# GEORGE MUNICIPALITY

## QUOTATION NUMBER: GMQ005/26-27

## QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVERTER SPLIT AIR CONDITIONING UNIT

| | |
|---|---|
| ENQUIRIES: MS ELEANOR CORNER<br>YORK STREET<br>GEORGE<br>(044) 802 2000 | ISSUED BY:<br>GEORGE MUNICIPALITY<br>P O BOX 19<br>GEORGE<br>6530 |

**SUMMARY FOR QUOTATION OPENING PURPOSES**

NAME OF BIDDER: ……

SUPPLIER DATABASE NO.: MAAA ……

| | |
|---|---|
| **TOTAL FOR PRICE (INCLUDING VAT)** | **R** |

**PREFERENCES CLAIMED FOR:**

| | | |
|---|---|---|
| B-BBEE Status Level of Contributor and Point Claimed: | Level: _____ | Point Claimed: _____ |
| Locality Status and Point Claimed: | Locality: _____ | Point Claimed: _____ |

**B-BBEE certificates submitted with the quotation document MUST be VALID ORIGINAL B-BBEE CERTIFICATES or VALID CERTIFIED COPIES OF THE B-BBEE CERTIFICATES**

**QUOTATION CLOSES AT 12H00 ON MONDAY, 07 DECEMBER 2026**

# BIDDER CONTACT DETAILS

This information shall be used for any correspondence or contact with the bidder.

Please indicate whether you want to receive any correspondence via e-mail or send to your postal address by registered mail.

| Name of Bidding Company: ..... | | **Mark choice of correspondence with X** |
|---|---|---|
| Postal Address: | .....<br>.....<br>.....<br>..... Postal Code: ..... | |
| E-mail Address: | ..... | |
| Telephone Number: | ..... | |
| Cellular Number: | ..... | |
| Facsimile Number: | ..... | |

# GEORGE MUNICIPALITY

## QUOTATION No. GMQ005/26-27

### QUOTATION FOR THE SUPPLY, INSTALLATION,TESTING & COMMISSIONING OF 1200 INVERTER SPLIT AIR CONDITIONING UNIT

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## GENERAL TENDER INFORMATION

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| QUOTATION ADVERTISED | : 23 November 2026 |
| COMPULSORY BRIEFING SESSION | : N/A |
| VENUE FOR BRIEFING SESSION | : N/A |
| CLOSING DATE | : Monday, 07 December 2026 |
| CLOSING TIME | : 12H00 |
| LOCATION OF TENDER BOX | : **Tender Box** at the George Municipality, on the Fifth Floor, Directorate: Financial Services, Supply Chain Management Unit, York Street, George. |

**GEORGE MUNICIPALITY**

**DIRECTORATE: COMMUNITY SERVICES**

**CONTRACT NUMBER: GMQ005/26-27**

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**GEORGE MUNICIPALITY**

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**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# The Tender (Part T)

**PART T1 Tender Procedures**
T1.1 Tender Notice and Invitation to Tender
T1.2 Tender Data

**PART T2 Returnable Documents (All documents / schedules are returnable)**
T2.1 List of Returnable Schedules Required for Tender Evaluation
T2.1 Returnable Schedules
T2.2 Other documents that will be incorporated into the contract
T2.4 Returnable Schedules that will be incorporated in the contract

**GEORGE MUNICIPALITY**

**DIRECTORATE: COMMUNITY SERVICES**

**CONTRACT NUMBER: GMQ005/26-27**

**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# Quotation Notice and Invitation to Quote (T1.1)N

Quotations are hereby invited for the **SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 1200 INVENTER SPLIT AIRCONDITIONING UNIT.**

Kwotasies word hiermee ingewag vir **VERSKAFFING, INSTALLASIE, TOETSING EN INBEDRYFSTELLING VAN 'N 12000 BTU INWERTER SPLIT LUGVERSORGINGSEENHEID.**

Completed quotations in a sealed envelope, clearly marked:

Voltooide kwotasies in 'n verseëlde koevert, duidelik gemerk:

**Quotation No. GMQ005/26-27** must be placed in the tender box at the George Municipality on the **Fifth Floor**, Directorate: Financial Services, Supply Chain Management Unit, Civic Centre, York Street, George by no later than 12:00 on **Monday, 07 December 2026.** Quotations are not allowed to be placed in the tender box after 12:00. Quotations will be opened on the same day in the Committee Room at 12:05. Late or unmarked quotations will not be considered. No posted quotations or quotations per fax or e-mail will be accepted.

**Kwotasie Nr.: GMQ005/26-27**, moet voor **Maandag, 07 Desember 2026** om 12:00 in die tender bus by die George Munisipaliteit, **Vyfde Vloer**, Direktoraat: Finansiële Dienste, Voorsieningskanaal Bestuurseenheid, Burgersentrum, Yorkstraat, George geplaas word. Geen kwotasie sal toegelaat word om na 12:00 in die tender bus geplaas te word nie. Kwotasies sal om 12:05 dieselfde dag in die Komiteekamer oopgemaak word. Laat of ongemerkte tenders sal nie oorweeg word nie. Geen tenders per faks of e-pos sal aanvaar word nie.

**Bidders must be registered with the CIDB and it is estimated that bidders should have a grading designation of 1ME or higher.**

**Bieërs moet by die CIDB geregistreer wees en dit word geraam dat bieërs 'n graderingsvlak van 1ME of hoër moet hê.**

Quotation documents are available at a non-refundable deposit of R70.15 each from the Supply Chain Management Unit, **Fifth Floor** Civic Centre, York Street, George.

Kwotasie dokumente is verkrygbaar teen 'n R70.15 nie-terugbetaalbare deposito by die Voorsieningskanaal Bestuurseenheid op die **Vyfde Vloer**, Burgersentrum, Yorkstraat, George.

Quotation documents are available on the George Municipality's website: www.george.gov.za, free of charge.

Kwotasie dokumente is gratis op die George Munisipaliteit se webblad beskikbaar: www.george.gov.za.

For more information, contact Ms.S Fanelo at 044 802 2000 or sfanelo@george.gov.za.

Vir verdere inligting kontak Mej. S Fanelo by 044 802 2000 or sfanelo@george.gov.za.

The Municipality reserves the right to withdraw any invitation to quotation and/or to readvertise or to reject any quotation or to accept a part of it. The Municipality is not bound to accept the lowest or any quotation.

Die Munisipaliteit behou hom die reg voor om enige versoek vir 'n kwotasie terug te trek en/of te her-adverteer of enige kwotasies te verwerp of gedeeltelik te aanvaar. Die Munisipaliteit is nie daartoe gebind om die laagste of enige kwotasie te aanvaar nie.

An alternative bidder may be appointed.

A TCS PIN for bidders' tax compliance information must be submitted with the quotation document.

It will be required from the successful bidder to register on the Central Supplier Database (CSD).

**DR D.G.I O'NEILL**
**ACTING MUNICIPAL MANAGER**
**GEORGE MUNICIPALITY**
**GEORGE**
**6530**

'n Alternatiewe bieër mag aangestel word.

'n "TCS PIN" vir kwoteerders se belasting nakoming inligting moet ingesluit wees by die kwotasie dokument.

Dit sal van die suksesvolle tenderaar verwag word om op die Sentrale Verskaffersdatabasis (SVD) te registreer.

**DR D.G.I O'NEILL**
**WAARNEMENDE MUNISIPALE BESTUURDER**
**GEORGE MUNISIPALITEIT**
**GEORGE**
**6530**

**GEORGE MUNICIPALITY**

**DIRECTORATE: COMMUNITY SERVICES**

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**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# Tender Data (T1.2)

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| **Clause number** | The conditions of Tender are the **Standard Conditions of Tender** as contained in the Construction Industry Development Board (CIDB) Standard for Uniformity in Engineering and Construction Works Contracts, August 2019 (See www.cidb.org.za). The Standard Conditions of Tender for Procurements make several references to the Tender Data for details that apply specifically to this Tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of Tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies. |
| **C.1** | **General** |
| **C.1.1** | **Actions** |
| C.1.1.1 | The employer and each bidder submitting a tender offer shall comply with these conditions of tender. In the dealings with each other, they shall discharge their duties and obligations as set out in C.2 and C.3, timeously and with integrity, and behave equitably, honestly, and transparently, comply with all legal obligations and not engage in anticompetitive practices. |
| C.1.1.2 | The employer and the bidder and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Bidders shall declare any potential conflict of interest in their tender submissions. Employees, agents, and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.<br><br>*Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*<br>*2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.* |
| C.1.1.3 | The employer shall not seek, and a bidder shall not submit a tender without having a firm intention and the capacity to proceed with the contract. |
| **C.1.2** | **Tender Documents** |
| | The documents issued by the employer for the purpose of a tender/quotation offer are listed in the tender data. |
| **C.1.3** | **Interpretation** |
| C.1.3.1 | The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender. |
| C.1.3.2 | These conditions of tender, the tender data and tender schedules which are required for tender evaluation purposes, shall form part of any contract arising from the invitation to tender/quote. |

