ABOVE R30 000 to R300 000			
ADVERTISEMENT DATE:	**03 NOVEMBER 2026**		
Q NUMBER:	**Q310/2027**		
DESCRIPTION OF GOODS/SERVICES:	**SUPPLY AND INSTALLATION OF PAVING AT VARIOUS LIBRARIES**		
CLOSING DATE: **TIME:**	11 NOVEMBER 2026 12H00		
VALIDITY PERIOD	90 days (will automatically extend as per requirement in clause 22(1)(g) of the SCM Policy)		
SUBMISSIONS:	Sealed quotations clearly marked, **"Q" number**, must be placed (hand delivered) in the quotation box at: Investment Centre (Ground floor), Saldanha Bay Municipality, 15 Main Road (Private Bag x12), VREDENBURG, 7380		
DELIVERY DATE:	4 weeks		
DELIVERY ADDRESS:	Corner, Oak and Voortrekker street, Hopefield		
CONTACT PERSON (SBM):	Mark Lyners	**TELEPHONE OR CELL PHONE NUMBER:**	022 701 6819
EMAIL ADDRESS:	Mark.lyners@sbm.gov.za		
EVALUATION CRITERIA:	TOTAL AMOUNT:		YES
	PER ITEM:		NO
	EVALUATION CRITERIA:		See details in document
	SITE MEETING DATE (Compulsory): **BIDDERS ARE REQUIRED TO ATTEND THE COMPULSORY CLARIFICATION MEETING. FAILURE TO DO SO WILL RESULT IN THE BIDDER BEING DISQUALIFIED**		**Venue: Hopefield Library, Corner, Oak and Voortrekker Street, Hopefield** **Time: 09H00** **Date: 06 NOVEMBER 2026**
NAME OF BUSINESS:			
CSD NUMBER:			
CONTACT PERSON:			
EMAIL ADDRESS:			
TELEPHONE OR CELL PHONE NUMBER:			
STREET ADDRESS OF BUSINESS:			

AMOUNT:	R (Only if award is made on total amount)

NOTE:
Only an official order OR appointment letter will be deemed a legal contract with Council.
No business may be conducted with a person in service of the state.

INSTRUCTION TO TENDERER

The General Conditions of Contract (July 2010) is applicable to this Quotation.

1. The quotation, sealed in an envelope and **externally endorsed with the relevant quotation number,** must be submitted to the abovementioned **"Quotation Return"** address and can either be **hand-delivered or couriered**. It is the supplier's responsibility to make sure that the quote with all relevant documents reach this office before the closing date and time and is placed in the correct quotation box or handed in at the Supply Chain Management office (Second Floor, 15 Main Road, Buller Centre (Investment Centre) Vredenburg, 7380). Late Quotations will not be accepted.
2. **It is compulsory for all suppliers to be registered on the Central Supplier Database (CSD). NO AWARD WILL BE MADE TO A SUPPLIER WHO IS NOT REGISTERED ON THE CSD. Please ensure that your registration on the CSD remains active.**
3. **The quotation originally completed in ink MUST be done on the attached "Invitation to Quote" form and suppliers may additionally add a quotation on their business' letterhead. Copies of Quotation documents will be disregarded.**
4. The use of correction fluid (TIPPEX) on the price schedule is prohibited and quotations will be found non-responsive.
5. The quotation must be on items that strictly conform to the specifications as requested (mentioned). **Quotations must be submitted in line with specifications stipulated – pricing must be done per item or per bill of quantities.** In the event of any items not conforming to the specifications, additional costs may be recovered from the tenderer.
6. Delivery charges MUST be included in the price for "Supply and Delivery of Goods".
7. Calculation errors will be corrected; where the quote is based on items or quantities, tariffs (unit rates) will be regarded as correct. In the case of a construction work quote the total amount will be regarded as correct.
8. Tenderers must duly complete, sign and submit the following compulsory forms:

8.1. Declaration of interest (MBD 4). **NO BUSINESS MAY BE CONDUCTED WITH PERSONS IN SERVICE OF THE STATE**.
8.2. Preference Points Claim form (MBD 6.1)
8.3. Declaration of bidder's past supply chain practices (MBD 8)
8.4. Declaration of municipal accounts of company and directors
8.5. Certificate for independent bid determination (MBD 9)

Note: All relevant documents can be downloaded at www.sbm.gov.za > Tenders / Quotations > Supply Chain Documents.

