



**CITY OF TSHWANE METROPOLITAN MUNICIPALITY**

**TENDER NUMBER:**

SS 05-2024.25

<b>TENDER DESCRIPTION:</b>	Tender for the general repairs of the city of Tshwane's commercial vehicles and earth moving equipment for a three-year period.
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**NAME OF BIDDER:** .....

**CSD NUMBER:** .....

**VENDOR NUMBER (WHERE APPLICABLE)** .....

Prepared by:  
City of Tshwane Metropolitan Municipality  
Tshwane House  
320 Madiba Street  
Pretoria CBD  
0002  
Tel: 012 358 9999

<b>BID CLOSING DATE</b>	<b>20 February 2025</b>
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Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.

“Note: Bidders are required to submit electronic copies of the bid either by memory stick/USB flash drive/CD/DVD together with the hard copy of the Bid/Proposals”



## CITY OF TSHWANE METROPOLITAN MUNICIPALITY

DEPARTMENT: SHARED SERVICES

Bids are hereby invited from suppliers for the following bid:

Bid number	Description	Department	Contact person	Compulsory briefing session	Closing date
SS 05-2024.25	Tender for the general repairs of the city of Tshwane's commercial vehicles and earth moving equipment for a three-year period.	Shared Services	Karabo Morake (karabomor@tshwane.gov.za or 012 358 0843)	Not applicable	20 February 2025 at 10:00

The document is downloadable on the City of Tshwane website ([www.tshwane.gov.za](http://www.tshwane.gov.za)) and on the E-tender portal ([www.etenders.gov.za](http://www.etenders.gov.za)).

Each tender shall be enclosed in a sealed envelope that bears the correct identification details and shall be placed in the tender box located at:

**“Note: Bidders are required to submit electronic copies of the bid either by memory stick/USB flash drive/CD/DVD together with the hard copy of the Bid/Proposals”**

**Tshwane House  
320 Madiba Street  
Pretoria CBD  
0002**

Documents must be deposited in the bid box not later than **10:00 on 20 February 2025**.

**Bidders must contact the following officials for any enquiries:**

- Technical enquiries: Karabo Morake (012 358 0843 or karabomor@tshwane.gov.za)
- Supply chain enquiries: Ipfi Davhana (012 358 2994 or ipfid@tshwane.gov.za)

**Bids will remain valid for a period of 90 days after the closing date.**

**Bids received after the closing date and time will not be considered. The City of Tshwane does not bind itself to accept the lowest or any other bid in whole or in part.**

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## VERY IMPORTANT NOTICE ON DISQUALIFICATIONS

A bid that does not comply with the peremptory requirements stated hereunder will be regarded as not being an “acceptable bid”, and such a bid will be rejected. An “acceptable bid” means any bid which, in all respects, complies with the conditions of the bid and the specifications as set out in the bid documents, including the conditions as specified in the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and related legislation as published in *Government Gazette 22549*, dated 10 August 2001, in terms of which provision is made for this policy.

1. If any pages have been removed from the bid document and have therefore not been submitted or if a copy of the original bid document has been submitted.
2. If the bid document is completed using a pencil or Tippex corrections were made, or any other colour ink. Only black ink must be used to complete the bid document.
3. The bidder attempts to influence or has in fact influenced the evaluation and/or awarding of the contract.
4. The bid has been submitted after the relevant closing date and time.
5. If any bidder who, during the last five years, has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
6. The accounting officer must ensure that, irrespective of the procurement process followed, no award may be given to a person –
  - (a) who is in the service of the state;
    - i. 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
    - ii. who is an advisor or consultant contracted to the municipality in respect of a contract that would cause a conflict of interest.
7. Bid offers will be rejected if the bidder or any of his/her directors are listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004) as a person prohibited from doing business with the public sector.
8. Bid offers will be rejected if the bidder has abused the City of Tshwane supply chain management system.
9. Failure to complete and sign the certificate of independent determination or disclosure of wrong information.
10. Duly Signed and completed MBD forms (MBD 1, 4, 5, 8 and 9) The person signing the bid documentation must be authorised to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.
11. All MBD documents fully completed (i.e. no blank spaces) and fully signed? By the authorized personnel.
12. False or incorrect declarations on any of the MBD documents will result in the rejection of the bidder.

- 13 It is the responsibility of the bidder to disclose in MBD4 any interest in any other related companies or business whether they are bidding for this contract. Failure to disclose this interest will result in the rejection of the bid.
- 14 Joint Ventures (JV) – (Only applicable when the bidder tender as a joint venture)
- i. Where the bidder bid as a Joint Ventures (JV), the required or relevant documents under administrative requirements must be provided/submitted for all JV parties. (These include MBD4, MBD5, MBD8, MBD 9, CSD and/ or SARS pin, Confirmation that the bidder’s municipal rates and taxes are up to date.)
  - ii. In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties.
  - iii. It is a condition of this bid that the successful bidder will continue with same Joint Venture (JV) for the duration of the contract, unless prior approval is obtained from City of Tshwane.
  - iv. JV agreement must be complete, relevant and signed by all parties.

Failure to comply with the above will lead to immediate disqualification.

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**Bidder**

**CERTIFICATE OF AUTHORITY FOR SIGNATORY**

Status of concern submitting tender (delete whichever is not applicable):

COMPANY/PARTNERSHIP/ONE-PERSON BUSINESS/CLOSE CORPORATION/JOINT VENTURE

**A. COMPANY**

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

An example is shown below:

By resolution of the board of directors on ..... 20.....,  
Mr/Ms ..... has been duly  
authorised to sign all documents in connection with  
Bid Number .....

**SIGNED ON BEHALF OF THE COMPANY:** .....

**IN HIS/HER CAPACITY AS** .....

**DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:** 1. ....

2. ....

**B. PARTNERSHIP**

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

<b>Full name of partner</b>	<b>Residential address</b>	<b>Signature</b>
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the undersigned partners in the business trading as ....., hereby authorise ..... to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid or contract on our behalf.

..... <b>Signature</b>	..... <b>Signature</b>	..... <b>Signature</b>
---------------------------	---------------------------	---------------------------

..... <b>Date</b>	..... <b>Date</b>	..... <b>Date</b>
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**C. ONE-PERSON BUSINESS**

I, the undersigned, ....., hereby confirm that I am the sole owner of the business trading as .....

..... <b>Signature</b>	..... <b>Date</b>
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**D. CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a certified copy of the founding statement of such corporation shall be included with the bid with a resolution by its members, authorising a member or other official of the corporation to sign the documents and correspondence in connection with this bid or contract on behalf of the company.

An example is shown below:

By resolution of the members at the meeting on ..... 20..... at ..... , Mr/Ms ..... , whose signature appears below, has been duly authorised to sign all documents in connection with Bid Number .....

**SIGNED ON BEHALF OF THE CLOSE CORPORATION:** .....

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

**DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:**     1. ....

                          2. ....



**E. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

This returnable schedule is to be completed by joint ventures.

We, the undersigned, are submitting this bid offer in joint venture and hereby authorise Mr/Ms ..... , authorised signatory of the company..... , acting in the capacity of the lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature: ..... Name: ..... Designation: .....
		Signature: ..... Name: ..... Designation: .....
		Signature: ..... Name: ..... Designation: .....
		Signature: ..... Name: ..... Designation: .....

# **SPECIFICATION OR TERMS OF REFERENCE**

## **SHARED SERVICES DEPARTMENT**

### **BID NAME**

**TENDER FOR THE GENERAL REPAIRS OF CITY OF TSHWANE'S COMMERCIAL VEHICLES AND EARTH MOVING EQUIPMENT FOR THREE YEAR PERIOD**

### **BID NUMBER**

**SS 05-2024.25**

## **1. INTRODUCTION AND PURPOSE**

The City of Tshwane ("The City") is classified as a Category A, Grade 6 metropolitan municipality. It currently covers approximately 6 368km<sup>2</sup> of Gauteng's 19 055km<sup>2</sup> and stretches almost 121 km from east to west and 108 km from north to south making it the third-largest city in the world in terms of land area, after New York and Tokyo/Yokohama. The City has the Constitutional mandate to execute the local government functions as listed in Schedules 4B and 5B of the Constitution of the Republic of South Africa. The functions listed in the said schedules are executed within the City by the various political and administrative structures as contained in the approved governance model of the City.

The City's strategic pillars are as follows:

- A City that facilitates economic growth and job creation.
- A City that cares for residents and promotes inclusivity.
- A City that delivers excellent services and protects the environment.
- A City that keeps residents safe; and
- A City that is open, honest and responsive.

The City of Tshwane metropolitan municipality (the city) hereby invites suitably qualified companies to tender for the general repairs of City of Tshwane's Commercial Vehicles and Earth Moving Equipment for a three-year period.

## **2. BACKGROUND**

The bid provides for the general repairs of City of Tshwane's Commercial Vehicles and Earth Moving Equipment for a three-year period. City of Tshwane end user-departments are at the forefront of essential service delivery, consisting of Tshwane Metro Police, Emergency Medical Services, Transport & Roads, Agriculture & Environmental Management, Electricity department and Finance Department.

Fleet is largely distributed across seven regions within Tshwane. As such, they ought to be adequately resourced with necessary vehicles, equipment and machinery (VEMs) to prevent substantial service interruption. Corporate Fleet Management's core strategic objective has been set at achieving a minimum monthly performance target of 85% fleet availability city wide, managing approximately 5000 Council owned and leased vehicles, equipment and machinery, 66% owned and 34 % leased. The city previously commissioned a study in order to ascertain the

most suitable method through which to undertake its fleet services.

The study recommended that one of the interventions that needs to be implemented within the City's fleet services provision is a centralized co-sourcing of fleet management. A centralized co-sourced fleet services provision entails a hybrid situation where some fleet management functions are undertaken internally within the City, whilst other functions are undertaken externally by the private sector. In line with the above-mentioned, the City hereby requires the services of suitably qualified and capable service providers to undertake the general repairs of City of Tshwane's Commercial Vehicles and Earth Moving Equipment for a three-year period.

### **3. PROJECT SCOPE**

The bid provides for the general repairs of City of Tshwane's Commercial Vehicles and Earth Moving Equipment for a three-year period. The vehicles to be repaired and maintained under this tender are all City of Tshwane vehicles with a gross vehicle mass exceeding 3500kg. Services required includes amongst others the following:

- i. Scheduled Maintenance Services (Minor- and Major-),
- ii. General repairs
- iii. Re-manufacture, repair and overhaul of engines including drivetrain.
- iv. Hydraulic Systems

Due to the amount of work under this tender, a maximum of eight (8) service providers will be appointed to render the service.

### **4. CONDITIONS AND MINIMUM REQUIREMENTS**

#### **4.1 REPAIR SERVICE REQUIREMENTS AND CONDITIONS**

APPLICABLE NATIONAL AND INTERNATIONAL STANDARDS TO BE ADHERED TO:

- Occupational Health and Safety Act (Act 85 of 1993)
- Quality Control System which shall satisfy the requirements of Clause 1.2.2
- Compensation for Occupational Injuries and Diseases Act, 1993
- Unemployment Insurance Act, 1996
- Retail Motor Industry (RMI) Standards
- National Regulator of Compulsory Standards

#### **4.2 QUALITY**

The quality of workmanship, material applied, preparation and final finish shall be in accordance with the industry standard as imposed by the Retail Motor Industry (RMI):

- The tenderer must have experienced personnel to render the service as required.
- All repairs must be done in accordance with OEM specifications.
- The workshop of the tenderer must comply with The Occupational Health and Safety Act, Act 85 of 1993.

### **4.3 SPARES/COMPONENTS USED FOR THE SERVICE/REPAIR - THE CITY OF TSHWANE'S PREFERRED SOURCE**

Only genuine (original equipment manufacturer) or vehicle manufacturer approved spares will be accepted for the repairs and serving of vehicles under this tender.

### **4.4 TRANSPORTATION**

#### **4.4.1 Collecting and Delivering of Vehicles and Machines.**

The cost of collecting and delivering of vehicles and machines, for general repair purposes from/to any location within the boundaries of the City of Tshwane or South Africa to the successful contractor's repair facility, shall be the responsibility of the City of Tshwane i.e. The transportation: shunting or towing service, is for the account of the City of Tshwane,

#### **4.4.2 Collecting and Delivering of Major Units and Components.**

The cost of delivering and collecting of major/minor units and components or the transportation requirements to affect the commissioning and the after sales service applicable to these units, are included in the labour rate, as tendered, for the re-manufacture or repair thereof, were applicable.

### **4.5 REPAIR TURN AROUND TIME**

Unscheduled vehicles repairs and maintenance should not exceed three working days.

Scheduled minor vehicles repairs and maintenance shall not exceed 24 hours.

Scheduled major vehicles repairs and maintenance shall not exceed three working days.

Repairs that require imported parts should not exceed 6 weeks.

### **4.6 NON-PERFORMANCE**

Any contractor appointed by City to render repairs and maintenance services, not complying with the repair's turnaround time shall be declared non-conforming. Subsequently a written warning letter will be issued to the contractor. Should the non-performance conduct persist, the City reserves the right to terminate the contract with immediate effect.

### **4.7 SERVICE AFTER THE MUNICIPALITY'S NORMAL WORKING HOURS**

Tenderers may be required to provide a service after the Municipality's normal working hours, i.e. after 16:00 on weekdays, on weekends and on public holidays.

### **4.8 GENERAL REQUIREMENTS**

Only genuine or original equipment manufacturer (OEM) approved spares shall be acceptable.

The price of parts ordered must stay firm from the date of order to the date of delivery.

#### **4.9 PROVISION OF OTHER FLEET RELATED SERVICES**

The Contractor shall provide maintenance/ repair services on all the City owned vehicles under this contract.

The Contractor will also be required to provide other fleet related services that includes the repair, maintenance, sourcing of maintenance equipment, supply and installation of vehicle accessories, testing and certification of fleet workshop infrastructure.

The Contractor shall develop and enhance capacity across the City in relation to provision of fleet services.

The Contractor will be required to upgrade and maintain the City's workshop infrastructure to the required motor industry accreditation levels such that the workshops qualify to service and maintain City vehicles.

The Contractor shall ensure that vehicle availability levels are enhanced and kept at industry standards of approximately 95%

Annual certification of repairs' equipment shall be conducted within the prescribed periods as per the OHS requirements.

#### **4.10 RE-MANUFACTURING DRESS LEVEL**

Code of Practice SABS 0278:1998 refers to the complete engine with gearbox removed, and excluding:

- The clutch plate and pressure plate.
- The starter.
- The alternator.
- The V-belts.
- The radiator.
- The air filter.
- The air-conditioner compressor and parts (not applicable to bus engines); and
- The engine mountings.

For the purpose of starting the engine for the dynamometer test the starter motor will be fitted to the engine.

#### **4.11 COMPONENTS TO BE REPLACED**

With reference to the remanufacture of petrol engines in accordance with the SABS Code of practice SABS 0278: 1998, the components listed in the Code of Practice SABS 0278:1998, item 4.4.1 shall be replaced irrespective of their condition and the contents of item 4.4.2 to 4.4.5 (inclusive) of the Code noted.

#### **4.12 QUALITY ASSURANCE**

The re-manufactured engine shall be run-in and tested on a suitable engine dynamometer in accordance with the Code of Practice concerned:

- Run bedding-in procedure (manufacturers spec)
- Dynamometer test (SABS 0219, Parts 1 to 6) and report Smoke emission test and report.

#### 4.13 PARTIAL OVERHAULS/ REPAIRS

The Municipality may, from time to time, request that a partial overhaul/repair be performed. The overhaul/repair shall conform to the original manufacturer's standards.

