

Munisipale Kantoor
 Privaatsak X12
 VREDENBURG, 7380
 Tel. No.(022) 701-7113
 Faks No.(022) 715-1304



Municipal Offices
 Private Bag X12
 VREDENBURG, 7380
 Tel. No.(022) 701-7113
 Fax No.(022) 715-1304

TENDER DOCUMENT

TENDER NO. SBM 10/26/27	
APPOINTMENT OF A SERVICE PROVIDER FOR THE COMPILATION OF AN URBAN DESIGN FRAMEWORK PLAN FOR AN OPEN SPACE CORRIDOR IN WITTEKLIP/LOUWVILLE, SALDANHA BAY MUNICIPALITY.	
NAME OF TENDERER	
BUSINESS ADDRESS	
TELEPHONE NUMBER	
CSD NUMBER	

CLARIFICATION MEETING DETAILS:

ADDRESS	COUNCIL CHAMBER, 12 MAIN ROAD, VREDENBURG		
MEETING DATE	06 OCTOBER 2026	MEETING TIME	12H00

SUBMISSION DETAILS:

ADDRESS / TENDER BOX	TENDER BOX, GROUND FLOOR, INVESTMENT CENTRE, 15 MAIN ROAD, VREDENBURG		
CLOSING DATE	23 OCTOBER 2026	CLOSING TIME	12H00

GENERAL INFORMATION

TENDER ADVERTISEMENT DATE	26 September 2026
CLOSING DATE	23 October 2026
CLOSING TIME	12H00
CLOSING VENUE	Tender Box: Ground Floor, Investment Centre, 15 Main Road, Vredenburg
CLARIFICATION MEETING	Compulsory clarification meeting on 06 October 2026 at the Council Chamber.
TENDER SUBMISSION	The tender document, fully completed in all respects, together with a valid Tax Clearance certificate plus any returnable and additional supporting documentation required, must be submitted in a sealed envelope with the name and address of the tenderer, the tender number and title and the closing date and time indicated on the envelope. The sealed envelopes must be inserted into the appropriate official tender box before the closing date and time.

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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
- T2.2 Other Documents required for Tender Evaluation Purposes
- T2.3 Returnable Schedules that will be incorporated in the Contract

Tender Notice and Invitation to Tender (T1.1)

SALDANHABAAI MUNISIPALITEIT

TENDER NOMMER: SBM 10/26/27

TENDER BESKRYWING: AANSTELLING VAN 'N DIENSVERSKAFER VIR DIE OPSTEL VAN 'N STEDELIKE ONTWERP RAAMWERKPLAN VIR 'N OOPRUIMTEKORRIDOR IN WITTEKLIP/LOUWVILLE, SALDANHABAAI MUNISIPALITEIT.

Tender dokumente is beskikbaar om afgelaai te word op die e-Tender publikasie webtuiste www.etenders.gov.za of kan alternatiewelik verkry word by Mev. Rosaire Farmer, Hoofstraat 15, Beleggingsentrum, Vredenburg vanaf **Maandag, 28 September 2026.**

Indien tender dokumente verkry word, moet 'n nie-terugbetaalbare tender deposito van R306.00 betaal word aan Saldanhabaai Munisipaliteit. 'n Bewys van betaling moet aangebied word vir die verkryging van tender dokumente.

Navrae: Mnr. G Tomlinson

E-pos: gary.tomlinson@sbm.gov.za

'n Verpligte inligtingsessie sal plaasvind in die Munispale Raadsaal, 12 Hoof Straat, Vredenburg op **Dinsdag, 06 Oktober 2026** stiptelik om 12H00. **Geen grasie periode sal toegelaat word nie.**

Tenders moet in die tenderbus by die Beleggingsentrum, Hoofstraat 15, Vredenburg ingedien word **voor 12H00 op Vrydag, 23 Oktober 2026** en moet in 'n geseëde koevert wees waarop daar aan die buitekant duidelik gemerk is die bovermelde tender nommer en beskrywing.

Na die sluitingsuur sal die tenders in die publiek oopgemaak word. Enige of die laagste tender sal nie noodwendig aanvaar word nie.

Die 80/20 voorkeur-puntestelsel soos vervat in die Voorkeur Verkrygings Beleid, R8/5-26, van 28 Mei 2026 sal in die beoordeling van hierdie tender gebruik word.

'n Geldige inkomstebelasting uitklaringsertifikaat, soos uitgereik deur die Suid-Afrikaanse Inkomstediens, moet tesame met die tender dokument ingehandig word, en die tenderaar moet voldoen aan die belastingvoorwaardes op die Sentrale Verskaffers Databasis (CSD).

Mnr. H. Mettler
MUNISIPALE BESTUURDER
Munisipaliteit Saldanhabaai
Privaatsak X 12
Vredenburg
7380

SALDANHA BAY MUNICIPALITY

TENDER NUMBER: SBM 10/26/27

TENDER DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE COMPILATION OF AN URBAN DESIGN FRAMEWORK PLAN FOR AN OPEN SPACE CORRIDOR IN WITTEKLIP/LOUWVILLE, SALDANHA BAY MUNICIPALITY.

Tender documents can be downloaded from the e-Tender publication portal at www.etenders.gov.za or alternatively can be collected from Mrs. Rosaire Farmer, 15 Main Road, Investment Centre, Vredenburg from **Monday 28 September 2026.**

If tender documents are collected, a non-refundable tender deposit of R306.00 is payable to Saldanha Bay Municipality. A proof of deposit is required for the collection of tender documents.

Enquiries: Mr. G. Tomlinson

Email: gary.tomlinson@sbm.gov.za

A compulsory information session will take place at the Municipal Council Chamber, 12 Main Road, Vredenburg on **Tuesday 06 October 2026** promptly at 12H00. **No grace period will be allowed.**

Tenders must be placed in the tender box at the Investment Centre, Ground Floor, 15 Main Road, Vredenburg, **before 12H00 on Friday, 23 October 2026**, in a sealed envelope upon the outside whereon is clearly marked the above-mentioned tender number and description.

The tenders shall be opened in the public after the closing hour. Any or the lowest tender will not necessarily be accepted.

The 80/20 preference point system as contained in the Preferential Procurement Policy, R8/5-26, of 28 May 2026 will be used in the adjudication of this tender.

A valid tax clearance certificate, from the South African Revenue Services, must be supplied with the tender document and the tenderer must be tax-compliant on the Central Supplier Database (CSD).

Mr. H. Mettler
MUNICIPAL MANAGER
Saldanha Bay Municipality
Private Bag X 12
VREDENBURG
7380

Tender Data (T1.2)

The Conditions of Tender are **The Standard Conditions of Tender as contained in Annex C of Government Gazette No. 42622 of 8 August 2019 of the CIDB Standard for Uniformity (2019) in Engineering and Construction Works Contracts.**(see www.cidb.org.za).

The Standard Conditions of Tender 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.

