



REQUEST FOR FORMAL WRITTEN PRICE QUOTATION FORM

Procurement from R30 000, 00 up to a transaction value of R200 000, 00 (including Vat). (For publication on Lesedi Local Municipality Website and Notice Board)

SUPPLY, DELIVER AND OFF-LOADING OF ARC FLASH WORKWEAR SUITS

DATE OF ADVERTISEMENT	29 OCTOBER 2018
DATE OF CLOSING	05 NOVEMBER 2018 @12H00
DETAILS OF BIDDER	
FULL NAME	
ADDRESS OF BIDDER	
ID NUMBER (SOLE PROPRIETOR) COMPANY OR CC NUMBER	
REGISTRATION NUMBER (PTY) LTD	
TAX REFERENCE NUMBER	
VAT REGISTRATION NUMBER (IF ANY)	
CONTACT PERSON	
ALTERNATIVE CONTACT PERSON	
TELEPHONE NUMBER	
CELL PHONE NUMBER	
FAX NUMBER	
CIDB NUMBER (IF ANY)	

Must be completed in full

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED “**SUPPLY, DELIVER AND OFF-LOADING OF ARC FLASH RESISTANT WORKWEAR SUITS**” TO THE QUOTATION BOX SITUATED AT: SUPPLY CHAIN MANAGEMENT OFFICE (LESEDI OFFICES)
C/O LOUW AND HF VERWOERD STREET
HEIDELBERG
1438

ALL ENQUIRIES SHOULD BE REFERRED TO JACQUELINE CHAUKE (016) 492 0032 OR MS SIBULELO NXATHI@ 016 492 0202 WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: INFRASTRUCTURE SERVICES

The following information must be submitted with the quotation, failure in submitting these documents will result in a quotation being disqualified:

- Original tax clearance certificate/Tax Pin from SARS
- Forms listed below (MBD 1, MBD 2, MBD 4, MBD 6.1, MBD 8, MBD 9, Local Content forms, Clearance Certificate for Water & Lights)
- Latest Municipal Account
- CSD Registration

Bidders who did not submit an original or certified copy of their BBEE Certificate will not be allocated preference points and will only be evaluated on price.

Evaluation Criteria: 80/20 Preference point system as presented in the Preferential Procurement Policy Framework Act no 5 of 2000, for this purpose MBD 2, MBD 4, MBD 6.1 MBD 8, MBD 9 and the Clearance certificate for water & lights can be downloaded on our website on the following link: www.lesedilm.gov.za/key/scm. MBD forms should be scrutinized, completed and submitted together with your quotation. All objections and complaints must be lodged within 14 days and in writing to the municipal's manager's office.

All bidders must ensure that they are registered on the National Treasury Central Supplier Database via the following link: business.support@csd.gov.za. No business will be conducted with any person who is not registered on this database.

BIDDERS ARE WELCOMED TO ATTEND THE OPENING

ANNEXURE A: SCOPE OF SERVICES

THE SUPPLY, DELIVERY AND OFF-LOADING OF THE ARC FLASH RESISTANCE NAVY BLUE WORKWEAR SUITS FOR THE ELECTRICITY DEPARTMENT IN LESEDI LOCAL MUNICIPALITY.

1. Background

Electrical faults may occur due to failed insulation, accidental contact with live systems, circuit breaker failure, human error and by energizing systems of faulty circuits. Electrical faults could result in an internal electric arc exposing authorized persons to extreme arc temperatures, forces and may result in molten projectiles and shock waves. Electrical faults cannot be ruled out during switching or maintenance operations and it is therefore essential that authorized persons be trained and supplied with personal protective equipment and clothing for protection against possible thermal hazards of an electric arc.

2. Scope

This contract calls for the supply, delivery and off-loading, of the Arc flash Resistance Navy Blue Work wear suits for Lesedi Local Municipality.

Purpose

The purpose of this document is to prescribe the bid specification requirements for all personal protective clothing used within LLM: Electricity Department.

It is also a requirement that the successful bidder/s will be requested to provide a complete set of clothing (including embroidering) for approval and only on approval, be requested to supply the approved products as and when required.

3. Normative references

The following legal requirements and standards contain provisions that, through reference in the text, constitute requirements of this specification. At the time of publication the editions indicated were valid. All standards are subject to revision and all bidders bidding on this specification are requested to investigate the possibility of revisions to the documents in order to ensure that they comply too the most recent editions of the documents listed below. Information on currently valid national and international and CKS documents may be obtained from Standards South Africa.