Before disassembly the following inspections and tests to be performed, where possible:

- Compression test.
- Leak down test.
- Oil sample analysing to be performed to establish possible cause of failure.

Stripping on a partial basis only and confirm the problem area.

All gaskets and seals removed during partial stripping to be replaced irrespective of condition.

All components may be re-used after inspection provided it is within original engine manufacturer specifications and approved by the Municipality.

Any machining done to components to be within original engine manufacturer specifications.

All components and spares used shall comply with the original engine manufacturer specifications and be approved by the Municipality.

All associated components shall be tested (e.g. for a blown cylinder head gasket(overheating); the thermostat, hoses, v-belts, as well as heat gauge and heat sender unit shall be tested, amongst others).

Guarantee offered in the case of a partial overhaul/repair shall be stipulated on the quotation documentation, and the guarantee shall be as agreed to between the Municipality and the Contractor.

A running test shall be done on each repaired engine. Testing and adjustments shall be made to match the performance of the engine to the original manufacturer specification.

Adjustments and checks to be done as applicable, on dynamometer or with engine fitted to vehicle.

- Timing
- Adjustments
- Compression
- Cooling system

During final testing, the oil- and combustion pressures of the engine shall comply with the OEM specification. There shall be no leakage (water, lubricating- or fuel oil, induction- or exhaust gasses, etc.) during or after the test. The engine cylinder head bolts shall be re-tightened to the OEM specified torque values, if applicable.

The test results shall be recorded and made available to the Municipality.

## **5. CHARGES FOR VARIOUS ITEMS**

The charges to be raised by the Contractor and paid by the Municipality in respect of the service carried out in terms of this agreement shall be in accordance with the following:

### **5.1 TIME ALLOWED**

(i) Task times allowed shall be as listed/quoted against the list of the most frequently occurring tasks as per Standard Task Times,

(ii) If the task times and work classification referred to in item 5.1.(i) are not applicable or available, then the Retail Motor Industry organisation's work classification and flat rate manuals in respect of the time allowed for a specific task,

(iii) If the task times and work classification referred to in item 5.1.(i) and 5.1.(ii) are not applicable or available, then the vehicle manufactures maintenance- and flat rate manuals, and

If the work classification and flat rate manuals referred to in item 5.1.(i), 5.1.(ii) and 5.1.(iii) are not applicable or available, or the task times recommended according to the above appears to be extravagant, then a time allowed per task as agreed to (approved) by the Municipality shall apply.

### **5.2 LABOUR CHARGES**

Labour rates shall be market related. City of Tshwane reserves the right to conduct market analysis prior to awarding the tender to determine the fair price offered and to avoid exploitation.

## **6. PERIOD OF CONTRACT AND CONDITIONS**

### **RESERVATION:**

- Where the Municipality has facilities available for undertaking work covered by this agreement, the right is reserved to carry out the work itself, or when considered necessary to call upon the Contractor to undertake a portion of the work only.
- The Municipality reserves the right to enter into a contract/agreement with more than one Contractor for a specific class or categories of vehicles, equipment or machine, if it considers that to be necessary and cost effective.
- The Municipality reserves the right, where it is justified, to utilize original manufacturer repair agents for work of a sophisticated nature, as they possess total expertise in respect of repair procedures, special tools and equipment, modification updates and the latest original spare parts information and stocks of spares.
- The Municipality reserves the right to negotiate task times during the contract period for tasks not listed and in cases where task times are found to be high in comparison to industry benchmarks as a result of new technology and/or improved procedures, to the advantage of the Municipality.
- The City reserves the right to request the contractor to supply OEM invoice in order to verify prices and handling fees charged by the contractor.
- The Municipality reserves the right to utilize the most economical spares package available, i.e., either require the successful tenderer to obtain the spares from the City's contracted spares supplier, at the percentage handling charge (tendered for in this tender), or obtain the spares directly from the original equipment manufacturer (OEM) at the percentage handling charge (tendered for in this tender)

- The Municipality reserves the right to insist that original equipment spares be utilized in the repair or to accept alternative spares, to the advantage of the Municipality.
- Storage fee shall not apply within the term of contract.
- In a case where the service provider is fully outsourcing more than 80% of the work, the service handling fee will be charged at half of the percentage handling fee quoted in this tender.

## **7. CHARGES FOR SPARES AND REPLACEMENT PARTS**

7.1 All parts required in the repair, service or overhaul of a VEM covered by this agreement shall be supplied by the Contractor in terms of this contract.

The following guidelines/rules shall apply:

- I. The Municipality endeavour to enter into a contract with the service provider wherein all the repair parts supplied shall be in line with the OEM specifications.
  - II. Where the successful tenderer is not the Municipality' preferred source for the makes of VEM's covered by this agreement, such parts as used in the repair, service or overhaul, shall be obtained from an authorized original equipment spares supplier for the makes of VEM's concerned.
  - III. If a contract exists between the Municipality and an authorized original equipment spares supplier, the spares shall be obtained from the Municipality's source and charged for at the prices and on the conditions prevailing in the said contract plus a percentage handling charge (tendered for in this tender, if applicable)
  - IV. If no contract exists between the Municipality and an original equipment spares supplier the spares shall then be obtained from any authorized original equipment spares supplier source and charged for at the prices approved by the Municipality.
  - V. Where a contract exists between the Municipality and a supplier of a service, such services as required for the repair or overhaul, shall be obtained from the contractors concerned (Municipality's' source) and charged for at the prices and on the conditions prevailing in the said contract plus a handling charge (tendered for in this tender), if not, then a handling fee shall be charged on the Municipals preferred soured prices.
  - VI. Where replacement parts are available in the Municipality's stores, the Municipality may elect that such parts be used and will supply the parts to the Contractor.
  - VII. In the event of a part being unobtainable during an overhaul and a second-hand part can be supplied or obtained by the Contractor; such part may be used provided the consent of the Municipality is obtained. The price to be paid for such a part shall be certified as fair and reasonable by the Municipality.
- 7.2 The responsibility to obtain spares/service to affect a repair, service or overhaul within the period agreed, resides with the Contractor. In the event that the required spares/service is not available from the preferred source, it shall be the Contractors' duty to obtain the necessary approval to get the required spares from an alternative source.



## **8. APPROVAL OF QUOTATIONS AND THE EXTENT OF WORK**

- External Works Orders - Task instructions (excluding breakdowns) in the form of an "External Works Order - Strip and Quote" shall be provided by the Municipality to the Contractor for every official works order. The Contractor shall evaluate the extent of the work and to produce a detailed quote in accordance with the contract conditions. External Works Order on breakdowns will be authorised by City's delegated official.
- Approval of Quotations - The Municipality shall arrange for the approval of the scope and extent of the particular works order (quotations), in respect of the labour and material charges, in accordance with the Municipality' procedures and regulations. Any irregularities found where Contractors unjustly increase the extent of the work or not adhering to the contractual labour rates, task times and material costs, such will be reported and may lead to the cancellation the contract/agreement.
- Additional Work - Any amendments to the task instruction reflected on the original External Works Order - Official Repair Order will be considered as additional work.
- The City reserves the right to cancel the original order and allocate work to other successful contractors in cases where the contractor unjustly requests for amendments of the original order to accommodate additional work.
- Allocation of Work – It is the intention of the City to allocate work fairly and equally to the appointed service providers, however when allocating work, the City shall take into consideration the contractor's capacity to comply with the repairs turnaround time.
- Acceptance of work - Work may not be executed by a Contractor unless he is in possession of the relevant External Works Order. The Municipality does not accept responsibility for the payment of any work which was accepted by a contractor without being in possession of the relevant External Works Order - Official Repair Order
- External Works Order on breakdowns will be authorised by the City's delegated official
- The City reserves the right to allocate work in accordance with the capacity of specific service provider.

## **9. INSPECTION, DISMANTLING, REASSEMBLING AND REPLACEMENT OF PARTS**

- Where the Municipality calls upon the Contractor to inspect a VEM with a view to determining whether repair, service or overhaul is justified the actual time taken in such inspection is chargeable by the Contractor at the rates applicable.
- If such inspection necessitates the dismantling of the VEM, either fully or in part, prior approval of the Municipality for the dismantling (and reassemble where necessary) is to be obtained by the Contractor. On completion of an inspection the Contractor shall furnish the Municipality with a comprehensive report, a recommendation and a detailed estimate of the cost of labour and parts, and the period required to complete the work, in order to enable the Municipality to reach a decision as to the further action to be taken.
- The Municipality' official/s responsible for work planning/foreman shall check (during dismantling or thereafter) and certify the extent of the required work and provide the Contractor with an amended work instruction.
- The cost of dismantling and reassembling, if authorized by the Municipality is chargeable by the Contractor at the rates applicable, even in the case where the inspection discloses that repairs or overhaul are not justified.

- The Municipality reserves the right to require the Contractor to return to it any parts that are replaced.
- The Contractor shall provide all spares required for the execution of the repair, service and overhaul in accordance with this contract, as arranged with and approved by the Municipality.

#### **10. THE REMOVAL/OVERHAUL OF UNITS OR AUXILIARY EQUIPMENT**

The dismantling, assembling, removal and installation of the unit/equipment concerned shall be the responsibility of the tenderer, or as arranged by the parties concerned.

#### **11. EXEMPTIONS**

Where an emergency exists, nothing in this agreement precludes the Municipality from making other arrangements for the carrying out a repair, service or overhaul without prior consultation with the Contractor.

#### **12. QUALITY ASSURANCE**

Contractors are expected to apply the necessary quality control measures applicable to the service concerned.

#### **13. GUARANTEE/ WARANTEE**

The Contractor shall provide a guarantee of all work (repair, service or overhaul) awarded to him against defective material and workmanship, fair wear excepted. The guarantee shall be as offered by the Contractor and negotiated with the Municipality and included in the contract/agreement concerned. In the case of a dispute the Municipality reserves the right to call on the Retail Motor Industry organisation (RMI) to investigate and settle the matter.

The Contractor responsible for the work that is not to the required standard or that failed prematurely shall be responsible for all cost incurred in the removal, transportation, repair and reinstallation, to the satisfaction of the Municipality, where applicable.

The appointed Contractor will be expected to refer vehicles that are still under warranty to the Original Equipment Manufacturer (OEM).

#### **14. QUOTING/INVOICING**

Separate quotations/invoices shall be rendered by the Contractor for each official order for repair, service or overhaul, and itemized per task instruction (External Works Order), and shall clearly state the labour tasks and the material used separately.

Quotations should be submitted within 24 hours.

Over and above referring to the official order number date and authorizing official, an invoice shall specify the amounts charged as follows:

- i. Inspection - Labour (dismantling/reassembling (where required))
- ii. Labour - Hours per task @ labour rate/hour

- iii. Material - Prices against part numbers and descriptions
- iv. Sub-Total (exclusive of VAT)
- v. VAT (@15%)
- vi. Total

## **15. COMPLETION OF WORK**

The Contractor is required to complete the work allocated within the specified delivery timelines.

## **16. DELIVERABLES**

Deliverables will be as per scope of tender.

## **17. STAGES OF EVALUATION**

This bid will be evaluated in the following Five (5) evaluation stages:

- **Stage 1:** Administrative compliance
- **Stage 2:** Mandatory requirements
- **Stage 3:** Functionality criteria
- **Stage 4:** Site Inspection
- **Stage 5:** Preference point system

## Stage 1: Administrative requirement

All the proposals will be evaluated against the administrative requirements as set out in the list of returnable documents.

<b>Compulsory Returnable Documentation (Submission of these are compulsory)</b>	<b>Submitted (YES or NO)</b>	<b>Checklist (Guide for Bidder and the Bid Evaluation Committee)</b>
a) To enable The City to verify the bidder's tax compliance status, the bidder must provide; <ul style="list-style-type: none"> <li>• A copy of their Tax Clearance Certificate (TCS);</li> <li>or</li> <li>• Indicate their tax compliance status PIN.</li> </ul>		TCS must be in the same business name as the bidding company. TCS must be valid. Tax status must be compliant before the award.
b) A copy of their Central Supplier Database (CSD) registration; or indicate their Master Registration Number / CSD Number.		CSD must be valid. Tax status must be compliant before the award.
c) Confirmation that the bidding company's rates and taxes are up to date: Original or copy of Municipal Account Statement of the Bidder (bidding company) not older than 3 months and account must not be in arrears for more than ninety (90) days; or ,signed lease agreement or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are operating in that area		Was a Municipal Account Statement or landlord letter provided for the bidding company? The name and / or addresses of the bidder's statement correspond with CIPC document? Are all payment(s) up to date (i.e. not in arrears for more than 90 days)?
d) In addition to the above, confirmation that all the bidding company's owners / members / directors / major shareholders rates and taxes are up to date: • Original or copy of Municipal Account Statement of all the South African based owners / members / directors / major shareholders not older than 3 months and the account/s may not be in arrears for more than ninety (90) days; or a signed lease agreement of owners / members / directors / major shareholders or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are residing in that area.		Was a Municipal Account Statement(s) or landlord letter(s) provided for ALL the bidding company's (SA based) directors? The names and/or addresses of all directors on statement correspond with CIPC document? Are all payments up to date (i.e. not in arrears for more than 90 days)?

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>e) Duly Signed and completed MBD forms (MBD 1, 4, 5, 8 and 9) The person signing the bid documentation must be authorized to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.</p> <p><b>NB: Bidders must ensure that the directors, trustees, managers, principal shareholders, or stakeholders of this company, declare any interest in any other related companies or business, whether or not they are bidding for this contract. <u>See Question 3.14 of MBD 4. Failure to declare interest will result in a disqualification</u></b></p>		<p>All documents fully completed (i.e. no blank spaces)? All documents fully signed. Signature authorized (any director / member / trustee as indicated on the CIPC document, alternatively a delegation of authority would be required? Documents completed in black ink (i.e. no "Tippex" corrections, no pencil, no other color ink, or <b>non-submission of the above</b>, will be considered)?</p>
<p>f) Financial Statements for the most recent three (3) years or financial statements from date of existence for companies less than three years old.</p> <p><b>NB:</b> The bidder must submit signed audited annual financial statements for the most recent three years, or if established for a shorter period, submit audited annual financial statements from date of establishment.</p> <p>If the bidder is not required by law to prepare signed annual financial statements for auditing purposes, then the bidder must submit proof that the bidder is not required by law to prepare audited financial statements.</p>		<p>Applicable for tenders above R10m in conjunction with MBD 5)</p> <p>Are Audited financial statements provided (Audited financials must be signed by auditor)? Or</p>
<p>g) Joint Ventures (JV) – (Only applicable when the bidder tenders as a joint venture) Where the bidder bids as a joint venture (JV), the required or relevant documents as per (a) to (f) above must be provided for all JV parties. In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties.</p> <p><b>NB:</b> It is a condition of this bid that the successful bidder will continue with the same Joint Venture (JV) for the duration of the contract unless prior approval is obtained from the City.</p>		<p>If applicable. JV agreement provided? JV agreement complete and relevant? Agreement signed by all parties? All required documents as per (i.e. a to e) must be provided for all partners of the JV.</p>

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
h) Bidder attended a compulsory briefing session where applicable	Not applicable	A compulsory briefing register must be signed by the bidder.  <b>Bidders will be disqualified should they fail to attend compulsory briefing session</b>
i) Pricing schedule (All items must be quoted for in pricing schedule and if not, all items are quoted the bidder will be disqualified). Unless the tender is awarded per item or per section where the bidder only quoted the items or sections, they are interested in.		Incomplete pricing schedule results in totals being incomparable. Bidder must be disqualified.  <b>Bidder will be disqualified should they make corrections on the price schedule without attaching a signature thereto.</b>  <b>Bidder will be disqualified should they use tippex/ correction ink, on the price schedule.</b>

## Stage 2: Mandatory Requirement

- Only bidders who are accredited by the Retail Motor Industry (RMI) will be considered for this tender. Proof of a RMI Accreditation must be attached.

