                                                                                                                                                                                           |     |    |
| 2   | Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?                                                 | Yes | No |
| 2.1 | If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days. * Delete if not applicable |     |    |
| 2.2 | If yes, provide particulars. * Delete if not applicable                                                                                                                                                                                                                   |     |    |
|     |                                                                                                                                                                                                                                                                           |     |    |
| 3   | Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?                                                                          | Yes | No |
| 3.1 | If yes, furnish particulars                                                                                                                                                                                                                                               |     |    |
|     |                                                                                                                                                                                                                                                                           |     |    |
| 4   | Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?                                       | Yes | No |
| 4.1 | If yes, furnish particulars                                                                                                                                                                                                                                               |     |    |
|     |                                                                                                                                                                                                                                                                           |     |    |

**CERTIFICATION**

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

|                  |  |                       |  |
|------------------|--|-----------------------|--|
| <b>Signature</b> |  | <b>Name of Bidder</b> |  |
| <b>Capacity</b>  |  | <b>Date</b>           |  |

## **11. 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**

- 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;

**“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(a) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(b) **“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

(c) **“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:

**80/20**

**or**

**90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = 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<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed<br>(80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Locality :<br>Uthukela Water Jurisdiction                   | 10                                                                                      |                                                                                 |
| KwaZulu Natal Province                                      | 5                                                                                       |                                                                                 |
| Outside KZN                                                 | 0                                                                                       |                                                                                 |
| 100 % Black owned                                           | 5                                                                                       |                                                                                 |
| Women                                                       | 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.

|                       |  |                     |  |
|-----------------------|--|---------------------|--|
| <b>Name of Bidder</b> |  |                     |  |
| <b>Signature</b>      |  | <b>Name (print)</b> |  |
| <b>Capacity</b>       |  | <b>Date</b>         |  |

## **12. MBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are to combat the abuse of the supply chain management system.
3. **The bid of any bidder may be rejected if the bidder, or any of its directors have:**
  - a) Abused the Municipality's Supply Chain Management System or committed any improper conduct in relation to such system:
  - b) Been convicted for fraud or corruption during the past five years:
  - c) Wilfully neglected, reneged or failed to comply with any government, municipal or public sector contract during the past five years; or
  - d) Been listed in the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corruption Activities Act (No 12 of 2004).
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

| ITEM  | QUESTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | YES                             | NO                             |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.1   | <p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?</p> <p><b>(Companies or persons who are listed on this database were informed in writing of this restriction by the Accounting Officer/ Authority of the institution that imposed the restriction after the audit alteram partem rule was applied).</b></p> <p><b>The database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p> | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                 |                                |
| 4.2   | <p>Is the bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corruption Activities Act (No 12 of 2004)?</p> <p><b>(The Register for Bid Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>                                                                                                                                                                                                                                                       | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                 |                                |

| ITEM  | QUESTION                                                                                                                                                                                                                         | YES                             | NO                             |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.3   | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?                                           | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars:                                                                                                                                                                                                      |                                 |                                |
| 4.4   | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality/ municipal entity, or any other municipality/municipal entity, that is in arrears for more than three months? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars:                                                                                                                                                                                                      |                                 |                                |
| 4.5   | Was any contract between the bidder and the municipality/ municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?                    | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.5.1 | If so, furnish particulars:                                                                                                                                                                                                      |                                 |                                |

#### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) \_\_\_\_\_

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

|                |  |              |  |
|----------------|--|--------------|--|
| Name of Bidder |  |              |  |
| Signature      |  | Name (print) |  |
| Capacity       |  | Date         |  |

### **13. MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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

### **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 Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ 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<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) geographical area where product or service will be rendered (market allocation)
  - c) methods, factors or formulas used to calculate prices;

- d) the intention or decision to submit or not to submit, a bid;
  - e) the submission of a bid which does not meet the specifications and conditions of the bid;  
or
  - f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

|                       |  |                     |  |
|-----------------------|--|---------------------|--|
| <b>Name of Bidder</b> |  |                     |  |
| <b>Signature</b>      |  | <b>Name (print)</b> |  |
| <b>Capacity</b>       |  | <b>Date</b>         |  |

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

#### **14. MBD 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: FIN2024-BID 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 .....

.

## MBD 7.2 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 number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

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

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

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

NAME (PRINT).....

SIGNATURE .....

OFFICIAL STAMP

|  |
|--|
|  |
|--|

WITNESSES

1 .....

2 .....

DATE: .....