Occupational health and Safety Act, Act No. 85 of 1993 (OHS Act)

ASTM F 2178-02 Standard test method for determining the arc rating of face protective products

ASTM F1959-06 'Standard Test Method for Determining the Arc Rating of Materials for Clothing'

ASTM F1506 – 02 'Standard Performance Specification for textile material for wearing apparel for use by electrical workers exposed to momentary electric arc and related thermal hazards'

IEC 61482-1 Live working – Flame-resistant materials for clothing for thermal protection of workers – Thermal hazards of an electric arc – Part One: Test methods

IEEE 1584 – 2002 IEEE Guide for calculating Arc-Flash hazard calculations

NFPA 70E – 2004 Standard for Electrical Safety Requirements for Employee Workplaces

EN 345 – 2 'Safety Footwear Requirements'

SANS 1309 'Printed labels for textiles'

SABS 0101: 1068, Standard nomenclature for stitches, seams and stitching

NFPA 70E Standard for Electrical safety Requirements for Employee Workplaces

SABS 1362: 1982, (1995) Sewing threads

SABS 1365: 1995, Solvent degreasers that contain chlorinated hydrocarbons

SABS 1387-6: 1993, Woven cotton and similar apparel fabrics. Part 6 denim fabrics

ASTM F 2178-02 Standard test method for determining the arc rating of face protective products

SANS 5323 'Breaking strength of seams in textiles'

SANS 6130 'Dimensional changes and skewness of textile fabrics on exposure to heat

SANS 10011 'Care-labelling of textiles and clothing'

IEC 61482-1-1 Live working – protective clothing against the thermal hazards of an electric arc' – Part One: test methods – Method 1 – Determination of the arc rating (ATPV) or Ebt) of flame resistant materials for clothing

SANS 724: 2008, Edition 1.0, Personal Protective Equipment – Protective Clothing against the thermal hazards of an Electric Arc (Only to be used in conjunction with IEC 61482-1-1, NFPA 70E & IEEE 1584

NFPA 70E – 2004, Standard for Electrical Safety Requirements for Employee Workplaces

4. Definitions and abbreviations

4.1 Definitions

4.1.1 **Approved:** Means approved by the Senior Manager: Electricity or his/her authorized representative.

4.1.2 **Colour:** Navy blue

4.1.3 **Networks:** The high, medium and low voltage distribution networks.

4.1.4 **Risk assessment:** An assessment of the probability that injury or damage may occur.

4.1.5 **Acceptable:** Acceptable to the authority administering this standard or to the parties concluding the purchase contract as relevant.

4.1.6 **Protective clothing and personal protective equipment:** all items including head, face, neck and chin protection, eye protection, hearing protection, body protection, hand and arm protection, foot and leg protection intended to protect a person against the thermal hazards of an electric arc.

4.2 Abbreviations

i. **OHS Act:** The Occupational Health and Safety Act, Act 85 of 1993.

ii. **PPE:** Personal Protective Equipment.

iii. **ATPV:** Arc Thermal Performance Value

iv. **FR:** Fire resistant

v. **NFPA:** National Fire Protection Association

vi. **SANS:** South African National Standards

5.6 Design requirements for garments

- 5.6.1** Garments shall comply with the requirements of Clause 7.
- 5.6.2** The garment shall be designed in a way, that it does not influence or hinder the wearer performing work.
- 5.6.3** Garments protecting the upper part of the body shall have long sleeves.
- 5.6.4** Fasteners of the garment shall be designed in a way that opening function is still present and operational after being exposed to an electrical arc.
- 5.6.5** Thread, fasteners, findings, embroidering and closures used in garment construction shall not contribute to the severity of the injuries to the wearer in the event of an electric arc.
- 5.6.6** No exposed external metal shall be permitted in the clothing. If internal metal and/or melting parts (e.g. fasteners, buttons, and accessories) are used they shall be covered to the inside to avoid skin contact.
- 5.6.7** Sewing thread utilized in the construction of garments shall be made of an inherently flame resistant fibre and shall not melt when tested at a temperature of 260 °C.
- 5.6.8** Non-melting underwear (e.g. cotton, silk, rayon and wool) or other thermal protective clothing shall be worn underneath the tested garment.
- 5.6.9** The ATPV of a garment system is determined by the lowest ATPV of any single or multi-layered component or components.
(Example: A garment system consisting of a 20 cal/cm² hood, 40 cal/cm² jacket and 25 cal/cm² trousers shall have an ATPV of 20cal/cm²).
- 5.6.10** Any single garment item shall be constructed from the same ATPV fabric.
(Example: The sleeves, front, back and collar of a jacket shall be manufactured from a fabric with the same ATPV).
- 5.6.11** It is a requirement that the garment shall withstand at least 150 washing and drying cycles without influencing the original specified arc rating. The manufacturer shall specify the minimum number of washes and drying cycles for which the arc performance of the garment will adhere to the requirements of this specification. The LLM laundering cycles will not be in keeping with the requirements of the care labelling and special washing instructions from the manufacturer as each person issued with such clothing will be responsible for the care taking of the garment. It is therefore important that the original arc rating cannot be washed away by any laundering method for the required minimum of 150 washes.

