

**TENDER 234/2013 SECTION 33 PROCESS FOR  
INNOVATIVE GREEN ECONOMY  
PROGRAMMES/PROJECTS.**

**MAY 2018**

**PACK “3”**

**PROJECT SPECIFICATION FOR TENDER CB 234 /  
2013**



TENDER REFERENCE: CB234/2013

**REQUEST FOR INFORMATION: INTERESTED PARTIES ARE INVITED TO PARTICIPATE IN RFI FOR THE PURPOSE OF ASSESSING THE TYPES AND EXTENT OF INNOVATIVE GREEN ECONOMY PROGRAMMES / OR PROJECTS AVAILABLE FOR IMPLEMENTING WITHIN CITY OF TSHWANE FOR POSSIBLE INCLUSION INTO A DATABASE OF INITIATIVES TO BE IMPLEMENTED AS PART OF THE CITY'S GREEN ECONOMY TRANSITION PROCESS**

ISSUED BY:	PREPARED BY:
The Executive Director <u><b>DEMAND</b></u> P O Box 48 PRETORIA 0001  Tel: (012) 358 0343	Office of the Executive Mayor Department  City Sustainability Division

Registered Name of Respondent:
Trading Name of Respondent:

CONTENTS

DESCRIPTION	
PART E1	TENDERING PROCEDURES
	E1.1 NOTICE AND INVITATION TO SUBMIT AN EXPRESSION OF INTEREST
	E1.2 SUBMISSION DATA
	E1.3 STANDARD CONDITIONS FOR THE CALLING FOR EXPRESSIONS OF INTEREST
PART E2	RETURNABLE DOCUMENTS AND SUBMISSION SCHEDULES
PART E3	INDICATIVE SCOPE OF WORK

**PART E1: SUBMISSION PROCEDURES**

**CONTENTS**

E1.1 NOTICE AND INVITATION TO SUBMIT AND EXPRESSION OF INTEREST ..... 2

E1.2 SUBMISSION DATA..... 2

E1.3 STANDARD CONDITIONS FOR THE CALLING FOR EXPRESSIONS OF INTEREST  
.....14

## E1.1 NOTICE AND INVITATION TO SUBMIT AND EXPRESSION OF INTEREST

City of Tshwane  
Group Financial Services Department: Supply Chain Management

The following tenders are available (free of charge) on the internet ([www.tshwane.gov.za](http://www.tshwane.gov.za)) and can also be purchased at a non-refundable deposit of R60, (including VAT) at the office mentioned below. (Only cash or bank-guaranteed cheques will be accepted.) The 90/10 preference point system will be applied to these tenders.

1. Tender for the future generation of the Rooiwal and Pretoria West power stations.  
A request for information (RFI) from interested parties is issued for the purpose of ascertaining whether capable suppliers or contractors exist in the market who would be able to submit bids at a later time for the refurbishment and upgrade of the Rooiwal Power Station (ie from 300 MW to 600 MW) as well as the Pretoria West Power Station (ie 180 MW) in Pretoria, Gauteng, South Africa.  
(CB236/2013). Closing date: 9 December 2013 at 10:00. Compulsory briefing: 19 November 2013 at 10:00, C de Wet Building, cnr WF Nkomo and Es'kia Mphahlele Streets, 3<sup>rd</sup> Floor Boardroom, Pretoria.  
Queries: Phillip Shivhada, tel 012 358 4135.
2. Request for Information: Interested parties are invited to participate in an RFI for the purpose of assessing the types and extent of innovative green economy programmes / or projects available for implementing within the City of Tshwane for possible inclusion into a database of initiatives to be implemented as part of the City's Green Economy Transition Process.  
(CB234/2013). Closing date: 09 December 2013 at 13:30.  
Queries: Sello Mphaga, tel 012 358 8747.

The following tenders are available (free of charge) on the internet ([www.tshwane.gov.za](http://www.tshwane.gov.za)) and can also be purchased at a non-refundable deposit of R60, (including VAT) at the office mentioned below. (Only cash or bank-guaranteed cheques will be accepted.) The 80/20 preference point system will be applied to these tenders.

3. Tender for the appointment of a service provider for the inspection, load testing and certification of lifting machines and tackle for a three year period.  
(CB232/2013). Closing date: 10 December 2013 at 10:00. Compulsory briefing: 20 November 2013 at 10:00 at Pretoria West Power Station Admin Building 1<sup>st</sup> Floor Conference room, cnr Charlotte Maxeke and Buitekant Streets, Pretoria West.  
Queries: Stanford Gininda, tel (012) 358 5159

The following tender is not available on the internet ([www.tshwane.gov.za](http://www.tshwane.gov.za)) and can be purchased at a non-refundable deposit of R620, (including VAT) at the office mentioned below. (Only cash or bank-guaranteed cheques will be accepted.) The 90/10 preference point system will be applied to the tender.

4. Tender for the supply, delivery, installation and commissioning of equipment for the construction of the new 132/11 KV JJ-substation: three-year period.  
(CB338/2013). CIDB 7EP PE / 8EP or higher. Closing date: 11 December 2013 at 10:00. Compulsory briefing: 18<sup>th</sup> November 10:00 at Giovanetti building, 312 Giovanetti Street, Nieuw Muckleneuk Pretoria.  
Queries: Moloko Pitsi, tel 012 358 0232.
5. Tender for the construction of the new 132/11 KV Monavoni substation: three-year period.  
(CB339/2013). CIDB 7EP PE / 8EP or higher. Closing date: 11 December 2013 at 10:00. Compulsory briefing: 18<sup>th</sup> November 10:00 at Giovanetti building, 312 Giovanetti Street, Nieuw Muckleneuk Pretoria.  
Queries: Stephan Lamprecht, tel 012 358 0435.
6. Tender for the supply, delivery, installation and commissioning of equipment for the upgrading of the 132/11 KV Eldoraigane substation: three-year period.  
(CB340/2013). CIDB 7EP PE / 8EP or higher. Closing date: 11 December 2013 at 10:00. Compulsory briefing: 18<sup>th</sup> November 10:00 at Giovanetti building, 312 Giovanetti Street, Nieuw Muckleneuk Pretoria.  
Queries: Stephan Lamprecht, tel 012 358 0435.

Tenders will be received on/at the closing dates and times shown, must be enclosed in separate sealed envelopes bearing the applicable tender heading and reference number, as well as the closing time and due date, must be addressed to the Executive Director, Supply Chain Management, Pretoria, 0001, and must be placed in the tender box situated at the Procurement Advice Centre at the entrance of C de Wet Centre, 175 Es'kia Mphahlele Drive, Pretoria West. Tenders will be opened at this address at the time indicated. The specifications and tender documents will be obtainable during normal office hours (Mondays to Fridays from 07:45 till 15:15) from the Executive Director at the above address on receipt of a non-refundable deposit as indicated above. Only cash or bank-guaranteed cheques will be accepted.

Tenders will be evaluated on the basis of points awarded for price and BBBEE status level of contribution. The lowest or any tender will not necessarily be accepted, and the Municipality reserves the right to accept a tender as a whole or in part. Tenders must remain valid for a period of 180 days after the closing date.

Enquiries: 012 358 0343  
Mr J Ngobeni  
CITY MANAGER

Notice 40 of 2013  
08 November 2013

## E1.2 SUBMISSION DATA

The conditions for the calling for expressions of interest are the standard conditions for calling for expressions of Interest as contained in Annex H of SANS 294, bound into Section T1.3.

The standard conditions for Calling for expressions of interest make several references to the submission data for details that apply specifically to this call for expressions of interest. The submission data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions for calling for expressions of Interest. Each item of data given below is cross-referenced to the clause in the standard conditions for calling for Expressions of Interest to which it mainly applies.

Reference to relevant clauses in Standard Conditions for the calling for expressions of interest		Addition or Variation to the Standard Conditions for the calling for expressions of interest
H.1.1	Actions	The Employer is <b>THE CITY OF TSHWANE</b> .
H.1.2	Supporting documents	<p>The documents associated with the calling for expressions of interest issued by the employer comprise:</p> <p>Submission procedures:</p> <ul style="list-style-type: none"> <li>• Invitation and notice for submissions of expressions of interest</li> <li>• Submission data</li> <li>• </li> </ul> <p>Returnable documents:</p> <ul style="list-style-type: none"> <li>• List of returnable documents</li> <li>• Submission schedules</li> <li>• Indicative scope of work</li> </ul>

Reference to relevant clauses in Standard Conditions for the calling for expressions of interest		Addition or Variation to the Standard Conditions for the calling for expressions of interest
H.1.4	Communication and Employer's agent	<p>The Employer's agent is:-</p> <p>Name (IN BLOCK LETTERS): Director: Office of the Executive Mayor Department</p> <p>Address: Room 107, Centurion Municipal Courts Block A, Corner Basden and Cantonment Streets, Centurion</p> <p>Tel: 012 358-8747</p> <p>Fax: 012 358-8747</p> <p>Email: <a href="mailto:sellomp@tshwane.gov.za">sellomp@tshwane.gov.za</a></p>
H.1.3.2	Definitions	<p><b><u>Add the following</u></b> definition:</p> <p>d) EOI means Expression of Interest.</p>
H.2.1	Eligibility	<p>Only those respondents who satisfy the following eligibility criteria are eligible to submit expressions of interest:</p> <ol style="list-style-type: none"> <li>1. Extensive experience in green economy programmes and or projects.</li> </ol>
H.2.2	Cost of submissions	<p><b><u>Add the following</u></b> clause:</p> <p><i>"Accept that the Employer will not compensate the Respondent for any costs incurred in attending interviews in the office of the Employer or the Employer's Agent."</i></p>