## **PART B– TERMS OF REFERENCE**

## **15. TERMS OF REFERENCE**

### **THE APPOINTMENT OF THE SERVICE PROVIDER FOR AUDIT READINESS AND ANNUAL FINANCIAL STATEMENT PREPARATIONS FOR THE 2025/2026 EXTERNAL AUDIT**

#### **1. Background**

UThukela Water seeks to procure the services of a professional service provider for the Audit Readiness and Financial Statements Preparations for the financial year ending 30/06/2026.

To this end UThukela Water invites suitably qualified, appropriately accredited bidders who have, and can demonstrate, the necessary capacity, to submit proposals and or quotations for the delivery of services as outlined in these terms of reference.

#### **2. Scope of Work**

The preparation of the uThukela Water's Annual Financial Statements ("AFS") and audit readiness in line with the requirements of Generally Recognized Accounting Practice ("GRAP").

The Scope of this project is to appoint a service provider with previous experience in preparation of GRAP AFS to deliver the outlined services to uThukela Water that meet the minimum specifications as outlined below:

1. Prepare uThukela Water for Audit Readiness and prepare Financial Statements for the year 2025/2026 in accordance and compliance to the GRAP framework.
2. Assist uThukela Water (Pty) Ltd with year end balances.
3. Adjusting journals to ensure accuracy and correctness of the Trial Balance and General Ledger amounts;
4. Review and perform analysis of the trial balance, transactions, reconciliations and general ledger for 2025/2026;
5. Review registers, reconciliations, calculations which support the figures in the AFS, in accordance with mSCOA classifications and regulations; Assisting with the compilation of the audit files for the 2026 audit;
6. Provide full working papers file supporting all AFS information and a full mapping of all accounts to AFS. Working papers must be fully supported so that they provide sufficient appropriate evidence for the external audit without further explanation.
6. Assisting in responding to any audit issues relating to Annual Financial Statements as and when required arising from the audit;
7. Prepare and submit draft AFS for review by Internal Audit, and Audit Committee on or before 07 August 2026.

8. Prepare AFS set (including notes, workings and schedules) that are GRAP compliant that have been quality assured and reviewed and submission of the AFS to the AG for audit by not later than 31 August 2026.

9. Transfer of skills to identified Finance staff of uThukela Water.

### 3. Project Deliverables

Project proposal must include schedule(s) indicating deadlines for deliverables to be achieved listed below. Business profile of the organization submitting the bid must accompany the bid document.

The following schedule outlines the timeframes for AFS compilation project:

- 3.1 Planned commencement date of the project: 1 July 2026
- 3.2 Submit AFS draft to CFO by 31 July 2026
- 3.3 Submit AFS to Internal Audit for review: 07 August 2026
- 3.4 Submit AFS to Audit Committee for review: 14 August 2026
- 3.5 AGSA AFS submission date: 31 August 2026
- 3.6 Project completion date: 31 December 2026

### 4. Bid Requirements

Proof of capacity to perform the required service(s)

- 4.1 Registered Chartered Accountants (CA(SA)) must lead the team (proof to be provided).**
- 4.2 The team must be comprised of individuals appropriately qualified in B Com in Accounting/Auditing (Certified copies of Qualifications to be attached)**
- 4.3 CVs of the proposed team to be included in the Bid document.**
- 4.4 Proof of similar projects and references to be provided. A minimum of three contactable references, for which unqualified audits have been achieved, is required not older than 5 years in similar GRAP environments**
- 4.5 The bidder must provide a valid CaseWare licence (Failure to submit will render the bid unresponsive)**

### 5. Bid Evaluation

The evaluation of bids will be conducted in two stages namely functionality and the price. A bid must score more than 70% on functionality to qualify for price evaluation. The bids will be evaluated on 80/20 preference point system according to uThukela Water's Supply Chain Management policy

## 6. Bid Special Conditions

1. Bids submitted must be valid for a period of 90 days.
2. CVs of the proposed team should accompany the proposal.
3. Change of team members during project will not be allowed
4. No subcontracting will be allowed for this bid.
5. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered.
6. Due diligence will be conducted with successful bidders to validate submitted information.
7. The appointed service provider must be available as and when needed.
8. Proper certification of documents means:
  - A copy of the original document must be certified with an original certification stamp.
  - No copies of certified documents will be accepted.
  - No certified copies of copies will be accepted.
  - Certification must be dated, and the date must not be older than three months.
9. The bidder must provide a valid CaseWare licence (Failure to submit will render the bid unresponsive)
10. An authority to sign resolution letter is to be attached.

## **16.EVALUATION PROCESS**

The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of uThukela Water (Pty) Ltd Supply Chain Management Policy which entails the balance between Financial Offer, Quality and preferences on 80-20 points system will be adopted.

