



## TERMS OF REFERENCE DOCUMENT

<b>NOTICE NO.36/2011</b>	
<b>SUPPLY AND DELIVERY OF ELECTRICAL ITEMS FOR POLLA PARK</b>	
<b>CLOSING DATE:</b>	<b>08 APRIL 2011</b>
Name of tendering firm:	
Contact Person ( <i>Full Names</i> ):	
Tel No.:	Cell No.:
Fax No.:	
Supplier Database No.:	
Signature of Tenderer:	
<hr/>	
Issued By:	
KOUGA LOCAL MUNICIPALITY	
PO Box 21	
JEFFREYS BAY , 6330	
CONTACT PERSON: MR. K. DU PREEZ AT 042 295 1155	

**PLEASE TAKE NOTE OF ALL LISTED INSTRUCTIONS AND COMMENT**

- NB: PLEASE ENSURE THAT YOU FAMILIARIZE YOURSELF WITH THE DOCUMENT
- COMPLETE AND INITIAL ALL THE PAGES OF THE DOCUMENT AS WELL AS SIGN ALL PAGES WHERE IT IS REQUIRED TO DO SO.
- ALL FORMS IN THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED WITH THE RELEVANT DOCUMENTATION REQUIRED.
- DO NOT RE-TYPE THE PRICING SCHEDULE.

**N.B. THESE DOCUMENTS (IF APPLICABLE TO YOUR ENTITY) MUST BE ADDED TO EACH CONTRACT SUBMITTED.**

**FAILURE TO COMPLY WILL RESULT IN NON ACCEPTANCE OF QUOTATION**

<input type="checkbox"/>	<b>PROOF THAT THE BIDDER COMPLIES WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT AND IS REGISTERED FOR WORKMEN COMPENSATION PURPOSES.</b>
<input type="checkbox"/>	<b>COMPANY REGISTRATION NO/ FORMAL REGISTRATION DOCUMENTS/JV AGREEMENTS</b>
<input type="checkbox"/>	<b>V.A.T REGISTRATION NO.</b>
<input type="checkbox"/>	<b>ORIGINAL AND VALID SARS TAX CLEARANCE CERTIFICATE</b>
<input type="checkbox"/>	<b>BEE CERTIFICATE FOR ANY PREFERENCE POINTS TO BE CLAIMED</b>
<input type="checkbox"/>	<b>CERTIFIED IDENTIFICATION DOCUMENTS OF SHAREHOLDING ATTACHED</b>
<input type="checkbox"/>	<b>HAVE ALL PAGES BEEN INITIALED AND SIGNED</b>
<input type="checkbox"/>	<b>MUNICIPAL BILLING CERTIFICATE FOR COMPANY AND FOR EACH MEMBER OF OWNERSHIP (MEMBER. DIRECTOR. SOLE PROPRIETOR)</b>

**PLEASE TAKE NOTE:** IF YOUR DATABASE REGISTRATION IS CURRENT AND UP TO DATE, BIDDER NEED NOT SUBMIT THE REQUIRED DOCUMENTATION, **EXCEPT FOR THE MUNICIPAL BILLING CERTIFICATES WHICH IS COMPULSORY.**

## **SPECIAL CONDITIONS**

## **SPECIFICATION**

### **REQUIREMENTS**

1. 10 x 9m Creosote poles (Top dia 140-160mm)
2. 6 x 11m Creosote poles (Top dia (160-180mm)
3. 6 x Sag 522 stay insulators
4. 6V PT 480-6 pole top make-offs
5. 18 x 65 DE 472 – quygrips for 7/4 stay wire
6. 6 x Suspension clamps for ABC bundle conductor
7. 6 x Strain clamps for ABC bundle conductor
8. 70mm x 3 CTN-ABC bundle conductor (250m)
9. 35mm x 3C+N-ABC bundle conductor (400m)
10. 4 x pole mount boxes (4way)

### **The next components to be hot dipped galvanize**

1. 6 x M20 x 1.8m ADJ stay complete with turnbuckle
2. 6 x 450 x 450 x 6mm x 20 msq base plates
3. 1 x 7/4 stay wire (100m/p/role)
4. 20 x Eye bolts (20mm)(220mm lengths)
5. 20 x square washers
6. 10 x 20mm pigtails (220mm lengths)