The supplier must provide confirmation in writing that the garment will be able to be subjected to a minimum of 150 uncontrolled washes without reducing the original arc rating of the garment, failing which the bid will not be considered for this item.
- 5.6.12** All garments exposed to an electric arc flash shall be withdrawn from service.

5.7 Sizes range of protective clothing

The range of protective clothing shall be sized in accordance with the requirements of SANS 434.

6. Marking and care – labelling

6.1 Protective clothing

- 6.1.1** All labels shall be permanently secured such that they outlast the garment (including the markings).
- 6.1.2** Markings shall comply with SANS 1309 and SANS 10011. Information shall be in legible and indelible block letters of height at least 3 mm.

6.1.3 The following information shall be included as a minimum on the label secured on the top, inside, centre back:

- Manufacturer's name or trade mark
- Year of manufacture
- Size designation
- ATPV value
- Care labelling instructions
- Number of Washes

6.1.4 For arc flash clothing, the ATPV designation applicable to the material shall be visibly indicated on all components of the suit.

6.1.5 Written proof of compliance to the relevant specification shall be provided by the successful bidder.

6.3 Tests

In addition to the requirements of the relevant Standards, the following tests shall be successfully performed on the protective clothing, personal protective equipment and the integrated headgear:

6.3.1 Fabric for the electric arc garments shall comply with the requirements of IEC 61482-1-1.

6.3.2 The complete garment shall be subjected to tests as specified in IEC 61482-1-1.

6.3.3 The garment construction shall be inspected visually for the following design properties:

- Long sleeves,
- No outside metal parts,
- No uncovered internal metal and/or melting parts,
- All parts made of arc thermal resistance material,
- Identical arc thermal resistance performance of front side and complete sleeves.

6.4 The integrated headgear shall be tested in conjunction with the complete garment.

6.5 Dimensional changes on exposure to heat shall not exceed the requirements of SANS 6130.

6.6 The seam breaking strength of stitching of protective clothing shall be in accordance with SANS 5323.

6.7 The degree of protection provided by the visor against mechanical impact and infrared shall be defined by the relevant standards and carried out in accordance with EN 166.

6.8 The degree of arc protection provided by the visor against the effects of an arc shall be in accordance with ASTM 2178 – 02.

6.9 The fabric's dimensional stability (wash shrinkage) shall be in accordance with SANS 1387 Part 2 and 3.

7. Requirements

7.1 General

Garments shall be cut and made with first-class workmanship throughout and shall be free from defects that affect their appearance or may affect their serviceability (or both) and from marks, spots and stains incurred in the marking up. All seams shall be smooth and all stitching uniform. Seams and stitching shall be free of twists, pleats and puckers and shall be sufficiently extensible to obviate seams cracking and undue shrinkage in use. All ends of sewing that are not secured in seams or in other sewing shall be adequately back-tacked. All ends of sewing shall have been trimmed and loose threads removed. The overall and other garments shall be uniform and of an acceptable make, prescribed colour, finish and matching of the shades of the component parts shall be such as to be acceptable.

7.1.1 Instruction for use

Protective clothing and equipment shall be supplied to the Municipality with information written in English. All information shall be unambiguous. It shall include at least the following:

- name and full address of the manufacturer and/or authorized representative,
- product designation,
- number of the relevant IEC standard with the year of publication (four digits), (IEC 61482-2:200X),
- pictograms, information and explanation about the type of arc test (ATPV or box test classification or both),
- care instructions in accordance with ISO 3758,
- Cleaning and repair instructions.