### **EVALUATION CRITERIA (FUNCTIONALITY)**

The Municipal SCM Policy & National Treasure Guidelines will be used for evaluation of prospective service providers as per the approved scoring system by the specification committee.

The 80/20-point system shall be used for Evaluation of tender documents in terms of Preferential Procurement Point Framework Act.

Received Responsive bids will be evaluated based on the following criteria:

Stage 1 – Completeness & Functionality

Stage 2 – Price and Specific goals Points

Only bidder scored a minimum of 70 out of 100 points will be considered for price and specific goals.

### **FUNCTIONALITY POINTS**

| Pre-Qualification Requirements                                                                                                                                                                           |                  | Elimination Factor | Maximum Points |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|----------------|
| Previous AFS Projects<br>6 Previous completed GRAP compliant AFS and MSCOA Compliance project receiving unqualified audit opinion, over the last five years.                                             |                  | <b>Yes</b>         | <b>30</b>      |
| 5-6 appointments                                                                                                                                                                                         | <b>30 points</b> |                    |                |
| 3-4 appointments                                                                                                                                                                                         | <b>20 points</b> |                    |                |
| 1-2 appointments                                                                                                                                                                                         | <b>10 points</b> |                    |                |
| No appointments                                                                                                                                                                                          | <b>0 points</b>  |                    |                |
| Attach appointment letters or reference letters, service level agreement and a signed audit report with an unqualified audit opinion.<br><br><b>No points will be awarded if they are no attachments</b> |                  |                    |                |
| Technical Expertise and Competency<br><br>Team must be led by a qualified Chartered Accountants registered with SAICA with the necessary experience.                                                     |                  | <b>Yes</b>         | <b>30</b>      |
| 8 and more years                                                                                                                                                                                         | <b>30 points</b> |                    |                |
| 5-7 Years                                                                                                                                                                                                | <b>20 points</b> |                    |                |
| 1-4 Years                                                                                                                                                                                                | <b>10 points</b> |                    |                |
| No experience                                                                                                                                                                                            | <b>0 points</b>  |                    |                |
| Provide CV and qualification of team as per Tender's project structure on page 53.                                                                                                                       |                  |                    |                |
|                                                                                                                                                                                                          |                  |                    |                |

|                                                                                                                                                                    |                  |            |            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|------------|
| Project work plan with times frames                                                                                                                                | 20 points        | <b>Yes</b> | <b>20</b>  |
| Project work plan with no time frames                                                                                                                              | 0 points         |            |            |
| Firm SAICA & IRBA Registered (Certified confirmation from controlling bodies must be attached)                                                                     |                  | <b>Yes</b> | <b>10</b>  |
| SAICA Registered – 5 points                                                                                                                                        | 05 points        |            |            |
| IRBA Registered – 5 points                                                                                                                                         | 05 points        |            |            |
| <b>SKILLS TRANSFER METHODOLOGY</b><br><b>Bidders are required to demonstrate how they will transfer skill to internal officials during project implementation.</b> |                  |            |            |
| The service Provider must provide a detailed skills transfer programme with clear, realistic deliverables and milestones                                           | <b>10 points</b> | <b>Yes</b> | <b>10</b>  |
| <b>TOTAL POINTS</b>                                                                                                                                                |                  |            | <b>100</b> |

NB: To enable to claim the above-mentioned points proof of all the points to be claimed must be submitted.

1. The minimum qualifying score for functionality is 70%.
2. Bidders who scored 70% and more on functionality will qualify for further evaluation.
3. Bidders who scored less than 70% will be disqualified.

#### **POINTS (FOR PRICE)**

| <b><u>DESCRIPTION</u></b> | <b><u>ALLOCATED POINTS</u></b> |
|---------------------------|--------------------------------|
| Price Competitiveness     | 80                             |

#### **POINTS WILL BE ALLOCATED AS FOLLOWS below R 50 000 000**

|                                          | Points | For office use |
|------------------------------------------|--------|----------------|
| Price                                    | 80     |                |
| SPECIFIC GOALS                           | 20     |                |
| Total points for price and specific goal | 100    |                |