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| C.1.3.3 | For the purposes of these conditions of tender, the following definitions apply:<br>a) **conflict of interest** means any situation in which:<br>i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially;<br>ii) an individual or bidder is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or<br>iii) incompatibility or contradictory interests exist between an employee and the bidder who employs that employee.<br>b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilized to have been taken into consideration;<br>c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;<br>d) **fraudulent practice** means the misrepresentation of the facts to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels. |
| **C.1.4** | **Communication and employer's agent** |
| | **Name:** Ms Sophie Fanelo<br>**Address:** 71 York Street, George<br>**Tel:** (044) 802 2000<br>**E-mail:** `sfanelo@george.gov.za |
| **C.1.5** | **Cancellation and Re-Invitation of Tenders** |
| C.1.5.1 | An employer may, prior to the award of the tender, cancel a tender if-<br>a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation;<br>b) funds are no longer available to cover the total envisaged expenditure; or<br>c) no acceptable tenders are received.<br>d) there is a material irregularity in the tender process. |
| C.1.5.2 | The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised. |
| C.1.5.3 | An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time. |
| **C.1.6** | **Procurement procedures** |
| **C.1.6.1** | **General** |
| | Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the bidder who in terms of C.3.11 is the highest ranked or the bidder scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders. |
| **C.1.6.2** | **Competitive negotiation procedure** |
| C.1.6.2.1 | Where the tender data requires that the competitive negotiation procedure is to be followed, bidders shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the bidders who make a submission. The requirements of C.8 relating to the material deviations or qualifications which affect the competitive position of bidders shall not apply. |

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| C.1.6.2.2 | All responsive bidders or at least a minimum of not less than three responsive bidders that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information.<br><br>Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified, and fine-tuned in order to improve a bidder's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect. |
| C.1.6.2.3 | At the conclusion of each round of negotiations, bidders shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Bidders shall be advised when they are to submit their best and final offer. |
| C.1.6.2.4 | The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after bidders have been requested to submit their best and final offer. |
| **C.1.6.3** | **Proposal procedure using the two stage-system N/A** |
| **C.1.6.3.1** | **Option 1** |
| | Bidders shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the bidder scoring the highest number of evaluation points and award the contract in terms of these conditions of tender. |
| **C.1.6.3.2** | **Option 2** |
| C.1.6.3.2.1 | Bidders shall submit in the first stage only technical proposals. The employer shall invite all responsive bidders to submit tender offers in the second stage, following the issuing of procurement documents. |
| C.1.6.3.2.2 | The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data and award the contract in terms of these conditions of tender. |
| **C.2** | **Bidder's obligations** |
| **C.2.1** | **Eligibility** |
| C.2.1.1 | Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for an ME class of construction work, are eligible to have their tenders evaluated.<br><br>It is estimated that the grading required for this quotation to be an **1ME or higher.**<br><br>Contractors registered as potentially emerging enterprises with the CIDB who are registered in one contractor grading designation lower than that required in terms of the requirement above and who satisfy all other Eligibility Criteria in terms of this Tender, may submit tender offers |

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| C.2.1.2 | Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the bidder to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders. | |
| **C.2.2** | **Cost of tendering** | |
| C.2.2.1 | Accept that, unless otherwise stated in the tender data, the employer will not compensate the bidder for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer comply with requirements. | |
| C.2.2.2 | The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents. | |
| **C.2.3** | **Check documents** | |
| | Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission. | |
| **C.2.4** | **Confidentiality and copyright of documents** | |
| | Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation. | |
| **C.2.5** | **Reference documents** | |
| | Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference. | |
| **C.2.6** | **Acknowledge addenda** | |
| | Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary, apply for an extension to the closing time stated in the tender data, to take the addenda into account. | |
| **C.2.7** | **Clarification meeting (**The arrangements for a compulsory clarification meeting are:) N/A | |
| | **Location** | |
| | **Address:** | |
| | **Date:** | |
| | **Starting time:** | |
| **C.2.8** | **Seek clarification** | |
| | Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data. | |
| **C.2.9** | **Insurance** | |

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| | Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The bidder is advised to seek qualified advice regarding insurance. |
| **C.2.10** | **Pricing the tender offer** |
| C.2.10.1 | Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes except Value Added Tax (VAT), and other levies payable by the successful bidder, such duties, taxes, and levies being those applicable fourteen (14) days before the closing time stated in the tender data. |
| C.2.10.2 | Show VAT payable by the employer separately as an addition to the tendered total of the prices. |
| C.2.10.3 | Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data. |
| C.2.10.4 | State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies. |
| **C.2.11** | **Alterations to documents** |
| | Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the bidder. All signatories to the tender offer shall initial all such alterations. |
| **C.2.12** | **Alternative tender offers** |
| C.2.12.1 | Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed. |
| C.2.12.2 | Accept that an alternative tender offer must be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer. |
| C.2.12.3 | An alternative tender offer must only be considered if the main tender offer is the winning tender. |
| **C.2.13** | **Submitting a tender offer** |
| C.2.13.1 | Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the tender data. |
| C.2.13.2 | Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink. |
| C.2.13.3 | Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer. |

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| C.2.13.4 | Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the bidder. Signatories for bidders proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer. |
| C.2.13.5 | Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the bidder's name and contact address. |
| C.2.13.6 | Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked “financial proposal” and place the remaining returnable documents in an envelope marked “technical proposal”. Each envelope shall state on the outside the employer’s address and identification details stated in the tender data, as well as the bidder's name and contact address. |
| C.2.13.7 | Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data. |
| C.2.13.8 | Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated. |
| C.2.13.9 | Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data. |
| **C.2.14** | **Information and data to be completed in all respects** |
| | Accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the employer as non-responsive. |
| **C.2.15** | **Closing time** |
| C.2.15.1 | Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.<br><br>The closing time for submission of offers is at **12H00 on Monday 07 December 2026.** |
| C.2.15.2 | Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline. |
| **C.2.16** | **Tender offer validity** |
| C.2.16.1 | The tender offer validity period is Eighty four (84) days. |
| C.2.16.2 | If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension. |

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| C.2.16.3 | Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI). |
| C.2.16.4 | Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI). |
| **C.2.17** | **Clarification of tender offer after submission** |
| | Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of bidders or substance of the tender offer is sought, offered, or permitted.<br><br>***Note:*** *Sub-clause C.2.17 does not preclude the negotiation of the final terms of the contract with a preferred bidder following a competitive selection process, should the Employer elect to do so.* |
| **C.2.18** | **Provide other material** |
| C.2.18.1 | Provide, on request by the employer, any other material that has a bearing on the tender offer, the bidder's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment.<br><br>Should the bidder not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive. |
| C.2.18.2 | Dispose of samples of materials provided for evaluation by the employer, where required. |
| **C.2.19** | **Inspections, tests, and analysis** |
| | Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data. |
| **C.2.20** | **Submit securities, bonds, and policies** |
| | If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies, and certificates of insurance required in terms of the conditions of contract identified in the contract data. |
| **C.2.21** | **Check final draft** |
| | Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract. |
| **C.2.22** | **Return of other tender documents** |
| | If so, instructed by the employer, return all retained tender documents within twenty-eight (28) days after the expiry of the validity period stated in the tender data. |
| **C.2.23** | **Certificates** |