Reference to relevant clauses in Standard Conditions for the calling for expressions of interest		Addition or Variation to the Standard Conditions for the calling for expressions of interest
H.2 5	Clarification meeting	<p>Where applicable, details of the <b><u>compulsory</u></b> clarification meeting with a representative of the Employer are stated in the Tender Notice and Invitation to Tender.</p> <p>Confirmation of attendance will be recorded in the attendance register to be signed by all tenderers.</p> <p>Tender documents will not be made available at the clarification meeting.</p>
H.2.6	Seek Clarification	<p><b><u>Replace</u></b> the contents of the clause with the following:</p> <p><i>"Respond to a request for clarification received up to seven calendar days before the Submission closing time stated in the Submission data and notify all Respondents who drew procurement documents"</i></p>
H.2.7	Submission Validity	<p><b><u>Add the following</u></b> the clause:</p> <p>"The submission offer validity period is <b>180 days.</b>"</p> <p>If the submission validity expires on a Saturday, Sunday of Public holiday, the Tender offer shall remain valid and open for acceptance until the closure of business on the following day."</p>



Reference to relevant clauses in Standard Conditions for the calling for expressions of interest	Addition or Variation to the Standard Conditions for the calling for expressions of interest
<p>H.2.7 H.2.9</p> <p>Submission and closing time</p>	<p>The identification details are:</p> <ul style="list-style-type: none"> <li>• .....Correct tender reference no.</li> <li>• .....Correct Tender description</li> <li>• .....Correct closing time</li> <li>• .....Correct due date</li> </ul> <p>Each tender shall be enclosed in a sealed envelope, bearing the correct identification details and shall be placed in the tender box located at:</p> <p><b>PROCUREMENT ADVICE CENTRE (TENDER BOX AT THE ENTRANCE OF C DE WET CENTRE) C DE WET CENTRE, 175 E'SKIA MPHAHLELE DRIVE, PRETORIA WEST, 0183</b></p> <p>This address is 24 hours available for delivery of Tender offers.</p>

Reference to relevant clauses in Standard Conditions for the calling for expressions of interest	Addition or Variation to the Standard Conditions for the calling for expressions of interest
<p>H.2.7</p> <p>Making a Submission</p> <p>"H.2.7.4</p>	<p><b><u>Add the following</u></b> to the clause:</p> <p>Only authorised signatories may sign the original and all copies of the Submission where required in terms of clause H.2.7.</p> <p>In the case of a <b>ONE-PERSON CONCERN</b> submitting a Submission, this shall be clearly stated.</p> <p>In case of a <b>COMPANY</b> submitting a Submission, include a copy of a <b><u>resolution by its board of directors</u></b> authorizing a director or other official of the company to sign the documents on behalf of the company.</p> <p>In the case of a <b>CLOSE CORPORATION</b> submitting a Submission, include a copy of a <b><u>resolution by its members</u></b> authorizing a member or other official of the corporation to sign the documents on each member's behalf.</p> <p>In the case of a <b>PARTNERSHIP</b> submitting a Submission, <b><u>all the partners</u></b> shall sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case <b><u>proof of such authorization</u></b> shall be included in the Submission.</p> <p>In the case of a <b>JOINT VENTURE/CONSORTIUM</b> submitting a Submission, include <b><u>a resolution</u></b> of each company of the joint venture/consortium together with a resolution by its members authorising a member of the joint venture/consortium to sign the documents on behalf of the joint venture/consortium.</p> <p>In cases where the Tenderer has not submitted proof of authorisation with the Tender, the Employer reserves the right to, at any time after the closure of the Tender, but before the award of the Tender, request the Tenderer to provide proof of authorisation within 7 (seven) calendar days from date of notification.</p> <p><b><u>Accept that failure to submit proof of authorization to sign the Tender shall result in a Tender Offer being regarded as non-responsive."</u></b></p>

Reference to relevant clauses in Standard Conditions for the calling for expressions of interest		Addition or Variation to the Standard Conditions for the calling for expressions of interest
H.2.9	Closing time	<p>The closing time for submissions is stated in the Notice and Invitation to submit an Expression of Interest.</p> <p>Telephonic, telegraphic, telex. Facsimile or e-mailed submissions offers will not be accepted.</p>
"H.2.11	Certificates	<p><b><u>Add the following</u></b> clause:</p> <p>"Refer to Part T2 : Returnable Documents for, a list of documents that are to be returned with the submission"</p>
H.3.3	Late Submissions	Late submissions will not be accepted:

Reference to relevant clauses in Standard Conditions for the calling for expressions of interest		Addition or Variation to the Standard Conditions for the calling for expressions of interest					
H.3.6	Grounds for rejection and disqualification	<p>Submissions offers will only be accepted if:</p> <p>a) the Respondent has in his or her possession a valid Tax Clearance Certificate issued by the South African Revenue Service;</p> <p>b) the Respondent is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges;</p> <p>c) the Respondent 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, and</p> <p>d) the Respondent has not:</p> <ul style="list-style-type: none"><li>abused the Employer's Supply Chain Management System; or</li><li>failed to perform on any previous contract and has been given a written notice to this effect.</li></ul> <p>e) It is considered that the performance of the services will not be compromised through any conflict of interest.</p>					
H.3.9	Evaluation of responsive submissions	<p>Only those Respondents who score a minimum of 60 points in respect of the following criteria will be invited to take part in the Request for Proposals (RFP):</p> <p>The quality criteria and maximum score in respect of each of the criteria are as follows:</p> <table><tr><th>QUALITY CRITERIA</th><th>SUB CRITERIA</th><th>MAXIMUM NUMBER OF POINTS</th></tr></table>			QUALITY CRITERIA	SUB CRITERIA	MAXIMUM NUMBER OF POINTS
QUALITY CRITERIA	SUB CRITERIA	MAXIMUM NUMBER OF POINTS					

Reference to relevant clauses in Standard Conditions for the calling for expressions of interest		Addition or Variation to the Standard Conditions for the calling for expressions of interest		
		Approach paper which responds to the scope of work and outlines proposed approach / methodology.	-	30
		Organization and staffing	-	5
		Experience key staff (assigned personnel) in relation to the scope of services	General experience and qualifications	15
			Adequacy for the assignment	15
			Knowledge of local issues pertinent to the project	15
		Respondent's experience with respect to specific aspects of the project / comparable projects	-	20
		Maximum possible score for quality (M <sub>s</sub> )	-	100
		Quality shall be scored independently by not less than three evaluators in accordance with the following schedules:		
		Form F: Evaluation Schedule: Approach Paper Evaluation Form G: Evaluation Schedule: Proposed Organization and Staffing Form H: Evaluation Schedule: Experience of Key Staff Form I: Evaluation Schedule: Respondent's Experience		
		Scores of 40, 70, 90 or 100 will be allocated to each of the criteria and sub criteria based on the indicators contained in these schedules. The scores of each of the evaluators will then be averaged, weighted and totalled to obtain the final score for quality.		

Reference to relevant clauses in Standard Conditions for the calling for expressions of interest		Addition or Variation to the Standard Conditions for the calling for expressions of interest
<i>Add the following new clause:</i>		
"H.3.11	Canvassing and obtaining of additional information by Respondents	<p>Accept that no Respondent shall make any attempt either directly or indirectly to canvass any of the Employers' officials or the Employer's agent in respect of his Submission, after the opening of the Submissions but prior to the Employer arriving at a decision thereon.</p> <p>No Respondent shall make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of Submissions."</p>
<i>Add the following new clause:</i>		
"H.3.12	Prohibitions on awards to persons in service of the state	<p>Accept that the Employer is prohibited to accept a submission from a person –</p> <ol style="list-style-type: none"> <li>who is in the service of the state; or</li> <li>if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or</li> <li>a person who is an advisor or consultant contracted with the municipality or municipal entity.</li> </ol> <p>"In the service of the state" means to be –</p> <ol style="list-style-type: none"> <li>a member of – <ul style="list-style-type: none"> <li>any municipal council;</li> <li>any provincial legislature; or</li> <li>the National Assembly or the National Council of Provinces;</li> </ul> </li> <li>a member of the board of directors of any municipal entity;</li> </ol>

Reference to relevant clauses in Standard Conditions for the calling for expressions of interest	Addition or Variation to the Standard Conditions for the calling for expressions of interest
	<p>c) an official of any municipality or municipal entity;</p> <p>d) an employee of any national or provincial department, national or</p> <p>e) provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);</p> <p>f) a member of the accounting authority of any national or provincial public entity; or</p> <p>g) an employee of Parliament or a provincial legislature.”</p>
<p><i>Add the following new clause:</i></p> <p>“H.3.13</p>	<p>Awards to close family members of persons in the service of the state</p> <p>Accept that the notes to the Employer’s annual financial statements must disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state (defined in clause 2.25), or has been in the service of the state in the previous twelve months, including –</p> <p>a) the name of that person;</p> <p>b) the capacity in which that person is in the service of the state; and</p> <p>c) the amount of the award.</p> <p>In order to give effect to the above, the questionnaire for the declaration of interests in the Tender of persons in service of state in Section T2.2 must be completed.”</p>

Reference to relevant clauses in Standard Conditions for the calling for expressions of interest	Addition or Variation to the Standard Conditions for the calling for expressions of interest
<p><i>Add the following new clause:</i></p> <p>"H.3.14</p>	<p>Vendor registration</p> <p>Accept that each Service Provider is required to register as a supplier/ service provider on the Employer's vendor register before any payment can be done.</p> <p>Accept that if the Respondent is already registered as a vendor, it is required to record the vendor number in space provided on the cover page of this Tender document.</p> <p>Vender Registration Documents are available from the Procurement Advice Centre or can be downloaded from <a href="http://www.tshwane.gov.za/procurement.cfm">http://www.tshwane.gov.za/procurement.cfm</a></p> <p>Accept that a Joint Venture/Consortium submitting a Tender shall comply with the requirements of this clause"</p>
<p><i>Add the following new clause:</i></p> <p>"H.3.15</p>	<p>Tax Clearance Certificate</p> <p>A valid Tax Clearance Certificate should be submitted with this submission document. In cases where the Respondent has not submitted the Tax Clearance Certificate, the Municipality reserves the right to at any time after the closure of the submission, but prior to the Employer arriving to a decision, confirm from its vendor database of the validity of the tax certificate provided it has a valid tax clearance certificate in its possession, if not, the municipality will request the Respondent to provide the valid Tax Clearance Certificate within 7 (seven) days from date of notification.</p> <p>Respondents should note that in accordance with legislation, no contract may be awarded to a/an person/entity who has failed to submit a Valid Tax Clearance Certificate from the South African Revenue Service (SARS), certifying that the taxes of that person/entity are in order, or that suitable arrangements have been made with SARS.</p> <p>In the case of a Joint Venture/Consortium the tax clearance certificate must be for the Joint Venture/Consortium and individual tax clearance certificates for the members of the Joint Venture/Consortium are not acceptable. "</p>



## **E1.3 STANDARD CONDITIONS FOR THE CALLING FOR EXPRESSIONS OF INTEREST**

### **ANNEX H** (Normative)

#### **STANDARD CONDITIONS FOR THE CALLING FOR EXPRESSIONS OF INTEREST**

- Note:
- 1 These Standard Conditions for the Calling for Expressions of Interest are identical to that contained in Annex H of SANS 294: 2004, *Construction Procurement Processes, Procedures and Methods*.
  - 2 Annex G of SANS 294, *Construction Procurement Processes, Procedures and Methods*, provide guidance on referencing these Standard Conditions for the Calling for Expressions of Interest in procurement documents.