**Failure to comply with the above mandatory requirement will lead to disqualification.**

### Stage 3: Functional Criteria

Only tenderers who obtain a minimum of 70 points in respect of the following criteria will be considered for the next stage of evaluation. Bidders who do not achieve a minimum of 70 points out of 100 points will not be evaluated further.

CRITERIA	SUB-CRITERIA	SCALE	WEIGHT	HIGH POSSIBLE SCORE
Experience in the repair and maintenance of vehicles.  Attach: Reference letter from previous or current clients on company letterhead clearly indicating the number of years of work done/experience also stating date of inception and completion date. (Reference letters must be signed by the previous client and must be on company letterhead of the client with contact details and confirmation of successful work completion.)	1 to 12 months	1	10	50
	13 to 24 months	2		
	25 to 36 months	3		
	37 to 40 months	4		
	41 and more	5		
Number of qualified personnel in relation to the repair work intended.  (Attach proof of qualifications of Mechanics) Proof of qualification must be in one of the following fields of study: Auto Electrical/Diesel Mechanic/Petrol mechanic)  <b>Minimum qualification required: N2 plus Trade Certificate</b>	1X Qualified mechanic	1	10	50
	2X Qualified mechanics	2		
	3 X Qualified mechanics	3		
	4 X Qualified mechanics	4		
	5 or more Qualified mechanics	5		
<b>HIGHEST POSSIBLE SCORE</b>				<b>100</b>

## **Stage 4: Site Inspection**

The city will conduct a physical inspection on bidders who qualified for stages 1,2, and 3 of the evaluation, in order to verify the existence of the workshop and to ensure compliance with the tender requirements. Bidders are therefore required to attach water and lights statements for the workshop premises, in the name of the company or Directors of the company as proof that they own the workshop. If the bidder is not the owner of the workshop, a copy of a lease agreement shall be attached as proof that the bidder is leasing a workshop.

Bidders are required to have a vehicle repair workshop consisting of **ALL** the following:

- Workshop shall have minimum of five (5) working bays.
- Holding space for vehicles awaiting repairs to accommodate minimum of twenty (20) vehicles.
- Workshop shall have minimum of two sets of complete toolboxes (165 pieces professional toolbox) for the work intended.
- The Contractor shall have an electronic administrative system in place to keep records relating to services required.
- Workshop site shall be suitably fenced or secured with boundary wall.

## **Stage 5: Preferential Point System**

The preferential point system used will be the 90/10 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2022.

- 90 points for price
- 10 points for Specific goals

## **SPECIFIC GOALS**

- Bidders are required to submit supporting documents for their bids to claim the specific goal points.
- Non-compliance with specific goals will not lead to disqualification but bidders will not be allocated specific goal points. Bidders will score points out of 90 for price only and zero (0) points out of 10 for specific goals.
- The City shall act against any bidder or person when it detects that the specific goals were claimed or obtained on a fraudulent basis.



The specific goal for this bid is outlined below:

Specific goals	90/10 preference point system	Proof of specific goals to be submitted
BB-BEE score of companies <ul style="list-style-type: none"> <li>• Level 1</li> <li>• Level 2</li> <li>• Level 3</li> <li>• Level 4</li> <li>• Level 5</li> <li>• Level 6</li> <li>• Level 7</li> <li>• Level 8</li> <li>• Non-compliant</li> </ul>	<ul style="list-style-type: none"> <li>• 4 Points</li> <li>• 3.5 Points</li> <li>• 3 Points</li> <li>• 2.5 Points</li> <li>• 2 Points</li> <li>• 1.5 Points</li> <li>• 1 Point</li> <li>• 0.5 Points</li> <li>0 Points</li> </ul>	Valid Certified copy of BBBEE certificate. Sworn Affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate.
EME and/ or QSE	1 Point	Valid Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate
At least 51% of Women-owned companies	1 Point	Certified copy of Identity Document/s <u>and</u> proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
At least 51% owned companies by People with disability	1 Point	Medical Certificate with doctor's details (Practice Number, Physical Address, and contact numbers) and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
At least 51% owned companies by Youth	1 Point	Certified copy of Identity Document/s <u>and</u> proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
Local Economic Participation <ul style="list-style-type: none"> <li>• City of Tshwane</li> <li>• Gauteng</li> <li>• National</li> </ul>	<ul style="list-style-type: none"> <li>2 Points</li> <li>1 Point</li> <li>1 Point</li> </ul>	Municipal Account statement/Lease agreement.

## 18. PRICING SCHEDULE

The pricing schedule is attached hereto as **Annexure 1** and must be completed in full, signed and submitted with this bid.

**Failure to complete the pricing schedule in full will invalidate the bid and the bidder will be disqualified.**

**Annexure 1: PRICE SCHEDULE**

<p><b>REPAIR OF COMMERCIAL VEHICLES AND EARTH MOVING EQUIPMENT: GENERAL (APPLICABLE TO ALL CATEGORIES OF WORK)</b></p> <ul style="list-style-type: none"> <li>i. Scheduled and Unscheduled Maintenance Services (Minor- and Major-),</li> <li>ii. General repairs</li> <li>iii. Re-manufacture, repair and overhaul of engines including drivetrain.</li> <li>iv. Hydraulic Systems</li> </ul>	
<p>Note: The quoted task times and/or the standard task times generated from past contracts and practical experience shall be applied as BENCHMARK for the management of this contract. Tenderers shall provide this benchmark times due consideration when offering their labour rate,</p>	
<p>REQUIREMENTS</p> <p>LABOUR DISCIPLINE CATEGORY</p> <p>(The labour component includes actions such as testing, commissioning, collecting and delivering of major units and repairable units and/or any other action required to effect the required task instruction and where these rates are applicable no other charges shall be raised by the Contractor)</p>	<p>LABOUR RATE OFFERED:</p> <p>R..... (INCL VAT). / HOUR</p>

<p>REQUIREMENTS</p> <p>SPARES SUPPLY CATEGORY (Bidders are required to specify the percentage markup/handling fee on the spares procured from the OEM/AGENTS)</p> <p>The City reserves the right to request the supplier to provide the invoices from the OEM/AGENTS in order to verify the handling fee charged.</p>	<p>PERCENTAGE HANDLING FEE CHARGED ON SPARES PROCURED FROM OEM/AGENTS.</p> <p style="text-align: right;">%</p> <p>SPARES HANDLING FEE CHARGED: (INCL VAT).</p>
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<p>REQUIREMENTS</p> <p>SERVICE SUPPLY CATEGORY (Bidders are required to specify the percentage markup/handling fee on the services carried out by the OEM/AGENTS)</p> <p>The City reserves the right to request the supplier to provide the invoices from the OEM/AGENTS in order to verify the handling fee charged.</p>	<p>PERCENTAGE HANDLING FEE CHARGED ON SERVICES PROCURED FROM OEM/AGENTS</p> <p style="text-align: right;">%</p> <p>SERVICE HANDLING FEE CHARGED: (INCL VAT).</p>
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**NB: For evaluation purposes, the bid price will be determined as follows:**

<p><b>Bid Price= (0.1 X Labour Rate) + R1(0.7 X Spares Markup) + R1(0.2 X Service Markup) =Total Amount (Incl vat).</b></p>
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<p><b>Bid Price= (0.1 X R..... (incl vat)/hour) + R1(0.7 X ..... (incl vat)) + R1(0.2 X ..... (incl vat))</b></p> <p><b>=R..... (INCL VAT)</b></p>
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### **STANDARD REPAIR TASKS TIMES**

The following task times generated from past contracts and practical experience shall apply. Tenderers shall consider these benchmark task times when offering their labour rate.

The labour component includes actions such as collection, delivery, testing, commissioning and/or any other action required to effect the required task instruction and where these times are applicable no other charges shall be raised by the Contractor

### **REPAIR OF COMMERCIAL VEHICLES AND EARTH MOVING EQUIPMENT: GENERAL (APPLICABLE TO ALL CATEGORIES OF WORK)**

- i. Scheduled and Unscheduled Maintenance Services (Minor- and Major-),
- ii. General repairs
- iii. Re-manufacture, repair and overhaul of engines including drivetrain.
- iv. Hydraulic Systems

No	SYSTEM	No	TASK DESCRIPTION (All tasks to be performed to Vehicle, Equipment or Machine manufacturer specifications)	BENCHMARK TASK TIMES PER TASK DESCRIPTION (Number of Hours or Minutes per task)	
				COMMERCIAL VEHICLES	
				Hours	Minutes
<b>COMMERCIAL VEHICLES</b>					
1.	Service & Tune-Up	1.	Minor Service (Lubrication, Filters and Tune-Up) in accordance to Manufacturers/Council Specifications)	4	240
		2.	Major Service (Minor Service + Check, Adjust, Tighten, Replace all Worn items in accordance to Manufacturers/Council Specifications)	7	420
		3.	Major Tune-Up (Check and Adjust Fuel/Air and Ignition Systems (where applicable) to provide optimal performance and fuel consumption in accordance to Manufacturers/Council Specifications)	3	180
2.A	Fuel System, General		Any repair to- or replacement off any item:-		
		1	- Cables and Linkages (Accelerator, Choke, etc.)	1	60
		2	- Fuel Tank	2.5	150
		3	- Fuel Pipes and Lines	1.5	90
		4	- Fuel Filters	1	60
		5	- Bleed Fuel System	1	60
2.B	Fuel System, Carburettor		Any repair to- or replacement off any Item:-		
		1	- Carburettor	1	60
		2	- Fuel Pump	0.5	30

2.C	Fuel System, Diesel		Any repair to or replacement off any Item:-		
		1	- Injection system	1.75	105
		2	Calibration of injectors & pump Rotary & in-line Pump	6	360
		3	Calibration of injectors & pump High Pressure Pump	8	480
2.D	Fuel System, Turbocharger		Any repair to- or replacement off any Item:-		
		1	- Replace Turbocharger (Remove and Fit)	2.5	150
		2	Re-manufacture Turbocharger	3	180
3.A	Engine Cooling System, General		Any repair to- or replacement off any Item:-		
		1	- Radiator Pressure Test	1	60
		2	- Flush Cooling System	1	60
3.B	Engine Cooling System, Radiator and hoses		Any repair to- or replacement off any Item:-		
		1	- Replace Radiator (Remove and Fit)	2	120
		2	- Replace Radiator Hoses (Remove and Fit)	1	60
		3	- Replace Header Tank (Remove and Fit)	1	60
3.C	Engine Cooling System, Engine		Any repair to- or replacement off any Item:-		
		1	- Replace (Remove and Fit) Water Pump	3	180
		2	- Replace (Remove and Fit) Thermostat	1	60
		3	- Replace (Remove and Fit) Heat Sender Unit (Temperature)	0.5	30
		4	- Replace (Remove and Fit) Belts, Fan, etc.	1	60
3.D	Engine Cooling System, Fan Unit		Any repair to- or replacement off any Item:-		
		1	- Replace (Remove and Fit) Thermostat Switch.	0.5	30
3.E	Engine Cooling System, Cab Heating		Any repair to- or replacement off any Item:-		
		1	- Replace (Remove and Fit) Heater Control Valve	1	60
		2	- Replace (Remove and Fit) Heater Cables	2	120
3F	Radiators	1	Remove and replace top or bottom tank	0.50	30
		2	Pressure test	0.20	12
		3	Chemically clean radiator.	0.30	18
		4	Combing of veins	0.20	12
		5	Repair top and bottom tanks.	0.20	12
		6	Repair filler neck	0.20	12
		7	Repair overflow pipe.	0.20	12

		8	Repair drain tap	0.20	12
		9	Re-core radiator	2.00	120
		10	Leakage test(copper sulphate)	0.25	15
		11	Pressure test	0.20	12
		12	Spray, black heat resistant paint	0.20	12
4.A	Engine Lubrication System		Any repair to- or replacement off any Item:-		
		1	- Replace (Remove and Fit) Oil Filter	0.25	15
		2	- Replace (Remove and Fit) Oil Pressure Relief Valve	1.5	90
		3	- Replace (Remove and Fit) Oil Pump	2	120
		4	- Replace (Remove and Fit) Oil Cooler	2	120
		5	- Replace (Remove and Fit) Oil Cooler Pipes	0.5	30
		6	- Replace (Remove and Fit) Oil Pressure Sender Unit	0.25	15
5.A	Engine Air Inlet and Exhaust System		Any repair to- or replacement off any Item:-		
		1	- Replace (Remove and Fit) Inlet Manifold Gasket	2	120
		2	- Replace (Remove and Fit) Exhaust Manifold Gasket	2	120
		3	- Replace (Remove and Fit) Exhaust Flange Gasket	0.5	30
		4	- Replace (Remove and Fit) Exhaust Mountings	1	60
		5	- Replace (Remove and Fit) Exhaust System Complete	1.5	90
6.A	Electrical- and Instruments System		Any repair to- or replacement off any Item:-		
		1	- Replace (Remove and Fit) Battery, Battery Cable and Terminal	0.5	30
		2	- Replace (Remove and Fit) Alternator/Generator	1.5	90
		3	- Replace (Remove and Fit) Starter	1.5	90
		4	- Replace (Remove and Fit) Head and/or Tail Light/Indicator Lenses, Sealed Beams, Globes, etc.	1	60
		5	- Replace (Remove and Fit) Electrical Motors and Mechanisms (Wiper-, Window Winder-, Ventilation Fan-, Engine Cooling Fan-, etc.)	2	120
		6	- Replace (Remove and Fit) Gauges (Oil, Fuel, Temp, Speed/Rev's, etc.), Switches, Hooter, Solenoids, Relays, Units (Flasher), etc.	2	120
		7	- Replace (Remove and Fit) Speedometer Unit and/or – Cable	2	120
		8	- Repairs to Low Tension Wiring, Switches, Gauges, Hooter, Solenoids, Relays, Units (Flasher), etc.	2.5	150
		9	- Repairs to Ignition System; Coil, Distributor and High Tension Leads	2	120
		10	- Repairs to Immobiliser/Alarm system	2	120
		11	Air conditioner - - Service and refill	3.5	210
6.B	Starter and Alternator	1	Remove and install starter	1.5	90
		2	Overhaul Starter(complete) (Clean; strip and assemble; testing)	2	120