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| | Include in the tender submission or provide the employer with any certificates as stated in the tender data. |
| **C.3** | **The employer's undertakings** |
| **C.3.1** | **Respond to requests from the bidder** |
| C.3.1.1 | Unless otherwise stated in the tender Data, respond to a request for clarification received up to five (5) working days before the tender closing time stated in the Tender Data and notify all bidders who collected tender documents. |
| C.3.1.2 | Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a bidder to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:<br>a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;<br>b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or<br>c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process. |
| **C.3.2** | **Issue Addenda** |
| | If necessary, issue addenda that may amend or amplify the tender documents to each bidder during the period from the date that tender documents are available until three (3) working days before the tender closing time stated in the Tender Data. If, as a result a bidder applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all bidders who collected tender documents. |
| **C.3.3** | **Return late tender offers** |
| | Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the bidder concerned. |
| **C.3.4** | **Opening of tender submissions** |
| C.3.4.1 | The time and location for opening the tender offers is: 12H00 on **07 December 2026**. **The tender box at the George Municipality is on the Fifth Floor, Directorate: Financial Services, Supply Chain Management, Civic Centre, 71 York Street, George.** |
| C.3.4.2 | Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each bidder whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its BBBEE status level and specific goals and time for completion for the main tender offer only. |
| C.3.4.3 | Make available the record outlined in C.3.4.2 to all interested persons upon request. |
| **C.3.5** | **Two-envelope system** |
| C.3.5.1 | Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of bidders' agents who choose to attend at the time and place stated in the tender data and announce the name of each bidder whose technical proposal is opened. |

| | |
|---|---|
| C.3.5.2 | Evaluate functionality of the technical proposals offered by bidders, then advise bidders who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of bidders, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on BBBEE status level and specific goals. Return unopened financial proposals to bidders whose technical proposals failed to achieve the minimum number of points for functionality. |
| **C.3.6** | **Non-disclosure** |
| | Not disclose to bidders, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price, and recommendations for the award of a contract, until after the award of the contract to the successful bidder. |
| **C.3.7** | **Grounds for rejection and disqualification** |
| | Determine whether there has been any effort by a bidder to influence the processing of tender offers and instantly disqualify a bidder (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices. |
| **C.3.8** | **Test for responsiveness** |
| C.3.8.1 | Determine, after opening and before detailed evaluation, whether each tender offer properly received:<br>a) complies with the requirements of these Conditions of Tender,<br>b) has been properly and fully completed and signed, and<br>c) is responsive to the other requirements of the tender documents. |
| C.3.8.2 | A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer*'s* opinion, would:<br>a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work*,*<br>b) significantly change the Employer*'s* or the bidder's risks and responsibilities under the contract, or<br>c) affect the competitive position of other bidders presenting responsive tenders if it were to be rectified.<br><br>Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation. |
| **C.3.9** | **Arithmetical errors, omissions, and discrepancies** |
| C.3.9.1 | Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern. |
| C.3.9.2 | Check the highest ranked tender or bidder with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:<br>a) the gross misplacement of the decimal point in any unit rate;<br>b) omissions made in completing the pricing schedule or bills of quantities; or<br>c) arithmetic errors in:<br>(i) line-item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or<br>(ii) the summation of the prices. |

| | |
|---|---|
| C.3.9.3 | Notify the bidder of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices. |
| C.3.9.4 | Where the bidder elects to confirm the tender offer as tendered, correct the errors as follows:<br>a) If bills of quantities or pricing schedules apply and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the line-item total shall govern, and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line-item total as quoted shall govern, and the unit rate shall be corrected.<br>b) Where there is an error in the total of the prices either because of other corrections required by this checking process or in the bidder's addition of prices, the total of the prices shall govern, and the bidder will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices. |
| **C.3.10** | **Clarification of a tender offer** |
| | Obtain clarification from a bidder on any matter that could give rise to ambiguity in a contract arising from the tender offer. |
| **C.3.11** | **Evaluation of tender offers** |

| | |
|---|---|
| | The Standard Conditions of Tender standardize the procurement processes, methods, and procedures from the time that tenders are invited to the time that a contract is awarded. They are generic in nature and are made project specific through choices that are made in developing the Tender Data associated with a specific project.<br><br>Conditions of tender are by definition the document that establishes a bidder's obligations in submitting a tender and the employer's undertakings in soliciting and evaluating tender offers. Such conditions establish the rules from the time a tender is advertised to the time that a contract is awarded and require employers to conduct the process of offer and acceptance in terms of a set of standard procedures.<br><br>The CIDB Standard Conditions of Tender are bases on a procurement system that satisfies the following system requirements:<br><br>**Requirement** — **Qualitative interpretation of goal**<br><br>Fair — The process of offer and acceptance is conducted impartially without bias, providing simultaneous and timely access to participating parties to the same information.<br>Equitable — Terms and conditions for performing the work do not unfairly prejudice the interests of the parties.<br>Transparent — The only grounds for not awarding a contract to a bidder who satisfies all requirements are restrictions from doing business with the employer, lack of capability or capacity, legal impediments, and conflicts of interest.<br>Competitive — The system provides for appropriate levels of competition to ensure cost effective and best value outcomes.<br>Cost effective — The processes, procedures and methods are standardized with sufficient flexibility to attain best value outcomes in respect of quality, timing, and price, and least resources to effectively manage and control procurement processes.<br><br>The activities associated with evaluating tender offers are as follows:<br>a) Open and record tender offers received<br>b) Determine whether or not tender offers are complete<br>c) Determine whether or not tender offers are responsive<br>d) Evaluate tender offers<br>e) Determine if there are any grounds for disqualification<br>f) Determine acceptability of preferred bidder<br>g) Prepare a tender evaluation report<br>h) Confirm the recommendation contained in the tender evaluation report |
| **C.3.11.1** | **General** |
| | The employer must appoint an evaluation panel of not less than three persons conversant with the proposed scope of works to evaluate each responsive tender offer using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data. |
| **C.3.12** | **Insurance provided by the employer** |
| | If requested by the proposed successful bidder, submit for the bidder's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide. |
| **C.3.13** | **Acceptance of tender offer** |

| | |
|---|---|
| | Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the bidder:<br>a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement;<br>b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract;<br>c) has the legal capacity to enter into the contract;<br>d) is not; insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing;<br>e) complies with the legal requirements, if any, stated in the tender data; and<br>f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest. |
| **C.3.14** | **Prepare contract documents** |
| C.3.14.1 | If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:<br>a) addenda issued during the tender period,<br>b) inclusion of some of the returnable documents and<br>c) other revisions agreed between the employer and the successful bidder. |
| C.3.14.2 | Complete the schedule of deviations attached to the form of offer and acceptance, if any. |
| **C.3.15** | **Complete adjudicator's contract** |
| | Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed. |
| **C.3.16** | **Registration of the award** |
| | An employer must, within twenty-one (21) working days from the date on which a contractor's offer to perform a construction works contract is accepted in writing by the employer, register and publish the award on the CIDB Register of Projects. |
| **C.3.17** | **Provide copies of the contracts** |
| | Provide to the successful bidder the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance. |
| **C.3.18** | **Provide written reasons for actions taken** |
| | Provide upon request written reasons to bidders for any action that is taken in applying these conditions of tender but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of bidders or might prejudice fair competition between bidders. |

**B-BBEE certificates submitted with the tender documents MUST be a VALID ORIGINAL B-BEEE CERTIFICATE or VALID CERTIFIED COPY OF THE B-BEE CERTIFICATE.**

**In the case of a Trust, Consortium or Joint Venture, they 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.**

**MBD 1**

# TAX COMPLIANCE INFORMATION

## PART A

| | | | | | |
|---|---|---|---|---|---|
| Tax Compliance Status | TCS Pin: | | **Or** | CSD No: | |
| B-BBEE Status Level Verification Certificate [Tick Applicable Box] | ☐ Yes<br>☐ No | | B-BBEE Status Level Sworn Affidavit | | ☐ Yes<br>☐ No |
| **[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVIT (FORM 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?** | ☐ Yes ☐ No<br>[If Yes, Enclose Proof] | | Are You A Foreign Based Supplier For **The Goods / Services / Works Offered?** | | ☐ Yes ☐ No<br>[If Yes, Answer Part 2.] |
| Signature of Bidder | …… | | Date | | …… |

# PART B
# TERMS AND CONDITIONS FOR BIDDING

**1. TAX COMPLIANCE REQUIREMENTS**

1.1 Bidders must ensure compliance with their tax obligations.
1.2 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.
1.3 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.
1.4 Foreign suppliers must complete the pre-award questionnaire in part B2.
1.5 Bidders may also submit a printed TCS certificate together with the bid.
1.6 In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate TCS certificate / PIN / CSD number.
1.7 Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.

**2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS** [Tick Applicable Box]

| | | |
|---|---|---|
| 2.1 Is the entity a resident of the Republic of South Africa (RSA)? | YES | NO |
| 2.2 Does the entity have a branch in the RSA? | YES | NO |
| 2.3 Does the entity have a permanent establishment in the RSA? | YES | NO |
| 2.4 Does the entity have any source of income in the RSA? | YES | NO |
| 2.5 Is the entity liable in the RSA for any form of taxation? | YES | NO |

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

Signature of Bidder: ……..

Capacity Under Which This Bid Is Signed: ……..

Date: …….