**Prices must include transport to Humansdorp.**

## PRICING SCHEDULE

**ALL PRICES QUOTED MUST INCLUDE TRANSPORT COST TO HUMANSDORP**

<u>ITEM DESCRIPTION</u>	<u>PRICE EXCL VAT</u>	<u>VAT</u>	<u>PRICE INCL VAT</u>
10 x 9m Creosote poles (Top dia 140-160mm)			
6 x 11m Creosote poles (Top dia (160-180mm)			
6 x Sag 522 stay insulators			
6V PT 480-6 pole top make-offs			
18 x 65 DE 472 – quygrips for 7/4 stay wire			
6 x Suspension clamps for ABC bundle conductor			
6 x Strain clamps for ABC bundle conductor			
70mm x 3 CTN-ABC bundle conductor (250m)			
35mm x 3C+N-ABC bundle conductor (400m)			
4 x pole mount boxes (4way)			
<b><u>The next components to be hot dipped galvanize</u></b>			
6 x M20 x 1.8m ADJ stay complete with turnbuckle			
6 x 450 x 450 x 6mm x 20 msq base plates			
1 x 7/4 stay wire (100m/p/role)			
20 x Eye bolts (20mm)(220mm lengths)			

20 x square washers			
10 x 20mm pigtails (220mm lengths)			

**PLEASE SIGN THIS SECTION AS ACKNOWLEDGEMENT THAT PRICE QUOTED ABOVE ARE CORRECT**

**Total Amount (in figures): ..... (INCL VAT)**

**Total Amount (in words): .....**

.....

.....(INCL VAT)

**AUTHORISING SIGNATURE.....**

**ON BEHALF OF COMPANY.....**

**DATE OF COMPLETION .....**

**DATE:.....**

To avoid confusion and unnecessary delay, company is requested to submit the name and telephone number of the official will be handling this project.

**NAME OF PERSON RESPONSIBLE FOR HANDLING OF THIS PROJECT:**

**NAME :** .....

**ADDRESS:** .....

.....

.....

.....

**TELEPHONE NO.:** .....

**FAX NO. :** .....

**EMAIL ADDRESS:** .....

Please state the geographical Area In Which The Company's Business Premises Are Situated. (e.g.Humansdorp, Jeffreys Bay, Port Elizabeth, Uitenhage, etc.) in the space below.

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state\*(please see definition of "person in the service of the state at bottom of this section).

2. Any legal person, having a kinship with persons employed by 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 and/or take an oath declaring his/her interest.

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

3.1 Full Name .....

3.2 Identity number.....

3.3 Company Registration Number.....

3.4 Tax Reference Number.....

3.5 VAT Registration Number.....

3.6 CIDB Registration Number .....Grading:.....

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

3.7.1 If so, furnish particulars.

.....  
.....

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

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

3.9 Are you connected with any persons in the service of **YES / NO**  
the state?

3.9.1 If so, state particulars.  
.....  
.....

3.10 Do you, have any relationship (family, friend, other) with **YES / NO**  
persons in the service of the state and who may be  
involved with the adjudication of this bid?

3.10.1 If so, state particulars.  
.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) **YES / NO**  
between the bidder and any person employed by the  
state who may be involved with the evaluation and or adjudication of this bid?



3.11.1 If so, state particulars.

.....  
.....

3.12 Are any of the company's directors, managers, principle  
shareholders or stakeholders in service of the state?

**YES / NO**

3.12.1 If so, furnish particulars.

.....  
.....

3.13 Are any spouse, child or parent of the company's  
directors, managers, principle shareholders or stakeholders in service of the state?

**YES / NO**

3.13.1 If so, furnish particulars.

.....  
.....

**DECLARATION**

I, THE UNDERSIGNED (NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM  
IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE  
FALSE.

Signature.....

Date .....

**\*Definition: in the service of the state means to be:**

a) a member of

- I. any municipal council
- II. any p the National Assembly or the national council of Provinces

b) a member of the board of directors of any municipal entity

c) any official of any municipality or municipal entity

d) any employee of any national or provincial department

rovincial legislature ; or

**KOUGA MUNICIPALITY**

**AUTHORITY FOR SIGNATORY**

Companies submitting tenders must provide evidence that the person who signed the tender document has authority to do so, by attaching a copy of the relevant resolution of the Board of Directors, duly signed and dated, to this form. Alternatively this form may be completed by competent authority.