7.2 Flame resistant work wear suits

- 1) The garments shall consist of one piece – a **jacket**.
- 2) All parts of the garments shall be made of arc thermal resistant materials of the same ATPV.
- 3) The fabric shall be an inherently fire resistant fabric and of meta-aramid composition or similar, with a basis weight not greater than 305 g/m². **Proof of compliance to this specification must be submitted with the bid document, failing which the bid will not be considered for this item.**
- 4) These garments are intended to supplement the switchgear operating suit (flash suit) not replace it.
- 5) Garments shall be suitable for use by both male and female employees.
- 6) The garment shall be designed in a way, that it does not influence or hinder the wearer performing work.
- 7) The one-piece flame resistant work wear suit shall be supplied in accordance with SANS 434:2008 Edition 4.2 *Boiler suits and work wear suits*. This code specifies requirements for the material, cut, make and trim of boiler suits and separate jackets and pairs of trousers of work wear suits.
- 8) The styles for the jackets shall be Style C (slide fastener with butted fronts, breast pocket with flap, two side pockets), Style 2 (plain with yoke) and Style P (plain cuff).
- 9) The colour shall be navy blue.
- 10) The minimum arc rating of the work wear suits shall be 12cal/cm² (Hazard/risk category 2) and stitching shall be triple stitch.
- 12) The zip fastener shall be non-metallic of meta-aramid composition.
- 13) The Lesedi logo shall be embroidered above the left-hand top pocket and shall be 45 mm high. The colours shall be in accordance with Lesedi's corporate identity and specifications. The financial year in the format of 2012/13 shall be embroidered below the Lesedi logo in white and shall be 8 mm high. The embroidering and sewing thread used for the embroidering shall not influence the arc rating of the garment.
- 14) The jackets of the work wear suits shall have one chest pocket and two side pockets.
- 15) The wording ELECTRICITY shall be embroidered on the back of the jacket, starting 200 mm below the collar in white and shall be 30 mm high. The sewing thread used for the embroidering shall not influence the arc rating of the garment.
- 16) Triple stitch FR reflective tape (luminous stripes), 50 mm wide green and 18 mm wide silver (the silver is to be stitched to the centre of the green) shall be sewn along the waistline around both legs, just below the knees and around both arms, just above the elbows.

- 17) Sewing thread utilized in the construction of the garments shall not melt when tested at a temperature of 260 °C, and shall be made from Kevlar®, Nomex® or a blend of both or similar.
- 18) The seam breaking strength of stitches of the garment shall be in accordance with SANS 5323.
- 19) Where internal metal parts (e.g. buttons and zips) are used they shall be covered to the inside to avoid skin contact.
- 20) Internal pocketing fabric shall be the same fabric as used for the outer layer.
- 21) Jackets protecting the upper part of the body shall have long sleeves. No modification of the sleeves is to be undertaken after issue by Lesedi.
- 22) The pant and jacket shall be manufactured from the same material that will meet the required ATPV rating. The ATPV rating shall be indicated on the jacket and pants.
- 23) Garments shall conform to a recognized manufacturer's quality program.
- 24) Lesedi's corporate identity and specifications to be used.
It is a requirement that the garment shall withstand at least 150 washing and drying cycles without influencing the original specified arc rating. The manufacturer shall specify the minimum number of washes and drying cycles for which the arc performance of the garment will adhere to the requirements of this specification (that is a minimum arc rating of 12 cal/cm² (Hazard/risk category 2)). The Lesedi laundering cycles will not be in keeping with the requirements of the care labelling and special washing instructions from the manufacturer as each person issued with such clothing will be responsible for the care taking of the garment. It is therefore important that the original arc rating cannot be washed away by any laundering method for the required minimum of 150 washes.

The supplier must provide confirmation in writing that the garment will be able to be subjected to a minimum of 150 uncontrolled washes without reducing the original arc rating of the garment, failing which the bid will not be considered for this item.
- 25) The garment does not have to withstand repeated exposure to electric arc. Any garment which has been exposed to electric arc shall be withdrawn from service.
- 26) Fabric for the electric arc garment shall comply with the requirements of IEC 61482-1 and ASTM F1959.
- 27) The complete garment (on completion of the embroidering and fixing of the reflective stripes) shall be subjected to tests as specified in IEC 61482-1 and ASTM F 1506 and a certificate of compliance must be submitted with each batch of garments delivered.
- 28) Dimensional changes in washing and drying shall be in accordance with ISO5077.
- 29) The garments shall comply with the requirements Of Clause 6.3 Tests.
- 30) The garment shall be suitable for use in a category 2 hazard/risk environment as defined in NFPA70E (see table 1).