The following variations, amendments and additions to the Standard Conditions of Tender as set out in the Tender Data below shall apply to this tender:

Clause Number	Description
C.1.	General Add the following clauses: C1.1.4 The Employer is: Saldanha Bay Municipality Private Bag X12 VREDENBURG 7380 C.1.1.5 The parties agree that this tender, its evaluation and acceptance and any resulting contract shall also be subject to the Employer's Supply Chain Management Policy ('SCM Policy'). C1.1.6 Abuse of the supply chain management system is not permitted and may result in the tender being rejected, cancellation of the contract, restriction of the supplier, and/or the exercise by the Employer of any other rights and remedies available to it as described in the SCM Policy and / or applicable law.
C.1.2	Tender documents Add clause C1.2.1: The Tender documents issued by the Employer comprise: <u>Part T: The Tender</u> 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 T2.2 Other documents required for Tender Evaluation Purposes

	T2.3. Returnable Schedules that will be Incorporated in the Contract Part C: The Contract Part C1: Agreement & Contract Data C1.1 Form of acceptance C1.2 Contract data C1.3 Objections and Complaints form C1.4 Performance Guarantee Part C2: Pricing Data C2.1 Pricing instructions C2.2 Pricing Schedule Part C3: Scope of work C3.1 Description of works C3.2 Appendices C.1.2.3 The employer will only issue tender documents on platforms or via offices as described on T1.1 Tender Notice and Invitation to Tender. Bidders who obtain documents through any means other than described herein, will not be known to the employer and may thus not receive tender notices and addendums. It is the responsibility of bidders who obtain documents through any means other than described herein to notify the employer in accordance with C1.4 of these tender conditions that they are participating in the tender. The employer accepts no liability for any tender notices or addendums not reaching any bidders who obtained documents through any means other than described herein.
C.1.4	Communication and employer's agent Add clause C.1.4.1: The contact details of the employer's agent are: Name: Mr. G. Tomlinson Tel: 022 701 6981 Email: gary.tomlinson@sbm.gov.za Department: Forward Planning (Economic Development and Strategic Services) Saldanha Bay Municipality Private Bag X12 VREDENBURG 7380
C.1.5.2	Remove
C.1.5.3	Remove

C.1.6.2	Remove and replace with: Price and preference: 80/20 Points (Tenders < R 50 000 000) Calculation: $Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$ Where: Ps = Point scored for price of Tender under consideration Pt = Rand value of Tender under consideration Pmin = Rand value of the lowest acceptable Tender Preference points will be 10 points for B-BBEE and 10 points for locality.
C.1.6.3	Remove and replace with: Bidders will be informed of an award in writing (successful and unsuccessful bidders) and have the right to appeal against a decision in terms of Section 62 of the Local Government: Municipal Systems Act, 32 of 2000.

C.2.1	Eligibility Add the following clauses: C.2.1.3: Compliance with requirements of SBM SCM Policy and procedures Only those tenders that are compliant with the requirements below will be declared responsive: - A completed Compulsory Enterprise Questionnaire to be provided (applicable schedule to be completed); - A completed Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums to be provided authorising the tender to be made and the signatory to sign the tender on the partnership /joint venture/consortium's behalf (applicable schedule to be completed); - A copy of the partnership / joint venture / consortium agreement to be provided; - A completed Declaration of Interest to be provided and which does not indicate any non-compliance with the legal requirements relating to state employees (applicable schedule to be completed); - A completed Declaration – Conflict of Interest and Declaration of Bidder's past Supply Chain Management Practices to be provided and which does not indicate any conflict or past practices that renders the tender non-responsive based on the conditions contained thereon (applicable schedules to be completed); - A completed Certificate of Independent Bid Determination to be provided and which does not indicate any non-compliance with the requirements of the schedule (applicable schedule to be completed); - The tenderer (including any of its directors or members), has not been restricted in terms of abuse of the Supply Chain Management Policy; - The tenderer's tax matters with SARS are in order or the tenderer is a foreign supplier that is not required to be registered for tax compliance with SARS; - The tenderer is not an advisor or consultant contracted with the Employer whose prior or current obligations creates any conflict of interest or unfair advantage C 2.1.4: Schedule of work carried out by tenderer. Bidders must complete Form 2.1.3, which is a List and detail of similar projects managed/worked on BY THE INDIVIDUAL HEREIN INDICATED AS LEAD CONSULTANT that were successfully completed during the past 10 years, including the names and contact details of the project clients, and detail of own participation in each project, in the schedule of work experience as attached. (NOT a company profile.). The signed reference letters must be attached to appendix 1. Failure to list the required minimum number of projects on Form 2.1.3, which satisfies the above criteria, and providing the relevant proof as requested will result in the tender to be considered non-responsive. C 2.1.5: Proposed key personnel. The work required in terms of the project is considered to require a high level of expertise and it is essential that suitably qualified and experienced personnel be assigned to the project. Bidders must complete Form 2.1.4 for key personnel identified for each listed position, showing, experience in similar successfully completed projects, qualifications and certifications of personnel. Experience, qualifications and certifications listed and reference for the Lead Consultant and Sub-Consultants. All personnel must be able to speak at least 2 of the official languages of the Western Cape. This must be indicated in the CV. The Key personnel shall be suitably qualified and experienced as indicated in the table below:
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Responsible role	Required experience, skills and expertise	Proof of evidence required
Lead consultant	• Minimum of five (5) years of proven experience in urban planning and design. • Must be registered with the Urban Design Institute of South Africa (UDISA). • The service provider must provide proof of three (3) similar projects.	• Provide CV of the lead consultant outlining proven experience. • Certified true copy of the registration certificate of the individual with UDISA. • List and detail of similar projects managed/worked on BY THE INDIVIDUAL HEREIN INDICATED AS LEAD CONSULTANT that were successfully completed during the past 10 years, including the names and contact details of the project clients, and detail of own participation in each project, in the schedule of work experience as attached. (NOT a company profile.)
Sub-consultants	• Minimum of five (5) years of proven experience in the relevant field of expertise. • Must be a Registered Professional with the accredited institution/council relevant to the field of expertise.	• Provide CV of the sub-consultant outlining proven experience. • Certified true copy of the registration certificate of the individual with the relevant accredited institution/council.
It is compulsory from the bidder to provide proof of registration, qualifications, certification and CV's for each key personnel listed in Form 2.1.4. Attach proof to appendix 2.		

