

PART T2 TENDERING PROCEDURES

T2.1 List of Returnable Documents

RD.2

T2.2 Returnable Schedules

RD.3

T2.1 LIST OF RETURNABLE DOCUMENTS

The Tender Document must be submitted as a whole. All forms must be properly completed as required, and the document shall not be taken apart or altered in any way whatsoever.

The list of returnable documents comprise the following: tick ✓

1. LIST OF COMPULSORY RETURNABLE SCHEDULES AND OTHER DOCUMENTS

- Details of Registration with CIDB
- Certificate of Attendance at Site Meeting
- Certificate of Authority for Signatory and Registration
- Record of Addenda to Tender Documents
- Amendments, Qualifications and Alternatives
- Letter from the bank confirming existence of the company account
- Letter of Intent to Provide Insurances
- Tax Status Pin
- Workmen's Compensation Registration Certificate
- Unemployment Insurance Fund (UIF) Registration Certificate
- Compulsory Enterprise Questionnaire
- Declaration of Interest
- Form of Intent to Provide a Performance Guarantee
- Health and Safety Declaration
- Certificate of Independent Bid Determination
- Declaration for Procurement above R10 Million
- Declaration of Bidder's past supply chain management practices

2. LIST OF RETURNABLE SCHEDULES AND OTHER DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

- Tenderer's Financial Standing
- Schedule of Similar Work Undertaken
- Preliminary Programme
- Schedule of Plant and Equipment
- Proposed Subcontractors
- Key Personnel
- Method Statement
- Quality Assurance and Quality Control

Note: Tenderer to tick off each box to ensure that the necessary schedules and documents have been filled in and are included into the tender document.

T2.2 COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

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A. DETAILS OF REGISTRATION WITH CIDB

PRINCIPAL CONTRACTOR (CIVIL) – MINIMUM CIDB GRADING 7CE

Contractor's Name:

Contractor's CIDB Registration Number:

Contractor's CIDB Registration Classification:

SUB-CONTRACTOR (MECHANICAL) IF THE CONTRACTOR INTENDS TO SUBCONTRACT

Contractor's Name:

Contractor's CIDB Registration Number:

Contractor's CIDB Registration Classification:

SUB-CONTRACTOR (ELECTRICAL) IF THE CONTRACTOR INTENDS TO SUBCONTRACT

Contractor's Name:

Contractor's CIDB Registration Number:

Contractor's CIDB Registration Classification:

Note: This information will be checked on the CIDB Website

B. CERTIFICATE OF ATTENDANCE AT SITE MEETING

This is to certify that (*tenderer*)
of (*address*)
..... was represented by the person(s) named
below at the compulsory meeting held for all tenderers at (*location*)
..... on (*date*)..... starting at (*time*)

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the site of the works and / or matters incidental to doing the work specified in the tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the tender.

Particulars of person(s) attending the meeting:

Name:	Signature:
Capacity:	Date:
Name:	Signature:
Capacity:	Date:

Attendance of the above person(s) at the meeting is confirmed by the Employer / Employer's Agent, namely:

Name:	Signature:
Capacity:	Date:
Name:	Signature:
Capacity:	Date:

C. CERTIFICATE OF AUTHORITY FOR SIGNATORY

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category, **and attach their Registration Certificates for Companies, Close Corporations and Partnerships, or Agreements and Powers of Attorney for Joint Ventures, or ID documents to the page provided at the end of this form.**

(I) COMPANY	(II) CLOSE CORPORATION	(III) PARTNERSHIP	(IV) JOINT VENTURE	(V) SOLE PROPRIETOR

(I) CERTIFICATE FOR COMPANY

I, chairperson of the Board of Directors 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 the tender for Tender N° 10969/1/2/C1 and any contract
resulting from it, on behalf of the company.

Chairman:

As Witnesses: 1.

2.

Date:

(II) 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 documents in connection with the tender for Tender N° 10969/1/2/C1 and any contract resulting from it, on
our behalf.