9. **Tenderers must submit the following proof to claim preference points:**

9.1. B-BBEE
Original or originally certified B-BBEE certificate or Affidavit; and

9.2. Locality

9.2.1. Where the tenderer is the owner of the property
The municipal account must be registered in the trading name of owner of the property, for example:

- Partnership (Lead company according to agreement).
- Joint Venture (Lead company according to agreements and where daily operations are done).
- Close Corporation (name of the CC).
- Public Company "Limited or Ltd" (name of the company).
- Private company / Proprietary company / (Pty) Ltd (name of the company).
- Non-Profit Company "NPC" (name of the company).
- State Owned Company "SOC" (name of the SOC).
- In the case of a One-person business / sole propriety the account must either be in the trading name or in the owner's name.
- In the case of a Private Company (Pty) Ltd. (small businesses') which trades from the residential address of the Director, the municipal account can be in the name of the Director if he/she is the owner of the residential property. This is applicable in cases where the company has only 1 Director. If more than 1 Director, the other directors must also reside at the same address and such proof must be submitted in the form of an Affidavit.

9.2.2. Where the tenderer is not the owner of the property
Sole propriety (residential):

- If the municipal account is not registered in the name of the Sole Propriety, a valid Lease Agreement to be submitted.
  OR
- If no valid Lease Agreement exist, an affidavit from the owner of the property must be submitted.
- The owner of the property must confirm the following:
  - That the sole propriety is conducting business from the said address as indicated in the bid documents.
  - What are the conditions/agreement for conducting business from premises.
  - For example: declares that no written lease agreement exist, a verbal lease agreement exist, sole supplier does not have any obligation to contribute to any payment of municipal accounts; sole propriety not liable for any rent payments, etc.
  - The ID numbers of both the owner of property and the sole propriety must reflect on the affidavit.

- NB: A Detailed affidavit must be submitted. Not the affidavit that only indicates the following "I don't own any buildings and therefore does not have any municipal accounts"

Note: Affidavits valid for a period of 3 months

Close Corporation, Public Company, Personal Liability Company, (Pty) Limited, Non-Profit Company, State Owned Companies - A valid Lease Agreement must be submitted:

- If a valid Lease Agreement does not exist, an affidavit from the owner of the property must be submitted.
- The owner of the property must confirm the following:
  - That the tenderer/supplier is conducting business from the said address as indicated in the bid documents.
  - What are the conditions/agreement for conducting business from premises.
  - For example: declares that no written lease agreement exist, a verbal lease agreement exist, sole supplier does not have any obligation to contribute to any payment of municipal accounts; Sole supplier not liable for any rent payments, etc.
  - The ID numbers of both the owner of property, the Director (Authorised to represent the entity or sign documents on behalf of entity) and/or the supplier company registration number must reflect on the affidavit.
  - If the property is in the name of a Trust, an affidavit must be obtained from the Trustee(s).
  - NB: A Detailed affidavit must be submitted. Not the affidavit that only indicates the following "I don't own any buildings and therefore does not have any municipal accounts"

9.2.3. Sub-Leasing vs Apartments (block of buildings) owned by one (1) person / director which also operates more than 1 business from the same premises

- If any Sub Leasing exist, a valid Sub Lease agreement must be submitted.
- In instances where a director owns an apartment (block of buildings) and runs more than one business from it, this block is registered in the name of a trust or one (1) of the business's he owns. When a tenderer submits a bid, is not the one (1) owning the business, the same information as per 9.2.2 above must be submitted.

Note: The residential or business address of the tenderer or sole propriety is tested, therefore the postal address on the municipal account cannot be used to claim points for locality. Please ensure that the residential address on the municipal account agrees to the address as recorded in the compulsory documents to be completed and / attachments and / CSD CIPC, if necessary.