C.2.2	Cost of tendering Add clause C.2.2.3: Tender documents can be downloaded from the eTender publication portal at www.etenders.gov.za or alternatively can be collected at a non-refundable tender deposit rate of R306.00 payable to Saldanha Bay Municipality. Payment for tender documents must be made in cash or a payment into Saldanha Bay Municipality's bank account payable to the Saldanha Bay Municipality. These costs are non-refundable. No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically.		
C.2.3	Check documents Delete the clause and replace with the following: The Tenderer should check the tender documents on receipt for completeness, missing or duplicated pages, indistinct figures or writing and any obvious errors. The Tenderer must notify the Employer's agent at once of any such problems identified.		
C.2.7	Clarification meeting Add: Site or information meetings are compulsory. Bids will not be accepted from bidders who have not attended the site or information meeting on the specified date. A compulsory clarification meeting will be held on Tuesday, 06 October 2026 at 10H00.		
C.2.8	Seek Clarification Replace: <table border="1"> <tr> <td>Request for clarification on the tender document, if necessary, please notify the employer at least five (7) working days before the closing time per e-mail to both the following persons: Mr. G. Tomlinson Manager: Forward Planning Email: gary.tomlinson@sbm.gov.za</td><td>Mrs. R. Farmer Snr Bid Administrator: Specifications Email: rosaire.farmer@sbm.gov.za</td></tr> </table>	Request for clarification on the tender document, if necessary, please notify the employer at least five (7) working days before the closing time per e-mail to both the following persons: Mr. G. Tomlinson Manager: Forward Planning Email: gary.tomlinson@sbm.gov.za	Mrs. R. Farmer Snr Bid Administrator: Specifications Email: rosaire.farmer@sbm.gov.za
Request for clarification on the tender document, if necessary, please notify the employer at least five (7) working days before the closing time per e-mail to both the following persons: Mr. G. Tomlinson Manager: Forward Planning Email: gary.tomlinson@sbm.gov.za	Mrs. R. Farmer Snr Bid Administrator: Specifications Email: rosaire.farmer@sbm.gov.za		
C.2.9	Add: C 2.1.7: Professional indemnity Insurance The employer will not award the contract to a bidder that does not hold a valid professional indemnity (PI) insurance, providing cover for an amount of at least R 400 000.00 in respect of each and every claim during the period of the insurance, which stated minimum cover shall remain in place for the full contract period. Proof of Professional indemnity insurance must be attached to appendix 3.		
C.2.11	Alterations to documents Add: Any ambiguity has to be cleared with the contact person for the tender before the tender closure.		
C.2.12	Remove		

C.2.13.	Submitting a tender offer Amend the following clauses: C.2.13.2 Return all returnable documents to the employer after completing them in their entirety in writing legibly in non-erasable ink and the pricing schedule in excel. The pricing schedule completed in non-erasable ink will govern. C.2.13.3 Submit the tender offer communicated as an original 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. A copy of the complete tender document and signed contract must be provided after award. C.2.13.5 The package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address. Add: Location of Tender box: SALDANHA BAY MUNICIPALITY, Investment Centre, Ground Floor, 15 Main Road, Vredenburg, 7380. Physical address: Municipal offices, Investment Centre, 15 Main Road, Vredenburg, 7380. Identification details: TENDER SBM 10/26/27: APPOINTMENT OF A SERVICE PROVIDER FOR THE COMPILATION OF AN URBAN DESIGN FRAMEWORK FOR AN OPEN SPACE CORRIDOR IN WITTEKLIP/LOUWVILLE, SALDANHA BAY MUNICIPALITY Remove the following clauses: C.2.13.6 and C.2.13.7
C.2.15	Closing Time Amend clause C.2.15.1: The closing time for submission of Tender offers is 12H00 on Friday, 23 October 2026. Note: Telephonic, telegraphic, facsimile or emailed tender offers will not be accepted.
C.2.16	Tender offer validity Amend the following clauses: C.2.16.1 The Tender offer validity period is eighty-four (84) days. 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.
C.2.18	Remove
C2.19	Remove
C.2.20	Remove
C.2.23	Certificates Add: The Tenderer is required to submit with this Tender: 1) A valid tax clearance certificate issued by the South African Revenue Services. 2) B-BEE status level certificate. 3) Locality documentation (municipal accounts and /or lease agreements of the company and executive directors

C.3.4	Opening of tender submission Replace C.3.4.1: The time and location for opening of the tender in public is Friday, 23 October 2026 at 12H00, SALDANHA BAY MUNICIPALITY, Council Chamber, 12 Main Road, Vredenburg . Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.
C.3.5	Remove
C.3.11	Evaluation of tender offers Add: Step 1: Assessment of eligibility (i.e. general completeness) and responsiveness. Step 2: Price and preference: 80/20 Points (Tenders < R 50 000 000) Calculation: $Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$ Where: Ps = Point scored for price of Tender under consideration Pt = Rand value of Tender under consideration Pmin = Rand value of the lowest acceptable Tender Preference points will be 10 points for B-BBEE and 10 points for locality.
C.3.11.1	Remove
C.3.12	Remove
C.3.13	Acceptance of tender offer Add the following to C.3.13 g) the Tenderer has in his or her possession a valid Tax Clearance Certificate issued by the South African Revenue Services and is tax compliant on the Central Supplier Database; h) the Tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges; i) the Tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; j) the Tenderer has not: i) abused the Employer's Supply Chain Management System; or ii) failed to perform on any previous contract; and k) the Tenderer fully completes all required documentation.
C.3.16	Remove

Additional: C.3.19	The additional conditions of Tender are: a) Saldanha Bay Municipality may also request that the Tenderer provide written evidence that their financial, labour and resources are adequate for carrying out the project. b) The Saldanha Bay Municipality reserves the right to appoint a firm of chartered accountants and auditors and/or execute any other financial investigations on the financial resources of any Tenderer. c) The Tenderer shall provide all reasonable assistance in such Investigations. Tenderers must take note that in the case of a false statement or submission of false information, the tender will be disqualified with immediate effect and criminal prosecution may be considered. d) Council reserves the right not to make an award in this matter.
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Returnable Documents (T2)

ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated

PART T2 Returnable Documents (All documents / schedules are returnable)

- T2.1 List of Returnable Schedules Required for Tender Evaluation
- T2.2 Other Documents required for Tender Evaluation Purposes
- T2.3 Returnable Schedules that will be incorporated in the Contract

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 tenderer

Form 2.1.4 Proposed key personnel

Form 2.1.5 Invitation to Tender (MBD 1)

Form 2.1.6 Declaration of Interest (MBD 4)

Form 2.1.7 Preference Point Claim Form and Proof of B-BBEE status (MBD 6.1)

Form 2.1.8 Declaration of Bidder's past supply chain management services (MBD 8)

Form 2.1.9 Certificate of Independent Bid Determination (MBD 9)

Form 2.1.10 Conflict of Interest

FORM 2.1.1 - GENERAL INFORMATION

1. Name of Tendering Entity:			
2. Contact Details			
Address:			
Tel No:			Fax No:
E-mail Address:			

3. Legal entity: Mark with an X.

Sole proprietor	
Partnership	
Close corporation	
Company	
Joint venture	

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

Joint venture member	Type of entity (as defined above)

4. Income tax reference number:

 (in the case of a joint venture, provide for all joint venture members)
5. VAT registration number:

 (in the case of a joint venture, provide for all joint venture members).
 Where the value of an intended contract will exceed R 1 000 000.00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Services for VAT purposes in order to be able to issue tax invoices.
6. Company or closed corporation registration number:
 _____ (In the case of a joint venture, provide for all joint venture members)
7. Details of proprietor, partners, closed corporation members, or company directors, indicating technical qualifications where applicable (Form on the next page).
8. For joint ventures the following must be attached:
- Written power of attorney for authorised signatory.
 - Pro-forma of the joint venture agreement.
 - The major partner to satisfy at least 40 percent of the turnover and credit amount criteria, and each other partner at least 25 percent of the criteria.