		3	Remove and install alternator	1.5	90
		4	Overhaul alternator (complete) (Clean; strip and assemble; testing)	2	120
7.A	Engine, General		Any repair to- or replacement off any Item:-		
		1	- Replace (Remove and Fit) Engine (Including all Tasks and Adjustments)	8	480
		2	- Replace (Remove and Fit) Oil Gaskets and -Seals ( Tappet Cover-, Sump-, Front Bearing -, etc)	4	240
		3	- Replace (Remove and Fit) Rear Bearing Oil Seal (Includes Replacement of Gearbox/Clutch)	4.5	270
		4	- Replace (Remove and Fit) Timing Gears, - Chains, -Belts, -Chain Tensioner (Includes all Associated Tasks and Adjustments)	4	240
		5	- Replace (Remove and Fit) Camshaft and Camshaft Bearings (Includes all Associated Tasks and Adjustments)	2.5	150
		6	- Replace (Remove and Fit) Engine/Gearbox Mountings	2	120
7.B	Engine, Cylinder Head		Any Repair to- or Replacement off any Item:-		
		1	- Replace (Remove and Fit) Cylinder Head (Includes all associated Tasks and Adjustments)	4	240
7C	Engine, Overhaul Diesel in accordance with SANS 10274 & SANS 10166	1	Basic Engine ( All compulsory actions to Re-manufacture Diesel Engines) Typical 4-cylinder diesel engine (ADE 314) amongst others	45	2700
		2	Basic Engine ( All compulsory actions to Re-manufacture Diesel Engines) Typical 6-cylinder diesel engine (ADE 447) amongst others	65	3900
		3	Basic Engine ( All compulsory actions to Re-manufacture Diesel Engines) Typical 8-cylinder diesel engine (ADE 442) amongst others	70	4200
7D	Overhaul of Cylinder Head	1	For <b>comparative</b> purposes assume the following: a) Cylinder head must be skimmed b) All valves and seats must be refaced c) All valve guides, springs and cotters must be replaced d) All rockers must be refaced		
		1a	Typical 4-cylinder diesel engine (ADE 314) amongst others	6	360
		1b	Typical 6-cylinder diesel engine (ADE 447) amongst others	9	540
		1c	Typical 8-cylinder diesel engine (ADE 442) amongst others	12	720
7E	Overhaul of Engine Block, Pistons And Crankcase	1	For <b>comparative</b> purposes assume the following: a) All cylinders must be re-bored and honed. b) Grind all journals. (Crankshaft-mains and big-ends) c) Fit oversize pistons to connecting rods (Press fit)		
		1a	Typical 4-cylinder diesel engine (ADE 314) amongst others	16	960
		1b	Typical 6-cylinder diesel engine (ADE 447) amongst others	32	1920
		1c	Typical 6-cylinder diesel engine (ADE 407) amongst others	32	1920
8.A	Clutch and Gearbox, Manual		Any Repair to- or Replacement off any Item:-		

		1	- Replace (Remove and Fit) Gearbox and/or Clutch (Includes Flywheel Change and all associated Tasks and Adjustments)	5	300
		2	- Replace (Remove and Fit) Clutch Release Bearing and/or Fork	0.5	30
		3	- Repair and Adjust Gearbox and/or Clutch in Vehicle (Speedo Drive, Master- and/or Slave Cylinders, Hydraulic Pipes, Cables, Rods and Bushes, Selectors and Pedals and all associated Tasks)	2.5	150
		4	- Repair and Adjust Gearbox and/or Clutch Units (Out of Vehicle) (Includes all Tasks short of a Complete Gearbox or Clutch Overhaul)	2	120
8.B	Clutch, Overhaul	1	Strip, clean and inspect per clutch assembly	0.5	30
		2	Machine/grind clutch pressure plate	0.75	45
		3	Recondition clutch torsion vibration	0.2	12
		4	Replace release bearing	0.5	30
		5	Rivet/bond clutch linings, per assembly	0.5	30
		6	Machine/grind flywheel	0.5	30
		7	Overhaul clutch master cylinder.	0.5	30
		8	Overhaul clutch slave cylinder.	0.5	30
9.A	Transmission, Automatic		Any Repair to- or Replacement off any Item:-		
		1	- Replace (Remove and Fit) Torque Converter/Flex Plate and/or Automatic Transmission (Including all Associated Tasks and Adjustments)	5	300
		2	- Replace Automatic Transmission Oil Cooler	2	120
10.A	Propshaft		Any Repair to- or Replacement off any Item:-		
		1	Replace (Remove and Fit) Propshaft (Single Shaft)	0.5	30
		2	Replace (Remove and Fit) Propshaft (Double Shaft)	1	60
		3	Replace (Remove and Fit) Propshaft (Triple Shaft)	2.5	150
10.B	Propshaft, Overhaul	1	Clean propshaft. (Per propshaft)	10	600
		2	Strip, check and report faults. (Per U-joint)	35	2100
		3	Remove, strip and replace U-joints. (Per U-joint)	35	2100
		4	Remove and fit centre bearing. (Per bearing)	35	2100
		5	Cut off and weld on tube yoke. (Per yoke)	30	1800
		6	Cut off and weld sleeve bearing. (Per sleeve)	30	1800
		7	Cut off and weld on spline. (Per spline)	30	1800
		8	Cut off and weld on midships. (Per midship)	30	1800
		9	Straighten propshaft. (Per propshaft)	25	1500
		10	Fit grease nipples and grease. (Per nipple)	1	60
		11	Balance one-piece propshaft. (Per propshaft)	35	2100

		12	Balance two-piece propshaft. (Per propshaft)	45	2700
		13	Balance three-piece propshaft. (Per propshaft)	45	2700
		14	Re-spray propshaft. (Per propshaft)	10	600
11.A	Rear Axle, Differential and Hub Reduction/Hubs		Any Repair to- or Replacement off any Item:-		
		1	- Replace (Remove and Fit) Rear Axle Assembly	8	480
		2	- Replace (Remove and Fit) the Centre Portion	5	300
		3	- Replace (Remove and Fit) Rear Wheel Bearings (Includes all associated Tasks, Repacking of Wheel Bearings, replacing Seals and Gaskets, etc.)	4	240
12.A	Rear Suspension		Any Repair to- or Replacement off any Item:-		
		1	- Replace (Remove and Fit) Rear Spring/Torsion Bar	2	120
		2	- Replace (Remove and Fit) Centre- and U-Bolts, Control Arm- and Shackle Bushes, and Sub-Frame Mountings	5.5	330
		3	- Replace (Remove and Fit) Shock Absorber (one)	0.5	30
13.A	Front Axle and Hubs		Any Repair to- or Replacement off any Item:-		
		1	- Replace (Remove and Fit) Front Wheel Bearings (Includes all associated Tasks, Repacking of Bearings, Replacing Seals and Gaskets)	3	180
		2	- Replace (Remove and Fit) Front Wheel Stub Axle	2	120
13.B	Front Suspension		Any Repair to- or Replacement off any Item:-		
		1	- Replace (Remove and Fit) Front Spring/Torsion Bar	2	120
		2	- Replace (Remove and Fit) Shock Absorber (one)	0.5	30
		3	- Replace (Remove and Fit) and /or Repair Suspension Components (Includes Sub Frame Mounting, Pitman Arm, Tie Rod Ends, McPherson Strut, Stabilizer Bar, and Upper- and Lower Control Arms, Ball Joints and Bushes, etc.)	7.5	450
14.A	Steering System		Any Repair to- or Replacement off any Item:-		
		1	- Replace (Remove and Fit) and/or Repairs to the Steering System (- Shaft Bearings (top and/or bottom), - Column, - Relay Box , - Box or Rack and Pinion Mechanism, adjusting Steering Wheel and all associated Tasks)	4.5	270
		2	- Replace (Remove and Fit) Power Steering Pump	2	120
		3	- Replace (Remove and Fit) V-Belt, Power Steering Pump (Where it appears Separately)	2.5	150
15.A	Brake System, Mechanical		Any Repair to- or Replacement off any Item:-		
		1	- Replace (Remove and Fit) and/or Repairs to the Brake- /Hand Brake System (Replacing Brake Drum Assembly / Brake Calliper Assembly, Hydraulic Pipes, Cables, Rods and Bushes, Selectors and Pedals, Brake Booster, adjustments to Brake- and Hand Brake System, Overhaul Master- and/or Slave Cylinders and all associated Tasks)	8	480
		2	- Check, Adjust and Tests Brakes, including Hand Brake	2	120
		3	- Replace (Remove and Fit) and/or Adjust Automatic Slack Adjuster (Including all associated tasks)	2	120
16.A	Brake System, Overhaul	1	Strip, clean and inspect per drum assembly	0.5	30



		2	Machine/skim brake drum	0.3	18
		3	Recondition brake shoes (fit bushes, linings, etc.), per drum assembly	0.5	30
		4	Grind brake shoes/linings to fit drum oversize, per drum assembly	0.15	9
		5	Machine/skim discs, per disc	0.4	24
		6	Overhaul vacuum brake booster.	1	60
		7	Overhaul brake master cylinder.	0.5	30
		8	Overhaul brake wheel cylinder.	0.5	30
		9	Overhaul Automatic slack adjuster	1	60
		10	Overhaul disc brake calliper assembly	0.5	30
17.A	Pneumatic System (Brake and Suspension)		Any Repair to- or Replacement off any Item:-		
		1	- Replace (Remove and Fit) Air Compressor (Including all associated tasks)	3	180
		2	- Replace (Remove and Fit) any or all air pipe lines and/or hoses (Including all associated tasks)	3	180
		3	- Replace (Remove and Fit) Foot Brake Valve (Including all associated tasks)	1.5	90
		4	- Replace (Remove and Fit) Air Dryer Desiccant Cartridge	0.5	30
		5	- Replace (Remove and Fit) Air Suspension Bellows (Including all associated tasks)	1	60
		6	- Replace (Remove and Fit) and/or Repairs to the any or all Pneumatic Component s, Valves and Fittings (Including all associated tasks - Not Overhaul)	0.5	30
17.B	Pneumatic System (Brake and Suspension), Overhaul		Overhaul Pneumatic System (Brake and Suspension)		
		1	Cylinder, exhaust brake Overhaul (strip, clean, fit kit / repair and test)	1.25	75
		2	Cylinder, exhaust brake, M12 (ADE) Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		3	Dryer, air, 9.3 Bar Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		4	Dryer, air Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		5	Dryer, air, 8.1 Bar Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		6	Dryer, air, 8.1 Bar Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		7	Dryer, air, 9.3 Bar Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		8	Dryer, air, 9.3 Bar Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		9	Dryer, air, with unloader, 10 Bar Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		10	Spring brake, double diaphragm, M30 x M30 Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		11	Spring brake, tristop type, rear, M20 x M24 Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		12	Spring brake, double diaphragm, M24 x M30 Overhaul (strip, clean, fit kit / repair and test)	1.00	60

		13	Spring brake, tristop, piston type, rear M30 x M30 Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		14	Spring brake, tristop, piston type, rear M24 x M24 Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		15	Spring brake, wedge type Overhaul (strip, clean, fit kit / repair and test)		
		16	Spring brake, tristop, piston type, M16 x M24 Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		17	Valve, exhaust brake ( stopper) Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		18	Valve, double check, □” NPT Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		19	Valve, kneeling Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		20	Valve, drain automatic Overhaul (strip, clean, fit kit / repair and test)	0.75	45
		21	Valve, exhaust brake (stopper) Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		22	Valve, drain automatic Overhaul (strip, clean, fit kit / repair and test)	0.75	45
		23	Valve, hand control, Springbrake (900) Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		24	Valve charging pressure control, 4.5 Bar Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		25	Valve, exhaust brake (stopper) Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		26	Valve, 3” chamber, operating Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		27	Valve, hand control, Springbrake (600) Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		28	Valve, charging, 4.5 Bar Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		29	Valve, trailer control, M16 Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		30	Valve, charging, 5.5 Bar Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		31	Valve, relay, M22 x M16 Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		32	Valve, charging, 4.5 Bar Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		33	Valve, air, throttle, M14 Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		34	Valve, levelling Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		35	Valve, levelling Overhaul (strip, clean, fit kit / repair and test)	1.50	90
		36	Valve, automatic drain Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		37	Valve, unloader, 9.3 Bar Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		38	Valve, charging 4.5Bar, ¼” NPT Overhaul (strip, clean, fit kit / repair and test)	0.50	30

		39	Valve, unloader, 9.3 Bar Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		40	Valve, pressure limiting Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		41	Valve, unloader, 8.1 Bar Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		42	Valve, dual circuit, foot brake Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		43	Valve, unloader, 10 Bar Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		44	Valve, double check, built-in stop light switch Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		45	Valve, unloader, 7.3 Bar Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		46	Valve, four circuit protection Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		47	Valve, check, M22 (M/Benz) Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		48	Valve, load sensing Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		49	Valve, four circuit protection Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		50	Valve, load sensing Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		51	Valve, exhaust brake (stopper) Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		52	Valve, charging 5.5 Bar, pressure control Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		53	Valve, exhaust brake (stopper) Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		54	Valve, charging 5.0 Bar Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		55	Valve, quick release, ½" x □" NPT Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		56	Valve, four circuit protection, M22 x M16 Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		57	Valve, levelling Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		58	Valve, load sensing Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		59	Valve, double check, with integral bracket Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		60	Valve, four circuit protection, M22 x M16 Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		61	Valve, levelling Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		62	Valve, load sensing Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		63	Valve, dual circuit with retarder control (M A N) Overhaul (strip, clean, fit kit / repair and test)	1.25	75
		64	Valve, foot brake Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		65	Valve, solenoid electric Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		66	Valve, retarder operating, M12 Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		67	Valve, solenoid electric Overhaul (strip, clean, fit kit / repair and test)	0.50	30

		68	Valve, protection, dual circuit Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		69	Valve, solenoid electric Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		70	Valve, hand control, Springbrake (700) Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		71	Valve, relay, R6 Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		72	Valve, unloader, 7.5 Bar, ½" NPT Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		73	Valve, hand control, Springbrake Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		74	Valve, governor, ¾" NPT Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		75	Valve, hand control, trailer Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		76	Valve, hand control, Springbrake Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		77	Valve, four circuit protection, M22 x M16 Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		78	Valve, foot, dual circuit air/hydraulic (Merc2632) Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		79	Valve, dual circuit, foot brake Overhaul (strip, clean, fit kit / repair and test)	1.50	90
		80	Valve, foot, dual circuit with ratio valve (Merc 2628) Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		81	Valve, trailer control, M16 Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		82	Valve, foot, dual circuit Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		83	Valve, four circuit protection Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		84	Valve, foot, dual circuit, ½" NPT Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		85	Valve, trailer control, M22 Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		86	Valve, foot, single circuit, E2 Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		87	Valve, four circuit protection Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		88	Valve, double check Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		89	Valve, trailer control, M22 Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		90	Valve, relay Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		91	Valve, relay, M22 x M16 Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		92	Valve, charging, 7.0 Bar Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		93	Valve, relay, M22 Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		94	Valve, four circuit protection, M22 x M16 Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		95	Valve, quick release, M22 Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		96	Valve, levelling Overhaul (strip, clean, fit kit / repair and test)	1.00	60

		97	Valve load sensing Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		98	Valve, relay Overhaul (strip, clean, fit kit / repair and test)	0.50	30
		99	Valve, unloader, 8.1 Bar Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		100	Valve, unloader, 8.1 Bar Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		101	Unloader valve Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		102	Pressure limiting valve Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		103	Air dryer Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		104	Four way valve Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		105	Four way valve Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		106	Three way valve Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		107	Three way valve Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		108	Three way valve Overhaul (strip, clean, fit kit / repair and test)	1.00	60
		109	MAN rear brake booster Overhaul (strip, clean, fit kit / repair and test)	1.25	75
		110	Air dryer Overhaul (strip, clean, fit kit / repair and test)	1.25	75

<b>JCB T1b 3 CX</b>			
	<b>TASK DESCRIPTION</b>	Benchmark task Total times	
		Total Hours	Total Minutes
1	Remove and Install Engine (Includes All Associated Tasks)	4	240
2	Remove and Install Rear Axle Assembly.	4	240
3	Remove and Install Front Axle Assembly.	2	120
4	Remove and Install Hydraulic Pump.	2	120
5	Remove and Install Boom Cylinder.	1	60
6	Remove and Install Control Bank. (Front Bucket)	2.5	150
7	Remove and Install Control Bank. (Rear Boom)	0.5	30
8	Remove and Install exhaust manifold.	1.5	90
9	Remove and Install Radiator.	0.5	30
10	Remove and Install Thermostat/water Temperature Regulator.	2.5	150
11	Remove and Install Water Pump.	4	240
12	Major Service.	4	240