**MBD 4**

## 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 the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority. | |
| 3. | In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. | |
| 3.1 | Full Name of bidder or his / her representative:<br><br>…….. | |
| 3.2 | Identity number: …… | |
| 3.3 | Position occupied in the Company (director, trustee, shareholder²):<br><br>…….. | |
| 3.4 | Company Registration Number: ……. | |
| 3.5 | Tax Reference Number: …….. | |
| 3.6 | VAT Registration Number: ……. | |
| 3.7 | The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers (where applicable) must be indicated in paragraph 4 below. | |
| 3.8 | Are you presently in the service of the state?* | **YES / NO** |
| 3.8.1 | If yes, furnish the following particulars:<br><br>Name of person / director / trustee / shareholder member:<br><br>……..<br><br>Name of state institution at which you or the person connected to the bidder is employed:<br>……..<br><br>Position occupied in the state institution:<br>……..<br><br>Any other particulars: ……<br><br>…….. | |

| | | |
|---|---|---|
| 3.9<br><br>3.9.1 | Have you been in the service of the state for the past twelve months?<br><br>If so, furnish particulars.<br><br>……..<br><br>…….. | **YES / NO** |
| 3.10<br><br><br>3.10.1 | 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?<br><br>If yes, furnish the following particulars:<br><br>Name of person: …….<br><br>Name of state institution at which you or the person connected to the bidder is employed:<br><br>……..<br><br>Position occupied in the state institution:<br><br>……..<br><br>Any other particulars: ……. | **YES / NO** |
| 3.11<br><br><br>3.11.1 | Are you aware of any relationship (family, friend, other) between the bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid?<br><br>If yes, furnish the following particulars:<br><br>Name of person: …….<br><br>Name of state institution at which you or the person connected to the bidder is employed:<br><br>……..<br><br>Position occupied in the state institution: ……<br><br>Any other particulars: …….<br><br>……... | **YES / NO** |
| 3.12<br><br>3.12.1 | Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?<br><br>If yes, furnish the following particulars:<br><br>Name of person / director / trustee / shareholder / member:<br><br>…… | **YES / NO** |

| | | |
|---|---|---|
| | Name of state institution at which you or the person connected to the bidder is employed:<br><br>……..<br><br>Position occupied in the state institution: ……<br><br>Any other particulars: ……<br><br>……..…….. | |
| 3.13<br><br><br>3.13.1 | Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?<br><br>If yes, furnish the following particulars:<br><br>Name of person / director / trustee / shareholder / member:<br><br>……<br><br>Name of state institution at which you or the person connected to the bidder is employed:<br><br>……..<br><br>Position occupied in the state institution: ……<br><br>Any other particulars: ……<br><br>…….. | **YES / NO** |
| 3.14<br><br><br>3.14.1 | Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?<br><br>If yes, furnish particulars:<br><br>……..<br><br>…….. | **YES / NO** |

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

**THE FOLLOWING INFORMATION IS <u>COMPULSORY</u> TO COMPLETE:**

| Full Name | Identity Number | Individual Tax Number for each Director | State Employee Number (where applicable) |
|---|---|---|---|
| | | | |

| | | | |
|---|---|---|---|
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|---|---|
| **5.** | **The contract will be automatically cancelled if there is a conflict of interest which is not disclosed by the bidder.** |

**Protection of Personal Information Act, 2013 (Act no.4 of 2013) (POPIA)**

All parties agree that they will comply with Protection of Personal Information Act, 2013 (Act no.4 of 2013) (POPIA) and process all the information and/or personal data in respect of the goods and/or services being rendered in accordance with the said act and only for the purpose of providing the goods and/or services set out in the agreement to provide such goods and/or services.

The contract between the municipality and the service provider must ensure compliance with the Protection of Personal Information Act, 2013 (Act no.4 of 2013) (POPIA), in that the service provider establishes and maintains security measures to safeguard personal information being processed on behalf of the municipality. The service provider must notify the municipality immediately in an event where there are reasonable grounds to believe personal information has been accessed by an unauthorized person.

The contract with a service provider must ensure confidentiality of personal information processed on behalf of the municipality. A supply contract with a service provider must include standard clauses outlining joint responsibility in terms of the protection of personal information.

| | |
|---|---|
| …….. | ……..…….. |
| Signature | Date |
| …… | ……. |
| Capacity | Name of Bidder |

[1]MSCM Regulations: "in the service of the state" means to be -

(a) a member of –
  (i) any municipal council;
  (ii) any provincial legislature; or
  (iii) the National Assembly or the National Council of Provinces;
(b) a member of the board of directors of any municipal entity;
(c) an official or 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 entity; or
(f) an employee of Parliament or a provincial legislature.

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

**MBD 6.1**

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

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

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

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### 1. GENERAL CONDITIONS

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

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

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

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

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

(a) Price

(b) BBBEE ; and

(c) Specific Goals.

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

The maximum points for this tender are allocated as follows:

| | POINTS |
|---|---|
| **PRICE** | 80 |
| **BBBEE** | 10 |
| **SPECIFIC GOALS** | 10 |
| **Total points for Price and SPECIFIC GOALS** | **100** |

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

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

## 2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

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

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

**80/20** **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

**80/20** **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR BBBEE AND SPECIFIC GOALS

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

### 4.1.1 Points awarded for B-BBEE Level of contributor.

In terms of the Specific Goals as per the George Municipality Preferential Procurement Policy, 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 for Preference (80/20) | Number of Points for Preference (90/10) |
|---|---|---|
| 1 | 10 | 5 |
| 2 | 9 | 4.5 |
| 3 | 7 | 3 |
| 4 | 6 | 2.5 |
| 5 | 4 | 2 |
| 6 | 3 | 1.5 |
| 7 | 2 | 1 |
| 8 | 1 | 0.5 |
| Non-compliant contributor | 0 | 0 |

**Bidder MUST submit a valid BBBEE certificate, failure to attach no points will be awarded for BBBEE points.**

### 4.1.2 Points awarded for Specific Goals.

In terms of the Specific Goals as per the George Municipality Preferential Procurement Policy, preference points must be awarded to a Bidder for Locality

in accordance with the table below:

| Locality of Bidder's Office | Number of points (80/20 system) | Number of points (90/10 system) |
|---|---|---|
| Within the boundaries of George Municipality | 10 | 5 |
| Within the boundaries of the Garden Route District Municipality | 6 | 3 |
| Within the borders of the Western Cape | 4 | 2 |
| Outside the borders of the Western Cape | 2 | 1 |

**Bidder's MUST submit proof of address (e. g. municipal account, rental/lease agreement, or affidavit) with the tender document. Failure to attach proof will result in no points awarded for Specific Goals.**

**George Municipality will reserve the right to use any and all available information at its disposal, including conducting site visits and inspections to verify a bidder's claim of having a local STAFFED / MANNED AND OPERATIONAL office within the George Municipal area.**

**The principle of substance over legal form, as defined in the Standards of Generally Recognised Accounting Practice (GRAP), will be applied in such assessments. (This means that even though a bidder may present a rental agreement, the claim of having a local staffed and operational office will be assessed in its actual substance and not by only accepting the legal documentation.)**

**The purpose of the locality points is to promote local economic development within the George Municipal area and any bidder attempting to circumvent the substance of this initiative through any means, including by means of fronting, will be reported to the National Treasury for blacklisting on the Central Supplier Database (CSD).**

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be

used to determine the applicable preference point system,

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

**5. BID DECLARATION**

Bidders who claim points in respect of BBBEE must complete the following:

**B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 4.1 AND 4.1.1**

| | |
|---|---|
| 5.1. | **Contribution to BBBEE :..... = .....……(maximum of 5 or 10 points)** |

(Points claimed in respect of paragraph 5.1 must be in accordance with the table reflected in paragraph 4.1.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**LOCALITY OF BIDDERS OFFICE CLAIMED IN TERMS OF PARAGRAPHS 4.1 AND 4.1.2**

| | |
|---|---|
| 5.2. | **Contribution to specific Goals :..... = .....…(maximum of 5 or 10 points)** |

(Points claimed in respect of paragraph 5.2 must be in accordance with the table reflected in paragraph 4.1.2 and must be substantiated by relevant proof of address of a company office.

**DECLARATION WITH REGARD TO COMPANY/FIRM**

5.3. Name of company/firm…….

5.4. Company registration number: ……..

5.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 5.1 and 5.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

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

**SURNAME AND NAME**: .....
**DATE:** .....

**ADDRESS**: .....

.....

.....

.....

