



**HARRY GWALA DISTRICT MUNICIPALITY
DEBT COLLECTION SERVICES**

CONTRACT N⁰ HGDM 723 /HGDM/2021

Harry Gwala District Municipality

40 Main Street

IXOPO

3276

Contact Name: Ms. V Mfenqa

Telephone: 039 834 8700

NAME OF TENDERER	
ADDRESS OF TENDERER	
TELEPHONE	
FAX	
TENDER SUM	
TIME FOR COMPLETION	

TENDER CLOSING DATE: 28 MAY 2021 AT 12H00

HARRY GWALA DISTRICT MUNICIPALITY

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BID INVITATION:
DEBT COLLECTION SERVICES
CONTRACT N0: HGDM723/HGDM/2021

Harry Gwala District Municipality hereby requests proposals from suitably experienced services providers to debt collection services on behalf of the municipality. Service providers are required to comply with normal business ethics.

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Valid tax clearance certificate or SARS pin
- Company profile
- Central Supplier database registration
- Costing proposal (explaining the reasoning behind it)
- Curriculum Vitae of personnel to be used.

The following conditions will apply:

- Prices quoted must be firm and must be inclusive of VAT
- All tenders submitted shall be valid for 90 days after the tender closing date
- A signed MBD4 form must be submitted with all Bids
- A certified or original valid B-BBEE status level verification certificate must be submitted to claim preference points.
- 80/20 Preference points system will be used in Evaluation. Functionality will be calculated

DOCUMENTS

Documents may be obtained at, Finance Department, Ixopo from 28 April 2021 upon payment of non-refundable deposit of R300.00 per document. All payments are to be in cash or bank guaranteed cheques made in favour of Harry Gwala District Municipality.

CLOSING DATE

The closing date for the bidders is **on 28 May 2021 at 12H00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the contract number and project name on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal offices, 40 Main Street, IXOPO, before the closing date. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

BID ENQUIRIES

All tender enquiries and all other matters shall be directed to **Miss V. Mfenqa** during working hours on Tel: 039 834 5529.

Mrs A.N. Dlamini

MUNICIPAL MANAGER

TERMS OF REFERENCE FOR DEBT COLLECTION SERVICES TENDER

1. INTRODUCTION OF THE PROJECT

The Harry Gwala District Municipality requires the assistance of the external service provider to provide debt collection services on behalf of the municipality. Municipality seeks to collect outstanding debt, that is 90days and older by consumers excluding debt by government departments. The appointed service provider will cover the outstanding identified or outlined under specification/scope below.

2. PROJECT BACKGROUND

The municipality took over consumer debtor accounts from respective local municipalities being Greater Kokstad Municipality, Umzimkhulu, Ubuhlebezwe and Nkosazana Dlamini Zuma (Ingwe and KwaSani) with no erf files for levying of water and sanitation charges. However, some of the erf files have not been updated with the new customer information after the transfer due to inter alia sale of property, subdivisions, consolidations etc. as well as any other information pertaining to the property like building plans, owner's information and services account holders (who are not owners of properties like tenants). The customer information in the billing system and prepaid water system is not complete for all the customers and some information is not accurate e.g. Postal/Physical address, ID numbers, telephone & cell phone numbers, credit meter numbers, prepaid water meter numbers etc.

Status of municipal accounts

Area	Credit Meters	Prepaid Meters	Total
Kokstad town	90	3 106	3 196
Ebhongweni	1 395	0	1 395
Shayamoya	3 598	0	3 598
Umzimkhulu	737	0	737
Ibisi	387	0	387
Extension 8	70	0	70
Ixopo	1 040	325	1 361
Fairview	438	503	941
NDZ Municipality	1 852	0	1 852
Franklin	520	0	520
TOTAL	10 127	3 934	14 057

3. PURPOSE

To provide a Debt Collection service in accordance with the Harry Gwala District Municipality's Credit Control and Debt Collection Policy for a period of 36 months. The Service Provider and the Municipality will conclude a Service Level Agreement ("SLA") based on mutually agreed performance measures. The Service provider's performance in terms of the SLA will be reviewed on annual basis.