NAME	ADDRESS	SIGNATURE	DATE

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

(III). CERTIFICATE FOR PARTNERSHIP

We, the undersigned, being the key partners in the business trading as,.....
..... hereby authorize Mr/Ms
acting in the capacity of , to sign all
documents in connection with the tender for Tender N° 10969/1/2/C1 and any contract resulting from it, on our
behalf.

NAME	ADDRESS	SIGNATURE	DATE

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

(IV) CERTIFICATE FOR JOINT VENTURE

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr/Ms,
authorized signatory of the company,.. acting in
the capacity of lead partner,
to sign all documents in connection with the tender offer for Tender N° 10969/1/2/C1 and any contract resulting
from it, on our behalf.

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

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME AND CAPACITY
Lead partner		

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

(V) CERTIFICATE FOR SOLE PROPRIETOR

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

Signature of Sole owner:

As Witnesses:

1.

2.

Date:

REGISTRATION CERTIFICATE / AGREEMENT / ID DOCUMENT

[Important note to Tenderer: Registration Certificates for Companies, Close Corporations and Partnerships, or Agreements and Powers of Attorney for Joint Ventures, certified copies of Identification documents as referred to in T2.1, must be inserted here]

Companies listed on the Johannesburg Stock Exchange to submit their latest audited annual financial statements in lieu of the above documents.

D. RECORD OF ADDENDA TO TENDER DOCUMENTS

I / We confirm that the following communications amending the tender documents that I / we received from the employer or his agent before the closing date for submission of this tender offer have been taken into account in this tender offer.

ADDENDUM No	DATE	TITLE OR DETAILS

SIGNATURE: DATE:
(of person authorized to sign on behalf of the Tenderer)

E. AMENDMENTS, QUALIFICATIONS AND ALTERNATIVES

(This is not an invitation for amendments, deviations or alternatives but, should the Tenderer desire to make any departures from the provisions of this contract, he shall set out his proposals clearly hereunder. The Employer will not consider any amendment, alternative offers or discounts unless forms (a), (b) and (c) have been completed to the satisfaction of the Employer).

I / We herewith propose the amendments, alternatives and discounts as set out in the tables below:

(a) AMENDMENTS

PAGE, CLAUSE OR ITEM N°	PROPOSED AMENDMENT
	NOT APPLICABLE

- [Notes: 1. Proposals for amendments to the General and Special Conditions of Contract will not be considered, and may invalidate the offer;*
- 2. The Tenderer must give full details of all the financial implications of the amendments and qualifications in a covering letter attached to his tender.]*

(b) ALTERNATIVES

PROPOSED ALTERNATIVE	DESCRIPTION OF ALTERNATIVE
	NOT APPLICABLE

- [Notes: 1. Individual alternative items that do not justify an alternative tender, and an alternative offer for time for completion should be listed here.*
- 2. In the case of a major alternative to any part of the work, a separate Bill of Quantities, programme, etc, and a detailed statement setting out the salient features of the proposed alternatives must accompany the tender.*
- 3. Alternative tenders involving technical modifications to the design of the works and methods of construction shall be treated separately from the main tender offer.]*

(c) DISCOUNTS

ITEM ON WHICH DISCOUNT IS OFFERED	DESCRIPTION OF DISCOUNT OFFERED

[Note: The Tenderer must give full details of the discounts offered in a covering letter attached to his tender, failing which, the offer for a discount may have to be disregarded.]

SIGNATURE: **DATE:**
(of person authorised to sign on behalf of the Tenderer)

F. LETTER FROM BANK CONFIRMING THE EXISTENCE OF THE COMPANY BANK ACCOUNT

[The Tenderer shall insert here its banking information and a copy of a cancelled cheque of the company or a signed letter from their bank confirming the existence of the company's bank account.]

G. LETTER OF INTENT TO PROVIDE INSURANCES

[The Tenderer must attach hereto a letter from a bank or financial institution with whom he has made the necessary arrangements, to the effect that the said bank or institution will be prepared to provide the insurances required for the contract in terms of Clause 8.6 of the General Conditions of Contract, forthwith upon award of the contract.]