Please attach CVs of the proposed key personnel on this project

|                                     |  |
|-------------------------------------|--|
| 1. Position                         |  |
| Name                                |  |
| Years of experience                 |  |
| Formal qualification                |  |
| Professional Registration Category  |  |
| Professional Registration Number    |  |
| Currently employed by tenderer(y/n) |  |
| Signature                           |  |

|                                     |  |
|-------------------------------------|--|
| 2. Position                         |  |
| Name                                |  |
| Years of experience                 |  |
| Formal qualification                |  |
| Professional Registration Category  |  |
| Professional Registration Number    |  |
| Currently employed by tenderer(y/n) |  |
| Signature                           |  |

|                                     |  |
|-------------------------------------|--|
| 3. Position                         |  |
| Name                                |  |
| Years of experience                 |  |
| Formal qualification                |  |
| Professional Registration Category  |  |
| Professional Registration Number    |  |
| Currently employed by tenderer(y/n) |  |
| Signature                           |  |

|                                     |  |
|-------------------------------------|--|
| 4. Position                         |  |
| Name                                |  |
| Years of experience                 |  |
| Formal qualification                |  |
| Professional Registration Category  |  |
| Professional Registration Number    |  |
| Currently employed by tenderer(y/n) |  |
| Signature                           |  |

SIGNED ON BEHALF OF THE TENDERER: .....

**NB: Bidder can make a copy of this page if information does not fit on one page to cover the tender's project structure.**

### **17.SCHEDULE OF PREVIOUS EXPERIENCE**

Provide the following on relevant previous experience for AFS projects.  
This information is material to award of the Contract.

| Description | Value ®<br>Vat excluded | Year(s)<br>work<br>executed | Reference |              |            |               |
|-------------|-------------------------|-----------------------------|-----------|--------------|------------|---------------|
|             |                         |                             | Name      | Organisation | Tel Number | Email address |
|             |                         |                             |           |              |            |               |
|             |                         |                             |           |              |            |               |
|             |                         |                             |           |              |            |               |
|             |                         |                             |           |              |            |               |
|             |                         |                             |           |              |            |               |
|             |                         |                             |           |              |            |               |
|             |                         |                             |           |              |            |               |
|             |                         |                             |           |              |            |               |
|             |                         |                             |           |              |            |               |
|             |                         |                             |           |              |            |               |
|             |                         |                             |           |              |            |               |
|             |                         |                             |           |              |            |               |
|             |                         |                             |           |              |            |               |

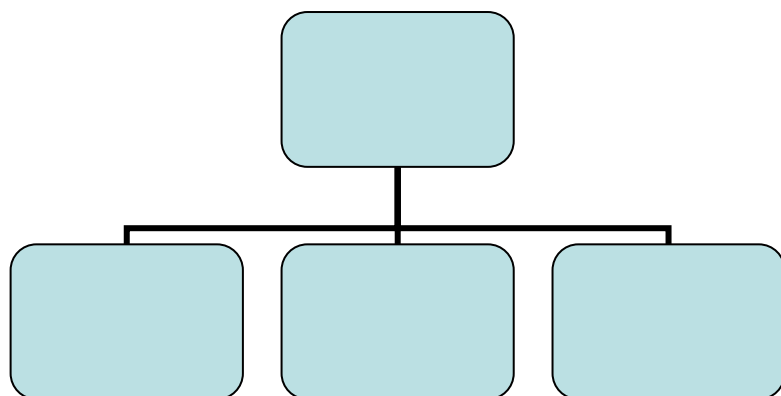
***NB: Bidder can make a copy of this page if information does not fit on one page***

SIGNED ON BEHALF OF THE TENDERER: .....

## **18.TENDER PROJECT STRUCTURE**

### **Notes to tenderer:**

1. The intention of this form is to demonstrate the tenderer's project structure, as well as the lines of responsibility between members of the project team and between the project team and the overall company structure. The tenderer must attach his own organogram to this form.
2. Tenderers which are large companies may simplify the organogram by 'rolling up' portfolios e.g. combining directors/associates into one box of the organogram. However, the individual positions of the key personnel within the structure must still be shown.
3. Joint Venture tenders will require each element of the venture to submit separate organograms that show the individual structure of each member company and the lines of responsibility of the proposed personnel involved in the project. In addition, there must also be a combined organogram that indicates how the joint venture itself will function and the proposed share of the work. Joint Venture tenderers shall note that the share of work indicated will be used in the analysis of such a tenderers preference proposed on returnable form D1, and that if awarded the share of work shall become a contractual obligation between the members of the joint venture.
4. State the city or town where the company's head office is located. The locality of regional or satellite office, regardless of degree of autonomy or size is not required. Only submit the number of offices other than the head office. Do not count offices outside RSA
5. Registered professional engineers, technicians or technologists means those who are involved in the built industry as well as allied fields such as environmental professionals. Registered professionals of other disciplines (e.g., mechanical) are considered as employees only.



|                                   |  |
|-----------------------------------|--|
| <b>Head Office :</b>              |  |
| <b>Other Offices: (Number)</b>    |  |
| <b>Registered Office address:</b> |  |
| <b>Total Employees:</b>           |  |
|                                   |  |

**SIGNED ON BEHALF OF THE TENDERER**\_\_\_\_\_

**PRICING SCHEDULE**  
(Professional Services)

Name of Bidder:..... Bid Number: .....