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

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			
Tel No.		Fax No.	
E-mail			

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/Ms.

has been duly authorized to sign all documents in connection with the Tender for Contract Numberand any Contract which may arise there from on behalf of

SIGNED ON BEHALF OF THE COMPANY	
IN HIS CAPACITY AS	
DATE	
FULL NAME OF SIGNATORY	
AS WITNESS 1.	
2.	

***** PLEASE ATTACH CONFIRMATION OF AUTHORITY OF SIGNATORY DOCUMENTATION TO APPENDIX 4**

FORM 2.1.3 - SCHEDULE OF WORK CARRIED OUT BY TENDERER

PROJECT 1	
NAME	
EMPLOYER	
Tel:	
Contact person:	
Designation:	
Email:	
DESCRIPTION OF WORK	
CONTRACT PERIOD	From: To:
VALUE OF CONTRACT	

PROJECT 2	
NAME	
EMPLOYER	
Tel:	
Contact person:	

Designation:	
Email:	
DESCRIPTION OF WORK	
CONTRACT PERIOD	From: _____ To: _____
VALUE OF CONTRACT	
PROJECT 3	
NAME	
EMPLOYER	
Tel:	
Contact person:	
Designation:	
Email:	
DESCRIPTION OF WORK	
CONTRACT PERIOD	From: _____ To: _____
VALUE OF CONTRACT	

*** The Signed Reference Letters Must Be Attached To Appendix 1.

FORM 2.1.4 - PROPOSED KEY PERSONNEL

DESIGNATION	NAME	NATIONALITY:	SUMMARY OF	
	(i) NOMINEE (ii) ALTERNATE		QUALIFICATIONS AND CERTIFICATION	EXPERIENCE AND PRESENT OCCUPATION
Lead consultant				
Sub-consultants				

Name of Tendering Entity:			
Signature:		Date:	

*** PLEASE ATTACH PROOF OF REGISTRATION, QUALIFICATIONS, CERTIFICATION AND CVS OF KEY PERSONNEL TO APPENDIX 2

MBD 1
FORM 2.1.5 – INVITATION TO TENDER

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SALDANHA BAY MUNICIPALITY					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS OF BUSINESS					
STREET ADDRESS OF BUSINESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN		OR	CSD No	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWORN AFFIDAVIT [TICK APPLICABLE BOX]	Yes or No		CONTRIBUTOR FACTOR (See MBD 6.1)		
DOCUMENTS REQUIRED AS PRESCRIBED TO CLAIM PREFERENCE POINTS. IF DOCUMENTS ARE NOT PROVIDED AS REQUESTED 0 POINTS WILL BE ALLOCATED.					
ORIGINAL OR ORIGINAL CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE ISSUED BY A SANAS ACCREDITED AGENCY OR EME OR QSE SWORN AFFIDAVIT OR A CERTIFIED COPY THEREOF					
MUNICIPAL ACCOUNT OR LEASE AGREEMENT IN THE NAME OF THE BUSINESS OR AN AFFIDAVIT FROM THE OWNER OF THE PROPERTY WHERE OF BUSINESS					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?	YES OR NO (Provide proof)		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS / SERVICES / WORKS OFFERED?	YES OR NO (If yes, answer 3)	
CRS no	TOTAL BID PRICE (Brought forward)				
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	SCM		DEPARTMENT	Town Planning	
CONTACT PERSON	Rosaire Farmer		CONTACT PERSON	Gary Tomlinson	
TELEPHONE NUMBER	022 701 6945		TELEPHONE NUMBER	022 701 6981	
E-MAIL ADDRESS	rosaire.farmer@sbm.gov.za		E-MAIL ADDRESS	gary.tomlison@sbm.gov.za	

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE 1.3. THIS BID IS SUBJECT TO THE 80/20 PREFERENCE POINT SYSTEM AS CONTAINED IN THE PREFERENTIAL PROCUREMENT POLICY, R8/5-26, OF 28 MAY 2026, WILL BE USED IN THE ADJUDICATION OF THIS TENDER.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3. 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES/NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES/NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES/NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES/NO
3.5. 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 2.3 ABOVE.	

MBD 4
FORM 2.1.6 – DECLARATION OF INTEREST

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:													
3.2.	Identity number:													
3.3.	Position occupied in the Company (director, trustee, shareholder ²)													
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 particulars.													
3.9.	Have you been in the service of the state for the past twelve months?											YES NO	/	
3.9.1.	If so, furnish particulars.													
3.10.	Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?											YES NO	/	
3.10.1.	If so, state particulars.													
3.11.	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?											YES NO	/	

3.11.1.	If so, state particulars.			
3.12.	Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?	YES NO	/	
3.12.1.	If so, state particulars.			
3.13.	Is 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 so, 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 this contract?	YES NO	/	
3.14.1.	If so, furnish particulars.			
4.	Full details of directors / trustees / members / shareholders:			
COMPLETION OF THE FOLLOWING INFORMATION IS <u>COMPULSORY</u>:				
Full Name		Identity Number		Individual Tax Number for each Director
				State Employee Number
CERTIFICATION				
I CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.				
NAME OF ENTERPRISE				
CAPACITY		DATE		
NAME (PRINT)		SIGNATURE		
*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.	

FORM 2.1.7 PREFERENCE POINT CLAIM FORM and PROOF of B-BBEE STATUS

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 bids 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 BID, PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND PREFERENTIAL PROCUREMENT POLICY OF COUNCIL.

1. GENERAL CONDITIONS

a. The following preference point system is applicable to invitations to bid:

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

b. Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:

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

c. The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20 (10 B-BBEE and 10 Locality)
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

- d. Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the bid, 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 bidder 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

1.4.2.1. 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 proprietor 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.

1.4.2.2. 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 exists, 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 exists, 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"

1.4.2.3. 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 1.4.2.2 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.

- e. The municipality reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the 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) **"bid"** 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 bidding 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) **"bid 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 points is allocated for price on the following basis:

$$\mathbf{80/20} \quad P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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

4.1 POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS

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

$$\mathbf{80/20} \quad P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

5. POINTS AWARDED FOR SPECIFIC GOALS

In terms of the Preferential Procurement policy of Council section 6(2) and 8(2), preference points must be awarded for specific goals stated in the bid. For the purposes of this bid the bidder 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 bid:

a. 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

b. 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:

a. B-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

- a. Name of company / firm: _____
- b. Company registration number: _____
- c. VAT registration number: _____
- d. 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]

e. MUNICIPAL INFORMATION

Municipality where business is situated: _____

Street address of business:

Registered municipal account number: _____

NOTE: MUNICIPAL INFORMATION PROVIDED MUST BE ALIGNED TO PARAGRAPH 1.4 AND 5.2

- f. 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 bid, 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 bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) 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:

.....