H. TAX STATUS PIN

The Tenderer shall submit their 'Tax Status Pin' obtained from SARS.

Each party to a Consortium/Joint Venture/Sub-contractors must submit a separate Tax Status Pin.

Failure to submit a Tax Status Pin indicating Tax Compliance with SARS, will invalidate the tender.

TAX STATUS PIN No.

[Tax Status Pin obtained from SARS to be inserted here.]

I. WORKMEN'S COMPENSATION REGISTRATION CERTIFICATE

[The Tenderer's Workmen's Compensation Registration Certificate / COID Registration or proof of payment of contributions to be inserted here.]

J. UNEMPLOYMENT INSURANCE FUND (UIF) REGISTRATION CERTIFICATE

[The Tenderer's Unemployment Insurance Fund (UIF) Registration Certificate to be inserted here.]

K. COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

*Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5: Particulars of companies and close corporations
Company registration number:
Close corporation number:
Tax reference number:

Section 6: Record in the service of the state
Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

a member of any municipal council	<input type="checkbox"/>	an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)	<input type="checkbox"/>
a member of any provincial legislature	<input type="checkbox"/>		<input type="checkbox"/>
a member of the National Assembly or the National Council of Province	<input type="checkbox"/>		<input type="checkbox"/>
a member of the board of directors of any municipal entity	<input type="checkbox"/>	a member of an accounting authority of any national or provincial public entity	<input type="checkbox"/>
an official of any municipality or municipal entity	<input type="checkbox"/>	an employee of Parliament or a provincial legislature	<input type="checkbox"/>

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

a member of any municipal council		an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)	
a member of any provincial legislature			
a member of the National Assembly or the National Council of Province			
a member of the board of directors of any municipal entity		a member of an accounting authority of any national or provincial public entity	
an official of any municipality or municipal entity		an employee of Parliament or a provincial legislature	

If any of the above boxes are marked, disclose the following:

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my/our tax matters are in order;
- ii) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I/we are not associated, linked or involved with any other tendering entities submitting tender offers and have no relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed:

Date:

Name:

Position:

Enterprise name:

L. DECLARATION OF INTEREST

MBD 4

1. **No bid will be accepted from persons in the service of the state. ***

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 and/or take an oath declaring his/her interest.

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

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state* **YES / NO**

3.6.1 If so, furnish particulars.
.....
.....

3.7 Have you been in the service of the state for the past twelve months? **YES / NO**

3.7.1 If so, furnish particulars.
.....
.....

3.8 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**

3.8.1 If so, furnish particulars.
.....
.....

3.9 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**

3.9.1 If so, furnish particulars
.....
.....

3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state? **YES / NO**

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state? **YES / NO**

3.11.1 If so, furnish particulars.

.....
.....

* : "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 an employee of Parliament or a provincial legislature.

M. FORM OF INTENT TO PROVIDE A PERFORMANCE GUARANTEE

[The Tenderer must attach hereto a letter from a bank or financial institution with whom he has made the necessary arrangements, to the effect that the said bank or institution will be prepared to provide the required security selected under Clause 6.2.1; C1.2 Contract Data, Part T1, provided by the Employer forthwith upon award of the contract.]

Only a Performance Guarantee in the format indicated in Section C1.4 will be accepted by the Employer.

N. HEALTH AND SAFETY DECLARATION

In terms of Clause 4(4) of the OHS Act 1993 Construction Regulations 2014 (referred to as "the Regulations" hereafter), a Contractor may only be appointed to perform construction work if the Employer is satisfied that the Contractor has the necessary competencies and resources to carry out the work safely in accordance with the Occupational Health and Safety Act No 85 of 1993 and the OHS Act 1993 Construction Regulations 2014.

To that effect a person duly authorised by the tenderer must complete and sign the declaration hereafter in detail.