4. SPECIFICATIONS

The Municipality as necessary in order for them to be able to evaluate the commitment, capability, suitability and capacity of the bidders has identified the information requested from bidders in this tender.

5. TERMS OF REFERENCE FOR PROVISION OF DEBT COLLECTION SERVICES

5.1 Debt Collection and Administration Services

The Municipality is invoicing all charges and service fees arising from all accounts to Customers and rendering revenue management services related thereto. The Service Provider will perform the debt collection and administration services in accordance with a SLA to be concluded with the Municipality.

5.2 Arrear Debt

The Service Provider will be permitted to implement debt collection on Customer's arrear debts, i.e. unpaid after due date, as may be approved by the Municipality from time to time in accordance with its rates, credit control and debt collection and tariff policies.

5.3 The Services to be provided by the Service Provider include:

- Identify and evaluate possible write-offs of outstanding debt;
- Debt management services include:
 - a) Debtor identification through an arrears extract or preferable through an interface of the Municipality's systems;
 - b) Filtering arrears information for import into the Service Providers system;
 - c) Issuing of reminders to customers of their outstanding debt, by means of telephone, SMS's, e-mail, telegram or fax;
 - d) Issuing 7 days notices;
 - e) Maintain record and submit reports to the Municipality for upload into its systems in a format to be agreed on – preferably a seamless interface;
 - i) Negotiating acceptable payment agreements in accordance with the Municipality policy; such arrangements will apply to all debt, both current and in arrears;

- j) Obtaining and maintaining acknowledgements of debt, emolument attachment orders;
- k) Follow-up on negotiated agreements;
- l) Identification of defaults on negotiated agreements;
- m) Preparation of summonses;
- n) Obtaining judgments;
- o) Before handing over an account, the Service Provider must carry out in consultation and liaison with the Municipality and Legal Services and report to the Municipality with recommendations on how to handle the outstanding debts;
- p) Ongoing liaison with legal service providers in terms of the execution of judgments;
- q) Keeping record and follow-up on disconnected customers not reconnected;
- r) Responsibility for all correspondence with debtors handled by the Service Provider in terms of the policy, up to the stage of handing over for legal proceedings.
 - Preparation of reports according to the periods set out below: -
 - a) Recommended write-off report (monthly / quarterly / annually);
 - b) Arrangements made for domestic and businesses (monthly / quarterly / annually);
 - c) Final demands issued (delivered and posted) (monthly / quarterly / annually);
 - d) Correspondence handled with debtors (monthly / quarterly / annually);
 - e) Electronic copy of municipal charges (weekly);
 - f) Matters handed over and handed-over statistics (monthly / quarterly / annually);
 - g) Payment level statistics (monthly / quarterly / annually);
 - h) Arrears extract statistics (monthly / quarterly / annually);
 - i) Workflow statistics for all actions;
 - j) Quarterly reports, within 30 days of the end of the quarter:
 - The Service Provider's performance during that financial quarter;
 - A comparison with targets of and with performance in the previous financial quarter
 - The development of performance targets set by the Service Provider for the following quarter;
 - Measures that were or are to be taken into account to improve performance; and
 - Prior to the effective date and quarterly thereafter in conjunction with the Municipal Manager, or his nominee, to perform a Quarterly Assessment of the current situation by:
 - Identifying possible constraints and developing plans to overcome the constraints;

- An analysis of the Municipality outstanding debtors' book;
- Recommendations in terms of improved customer care; and
- Proposed specific projects, the areas of focus, resources required and proposed outcomes.

k) Annual reports by 30 June of each year:

- The Service provider's performance during that financial year, in comparison with targets of and with performance in the previous financial year;
- The development of performance targets set by the Service provider for the following year.