Closing Time: ..... Closing Date .....

OFFER TO BE VALID FOR .....DAYS FROM THE CLOSING DATE OF BID.

| ITEM NO | DESCRIPTION                                                                                                                                                                                | BID PRICE IN RSA CURRENCY INCLUSIVE OF VALUE ADDED TAX |                 |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----------------|
| 1.      | The accompanying information must be used for the formulation of proposals.                                                                                                                |                                                        |                 |
| 2.      | Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of VAT for the project.               | R.....                                                 |                 |
| 3.      | PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)                                                                     |                                                        |                 |
| 4.      | PERSON AND POSITION                                                                                                                                                                        | HOURLY RATE                                            | DAILY RATE      |
|         | .....                                                                                                                                                                                      | R.....                                                 | .....           |
|         | .....                                                                                                                                                                                      | R.....                                                 | .....           |
|         | .....                                                                                                                                                                                      | R.....                                                 | .....           |
|         | .....                                                                                                                                                                                      | R.....                                                 | .....           |
|         | .....                                                                                                                                                                                      | R.....                                                 | .....           |
| 5.      | PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT                                                                                           |                                                        |                 |
|         | .....                                                                                                                                                                                      | R.....                                                 | ..... days      |
|         | .....                                                                                                                                                                                      | R.....                                                 | ..... days      |
|         | .....                                                                                                                                                                                      | R.....                                                 | ..... days      |
|         | .....                                                                                                                                                                                      | R.....                                                 | ..... days      |
| 5.1     | Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices. |                                                        |                 |
|         | DESCRIPTION OF EXPENSE TO BE INCURRED                                                                                                                                                      | RATE                                                   | QUANTITY AMOUNT |
|         | .....                                                                                                                                                                                      | .....                                                  | R.....          |
|         | .....                                                                                                                                                                                      | .....                                                  | R.....          |
|         | .....                                                                                                                                                                                      | .....                                                  | R.....          |
|         | .....                                                                                                                                                                                      | .....                                                  | R.....          |
|         |                                                                                                                                                                                            | TOTAL: R.....                                          |                 |

## **20. ELIGIBILITY CRITERIA**

Bid offers will only be accepted if:

1. A valid Tax Compliance Status Pin or CSD Master Registration Number for verification;
2. The bidder or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 person prohibited from doing business with the public sector;
3. The bidder has not:
  - a. abused the Employer's Supply Chain Management System; or
  - b. failed to perform on any previous contract and has been given a written notice to this effect;
4. The bidder has completed the Declaration of Interest and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract;
5. The bidder is registered on the **Central Supplier Database**;
6. The bidder is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges. The latest municipal account is to be attached. The statement must not be older than three months from the closing date of this tender. Alternatively, if the tenderer is currently leasing premises and is not responsible for the payment of municipal services, a copy of the Lease Agreement must be attached;
7. A Joint-Venture Agreement or Consortium, where applicable, is submitted with bid;
8. Prospective bidders comply with the requirements of the bid and terms of reference;
9. The bidder scores a minimum of **70%** in respect of Functionality;
10. All returnable schedules are to be completed, and all relevant certificates attached where indicated.
11. Submit latest municipal rates.
12. Bidders must submit a CaseWare certificate.
13. Resolution letter to be attached.

## **21. FORM OF INDEMNITY**

### **INDEMNITY**

Given by (Name of Company) \_\_\_\_\_

of (registered address of Company) \_\_\_\_\_

a company incorporated with limited liability according to the Company Laws of the Republic of South Africa (hereinafter called the Contractor), represented herein by (Name of Representative) \_\_\_\_\_

in his capacity as (Designation) \_\_\_\_\_

of the Contractor, is duly authorized hereto by a resolution dated \_\_\_\_\_ /20\_\_\_\_\_,  
to sign on behalf of the Contractor.

WHEREAS the Contractor has entered into a Contract dated \_\_\_\_\_ /20\_\_\_\_\_, with uThukela Water (PTY) Ltd who require this indemnity from the contractor.

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

|                                 |  |
|---------------------------------|--|
| <b>SINGNATURE OF CONTRACTOR</b> |  |
| <b>DATE</b>                     |  |
| <b>SINGNATURE OF WITNESS 1</b>  |  |
| <b>DATE</b>                     |  |
| <b>SIGNATURE FO WITNESS 2</b>   |  |
| <b>DATE</b>                     |  |