### **H.1 General**

#### **H.1.1 Actions**

- H.1.1.1** The employer and each respondent submitting an expression of interest shall comply with these conditions for calling for expressions of interest. In their dealings with each other, they shall discharge their duties and obligations as set out in H.2 and H.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anti-competitive practices.
- H.1.1.2** The employer and the respondent and all their agents and employees involved in the submission process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Respondents shall declare any potential conflict of interest in their submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict. and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

- Note:
- 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.
  - 2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.

**H.1.1.3** The respondent shall not make a submission without having a firm intention and the capacity to proceed with the next stage of the procurement process.

**H.1.2 Supporting documents**

The documents issued by the employer for the purpose of obtaining expressions of interest are listed in the submission data.

**H.1.3 Interpretation**

**H.1.3.1** The submission data and additional requirements contained in the submission schedules that are included in the returnable documents are deemed to be part of these conditions for the calling for expressions of interest.

**H.1.3.2** For the purposes of these conditions for the calling for expressions of interest, the following definitions apply:

- a) **conflict of interest** means any situation in which:
  - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially.
  - ii) an individual or organisation is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit.
  - iii) incompatibility or contradictory interests exist between an employee and the organisation which employs that employee.
- b) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and
- c) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels.

**H.1.4 Communication and employer's agent**

Each communication between the employer and a respondent shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a respondent. The name and contact details of the employer's agent are stated in the submission data.

**H.2 Respondent's obligations**

**H.2.1 Eligibility**

Submit an expression of interest only if the respondent complies with the criteria stated in the submission data and the respondent, or any of his principals, is not under any restriction to do business with the employer.

## **H.2.2 Cost of submissions**

Accept that the employer will not compensate the respondent for any costs incurred in the preparation and delivery of a submission.

## **H.2.3 Check documents**

Check the submission documents on receipt, including pages within them, and notify the employer of any discrepancy or omission.

## **H.2.4 Acknowledge addenda**

Acknowledge receipt of addenda to the submission documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the submission data, in order to take the addenda into account.

## **H.2.5 Clarification meeting**

Attend the clarification meeting(s) at which respondents may familiarize themselves with the proposed work, services or supply (and location, etc.) and raise questions. Details of the meeting(s) are stated in the submission data.

## **H.2.6 Seek clarification**

Request clarification of the submission documents, if necessary, by notifying the employer at least five working days before the closing time stated in the submission data.

## **H.2.7 Making a submission**

**H.2.7.1** Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

**H.2.7.2** Seal the original and each copy of the submission as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the submission data, as well as the respondent's name and contact address.

**H.2.7.3** Accept that the employer shall not assume any responsibility for the misplacement or premature opening of the submission if the outer package is not sealed and marked as stated.

## **H.2.8 Information and data to be completed in all respects**

Accept that submissions, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

## **H.2.9 Closing time**

Ensure that the employer receives the submissions at the address specified in the submission data not later than the closing time stated in the submission data. Proof of posting shall not be accepted as proof of delivery.

The employer shall not accept submissions submitted by telegraph, telex, facsimile or e-mail, unless stated otherwise in the submission data.

Accept that, if the employer extends the closing time stated in the submission data for any reason, the requirements of these conditions for expressions of interest apply equally to the extended deadline.

#### **H.2.10 Clarification of submission**

Provide clarification of a submission in response to a request to do so from the employer during the evaluation of submissions.

### **H.3 Employer's undertakings**

#### **H.3.1 Respond to clarification**

Respond to a request for clarification received up to five working days before the submission closing time stated in the submission data and notify all respondents who attended the clarification meetings, if any, of those responses.

#### **H.3.2 Issue Addenda**

If necessary, issue addenda that may amend or amplify the submission documents to each respondent during the period from the date of the calling for expressions of interest until seven days before the closing time for submissions stated in the submission data. If, as a result, a respondent applies for an extension to the Closing time stated in the submission data, the employer may grant such extension and, shall then notify it to all respondents.

#### **H.3.3 Late submissions**

Unless otherwise stated in the submission data, return submissions received after the closing time stated in the submission data, unopened. (unless it is necessary to open a submission to obtain a forwarding address), to the respondent concerned.

#### **H.3.4 Opening of submissions**

##### **H.3.4.1 Record the name of each respondent whose submission is opened and acknowledge receipt of each submission.**

##### **H.3.4.2 Make available the names of the respondents that made submissions prior to the closing time for submissions to all interested persons upon request.**

#### **H.3.5 Non-disclosure**

Not disclose to respondents, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of submissions until after the evaluation process is complete.

#### **H.3.6 Grounds for rejection and disqualification**

Determine whether there has been any effort by a respondent to influence the processing of submissions and instantly disqualify a respondent if it is established that he engaged in corrupt or fraudulent practices.

### **H.3.7 Test for responsiveness**

Determine, on opening and before detailed evaluation, whether each submission received:

- a) meets the requirements of these conditions for the calling for expressions of interest;
- b) has all the substantive provisions properly and fully completed and signed, and
- c) is responsive to the other requirements of the call for expressions of interest.

### **H.3.8 Non-responsive submissions**

Reject all non-responsive submissions.

### **H.3.9 Evaluation of responsive submissions**

**H.3.9.1** Appoint an evaluation panel of not less than three persons. Evaluate submissions using the evaluation criteria established in the submission data.

**H.3.9.2** Notify the respondents of the outcome of the evaluation process within two weeks of the evaluation report being accepted by the employer.

### **H.3.10 Provide written reasons for actions taken**

Provide upon request written reasons to respondents for any action that is taken in applying these conditions, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of respondents or might prejudice fair competition between respondents.

## PART E2: RETURNABLE DOCUMENTS AND SUBMISSION SCHEDULES

### CONTENTS

#### RD.A RETURNABLE DOCUMENTS REQUIRED FOR EVALUATION PURPOSES

**Note:** *Failure to fully complete and submit the applicable documents will result in the tender offer being disqualified from further consideration.*

Document Name	Reference	Confirmation of Document Included (Respondents may use this column to confirm documents have been completed and included in the tender)
Declaration of interest in tender of persons in service of state	Form RDA1	
Declaration of Respondent's past supply chain management practises	Form RDA2	
Declaration certificate for local production and content	Form RDA3	
Copy/ies of Municipal Account/s of the tenderer and each Director/Member of the company or where applicable a copy of the lease agreement	-	

#### RD.B RETURNABLE DOCUMENTS REQUIRED FOR PREFERENTIAL EVALUATION PURPOSES

**Note:** *Failure to submit the applicable documents will result in the submission offer being awarded with 0 (zero) preference points.*

Document Name	Reference	Confirmation of Document Included (Respondents may use this column to confirm documents have been completed and included in the tender)
Preference Points claim form in terms of the Preferential procurement regulations 2011 (90/10 version)	Form RDB1	
Preference Points claim form in terms of the Preferential procurement regulations 2011 (80/20 version)	Form RDB2	

*Note :* Remove whichever form is not applicable.

## RD.C ADDITIONAL RETURNABLE DOCUMENTS REQUIRED FOR EVALUATION PURPOSES

**Note:** *Failure to submit the applicable document will result in the Respondent having to submit same upon request within 7 days and if not complied with, will result to the submission offer being disqualified from further consideration [See also clause H2.8 of the Standard Conditions of Tender]*

Document Name	Reference	Confirmation of Document Included
Valid Tax Clearance Certificate	-	
Compliance with OHSA (Act 85 of 1993)	Form RDC4	
Record of services provided to organs of state	Form RDC5	
Company information for tenders greater than R 10 million	Form RDC6	
Classification of Business	Form RDC7	
Certificate of Authority of Signatory	Form RDC8	
Status of concern submitting submission	Form RDC9	
Certificate of Independent Bid Determination	Form RDC10	
<i>As Required</i>		

## RD.G SUBMISSION SCHEDULES

**Note:** *Failure to fully complete and submit the applicable documents will result in the tender offer being disqualified from further consideration.*

Document Name	Reference	Confirmation of Document Included
Submission Schedule: Approach Paper	Form RDG1	
Submission Schedule: Proposed Organisation and Staffing	Form RDG2	
Submission Schedule: Experience of Key staff	Form RDG3	
Submission Schedule: Tenderer's Experience	Form RDG4	
<i>As Required</i>		
<i>As Required</i>		

**FORM RDA 1(EOI)**  
**DECLARATION OF INTEREST IN TENDER OF PERSONS IN SERVICE OF STATE**

THIS FORM MUST BE COMPLETED IN FULL AND SIGNED. FAILURE TO COMPLY WILL RESULT IN THE TENDER BEING DISQUALIFIED.  
(Refer to Clauses 2.25 and 2.26 in the Tender Data)

1. Is the employer/owner of the bidder in the service of the state? **YES / NO**  
(INDICATE)

If so, state particulars:

---

2. If the provider is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state, or has been in the service of the state in the previous twelve months: **YES / NO**  
(INDICATE)

If so, state particulars:

---

3. Whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in subparagraph 2 is in the service of the state, or has been in the service of the state in the previous twelve months: **YES / NO**  
(INDICATE)

If so, state particulars:

---

4. Is an employer / owner of the bidder a person who is an advisor or consultant contracted with the municipality or municipal entity: **YES / NO**  
(INDICATE)

If so, state particulars:

---

5. Are the Tenderer or any of the members of the tendering entity involved in another entity for this particular tender: **YES / NO**  
(INDICATE)

If so, state particulars:

---

*The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.*

Person Authorized to sign Tender: \_\_\_\_\_

FULL NAME (BLOCK LETTERS): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**FORM RDA 2**  
**DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Municipal tender document must form part of all tenders 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 tender of any Tenderer may be rejected if that Tenderer, or any of its directors have:
  - a. abused the Municipality's / Municipal entity's supply 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. wilfully 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, 2004 (Act 12 of 2004).
4. In order to give effect to the above, this form must be completed in full and signed. Failure to comply will result in the tender being disqualified. The following questionnaire must be completed and submitted with the tender:

ITEM	QUESTION	RESPONSE	
4.1	<p><b>Is the Tenderer, any of its directors listed on the National Treasurer's database as a company or persons prohibited from doing business with the public sector?</b> (Companies for 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)</p>	Yes	No
	If so, furnish particulars:		
4.2	<p><b>Is the Tenderer 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, 2004 (Act 12 of 2004)?</b> (To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number 012-326-5445)</p>	Yes	No
	If so, furnish particulars:		
4.3	<p><b>Was the Tenderer 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?</b></p>	Yes	No
	If so, furnish particulars:		

4.4	Was any contract between the Tenderer 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
	If so, furnish particulars:		
4.5	Does the tenderer 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
	If so, furnish particulars:		

*The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.*

Person Authorized to sign Tender:

FULL NAME (BLOCK LETTERS):

SIGNATURE:

DATE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FORM RDA 3

#### MBD 6.2: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

##### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9.(1) and 9.(3) make provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Regulation 9.(3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.
- 1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.5. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.6. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

$$LC = 1 - \left( \frac{x}{y} \right) \times 100$$

Where

- x        imported content  
y        bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid as required in paragraph 4.1 below.

##### 1.7. A bid will be disqualified if:

- the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below; and.
- this declaration certificate is not submitted as part of the bid documentation.

## 2. Definitions

- 2.1. **“bid”** includes advertised competitive bids, written price quotations or proposals;
- 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“sub-contract”** means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

### 3. The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content? YES / NO

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

Indicate the rate(s) of exchange against the appropriate currency in the table below:

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID No. ....**  
**ISSUED BY: City of Tshwane**

NB The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of ..... (name of bidder entity), the  
following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.
- (c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:

Bid price, excluding VAT (y)	R
Imported content (x)	R
Stipulated minimum threshold for Local content (paragraph 3 above)	
Local content % as calculated in terms of SATS 1286	

If the bid is for more than one product, a schedule of the local content by product shall be attached.

(d) I accept that the City of Tshwane has the right to request that the local content be verified in terms of the requirements of SATS 1286.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the City of Tshwane imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**FORM RDB 1**  
**MBD6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2011**

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, 2011.

**1. GENERAL CONDITIONS**

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

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed R1 000 000 (all applicable taxes included) and therefore the 90/10 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:

	<b>POINTS</b>
<b>1.3.1.1 PRICE</b>	90.
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	10
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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”** Error! Bookmark not defined. means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an 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 contractor 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 a 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 contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor 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.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

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

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

80/20                      or                      90/10

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid



## 5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

## 8 SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?  
..... %

- (ii) the name of the sub-contractor?  
.....

- (iii) the B-BBEE status level of the sub-contractor? .....

- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

## 9 DECLARATION WITH REGARD TO COMPANY/FIRM

- 9.1 Name of firm : .....

- 9.2 VAT registration number : .....

- 9.3 Company registration number : .....

## 9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium  
☐ One person business/sole propriety  
☐ Close corporation  
☐ Company  
☐ (Pty) Limited  
[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer  
☐ Supplier  
☐ Professional service provider  
☐ Other service providers, e.g. transporter, etc.  
[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated

.....

Registered Account Number .....

Stand Number .....

9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?

.....

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

**WITNESSES:**

1. ....

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

2. ....

DATE:.....

ADDRESS:.....

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

**FORM RDB 2**  
**MBD6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL**  
**PROCUREMENT REGULATIONS 2001**  
**(80 / 20 VERSION)**

**PURCHASES**

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, 2011.

**3. GENERAL CONDITIONS**

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

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

3.2 The value of this bid is estimated to not exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

3.3 Preference points for this bid shall be awarded for:

- (c) Price; and
- (d) B-BBEE Status Level of Contribution.

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

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

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”** Error! Bookmark not defined. means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an 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 contractor 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 a 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 contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor 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.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

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

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

**80/20                      or                      90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

## 6. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.



- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

- 7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**8 SUB-CONTRACTING**

- 8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

- 8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?  
.....%

(ii) the name of the sub-contractor?  
.....

(iii) the B-BBEE status level of the sub-contractor? .....

(iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of firm :  
.....

9.2 VAT registration number :  
.....

9.3 Company registration number :  
.....

**9.4 TYPE OF COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium  
☐ One person business/sole propriety  
☐ Close corporation  
☐ Company  
☐ (Pty) Limited  
[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer  
☐ Supplier  
☐ Professional service provider  
☐ Other service providers, e.g. transporter, etc.  
[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated  
.....  
Registered Account Number .....  
Stand Number .....

9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?

.....

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser 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;
- (f) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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
- (g) forward the matter for criminal prosecution

**WITNESSES:**

1 .....

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

2 .....

DATE:.....

ADDRESS:.....

.....

.....

.....

**FORM RDC 4  
COMPLIANCE WITH OHSA  
(Act 85 of 1993)**

Respondents are required to satisfy the Employer as to their ability and available resources to comply with the above by answering the following questions and providing the relevant information required below.

1. Is your company familiar with the OHSA (ACT 85 of 1993) and its Regulations <u>and</u> do you have a copy available ?	YES	NO
2. Who will prepare your company's Health and Safety Plan? Provide a copy of the person/s curriculum vitae/s or company profile.		
3. Does your company have a health and safety policy? If YES provide a copy.	YES	NO
4. How is this policy communicated to your employees? Provide supporting documentation to proof such communication	YES	NO
5. Does your company keep record of safety aspects of each site where work is performed? If YES, what records are kept?	YES	NO
6. Does your company conduct monthly safety meetings? If YES, provide copies of the Minutes of the last 2 meetings held.	YES	NO
7. Does your company have a safety officer in its employment, responsible for overall safety of your company? If YES, explain his/her duties and provide a copy of his/her CV ( <i>only if not the same person as in question 2 above</i> ) If NO, indicate who will be appointed as safety officer for this project and provide a copy of his/her CV.	YES	NO
8. Indicate the total number of employees in the Company.	.....	
9. Does your company have trained first aid employees? If YES, indicate who.	YES	NO
10. Does your company have a safety induction training programme in place? If YES, provide a summary of topics covered in such induction training programme	YES	NO

*The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.*

Person Authorized to sign Tender:

FULL NAME (BLOCK LETTERS):

SIGNATURE:

DATE:

**FORM RDC 5**  
**RECORD OF SERVICES PROVIDED TO ORGANS OF STATE**

Respondents are required to complete this record in terms of the Supply Chain Management Regulations issued in terms of the Municipal Finance Management Act of 2003.

Include only those contracts where the respondent identified in the signature block below was directly contracted by the Employer. Respondents must not include services provided in terms of a sub-contract agreement.

Where contracts were awarded in the name of a joint venture and the Respondent formed part of that joint venture, indicate in the column entitled "Title of the contract for the service" that the contract was in joint venture and provide the name of the joint venture that contracted with the employer. In the column for the value of the contract for the service, record the value of the portion of the contract performed (or to be performed) by the Respondent.

Complete the record or attach the required information in the prescribed tabulation.

*All services commenced or completed to an organ of state in the last five years*

#	Organ of state, i.e. national or provincial department, public entity, municipality or municipal entity.	Title of contract for the service	Value of contract for service incl. VAT (Rand)	Date completed (State current if not yet completed)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

Attach additional pages if more space is required.

*The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.*

Person Authorized to sign Tender:

FULL NAME (BLOCK LETTERS):

SIGNATURE:

DATE:

FORM RDC 6

COMPANY INFORMATION FOR TENDERS GREATER THAN

R10 MILLION

1. The tenderer is required by law to prepare annual financial statements for auditing and is therefore requested to provide audited annual financial statements:

- for the past three years; or
- since their establishment if established during the past three years.

Indicate whether these have been included in the tender:

YES /

NO

2. Does the tenderer have any undisputed commitments for Municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days?

YES /

NO

If so, state particulars

3. Has any contracts been awarded to the tenderer by an organ of state during the past five years?

YES /

NO

If so, state particulars

4. Has there been any material non-compliance or dispute concerning the execution of such contract?

YES /

NO

If so, state particulars

5. Is any portion of the goods or services expected to be sourced out from outside the Republic?

YES /

NO

If so, state what portion and whether any portion of payment from the Municipality is expected to be transferred out of the Republic.

*The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.*

Person Authorized to sign Tender:

FULL NAME (BLOCK LETTERS):

SIGNATURE:

DATE:

**FORM RDC 7**  
**CLASSIFICATION OF BUSINESS**

1. THE SMALL BUSINESSES ARE DEFINED IN THE NATIONAL SMALL BUSINESS ACT, 1996 (ACT 102 OF 1996).

2. INFORMATION FURNISHED WITH REGARD TO THE CLASSIFICATION OF THE SMALL BUSINESSES

a. Indicate whether the company/entity is defined as a small, medium or micro enterprise by the National Small Business Act, 1996 (Act 102 of 1996). **YES / NO**

b. If the response to paragraph is YES, the following must be completed:

i. Sector/sub-sector in accordance with the Standard Industrial classification

\_\_\_\_\_

ii. Size or class

\_\_\_\_\_

iii. Total full-time equivalent of paid employees

\_\_\_\_\_

iv. Total annual turnover

\_\_\_\_\_

v. Total gross asset value (fixed property excluded)

\_\_\_\_\_

(A schedule indicating the different sectors is attached to this form.)

The tenderer should substantiate the information provided above by submitting the following documentation:

c. A letter from the tenderer's auditor or an affidavit from the South African Police Services confirming the correctness of the abovementioned information,

d. Company profile indicating the tenderer's staff compliment, and

e. 3 year financial statement or since their establishment if established during the past 3 years.

**“SCHEDULE”**

(See definition of 'small businesses' in section)

SIZE OF CLASS	THE TOTAL FULL-TIME EQUIVALENT OF PAID EMPLOYEES	TOTAL TURNOVER	TOTAL GROSS ASSET VALUE (FICED PROPERTY EXCLUDED)
<b>AGRICULTURE</b>			
Medium	100	R 5 mil	R 5 mil
Small	50	R 3 mil	R 3 mil
Very Small	10	R 500 000	R 500 000
Micro	5	R 200 000	R 100 000
<b>MINING AND QUARRYING</b>			
Medium	200	R 39 mil	R 23 mil
Small	50	R 10 mil	R 6 mil
Very Small	20	R 4 mil	R 2 mil
Micro	5	R 200 000	R 100 000
<b>MANUFACTURING</b>			
Medium	200	R 51 mil	R 19 mil
Small	50	R 13 mil	R 5 mil
Very Small	20	R 5 mil	R 2 mil
Micro	5	R 200 000	R 100 000
<b>ELECTRICITY, GAS &amp; WATER</b>			
Medium	200	R 51 mil	R 19 mil
Small	50	R 13 mil	R 5 mil
Very Small	20	R 5.1 mil	R 1.9 mil
Micro	5	R 200 000	R 100 000
<b>CONSTRUCTION</b>			
Medium	200	R 26 mil	R 5 mil
Small	50	R 6 mil	R 1 mil
Very Small	20	R 3	R 500 000
Micro	5	R 200 000	R 100 000
<b>RETAIL AND MOTOR TRADE &amp; REPAIR SERVICES</b>			
Medium	200	R 39 mil	R 6 mil
Small	50	R 19 mil	R 3 mil
Very Small	20	R 4 mil	R 600 000
Micro	5	R 200 000	R 100 000
<b>WHOLESALE TRADE, COMMERCIAL AGENTS AND ALLIED SERVICES</b>			
Medium	200	R 64 mil	R 10 mil
Small	50	R 32 mil	R 5 mil
Very Small	20	R 6 mil	R 600 000
Micro	5	R 200 000	R 100 000
<b>CATERING, ACCOMODATION AND OTHER TRADE</b>			
Medium	200	R 13 mil	R 3 mil
Small	50	R 6 mil	R 1 mil
Very Small	20	R 5.1 mil	R 1.9 mil
Micro	5	R 200 000	R 100 000
<b>TRANSPORT, STORAGE &amp; COMMUNICATIONS</b>			
Medium	200	R 26 mil	R 6 mil
Small	50	R 13 mil	R 3 mil
Very Small	20	R 3 mil	R 600 000
Micro	5	R 200 000	R 100 000
<b>FINANCE &amp; BUSINESS SERVICES</b>			
Medium	200	R 26 mil	R 5 mil
Small	50	R 13 mil	R 3 mil
Very Small	20	R 3 mil	R 500 000
Micro	5	R 200 000	R 100 000
<b>COMMUNITY, SOCIAL AND PERSONAL SERVICES</b>			
Medium	200	R 13 mil	R 6 mil
Small	50	R 6 mil	R 3 mil
Very Small	20	R 1mil	R 600 000
Micro	5	R 200 000	R 100 000



**FORM RDC 8**  
**CERTIFICATE OF AUTHORITY OF SIGNATORY**

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_  
\_\_\_\_\_

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at \_\_\_\_\_ (place)

On \_\_\_\_\_ (date)

**RESOLVED that:**

1. The Enterprise submits a Bid / Tender to the City of Tshwane in respect of the following project:

\_\_\_\_\_  
\_\_\_\_\_  
(Project description as per Bid / Tender Document)

Bid / Tender Number: \_\_\_\_\_ (Bid/Tender No as per Bid/Tender Document)

2. Mr/Ms: \_\_\_\_\_  
In \*his/her capacity as: \_\_\_\_\_ (Position in the Enterprise)  
And who will sign as follows:

\_\_\_\_\_  
be, and is hereby, authorised to sign the Bid/Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid/Tender to the Enterprise mentioned above

	NAME	CAPACITY	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**NOTE:**

- \*Delete which is not applicable
- NB: This resolution must be signed by all the Directors/Members/Partners of the Bidding Enterprise
- Should the number of Directors/Members/Partners exceed the space available above, additional names and signatures must be supplied on a \_\_\_\_\_

**ENTERPRISE STAMP**

## CERTIFICATE OF AUTHORITY FOR JOINT VENTURES AND CONSORTIA

This Returnable Schedule is to be completed by joint ventures.  
(Attach additional pages if more space is required.)

We, the undersigned, are submitting this Expression of Interest in a Joint Venture / Consortium and hereby authorise Mr/Ms \_\_\_\_\_, authorised signatory of the company \_\_\_\_\_ acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

Registered Name Of Firm	Reg. Number	% Of Contract Value	Address	Duly Authorized Signatory	Mark (x) Lead Partner

**FORM RDC 9**  
**STATUS OF CONCERN SUBMITTING TENDER**

**1. General**

State whether the Respondent is a company, a closed corporation, a partnership, a sole practitioner or a joint venture:

(Mark the appropriate option below)

Public Company	<input type="checkbox"/>
Private Company	<input type="checkbox"/>
Closed Corporation	<input type="checkbox"/>
Partnership	<input type="checkbox"/>
Sole Proprietary	<input type="checkbox"/>
Joint Venture	<input type="checkbox"/>
Co-operative	<input type="checkbox"/>

**2. Information To Be Provided**

If the Tendering Entity is a:		Documentation to be submitted with the tender
1	<u>Close Corporation</u> , incorporated under the Close Corporation Act, 1984, Act 69 of 1984	CIPRO CK1 or CK2 (Copies of the founding statement) and list of members
2	<u>Private Company</u> incorporated with share capital, under the companies Act, 1973, Act 61 of 1973 (including Companies incorporated under Art 53 (b))	Copies of: a) CIPRO CM 1 - Certificate of Incorporation b) CIPRO CM 29 – Contents of Register of Directors, Auditors and Officers c) Shareholders Certificates of all Members of the Company.
3	<u>Private Company</u> incorporated with share capital, under the companies Act, 1973, Act 61 of 1973 in which any, or all, <u>shares are held by another</u> Close Corporation or company with, or without, share capital.	Copies of documents referred to in 1 and/or 2 above in respect of all such Closed Corporations and/or Companies
4	<u>Public Company</u> incorporated with share capital, under the companies Act, 1973, Act 61 of 1973 (including Companies incorporated under Art 21).	A signed statement of the Company's Secretary confirming that the Company is a public Company. Copy of CM 29
5	Sole Proprietary or a Partnership	Copy of the Identity Document of:

If the Tendering Entity is a:		Documentation to be submitted with the tender
		a) such Sole Proprietary, or b) Each of the Partners in the Partnership Certified copy of the Partnership agreement.
6	Co-operative	CIPRO CR2 - Copies of Company registration document. (The percentage of work to be done by each partner must clearly be indicated on Form RDB1 (or RDB2 as applicable) of the tender document: MBD6.1 Preference Points Claim Form in terms of the Preferential Procurement Regulations 2001)
7	Joint Venture	All the documents (as described above) as applicable to each partner in the JV as well as a copy of the Joint Venture agreement. (The percentage of work to be done by each partner of the joint venture must clearly be indicated in the Joint Venture Agreement)

**Note:**

- 1.) If the shares are held in trust provide a copy of the Deed of Trust (only the front page and pages listing the trustees and beneficiaries are required) as well as the Letter of Authority as issued by the Master of the Supreme Court, wherein trustees have been duly appointed and authorised, must be provided
- 2.) Include a copy of the Certificate of Change of Name (CM9) if applicable.

**3. Registered For Vat Purposes In Terms Of The Value-Added Tax Act, (Act Nr. 89 of 1991)**

(Make an X in the appropriate space below)

Yes

☐

No

☐

REGISTRATION NO:

\_\_\_\_\_

## RDC10

### 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.

## 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 Municipality/Municipal Entity)

Do hereby make the following statement 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 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 authorised 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 authorised 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, based on their qualifications, abilities or experience; and
  - b. Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and 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 and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> 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 services 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 arrangement 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 to the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practises 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 form conduction 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.

<sup>3</sup> Joint venture of Consortium means an associations of persons for the purpose of combining there expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

*The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.*

Person Authorized to sign Tender:

FULL NAME (BLOCK LETTERS):

SIGNATURE:

DATE:

## FORM RDG 1 SUBMISSION SCHEDULE: APPROACH PAPER

The approach paper must respond to the proposed scope of work and outline the proposed approach/methodology and work plan complete with time frames, and where relevant and appropriate, propose the scope of work and/or modifications to the scope of work.

The respondent must as such explain his/her understanding of the objectives of the assignment and the Employer's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The approach paper should explain the methodologies which are to be adopted, demonstrate the compatibility of those methodologies with the proposed approach (for instance, the methods of interpreting available data carrying out investigations, analyses, and studies; and comparing alternative solutions) and address any modifications to or fully develop the scope of work, proposed by the Employer. The approach should also include a quality plan which outlines processes, procedures and associated resources, applied by whom and when, to meet the requirements.

The technical approach and methodology portion of the approach paper, read in conjunction with the work plan, should form the basis of the scope of work incorporated in the contract with the successful respondent. Accordingly, this portion of the approach paper should clearly articulate the project deliverables.

The respondent must attach his/her approach paper to this page. The scoring of the approach paper will be as follows:

	TECHNICAL APPROACH AND METHODOLOGY	WORK PLAN
<b>POOR (SCORE 40)</b>	The technical approach and/or methodology are poor/are unlikely to satisfy project objectives or requirements. The respondent has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.	The activity schedule omits important tasks or the timing of the activities and correlation among them are inconsistent with the approach paper. There is lack of clarity and logic in the sequencing.
<b>SATISFACTORY (SCORE 70)</b>	The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project. The quality plan is too generic.	All key activities are included in the activity schedule, but are not detailed. There are minor inconsistencies between timing, project deliverables and the proposed approach.
<b>GOOD (SCORE 90)</b>	The approach is specifically tailored to address the specific project objectives and requirements and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan is specifically tailored to the critical characteristics of the project.	The work plan fits the approach paper well; all important activities are indicated in the activity schedule and their timing and sequencing is appropriate and consistent with project objectives and requirements. There is a fair degree of detail that facilitates understanding of the proposed work plan.
<b>VERY GOOD (SCORE 100)</b>	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the respondent has outstanding knowledge of state-of-the-art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs.	Besides meeting the "good" rating, decision points and the sequencing and timing of activities are very well defined, indicating that the respondent has optimized the use of resources. The work plan permits flexibility to accommodate contingencies.

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Person Authorized to sign Tender:

FULL NAME (IN BLOCK LETTERS):

SIGNATURE:

DATE:



**FORM RDG 2**  
**SUBMISSION SCHEDULE: PROPOSED ORGANISATION AND STAFFING**

The Respondent should propose the structure and composition of their team i.e. the main disciplines involved, the key staff member/expert responsible for each discipline, and the proposed technical and support staff. The roles and responsibilities of each key staff member /expert should be set out as job descriptions. In the case of an association/joint venture/ consortium, it should, indicate how the duties and responsibilities are to be shared.

The Respondent must attach his / her organization and staffing proposals to this page.

The scoring of the proposed organization and staffing will be as follows:

<b>POOR (SCORE 40)</b>	The organization chart is sketchy, the staffing plan is weak in important areas, or the staffing schedule is inconsistent with the timing of the most important deliverables. There is no clarity in allocation of tasks and responsibilities.
<b>SATISFACTORY (SCORE 70)</b>	The organizational chart is complete and detailed, the technical level of composition of the staffing arrangements is adequate and staffing is consistent with both timing and deliverables.
<b>GOOD (SCORE 90)</b>	Besides meeting the "satisfactory" rating, staff are well balanced i.e. they show good co-ordination, complimentary skills, clear and defined duties and responsibilities, and limited number of short term experts. Some members of the project team have worked together before on limited occasions.
<b>VERY GOOD (SCORE 100)</b>	Besides meeting the "good" rating, the proposed team is well integrated and several members have worked together extensively in the past.

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**Person Authorized to sign Tender:**

**FULL NAME** (IN BLOCK LETTERS):

**SIGNATURE:**

**DATE:**

### FORM RDG 3 SUBMISSION SCHEDULE: EXPERIENCE OF KEY STAFF

Experience of the key staff (assigned personnel) in relation to the scope of work will be evaluated from three different points of view:

- 1) General experience (total duration of professional activity), level of education and training and positions held of each key staff member / expert member.
- 2) The education, training and experience of the key staff member / experts, in the specific sector, field, subject, etc. which is directly linked to the scope of work.
- 3) The key staff members' / experts' knowledge of issues which the Respondent considers pertinent to the project e.g. local conditions, affected communities, legislation, techniques etc.

A CV of each key staff member of not more than 2 pages should be attached to this schedule. The CV should be structured under the following headings:

1. Personal particulars
  - name
  - date and place of birth
  - place (s) of tertiary education and dates associated therewith
  - professional awards
2. Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations)
3. Name of current employer and position in enterprise
4. Overview of post graduate / diploma experience (year, organization and position)
5. Outline of recent assignments / experience that has a bearing on the scope of work

The scoring of the experience of key staff will be as follows:

	<b>General qualifications</b> <i>(Greater weighting will be given to the team leader)</i>	<b>Adequacy of the assignment</b> <i>(Greater weighting will be given to the team leader)</i>	<b>Knowledge of issues pertinent to the project</b> <i>(Greater weighting will be given to the team leader)</i>
<b>POOR</b> <b>(SCORE 40)</b>	Key staff have limited levels of general experience	Key staff have limited levels of project specific education, training and experience	Key staff have limited experience of issues pertinent to the project
<b>SATISFACTORY</b> <b>(SCORE 70)</b>	Key staff have reasonable levels of general experience	Key staff have reasonable levels of project specific education, training and experience	Key staff have reasonable experience of issues pertinent to the project
<b>GOOD</b> <b>(SCORE 90)</b>	Key staff have extensive levels of general experience	Key staff have extensive levels of project specific education, training and experience	Key staff have extensive experience of issues pertinent to the project
<b>VERY GOOD</b> <b>(SCORE 100)</b>	Key staff have outstanding levels of general experience	Key staff have outstanding levels of project specific education, training and experience	Key staff have outstanding experience of issues pertinent to the project

*The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.*

**Person Authorized to sign EOI:**

**FULL NAME** (IN BLOCK LETTERS):

**SIGNATURE:**

**DATE:**

**FORM RDG 4**

**SUBMISSION SCHEDULE: RESPONDENTS' EXPERIENCE**

The experience of the Respondent as opposed to the key staff members / experts in similar projects or similar areas and conditions in relation to the scope of work will be evaluated.

Respondents should very briefly describe his or her experience in this regard and attach this to this schedule.

The description should be put in tabular form with the following headings:

Employer, contact person and telephone number, where available	Description of work (service)	Value of work (i.e. the service provided) inclusive of VAT (Rand)	Date completed

The scoring of the Respondent's experience will be as follows:

<b>POOR (SCORE 40)</b>	Respondent has limited experience
<b>SATISFACTORY (SCORE 70)</b>	Respondent has relevant experience but has not dealt with the critical issues specific to the assignment.
<b>GOOD (SCORE 90)</b>	Respondent has extensive experience in relation to the project and has worked previously under similar conditions and circumstances.
<b>VERY GOOD (SCORE 100)</b>	Respondent has outstanding experience in projects of a similar nature

*The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.*

Person Authorized to sign EOI:

FULL NAME (IN BLOCK LETTERS):

SIGNATURE:

DATE:

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**PART E3:**  
**INDICATIVE SCOPE OF WORK**



**Request for Information (RFI)**

**Interested parties are invited to participate in an RFI for the purposes of assessing the types and extent of innovative green economy programmes and/or projects available for implementation within the City of Tshwane for possible inclusion into a database of initiatives to be implemented as part of the City's Green Economy Transition Process.**

**RFI Reference Number: CB234/2013**

**Dated : 08/11/2013**

**Closing Date : 06/12/2013**

**Closing Time : 12:00pm**

**Please direct all questions about this RFI and all responses to this RFI to: City Sustainability Office at**

**Email: [greenup@tshwane.gov.za](mailto:greenup@tshwane.gov.za)**

## **1. Disclaimer**

While the CoT has taken due care in the preparation of information contained herein, neither the CoT, its staff, or its advisors or any other Organ of State providing assistance to the CoT gives any warranty or makes any representations, express or implied, as to the completeness for purpose or accuracy of the information contained in this document or any information which may be provided in connection therewith.

The information contained herein is not intended to be exhaustive. Interested parties are required to make their own enquiries and Respondents must, confirm in writing that they have done so and that they do not rely on the information provided in this Request for Information (RFI) document in submitting their RFI response. The information is provided on the basis that it is non-binding on the CoT, its staff, and its advisors or any other Organ of State providing assistance to the CoT. The CoT reserves the right not to proceed with the initiative as well as the right not to discuss the initiative further with any Respondent.

No reimbursement of costs or expenses of any type whatsoever will be paid to Respondents or any other persons, or entities expressing interest in the initiative for purposes of submitting an RFI response and to this end, no Respondent shall have a claim against the CoT, its staff or its advisors, or any other Organ of State providing assistance to the CoT, arising out of any matter relating to this RFI document, of any nature whatsoever whether or not any circumstances arising as a result of, such claim is based on any act or omission by the CoT or any Organ of State providing assistance to the CoT whatsoever and/or the content of this RFI.

The Evaluation process of the RFIs received will be conducted by an Evaluation Committee appointed by the City Manager of the CoT and the deliberations of the said Committee will not be open to any other party.

The CoT as part of the South African Government adheres to all the regulations of procurement including but not limited to the Preferential Procurement Policy Framework Act, and Broad Based Black Economic Empowerment Codes.

The CoT may choose to consider either one prospective project proponent for one or more than one projects, a joint venture or different prospective project proponents for one or more than one projects.

This RFI is not intended to serve as the basis for an investment decision, and each interested party is expected to make such independent investigation and to obtain such independent advice, as he or she may deem necessary for submitting a response hereto.

This RFI replaces all other green economy and/or sustainability project proposals or presentations that might have been made to the CoT in the past 2 years. Organisations who have made such presentations and/or unsolicited bids are therefore encouraged to respond to this RFI.

## 2. Background

The increasing urbanisation and growth has a high social and environmental cost. Cities use two-thirds of the world's energy and generate over 70% of its carbon emissions. Across the world cities bear a massive unfunded burden in adapting to climate change and dealing with resource depletion and natural disasters. The future growth of our economy and well-being of our society will depend on us being able to manage pressing environmental costs and risks, and immediate and growing resource constraints to secure a sustainable growth trajectory. The premise of our understanding and commitment to a Green Economy is based on our understanding of the sustainability challenges in the current development path:

- There is overwhelming scientific evidence that climate change will lead increasingly to unpredictable weather patterns, disrupted ecosystems and natural disasters. This will disproportionately lead to economic instability and increased vulnerability of communities and households.
- The world increasingly experiencing resource constraints; reaching the limits of development paths reliant on under-valued resource inputs such as food, electrical power, water and fossil fuels. The prices of these goods and the services they produce will therefore rise steeply.

The South African economy is heavily reliant on its natural resources and therefore needs to adopt resource efficient production practices and progressively restructure away from energy intensive industries towards new green industries, which are financially viable and internationally competitive in the long run. A move to a more sustainable development path will create new green jobs, which may help to offset employment losses experienced in other sectors; open up new investment opportunities and export markets; support the creation of a knowledge based economy and allow South Africa to set standards and demonstrate thought leadership. The City of Tshwane as the country's capital is taking bold steps to enhance sustainability practices and transition to a low carbon economy as a contribution to the overall aspirations of the country as reflected in vision 2030 and other long term planning instruments

### 2.1 Objective

A Green Economy transition process focuses on improving efficiency of natural resource use; to improve human well-being, reduce ecological scarcities and enhance economic growth and poverty reduction. The CoT *Green Economy Strategic Framework* defines CoTs approach to a green economy transition and provides a strategic guide for low-carbon, resource efficient and climate resilient equitable economic development.

Effective partnerships between the city and the private sector as well as other agencies and organisations will be critical in securing new green investment opportunities that will reduce the CoT carbon footprint through the improved efficiency in existing high carbon-emitting sectors and ensuring future low-carbon developments as well as innovative approaches and programmes in improving resilience to climate impacts.

The specific objectives of this RFI are as follows:

- To gather information to validate the existence of capable innovators/implementers and/or organisations in the market who are able to conceptualise, fund and implement green economy projects in one or more thematic areas as identified by CoT. Assess market interest ;
- Gather information to support the development of a procurement process for green economy programmes within the South African procurement legislation, whether a comprehensive Request for Proposals, or otherwise; and
- The allocation of Government resources.

## 2.2 Scope

CoT's transition to a Green Economy will challenge the established economic system that is based on increasing the exploitation of natural resource to fulfil the growing demands for material consumption. Innovation and green technology will play a key role in decoupling material growth from natural resource depletion and in the growth in green jobs.

Given the wide and cross cutting nature of green economy interventions, and the significant amount of interest received from a number of sustainability practitioners through presentations to the different city departments, CoT has deemed it fit to facilitate an open process that would result in the identification of an ideal mix of green economy interventions that, when added to the existing programmes, will ensure that the city is well in the right path towards the sustainability objectives outlined in the 2055 Growth and Development Strategy.

Ideally, most green economy interventions should not require upfront capital expenditure from the city's side and this will be a key criterion in selecting a set of potential providers/partners of green economy interventions.

The green economy interventions are divided into two distinct areas, namely Low Carbon Programmes (Mitigation) and Resilience Programmes (Adaptation). The two categories are further subdivided into key thematic areas. Each thematic area is further unpacked into Overall Aspirations, Strategic Objectives and Appropriate Actions. Proposals need to address one or more of these thematic areas with specific focus on the sustainability elements of the proposal, i.e. Social- employment creation, education & skills, social cohesion etc; Economic – Local content, bankability, income generation capacity etc; Environments – emission reduction potential, resource protection & conservation:

### 2.2.1 TRANSITIONING TO A LOW CARBON CITY (MITIGATION)

#### 1. Solid Waste Management

##### **Aspiration**

- ❖ Reduce the City's reliance on landfilling by moving up the waste hierarchy in a way that adds significant value to healthy and prosperous living in the City.

##### **Strategic objectives**

- Employ innovative solutions, including green technologies, in support of waste minimisation, reuse and recycling; and
- Strengthen public-private partnerships to enable effective integrated waste management.

### ***Appropriate actions***

- Effectively implement the CoT's commitment to an integrated approach to waste management and its plans to generate energy from waste by capturing landfill gas and converting waste into electricity;
- Minimise waste going to landfill by 25% through recycling or recovering of materials and Implement waste separation at source.
- Increase awareness-raising and education, across all sectors, on waste prevention, reduction, recycling, recovery and the implementation of waste separation at source; and
- Support value-adding in the local waste sector through the use, for example, of appropriate public-private partnerships, such as waste co-operatives and SMMEs.

## **2. Municipal wastewaters**

### ***Aspiration***

- ❖ The environmental impacts and costs of wastewater treatment are significantly reduced through the innovative use of wastewaters as a resource for energy recovery and the production of other valuable products.

### ***Strategic objectives***

- Enhance the ability of all municipal wastewater treatment plants to attain Green Drop Certification and to report on their status
- Reduce the energy demand of the city's wastewater treatment plants through waste-to-energy initiatives and the use of renewable energy.
- Sustainable wastewater management through cleaner industrial production and improvements in sanitation by increasing the efficiency of municipal wastewater treatment plants.

### ***Appropriate actions***

- Upgrade and install new waste-to-energy wastewater treatment plants.
- Improve wastewater monitoring systems in support of reporting to South African Waste Information Services and the monitoring and compliance of wastewater legislation.

## **3. Integrated water resources management**

### ***Aspiration:***

- ❖ Water resources are managed in an effective and integrated way which maximises economic and social welfare in an equitable manner, without compromising the sustainability of vital ecosystems.

### ***Strategic objectives:***

- Improve the efficiency of water supply through setting and achieving targets for reducing losses resulting from the system of water storage and distribution;
- Enhance the CoT's ability to report on - and attain - drinking water quality standards through, for example, attaining 'blue drop' status;
- Increase water-use efficiency and access to basic water supply through appropriate water-pricing;



- Advocate and provide incentives for improved water resource management in industrial settings, particularly mining and agriculture;
- Enhance the quality and quantity of water through effective ecosystem management (e.g. the conservation of wetlands in order to maintain their natural purification and flood control functions);
- Create green jobs in expanded public works programmes (such as Working for Water and Working on Wetlands) that conserve biodiversity and protect ecosystems to improve water availability.

#### ***Appropriate actions***

- Develop and implement a water demand management strategy, which includes initiatives for improved water monitoring and reporting, in order to reduce water distribution losses;
- Implement a refined water-tariff structure to cross-subsidise free basic water supply; and
- Improve the conservation status of natural areas, particularly wetlands and water catchment areas, to improve ecosystem services and the provision of freshwater

#### **4. Green buildings and Built Environment**

##### ***Aspirations***

- ❖ CoT Architecture is redirected towards improved livability and connectivity;
- ❖ The retro-fitting of buildings and construction of new buildings in CoT for improved energy and materials efficiency.

##### ***Strategic objectives***

- Develop skills and capacity in green building materials and design;
- Ensure full-cost accounting occurs in relation to building construction, including capital and operational costs (e.g. material, energy and labour); to demonstrate the significant long-term savings of Green buildings;
- Integrate green building principles into spatial planning to enable a livable city that enhances human health and well-being; and
- Improve urban mobility and connectivity through the densification and compaction of the built environment, the development of integrated mass urban transport systems, and through increasing the accessibility to information technology.

##### ***Appropriate actions***

- Implement green retrofitting in selected municipal and other buildings, to demonstrate the financial savings and other benefits of green buildings;
- Monitor the implementation of- and ensure compliance with- the CoT's Green Building Development Policy and by-law;
- Adopt the Green Star Rating System through the Green Buildings Council of South Africa;
- Enhance urban compaction and densification from the strategic planning stage to implementation.

#### **5. Sustainable Transport and improving mobility**

##### ***Aspiration:***

- ❖ Sustainable mobility and connectivity through improvement in the enabling infrastructure and access to greener transportation options in the CoT.

### ***Strategic objectives***

- Green urban development through spatial densification, urban compaction, localization of materials and markets and enhancing access to Information and Communications Technology to increase mobility without the need for additional transportation;
- Synchronise transport modalities and improve transport operations with the aim of increasing efficiency;
- Provide safe, reliable and affordable mass transport systems to all citizens; and
- Advocate and enable the use of biofuels and electric transport options that offer low-carbon mobility.

### ***Appropriate actions***

- Reclaim city space for walking and non-motorised transport;
- Expand the CoT mass transport systems
- Phase electric vehicles into CoT's fleet and encourage the purchase of electric and other renewable energy-based vehicles by private residents and companies

## **6. Sustainable Energy**

### ***Aspirations***

- ❖ Increased opportunities and investment in energy efficiency and energy management to reduce CoT's existing energy demand and carbon footprint;
- ❖ Renewable energy options are developed and promoted in the City and they contribute effectively to a greener and more sustainable energy supply mix; and
- ❖ Energy accessibility and affordability for all CoT residents is enhanced in a way that makes cleaner renewable fuels available for cooking, heating, transportation and lighting.

### ***Strategic objectives***

- Enhance demand side management through energy efficiency initiatives, improved metering of electricity and reduced losses from the transmission and distribution of electricity and fuels;
- Assess the financial, institutional and regulatory barriers that prevent the widespread implementation of renewable energy;
- Explore the full costs and benefits of decentralised renewable energy power options, versus current electric grid expansion;
- Increase access and affordability to renewable energy supply options in a way that helps to address inequality and poverty in the CoT;
- Improve the management and strategic development of CoT's energy supply and demand through integrated spatial planning which, for example, locates uses with high energy demands, such as industry, in consolidated areas (e.g. industrial parks).

### ***Appropriate actions***

- Improve demand side management by expanding the City's Solar Water Heater (SWH) programme, promoting the wide-spread use of low-energy CFL and LED lighting, ensuring improved building insulation, and using Smart meters with time-of-use tariffs;
- Develop municipal hydro-power initiative using the CoT water supply system;

- Establish efficient systems and processes for the operation and long term sustainability of the two CoT coal-power stations (Pretoria West and Rooiwal);
- Develop the proposed Solar Park to generate 20MW of electricity using photovoltaic (PV) panels;
- Generate renewable energy fuels (i.e. biogas and landfill gas) from sewage and wastes at municipal treatment facilities (WWTP and landfills sites); and
- Support and promote the use of low-carbon renewable transport fuels such as electric-powered vehicles and the displacement of petrol and diesel with biofuels and Concentrated Natural Gas (CNG)

## 2.2.2 BUILDING A RESILIENT & RESOURCE EFFICIENT CITY (ADAPTATION)

### 1. Maintenance and provision of ecosystem goods and services

#### ***Aspiration***

- ❖ The protection and enhancement of ecosystem goods and services within ecological limits and rate of replenishment recognised as essential for city sustainability.

#### ***Strategic objectives***

- Ensure that the municipal environmental management framework (EMF) informs the CoT's Integrated Development Plan (IDP) and all development decisions; Establish actions to meet existing SANBI targets for the conservation of biodiversity (especially the grasslands target);
- Ensure biodiversity mapping is undertaken for the CoT and informs, not only municipal environmental management, but also all development decisions;
- Promulgate and enforce by-laws related to the maintenance and enhancement of green servitudes e.g. for storm-water management and the management and maintenance of open green space and biodiversity corridors; and
- Develop remediation plans for the rehabilitation of degraded and contaminated land within the CoT.

#### ***Appropriate actions***

- Undertake biodiversity assessments to determine the status of sensitive areas, such as wetlands and bio-reserves, and to inform their rehabilitation where needed;
- Mainstream environmental priorities (e.g. conservation of sensitive areas) into strategic development plans (e.g. Integrated Development Plan (IDPs)), as well as into sector-specific policies, plans and projects (e.g. water, waste and housing).
- Support and enable the expansion of public works programmes, such as Working for Water, Working on Fire and Working for Wetlands within the CoT.

### 2. Sustainable agriculture and food security

#### ***Aspiration***

- ❖ Food-security is ensured through sustainable food supply systems in which agricultural activities are undertaken in a manner which maintains and enhances the ecological integrity of land and other natural resources.

### ***Strategic objectives***

- Develop incentives to actively promote sustainable agriculture and agro-ecology;
- Rehabilitate currently degraded common-lands and promote their sustainable use by communities and small-scale farmers;
- Promote small-scale organic farming and farm-produce, the establishment of community co-operatives and local food markets; as well as green packing houses and processing facilities that add value to local produce;
- Expand existing feeding schemes and establish community nutrition centres or restaurants that serve as educational platforms for good nutrition;
- Promote urban agriculture and establish food gardens at public institutions such as clinics, hospitals, schools and state correctional facilities; and
- Support programmes to ensure protection of agricultural land, sustained food security and local economic development

### ***Appropriate actions***

- Develop the infrastructure required for successful local food markets and for green packing houses and processing facilities that add value to local produce;
- Enhance local food production and establish food gardens at public institutions such as clinics, hospitals, schools and prisons
- Increase awareness of the relationship between ecosystem services, food security and nutrition within the CoT.

## **3. Sustainable communities: health and social development**

### ***Aspiration***

- ❖ A vibrant citizenry and a healthy, skilled work-force that contributes to improved human well-being and social cohesion.

### ***Strategic objectives***

- Foster a citizenry that is engaging, aware of their responsibilities and rights, and participates as partners in the Green Economy;
- Build the social capital and community skills required to improve societal health and well-being;
- Provide services and facilities that enable a safe and healthy environment and enhance opportunities for improved connectivity and social cohesion, such as:
- Integrated community development initiatives in arts, heritage and culture and the development of community infrastructure (e.g. parks, community centres, open space and recreation areas); and
- New public infrastructure that enhances universal access to basic services and inclusivity, in order to improve human health within the CoT.

### ***Appropriate actions***

- Rehabilitate municipal buildings, parks, wetlands and road-sides in a way which maintains and restores ecological goods and services; and also provides for shared and lively public spaces

### **3. Submission Guidelines**

#### **3.1 Who Should Respond**

The COT would welcome responses to the RFI from developers and/or innovators who have performed low carbon, resource efficiency and/or climate resilient programmes.

#### **3.2 How to Respond**

- The RFI should be completed on the attached (Annexure A) form and signed by an authorised signatory.
- The RFI may be accompanied by limited supporting material, only if it is salient and directly pertinent to the RFI and to the decision-making of the COT.
- The language for submission of the document shall be English.

All costs incurred by Respondents in connection with the RFI shall be borne by the respective Respondents themselves.

#### **3.3 Submissions**

The complete RFI must be returned via email to the e-mail address indicated below:

The Chief Sustainability Specialist  
The City of Tshwane  
PO Box 440  
Pretoria  
0001

**Tel** : (012) 358-3948/012 358 8870

**Email** : dorahn@tshwane.gov.za/mercedesm@tshwane.gov.za

All RFI responses must be clearly marked as follows:

**Ref. number** : CB234/2013

**Closing Date** : 09/12/2013

**Closing Time** : 13:30pm

The COT reserves the right to cross-check as well as confirm the information/ details furnished by the Respondent in its response. All the information supplied by the Respondents will be kept as strictly confidential by the COT and will not be shared with any other third party.

### **4. Next Steps**

Based on the nature, number, and attractiveness of responses, the COT will pursue next steps, which may include establishing a formal competitive process i.e. an RFP process or otherwise as determined by the COT whilst following procurement legislation, based on the following indicative timeline:

Description	Date
RFI released	8 November 2013
RFI responses due	06 December 2013
Preparation of procurement documentation	November - December
RFP released to short listed RFIs	19 December 2013
RFP responses due	31 January 2014
Adjudication process	February – March 2014
Presentations and clarifications	April 2013
Contracting & Commencement of Implementation	June 2014

## 5. Use of Information

The COT reserves the right to use the information received from respondents for further development of this initiative. The mere fact of responding to the RFI however, shall not confer any rights on a respondent to preferential treatment at any subsequent bid/development stage of the initiative.

### 5.1 Amendment

The COT may, at its sole discretion, before the last date for submission of the RFI, modify this information document by issuing an addendum thereto. The City is requesting potential Respondents therefore to visit the website on a regular basis for possible updates of this RFI.

The COT may extend the last date for submission of RFI responses to allow Respondents reasonable time to consider any amendment to this information document and to amend its RFI submissions in the case of such an amendment.

## Annexure A- RFI Form

### ***Towards a Low Carbon, Resource Efficient and Climate Resilient City of Tshwane***

CoT's transition to a Green Economy will challenge the established economic system that is based on increasing the exploitation of natural resource to fulfil the growing demands for material consumption. Innovation and green technology will play a key role in decoupling material growth from natural resource depletion and in the growth in green jobs.

Given the wide and cross cutting nature of green economy interventions, and the significant amount of interest received from a number of sustainability practitioners through presentations to the different city departments, CoT has deemed it fit to facilitate an open process that would result in the identification of an ideal mix of green economy interventions that, when added to the existing programmes, will ensure that the city is well in the right path towards the sustainability objectives outlined in the 2055 Growth and Development Strategy.

Ideally, most green economy interventions should not require upfront capital expenditure from the city's side and this will be a key criterion in selecting a set of potential providers/partners of green economy interventions.

Name of Organisation and Description of Ownership:	
Contact Person:	Physical Address:
Office Number:	
Cell Number:	Postal Address:
e-mail Address:	
Description of Company/ Organisation Activities/ Relevant experience on projects of a similar nature, previous and current (if any): <i>These are to be submitted as part of a brief company profile document annexed to this Implementation Plan template</i>	

#### 1. Green economy thematic focus area and objective

Green economy thematic focus area	Objective/s being addressed

#### 2. Title of project

#### 3. Brief Description of project

#### 4. Project status- New or expansion of existing

#### 5. Has the feasibility study been conducted or business plan completed or still an idea

6. Readiness to implement- How soon can project be implemented (short, medium to long-term: in months/years)?
7. Is it an actual project implementation or research/pilot?
8. Private/PPP /direct public driven and list relevant partners
9. Spatial location of project, beneficiaries and scale up potential
10. Project period: Short, medium or long –term (in years)
11. Estimated start and finish date
12. Job creation potential

	Number of Skilled AND Temporary or Permanent AND Duration of employment	Number of Labour AND Temporary or Permanent AND Duration of employment
Local manufacturing/ production		
Construction		
Installation		
Operation		
Maintenance		
Decommission		
<b>Total Number of Jobs</b>		
Cost Per Job		



13. Financial implications (total cost/ investment and breakdown (cash flow) over +-3 to 5 years)

Activities	Deliverables	Year 1 e.g. 2014/15	Year 1 Quarter	Year 2 2015/16	Year 3 2016/17	Year 4 2017/18	TOTAL (RANDS)
			Q1				
			Q2				
			Q3				
			Q4				
			Q1				
			Q2				
			Q3				
			Q4				
			Q1				
			Q2				
			Q3				
			Q4				
<b>TOTAL (R)</b>							

14. Potential source of funding

- -----
- -----
- -----

15. Financial instruments

Has the project applied for or received soft loans, South African Government subsidy schemes, donor funding and or any other financial instruments? (Y/N)

Please provide details:

16. Project legal, permit, license and institutional requirement

17. Sustainability of projects

- Financial (especially once external funding ends)
- Institutional (structure to allow activities to continue)
- Multiplier effect

18. Key dependencies (enabling factors/ input required from other stakeholders/ processes/ infrastructure)

Dependency e.g. Stakeholder/factor/ input/process/ infrastructure required	In place (Y/N)	Mitigation

## 19. Targets and performance indicators

Activities	Output	Outcome	Indicators

## 20. Risks to be managed

RISK	IMPACT H/M/L	LIKEHOOD H/M/L	RESPONSE

## 21. Activity Plan

ACTIVITY	START DATE	END DATE	OUTPUT	RESPONSIBILITY	P/M MILESTONE

22. Audit of available resources

Resource item	Source	Available Y/N	To be procured Y/N	Difficult to obtain Y/N

23. Overall project monitoring and evaluation