6. Contract Duration

6.1 The contract period for this tender is 36 months subject to annual review.

6.2 The Service provider's performance will be monitored on a monthly basis.

7. Proposal Submission Requirements

The following must be included in the bid/tender:

7.1 PHASE 1: ADMINISTRATIVE COMPLIANCE

Item	Description
1.	Completion of all MBD Forms and all mandatory documents
2.	Proof of Central Supplier Database (CSD) Registration
3.	Current Municipal Rates
4.	Company Profile with contactable references
5.	A valid original Tax Clearance Certificate
6.	Copy of company registration
7.	ID copies of the shareholders/owners
8.	Proof of registration of council of debtors

7.1.1 Bidders that do not meet these above minimum requirements will be regarded as submitted a non-responsive document and will not be considered for further evaluation.

7.1.2 The above phase does not have any weighting. Bidders will be automatically disqualified if any of the MBD documents are not completed or submitted or any other mandatory requirements are not complied with.

8. DEBT COLLECTION SERVICE FEES

8.1 The successful bidder must provide a detailed breakdown of its prices, costs and fees calculated on a volume basis and to indicate its fees inclusive of VAT on the price schedule indicated below.

8.2 The annual escalation rate of fees must also be provided.

9. PAYMENT FOR SERVICES RENDERED

9.1 Payment in respect of services provided will only be made when instructions to perform a specific action are successfully completed.

9.2 Fees and costs may be renegotiated by the Municipality in cases where recovery steps have been taken, but not completed and the debt is written off.

10. EVALUATION CRITERIA

The bids will be evaluated on Functionality and 80:20 principles in terms of the Supply Chain Management Policy of Harry Gwala District Municipality.

10.1 Functionality Evaluation

EVALUATION CRITERIA

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 POINTS WILL BE AWARDED AS FOLLOWS:-

Received Responsive Proposals will be evaluated based on the following criteria

The bid will be evaluated in two stages namely:

- Stage 1 - Functionality
- Stage 2 - Price and Preferential Points
-

Bids will be evaluated on 80/20 point system as outlined in the PPPFA of 2017.

The proposal will be evaluated on the following phases:

Stage 1: Assessment of functionality. Only service providers, who will achieve a minimum of 70% of the total available points, in accordance with the criteria will qualify for stage two of the evaluation. The below formula will be used to calculate functionality using the criteria mentioned below.

Functional Criteria	Points allocation	Weight 5-1	Value 100%
Proven track record: The company profile must be attached to prove the company experience in debt collection service.	6 or above years of related work uninterrupted service	5	40%
	3-5 years of related work uninterrupted service	3	
	1-2 years of related work uninterrupted service	1	

Relevant Experience in Debt Collection Services (attach appointment letters and reference letter for each project)	Provide at least 4-5 previous projects of debt collection services for a municipality with 3 traceable references, including contact details	5	30%
	Provide at least 3-4 previous projects of debt collection services for a municipality with 2 traceable references, including contact details	3	
	Provide at least 2 previous projects of debt collection services for a municipality with 1 traceable references, including contact details	1	
Qualification of Proposed personnel	With expertise in municipal debt collection services, post graduate diploma in and a registered member of law society	5	20%
	Financial Management of at least NQF Level 6 / Equivalent Qualification. Information Technology of at least NQF Level 6 / Equivalent Qualification. Project Management Qualification	3	
Qualification of Proposed personnel	Registration with Debt Counsellors Association of South Africa: DCASA	1	10%

$$Ps = \frac{So}{Ms} \times 100$$

where:

Ps = percentage scored for functionality by bid under consideration

So = total score of bid under consideration

Ms = maximum possible score

Stage 2: This bid will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act of 2017 as follows:

- Price 80
- BBBEE Certificate 20

Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims. Failure to submit the proof of B-BBEE Certificate will result in forfeiting the points.