Declaration by Tenderer

1. I the undersigned hereby declare and confirm that I am fully conversant with the Occupational Health and Safety Act No 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No 181 of 1993), and the OHS Act 1993 Construction Regulations 2014.
2. I hereby declare that my company / enterprise has the competence and the necessary resources to safely carry out the construction work under this contract in compliance with the Construction Regulations and the Employer's Health and Safety Specifications.
3. I hereby undertake, if my tender is accepted, to provide a sufficiently documented Health and Safety Plan in accordance with Regulation 5(1) of the Construction Regulations, approved by the Employer or his representative, before I will be allowed to commence with construction work under the contract. I hereby agree that my company/enterprise will not have a claim for compensation for delay or extension of time because of my failure to obtain the necessary approval for the said safety plan.
4. I confirm that copies of my company's approved Health and Safety Plan, the Employer's Safety Specifications as well as the OHS Act 1993 Construction Regulations 2014 will be provided on site and will at all times be available for inspection by the Contractor's personnel, the Employer's personnel, the Engineer, visitors, and officials and inspectors of the Department of Labour.
5. I hereby confirm that adequate provision has been made in my tendered rates and prices in the bill of quantities to cover the cost of all resources, actions, training and all health and safety measures envisaged in the OHS Act 1993 Construction Regulations 2014, including the cost for specific items that may be scheduled in the bill of quantities.
6. I hereby confirm that I will be liable for any penalties that may be applied by the Employer in terms of the said Regulations for failure on my part to comply with the provisions of the Act and the Regulations as set out in Regulation 30 of the Regulations.
7. I agree that my failure to complete and execute this declaration to the satisfaction of the Employer will mean that I am unable to comply with the requirements of the OHS Act 1993 Construction Regulations 2014, and accept that my tender will be prejudiced and will be rejected.
8. I am aware of the fact that, should I be awarded the contract, I must submit the notification required in terms of Regulation 3 of the OHS Act 1993 Construction Regulations 2014 before I will be allowed to proceed with any work under the contract.

SIGNATURE:
(of person authorised to sign on behalf of the Tenderer)

DATE:

MBD 9

O. CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² 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:

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

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

MBD 9

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 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 consortium³ will not be construed as collusive bidding.

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

MBD 9

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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

**P. 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.

2.2 If yes, provide particulars.

.....
.....
.....
.....

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

.....
.....

* Delete if not applicable

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 entity is expected to be transferred out of the Republic? *

YES / NO

4.1 If yes, furnish particulars

.....
.....

CERTIFICATION

(Please use block capitals when completing the section below)

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.

SIGNATURE:
(of person authorised to sign on behalf of the Tenderer)

DATE:

NAME:

POSITION:

* Delete if not applicable

MBD 8

Q. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <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 Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <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 <input type="checkbox"/>	No <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 to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <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 <input type="checkbox"/>	No <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 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

T2.2.2 RETURNABLE SCHEDULES AND OTHER DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

R	TENDERER'S FINANCIAL STANDING	RD 34
S	SCHEDULE OF SIMILAR WORK UNDERTAKEN	RD 35
T	PRELIMINARY PROGRAMME	RD 37
U	SCHEDULE OF PLANT AND EQUIPMENT	RD 38
V	PROPOSED SUBCONTRACTORS	RD 39
W	KEY PERSONNEL	RD 40
X	METHOD STATEMENT	RD 47
Y	QUALITY ASSURANCE AND QUALITY CONTROL	RD 48

R. TENDERER'S FINANCIAL STANDING

In terms of **Clause F.2.18.1 of the Standard Conditions of Tender** the Tenderer shall provide information about his commercial position, which includes information necessary for the Employer to evaluate the Tenderer's financial standing.

To that end, the Tenderer must attach herewith a bank rating that is specific to this tender, the tendered amount and the specified time for completion. The bank rating must be on the tenderer's bank's letterhead.

Failure to provide a bank rating with this tender will invalidate the Tender, as it will be concluded that the tenderer does not have the necessary financial resources at his disposal to complete the contract successfully within the specified time for completion.

Furthermore, the bank rating provided herewith will be used in determining the Tenderer's points for Criteria 2: Financial Resources (Bank Rating) for Functionality in terms of F.3.11.9.2 in Section T1.2.