**IF ANY BIDDER DOES NOT HAVE AN EME CERTIFICATE FROM A RATING AGENCY ACCREDITED BY SANAS FOR BEP (BUILD ENVIRONMENT PROFESSIONAL)/CONTRACTOR/SUPPLIER OR A B-BBEE CERTIFICATE FROM A B-BBEE VERIFICATION PROFESSIONAL REGULATOR APPOINTED BY THE MINISTER OF TRADE AND INDUSTRY, THIS AFFIDAVIT FOR BEP/CONTRACTOR/SUPPLIER WILL BE COMPULSORY TO COMPLETE.**

**MBD 6.1(A)**

**B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES**
**(ISSUED IN TERMS OF THE AMENDED CONSTRUCTION SECTOR CODE)**
**(Gazette Vol. 630 No. 41287)**
Issued in terms of paragraph 3.6.2.4.1 (B)

I, the undersigned,

| | |
|---|---|
| **Full names and surname** | |
| **Identity number** | |

Hereby declare under oath as follows:

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

| | | | |
|---|---|---|---|
| **Enterprise Name:** | | | |
| **Trading Name (If Applicable):** | | | |
| **Registration Number:** | | | |
| **Physical Address:** | | | |
| **Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):** | | | |
| **Nature of Construction Business:** ***Indicate the applicable category with a tick.*** | **BEP** (Built Environment Professional) | **Contractor** | **Supplier** |
| **Definition of "Black People"** | As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds, and Indians – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalization before 27 April 1994; or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;" | | |
| **Definition of "Black Designated Groups"** | "Black Designated Groups" means:<br>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;<br>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;<br>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;<br>(d) Black people living in rural and under developed areas;<br>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;" | | |

3) I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is _____% Black Owned
- The Enterprise is _____% Black Female Owned
- The Enterprise is _____% Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)
    - Black Youth % _____%
    - Black Disabled % _____%
    - Black Unemployed % _____%
    - Black People living in Rural areas % _____%
    - Black Military Veterans % _____%

**Construction Sector Affidavit**

**1.** Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was less than the applicable amount confirmed **by ticking the applicable box below.**

| | | |
|---|---|---|
| BEP | R1.8 million | |
| Contractor | R3.0 million | |
| Supplier | R3.0 million | |

*If the turnover exceeds the applicable amount in the table above, then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.*

2. Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box below.**

| | | |
|---|---|---|
| 100% Black Owned | **Level One** (135% B-BBEE procurement recognition level) | |
| At least 51% Black Owned | **Level Two** (125% B-BBEE procurement recognition level) | |
| At least 30% Black Owned | **Level Four** (100% B-BBEE procurement recognition level) | |
| Less than 30% Black Owned | **Level Five** (80% B-BBEE procurement recognition level) | |

3. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

4. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

**COMMISSIONER OF OATHS**
**SIGNATURE & STAMP**

**MBD8**

# 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:

3.1 abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
3.2 been convicted for fraud or corruption during the past five years;
3.3 willfully neglected, reneged on, or failed to comply with any government, municipal or other public-sector contract during the past five years; or
3.4 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?<br>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied).<br>**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.** | Yes ☐ | No ☐ |
| 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)?<br>**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.** | Yes ☐ | No ☐ |
| 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 ☐ | No ☐ |
| 4.3.1 | If so, furnish particulars: | | |
| **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 ☐ | No ☐ |
| 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 ☐ | No ☐ |
| 4.5.1 | If so, furnish particulars: | | |

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) ……..……**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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** |

**MBD 9**

# CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids[1] 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:

   3.1 take all reasonable steps to prevent such abuse;
   3.2 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
   3.3 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 (MBD9) 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:

**GEORGE MUNICIPALITY**

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)

6. I have read and I understand the contents of this Certificate;

7. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

8. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

9. 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;

10. 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:

    10.1 has been requested to submit a bid in response to this bid invitation;
    10.2 could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities, or experience; and
    10.3 Provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

**MBD9**

11 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[3] will not be construed as collusive bidding.

12 In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

12.1 prices;
12.2 geographical area where product or service will be rendered (market allocation);
12.3 methods, factors or formulas used to calculate prices;
12.4 the intention or decision to submit or not to submit, a bid;
12.5 the submission of a bid which does not meet the specifications and conditions of the bid; or bidding with the intention not to win the bid.

13 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.

14 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.

15 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

**[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.**

**CERTIFICATE FOR MUNICIPAL SERVICES (COMPULSORY TO COMPLETE)**

Information required in terms of the Supply Chain Management Regulations, Regulation 28 (1) (c).

**Tender Number: GMQ005/26-27**

**Name of the Bidder: _____**

**DETAILS OF THE BIDDER/S: Owner / Proprietor / Director(s) / Partner(s), etc:**

| Physical Business address of the Bidder | Municipal Account Number(s) |
|---|---|
| | |
| | |
| | |

If there is not enough space for all the names, please attach the additional details to the Tender document.

| Name of Director / Member / Partner | Identity Number | Physical **residential** address of Director / Member / Partner | Municipal Account number(s) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

**I, _____, the undersigned,**
**(full name in block letters)**
**certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment if overdue for more than 30 days.**

_____
Signature

THUS DONE AND SIGNED for and on behalf of the Bidder / Contractor

at _____ on the _____ day of _____ 2026

**PLEASE NOTE:**

**MUNICIPAL ACCOUNTS FOR ALL PROPERTIES OWNED BY BIDDER/S MUST BE ATTACHED TO THE TENDER DOCUMENT!**
**Even if the requested information is not applicable to the Bidder, the table above should be endorsed NOT APPLICABLE with a reason and THIS DECLARATION MUST STILL BE COMPLETED AND SIGNED. In the event of leasing, a lease agreement MUST be attached to the tender document.**

**GEORGE MUNICIPALITY**

**DIRECTORATE: COMMUNITY SERVICES**

**CONTRACT NUMBER: GMQ005/26-27**

**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# Returnable Documents (Part T2)

***(ALL Documents and Schedules MUST BE RETURNED for the TENDER to Qualify)***


| | |
|---|---|
| T2.1 | List of Returnable Schedules Required for Tender Evaluation |
| T2.1 | Returnable Schedules |
| T2.2 | Other documents that will be incorporated into the contract |
| T2.3 | Returnable Schedules that will be incorporated in the contract |


**NOTE:**

Although the documents under Part T2 are headed “Returnable Documents” in line with the CIDB model, these are not the only documents to be returned together with the Tender. **All** the documents indicated in document T1, must be completed, and signed where applicable and submitted as a **complete set of documents**.

**GEORGE MUNICIPALITY**

**DIRECTORATE: COMMUNITY SERVICES**

**CONTRACT NUMBER: GMQ005/26-27**

**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# List of Returnable Schedules Required for Tender Evaluation Purposes (T2.1)

Form 2.1.1 General Information

Form 2.1.2 Authority for Signatory

Form 2.1.3 Schedule of Work Carried Out by Bidder

Form 2.1.4 Proposed Key Personnel

Form 2.1.5 Schedule of Infrastructure and Resources

Form 2.1.6 Schedule of Approach and Methodology

Form 2.1.7 Schedule of Proposed Sub-Contractors

Form 2.1.8 Financial References

## FORM 2.1.1 GENERAL INFORMATION

1. Name of tendering entity: _____

1. Contact details

Address : _____

_____

Tel no : (_____)_____

Fax no : (_____)_____

E-mail address : _____

2. Legal entity: Mark with an **X**.

| | |
|---|---|
| Sole proprietor | |
| Partnership | |
| Close corporation | |
| Company (Pty) Ltd | |
| Joint venture | |

In the case of a Joint venture, provide details on joint venture members:

| Joint venture member | Type of entity (as defined above) |
|---|---|
| | |
| | |
| | |
| | |
| | |

3. Income tax reference number: _____
(in the case of a joint venture, provide for all joint venture members)

4. Regional services area where the enterprise is registered: _____
(In the case of a joint venture, provide for all joint venture members)

5. Regional services levy registration number:_____
(In the case of a joint venture, provide for all joint venture members)

6. VAT registration number:_____ (In the case of a joint venture, provide for all joint venture members)

8. Company or closed corporation registration number: _____
(In the case of a joint venture, provide for all joint venture members)

9. Details of proprietor, partners, closed corporation members, or company directors, indicating technical qualifications where applicable (Form on the next page).

10. For joint ventures the following must be attached (**COMPULSORY**):

- Written power of attorney for authorised signatory.
- **Pro-forma of the joint venture agreement.**
  *** If the Joint Venture Agreement is not attached, the tender will not be considered!**

**DETAILS OF PROPRIETOR, PARTNERS, CLOSED CORPORATION MEMBERS OR COMPANY DIRECTORS**

| Name and Identity Number | Relevant qualifications and experience | Years of relevant experience |
|---|---|---|
| | | |
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| | | |
| | | |

**Name of Tendering Entity :** _____

**Signature :** _____ **Date :** _____

## FORM 2.1.2 AUTHORITY FOR SIGNATORY

Details of person responsible for Tender process

Name .....

Contact number ( ) .....

Address of office submitting the Tender .....

.....

.....

Telephone no ( ) .....

Fax no ( ) .....

E-mail address .....

Signatories for close corporations and companies shall confirm their authority by attaching to this form a **duly signed and dated original or certified copy** of the relevant resolution of their members or their board of directors, as the case may be.

"By resolution of the board of directors passed on *(date)* .....