.....

*** PLEASE ATTACH PROOF OF B-BBEE STATUS TO APPENDIX 5

FORM 2.1.8 - DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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 <i>audi alteram partem</i> 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:		
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 11 Directors, a schedule with addresses must also be attached to the tender document.

Business Address:Mr. / Mrs

Director 1 Address:Mr. / Mrs

Director 2 Address:Mr. / Mrs

Director 3 Address:Mr. / Mrs

Director 4 Address:Mr. / Mrs

Director 5 Address:Mr. / Mrs

Director 6 Address:Mr. / Mrs

Director 7 Address:Mr. / Mrs

Director 8 Address:Mr. / Mrs

Director 9 Address:Mr. / Mrs

Director 10 Address:Mr. / Mrs

Director 11 Address:Mr. / Mrs

Attach page if space insufficient.

*** PLEASE ATTACH MUNICIPAL INFORMATION PROOF TO APPENDIX 6

FORM 2.1.9 - CERTIFICATE OF INDEPENDENT BID DETERMINATION

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a) take all reasonable steps to prevent such abuse;
 - b) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where product or service will be rendered (market allocation)
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a bid;
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. 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.
11. 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.
12. 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.

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.

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.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

FORM 2.1.10 - CONFLICT OF INTEREST

1. The tenderer shall declare whether it has any conflict of interest in the transaction for which the tender is submitted. **(Please mark with X)**

YES		NO	
-----	--	----	--

1.1 If yes, the tenderer is required to set out the particulars in the table below:

2. The tenderer shall declare whether it has directly or through a representative or intermediary promised, offered or granted:

2.1 Any inducement or reward to SBM for or in connection with the award of this contract; or

2.2 Any reward, gift, favour or hospitality to any official or any other role player involved in the implementation of the supply chain management policy. **(Please mark with X)**

YES		NO	
-----	--	----	--

If yes, the tenderer is required to set out the particulars in the table below:

Should the tenderer be aware of any corrupt or fraudulent transactions relating to the procurement process of SBM, please contact the following:

***The SBM's anti-corruption hotline at
0800 444 990 OR
sbm@thehotline.co.za.***

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by SBM of any other remedies available to it.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

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

ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated.

- PART T2.2 Returnable Documents (All documents / schedules are returnable)**
- T2.2.1 Certificate of Tenderer's Attendance at the compulsory clarification meeting
 - T2.2.2 Tax Clearance Certificate Requirements – TCC001
 - T2.2.3 Central Supplier Database (CSD)
 - T2.2.4 Instruction: Handling of Tender Document

**FORM 2.2.1 - CERTIFICATE OF TENDERER'S ATTENDANCE AT THE
COMPULSORY CLARIFICATION MEETING**

This is to certify that I,,

representative of (Tenderer)

.....

of (address)

.....

.....

Telephone number

Fax number

Attended Clarification Meeting on (date)

in the company of (SALDANHA BAY MUNICIPALITY / Employer's Representative)

.....

NB: Tenderers are requested to submit the minutes received at above-mentioned compulsory clarification meeting with their Tender documents. (Non- submission of this information may lead to rejection of this Tender)

TENDERER'S REPRESENTATIVE	
SALDANHA BAY MUNICIPALITY / EMPLOYER'S REPRESENTATIVE	

***** PLEASE ATTACH ATTENDANCE REGISTER OF CLARIFICATION MEETING TO APPENDIX 7.**

FORM 2.2.2 - Tax Clearance Certificate Requirements – TCC001

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

In order to meet these requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

- 1 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 2 In bids where Consortia / Joint Ventures / Sub-contractors are involved; each part must submit a separate Tax Clearance Certificate.
- 3 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 4 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

***** PLEASE ATTACH A VALID TAX CLEARANCE CERTIFICATE TO APPENDIX 8.**

FORM T2.2.3 – CENTRAL SUPPLIER DATABASE (CSD)

Paragraph 14(1)(a) of the Municipal Supply Chain Management Policy states that the municipality must keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements. Saldanha Bay Municipality has decided to accept an invitation from Provincial Treasury to join the Western Cape Supplier Database (WCSD) with the view of using one centralized database. However, on 01 July the Municipality will make use of the Centralised Supplier Database. This decision was taken based on the advantages it holds for our suppliers as well as our organization's procurement processes. All prospective providers of municipal goods and/or services are hereby requested to register their business with the CSD.

The usage of the Centralised Supplier Database came into effect on 01 July 2016. REGISTRATION WILL BE COMPULSORY IN ORDER TO CONDUCT BUSINESS WITH SALDANHA BAY MUNICIPALITY. The database will be used to verify the accreditation of a supplier before an award can be made.

All prospective suppliers should be aware of the amended codes of good practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act as issued by the Minister of Trade and Industry (Gazette No.36928) on 11 October 2013.

Enquiries can be made to Mr. H. Siecker at 022 701 7070.

(hein.siecker@sbm.gov.za)

CSD registration number (if registered):

FORM T2.2.4 – INSTRUCTION: HANDLING OF TENDER DOCUMENT

Tenders must be properly received and deposited in the above-mentioned tender box on or before the closing date and before the closing time. No late tender offers will be accepted under any circumstances. Tender offers must be submitted in a sealed envelope properly marked in terms of the tender number and tender description as indicated above. If the tender offer is too large to fit into the abovementioned box, please enquire at the public counter opposite the tender boxes for assistance. No tender offers will be accepted via facsimile, email or electronic copies.

All bids must be submitted on the official bid documents issued by SBM for this bid and not be re-typed.

Do not dismember this Tender Document (do not take it apart or put documents between its pages) and all other documents of the submission must be attached to this Tender Document.

Tenders generated from e-Tender:

E-TENDER DECLARATION

It is compulsory to confirm “Yes” or “No” on all line items **Yes/No**

The original document collected from the Municipality must be submitted or, if documents are printed from the e-tender website, the original, printed document must be submitted, clearly reflecting all writing and signatures in black ink. Copied documents where the writing and signatures is unclear and/or copied will render the tender non-responsive.	
Print the tender document with a quality printer. If the wording is unclear, the document will be discarded.	
Printed documents must be bind securely according to page numbers to prevent pages getting lost. Missing pages will render the tender non-responsive. Do not staple the pages together.	
The Price Schedule and All Annexures with compulsory attachments must be bind to the back of the document.	
No alterations of the document will be accepted. Any alterations will disqualify the tender.	
Print the Tender document on both sides to save paper and for standardisation.	

It is compulsory to comply and sign below if the tenderer agrees to the requirements above

I accept and approve all of the above.

SIGNATURE OF TENDERER

CHECKLIST

Please ensure that you have included all the documents listed below and submit it with your tender document as well as ensure that you adhere to the listed requirements. This will ensure that your tender is not deemed to be non-responsive and disqualified.