<b>DYNAPAC Roller CA 25</b>			
	<b>TASK DESCRIPTION</b>	Benchmark task Total times	
		Total Hours	Total Minutes
1	Remove and Install Engine. (Includes All Associated Tasks)	5	300
2	Remove and Install Cylinder Head	2	120
3	Remove and Install Fuel Transfer Pump.	0.5	30
4	Remove and Install Fuel Injection Pump.	1.5	90
5	Remove and Install Differential.	2.5	150
6	Remove and Install Torque Hub.	2	120
7	Remove and Install Hydraulic Pump.	3	180
8	Remove and Install Hydraulic Motor.	3	180
9	Remove and Install Steering Cylinder.	1	60
10	Remove and Install exhaust manifold.	0.5	30
11	Remove and Install Oil Cooler	1	60
12	Major Service.	4	240

<b>CATERPILLAR (WRIGHT) Motor Grader 140 G</b>			
	<b>TASK DESCRIPTION</b>	<b>Total hours</b>	<b>Total minutes</b>
1	Remove and Install Engine. (Includes All Associated Tasks)	8	480
2	Remove and Install Turbo.	3	180
3	Remove and Install Fuel Transfer Pump.	2	120
4	Remove and Install Differential.	12	720
5	Remove and Install Hydraulic Pump.	5	300
6	Remove and Install Blade Sideshift Cylinder.	4	240
7	Remove and Install Control Bank. (Left Side)	1	60
8	Remove and Install Control Bank. (Right Side)	1.5	90
9	Remove and Install Exhaust Manifold.	4	240
10	Remove and Install Fuel Injection Lines. (All)	1	60
11	Remove and Install Fuel Injection Valves/nozzles. (Set)	2	120
12	Remove and Install Governor Control/throttle.	1.5	90
13	Remove and Install Radiator.	3	180
14	Remove and Install Thermostat/water Temperature Regulator.	2	120
15	Remove and Install Water Pump.	1	60
16	Remove and Install Engine Oil Cooler.	2	120
17	Rem. and Inst. Power Shift Transmission Pressure Control Valve.	2	120
18	Major Service. * (Refer detailed task list)	5.5	330



**CATERPILLAR  
Hydraulic excavator (Track) 229**

	<b>TASK DESCRIPTION</b>	<b>Total hours</b>	<b>Total minutes</b>
1	Remove and Install Engine. (Includes All Associated Tasks)	6.5	390
2	Remove and Install Fuel Transfer Pump.	1	60
3	Remove and Install Final Drive. (Includes Drain and Refill)	18	1080
4	Remove and Install Hydraulic Pump.	4	240
5	Remove and Install Stick Cylinder	4	240
6	Remove and Install Control Bank.	6	360
7	Remove and Install exhaust manifold.	3.5	210
8	Remove and Install Fuel Injection Lines. (All)	1	60
9	Remove and Install Fuel Injection Valves/nozzles. (Set)	2	120
10	Remove and Install Radiator.	2.5	150
11	Remove and Install Thermostat/water Temperature Regulator.	0.5	30
12	Remove and Install Water Pump.	2	120
13	Major Service. * (Refer detailed task list)	6	360

**CATERPILLAR  
Wheel Loader 950**

	<b>TASK DESCRIPTION</b>	<b>Total hours</b>	<b>Total minutes</b>
1	Remove and Install Engine. (Includes All Associated Tasks)	10	600
2	Remove and Install Fuel Transfer Pump.	0.5	30
3	Remove and Install Transmission and Transfer Gears.	14	840
4	Remove and Install Hydraulic Pump.	6.5	390
5	Remove and Install Lift Cylinder. (Only Remove One)	2.5	150
6	Remove and Install Control Bank.	2.5	150
7	Remove and Install Exhaust Manifold. (Only Remove One)	3	180
8	Remove and Install Fuel Injection Lines. (All)	0.5	30
9	Remove and Install Fuel Injection Valves/nozzles. (Set)	2	120
10	Remove and Install Radiator.	2	120
11	Remove and Install Thermostat/water Temperature Regulator.	0.5	30
12	Remove and Install Water Pump.	1	60
13	Remove and Install Engine Oil Cooler.	2	120
14	Remove and Install Power Shift Transmission Pressure Control Valve.	2	120
15	Major Service. * (Refer detailed task list)	5.5	330

**CATERPILLAR  
Wheel Loader 988 B**

	<b>TASK DESCRIPTION</b>	<b>Total hours</b>	<b>Total minutes</b>
1	Remove and Install Engine. (Includes All Associated Tasks)	18	1080
2	Remove and Install Fuel Transfer Pump.	1	60
3	Remove and Install Transmission and Transfer Gears.	20	1200
4	Remove and Install Hydraulic Pump.	8	480
5	Remove and Install Lift Cylinder. (Only Remove One)	4	240
6	Remove and Install Control Bank.	4	240
7	Remove and Install Exhaust Manifold. (Only Remove One)	4.5	270
8	Remove and Install Fuel Injection Lines. (All)	1	60
9	Remove and Install Fuel Injection Valves/nozzles. (Set)	3.5	210
10	Remove and Install Radiator.	4	240
11	Remove and Install Thermostat/water Temperature Regulator.	0.5	30
12	Remove and Install Water Pump.	3	180
13	Remove and Install Engine Oil Cooler.	2	120
14	Remove and Install Power Shift Transmission Pressure Control Valve.	4	240
15	Major Service. * (Refer detailed task list)	5.5	330

**DETAILED TASK LIST FOR MAJOR SERVICES.**

**All actions (where applicable) shall be performed for the given hours applicable for each machine.**

Description:
Check fluid level of following: Radiator Engine Transmission Hoist/Converter/Brake tank Differential Final drives Window washer (Record quantity(liter) added in each compartment)
Inspect steps and handholds. Check condition and cleanliness.
Inspect head lights for broken lenses. Check for loose or frayed wires
Check radiator top tank temperature and record highest temperature shown
Inspect cooling system hoses for leaks and loose fasteners. Check areas around fan and belts for dirt or trash.
Inspect engine compartment for leaks and trash build-up. Do not start engine if there are any fuel leaks.
Check transmission and differential for oil leaks.
Inspect hoist/converter/brake hydraulic tank, transmission tank , hydraulic lines and fittings for damage and leaks.
Inspect hoist cylinders for leaks or damage.
Inspect tires for damage and proper inflation. Check treads for imbedded rocks. Be sure valve stem caps are present and tight
Inspect rock ejectors and mounting brackets for damage.
Inspect suspension cylinders for leaks and proper cylinder height.
Inspect body pivot pins for loose or missing hardware.
Inspect underside of body for damage and obvious cracks.
Inspect main frame for obvious cracks. See illustrations in the maintenance guide for areas to be checked.
Inspect air pre-cleaner screens for dirt or trash build-up.
Check air intake components for damage, obvious leaks and loose or missing fasteners.
Inspect air cleaner service indicator.
Inspect fuel tank area for leaks.
Check windshield wiper blades for wear.
Inspect steering hydraulic tank for leaks.
Inspect rollover protective structure for cracks, damage and loose mounting bolts.
Inspect seat belt for wear, damage and correct operation.
Check fire extinguisher for proper fill.

**DETAILED TASK LIST FOR MAJOR SERVICES.**

**All actions (where applicable) shall be performed for the given hours applicable for each machine.**

Description:
Check for leaks from final drive seals.
Inspect fan, air conditioner, alternator belts for damage, wear, and adjustment.
Inspect water pump weep hole for leaks. Keep weep hole clear of plugging.
Inspect steering linkage for damage or excessive wear.
Inspect front brake pads for excessive wear and system leakage.
Inspect hydraulic lines for damage and loose connections.
Inspect suspension cylinder grease relief valves for excess grease.
With body raised and retaining pins installed, clean and inspect truck frame and underside of body for cracks.
Inspect drive shaft for cracks and loose hardware.
Inspect engine mountings for loose or missing hardware.
Inspect pulleys, idler, fan drive hub, Fan blades and guards. Check fan drive bearings for axial/radial movement.
Inspect wheel planetary covers for leaks and loose hardware.
Check exhaust manifolds for loose or broken hardware, gasket leaks or cracks.
Inspect rear service brakes for wear and fluid leaks.
Inspect battery cables and terminals and tighten retainers.
Check engine exhaust during warmup. Report if excessive smoke is present.
Check gauges, indicator lights, horn, brakes and operating controls for proper operation.
Test supplemental steering system for proper operation.
Test operation of back-up alarm.
Test service and parking/secondary brakes for proper operation.
Perform engine oil pressure test.
Pressure test radiator and cooling system.
Check antifreeze protection and coolant conditioner concentration.
Perform combustion gas leak test.
Perform engine performance analysis.
Perform air induction system leak test.
Check for engine overheating/overcooling.

**DETAILED TASK LIST FOR MAJOR SERVICES.**

**All actions (where applicable) shall be performed for the given hours applicable for each machine.**

Description:
Perform radiator airflow test.
Check transmission pump and lubrication pressures.
Perform steering and hydraulic system check
Perform hydraulic system pressure test.
Perform starting/charging system test.
With body raised and retaining pins installed, clean and carefully inspect truck frame, underside of body and body support pads for cracks.
Take Scheduled Oil sampling (S.O.S.) sample from following: Engine. Transmission Hoist/converter/brake system Differential Final drives
Change engine oil and filters.
Change brake pump charge filter and brake pump return screens.
Change parking brake charge filter.
Change transmission charge and return filters.
Change steering hydraulic system filter.
Change hoist/converter/brake system oil.
Change transmission oil.
Change oil - steering hydraulic system.
Change oil of differential and final drives and wash breather.
Change air dryer desiccant. (if equipped).
Lubricate front suspension cylinder rods.
Lubricate rear suspension cylinder bearings.
Lubricate body pivot bearings.
Lubricate rear axle housing lateral control rod bearings
Fill automatic lubricator reservoir.
Lubricate steering cylinder bearings.
Lubricate steering tie rod and pin bearings.

<b>DETAILED TASK LIST FOR MAJOR SERVICES.</b>
<b>All actions (where applicable) shall be performed for the given hours applicable for each machine.</b>
Description:
Lubricate fan drive bearings and belt tightener.
Lubricate hoist control beelcrank.
Lubricate hoist cylinder bearings.
Lubricate drive shaft universal joints and drive shaft spline
Lubricate pump drive universal joints.
Lubricate. Rear axle housing A-frame bearing.
Lubricate tachometer.
Lubricate both door window cams.
Drain water/sediment from fuel tank.
Drain moisture/sediment from : Engine governor Control Service retarder and Parking/secondary brake air reservoirs. Wet tank air reservoir.
After engine is started, drain moisture/sediment from air start air reservoir (if equipped)
Clean cab outside air filters.
Clean cab recirculating air filter.
Change coolant conditioner element.
Check battery electrolyte levels.
Steam clean machine.
Clean primary fuel filter.
Change secondary fuel filter element.
Clean engine crankcase breathers.
Clean fuel tank cap and fill screen.
Clean radiator and air conditioner condenser cores.
Clean transmission magnetic screen.
Clean transmission breather and change Hoist/converter/brake breather element.
Clean differential breather.
Check torque on all rollover protective structure mounting bolts

<b>DETAILED TASK LIST FOR MAJOR SERVICES.</b> <b>All actions (where applicable) shall be performed for the given hours applicable for each machine.</b>
Description:
Measure engine valve lash and check valve rotation.
Check end/radial play of turbo shafts. Check turbo charger wheels for rubbing, cracks, nicks or other damage.
Check end/radial play of turbo shafts. Check turbo charger wheels for rubbing, cracks, nicks or other damage.
Check differential thrust pin clearance.
Adjust front wheel bearing pre-load.
Adjust rear wheel bearings (each side).
Cut open engine oil filter elements and inspect for foreign material.

*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 (IN BLOCK LETTERS)

SIGNATURE:

DATE:

**20. SERVICE LEVEL AGREEMENTS REQUIRED**

Successful bidders will be required to enter into a Service Level Agreement (SLA) with the city within 30 working days after the awarding of the bid by the

**21. VALIDITY PERIOD**

The validity period for the tender after closure is 90 days. The City shall have right and power to extent any tender validity period beyond any initial validity period set and subsequent extensions. SCM shall ensure that an extension of validity is requested in writing from all bidders before the validity expiry date. Extension of validity shall be finalised while the quotations/bids are still valid.



## **22. MARKET ANALYSIS**

The City of Tshwane reserves the right to conduct market analysis. Should the City exercise this option, where a bidder offers a price that is deemed not to be viable to supply goods or services as required, written confirmation will be made with the bidder to seek confirmation of whether the bidder will be able to deliver on the price, if a bidder confirms that they cannot, the bidder will be disqualified on the basis of being non-responsive. If they confirm that they can deliver, a tight contract to mitigate the risk of non-performance will be entered into with the service provider. Further action on failures by the service provider to deliver will be handled in terms of the contract including performance warnings and listing on the database of restricted suppliers.

The City further reserves the right to negotiate a market related price with a bidder scoring the highest points. If the bidder does not agree to a market-related price, the city reserves the right to negotiate a market-related price with the bidder scoring the second highest points, if the bidder scoring the second highest points does not agree to a market-related price, the City will negotiate a market-related price with the tenderer scoring the third highest points. If a market-related price is not agreed, the City reserves the right to cancel the tender.

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF TSHWANE MUNICIPALITY</b>					
BID NUMBER:	SS 05-2024.25	CLOSING DATE:	20 February 2025	CLOSING TIME:	10:00
DESCRIPTION	TENDER FOR THE GENERAL REPAIRS OF THE CITY OF TSHWANE'S COMMERCIAL VEHICLES AND EARTH MOVING EQUIPMENT FOR THREE YEAR PERIOD				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

<b>Tshwane House</b>
<b>Supply Chain Management</b>
<b>320 Madiba Street</b>
<b>Pretoria CBD</b>
<b>0002</b>

**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes  <input type="checkbox"/> No

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER PART B:3 ]
---	--	--	--

/SERVICES /WORKS OFFERED?		/WORKS OFFERED?	
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	Supply Chain Management	DEPARTMENT	Shared Services
CONTACT PERSON	Ipfi Davhana	CONTACT PERSON	Karabo Morake
TELEPHONE NUMBER	012 358 2994	TELEPHONE NUMBER	012 358 0843
EMAIL ADDRESS	ipfid@tshwane.gov.za	EMAIL ADDRESS	karabomor@tshwane.gov.za

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION</b>	
1.1	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b>
1.3	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES <input type="checkbox"/> NO <input type="checkbox"/>
3.2	DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>
3.3	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>
3.4	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>
3.5	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b>	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

**PRICING SCHEDULE: FIRM PRICES (PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder.....	Bid Number .....
Closing Time .....	Closing Date .....

OFFER TO BE VALID FOR ..... DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	--

- Required by: .....
- At: .....
- Brand and Model .....
- Country of Origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- Delivery basis .....

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

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\* Delete if not applicable

**PRICING SCHEDULE: NON-FIRM PRICES (PURCHASES)**

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder .....	Bid number .....
Closing Time .....	Closing Date .....