Mr. .....

has been duly authorized to sign all documents in connection with the Tender for Contract Number **GMQ005/26-27** and any Contract which may arise there from on behalf of

(BLOCK CAPITALS) .....

.....

.....

SIGNED ON BEHALF OF THE COMPANY .....

IN HIS CAPACITY AS .....

DATE .....

FULL NAMES OF SIGNATORY .....

AS WITNESSES 1. ……..

2. ……..

**FORM 2.1.3 SCHEDULE OF WORK CARRIED OUT BY BIDDER**

## Previous experience

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work. In addition to any requirements, bidders must furnish particulars of:

a. all construction services provided to an organ of state in the last five years;
b. any similar construction services provided to an organ of state in the last five years.

This information is material to the award of the Contract.

| Description | Value (R, VAT excluded) | Year(s) executed | Reference | | |
|---|---|---|---|---|---|
| | | | Name | Organisation | Tel no |
| | | | | | |
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**Name of Tendering Entity:** _____

**Signature :** _____ **Date :** _____

## FORM 2.1.4 PROPOSED KEY PERSONNEL

The Bidder shall list below the key personnel (including first nominee and the second-choice alternate), whom he proposes to employ on the project should his Tender be accepted, both at his headquarters and on the Site, to direct and for the execution of the work, together with their qualifications, experience, positions held and their nationalities.

| **DESIGNATION** | NAME OF<br>**NOMINEE / ALTERNATE** | NATIONALITY: | SUMMARY OF<br>**QUALIFICAT-IONS AND NQF STATUS** | <br>**EXPERIENCE AND PRESENT OCCUPATION** | **HDI Status**<br>**Yes/No** | **Fee (Time Based)** |
|---|---|---|---|---|---|---|
| HEADQUARTERS<br>Partner/director | | | | | | |
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| Project manager | | | | | | |
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| | | | | | | |
| Other key staff (give designation) | | | | | | |
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| | | | | | | |
| | | | | | | |

**Name of Tendering Entity :** _____

**Signature :** _____ **Date :** _____

Form 2.1.4 continued ….

| **DESIGNATION** | NAME OF<br>**NOMINEE / ALTERNATE** | NATIONALITY: | SUMMARY OF<br>**QUALIFICAT-IONS AND NQF STATUS** | **EXPERIENCE AND PRESENT OCCUPATION** | **HDI Status Yes/No** | **Fee (Time Based)** |
|---|---|---|---|---|---|---|
| CONSTRUCTION MONITORING | | | | | | |
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| Other key staff (give designation) | | | | | | |
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| | | | | | | |
| | | | | | | |

**Name of Tendering Entity :** _____

**Signature :** _____ **Date :** _____

## FORM 2.1.5 SCHEDULE OF INFRASTRUCTURE AND RESOURCES

Provide information on the following:

### Infrastructure and resources available

Physical facilities

| Description | Address | Area (m²) |
|---|---|---|
| | | |
| | | |
| | | |

### Equipment

Provide information on equipment and resources that you have available for this project (attach details if the space provide is not enough):

| Description : Equipment owned | Number of units |
|---|---|
| | |
| | |
| | |
| | |
| **Description : Computer Hardware** | **Number of units** |
| | |
| | |
| **Description : Software to be Used** | **Number of units** |
| | |
| | |
| | |

### Size of enterprise and current workload

What was your turnover in the previous financial year? .....

What is the estimated turnover for your current financial year? .....

List your current contracts and obligations:

| Description | Value ® | Start date | Duration | Expected completed date |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Do you have the capacity to supply the goods and services described in this Tender, should the contract be awarded to you?

**Staffing Profile**
Provide information on the staff that you have available to execute this contract (attach a separate list if the space provided is insufficient)

| Permanently employed staff: gender and race | Number of staff |
|---|---|
| | |
| | |
| | |
| | |
| | |
| **Temporary staff to be employed for the project: gender and race** | **Number of staff** |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

**Name of Tendering Entity :** _____

**Signature :** _____ **Date :** _____

## FORM 2.1.6 SCHEDULE OF APPROACH AND METHODOLOGY/ WORK PLAN

### Understanding the terms of reference / brief

1. Do you as the contractor understand what is required in terms of the project stated above?

| **Yes** | | No | | (Tick Appropriate Block) |
|---|---|---|---|---|

2. If you answered Yes to question 1 above, please briefly explain your understanding of the project in no more than 50 words:

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

3. Considering questions 1 and 2 above, please provide in summary details of your proposed approach and work plan to the successful completion of the above project.

| |
|---|
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| |

4. Briefly state if you have any innovative approach for this particular project mentioned above, that you feel will be unique but also economically superior to the normal workable approach at presently undertaken as the norm.

| |
|---|
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**Name of Tendering Entity :** _____

**Signature :** _____ **Date :** _____

## FORM 2.1.7 SCHEDULE OF PROPOSED SUB-CONTRACTORS

The Bidder shall, in accordance with the provisions of condition of Tender, list below the sub-contractors he/she proposes to employ for part(s) of the work.

***If any or all the sub-contractor/s listed hereunder are not approved subsequent to acceptance of the Tender, it shall in no way invalidate the Tender or the Contract, and the Tendered unit rates for the respective items of work shall remain final and binding even if sub-contractor/s not listed below is approved by the Employer.***

| PART OR TYPE OF WORK | PROPOSED SUB-CONTRACTOR | WORK RECENTLY EXECUTED BY SUB-CONTRACTOR |
|---|---|---|
| | | |

## FORM 2.1.8 FINANCIAL REFERENCES

### FINANCIAL STATEMENTS

I/We agree, if required, to furnish an audited copy of the latest set of financial statements together with my/our Directors' and Auditors' report for consideration by the Employer.

### DETAILS OF TENDERING ENTITY'S BANK

I/We hereby authorize the Employer/Engineer to approach all or any of the following banks for the purposes of obtaining a financial reference:

| DESCRIPTION OF BANK DETAIL | BANK DETAILS APPLICABLE TO BIDDER 'S HEAD OFFICE |
|---|---|
| Name of bank | |
| Branch name | |
| Branch code | |
| Street address | |
| Postal address | |
| Name of manager | |
| Telephone number | ( ) |
| Fax number | ( ) |
| Account number | |

**GEORGE MUNICIPALITY**

**DIRECTORATE: COMMUNITY SERVICES**

**CONTRACT NUMBER: GMQ005/26-27**

**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# Other Documents Required For Tender Evaluation Purposes (Part T2.2)

Form 2.2.1 Certificate of Bidder's Attendance at the Compulsory Information Session/Meeting

Form 2.2.2 Written Proof of Bidders registration at the Construction Industry Development Board (CIDB)

## FORM 2.2.2 PROOF OF REGISTRATION AT THE CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB)

The Bidder is to affix to this page:

- Written proof of Bidders registration at the CIDB.
- CRS number:

**GEORGE MUNICIPALITY**

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**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# Returnable Schedules that will be Incorporated in the Contract (Part T2.2)

Form 2.2.3 Record of Addenda to Tender Documents

## FORM 2.2.3 RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the Employer before the submission of this Tender offer, amending the Tender documents, have been taken into account in this Tender offer:

| | **Date** | **Title or Details** |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

Attach additional pages if more space is required.

Signed: ……..…….. Date: ……

Name: ……..… Position: ……..

SIGNED ON BEHALF OF BIDDER: .....

1. **Infrastructure and resources available**
   Evaluation of the following in terms of the size, nature, and complexity of goods and/or services required:
   - Physical facilities.
   - Infrastructure and resources available for the contract owned by the Bidder.
   - Infrastructure and resources the Bidder intends renting, should the contract be awarded to him.

2. **Size of enterprise, and current workload**
   Evaluation of the Bidder's position in terms of:
   - Previous and expected current annual turnover
   - Current contractual obligations
   - Capacity to execute the contract

3. **Staffing profile**
   Evaluation of the Bidder's position in terms of:
   - Staff available for this contract being Tendered for
   - Qualifications and experience of key staff to be utilized on this contract.

4. **Previous experience**
   Evaluation of the Bidder's position in terms of his previous experience. Emphasis will be placed on the following:
   - Experience in the relevant technical field
   - Experience of contracts of similar size
   - Some or all the references will be contacted to obtain their input.

5. **Financial ability to execute the contract**
   Evaluation of the Bidder's financial ability to execute the contract. Emphasis will be placed on the following:
   - Professional indemnity
   - Contact the Bidder's bank manager to assess the Bidder's financial ability to execute the contract and the Bidder hereby grants his consent for this purpose.

   If the Tender does **not** meet the requirements contained in the George Municipality Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.

6. **Penalties**
   The George Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Departmental Head, one or more of the following penalties will be imposed:
   - Cancel the contract and recover all losses or damages incurred or sustained from the Bidder.
   - Impose a financial penalty of twice the theoretical financial preference associated with the claim, which was made in the Tender.
   - Restrict the Bidder, its shareholders and directors, on obtaining any business from the George Municipality for a period of 5 years.