PLEASE TICK BOX ON THE LEFT



- ☐ Identity Documents of all those with equity ownership in the organization. In the case of a company please include only those ID documents of the Directors with equity ownership.
- ☐ Company registration forms.
- ☐ Copy of business and director/s municipal account/s.
- ☐ Registration with professional body (If applicable).
- ☐ All relevant sections complete and signed and all pages of tender document initialled by authorized signatory.
- ☐ Proof attached that signatory is duly authorized to enter into contractual agreement with Saldanha Bay Municipality on behalf of the organization.
- ☐ Original or Originally Certified copy of a valid SANAS approved B-BBEE certificate or a valid B-BBEE affidavit.
- ☐ Proof for claiming points for locality as required in MBD 6.1.
- ☐ Tax-compliant status on CSD.
- ☐ Other as required in the tender document.

DECLARATION

I declare that all relevant documents have been included with the bid document and all the tender conditions have been adhered to.

Name: _____ Signature: _____

Capacity: _____

Returnable Schedules that will be incorporated in the Contract (Part T2.3)

(ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated.

PART T2.3

T2.3.1 Record of Addenda to Tender Documents

FORM 2.3.1 - 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:

No.	Date	Title or Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Signed:		Date:	
Name:		Position:	
SIGNED ON BEHALF OF TENDERER:			

*** PLEASE ATTACH RECORD OF ADDENDA TO APPENDIX 9.

The Contract (Part C)

ALL Documents and Schedules *MUST BE RETURNED (SUBMITTED)* for the TENDER to be Evaluated.

PART C

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

Agreement and contract data (Part C1)

ALL Documents and Schedules *MUST BE RETURNED (SUBMITTED)* for the TENDER to be Evaluated.

PART C1

- Part C1.1 Form of Offer & Acceptance
- Part C1.2 Contract Data
- Part C1.3 Objections and Complaints
- Part C1.4 Occupational Health and Safety Agreement

FORM OF OFFER AND ACCEPTANCE - (PART C1.1)

1. OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

APPOINTMENT OF A SERVICE PROVIDER FOR THE COMPILATION OF AN URBAN DESIGN FRAMEWORK FOR AN OPEN SPACE CORRIDOR IN WITTEKLIP/LOUWVILLE, SALDANHA BAY MUNICIPALITY

The Tenderer, 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 Tenderer, deemed to be duly authorized, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor 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 of the Prices inclusive of Value Added Tax is

.....Rand (in words);

R(in figures)
(or other suitable wording)

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 Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

For the Tenderer:

Signature

Name

Capacity

Name and address of organisation:

.....
.....

Name and signature of witness:

Signature

Name

Date

2. ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer 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 Agreement)

Part C2 : Pricing Data

Part C3 : Scope of Work

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

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto, as listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representatives of both parties.

The Tenderer shall, within two weeks after receiving a completed copy of this Agreement including the Schedule of Deviation (if any), contact the Employer's agent (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 at, or just after, the date this Agreement comes into effect. Failure to fulfil any of the 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 Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (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,

For the **Employer**:

Signature

Name

Capacity

Name and address of organisation:

.....
.....

Name and signature of witness:

Signature
Name
Date

3. SCHEDULE OF DEVIATIONS

Notes:

1. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
2. A Tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of, offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents, and which it is agreed by the Parties becomes an obligation of the contract, shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the contract.

1. Subject

.....

Details

.....

.

2. Subject

.....

Details

.....

.

3. Subject

.....

Details

.....

.

4. Subject

.....

Details

.....

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer 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 Tenderer

For the Employer

..... Signature(s)

..... Name(s)

.....Capacity

Name and address of organization

Name and address of organization

.....

.....

.....

.....

.....Witness Signature.....

.....Witness Name.....

.....Date.....

SALDANHA BAY MUNICIPALITY

APPOINTMENT OF A SERVICE PROVIDER FOR THE COMPILATION OF AN URBAN DESIGN FRAMEWORK FOR AN OPEN SPACE CORRIDOR IN WITTEKLIP/LOUWVILLE, SALDANHA BAY MUNICIPALITY

The Tenderer, (now Contractor), identified in the Offer part of this Agreement hereby confirms receipt from the Employer, identified in the Acceptance part of this agreement, of one fully completed original copy of this Agreement, including the Schedule of Deviations (if any) today:

The(day) of(month), 20.....(year)

at.....(place)

For the Contractor:

Signature.....

Name.....

Capacity.....

Signature and name of witness:

Signature.....

Name.....

Contract Data - (Part C1.2)

1. CONDITIONS OF CONTRACT

2. 1.1. CONDITIONS OF CONTRACT

1.1. Standard Professional Services Contract

The **Standard Professional Services Contract (Third Edition, July 2009)** published by the Construction Industry Development Board is applicable to this.

Copies of these Conditions of Contract may be obtained from the Construction Industry Development Board's website www.cidb.org.za.

PART 1: DATA PROVIDED BY THE EMPLOYER

The following contract specific data are applicable to this Contract:

CLAUSE	<u>DESCRIPTION</u>
	The Employer is the Saldanha Bay Municipality
3.4 and 4.3.2	Add: The Authorized and Designated representative of the Employer is: Name: Mr. Gary Tomlinson Address: Saldanha Bay Municipality Private Bag X12 Vredenburg 7380 Tel: 022 701 6981 Gary.tomlinson@sbm.gov.za
3.6	Replace: The Service Provider may release public or media statements or publish material related to the Services or Project, subject to the written approval of the employer.
3.12	Add: The daily penalty for late completion of milestones as per approved project programme is R 1000.00 excl. VAT
3.15	Add: A Programme shall be submitted within 14 days of the award of the project.
5.4.1	Add: Professional indemnity Insurance

CLAUSE	DESCRIPTION
	The service provider must maintain professional indemnity insurance with a minimum value of one million Rands (R 400 000.00) for the full duration of the contract.
9.1	Add: Copyright of documents prepared as part of the project shall be vested with the Saldanha Bay Municipality.
14	Add: A schedule of payment indicating tasks and deliverables as per the programme shall be submitted for approval within 14 days of the award of the project. Replace: The Employer shall remunerate and reimburse the Service Provider for the performance of the Services as set out in the Pricing Data and in accordance with the payment schedule to be submitted for approval.
14.1	Remove: The Service Provider shall be entitled to render interim monthly accounts for fees and reimbursements throughout the duration of the Contract. Add: Interim amounts of lump sum fees due shall be based on progress in accordance with the approved schedule of payments.

PART 2: DATA PROVIDED BY THE SERVICE PROVIDER

CLAUSE	DESCRIPTION	
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:	

OBJECTIONS AND COMPLAINTS FORM (Part C1.3)

(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:

Occupational Health and Safety Agreement (C1.4)

AGREEMENT MADE AND ENTERED INTO BETWEEN SALDANHA BAY MUNICIPALITY (HEREINAFTER CALLED THE "EMPLOYER") AND

..... ,
(Service Provider/Mandatar/Company/CC Name)

IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993 AS AMENDED.