By resolution of the Board of Directors at a meeting held on .....

Mr/Ms .....

Has been duly authorised to sign all documents in connection with this Tender on behalf of:

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

SIGNED OF BEHALF OF COMPANY:.....

IN HIS CAPACITY AS: .....

SIGNATURE OF SIGNATORY:.....

COMPANY STAMP:

**INDEMNITY AGREEMENTS (A)**

**CONTRACTORS**

"I ..... the undersigned, having been given permission by the Municipal Manager to enter the property of the Municipality for purposes of contractual work/delivery and having recognised the inherent hazards that exist in premises of this nature, hereby acknowledge that I enter the said property entirely at my own risk and that I shall have no claim against the Municipality or any of its employees, agents or mandataries for any loss, damage or injury whether fatal or otherwise, whether or not same is a result of any negligent act or omission on the part of the Municipality or any of its employees or other independent contractors or is as a result of the use of defective materials or equipment supplied by the Municipality or by way of any human or mechanical error, default or failure occurring on the said property or by way of any other cause, nothing at all excepted. Further, I hereby hold the Municipality blameless for any damage, injury or loss suffered by any person or such person's dependants as a result of the said contractual work and I undertake to compensate fully the Municipality for any loss sustained by it through and by way of such contractual work".

SIGNED: .....

DATE:.....

WITNESS: .....

DATE: .....

WITNESS:.....

DATE: .....

**KOUGA MUNICIPALITY**

**CONSUMER ACCOUNT  
(RATES AND SERVICES)**

**DECLARATION**

I, ..... the undersigned, hereby declare that the municipal account of my business as well as the members' municipal accounts are paid up or that acceptable arrangements have been made with the Office of the City Treasurer to settle overdue accounts. **Please attach latest municipal billing certificate of company and each member of ownership.**

<b>NAME OF COMPANY</b>	<b>ADDRESS</b>	<b>MUNICIPAL A/C NO.</b>

<i>NAME OF MEMBER</i>	<b>ADDRESS</b>	<b>MUNICIPAL A/C NO.</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		

5.		

I confirm that the above information is correct.

SIGNATURE OF TENDERER: .....

CAPACITY (OWNER/PARTNER/MANAGER, ETC.): .....

COMPANY STAMP:

## MBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

- a. take all reasonable steps to prevent such abuse;
- b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
- c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

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

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

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.







**KOUGA MUNICIPALITY**

**FORM OF TENDER**

**SUPPLY AND DELIVERY OF ELECTRICAL EQUIPMENT FOR POLLA PARK**

The Municipal Manager  
P O Box 21  
JEFFREY'S BAY  
6330

**THIS FORM MUST BE COMPLETED**

Dear Sir,

.....the undersigned, having examined the tender documents, hereby offer to supply and deliver in sound condition and free from all other charges of whatsoever kind or render services to the Kouga Municipality the requirements as tendered by us in strict accordance with the attached schedule relating thereto for the price set out in such schedules.

.....undertake that the whole of the material supplied by or services rendered shall be in strict accordance with the Kouga Municipality specification and all the conditions of this tender.

.....undertake, in the event of the acceptance of this offer either wholly or in part, to enter into a formal contract, if required, and to provide good and sufficient sureties for the due fulfilment of the contract to the satisfaction of the Kouga Municipality.

.....undertake that this offer shall not be retracted or withdrawn for and during ninety (60) days from the date on which it is to be lodged and may be accepted at any time during the period of ninety (60) days. (Bid validity).

.....acknowledge that this tender will not qualify for consideration unless all municipal rental, services or rates accounts are paid up to date or alternatively that satisfactory arrangements have been made with the C F O to settle such accounts for purposes of this clause. In case of an artificial person, includes every member of the tenderer.

The CFO reserves the right to deduct monies from contract payments in terms of a reasonable arrangement with the debtor.

NAME OF FIRM (TENDERER): .....

V.A.T. REGISTRATION NO: .....

PHONE NUMBER: .....FAX NO: .....

ADDRESS: .....

SIGNATURE: .....DATE: .....