**Good standing with SA Revenue Services**

Attach a valid **original tax clearance certificate** to the **second page of your Tender document.**

**PLEASE NOTE:** In case of a **Joint Venture**, the valid **original tax clearance certificate/s of all the partners in the Joint Venture,** must be **submitted** with the Tender document.

ONLY THE VALID ORIGINAL TAX CLEARANCE CERTIFICATE/S FROM SARS WILL BE ACCEPTED, CERTIFYING THAT THE TAXES OF THAT PERSON TO BE IN ORDER, OR THAT SUITABLE ARRANGEMENTS HAVE BEEN MADE WITH SARS.

**Compliance with Employment Equity Act 55 of 1998**

Attach a valid certificate from the Department of Labour, or a declaration (Refer to Equity Ownership Table) by the designated EMPLOYER, that the EMPLOYER complies with the relevant chapters of the Employment Equity Act.

A failure to comply with the above is sufficient ground for rejection of any offer to conclude an agreement or for cancellation of the agreement.

**Definitions in terms of the last-mentioned Act.**

**"designated EMPLOYER** means-

a) an EMPLOYER who employs 50 or more employees.
b) an EMPLOYER who employees fewer than 50 employees but has a total annual turnover that is equal to or above the applicable annual turnover of a small business in terms of Schedule 4 to this Act."

**"Schedule 4"**

**TURNOVER THRESHOLD APPLICABLE TO DESIGNATED EMPLOYERS**

| Sector or sub sector in accordance with the Standard Industrial Classification | Total annual turnover |
|---|---|
| Agriculture | R 2,00 m |
| Mining and Quarrying | R 7,50 m |
| Manufacturing | R 10,00 m |
| Electricity, Gas and Water | R 10,00 m |
| Construction | R 5,00 m |
| Retail and Motor Trade and Repair Services | R 15,00 208m |
| Wholesale Trade, Commercial Agents and Allied Services | R 25,00 m |
| Catering, Accommodation and other Trade | R 5,00 m |
| Transport, Storage and Communications | R 10,00 m |
| Finance and Business Services | R 10,00 m |
| Community, Social and Personal Services | R 5,00 m |

**GEORGE MUNICIPALITY**

**DIRECTORATE: COMMUNITY SERVICES**

**CONTRACT NUMBER: GMQ005/26-27**

**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# The Contract (Part C)

Part C1 Agreement and Contract Data
Part C2 Pricing Data
Part C3 Scope of Works

**GEORGE MUNICIPALITY**

**DIRECTORATE: COMMUNITY SERVICES**

**CONTRACT NUMBER: GMQ005/26-27**

**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# Agreement And Contract Data (Part C1)

Part C1.1 Form of Offer and Acceptance
Part C1.2 Contract Data
Part C1.3 Objections and Complainants Form
Part C1.4 Form of Guarantee

**GEORGE MUNICIPALITY**

**DIRECTORATE: COMMUNITY SERVICES**

**CONTRACT NUMBER: GMQ005/26-27**

**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# Form of Offer and Acceptance (Part C1.1)

**(AGREEMENT)**

**OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of:

.....

The Bidder, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorised, signing this apart of this Form of Offer and Acceptance, the Bidder offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

**THE OFFERED TOTAL (INCLUDING VAT) IS:**

.....

.....rand (in words); R ..... (in figures),

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Tender Data, whereupon the Bidder becomes the party named as the Service Provider in the Conditions of Contract identified in the Contract Data.

Signature(s) _____

Name(s) _____

_____

Capacity

_____

(Name and address of organisation)

## ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Bidder's Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Bidder's Offer shall form an agreement, between the Employer and the Bidder upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in:

Part C1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
Part C2 Pricing Data
Part C3 Scope of Work

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

The Bidder shall within two weeks after receiving a completed copy of this Agreement, contact the Employer's representative (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Bidder receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Bidder (now Contractor) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

Signature

_____

Name **MR. J DOUGLAS**

Capacity **DIRECTOR: COMMUNITY SERVICES**

**GEORGE MUNICIPALITY**
**CIVIC CENTRE**
**YORK STREET**
**GEORGE**

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the quotation documents and the receipt by the Bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

**FOR THE BIDDER**:

Signature(s) _____

Name(s) _____

Capacity _____

_____
(Name and address of organisation)

**FOR THE EMPLOYER**:

Signature _____

Name **MR. J DOUGLAS**

Capacity **DIRECTOR: COMMUNITY SERVICES**

**GEORGE MUNICIPALITY**
**CIVIC CENTRE**
**YORK STREET**
**GEORGE**

**GEORGE MUNICIPALITY**

**DIRECTORATE: COMMUNITY SERVICES**

**CONTRACT NUMBER: GMQ005/26-27**

**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# Contract Data (Part C1.2)

## CONDITIONS OF CONTRACT

The *General Conditions of Contract for Construction Works,* Third Edition (2015), "GCC 2015", published by the South African Institution of Civil Engineering, is applicable to this Contract and is obtainable from www.saice.org.za.

Copies of these Conditions of Contract may be obtained from the South African Institution of Civil Engineering, tel. 011 805 5947.

The documents forming the Contract are to be taken as mutually explanatory of one another. For the purposes of interpretation, the priority of the documents shall be in accordance with the following sequence.

a) the Form of Offer and Acceptance,
b) the Contract Specific Data within the Contract Data,
c) the General Conditions of Contract for Construction Works, Third Edition, 2015,
d) the Drawings,
e) the Scope of Work, and
f) the Pricing Data.

If an ambiguity or discrepancy is found in the documents, the Engineer shall issue any necessary clarification or instruction.

## PART 1: DATA PROVIDED BY THE EMPLOYER

The following contract specific data are applicable to this Contract:

<table>
<tr><td>Clause 1</td><td colspan="2">The Employer is the George Municipality.</td></tr>
<tr><td rowspan="5">3.4 and 3.5</td><td colspan="2">The Authorised and Designated representative of the Employer is:</td></tr>
<tr><td colspan="2">Name: Ms Sophie Fanelo</td></tr>
<tr><td colspan="2">The Employer's address for receipt of communications is:</td></tr>
<tr><td>Physical address:<br>71 York Street<br>George, 6530</td><td>Physical address:<br>71 York Street<br>George, 6530</td></tr>
<tr><td colspan="2">Telephone: (044) 802 2000<br>E-mail: sfanelo@george.gov.za</td></tr>
</table>

| | | |
|---|---|---|
| Clause 1 | The Employer is the George Municipality. | |
| | The Project is for the **Supply,installation,testing & commissioning of 1200 inverter split air conditioning unit** | |
| 3.6 | The Service Provider may release public or media statements or publish material related to the Services or Project subject to the approval of the Employer. | |
| 3.7 | The Services Provision shall be completed for the portions as set out in the Scope of Works. | |
| 5.1.1 and 5.1.2 | The Service Provider is required to provide the Service with all reasonable care, diligence, and skill in accordance with generally accepted professional techniques and standards. Where services include the powers to certify, decide or otherwise exercise discretion regarding a contractor agreement between the Employer and others then the Service provider shall act in respect of that contract/agreement as an independent | |
| 5.4.1 | The Service Provider is required to provide the following insurances: | |
| | 1. Insurance against | **Risk in performing professional services (Professional Indemnity cover)** |
| | Cover is: | Equivalent to the project value |
| | Period of cover: | Duration of Project |
| | Deductibles are: | |
| 5.5 | The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:<br>1. Appointing Sub-Contractors for the performance of any part of the Services. | |
| Additional Clause to be added 7.3 | The Employer will not be responsible for any overtime worked by or overtime payments made to personnel, or any additional costs not specified in the tender submitted by the Bidder. | |
| 9.1 | Copyright of documents prepared for the Project shall be vested with George Municipality. | |
| 12.1 | Settlement of disputes is to be in terms of Clause 49 and 50 of the Supply Chain Management Policy of the George Municipality. See Document C1.3. | |
| 14 | Where not specifically indicated, all tendered prices, rates, tariffs, fees, etcetera are to include 15% VAT. | |

**PART 2: DATA PROVIDED BY THE SERVICE PROVIDER**

| | | | |
|---|---|---|---|
| Clause | | | |
| 5.1 | The Service Provider is: | | |
| | | | |
| | | | |
| | | | |
| 5.3 | The authorized and designated representative of the Service Provider is: | | |
| | Name: | | |
| | The Service Provider's address for receipt of communications is | | |
| | Physical address: | | Postal address: |
| | | | |
| | | | |
| | Telephone: | | |
| | Fax: | | |

| | | |
|---|---|---|
| | E-mail: | |

**GEORGE MUNICIPALITY**

**DIRECTORATE: COMMUNITY SERVICES**

**CONTRACT NUMBER: GMQ005/25-26**

**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# Objections and Complainants Form (Part C1.3)

(Section 4, item 50 of the George Municipality's Supply Chain Management Policy)

(1) Details of Objector/Complainant

Name: _____

Address: (postal and street): _____

_____

_____

Tel: _____Fax: _____

Contact person:_____

Reference number of Tender : _____

Other Party's Details (If any)

Name: _____

Address: (postal and street): _____

_____

_____

Tel: _____Fax: _____

Contact person:_____

Reference number of Tender: _____

Description of Issue[s] in Dispute

_____

_____

_____

_____

List of Documents Attached

_____

_____

_____

_____

Determination Sought in Respect of Objection or Complaint

_____

_____

_____

_____

Form submitted by:

Name: _____

Signature: _____

Position: _____

Date: _____

Place: _____

**GEORGE MUNICIPALITY**

**DIRECTORATE: COMMUNITY SERVICES**

**CONTRACT NUMBER: GMQ005/26-27**

**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# FORM OF GUARANTEE
# (Part C1.4)

The Bidder must affix proof of Guarantee to this page.