10. 2. B-BBEE STATUS LEVEL OF CONTRIBUTION

B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
NONE COMPLIANT CONTRIBUTOR	0

PRICING SCHEDULE

Debt Administration

Bidders must provide as per action administration fee for the following tasks:

IMPORTANT

- **The actual number of transactions may however differ from these figures.**
- **The prices must be based on the descriptions of these actions.**

Item no	Action Required	Quantity	Bid Price in RSA Currency (all applicable taxes included**)
1.	Final demand / Letter of notification. Section 129 demand	1	
2.	Promise to pay arrangement	1	
3.	Summons	1	
4.	Hard Tracing	1	
5.	Judgement and letter of execution	1	
6.	Hand over to attorney	1	
7.	Claiming on the state for deceased accounts.		
	Total bid price (Including VAT) (Carry forward to front cover of this bid document)		

Percentage commission on the amounts recovered on behalf of the municipality %

Does offer comply with the specifications? *YES / NO * Delete if not applicable

If not to specification, indicate deviation(s):

.....

Period required for delivery: *Delivery: Firm/not firm * Delete if not applicable

Delivery basis:

.....

..... **Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.**

SECTION A

SPECIAL INSTRUCTIONS AND NOTICES TO SERVICE PROVIDERS REGARDING THE COMPLETION OF BID FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE MUNICIPAL FINANCE MANAGEMENT ACT, 2003, THE HARRY GWALA DISTRICT MUNICIPALITY SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The supplier is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be

opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.

8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bid documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the supplier must be initialled.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

SECTION B

REGISTRATION ON THE HARRY GWALA DISTRICT MUNICIPALITY SUPPLIERS DATABASE

1. In terms of the Harry Gwala District Municipality Supply Chain Management Policy Framework, all suppliers of goods and services to the Municipality are required to register on the Suppliers Database.
2. If you wish to apply for registration, forms may be downloaded from the website, <http://www.harrygwaladm.gov.za>, or obtained by collecting it in the offices of the Municipality (SCM).
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Municipality may, without prejudice to any other legal rights or remedies it may have;
 - 3.1 De-register the supplier from the Database,
 - 3.2 Cancel a Bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable quotation is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Suppliers Database, relating to changed particulars or circumstances.**
5. Application for registration must be submitted to the Harry Gwala office at Harry Gwala District Municipality.

IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER IS REQUIRED TO SUBMIT A COPY OF THE REGISTRATION APPLICATION FORM, TOGETHER WITH THE BID DOCUMENTATION, TO THE RESPECTIVE DEPARTMENT INVITING BIDS.

6. Service providers must be registered with the Central Supplier Database (CSD).

SECTION D

DECLARATION THAT INFORMATION ON HARRY GWALA DISTRICT MUNICIPALITY SUPPLIER DATABASE IS CORRECT AND UP TO DATE

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorised representative)

....., WHO REPRESENTS (state name

Of bidder).....

I AM AWARE OF THE CONTENTS OF THE HARRY GWALA DISTRICT MUNICIPALITY SUPPLIER DATABASE WITH RESPECT TO THE SUPPLIER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE EVALUATION PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....

SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:.....

SECTION E

A) TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

1. In order to meet this requirement, suppliers are required to complete in full the attached form TCC 001 "Application for a Tax Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders/individuals who wish to submit bids.
2. SARS will then furnish the suppliers with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval. Copies of 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.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In Bids where Consortia/Joint Ventures/Sub-suppliers are involved, each party must submit a separate Tax Clearance Certificate.
5. 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.

SECTION F

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 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 or her representative:.....

3.2 Identity Number.....

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 CompanyRegistrationNumber:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

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

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, 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 yes, furnish particulars.

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

3.11.1 If yes, furnish particulars.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state?**YES / NO**

3.13.1 If yes, 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**

3.14.1If yes, furnish particulars:.....