1	2		3
Hazard / Risk category (HRC)	Required minimum arc rating of ppe		Clothing Description
	cal/cm ²	J/cm ²	
2	8	33.47	Arc rated FR shirt, FR trousers or FR coverall

Table 1 – Recommended clothing type to be worn per hazard/risk category

Note:

1.1 Price schedule on the advert must be completed even if you submit/attach a separate quotation to the document.

1.2 Price schedule to be completed in full i.e.: Rates; unit prices; sub-totals; vat if applicable and totals

Failure to complete the local content forms will lead to disqualification.

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:										
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>										
2. TAX COMPLIANCE REQUIREMENTS										
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>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.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>										
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS										
<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p>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.</p>	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
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3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO									

**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:.....

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of a bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order a to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

DECLARATION OF INTEREST

- 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, principle 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, principle shareholders or stakeholders in service of the state? YES / NO

3.11.1 If so, furnish particulars.

* **MSCM Regulations: "in the service of the state" means to be –**

- (a) A member of –
- any municipal council;
 - any provincial legislature; or
 - 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.

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.

SIGNATURE

DATE

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (α) Price; and
- (β) B-BBEE Status Level of Contribution.

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

	POINTS
1.3.1.1 PRICE	80 or 90
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20 or 10
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

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

2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less.
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including

equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

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

80/20 or 90/10

Where

- P_s = Points scored for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

7

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution..... = (maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:-

- (i) what percentage of the contract will be subcontracted?.....%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?.....
- (iv) whether the sub-contractor is an EME?YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of firm:

9.2 VAT registration number:.....

9.3 Company registration number:

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated

Registered Account Number

Stand Number

9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS:.....

9.9 I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/firm for the preference(s) shown and I/we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have:-
 - a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDER(S)

DATE.....

ADDRESS:.....

.....

.....

.....

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 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. wilfully 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	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? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars: _____ _____ _____		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars: _____ _____ _____		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars: <hr/> <hr/> <hr/>		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars: <hr/> <hr/> <hr/>		
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"/>
4.7.1	If so, furnish particulars: <hr/> <hr/> <hr/>		

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

WITNESSES

1. _____

2. _____

DATE _____

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 the Lesedi Local Municipality

do hereby made 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 be true and complete in every respect;
3. I am authorised 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 authorised 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 organisation, 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* will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:-
 - a. price;
 - b. geographical area where products or services 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 condition 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.

* 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

9. The terms of the accompanying bid to 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 practises 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



SUPPLY CHAIN MANAGEMENT

Lesedi Local Municipality P.O Box 201 Heidelberg, 1438 Tel: 016 492 0202 Fax: 086 600 9157

CLEARANCE CERTIFICATE FOR WATER & LIGHTS

Section 38 (d) (i) of Municipal Supply Chain Regulations requires that the Municipality must reject a bidder whose municipal rates and taxes are in arrears for more than three months.

The purpose of this form is to obtain proof that municipal services, rates and taxes of the service provider are not more than three months in arrears with the relevant municipality/ landlord in the municipal area where the service provider conducts his/ her business. **This form is to be completed only if the service provider's rates and taxes are not in arrears for more than three months.**

PART A – to be completed by the relevant municipality in the case where the service provider is the registered owner of the site / owner pays for municipal services / tenant pays for municipal services.

OR

PART B – to be completed by the landlord in the case where the service provider is renting the premises / rental paid by tenant include municipal services.