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	--

- Required by: .....
  - At: .....
  - Brand and model .....
  - Country of origin .....
  - Does the offer comply with the specification(s)? \*YES/NO
  - If not to specification, indicate deviation(s) .....
  - Period required for delivery .....
  - Delivery: \*Firm/Not firm
- \*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.
- \* Delete if not applicable

**PRICE ADJUSTMENTS**

**A. NON-FIRM PRICES SUBJECT TO ESCALATION**

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V) Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....      Index..... Dated.....      Index..... Dated.....  
 Index..... Dated.....      Index..... Dated.....      Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE




**B. PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

- Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

- Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

ADJUSTMENT PERIODS	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE
1 <sup>st</sup> Adjustment	After 12 calendar months
2 <sup>nd</sup> Adjustment	After 24 calendar months

**NB: Unless prior approval has been obtained from Supply Chain Management, no adjustment in contract prices will be made**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 3.1 Full Name of bidder or his or her representative: .....
  - 3.2 Identity Number: .....
  - 3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>) .....
  - 3.4 Company Registration Number: .....
  - 3.5 Tax Reference Number: .....
  - 3.6 VAT Registration Number: .....
  - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
  - 3.8 Are you presently in the service of the state? **YES / NO**
  - 3.8.1 If yes, furnish particulars. ....  
 .....

<sup>1</sup> MSCM Regulations: “in the service of the state” means to be –

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

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

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

3.9.1 If yes, furnish particulars. ....  
.....

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

3.10.1 If yes, furnish particulars. ....  
.....

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

3.11.1 If yes, furnish particulars. ....  
.....

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

3.12.1 If yes, furnish particulars. ....  
.....

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

3.13.1 If yes, furnish particulars. ....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

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

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....

**Signature**

.....

**Date**

.....

**Capacity**

.....

**Name of Bidder**

**DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing? **\*YES / NO**

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....  
.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? **\*YES / NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days. **\*YES / NO**

2.2 If yes, provide particulars.

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

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract? **\*YES / NO**

3.1 If yes, furnish particulars

.....  
.....

4.1 Will any portion of goods or services be sourced from outside **\*YES / NO**

the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

4.1 If yes, furnish particulars

.....  
.....

**CERTIFICATION**

**I, THE UNDERSIGNED (NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM  
IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS  
DECLARATION PROVE TO BE FALSE.**

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>Points</b>
<b>PRICE</b>	90
<b>SPECIFIC GOALS</b>	10
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender



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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

*(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

Specific goals	90/10 preference point system	Number of points claimed (90/10 system) (To be completed by the tenderer)
BB-BEE score of companies <ul style="list-style-type: none"> <li>• Level 1</li> <li>• Level 2</li> <li>• Level 3</li> <li>• Level 4</li> <li>• Level 5</li> <li>• Level 6</li> <li>• Level 7</li> <li>• Level 8</li> <li>• Non-compliant</li> </ul>	<ul style="list-style-type: none"> <li>• 4 Points</li> <li>• 3.5 Points</li> <li>• 3 Points</li> <li>• 2.5 Points</li> <li>• 2 Points</li> <li>• 1.5 Points</li> <li>• 1 Point</li> <li>• 0.5 Points</li> <li>• 0 Points</li> </ul>	
EME and/ or QSE	1 Point	
At least 51% of Women-owned companies	1 Point	
At least 51% owned companies by People with disability	1 Point	
At least 51% owned companies by Youth	1 Point	
Local Economic Participation <ul style="list-style-type: none"> <li>• City of Tshwane</li> <li>• Gauteng</li> <li>• National</li> </ul>	2 Points 1 Point 1 Point	

**N.B** For points to be allocated as per above the tenderers will be required to submit proof of documentation as evidence for claims made. Any tenderer that does not submit evidence as stated in the bid document to claim applicable points will be allocated zero points.

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number:  
 .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....

**CONTRACT FORM: RENDERING OF SERVICES**

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **SS 05-2024.25** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
  
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, *viz*
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  
  - (ii) General Conditions of Contract; and
  
  - (iii) Other (specify)
  
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
  
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
  
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2	.....
DATE: .....	

**CONTRACT FORM: RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as ..... accept your bid under reference number ..... dated..... for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

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

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

- 1 .....
- 2 .....

DATE: .....

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM  
TRUE AND CORRECT.**

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

.....  
**Signature**

.....  
**Date**



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid: **SS 05-2024.25**

**TENDER FOR THE GENERAL REPAIRS OF CITY OF TSHWANE'S COMMERCIAL VEHICLES AND EARTH MOVING EQUIPMENT FOR THREE YEAR PERIOD.**

(Bid Number and Description)

in response to the invitation for the bid made by:

**CITY OF TSHWANE MUNICIPALITY**

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

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



# **THE NATIONAL TREASURY**

**Republic of South Africa**



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**GOVERNMENT PROCUREMENT**

**GENERAL CONDITIONS OF CONTRACT**

**July 2010**

## GOVERNMENT PROCUREMENT

# GENERAL CONDITIONS OF CONTRACT

July 2010

### NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 “Day” means calendar day.
  - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
  - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
  - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12 ”Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
  - 1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

- 1.14 “GCC” means the General Conditions of Contract.
- 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 “Project site,” where applicable, means the place indicated in bidding documents.
- 1.21 “Purchaser” means the organization purchasing the goods.
- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

**1. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

**3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid.  
Where applicable a non-refundable fee for documents may be charged.



- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information inspection.**
- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
- 8. Inspections, tests and analyses**
- 8.1 All pre-bidding testing will be for the account of the bidder.

- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9. Packing**

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

- 11. Insurance** 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
- 12. Transportation** 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
- 13. Incidental services, services** 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
- 14. Spare parts** 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
- 15. Warranty** 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the

final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract**
- 18.1 No variation in or modification of the terms of the contract shall be made **amendments** except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

**22. Penalties**

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

**23. Termination for default**

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
  - (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated

fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping and countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

**25. Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all

		reasonable alternative means for performance not prevented by the force majeure event.
<b>26. Termination for insolvency</b>	26.1	The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
<b>27. Settlement of Disputes</b>	27.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
	27.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
	27.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
	27.4	Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
	27.5	Notwithstanding any reference to mediation and/or court proceedings herein, <ul style="list-style-type: none"> <li>(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</li> <li>(b) the purchaser shall pay the supplier any monies due the supplier.</li> </ul>
<b>28. Limitation of liability</b>	28.1	Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6; <p>the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and</p> <p>the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.</p>
<b>29. Governing language</b>	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
<b>30. Applicable law</b>	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
<b>31. Notices</b>	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties**
- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme**
- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation
- 34. Prohibition of Restrictive practices**
- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



**SERVICE-LEVEL AGREEMENT**

ENTERED INTO BETWEEN

THE CITY OF TSHWANE METROPOLITAN MUNICIPALITY

AND

\_\_\_\_\_

**Registration number:** \_\_\_\_\_

Doc2    Version 1    3 March 2022

**SERVICE-LEVEL AGREEMENT**

ENTERED INTO BETWEEN

THE CITY OF TSHWANE METROPOLITAN MUNICIPALITY

A municipality, as described in Section 2 of the Local Government: Municipal Systems Act, 2000 and as contemplated in Section 155 of the Constitution of the Republic of South Africa, 1996 as a category A municipality, or the Assignee, if applicable, herein represented by Mr Johann Mettler in his/her capacity as City Manager duly authorised thereto under and by virtue of a resolution passed on 26 January 2012, and who by his/her signature hereto warrants that he/she is properly authorised to sign this Agreement.

(Herein referred to as the “**CITY**”)

**AND**

\_\_\_\_\_

**Registration number:** \_\_\_\_\_

Herein represented by \_\_\_\_\_ in his/her capacity as \_\_\_\_\_ is duly authorised thereto under and by virtue of a resolution of the board passed on \_\_\_\_\_, a copy of which is annexed as Annexure A, and who by his/her signature hereto warrants that he/she is properly authorised to sign this agreement.

(Herein referred to as the “**SERVICE PROVIDER**”)

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## **RECORDAL:**

**WHEREAS** the City requires various services to be provided or carried out and delivered at the service areas;

**AND WHEREAS** the City wishes to appoint the service provider;

**AND WHEREAS** the service provider wishes to provide such services;

**AND WHEREAS** the service provider has indicated that it has the necessary expertise, skills and capabilities to provide the service;

**NOW THEREFORE**, the parties have agreed to enter into this agreement, in terms of which the service provider shall provide the services in the service areas and/or delivery area, and provide maintenance and support thereof to the City in accordance with the terms and subject to the conditions of this agreement.

### **1. DEFINITIONS**

Unless otherwise expressly stated, or if the context requires otherwise, the following words and expressions, when used in this agreement, including in this introduction, shall bear the following meanings ascribed to them:

- 1.1 **“Agreement”** means this service-level agreement and shall include any annexures, schedules, attachments, appendices and/or any addenda hereto or incorporated herein by reference, as amended from time to time;
- 1.2 **“Business day”** means any day from Monday to Friday, excluding public holidays, as defined in the Public Holidays Act, 1994 (Act 36 of 1994), as amended from time to time;
- 1.3 **“Business week”** means five consecutive business days, excluding public holidays as defined in the Public Holidays Act, 1994;
- 1.4 **“City”** means the City of Tshwane Metropolitan Municipality, a metropolitan municipality established in terms of Section 12 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998);
- 1.5 **“Contact persons”** means persons identified by the parties as persons who are responsible for the execution of the agreement and whose names are set out in Clause 35 below and who can be substituted in writing from time to time;
- 1.6 **“Contract price”** means the amount reflected as the contract price in Clause 9 below;
- 1.7 **“Contract period”** means the contract period as reflected in Clause 6 below;
- 1.8 **“Effective date”**, notwithstanding the signature date, means \_\_\_\_\_;
- 1.9 **“Intellectual property”** means patents, designs, know-how, copyright, trademarks and all rights having an equivalent or similar effect which may exist anywhere in the world, introduced and required by either party to give effect to

their obligations under this agreement, owned in whole or in part by, or licenced to either party before the commencement date or developed after the commencement date, and includes all further additions and improvements to the intellectual property, otherwise pursuant to this agreement;

- 1.10 **“Month”** means a calendar month;
- 1.11 **“Parties”** means the City of Tshwane and the service provider and “party” means either of these, as the context requires;
- 1.12 **“Services”** means services to be provided by the service provider to the City as detailed in Clause 8 below;
- 1.13 **“Service provider”** means \_\_\_\_\_, a company duly incorporated in accordance with the company laws of the Republic of South Africa with company registration number: \_\_\_\_\_;
- 1.14 **“Signature date”** means the date of signature of this agreement by the party signing last;
- 1.15 **“Subcontract”** means any contract, agreement or proposed contract between the service provider and any third party whereby that third party agrees to provide to the service provider the services or any part thereof;
- 1.16 **“Subcontractor”** means the third party with whom the service provider enters into a subcontract;
- 1.17 **“Tax invoice”** means the document, as required by Section 20 of the Value-added Tax Act, 1991 (Act 89 of 1991), as amended from time to time;
- 1.18 **“VAT”** means value-added tax, as defined in terms of the Value-added Tax Act, 1991.

## **2. INTERPRETATION**

- 2.1 Headings and subheadings are inserted for information purposes only and shall not be used in the interpretation of this agreement.
- 2.2 Unless the context clearly indicates a contrary intention, any word that connotes –
  - 2.2.1 any singular shall be deemed to include a reference to the plural and *vice versa*;
  - 2.2.2 any one gender shall be deemed to include a reference to any other gender; and
  - 2.2.3 a natural person shall be deemed to include a reference to a legal or juristic person.

- 2.3 The expiry or termination of this agreement shall not affect provisions of this agreement, which expressly provide that they will operate after any such expiry or termination of this agreement. Provisions of necessity shall continue to have been effective after such expiry or termination of this agreement, notwithstanding that the clauses themselves do not expressly provide for this.
- 2.4 The rule of interpretation that a written agreement shall be interpreted against the party responsible for the drafting or preparation of that agreement shall not apply.
- 2.5 Where figures are referred to in numerals and in words and there is any conflict between the two, the words shall prevail.
- 2.6 Any reference to any legislation is a reference to such legislation as at the signature date and as amended or re-enacted from time to time.
- 2.7 If any provision in a definition is a substantive provision that confers any rights or imposing any obligations on any party, then, notwithstanding that it is only in this interpretation clause, effect shall be given to it as if it were a substantive provision in this agreement.

### **3. APPOINTMENT**

The City hereby appoints the service provider, who accepts such appointment, to provide the services in accordance with the terms and subject to the conditions of this agreement.

### **4. PURPOSE OF THE AGREEMENT**

- 4.1 The purpose of this agreement is to –
  - 4.1.1 formalise and regulate the working relationship between the parties;
  - 4.1.2 set out the roles and responsibilities of the parties; and
  - 4.1.3 define process and procedures to be followed by the parties.

### **5. RELATIONSHIP**

Nothing in this agreement shall constitute or be deemed to constitute a partnership or joint venture between the parties. Furthermore, the service provider acknowledges and agrees that its status under this agreement is that of an independent service provider and its status shall in no way be deemed to be that of an agent or employee of the City for any purpose whatsoever. The service provider shall have no authority or power to bind the City or to contract in the name of the City or create a liability against the City in any way or for any purpose.

## **6. DURATION**

This agreement shall commence on the effective date and shall subsist for \_\_\_\_\_ years, unless terminated earlier, pursuant to Clause 32 below.

## **7. CONTACT PERSON**

- 7.1 The work to be performed by the service provider hereunder will be supervised by City's contact person referred to in Clause 35 below.
- 7.2 The parties shall notify each other in writing from time to time of the details of the nominated contact person.
- 7.3 The contact persons shall liaise and update each other on the progress of the services rendered and shall endeavour to resolve and remedy any problems or disputes that may arise in relation to the services.
- 7.4 Either party may substitute a contact person at its discretion, provided that each party shall give the other party reasonable notice of such substitution and will provide replacement employees of equivalent ability.
- 7.5 Without derogating from the foregoing, should either party replace a contact person for any reason whatsoever, it shall ensure, to the greatest extent possible in the circumstances, that the suitable period of handover and overlap takes place, at its cost, between the new and the incumbent contact person.

## **8. SCOPE OF GENERAL SERVICES**

The service provider shall, for the duration of this agreement, provide the services set out in the scope of work and in accordance with the deliverables and milestones attached hereto as Annexure B, including but not limited to the maintenance and support services, as provided for in Clause 20 below.

## **9. PRICE AND PAYMENT**

- 9.1 The City shall pay to the service provider the contract price in the sum of R\_\_\_\_\_ (\_\_\_\_\_ rand), payable in accordance with the terms of the appointment letter, attached hereto as Annexure C, and subject to deliverables.
- 9.2 All payments under this agreement shall be made by electronic fund transfer or other forms of payment as the parties may agree upon from time to time, upon receipt of valid and undisputed tax invoices and month-end statements together with the supporting documentation from the service provider, once the undisputed tax invoices or such portion of the tax invoices which are undisputed become due and payable.
- 9.3 All amounts and other sums payable in terms of this agreement and schedules hereto will be stipulated exclusive of VAT, unless expressly stated otherwise.



- 9.4 Unless otherwise provided in the schedules, valid tax invoices shall be submitted together with a month-end statement. Payment against such month-end statement shall be made by the City within 30 (thirty) days after the date of receipt by the City of the service provider's statement together with the relevant valid and undisputed tax invoice(s) and supporting documentation, but in any event no later than 90 (ninety) days of receipt of such statement.
- 9.5 Where the payment of any valid and undisputed tax invoice, or any part of the said tax invoice which is not in dispute, is not made by the due date, the service provider shall be entitled to charge interest on the outstanding amount, at the service provider's prime rate of interest in force, for the period from the due date of payment until the outstanding amount is fully paid.
- 9.6 There shall be no interest levied on a tax invoice that is in dispute between the parties.
- 9.7 The City shall pay the amount reflected on a tax invoice once the City's contact person has verified that the services set out in a schedule have been rendered and the tax invoice amount has been approved by the City.
- 9.8 All tax invoices shall be addressed to the City's contact person.
- 9.9 All payments shall be transferred by the City to the service provider electronically into the service provider's bank account, the details of which are as follows:
  - Bank: \_\_\_\_\_
  - Account type: \_\_\_\_\_
  - Account number: \_\_\_\_\_
  - Branch number: \_\_\_\_\_
- 9.10 Failure to comply with the clauses above may result in late payment of the total amount of an invoice by the service provider to the City. The City shall not be liable for any costs or damages suffered by the service provider as a result of such late payment.