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

SECTION G

CONTRACT FORM – PAST EXPERIENCE

PREVIOUS / CURRENT SIMILAR PROJECT REFERENCES OF BIDDER

The following is a statement of work of similar nature recently successfully executed by myself / ourselves:

CLIENT'S NAME	CONTACT PERSON AND TELEPHONE NUMBER	NATURE OF WORK	VALUE OF WORK (inclusive of VAT)	DATE COMPLETED OR EXPECTED TO BE COMPLETED

*NB: Attach letters of award and / or completion for each project completed or in progress
 Attach additional pages if more space is required*

SIGNATURE:

DATE:

SECTION H

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a R 30 000 and value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to no exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

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

POINTS

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

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

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

2. DEFINITIONS

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

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

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

2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with annual total revenue of R5 million or less;
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the supplier and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary supplier’s assigning, leasing, making out work

to, or employing, another person to support such primary supplier in the execution of part of a project in terms of the contract;

2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person

SECTION I

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

(i) Bidding documents, viz

- Invitation to bid;
- Tax clearance certificate;
- Pricing schedule(s);
- Filled in task directive/proposal;
- Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
- Declaration of interest;
- Declaration of Bidder's past SCM practices;
- Certificate of Independent Bid Determination;
- Special Conditions of Contract;

(ii) General Conditions of Contract; and

(iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the

price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES
1
2
DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I.....in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

A large empty rectangular box intended for an official stamp or seal.

<p>WITNESSES</p> <p>1.....</p> <p>2.....</p> <p>DATE:</p> <p>.....</p>
--

SECTION J

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 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	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audialterampartem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

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

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

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Position

.....

Date

.....

Name of Bidder

SECTION K

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 *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that 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:

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.**

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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.

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.

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

.....
.....

Signature

Date

.....
.....

Position

Name of Bidder

SECTION L

FORM OF OFFER AND ACCEPTANCE

NAME	OF	BIDDER	(ORGANISATION):

A. OFFER

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

BID NO.HGDM723/HGDM/2021

The Bidder, identified in the Offer signature block below, by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Bidder, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Bidder offers to perform all of the obligations and liabilities of the Supplier 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.

Price:

*including VAT	
*excluding VAT	

** tick relevant box*

R..... (in figures)

Amount in words.....

.....

Are the prices / rates quoted firm? Yes/No:	Is the delivery period stated firm? Yes/No:
Name: <i>(of person authorised to sign the bid)</i>	Signature:
Name of Witness:	Signature of Witness:

Date:	<i>Failure of a Bidder to sign this form will invalidate the bid</i>
Address of Organisation:	

Telephone No. _____	Fax No. _____

B. ACCEPTANCE

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

The terms of the contract are contained in the schedules, forms, drawings and documents or parts thereof referred to in this bid and the General Conditions of Contract for Construction Works, 2nd edition 2010.

Name : <i>(of person authorised to sign the bid)</i>	Signature:
Capacity:	Date:
Name of Witness:	Signature of Witness:
Name and Address of Employer:	

SECTION M

AUTHORITY TO SIGN A BID

A. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20..... at

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of Close Corporation)

.....
.....

SIGNED ON BEHALF OF CLOSE CORPORATION:

(PRINT NAME)

IN HIS/HER CAPACITY AS **DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES: 1

2

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned..... hereby confirm that I

am the sole owner of the business trading as

.....

.....

.....

SIGNATURE

DATE

C. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid.

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on.....20.....,

Mr/Mrs..... (whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of (Name of Company)

.....
....

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

(PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: 1

2

D. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....
.....
.....
.....

We, the undersigned partners in the business trading as.....

hereby authorise to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract.

.....
SIGNATURE	SIGNATURE	SIGNATURE
.....
DATE	DATE	DATE

E CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20..... at

.....

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)

.....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

.....

IN HIS/HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:

.....

WITNESSES: 1

 2

SECTION N

CERTIFICATE FOR MUNICIPAL SERVICES

Information required in terms of the Harry Gwala District Municipality's Supply Chain Management Policy. Latest municipal services account statement must be attached.

Tender Number: HGDM 723/HGDM/2021
Name of the Tenderer: _____

FURTHER DETAILS OF THE BIDDER/S: Proprietor / Director(s) / Partners, etc:

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

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

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

I, _____, the undersigned,
(full name in block letters)

certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.

Signature

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

at _____ on the _____ day of _____ 21

Please note:

Even if the requested information is not applicable to the Bidder, the table above should be endorsed NOT APPLICABLE and THIS DECLARATION MUST STILL BE SIGNED.