A SCORE OF 0 (ZERO) WILL BE ALLOCATED IF COMPULSORY DOCUMENTS NOT DULY COMPLETED AND SIGNED AND / IF INSUFFICIENT PROOF SUBMITTED AT THE CLOSING TIME AND DATE.

10. The municipality may accept the whole or a part of the quote where the quote comprises of more than one item.
11. The municipality does not bind itself to accept the lowest or any bid.
12. The acceptance of the quote and the subsequent issuing of an official order constitute a legal binding document and may not be cancelled.
13. Goods and services may only be provided after and according to the official order issued.
14. All contractors to ensure that waste generated during a construction period of a building project is appropriately contained on site and correctly disposed of at a registered landfill site or drop-off facility. The management of waste is continuous, and waste is not allowed to accumulate to a point where it is unsightly, creates windblown litter or any form of nuisance. Upon completion of the project safe disposal certificates need to be submitted to the project manager as proof that all waste was disposed of in the correct manner. The submission of safe disposal certificates will be a pre-requisite for the processing of payment certificates. Construction and demolition waste (Bricks, mortar, concrete, sand, tiles, etc.) should be stored in a container (Skip or similar) or must be covered with netting if stock-piled on site. All other waste generated on site such as, plastics, paper, cement bags, etc. must be stored in a dedicated mesh cage/enclosure to avoid windblown litter. No waste may be placed on the side walk or surrounding properties. Law Enforcement will conduct regular inspections and non-compliant contractors will be fined.
15. **"All documents and / packaging of courier must be clearly marked Q with the number. It remains the responsibility of the service provider/contractor to ensure that his quotation bid is clearly marked and placed in the correct box."**

QUOTATIONS WILL BE EVALUATED IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS, 2022, PREFERENTIAL PROCUREMENT POLICY OF COUNCIL.

NB!! FAILURE TO COMPLY WITH THE ABOVEMENTIONED CONDITIONS WILL INVALIDATE YOUR QUOTE!!!

I hereby declare that I understand the above and is duly authorised to sign on behalf of the abovementioned company

_____	_____	_____
PRINT NAME	**SIGNATURE**	**DATE**

SUBMISSION OF INVOICES

The successful bidder(s) to ensure compliance with Section 20(4) of the Value Added Tax (VAT) Act, 89 of 1991.
In terms of Section 20(4) of the Act, the TAX INVOICE(S) received from registered Vat vendors MUST bear the following information:

- **The words "TAX INVOCIE" in a prominent place;**
- **Name, address and VAT registration number of the supplier;**
- **The name and address: Saldanha Bay Municipality, Private Bag X12, Vredenburg, 7380;**
- **The Saldanha Bay Municipality VAT registration number: 4100113150;**
- **Unique VAT invoice number and date of issue;**
- **Accurate description of goods and/or services;**
- **Quantity or volume of goods or services supplied; and**
- **Price and VAT amount and percentage (%).**

Failure to comply with abovementioned will result in payments not been made timeously.
Also take note that Saldanha Bay Municipality will not be liable for any late payments as a result of invalid Tax Invoice submitted by suppliers

Invoices are to be either mailed or physically delivered to:

Email: **creditors@sbm.gov.za**
Physical address: **Creditors Depart – 1st Floor, Beansa Building**
21 Main Road
Vredenburg
7380

I hereby declare compliance with Section 20(4) of the Value Added Tax (VAT) Act, 89 of 1991 and that I am duly authorised to sign on behalf of the company

_____ _____ _____
PRINT NAME **SIGNATURE** **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 favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorized representative declare their position in relation to the evaluating/adjudicating authority.

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 of the national Council of provinces

b) a member of the board of directors of any municipal entity;
c) an official of any municipality or municipal entity;
d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
e) a member of the accounting authority of any national or provincial public entity, or
f) an employee of parliament or a provincial legislature

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company

3. PERSONAL DETAILS

3.1. Name of bidder/representative:

3.2. ID Number:

3.3. Position in Company:

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 must be indicated in paragraph 4 below.

QUESTIONNAIRE

3.8. Are you presently in service of the state?	**YES**	**NO**
3.8.1. If YES, please furnish particulars:		
3.9. Have you been in service of the state for the past 12 months?	**YES**	**NO**
3.9.1. If YES, please furnish particulars:		
3.10. Do you have any relationship (family, friend, other) with persons in service of the state, who may be involved with the evaluation/adjudication of this bid?	**YES**	**NO**
3.10.1. If YES, please furnish particulars:		
3.11. Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation /adjudication of this bid?	**YES**	**NO**
3.11.1. If YES, please furnish particulars:		

3.12. Any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?	**YES**	**NO**
3.12.1. If YES, please furnish particulars:		
3.13. Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?	**YES**	**NO**
3.13.1. If YES, please furnish particulars:		
3.14. 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 his contract?	**YES**	**NO**
3.14.1. If YES, please furnish particulars:		

4. DETAILS OF DIRECTORS/TRUSTEES/MEMBERS/SHAREHOLDERS

FULL NAME	**ID NUMBER**	**STATE EMPLOYEE NUMBER**

_____ **Signature**	_____ **Date**
_____ **Position:**	_____ **Name of Bidder:**

MBD 6.1 (PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND PREFERENTIAL PROCUREMENT POLICY OF COUNCIL: 80/20 PREFERENCE POINT SYSTEM)

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

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

---

1. GENERAL CONDITIONS

1.1 **The following preference point system is 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

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

a) Price; and

b) Specific Goals (B-BBEE status level contribution and Locality).

1.3 **The maximum points for this tender are allocated as follows:**

	POINTS
PRICE	80
SPECIFIC GOALS	20 (10 BBBEE and 10 Locality)
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	**100**

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

1.4.1 **B-BBEE**

Failure on the part of a tenderer to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.4.2 **LOCALITY**

Failure on the part of tenderer to submit the following:

- where the tenderer is the owner of the property / business:
  - municipal account registered in the name of the tenderer not older than 3 months;
- where the tenderer is not the owner of the property / business:
  - a valid lease agreement; or
  - affidavit from the property owner that the address used to claim points in the MBD 6.1 is being rented out to the tenderer at no cost not older than 3 months.
- where the tenderer submitted incorrect or outdated information (account, lease agreement or affidavit) or none of the above, it will be interpreted to mean that preference points for Locality are not claimed.

NOTE: SEE INSTRUCTION TO TENDER ON COMPLETE DOCUMENTS THAT MUST BE SUBMITTED.

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

2. DEFINITIONS

(a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

(b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

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

(d) **"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;

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

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

(g) **"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

(h) **"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 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

4.1 POINTS AWARDED FOR PRICETHE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

5. POINTS AWARDED FOR SPECIFIC GOALS

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

5.1 **B-BBEE**

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Non-compliant contributor	0

5.2 **LOCALITY**

Locality of supplier	Number of Points for Preference (80/20)
Within the boundaries of Saldanha Bay Municipality	10
Within the boundaries of the West Coast District	5
Within the boundaries of the Western Cape	2
Outside the boundaries of the Western Cape or failure to provide proof	0

6. DECLARATION

Bidders who claim points in respect of B-BBEE and Locality must complete the following:

6.1 **B-BEE-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1**

B-BBEE Status Level of Contribution: _____ (maximum of 10 points)

6.2 **LOCALITY CLAIMED IN TERMS OF PARAGRAPH 1.4 AND 5.2**

LOCALITY: _____ (maximum of 10 points)

7. DECLARATION WITH REGARD TO COMPANY / FIRM

7.1 Name of company / firm:_____

7.2 Company registration number:_____

7.3 VAT registration number:_____

7.4 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]

7.5 MUNICIPAL INFORMATION (INFORMATION TO CLAIM POINTS FOR LOCALITY)

Municipality where business is situated: _____

Street address of business:

_____

_____

_____

Registered municipal account number: _____

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

i) The information furnished is true and correct;

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

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

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

(a) disqualify the person from the tendering process;

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

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

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

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

……

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……

DATE: ……

ADDRESS: ……

……

……

MBD 8 (DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES)

1 This Municipal Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be rejected if that bidder, or any of its directors have:

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
b. been convicted for fraud or corruption during the past five years;
c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? **(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied).**	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)? **(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).**	Yes ☐	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 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 Tenderer

DECLARATION OF MUNICIPAL ACCOUNTS OF COMPANY AND DIRECTORS

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 ☐

The Tenderer must affix proof of Municipal Accounts or valid lease agreements of the company as well as Directors and also complete the addresses of Directors below. If the Bidder has more than 9 Directors, a schedule with addresses must also be attached to the tender document.

Director 1 Address: **Director 2 Address:** **Director 3 Address:**

_____ _____ _____

_____ _____ _____

_____ _____ _____

Director 4 Address: **Director 5 Address:** **Director 6 Address:**

_____ _____ _____

_____ _____ _____

_____ _____ _____

Director 7 Address: **Director 8 Address:** **Director 9 Address:**

_____ _____ _____

_____ _____ _____

_____ _____ _____

Attach page if space insufficient.

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 37(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
   a) take all reasonable steps to prevent such abuse;
   b) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
   c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

I, the undersigned, in submitting the accompanying bid:

_____
(Bid Number and Description)
in response to the invitation for the bid made by:

_____
(Name of Municipality / Municipal Entity)
do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:_____that:
(Name of Bidder)

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

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

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

4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

   a) has been requested to submit a bid in response to this bid invitation;
   b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium[3] will not be construed as collusive bidding.

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

[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.

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

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

…… ……
Signature Date

…… ……
Position Name of Bidder

[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.

CRITERIA
80/20 PREFERENCE POINT SYSTEM

COMPULSORY DOCUMENTS TO BE SUBMITTED BY SUPPLIERS	Comply Please mark/tick where applicable	
MBD 4 - Declaration of Interest	YES	NO
MBD 6.1 - Preference Points Claim form • Original or originally certified B-BBEE certificate or affidavit • Municipal account for business or lease agreement (See instruction to Tenderer and details in MBD 6.1 for proof required) 0 points will be allocated if incomplete or invalid	YES	NO
MBD 8 - Declaration of Bidder's Past Supply Chain Management Practices	YES	NO
Declaration – Director's municipal accounts	YES	NO
MBD 9 - Certificate of Independent Bid Determination	YES	NO
Municipal accounts or lease agreements for directors	YES	NO
Company registration documents- CIPC	YES	NO
Letter of good standing (WCA) Proof of valid registration with the Workman's Compensation Association	YES	NO
CIDB Grading: 1GB	YES	NO
At least 3 contactable Reference Letters of completed projects with similar scope and nature in the past 3 years	YES	NO

I hereby declare that I am duly authorised to sign on behalf of the abovementioned company

_____ _____ _____

PRINT NAME SIGNATURE DATE

SPECIAL CONDITIONS OF CONTRACT AND SPECIFICATION

- **Council reserves the right to order any quantity including none.**
- **Quantities indicated below is only estimated.**
- **Evaluation will be done on total price.**

PART A:
GENERAL & SPECIAL CONDITIONS OF CONTRACT

SUPPLY AND INSTALLATION OF PAVING AT VARIOUS LIBRARIES

A1. Scope of Work
This contract covers the Supply and Installation of paving at various libraries for Saldanha bay municipality. The work includes the following:

i) Clearing of a vegetation;
ii) Rip and compact road bed
iii) The installation of paving as per specifications; and Site Clearance

All of the above to be done to the extent as expanded on in these specifications

Herein after referred to as the “works”, and any other work arising out of or incidental to the above, or required of the Contractor for the proper completion of the works in accordance with the true meaning and intent of the contract.

A2. Business Name
Saldanha Bay Municipality, through its authorized representatives, shall execute the contract on behalf of Saldanha Bay Municipality.

A3. Location and Access
The sites are as follow
Saldanha Library, Berg street, Saldanha,
Harold Krumm Library, Trewwa street, Langebaan
Hopefield Library, Cnr Oak and Voortrekker Street, Hopefield

A4. Bills of Quantities
Tenderers are required to check the number of pages and should any be found to be missing or in duplicate or the writing to be indistinct or should there be any doubt or obscurity as to the meaning of any particular description or should Tenderers consider that any item is incorrectly or inadequately described they must inform the Project Manager or his duly authorized representative, and have the matter rectified or explained as the case may be as no liability whatsoever will be admitted in respect of errors in a tender due to the foregoing.

No alterations, erasures or additions of any kind shall be made by Tenderers in, from or to any part of this document, unless expressly required to be made by written notice and should any unauthorized alterations, erasure or addition be made they will not be recognized by Saldanha Bay Municipality.

A5. Schedule of Quantities
A5.1 The quantities in the Schedule of Quantities are estimated and may be more or less than stated. The Contractor shall submit with his tender a complete and detailed priced schedule (prepared in ink) for the works. All work covered by the schedule including work resulting from modifications or alterations to drawings, shall be measured and paid for according to the completed schedule.
A5.2 The absence of stated quantities in the schedule is no guarantee that none will be required. Reasonable and sufficient rates and/or prices shall therefore be inserted to every item, as such prices will be considered when awarding the contract.

A6. Trade Names
Prices for articles described by trade names or catalogue references must be based on the type and manufacture specified. Alternatives will not be accepted.

A7. Inspection of Site
It is a condition of tender that the Tenderer shall have carried out a full and detailed inspection of the tender documents and shall have inspected the site, prior to the submission of a tender for the project. By such an inspection, the Tenderer shall be deemed to be fully informed as to the nature and degree of complexity of the

project, the constructional problems related thereto, the conditions under which the work is to be carried out, the means of access to the site and building and generally of all matters which may influence his tender. No claim of any nature whatsoever will be considered after the submission if tenders due to the failure on the part of the Tenderer to fulfill this obligation.

A8. Pricing and Alternative Offers
The Tenderer is required to acquaint himself with the contents of the tender and the price must be based on all the documents enclosed herewith.

Tenderers may, apart from their main offer based fully on the tender specifications, submit an alternative offer/proposal, clearly identified as such and accompanied by detailed supporting documentation and explanation of the benefits to be gained from acceptance of the alternative offer/proposal.

The price offered shall be fixed for the duration of the contract

By submitting this tender the Tenderer is deemed to have acquainted himself with all the terms and conditions of contract.

A9. Completion of Work
A9.1 The Contractor may offer a shorter completion period in his tender, which offer may be taken into consideration when adjudicating the tenders.
A9.2 Saldanha Bay Municipality requires that the Works be completed within 4 (four) working weeks after receiving Purchase Order, which shall include any statutory holidays falling within this period and shall exclude the period from 16 December to 6 January, both days included. The completion date will be determined by adding the period specified above to the date as may be stated in the advice of acceptance. The Contractor shall submit his detailed construction program within three (3) days of receiving Purchase Order

A10. Acceptance of Tender
Saldanha Bay Municipality does not bind itself to accept the lowest or any tender.

A11. Penalties for late Completion
Should the Contractor fail to complete the Works by the date stipulated in the contract, or such extended date/s as may be allowed by Saldanha Bay Municipality, he shall pay to Saldanha Bay Municipality as penalties the amount of R500,00 (five hundred rand) for each day or part there of during which the Works remain incomplete.

A12. Materials to be supplied by Saldanha Bay Municipality
A12.1 The following material will be provided free of charge by Saldanha Bay Municipality:
None

A13. Increase and Decrease in Cost
No escalation will be applicable to this contract and Tenderers must therefore make the necessary allowance in their rates.

A14. Validity
Tenders shall hold good for 90 (ninety) days from the closing date, during which period prices shall remain firm.

A15. Bills of Quantities and Variation to Work
Saldanha Bay Municipality reserves the right to omit or vary portions of the work without prejudice to the contract. Any additions to the work for which a tendered price does not apply will be adjusted by means of a variation order after agreement has been reached between the Contractor and the Project Manager on the rate/price offered.

A16. Payments
Payment shall be made monthly only for work satisfactory completed, (minus retention money), and in accordance with the Schedule of Rates and Prices.

A17. Toilet Facilities
- The Contractor shall provide, maintain, move to new positions as required and finally remove, proper latrines of sufficient number at his cost.
- Latrines shall be constructed and placed in position hidden from public view. Conservancy tank or chemical type latrines shall be used and the Contractor shall make his own arrangements with the Local Authority for the disposal of night soil at his cost.

A18. Electricity, Water, Refuse Removal, Telephone

- The contractor shall make his own arrangements for the supply to his work site of water, electricity and a telephone, if required, for his use during construction. The cost of meters, connections, and all other costs associated with the provision of services shall be to the Contractor's account.
- All electrical supply cables shall be laid underground.

A19. Site storage and Working Area
- Saldanha Bay Municipality will make available to the Contractor an area as will be needed for the storage of materials to carry out the contract work. The area will be indicated at the site inspection.

No liability will however be accepted by Saldanha Bay Municipality for the safekeeping of the Contractors materials and he will be totally responsible for this.

A20. Works to be Left Tidy
- During the construction of the works, the site shall at all times be kept in a neat and tidy condition. The Project Manager may order the Contractor to stop all work, until such time as, in his opinion, this condition has been observed.

A21. Personnel Restrictions
- All personnel are to be kept under strict supervision at all times. Supervisors will be held responsible for ensuring that no one enters any adjacent buildings or private property and that no interference with any other task being carried out on the property occurs.

A22. Inspection of Work
- During the progress of the contract all materials being supplied and all work being undertaken by the contractor shall be subject to periodic inspection by Saldanha Bay Municipality's Project Manager or his duly authorized representative. All such material and workmanship shall be supplied and performed, respectively to the entire satisfaction of the Project Manager or his duly authorized representative.
- Should at any stage in the progress of the said works, or on completion, an inspection visit reveal any defects in the construction, which are due to the part of the Contractor, such defective material or workmanship shall immediately be replaced or remedied by the Contractor at his own expense and to the satisfaction of the Project Manager or his duly authorized representative.

A23. Cleaning of Site
- The Contractor shall provide for cleaning up and carting away all demolished/removed material not wanted by Saldanha Bay Municipality, rubbish and debris of whatever kind on completion and is to clear away and remove all rubbish, unused materials, temporary erections, plant and debris and leave the site and the whole of the works clean and tidy to the satisfaction of the Project Manager.

A24. Safety precautions and Insurance.

A24.1 Act 85

The contractor shall comply with the Occupational Health & Safety Act, 1993 (Act 85 of 1993). The form E.4E as placed in this Specification must be adhered to.

A24.2 Environment

The Contractor shall, at all times, comply with the statutes that prohibit pollution of any kind. These statutes are enacted in the following legislation.

- The National Environmental Management Act, 107/1998;
- The Environmental Conservation Act, 73/1989; and
- The National Water Act, 36/1998.

The Contractor shall appoint a responsible person to ensure that no incident shall occur on site that could cause pollution. Where the Contractor was negligent and caused any form of pollution the damage shall be rectified at the Contractors cost.

HEALTH AND SAFETY FILE:
A detailed Health and Safety file is to be compiled and be submitted for approval within one (1) week of issuing the order to the successful tenderer. A site access certificate will only be issued once the file has been approved by the Safety Manager of Saldanha Bay Municipality.

The Health and Safety file will contain the following minimum documentation;
- Letter of Good standing
- All appointments
- SHE Plan approved by client
- Risks Assessments

- Method Statements
- Induction Training
- Equipment maintenance and inspection records
- PPE Issue control sheet
- Training Records

This file will be kept on site and will be available at all times to SBM and Department Of Labour

At completion of contract, the Health and Safety file will be included in the consolidated file and it will be handed over to the SBM representative (Project leader/SHE Official).