**10. PRICE RESTRUCTURING**

- 10.1 The service provider shall be subject to a price review every year.
- 10.2 The City shall embark on a benchmarking exercise every 12 (twelve) months where the City shall benchmark the service provider's contract price against the prevailing market rates.
- 10.3 In the event that it emerges that the service provider's charges regarding the contract price and other charges under this agreement are materially higher than the reasonable benchmark ascertained by the City or that the City can acquire similar services of a like quality from another supplier at a total delivered cost that is lower than the total delivered cost of the services acquired hereunder from the service provider, the City shall have the right to notify the service provider of such total delivered cost and the service provider shall have an opportunity to adjust the contract price and any other charges hereunder, on

such a basis as to result in the same total delivered cost to the City, within 30 (thirty) calendar days of such notice.

- 10.4 If the service provider fails to do so or cannot legally do so, the City may –
- 10.4.1 acquire the services from such other supplier in which case the obligations, including, but not limited to, any purchase and sale requirements and/or commitments, if any, of the City and the service provider hereunder shall be reduced accordingly;
  - 10.4.2 terminate this agreement without any penalty, liability or further obligation; or
  - 10.4.3 continue under this agreement.
- 10.5 Within 30 (thirty) calendar days of a notice by the City or at any time the City so requests, the service provider shall certify in writing to the City that it is in compliance with this clause and shall provide all information that the City reasonably requests in order to verify such compliance.

## **11. SERVICE LEVELS**

- 11.1 The service provider recognises that the City has entered into this agreement relying specifically on the service provider's representations regarding service levels including, *inter alia* –
- 11.1.1 capacity allocations in accordance with the service to be provided; and
  - 11.1.2 all work to be performed and services rendered under this agreement shall comply with industry norms and best practice acceptable within the services industry and shall be executed by the service provider to the total satisfaction of the City.
- 11.2 The service provider shall provide suitably qualified and trained employees to provide the services to the City in terms of this agreement, and shall allocate, in its discretion, employee resources in accordance with the technical skill and knowledge required, provided that any exercise of such discretion by the service provider shall not negatively impact the provision of the services by the service provider to the City. The service provider shall also allocate employees with the technical skill and knowledge on-site at the City at all times during normal working hours, if the City so requires.
- 11.3 Among others, the service provider shall comply with and provide the services as set out in Clause 8 above.

## **12. WITHHOLDING OF PERFORMANCE**

The service provider may not, under any circumstances, including, without limitation, non-payment by the City, withhold any services from the City during the currency of this agreement, unless it validly terminates this agreement, in terms of Clause 32 below.

### **13. PENALTY**

- 13.1 Should the service provider fail to comply with its obligations in terms of this agreement, the City may –
  - 13.1.1 exercise its rights in terms of Clause 31 below; or
  - 13.1.2 impose a penalty on the service provider.
- 13.2 An election of any of the above by the City shall not mean that the City has waived any other rights which the City might have in law.
- 13.3 Should the City choose to impose a penalty on the service provider, the City shall provide the service provider with a written notice requiring the service provider to remedy the default within 7 (seven) days from the date of delivery of the notice.
- 13.4 Should the service provider fail to remedy the default within 7 (seven) days after receiving the notice, the City shall be entitled, without prejudice to any alternative or additional right of action or remedy available to the City and without further notice, to impose a penalty, which penalty shall be a deduction of 10% of the monthly contract price for the contract period. For the avoidance of doubt, the penalty amount shall be 10% of the monies due for payment to the service provider monthly, in terms of Clause 9 above.
- 13.5 Should there be a dispute as to whether the failure to deliver was caused by the City or was the service provider's fault, such dispute shall be dealt with in accordance with Clause 33 below.

### **14. ACCESS**

- 14.1 The City shall allow the service provider reasonable access to its premises, provided that –
  - 14.1.1 access is related to the services to be provided by the service provider; and
  - 14.1.2 the service provider adheres to all rules, regulations and instructions applicable at the City's premises.
- 14.2 The service provider is required to notify the City every month of employees who are to provide services at the service areas and/or delivery areas.
- 14.3 The City shall grant the service provider and/or its employees, referred in Clause 14.2 above, access to its premises to perform its obligations in terms of this agreement.
- 14.4 The service provider and its employees shall at all times, when entering the premises and/or service areas and/or delivery areas of the City, comply with all rules, laws, regulations and policies of the City.

## **15. ORDERS OF GOODS**

- 15.1 The service provider's contact person shall advise the City in writing of the goods required to enable the service provider to render the services. On the order form, the service provider shall set out the quantity, description of goods and the anticipated date of delivery of the goods ("delivery date").
- 15.2 The City shall confirm the order in writing and authorise the service provider to order the goods necessary for the provision of the service.
- 15.3 All orders for goods ordered under Clause 15 shall be for the separate account of the City, the cost of which shall be invoiced to the City by the service provider upon confirmation of the order, in terms of Clause 15.2 above. The City shall not be obliged to order the goods from the service provider and shall be entitled to use any company that it deems most suitable for the provision of the goods.

## **16. DELIVERY OF GOODS**

- 16.1 The service provider shall deliver the goods on the delivery date.
- 16.2 Should the service provider be unable to deliver the goods on the delivery date, the service provider shall inform the City of its inability to deliver the goods, the reason therefor, and shall provide the City with a reasonable alternative delivery date, which, in any event, shall not be more than 14 (fourteen) days from the original delivery date.
- 16.3 In the event that the service provider is unable to deliver the goods on the delivery date 3 (three) times in a period of 6 (six) months, the City shall be entitled to terminate this agreement by giving the service provider one (1) month's written notice to terminate.
- 16.4 Upon delivery of the goods by the service provider, the City's contact person shall sign the delivery document provided by the service provider as acknowledgement of receipt of the goods. Such acknowledgement of receipt shall not constitute an acceptance –
  - 16.4.1 that the goods were received in good condition;
  - 16.4.2 that the goods were free of any defects;
  - 16.4.3 that the goods were fit for the purpose for which they were purchased; and/or
  - 16.4.4 of any terms and conditions of the delivery document.
- 16.5 In the event that the City notifies the service provider, within 5 (five) business days, that the goods delivered are not in accordance with the order, the City shall be entitled to return the goods to the service provider at the service provider's cost and the service provider shall deliver the replacement goods ordered within 5 (five) business days of taking delivery of the defective goods.

## **17. DEFECTIVE GOODS OR LATENT PRODUCTS**

- 17.1 The service provider shall verify whether the goods received are in order and without any defects.
- 17.2 In the event that the City realises that the goods have any defect, including (but not limited to) manufacture and/or latent defects, the City shall inform the service provider in writing within 5 (five) days of becoming aware of the defect ("Notice of Defect").
- 17.3 Upon receipt of the Notice of Defect, the service provider shall immediately deliver replacement goods to the City within 14 (fourteen) business days of receiving the Notice of Defect, referred to in Clause 17.2 above, and replace the defective goods.
- 17.4 The cost of returning and replacing the defective goods shall be borne by the service provider.
- 17.5 The service provider shall be responsible for the replacement amount of any parts of the goods that are to be replaced in terms of this agreement.

## **18. AMENDMENT OR CANCELLATION OF PURCHASE ORDER**

The City is entitled to cancel an order, reschedule delivery of the goods or change the delivery area and delivery date on 14 (fourteen) days' written notice to the service provider.

## **19. INSPECTION**

- 19.1 The City may, at any time, inspect the goods and/or service levels of the service provider in terms of this agreement.
- 19.2 If the City is, at any time, dissatisfied with the service levels, the City shall, within 7 (seven) days, notify the service provider in writing of the failure or default.
- 19.3 The service provider shall immediately upon receipt of written demand by the City remedy such failure or default, within 7 (seven) business days from the date of receipt of the notice, free of charge.
- 19.4 Should the service provider fail to remedy the failure or default referred to above, the City shall have the right to impose penalties as provided for in Clause 12 above or invoke the provisions of clauses and/or Clause 31 below.
  - 19.4.1 To enable the City to determine whether the goods and/or services rendered in terms of this agreement are being complied with, the service provider shall –
    - 19.4.1.1 provide the City with such information as it may reasonably require;
    - 19.4.1.2 allow the City to inspect and take copies of any records of the service provider relating to the goods and/or services, including all hardware, software, data, information, visuals,

procedures, event logs, transaction logs, audit trails, books, records, contracts and correspondence; or

- 19.4.1.3 allow the City or its authorised representatives to conduct interviews with any of the service provider's employees, subject to reasonable notice being given to the service provider.

## **19.5 Service provider to provide reasonable assistance**

19.5.1 Where any information is required for inspection in terms of this clause and the information is kept in a computer, the service provider shall give the City reasonable assistance required to facilitate inspection and obtain copies of the information in a visible and legible form or to inspect and check the operation of any computer and any associated apparatus or material that is or has been in use in connection with the keeping of the information.

19.5.2 Any information required to be provided to the City, pursuant to Clause 19, shall be provided by the service provider, as the case may be in such form (including a form otherwise than in writing) as the City may reasonably specify.

19.5.3 The cost of any inspection contemplated in terms of Clause 19 shall be for the account of the City unless any material irregularity or failure on the part of the service provider is determined by the City in the course of such inspection.

19.6 The inspection contemplated in this agreement will be conducted –

19.6.1 during normal business hours; and

19.6.2 where the circumstances justify it, on reasonable notice to the service provider, with the minimum interference in the provision of the services and the service provider's other operations.

## **20. MAINTENANCE AND SUPPORT**

The essential and critical elements of the maintenance and support to be provided by the service provider to the City shall be detailed in the scope of work attached hereto as Annexure B.

## **21. TRAINING**

If required, the service provider shall, after delivery and installation of the goods, and as part of maintenance and support, ensure that the City's nominated employees, from time to time, receive the required and necessary training relating to the nature, purpose and appropriate use of the goods.

## **22. SERVICE PROVIDER'S WARRANTIES AND INDEMNITIES**

### **22.1 Service warranties**

22.1.1 The service provider warrants that, in relation to each service provided in terms of this agreement, –

- 22.1.1.1 it has full capacity and authority to enter into and perform this agreement, and that this agreement is executed by duly authorised representatives of the service provider;
- 22.1.1.2 it possesses or has access to the requisite knowledge, skill and experience to provide the services in an expert manner;
- 22.1.1.3 it will discharge its obligations under this agreement and any annexure, appendix or schedule hereto with all due skill, care and diligence;
- 22.1.1.4 all work performed and services rendered under this agreement shall comply with prevailing practice, standards and specifications within the industry;
- 22.1.1.5 it will be solely responsible for the payment of remuneration and associated benefits, if any, of its personnel and for withholding and remitting income tax for its personnel in conformance with any applicable laws and regulations;
- 22.1.1.6 the use or possession by the City of any materials will not subject the City to any claim for infringement of any intellectual property rights of any third party;
- 22.1.1.7 it will, with promptness and diligence, and in a skilful manner and in accordance with the practices and professional standards of operations, perform services and/or deliver goods;
- 22.1.1.8 its services and/or goods will, in all aspects, comply with industry norms and best practice to the satisfaction of the City with regard to materials and workmanship;
- 22.1.1.9 it will use and adopt any standards, processes and procedures required under this agreement;
- 22.1.1.10 it shall employ suitably qualified and trained employees to provide the services and/or goods to the City and it shall allocate employees in accordance with the technical skills and knowledge required;
- 22.1.1.11 the goods and/or services will be free from any defects in material and workmanship;
- 22.1.1.12 it will maintain and cause to be maintained the highest standard of workmanship and care in undertaking the services and/or processing the goods;

- 22.1.1.13 it will maintain and cause to be maintained the highest standard of care and diligence in providing the services, maintenance and support;
- 22.1.1.14 it will ensure that all applicable laws are observed;
- 22.1.1.15 without derogating from the generality of the foregoing, it will strictly adhere to any or all laws, regulations and accepted procedures with regard to health, hygiene and the maintaining of the environment in the manufacture, packaging, labelling, identification, storage and transportation of the goods; and
- 22.1.1.16 it guarantees that the goods shall be in good working condition for the warranty and/or maintenance period of the goods, and that the service provider shall be responsible for the costs of repair of the goods should the goods require to be repaired to their normal use.

## **22.2 Indemnity**

22.2.1 The service provider hereby indemnifies the City against any claim which may be brought against the City by the service provider's personnel or a third party arising from the execution of this agreement or which arises against the City as a result of the service provider's breach of any of the provisions of this agreement. This is provided that the City notifies the service provider in writing within a reasonable time, and, in any event, no less than 14 (fourteen) business days of the City becoming aware of any such claim to enable the service provider to take steps to contest it. The City shall provide the service provider with such reasonable assistance as may be necessary to enable the service provider to defend the claim to the extent only that it is in a position to render such assistance. The service provider may, within 5 (five) business days of receipt of written notice from the City aforesaid, elect in writing to contest such a claim in the name of the City and shall be entitled to control the proceedings in regard thereto. This is provided that the service provider indemnifies the City against all and any costs (including attorney and own client costs) which may be incurred by or awarded against the City as a consequence of the defence of the claim.

## **23. SERVICE PROVIDER'S PERSONNEL**

### **23.1 Liability for criminal acts of employees**

The service provider shall be liable to the City for any loss that the City or any third party may suffer as a result of any theft, fraud or other criminal act of any employee of the service provider which arises within the course and scope of such employee's employment with the service provider.

### **23.2 Character of employees**



23.2.1 Due to the confidential nature of certain aspects of the services and the position of trust which the service provider's employees will fulfil, the service provider hereby undertakes to use its best commercial endeavours to ensure that it only assigns to the City employees who are fit and proper persons, who display the highest standards of personal integrity and honesty, and who have not, to their knowledge, been convicted of any crime.

23.2.2 The service provider shall, at its own cost, conduct all reasonable background checks into its employees before using them to provide the services in terms of this agreement.

23.3 The City shall conduct all reasonable background checks into the service provider's employees from time to time, where it deems it necessary to do so.

## **24. STATUTORY AND EMPLOYMENT ISSUES**

24.1 The service provider shall comply with all employment legislation

24.1.1 The service provider warrants that it has full knowledge of all relevant statutory, collective and other stipulations applicable to the relationship with its personnel and its relationship with the City. This includes, but is not limited to, the Labour Relations Act, 1995 (Act 66 of 1995), the Basic Conditions of Employment Act, 1977 (Act 75 of 1997), the Employment Equity Act, 1998 (Act 55 of 1998) and any other applicable employment legislation currently in force.

24.1.2 The service provider warrants further that it is not and will not in future be in contravention of any of the provisions of any such legislation and in the event of such contravention, the service provider shall immediately take all steps to remedy such contravention. If the City advises the service provider of any contravention of such legislation in writing, the service provider shall, within 10 (ten) days after receipt of such notice, take all steps necessary to remedy such contravention and shall keep the City informed regarding the steps taken and the implementation and result thereof.