I,, representing

....., as an employer
in its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work will be performed, and all equipment, machinery or plant used in such a manner as to comply with the provisions of the Occupational Health and Safety Act (OHSA) and the Regulations promulgated thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured with an approved licensed compensation insurer.

COID ACT Registration Number:

OR Compensation Insurer: Policy No.:

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of OHSA and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHSA and Regulations as well as the Council's Special Conditions of Contract, Way Leave, Lock-Out and Work Permit Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any subcontractors employed by me will enter into an occupational health and safety agreement separately, and that such subcontractors comply with the conditions set.

I hereby declare that I have read and understand the appended Occupational Health and Safety Conditions and undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan.

Signed at on the day of 20....

Witness

Mandatar

Signed at on the day of 20

Witness

for and on behalf of Saldanha Bay Municipality

PRICING DATA (Part C2)

ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated.

PART C2

Part C2.1 Pricing Instructions

Part C2.2 Pricing Schedule

C2.1 PRICING INSTRUCTIONS

1. Pricing must be done on a time and cost basis.
2. On 1 July 2019 the Cost Containment Regulations, 2019 was implemented. Regulation 5 stipulates the requirements for the appointment of consultants.

2.2 PRICING SCHEDULE

The pricing schedule as provided in excel to the bidders who attended the compulsory information session must be completed electronically and submitted in both original signed printed hard copy and electronically (USB).

***** PLEASE ATTACH SIGNED ORIGINAL HARD COPY PRICING SCHEDULE AND ELECTRONIC (USB) TO APPENDIX 10.**

SCOPE OF WORK (Part C3)

ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated.

PART C3

C3.1 Description of the Works

DESCRIPTIONS OF WORKS – PART C3.1

SCOPE OF WORK FOR THE COMPILATION OF AN URBAN DESIGN FRAMEWORK FOR AN OPEN SPACE CORRIDOR IN WITTEKLIP/LOUWVILLE, SALDANHA BAY MUNICIPALITY

1. PURPOSE AND OBJECTIVES

Saldanha Bay Municipality wishes to appoint a service provider to undertake the compilation of an urban design framework for the upgrading of an open space corridor stretching through the neighbourhoods of Witteklip and Louwville in Vredenburg.

The objectives of the study is to provide a design framework with a phased approach allowing for implementation as capital budgets are made available. The design framework should include opportunities for local economic development, as well as measures for addressing and formalising storm water runoff through the corridor.

2. LOCALITY AND STUDY AREA

The study area is located in the jurisdiction of the Saldanha Bay Municipality in the town of Vredenburg within the neighbourhoods of Witteklip and Louwville. The study area encompasses Erven 13673, 9413, 9539, 9283, 7470, 7368, 7308 and 7243 representing an open space corridor linking Kooitjieskloof Road in the north with Nackerdien Road in the south. The area has an extent of approximately 3,8119ha.



Map 1: Locality within Vredenburg



Map 2: Locality within Witteklip and Louwville suburbs

3. STATUS QUO

The properties are zoned Open Space Zone 1 with the exception of Erf 7368 which is zoned Business Zone 2. The properties are in ownership of the Municipality. The corridor are transversed by a number of roads such as Kunene, Strandloper, Nackerdien, Petrus Meyer and Arthur Abrahams Road, as well as a Transnet railway line on the boundary between Louwville and Witteklip.

The corridor occurs within low income neighbourhoods and for the most part the boundaries are aligned with informal fencing. The corridor is undeveloped with sandy conditions prominent and little natural vegetation occurring. During heavy rainfall scenarios this translates to problems experienced with storm water runoff clogging the storm water system with sand resulting in flooding of properties.



Photo 1: Current scenario

4. SCOPE

The scope of the project includes the following

- A status quo investigation to determine opportunities and constraints.
- Consultation with stakeholders to provide baseline requirements.
- The compilation of a draft urban design framework plan reflecting upgrading proposals including (but not limited to) a formalised pedestrian walkway, local economic opportunities at strategic localities, storm water runoff management measures and implementation phasing.
- Consultation with stakeholders to present the draft framework plan and gain input/comment.
- Amendments to the framework plan as required.
- Submission and presentation to the Council/Mayco/Portfolio committee, as may be required, for approval of the framework plan, including undertaking any amendments required to obtain such approval.
- Final approved Urban Design Framework report and plan.

5. PROJECT STAGES

The project will consist of the following stages:

Stage A: Status quo analyses

Analyses of the status quo of the study area in order to obtain baseline information for the compilation of a draft urban design framework plan. This stage includes consultation with stakeholders such as municipal departments and ward committee members to gain input and recommendations, as may be required.

Stage B: Compilation of draft urban design framework plan

Compilation of an urban design framework plan for evaluation and discussion.

Stage C: Stakeholder consultation

Presentation of the draft urban design framework plan to stakeholders for comment.

Stage D: Finalisation of urban design framework

Discussion of input received and amendment of the draft urban design framework plan as may be required. Finalisation of the plan and report for submission to the Council.

Stage E: Close-out submission

Submission of the close-out documentation as specified.

6. DELIVERABLES

The following deliverables is required from the study. Each deliverable is to be proceeded with a draft circulated to the department for evaluation and input, for finalisation to the satisfaction of the Municipality.

i) Status quo report

The status quo report should provide an evaluation of the study area and detail all the opportunities and constraints applicable to the study area, including the presence of servitudes and civil engineering services and general engineering aspects which could influence the upgrading. It should reflect the input gained from consultation with stakeholders to provide baseline information for the upgrading proposals with regard to, but not limited to, storm water runoff issues, local economic development opportunities, recreational needs and maintenance requirements.

The status quo report is to be provided before compilation of the draft urban design framework proposals.

ii) Consultation register

The consultation register should detail all engagements with stakeholders throughout the process inclusive of date, time, purpose, attendees, input gained/result of discussions.

The consultation report is to be provided at the end of the process for inclusion with the submission of the final draft urban design framework to the Council. A draft of the report must be submitted for evaluation before submission of the final document. Monthly progress reports should include the detail relevant to discussions taking place in that period.

iii) Urban design framework plan and report

The urban design framework should, at a minimum, address the following:

- The layout for a formalised pedestrian walkway.
- Recommendations for the construction and finishing of the walkway.
- Proposals for the treatment/use/finishing of areas remaining outside of the walkway inside the boundary of the corridor.
- Measures and proposals for the safe crossing of the railway line.
- The incorporation of management measures for storm water runoff in the corridor.
- The location and proposed nature of local economic development opportunities at strategic localities.
- Examples for structures to be erected at such localities including finishing and general design.
- Provision for social recreational areas along the walkway and the nature and intended use of such areas, together with recommendations on treatment and finishing.
- Detail and recommendations with regard to hard and soft landscaping.
- Implementation phasing and cost indications for each phase.