PRE-QUALIFICATION CRITERIA

Test for Responsiveness
In order to be considered for a contract in terms of this quotation document, tenders must comply with the following minimum criteria. Documented proof must be submitted along with the tender document.

Minimum Requirements: compulsory to complete and provide information.		**Please indicate with and "X" whether the offer complies with the requirements.**			**Reference** (Supporting documents attached)
		YES	**NO**	**Comment**	
	•Minimum of 3(three) previously successfully completed projects of a similar nature and CIDB grading (1GB) completed within the past three years				

RETURNABLE SCHEDULE:
ANNEXURE 'A': PREVIOUS RELEVANT EXPERIENCE
compulsory to complete and provide information.

TYPE OF RELEVANT WORK PREVIOUSLY PERFORMED	**CLIENT'S DETAILS** ***(Where work was performed, contact name, valid phone number and email address)***	**COMPLETION DATE OF CONTRACT**	**VALUE OF CONTRACT**

VALIDITY PERIOD
Regulation 23 (1)(g)(i)(ii) and (iii) of the Supply Chain Management Policy will apply:

1) The procedures for the handling, opening and recording of bids, are as follows: -
   g) Validity Periods
      i) A minimum bid validity period will apply to all bids and will be calculated from the bid closure date. Bids shall remain in force and binding for the minimum bid validity period as indicated in the invitation to bid and the bid documents, subject to any other applicable legislation and instructions from the National Treasury for specific types of procurement.
      ii) Unless otherwise indicated in writing by the bidder, the validity of bids submitted will automatically extend beyond the minimum bid validity period as set out in sub-paragraph (g)(i) above and will remain valid for acceptance until the bid award process, including the consideration of any appeals, objections or complaints, has been concluded.
      iii) Any bidder may at any time withdraw their bid in writing in which case the bid will not be further considered.

SALDANHA BAY MUNICIPALITY
SUPPLY AND INSTALLATION OF PAVING AT VARIOUS LIBRARIES

ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	RATE	AMOUNT R
	1	**HEALTH AND SAFETY**				
	1.1	Cost of Safety Plan in terms of Occupational Health and Safety Act (Act No 85) and Amendment Act No 181 of 1993, Construction Regulations, 2014, and applicable Environmental Legislation.	Sum	1.00		
	2	**SALDANHA LIBRARY**				
	2.1	**PAVING**				
	2.1.1	**Supply and fit 50mm thick cement pavers strictly to following specifications** -Rip and compact road bed up to 100mm thick and compact up to 100% MODAASTHO density 50mm Charcoal Bond Paver with butt joints laid in soldier bond pattern on 25mm thick river sand bed with sand and cement mixture swept into joints and hosed down	m²	80.00		
	2.1.2	Border paver	m	61.00		
	3	**HAROLD KRUMM LIBRARY**				
	3.1	**PAVING**				
	3.1.1	**Supply and fit 50mm thick cement pavers strictly to following specifications** -Rip and compact road bed up to 100mm thick and compact up to 100% MODAASTHO density 50mm Charcoal Bond Paver with butt joints laid in soldier bond pattern on 25mm thick river sand bed with sand and cement mixture swept into joints and hosed down	m²	25.00		
	3.1.2	Border paver	m	21.00		
	4	**HOPEFIELD LIBRARY**				
	4.1	**PAVING**				
	4.1.1	**Supply and fit 50mm thick cement pavers strictly to following specifications** -Rip and compact road bed up to 100mm thick and compact up to 100% MODAASTHO density 50mm Charcoal Bond Paver with butt joints laid in soldier bond pattern on 25mm thick river sand bed with sand and	m²	30.00		

		cement mixture swept into joints and hosed down				
	4.1.2	Border pavers to be secured on cement base	m	30.00		
Sub Total						**R**

CONTINGENCIES	**10%**	
SUB TOTAL		
15% VAT	**15%**	
FINAL TOTAL		