**GEORGE MUNICIPALITY**

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**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# Pricing Data (Part C 2)

C2.1 Pricing Instructions

C2.2 Pricing Schedule / Schedule of Activities

**GEORGE MUNICIPALITY**

**DIRECTORATE: COMMUNITY SERVICES**

**CONTRACT NUMBER: GMQ005/26-27**

**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# Pricing Instructions (Part C2.1)

## C2.1 PRICING INSTRUCTIONS

1. Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT)), and other levies payable by the successful bidder, such duties, taxes, and levies being those applicable 14 days before the closing time stated in the tender data.

2. Show VAT payable by the employer separately as an addition to the tendered total of the prices.

3. Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

4. State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

**GEORGE MUNICIPALITY**

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# Pricing Schedule / Schedule of Activities (C2.2)

## PRICING SCHEDULE

| Line. | Description | Qty | Total Price (VAT Excluded) |
|---|---|---|---|
| 1. | Supply, installation, testing and commissioning of 12,000 BTU inverter split air-conditioning unit | 13 | **R** |
| 2. | Supply, installation, testing and commissioning of 9,000 BTU inverter split air-conditioning unit | 1 | **R** |
| 3. | Servicing of existing VRV air-conditioning system, including inspection, cleaning, functional testing and minor adjustments | 1 | **R** |
| 4. | Warranty | 14 | |
| | **Sub Total** | | **R** |
| | **15% VAT** | | **R** |
| | **Total Price** (All applicable taxes included) | | **R** |

**Please note:**

- Bidders must comply with the quotation specifications to be considered for evaluation.
- The installers on site must have at least one (1) qualified Electrician, authorized to work on electrical equipment.
- On completion of the installation of the air conditioning units, a Certificate of Conformity (CoC) must be issued by the authorized qualified member of the company.
- Suppliers must complete all applicable pricing fields. Prices must include all labour, materials, transport, tools, installation accessories and other costs necessary to complete the work.
- Once the required work has been performed, the site must be clean and pristine, prior to handing it back to George Municipality.
- The total price amount not exceeding the budgeted amount and formal quotation threshold amount of R300,000.00 (VAT Included).
- An alternative bidder may be appointed.

**GEORGE MUNICIPALITY**

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**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# Scope of Works (C3)

## C 3.1 DESCRIPTION OF WORKS

***Item 1: 12,000 BTU Inverter Split Air-Conditioning Unit***

- Supply thirteen (13) complete inverter split air-conditioning unit with a nominal cooling capacity of 12,000 BTU/h, including matching indoor and outdoor units.
- Installation at the designated site, including mounting brackets or supports, fixings and all necessary installation accessories.
- Supply and installation of refrigerant piping, insulation, drainage piping and interconnecting electrical/control cabling as required for a complete installation.
- Install condensate drainage with appropriate fall and discharge arrangements.
- Connect to the existing electrical supply, subject to suitability and applicable electrical safety requirements.
- Seal wall penetrations and provide neat finishing.
- Pressure/leak test refrigerant pipework, evacuate and commission in accordance with the manufacturer's requirements.
- Test cooling operation, airflow, temperature performance, controls and drainage.
- Remove installation waste and clean the work area.
- Provide the manufacturer's operating instructions and warranty documentation.

**Warranty requirements:** Minimum one-year compressor warranty and minimum one-year parts warranty.
**Unit of measurement:** Each
**Quantity:** 13

***Item 2: 9,000 BTU Inverter Split Air-Conditioning Unit***

- Supply one complete inverter split air-conditioning unit with a nominal cooling capacity of 9,000 BTU/h, including matching indoor and outdoor units.
- Installation at the designated site, including mounting brackets or supports, fixings and all necessary installation accessories.
- Supply and installation of refrigerant piping, insulation, drainage piping and interconnecting electrical/control cabling as required for a complete installation.
- Install condensate drainage with appropriate fall and discharge arrangements.

- Connect to the existing electrical supply, subject to suitability and applicable electrical safety requirements.
- Seal wall penetrations and provide neat finishing.
- Pressure/leak test refrigerant pipework, evacuate and commission in accordance with the manufacturer's requirements.
- Test cooling operation, airflow, temperature performance, controls and drainage.
- Remove installation waste and clean the work area.
- Provide the manufacturer's operating instructions and warranty documentation.

**Warranty requirements:** Minimum one-year compressor warranty and minimum one-year parts warranty.
**Unit of measurement:** Each
**Quantity:** 1

***Item 3: Servicing of Existing VRV Air-Conditioning System***

- Inspect the existing VRV system, including indoor and outdoor units.
- Clean indoor and outdoor unit surfaces and accessible components.
- Inspect and clean air filters.
- Inspect and clean accessible evaporator and condenser coils using suitable cleaning materials and methods.
- Inspect condensate drainage systems and clear minor blockages where necessary.
- Inspect accessible refrigerant pipework and connections for visible signs of damage or leakage.
- Functionally test cooling operation, airflow, controls and operating performance.
- Inspect accessible electrical connections and components for visible defects, subject to applicable safety procedures.
- Perform minor operational adjustments necessary to restore normal functioning.
- Report faults, damage, refrigerant leaks or major repairs identified during servicing.
- Include travel to and from site, labour, cleaning materials, tools, equipment and attendance.
- Remove service-related waste and leave the work area clean.

**Exclusions and additional work:** Major repairs, replacement of defective components, refrigerant recharge, refrigerant leak repairs and replacement of parts must be identified and quoted separately for approval before work is undertaken.
**Unit of measurement:** Per service
**Quantity: 1**

**3. General Conditions and Requirements**

1. Equipment supplied must be new, unused and genuine equipment.
2. The supplier must confirm that the supplied units meet the specified capacities and installation requirements.
3. All installation and servicing work must be performed by suitably qualified and competent personnel.

4. Installation must comply with applicable South African legislation, electrical safety requirements and the manufacturer's installation instructions.
5. The supplier must provide applicable warranty documentation upon completion.
6. The supplier must test and demonstrate the operation of each installed unit to the designated municipal representative.
7. Additional work outside the specified scope must be approved by the Municipality before it is undertaken.
8. The supplier must submit a service report for the VRV system detailing work performed, test results, identified defects and recommendations.
9. Installation and servicing must not unnecessarily disrupt municipal operations.
10. Any deviations from the specifications must be stated in writing.

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**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# Site Information (C4)

**GEORGE MUNICIPALITY**

**DIRECTORATE: COMMUNITY SERVICES**

**CONTRACT NUMBER: GMQ005/26-27**

**QUOTATION FOR THE SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 1200 INVENTER SPLIT AIR CONDITIONING UNIT**

# Health and Safety Specification (C5)

**HEALTH AND SAFETY GUIDELINES TO PERFORM THE WORK AS SET OUT ABOVE;**

- The appointed contractor must submit a health and safety plan from a registered Health & Safety Practitioner. The cost for the health and safety plan must be included in the quoted amount and will not be paid as a separate cost.

- The workforce will have to wear personal protective clothing, i.e. overalls, safety boots, safety eyewear, hard hats, protective gloves and reflective vests.

- Site area must be demarcated to restrict access for individuals.

- Provision of sanitizers, screening and testing for COVID-19 of the workforce will be the sole responsibility of the contractor.
- Contractor will be responsible for the provision of required safety and access signage to all accesses to building site.
- Contractor will be held liable for any damages to municipal property, directly or indirectly, as a result of the construction process, delivery of materials or as a result of damages caused by any labour or sub-contractors employed by the contractor.