The Employer undertakes to treat the information thus obtained as confidential, strictly for the use of evaluation of the tender submitted by the Tenderer.

SIGNATURE: DATE

(of person authorised to sign on behalf of the Tenderer)

S. SCHEDULE OF SIMILAR WORK UNDERTAKEN IN THE LAST 10 YEARS (see Tender Procedure (TP) F.3.11.9)

Principal Contractor (Civil)

NAME: _____

No	Name of Similar Project * Successfully Undertaken	Description	Year Completed	Contract Value R	Referees		
					Name	Position	Contact Details
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Signed by Tenderer: _____

S. SCHEDULE OF SIMILAR WORK UNDERTAKEN IN THE LAST 10 YEARS WITH A MINIMUM VALUE OF R5 MILLION PER CONTRACT (see Tender Procedure (TP) F.3.11.9))

Sub-Contractor(s) (Mechanical)

NAME: _____

No	Name of Similar Project * Successfully Undertaken	Description	Year Completed	Contract Value R	Referees		
					Name	Position	Contact Details
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Signed by Tenderer: _____

S. SCHEDULE OF SIMILAR WORK UNDERTAKEN IN THE LAST 10 YEARS WITH A MINIMUM VALUE OF R5 MILLION PER CONTRACT (see Tender Procedure (TP) F.3.11.9)

Sub-Contractor(s) (Electrical)

NAME: _____

No	Name of Similar Project * Successfully Undertaken	Description	Year Completed	Contract Value R	Referees		
					Name	Position	Contact Details
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Signed by Tenderer: _____

Assessment of Performance Form PROJECT 1					
<u>Assessment of Contractor's Performance by Independent Reference</u> (This form will be scored by the Employer to at least 2 of the references listed in Criteria 1; F.3.11.9.1 to obtain scores for Criteria 5 – Performance on Two Similar Projects undertaken in the last 10 years.					
Please assess the Contractor (Name:) on his/her performance on the following Contract.					
Contract No.					
Name of Contract:			Year of execution:		
Contract value:		Employer:			
Contract duration:		Engineer:			
Referee's Position in Contract:					
Your assessment of the Contractor's performance in the following areas: <i>(please tick one of the blocks on the right hand side)</i>		Not true	Partially fulfilled	Substantially fulfilled	Completely fulfilled
"Contractor's Management was adequate for the contract"					
"Contractor provided suitably qualified Site personnel"					
"Contractor complied with Health & Safety requirements"					
"Contractor's provided adequate resources for the contract"					
"Contractor's communication and compliance to instructions was good"					
"Quality of work produced was to drawings and specification"					
"Contract was completed on time"					
Any other comments:					
Name of person completing this assessment form (Referee):					
ECSA Prof Reg No: Representing firm:					
Please return by fax to: or e-mail to:					
Signature of Referee/Validator..... Date of Assessment:					

Assessment of Performance Form					
PROJECT 2					
<u>Assessment of Contractor's Performance by Independent Reference</u> (This form will be scored by the Employer to at least 2 of the references listed in Criteria 1; F.3.11.9.1 to obtain scores for Criteria 5 – Performance on Two Similar Projects undertaken in the last 10 years.					
Please assess the Contractor (Name:) on his/her performance on the following Contract.					
Contract No.					
Name of Contract:			Year of execution:		
Contract value:		Employer:			
Contract duration:		Engineer:			
Referee's Position in Contract:					
Your assessment of the Contractor's performance in the following areas: <i>(please tick one of the blocks on the right hand side)</i>		Not true	Partially fulfilled	Substantially fulfilled	Completely fulfilled
"Contractor's Management was adequate for the contract"					
"Contractor provided suitably qualified Site personnel"					
"Contractor complied with Health & Safety requirements"					
"Contractor's provided adequate resources for the contract"					
"Contractor's communication and compliance to instructions was good"					
"Quality of work produced was to drawings and specification"					
"Contract was completed on time"					
Any other comments:					
Name of person completing this assessment form (Referee):					
ECSA Prof Reg No: Representing firm:					
Please return by fax to: or e-mail to:					
Signature of Referee/Validator..... Date of Assessment:					

U. SCHEDULE OF PLANT AND EQUIPMENT

The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract if my / our tender is accepted.