SECTION O

CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the service described in the attached documents to the Harry Gwala District Municipal Administration (hereinafter called the “Harry Gwala District Municipality”) on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that:
 - (a) the offer herein shall remain binding upon me and open for acceptance by the Municipality during the validity period indicated and calculated from the closing time of the bid;
 - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Municipal Finance Management Act, 2003, the Harry Gwala District Municipality Supply Chain Management Policy Framework, and the General Conditions of Contract for Construction Works, 2nd edition 2010, with which I/we am fully acquainted;
 - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Municipality may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Municipality.

I/we will then pay to the Municipality any additional expenses incurred by the Municipality having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bid and by the subsequent acceptance of any less favourable bid. The Municipality shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Municipality may sustain by reason of my default;

- (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
- (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executand* in the Republic at (full physical address) :

.....
.....

3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.
5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.
7. **CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

I/we, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- (1) The bidder will furnish documentary proof regarding any quote issue to the satisfaction of the Municipality, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then the Municipality, in addition to any remedies it may have, may:-
 - (a) Recover from the supplier all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract, and/or
 - (b) Cancel the contract and claim any damages which the Municipality may suffer by having to make less favourable arrangements after such cancellation.

SIGNED ON THIS DAY OF 20

AT

.....

SIGNATURE OF SUPPLIER OR DULY

.....

NAME IN BLOCK LETTERS

AUTHORISED REPRESENTATIVE

ON BEHALF OF (BIDDER'S NAME):

CAPACITY OF SIGNATORY:

NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE)

.....

POSTAL ADDRESS

TELEPHONE NUMBER:.....

FAX NUMBER:

CELLULAR PHONE NUMBER:

E-MAIL ADDRESS:

SECTION P

CONTRACT DATA PROVIDED BY EMPLOYER

CONTRACT DATA (Applicable to this contract)

PART A: DATA PROVIDED BY THE EMPLOYER

The following contract specific data are applicable to this contract.

REFERENCE	CONTRACT SPECIFIC DATA PROVIDED BY THE EMPLOYER										
Clause 1.	Name of Employer: The Municipality of Harry Gwala District represented by Head of Municipality: Municipal Manager.										
Clause 1.2	Address of Employer: <table><tr><td><u>Physical:</u></td><td><u>Postal:</u></td></tr><tr><td>40 Main Street</td><td>Private Bag X 501</td></tr><tr><td>Ixopo</td><td>Ixopo</td></tr><tr><td>3276</td><td>3276</td></tr><tr><td>Telephone No: (039) 834 8700</td><td>Fax No: (039) 834 1701</td></tr></table>	<u>Physical:</u>	<u>Postal:</u>	40 Main Street	Private Bag X 501	Ixopo	Ixopo	3276	3276	Telephone No: (039) 834 8700	Fax No: (039) 834 1701
<u>Physical:</u>	<u>Postal:</u>										
40 Main Street	Private Bag X 501										
Ixopo	Ixopo										
3276	3276										
Telephone No: (039) 834 8700	Fax No: (039) 834 1701										
Clause 1.3	Name Project Manager : Miss. V. Mfenqa										
Clause 1.4	Special non-working days are Saturdays, Sundays and Holidays and the days following statutory public holidays as declared by National Government: New Year's Day, Human Rights Day, Good Friday, Family Day, Freedom Day, Workers' Day, Youth Day, National Women's Day, Heritage Day, Day of Reconciliation, Christmas Day and the Day of Goodwill.										
Clause 1.5	The Project manager is required to obtain the specific approval of the Employer for any expenditure in excess of the Contract Price.										

Clause 1.6	The percentage allowance to cover overhead charges is 10%.
Clause 1.7	<p>The Works shall be completed for the portions as set out in the Scope of Works</p> <p>The whole of the project shall be completed within 3 months including special non-working days</p>
Clause 1.8	The value of the certificates issued shall be adjusted in accordance with the Contract Price Adjustment Schedule with the following values: