



**SUPPLY AND DELIVERY OF 100 TREE CAGES (TREE
 GUARDS) FOR PLANTED TREES**
TENDER NUMBER – SCM 695/13

TENDER DOCUMENT
 JANUARY 2013

TENDERER/ TENDER OFFERER	
NAME OF Company/Close Corporation /Partnership/Sole Proprietor /Joint Venture
TRADING AS
TENDER AMOUNT	R



SCM No. 695/13

**ADVERTISEMENT FOR THE SUPPLY AND DELIVERY OF 100 TREE CAGES (TREE GUARDS) FOR
PLANTED TREES TO KSDLM**

Accredited Service Providers are sought for the supply and delivery of 100 tree cages (tree guards) for planted trees to King Sabata Dalindyebo Municipality in terms of Section 18(a) of the Municipal Finance Management Regulations dated 30th May 2005:

Bid documents will be available from office No.144, First Floor Munitata Building, CNR Owen and Sutherland Street, Mthatha on the **17th January 2013**. Sealed documents clearly marked "**Tender No. 695/13; Tender to supply and delivery of 100 tree cages (tree guards) for planted trees to KSDLM**", must be deposited in the Tender Box, at 1st Floor, Munitata Building, Corner York & Leeds Road not later than **26th January 2013 at 12h00**, where after Tenders will be opened in public in the Municipal offices. Documents should be submitted together with the KSD Municipal Vendor Database application form if not registered on the KSD Municipal Vendor Database.

Enquiries should be directed to: **Mr. L. Maka, Tel. No. 047- 501 4312.**

SERVICE PROVIDERS SHALL TAKE NOTE OF THE FOLLOWING:

- King Sabata Dalindyebo Supply Chain Management Policy will apply;
- Company profile must be submitted, VAT registration (where applicable);
- King Sabata Dalindyebo does not bind itself to accept the lowest or any other bid and reserves the right to accept the whole or parts of the bid;
- Bids which are late, incomplete, unsigned, or submitted by facsimile or electronically, will not be accepted;
- The council reserves the right to disqualify any services provider whose members and or shareholders owe the municipal rates & taxes.
- Bidders are encouraged to disclose whether its members are working for the state, failure to do so will lead to disqualification.

Bidders to note that :-

1. Failure to submit B-BBEE Certificate the bidder will loose marks allocated for that
2. Failure to submit valid tax certificate; company registration; certified id copies will result to a tender deemed as non-responsive .
3. Failure to fill in form of offer; acceptance and signing of declaration of interest will result to a tender deemed as non-responsive .

EVALUATION CRITERIA

The evaluation will be performed on 80/20 principles as provided in Preference Procurement Framework Act (PPFA). The King Sabata Dalindyebo Municipality Supply Chain Policy will apply.

Functionality	-	80
<u>B-BBEE Status Level</u>	-	<u>20 points</u>
TOTAL	-	100 points

ALLOCATION OF POINTS FOR BBBEE

B-BBEE Status Level Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Failure to comply with these conditions may invalidate your offer.

CHECKED By :-

.....
MRS. N. PLATYI
GENERAL MANAGER : SCM

.....
DATE

.....
MRS N NTSHANGA
CHIEF FINANCIAL OFFICER

.....
DATE

SCM regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council
 - (ii) any provincial legislature; or
 - (iii) the National Assembly or National Council of provision;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality of municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution with the meaning of the Public Finance Management Act, 199 (Act No. 1 of 1999)
- (e) a member of the accounting authority of any nation or provincial public entity; or
- (f) an employee of parliament or a provincial legislature

SPECIFICATION

SCOPE OF WORK

Community Services Directorate is currently implementing the EPWP Programme for Cleaning and Beautification of Public open spaces. One of the key deliverables is the planting of trees in public open spaces. The tree guards will be used to protect trees against vandalism.

SCOPE OF WORK

- Supply and installation of 100 x 1500 x 1.6 mm galvanised steel palisade plates to protect trees from vandalism.
- Galvanized plates to be bolted to concrete to prevent shifting of tree cages or vandalism
- The height of the tree cages to be about 1,7m – 2m
- The service providers are expected to propose their own designs .

N.B : PRICING SCHEDULE TO BE DETAILED IN TERMS OF QUANTITY AND UNIT PRICE (To be itemized).

INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR THE SUPPLY AND DELIVERY OF 100 TREE CAGES (TREE GUARDS)
FOR PLANTED TREES TO KING SABATA DALINDYEBO LOCAL MUNICIPALITY**

BID NUMBER:	SCM 695/13	CLOSING DATE:	25 th January 2013	CLOSING TIME:	12:00
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DESCRIPTION:

- The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).
- Bid documents must be deposited in the bid box situated at office No. 144, 1st Floor Munitatabuilding ,CNR Owen and Surtheland Street Mthatha .
- Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.
- The bid box is generally open 8 hours a day, 5 days a week.
- All bids must be submitted on the official forms – (not to be re-typed)
- This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions Of Contract (SCC)

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

Name Of Bidder	
Postal Address	
Street Address	
Telephone Number	Code: Number:
Cellphone Number	
Facsimile Number	Code: Number:
Vat Registration Number	

Has an original tax clearance certificate been submitted (MBD 2)?	YES / NO
Are you the accredited representative in south Africa for the good/Services offered by you	YES / NO (IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER	
DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED	
TOTAL BID PRICE	

7. PAYE employer's registration number (if applicable):

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Signature of contact person requiring Tax Clearance Certificate:

Name:

Telephone number: Code:..... Number:

Address:

.....

.....

DATE: 20____ / ____ / ____

PLEASE NOTE THAT THE COMMISSIONER FOR THE SOUTH AFRICAN REVENUE SERVICE (SARS) WILL NOT EXERCISE HIS DISCRETIONARY POWERS IN FAVOUR OF ANY PERSON WITH REGARD TO ANY INTEREST, PENALTIES AND / OR ADDITIONAL TAX LEVIABLE DUE TO THE LATE- OR UNDERPAYMENT OF TAXES, DUTIES OR LEVIES OR THE RENDITION RETURNS BY ANY PERSON AS A RESULT OF ANY SYSTEM NOT BEING YEAR 2000 COMPLIANT.

DECLARATION OF INTEREST

1. Any legal person, including person employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship cannot, may make an offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/ her authorized representative declare his/her position in relation to the evaluating / adjudicating authority and / or take an oath declaring his / her interest, where -

- the bidder is employed by the state; and /or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons / a person who are / is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person per persons for or on whose behalf the declaring acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Are you or any person connected with the bidder, **YES / NO** employed by the state?

2.1.2 If so, state particulars.

2.2 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the state and who may be involved with the evaluation and or adjudication of this bid?

2.2.1 If so, state particulars.

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

2.3.1 If so, state particulars.

DECLARATION

I, the undersigned (name).....

certify that the information furnished in paragraphs 2.1 to 2.3.1 above is correct. I accept that the state may act against me in terms of paragraph 23 of the general conditions of contract should this declaration prove to be false.

SIGNATURE

DATE

POSITION

NAME OF BIDDER

PAST EXPERIENCE

Bidders must furnish hereunder details of similar works/service, which they have satisfactorily completed in the past. The information shall include a description of the Works, the Contract value and name of Employer.

EMPLOYER	NATURE OF WORK	VALUE OF WORK	DURATION AND COMPLETION DATE	EMPLOYER CONTACT NO.

.....
DATE

.....
SIGNATURE OF BIDDER

1. GENERAL CONDITIONS

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; and
- the 90/10 system for requirements with a Rand value above R1 000 000.

The value of this bid is estimated not to exceed R1 000 000 and therefore the 80/20 system shall be applicable.

Preference points for this bid shall be awarded for:

(a)	Price	80 points
(b)	BBBEE	20 points

- Failure on the part of a bidder to fill in and/or to sign this form may be interpreted to mean that preference points are not claimed.
- 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. GENERAL DEFINITIONS

- 2.1.1 **“Acceptable bid”** means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document.
- 2.1.2 **“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 goods, works or services.
- 2.1.3 **“Comparative price”** means the price after the factors of non-firm price and all unconditional discounts that can be utilised have been taken into consideration.
- 2.4.1 **“Consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
- 2.4.2 **“Contract”** means the agreement that results from the acceptance of a bid by an organ of state.
- 2.4.3 **“Specific contract participation goals”** means the goals as stipulated in the Preferential Procurement Regulations 2001.
- 2.6.1 In addition to above-mentioned goals, the Regulations [12.(1)] also make provision for organs of state to give particular consideration to procuring locally manufactured products.
- 2.6.2 **“Control”** means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.

- 2.6.3 **Management**” means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
- 2.6.4 **Owned**” means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.
- 2.13 **Person**” includes reference to a juristic person.
- 2.14 **Rand value**” means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.
- 2.15 **Small, Medium and Micro Enterprises (SMMEs)** bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).
- 2.16 **Sub-contracting**” means the primary contractor’s assigning or leasing or 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.
- 2.17 **Trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to ML Minister such property for the benefit of another person.
- 2.18 **Trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be ML Ministered for the benefit of another person.

3. ESTABLISHMENT OF HDI EQUITY OWNERSHIP IN AN ENTERPRISE

- 3.1 Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals classified as HDI’s, or in the case of a company, the percentage shares that are owned by individuals classified as HD’s, who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.
- 3.2 Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

4. ADJUDICATION USING A POINT SYSTEM

- 4.1 The bidder obtaining the highest number of points will be awarded the contract.
- 4.2 Preference points shall be calculated after prices have been brought to a comparative basis.
- 4.3 Points scored will be rounded off to 2 decimal places.
- 4.4 In the event of equal points scored, the bid will be awarded to the bidder scoring the highest number of points for specified goals.

5. POINTS AWARDED FOR PRICE

5.1 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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

or

90/10

$$Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of bid under construction
- Pt = Rand value of bid under consideration
- Pmin = Rand value of lowest acceptable bid

6. DECLARATION WITH REGARD TO EQUITY

6.1 Name of firm

6.2 Vat registration number

6.3 Company registration number

6.4 TYPE OF FIRM

- Partnership
 - One person business/sole trader
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

6.6 COMPANY CLASSIFICATION

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

6.7 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS?.....

6.8 List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in paragraph 8.

Name	Date/Position Occupied in Enterprise	ID Number	Date RSA Citizenship obtained	*HDI STATUS-			% of business/ enterprise owned
				No franchise prior to elections	Women	Disabled	

*Indicate YES or NO

6.9 Consortium / Joint Venture

6.9.1 In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of the HDI member

Name of HDI member (to be consistent with paragraph 9.8)	Percentage (%) of the contract value managed or executed by the HDI member

9.10 I/we, the undersigned, who warrants that he/she is duly authorized to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 6.9 of the foregoing certificate, qualifies the firm for the preference(s) shown and I/ we acknowledge that .

- (i) The information furnished is true and correct.
- (ii) The Equity ownership claimed is 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 6.9,the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iv) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have –
 - (a) Recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct, and

- (b) 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,

WITNESSES:

1.

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

2.

DATE:.....

ADDRESS:.....

.....

.....

.....

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001 (LOCALLY MANUFACTURED PRODUCTS)

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES SPECIFIED IN CLAIM FORM SBD 6.1 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001

1. Regulation 12(1) of the Preferential Procurement Regulations makes provision for the promotion of locally manufactured products within the preference point systems.

SPECIFIC GOAL	POINTS ALLOCATED
The stimulation of the SA economy by procuring locally manufactured products	0

2. Preference points may only be claimed for products, which will be manufactured (fabricated, processed or assembled), in the Republic of South Africa. In cases where production has not yet commenced at time of bid closure, evidence shall be produced that at the time of bid closure, the bidder was irrevocably committed to local production of the product

3. **“Local content”** means that portion of the bid price, excluding Value Added Tax (VAT), which is not included in imported content, **provided that local manufacture does take place.**

4. **“Imported content”** means that portion of the bid price represented by the costs of components, parts or materials which have been or are still to be imported (whether by the bidder or his suppliers or sub-contractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duties, or other similar taxes or duties at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies for which a bid has been submitted are manufactured.

5. **BID INFORMATION**

Bidders who wish to claim points in respect of this goal must furnish the information in paragraph 7 below.

6. **POINTS CLAIMED**

Indicate whether point(s) allocated for this goal is (are) claimed. Yes / No

7. INFORMATION WITH REGARD TO LOCAL MANUFACTURE

Indicate in the table below which product (s) [item number(s)] is/are manufactured locally against the % local content of each product / item in relation to the bid price (exclusive of VAT). Points claimed must be indicated in the “points claimed” column.

Percentage local content in relation to bid Price	Indicate item numbers	Points Allocated	Points Claimed
10%-30%			
31%-60%			
61% or more			

8. BID DECLARATION

I/we, the undersigned, who warrants that he/she is duly authorized to do so on behalf of the firm declare that points claimed, based on the local content of the product(s) above, qualifies the firm for the point(s) shown and I /we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iii) If the claims are found to be incorrect, the purchaser, in addition to any other remedy it may have-
 - (a) recover all costs, losses or damages it has incurred or suffered as a result of that person’s conduct, and
 - (b) 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;

WITNESSES:

1.

7.

.....

SIGNATURE(S) OF BIDDER(S)

DATE:

DECLARATION WITH REGARD TO LOCALITY

State full particulars of locality of enterprise as well as that of Head Office:

Address of Local Enterprise:	
Physical Address:	Postal Address:
Telephone:	Fax:
Address of Head Office:	
Physical:	Postal:
Telephone	Fax:

I/we, the undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise certify that the enterprise is entitled to the points allocated in paragraph 2 of this form and I/we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claim is correct.
- (iii) If the claim is found to be incorrect, the purchaser may, in addition to any other remedy it may have-
 - (a) recover all costs, losses or damages it has incurred or suffered as a result of wrong information furnished; and
 - (b) 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;

WITNESSES:

1.

<p>.....</p> <p>SIGNATURE(S) OF BIDDER(S)</p>
--

2.

DATE:

PRICE QUOTATION FORM
(Purchases up to estimated value of)

NB: Use ink, preferably black; to fill in the information applicable to the specific required quotation

VALIDITY: 7 WORKING DAYS

Community Services Directorate is currently implementing the EPWP Programme for Cleaning and Beautification of Public open spaces. One of the key deliverables is the planting of trees in public open spaces. The tree guards will be used to protect trees against vandalism.

SCOPE OF WORK

- Supply and installation of 100 x 1500 x 1.6 mm galvanised steel palisade plates to protect trees from vandalism.
 - Galvanized plates to be bolted to concrete to prevent shifting of tree cages or vandalism
 - The height of the tree cages to be about 1,7m – 2m
 - The service providers are expected to propose their own designs
-

Trade mark and model:

Country of origin:

POINTS CLAIMED:

BBBEE status level contributor points

% EQUITY OWNED BY HISTORICALLY DISADVANTAGED INDIVIDUALS:

Name	Date / Position Occupied in Enterprise	ID Number	Date RSA Citizenship obtained	*HDI STATUS-			% of business / enterprise owned
				No franchise prior to elections	Women	Disabled	

DELIVERY BASIS:

(i) Is the delivery period firm? * YES / NO

(ii) Period required for delivery after receipt of order: _____

Is the price (inclusive of VAT) firm? * YES / NO

Discount offered (conditional/unconditional): _____

Is offer strictly to specification/terms of reference, if attached? * YES / NO

If not specification/terms of reference, state deviation (s): _____

(1) Name of taxpayer/quoter: _____

(2) Identification Document number:

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(3) Trade name: _____

(4) Company/Close Corporation registration number:

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(5) Income tax reference number:
(Original of Income Tax Clearance Certificate to be attached)

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(6) VAT registration number (if applicable):

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

(7) PAYE employer's registration number (if applicable)

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

Bank Details (if applicable): _____

Bank Name: _____

Bank Branch Code:

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

Account Holder: _____

Bank Account number:

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

Bank Account type: _____

CONTACT PERSON:

Signature: _____ Name in print: _____

Telephone No: Code: _____ No: _____

Cellphone No: Code: _____ No: _____

E-mail address: _____

Address: _____

_____ Postal Code:

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