PART A (TO BE COMPLETED BY THE RELEVANT MUNICIPALITY)		
Name of the Municipality: _____		
Property Physical Address: _____		
Registered Name: _____		
Official's Name: _____	Municipality Stamp Here	
Signature: _____	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	
Date: _____		
Please tick whether in arrears or up- to-date		
Rates and taxes : Up- to- date / in arrears for more than 3 months		
Water: Up- to- date / in arrears for more than 3 months		
Electricity: Up- to- date / in arrears for more than 3 months		
Refuse: Up- to- date / in arrears for more than 3 months		
Other services: Up- to – date / arrears for more than 3 months		

PART B (TO BE COMPLETED BY THE LANDLORD)

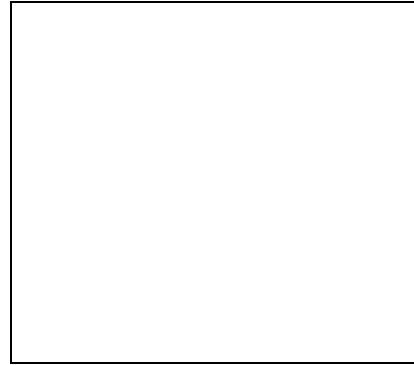
Name of the Landlord: _____

Property Physical Address: _____

Landlord Signature: _____

Date: _____

Landlord's business stamp Here



Or an Affidavit from SAPS(in the event where the landlord does not have a business stamp)

Please tick whether in arrears or up- to-date

Rental: Up- to- date / in arrears for more than 3 months

Municipal services: Up- to- date / in arrears for more than 3 months

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9.(1) and 9.(3) make provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Regulation 9.(3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.
- 1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.5. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.6. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

$$LC = 1 - \left(\frac{x}{y} \right) \times 100$$

Where

x imported content

y bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid as required in paragraph 4.1 below.

1.7. A bid will be disqualified if:

- the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below; and
- this declaration certificate is not submitted as part of the bid documentation.

2. Definitions

- 2.1. **“bid”** includes advertised competitive bids, written price quotations or proposals;

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

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
<u>2 Piece overalls</u>	<u>100 %</u>
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content? YES / NO

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below:

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID No.
ISSUED BY: (Procurement Authority / Name of Municipality / Municipal Entity):
.....

NB The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder entity), the
following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.
- (c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:

Bid price, excluding VAT (y)	R
Imported content (x)	R
Stipulated minimum threshold for Local content (paragraph 3 above)	
Local content % as calculated in terms of SATS 1286	

If the bid is for more than one product, a schedule of the local content by product shall be attached.

- (d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____ **DATE:** _____

WITNESS No. 1 _____ **DATE:** _____

WITNESS No. 2 _____ **DATE:** _____

Annex C

Local Content Declaration - Summary Schedule

<i>(C1)</i>	Tender No.			
<i>(C2)</i>	Tender description:			
<i>(C3)</i>	Designated product(s)			
<i>(C4)</i>	Tender Authority:			
<i>(C5)</i>	Tendering Entity name:			
<i>(C6)</i>	Tender Exchange Rate:	Pula	EU	GBP
<i>(C7)</i>	Specified local content %			

Note: VAT to be excluded from all calculations

Calculation of local content							
Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)
<i>(C8)</i>	<i>(C9)</i>	<i>(C10)</i>	<i>(C11)</i>	<i>(C12)</i>	<i>(C13)</i>	<i>(C14)</i>	<i>(C15)</i>

Tender summary			
Tender Qty	Total tender value	Total exempted imported content	Total Imported content
<i>(C16)</i>	<i>(C17)</i>	<i>(C18)</i>	<i>(C19)</i>

Signature of tenderer from Annex B

Date: _____

<i>(C20)</i> Total tender value	
<i>(C21)</i> Total Exempt imported content	
<i>(C22)</i> Total Tender value net of exempt imported content	
<i>(C23)</i> Total Imported content	
<i>(C24)</i> Total local content	
<i>(C25)</i> Average local content % of tender	

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	<input style="width: 95%;" type="text"/>
(E2)	Tender description:	<input style="width: 95%;" type="text"/>
(E3)	Designated products:	<input style="width: 95%;" type="text"/>
(E4)	Tender Authority:	<input style="width: 95%;" type="text"/>
(E5)	Tendering Entity name:	<input style="width: 95%;" type="text"/>

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			<input style="width: 95%;" type="text"/>

(E10)	Manpower costs	(Tenderer's manpower cost)	<input style="width: 95%;" type="text"/>
(E11)	Factory overheads	(Rental, depreciation & amortisation, utility costs, consumables etc.)	<input style="width: 95%;" type="text"/>
(E12)	Administration overheads and mark-up	(Marketing, insurance, financing, interest etc.)	<input style="width: 95%;" type="text"/>
(E13) Total local content			<input style="width: 95%;" type="text"/>

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: _____