(a) **Details of major equipment that is owned by me / us and immediately available for this contract.**

DESCRIPTION (<i>type, size, capacity etc</i>)	QUANTITY	YEAR OF MANUFACTURE

Attach additional pages if more space is required

(b) **Details of major equipment that will be hired, or acquired for this contract if my / our tender is accepted**

DESCRIPTION (<i>type, size, capacity etc</i>)	QUANTITY	HOW ACQUIRED	
		HIRE/ BUY	SOURCE

Attach additional pages if more space is required

The Tenderer undertakes to bring onto site without additional cost to the Employer any additional plant not listed but which may be necessary to complete the contract within the specified contract period.

Failure to complete this form properly and correctly, will lead to the conclusion that the tenderer does not have the necessary plant and equipment resources at his disposal, which will prejudice his tender.

SIGNATURE: **DATE:**
(of person authorised to sign on behalf of the Tenderer)

W. KEY PERSONNEL

In terms of the Scope of Work and the Conditions of Tender, unskilled workers may only be brought in from outside the local community if such personnel are not available locally.

The Tenderer shall list below the personnel which he intends to utilize on the Works, including key personnel which may have to be brought in from outside if not available locally.

CATEGORY OF EMPLOYEE	NUMBER OF PERSONS		
	KEY PERSONNEL, PART OF THE CONTRACTOR'S ORGANISATION	KEY PERSONNEL TO BE IMPORTED IF NOT AVAILABLE LOCALLY	UNSKILLED PERSONNEL TO BE RECRUITED FROM LOCAL COMMUNITY
Project Director / Contracts Manager (Civil)		N/A	N/A
Site Agent / Project Manager (Civil)		N/A	N/A
Site Supervisor / Foreman: Mechanical		N/A	N/A
Site Supervisor / Foreman: Electrical		N/A	N/A
Site Supervisor / Foreman: Civil		N/A	N/A
Health and Safety Officer		N/A	N/A
Artisans and other Skilled workers			
Plant Operators			
Unskilled Workers			
Others:			

The Tenderer shall attach hereto the *curricula vitae*, in the form included hereafter, of the Project Director / Contracts Manager, the Site Agent / Project Manager, the Site Supervisor / Concrete Foreman and the Health and Safety Officer. The information is necessary for evaluation of the tender.

The above information will be used to evaluate **Criteria 3: Experience of Key Personnel** for Functionality under F.3.11.9.3 in Section T1.2.

SIGNATURE: **DATE:**
(of person authorised to sign on behalf of the Tenderer)

X. METHOD STATEMENTS

The Tenderer must attach a proposed work plan/method statement based on the scope of work and other information provided in the document which must briefly describe the following:

- (a) *Construction procedures / methodology (Roads and Stormwater, Earthworks, Concrete works, Building Rehabilitation, Electrical works, Mechanical works for installation of Hilo Loader).*
- (b) *Resources (personnel) to be used*
- (c) *Materials and plant to be used*
- (d) *Quality control measures*
- (e) *Storage of materials*
- (f) *Risk management*
- (g) *Health and Safety measures to be taken*
- (h) *Environmental control measures to be taken*

The above information may be in the form a summary but should not exceed 5 pages.

SIGNATURE: **DATE:**
(of person authorised to sign on behalf of the Tenderer)

Y. QUALITY ASSURANCE AND QUALITY CONTROL

1. Does the Tenderer have a quality management system which is certified in terms of ISO 9001:2008

YES	NO
-----	----

2. If "yes", Tenderer to supply herewith a copy of the current ISO 9001:2008 Certificate.

3. If "no", does the Tenderer have its own Quality Management System?

YES	NO
-----	----

4. If "yes", please supply details of the System herewith.

The above information will be used to evaluate Criteria 5 for Functionality under F.3.11.9.5 in Section T.1.2.

SIGNATURE: **DATE:**
(of person authorised to sign on behalf of the Tenderer)