The urban design framework must consist of the following:

- A plan, graphically depicting the upgrading proposals with clear descriptions and explanations; the plan should be titled, dated and numbered sequentially for each version submitted, clearly indicated as draft until finally approved, to the satisfaction of the Municipality.
- A report, consisting of the status quo evaluation and the motivation of the upgrading proposals as depicted on the plan, explaining and elaborating on the proposals and recommendations inclusive of the implementation phasing and cost indications. The report should include the recommendations of a qualified storm water engineer with regard to the management measures incorporated into the urban design for storm water runoff in the corridor.

A draft of the framework plan must be submitted for evaluation before utilisation for any stakeholder consultation and after any amendments are implemented. A draft of the report inclusive of the plan must be submitted for evaluation before final submission to the Council.

iv) Close-out submission

The following must be provided on project closure:

- Electronic copies of the final, approved Urban Design Framework report in Microsoft Word and in Adobe PDF format;
- 4 (four) Colour Hard Copies of the final, approved report dated with the Council approval resolution reference and with the resolution included;
- An electronic copy of all agendas, minutes and attendance registers of all meetings, consultations, engagements etc held pertaining to the project;
- An electronic copy of all notices issued in terms of the public participation process and communication materials developed to enhance the public participation process;
- An electronic copy of all public and stakeholder comments/submissions received;
- All presentations in original and pdf format and/or other material presented during all stages of the Urban Design Framework drafting process;
- The reports and other written documents generated and submitted to the municipality for consideration shall be prepared and submitted in MS Word;
- The plan shall be provided in PDF and Jpeg format for printing purposes;
- Originals of graphics / photographs must be supplied;

7. ROLES AND RESPONSIBILITIES

7.1 The service provider will have the following broad roles and responsibilities:

- Provision of a project plan with milestones indicated, two weeks after appointment, to the satisfaction of the Municipality.
- Provision of a schedule of payment indicating tasks and deliverables as per the project plan, two weeks after appointment.
- Full management of the project and its deliverables, including any sub-deliverables quoted for by the Service Provider in their bid.
- Consultation and/or workshops with stakeholders including members of the public, ward committee, councillor, municipal officials and any party deemed relevant to the project by the Municipality.
- Arrangements for consultations, including invites, agendas and the keeping and circulation of minutes.

- The provision of drafts for the status quo and framework plan to the Municipality for evaluation and input, prior to finalisation to the satisfaction of the Municipality.
- The provision of monthly progress status reports before the end of each month.
- Attendance of meetings.
- Presentations to the stakeholders, Municipal Portfolio Committee(s) as well as Council and/or the Mayoral Committee as may be required.
- The provision of the deliverables stipulated in the form and manner prescribed by the Municipality.
- The service provider may have to employ other people to execute activities which require specific skills, whether professional and/or administrative, which must be duly listed in order to substantiate the tender and bid pricing. However, the successful service provider remains responsible for the delivery of all services, and the Municipality will not be bound by separate third-party agreements.

No work that is additional to the scope of this bid may be undertaken by the service provider without the prior written approval of the Project Manager.

Only completed activities will be remunerated, and payment will be subject to receipt of a detailed progress report or deliverable, in line with the approved project plan and stated milestones.

If any project team member of the service provider is to be replaced after the submission of the tender, it will only be acceptable with written agreement by the Municipality.

7.2 The municipality will have the following broad roles and responsibilities:

- Contractual and financial control;
- Project leadership and management of critical path aspects;
- Sharing of data relevant to the project;
- Evaluation and approval of all project deliverables;
- Providing comment, technical assessment and vetting of all draft products;
- Assisting the Service Provider with the organisation of all structured meetings;
- Assisting the Service Provider with logistical arrangements including invitations, booking of venues and communication of timeslots;
- Assisting the Service Provider with the copying of documents as may be necessary prior to and after meetings and any workshops; and

- Any aspect that may arise during the execution of the project and agreed upon by both parties.
- The Municipality will be responsible for any publications / advertisements and associated costs related to the Urban Design Framework

8. Technical Specifications

- a) All reports, written documents, data, and maps generated must be submitted to the Municipality for consideration and shall be prepared in English and in both MS Word and PDF format.
- b) Reports, documents and maps shall be branded as collectively agreed.
- c) Reports, documents and maps shall be proofread and copy-edited.
- d) The reports, documentation and maps shall be supplied, electronically in an editable format for translation, updating and printing purposes.
- e) All graphics, such as maps, graphs, and images, shall be provided in both PDF and Jpeg formats.
- f) All GIS information and maps must be prepared using the ESRI suite of products— ArcGIS Pro®. All PDF copies, ArcGIS Pro® project files and a complete geodatabase (.gdb), including all feature classes used for analysis and map creation, must be submitted electronically to the Municipality.
- g) Electronic and/or hard copies of all agendas, minutes and attendance registers pertaining to the project and all presentations or other materials presented during any/all stages of the project must be included.

9. REPORTING

The appointed Service Provider will report to the Manager: Forward Planning in the Land Use Planning & Development Control Department of the Saldanha Bay Municipality. Meetings will take place either in person in suitable venues of the Municipality or via MS Teams. No provision is to be made for catering.

10. PROJECT TIMEFRAME

The study must be completed before end of April 2027 for submission to the Council in May 2027. The final draft framework plan and report must be submitted for evaluation by **end of March 2027**.

11. INTELLECTUAL PROPERTY

Copyright, patent rights and other similar rights in any works, products or digital/spatial information created as a result of the performance of this tender and its assignments shall vest in and are hereby transferred to the Municipality, unless specifically agreed otherwise, in the form of individual written Agreement signed by both parties.

All information documents, digital/spatial information, records and books provided by the Municipality to the service provider in connection with the proposal or otherwise are strictly private and confidential. The Municipality reserves the right to disclose any information provided by the service provider to any of the employees of the Municipality.

12. DECLARATION OF CONFIDENTIALITY

The service provider shall regard all information in, or in support of the project, as confidential and may not use any information for personal or 3rd party gain. All communication with the media regarding this project (if any) will be conducted through the communication component of the Municipality.

APPENDICES

APPENDIX 1

SCHEDULE OF WORK CARRIED OUT BY TENDERER

(Attach a minimum of 3 signed reference letters that correspond to projects listed in Form 2.1.3)

APPENDIX 2

PROPOSED KEY PERSONNEL

(Attach Proof of registration, qualifications, certifications and CV's for personnel listed in Form 2.1.4)

APPENDIX 3

PROFESSIONAL INDEMNITY INSURANCE

APPENDIX 4

AUTHORITY OF SIGNATORY

APPENDIX 5

B-BBEE STATUS LEVEL

APPENDIX 6

MUNICIPAL INFORMATION

APPENDIX 7

ATTENDANCE OF CLARIFICATION MEETING

APPENDIX 8

VALID TAX CLEARANCE CERTIFICATE

APPENDIX 9

RECORD OF ADDENDA

APPENDIX 10

PRICING SCHEDULE