### **24.2 No employment**

The service provider warrants that none of its personnel shall be regarded as employees of the City. The service provider shall assist to defend and bear all costs in the event that the City is required to defend a claim, whether civil or employment related, instituted against it by the service provider's personnel should the City defend the matter. The service provider hereby indemnifies the City against all and any costs (including attorney and own client costs) which may be incurred by or awarded against the City as a consequence of the defence of the claim.

### **24.3 Occupational Health and Safety Act, 1993**

The service provider shall be responsible for ensuring compliance with all the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993)

and it indemnifies the City against any claim which may arise in respect of such act by its personnel against the City.

## **25. SUBCONTRACTING**

- 25.1 The service provider may not subcontract the whole of or any portion of the services in terms of this agreement to any third party without the prior consent of the City.
- 25.2 In the event the service provider wishes to subcontract the whole of or any portion of the services in terms of this agreement, it shall apply to the City in writing for consent to do so.
- 25.3 In its application, the service provider shall give the name of the subcontractor, the subcontractor's obligations, the proposed date of commencement of the subcontract, which shall include the fees payable to the subcontractor, and a report of the background security check on the subcontractor's suitability, financial and otherwise.
- 25.4 The City may, in its sole and absolute discretion, refuse consent to subcontract. In the event the City approves the subcontracting of the whole of or any portion of the services in terms of this agreement, –
  - 25.4.1 the service provider shall ensure that the subcontractor's BBEE level is equal or better than that of the service provider, its price is competitive and it has the capacity to provide the service;
  - 25.4.2 such subcontracting shall not absolve the service provider from the responsibility of achieving the service levels or complying with its obligations in terms of this agreement, and the service provider hereby indemnifies and holds the City harmless against any loss, harm or damage which the City may suffer as a result of such subcontracting;
  - 25.4.3 the service provider shall, at all times, remain the sole point of contact for the City in respect of the acquisition of services by the City; and
  - 25.4.4 no such subcontracting shall have any effect on the contract price and charges payable by the City to the service provider in terms of this agreement.

## **26. CONFIDENTIALITY**

- 26.1 The service provider acknowledges that all information relating to the City's confidential business and technical information, data, documents or other information necessary or useful for the carrying on by the City of its business which shall include, but shall not be limited to, operating procedures, quality control procedures, approximate operation personnel requirements, descriptions, trade names and trademarks, know how, techniques, technology, information relating to clients, customers, suppliers and relevant authorities, copyright, trade secrets and all goodwill relating to the business and any other intellectual property rights, technical data and documents in whole or in part, used by the City in respect of its business ("confidential information") shall

remain confidential and shall not be made known unless the City has given written consent to do so.

- 26.2 The information provided by the City in the context of this agreement is confidential information and the service provider shall take all reasonable measures to keep the information confidential and will only use the information for the purpose for which it was provided.
- 26.3 The service provider undertakes to not disclose any such confidential information. However, there will be no obligation of confidentiality or restriction on use where –
  - 26.3.1 the information is publicly available, or becomes publicly available otherwise than by action of the receiving party;
  - 26.3.2 the information was already known to the receiving party (as evidenced by its written records) prior to its receipt under this or any previous agreement between the parties or their affiliates; or
  - 26.3.3 the information was received from a third party not in breach of an obligation of confidentiality.

## **27. INTELLECTUAL PROPERTY RIGHTS**

- 27.1 All intellectual property rights of the contractor and/or third party vest in the contractor and/or third party, as appropriate.
- 27.2 All rights in the City name and logo remain the absolute property of the City.
- 27.3 The contractor warrants that no aspect of the services provided in terms thereof will infringe any patent, design, copyright, trademark, trade secret or other proprietary right of any third party.
- 27.4 The contractor shall promptly notify the City, in writing, of any infringement or apparent or threatened infringement or any circumstances which may potentially give rise to an infringement, or any actions, claims or demands in relation to any intellectual property rights.
- 27.5 In the event the City becomes aware of any such infringement, the contractor shall, at its cost, defend the City against any claim that the services infringe any such third party intellectual property rights, provided that the City gives notice to the contractor of such claim and the contractor controls the defence thereof. The contractor further indemnifies the City against, and undertakes that it will pay all costs, damages and attorney fees, if any, finally awarded against the City in any action which is attributable to such claim and will reimburse the City with all costs reasonably incurred by the City in connection with any such action.
- 27.6 Should any claim be made against the City by any third party in terms of Clause 27.1 above, the City shall give the contractor written notice thereof within 3 (three) days of becoming aware of such claim to enable the contractor to take steps to contest it.

- 27.7 Should any third party succeed in its claim for the infringement of any third party proprietary rights, the contractor shall, at its discretion and within 30 (thirty) days of the services having been found to infringe, at its own cost, –
- 27.7.1 obtain for the City the right to continue using the subject of infringement or the parts thereof which constitute the infringement;
  - 27.7.2 replace the subject of infringement or the parts thereof which constitute the infringement with another product or service which does not infringe and which is materially similar to the subject of infringement;
  - 27.7.3 alter the subject of infringement in such a way as to render it non-infringing while still in all respects operating in substantially the same manner as the subject of infringement; or
  - 27.7.4 withdraw the subject of infringement.

## **28. FORCE MAJEURE**

- 28.1 For the purposes hereof, “*force majeure*” shall mean civil strife, riots, insurrection, sabotage, national emergency, acts of war of public enemy, rationing of supplies, flood, storm, fire or any other like forces of nature beyond the reasonable control of the party claiming *force majeure* and comprehended in the terms thereof.
- 28.2 If *force majeure* causes delays in or failure or partial failure of performance by a party of all or any of its obligations hereunder, this agreement shall be suspended for the period agreed in writing between the parties.
- 28.3 In the event of circumstances arising which the other party believes that it constitutes a *force majeure* (“the affected party”), such affected party shall send, within 5 (five) days from the interrupting circumstances, a written notice of the interrupting circumstances specifying the nature and date of commencement of the interrupting event to the other party. The parties shall agree, in writing, to suspend the implementation of this agreement for a specific period (“agreed period”).
- 28.4 In the event that both parties reasonably believe that the affected party shall be unable to continue to perform its obligations after the agreed period, either party shall be entitled to terminate this agreement without further notice to the other party.
- 28.5 The party whose performance is interrupted by the interrupting circumstances shall be entitled, provided that such party shall give notice to that effect with a written notice of the interrupting circumstances as provided above, to extend the period of this agreement by a period equal to the time that its performance is so prevented.

## **29. CESSION**

The service provider shall not be entitled to cede, assign or transfer in any other way and/or alienate its rights and obligations in terms of this agreement without the prior written consent of the City.

### **30. CHANGE OF CONTROL OR CIRCUMSTANCE**

- 30.1 The service provider shall notify the City in writing of any change in the service provider's shareholding or membership or any change in the service provider's subsidiary companies or holding or its affiliates (such change shall be considered a material change in the constitution and identity of the service provider). The City may terminate this agreement upon becoming aware of such material change.
- 30.2 The parties agree that should there be a change, as envisaged in Clause 30.1 above, the service provider will no longer exist and a new third party or entity shall have been constituted. In this regard, such third party shall not be entitled to inherit any of the service provider's rights and obligations in terms of this agreement, which will only be transferred to the new entity in writing by the City following the City's satisfaction and approval in writing of such new entity.
- 30.3 The service provider shall further notify the City of any material changes or circumstance which might have led the City to appoint the service provider to provide the goods and/or services. In the event that any material change or circumstance occurs and the service provider fails to inform the City of such a change or circumstance, the service provider shall be deemed to have breached a material term of this agreement and the City shall be entitled to cancel the agreement on 1 (one) month's prior notice.

### **31. BREACH**

- 31.1 Subject to Clause 30.3 above, should either party commit a breach of any term of this agreement ("the defaulting party") then the affected party ("aggrieved party") shall be entitled to inform the defaulting party in writing to remedy such failure or default within 5 (five) business days. Should the defaulting party fail to remedy the breach within 5 (five) business days after receipt of the notice, the aggrieved party shall be entitled, without prejudice to any of its rights under this agreement or law, to –
- 31.1.1 immediately terminate this agreement without giving written notice and claim damages (which shall include legal costs on an attorney or client scale);
- 31.1.2 request specific performance and claim damages (which shall include legal costs on an attorney or client scale); or
- 31.1.3 impose penalties as provided for in Clause 13 above.

### **32. EARLY TERMINATION**

The City shall have the right to terminate this agreement by giving 30 (thirty) days' notice in writing to the service provider of its intention to terminate the agreement.

### **33. DISPUTES**

33.1 Save for Clause 31 above or any other clause in this agreement which provides for its own remedy, should any dispute arise between the parties in respect of or pursuant to this agreement, including, without limiting the generality of the foregoing, any dispute relating to –

33.1.1 the interpretation of the agreement;

33.1.2 the performance of any of the terms of the agreement;

33.1.3 any of the parties' rights and obligations;

33.1.4 any procedure to be followed;

33.1.5 the termination or cancellation or breach of this agreement; or

33.1.6 the rectification or repudiation of this agreement,

any party may give the other party written notice of such dispute, in which event the provisions below shall apply.

33.2 Within 7 (seven) days of the declaration of such dispute, the parties' representatives or their nominated persons shall meet in the spirit of goodwill and endeavour to resolve the dispute, failing which (and without prejudice to any other alternative dispute resolution to which the parties may agree, either prior to or concurrently with arbitration) the provisions of Clause 33 shall apply.

33.3 If the parties are unable to resolve the dispute within 14 (fourteen) days of the notice of the dispute (or such longer period as they may have agreed to in writing), then either party may, on written notice to the other party, require that the dispute be submitted to and decided by arbitration, in terms of the Arbitration Act, 1965 (Act 42 of 1965).

33.4 The arbitration shall be held under the provisions of the Arbitration Act, 1965 provided that the arbitration shall be –

33.4.1 at any place which the parties agree, in writing, to be mutually convenient; and

33.4.2 in accordance with such formalities and/or procedures as may be settled by the arbitrator and may be held in an informal and summary manner, on the basis that it shall not be necessary to observe or carry out the usual formalities of procedure, pleadings and/or discovery or respect rules of evidence.

33.5 If the arbitration is –

33.5.1 a legal matter, then the arbitrator shall be a practising advocate or a practising attorney of no less than 10 (ten) years' standing;

- 33.5.2 an accounting matter, then the arbitrator shall be a practising chartered accountant of no less than 10 (ten) years' standing; and
- 33.5.3 any other matter, then the arbitrator shall be any independent person agreed upon between the parties.
- 33.6 Should the parties fail to agree on an arbitrator within 14 (fourteen) days after the arbitration has been demanded, then the arbitrator shall be nominated at the request of either of the parties, by the president for the time being of the Law Society of the Northern Provinces.
- 33.7 Should the parties fail to agree whether the dispute is of a legal, accounting or other nature within 7 (seven) days after the arbitration has been demanded, it shall be deemed to be a dispute of a legal nature.
- 33.8 The arbitrator may –
  - 33.8.1 investigate or cause to be investigated any matter, fact or thing which he/she considers necessary or desirable in connection with the dispute and, for that purpose, shall have the widest powers of investigating all documents and records of any party that have a bearing on the dispute;
  - 33.8.2 interview and question under oath the parties or any of their representatives;
  - 33.8.3 decide the dispute according to what he/she considers just and equitable in the circumstances; and
  - 33.8.4 make such award, including an award for specific performance, damages or otherwise, as he/she in his/her discretion may deem fit and appropriate. The arbitration shall be held as quickly as possible after it is requested, with a view to it being completed within 30 (thirty) days after it has been so requested.
- 33.9 The arbitrator's decision and award shall be in writing with reasons and shall be subject to appeal by either party.
- 33.10 Subject to the provisions of Clause 33.9 above, the arbitrator's award may, on application by either party to a court of competent jurisdiction and after due notice is given to the other party, be made an order of court.
- 33.11 Notwithstanding the provisions of Clauses 33.1, 33.2, 33.3, 33.4, 33.5, 33.6 and 33.7 above, in the event of either party having a claim against the other party for a liquidated amount or an amount which arises from a liquid document, or for an interdict or other urgent relief, then the other party having such a claim shall be entitled to institute action therefor in a court of law rather than in terms of the above clauses, notwithstanding the fact that the other party may dispute the claim.

33.12 The provisions of Clause 33 are severable from the rest of this agreement and shall remain in effect even where this agreement is terminated or cancelled for any reason.

**34. LAWS AND JURISDICTION**

34.1 This agreement shall be governed by and interpreted according to the law of the Republic of South Africa.

34.2 Each party submits to the exclusive jurisdiction of the South African courts in respect of any matter arising from or in connection with this agreement, including its termination. Each party further consents to the jurisdiction of the High Court of South Africa (North Gauteng High Court (in Pretoria)).

**35. NOTICES AND COMMUNICATION**

35.1 The Parties choose, as their respective *domicilium citandi et executandi* (hereinafter referred to as the “*domicilium*”) and for the delivery of any notices arising out of the agreement or its termination or cancellation, whether in respect of court process, notices or other documents or communication of whatsoever nature (including the exercise of any option), the address, as set out below.

35.1.1 The City:

2<sup>nd</sup> Floor, Block D  
Tshwane House  
320 Madiba Street  
Pretoria CBD  
0001

Attention: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: 086 214 9544  
Email: \_\_\_\_\_

35.1.2 The service provider:

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

Attention: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

35.2 Each party shall be entitled, from time to time, by written notice to the other party, to vary its *domicilium* to any other address, which is not a post office box or *poste restante*.



- 35.3 Any notice given and any payment made by any party to another party (hereinafter referred to as “the addressee”) which –
- 35.3.1 is delivered by hand during normal business hours of the addressee at the addressee’s *domicilium*, shall be deemed, until the contrary is proved by the addressee, to have been received by the addressee at the time of delivery;
  - 35.3.2 is posted by prepaid registered post to the addressee at the addressee’s *domicilium* shall be deemed, until the contrary is proved by the addressee, to have been received on the 7<sup>th</sup> (seventh) day after the date of posting; or
  - 35.3.3 is sent by email or facsimile machine shall be deemed, until the contrary is proven by the addressee, to have been received within 1 (one) hour of transmission where it is transmitted during business hours of the receiving instrument and at noon on the following business day (excluding Saturdays) where it is transmitted outside such business hours.
- 35.4 Any notice or communication required or permitted in terms of this agreement shall be valid and effective only if in writing, but it shall be competent to give notice by facsimile.
- 35.5 Notwithstanding anything to the contrary in this agreement, a notice or communication actually received by one party shall be an adequate notice or communication notwithstanding that it was not sent to or delivered at the chosen *domicilium citandi et executandi*.

## **36. GENERAL AND MISCELLANEOUS**

### **36.1 Sole record of agreement**

This agreement constitutes the sole record of the agreement between the parties with regard to the subject matter hereof. No party shall be bound by any express or implied term, representation, warranty, promise or the like not recorded herein.

### **36.2 No amendment except in writing**

No addition to, variation of or agreed cancellation of this agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties. Any alleged waiver of this requirement must itself be reduced to writing and signed by the relevant party to be of any effect.

### **36.3 Waivers**

No relaxation or indulgence which any party may grant to any other shall constitute a waiver of the rights of that party and shall not preclude that party from exercising any rights which may have arisen in the past or which might arise in future.

**36.4 Survival of obligations**

Any provision of this agreement which contemplates performance or observance subsequent to any termination or expiration of this agreement shall survive any termination or expiration of this agreement and continue in full force and effect.

**36.5 Approvals and consents**

An approval or consent given by a party under this agreement shall only be valid if in writing and shall not relieve the other party from the responsibility of complying with the requirements of this agreement nor shall it be construed as a waiver of any rights under this agreement, except as and to the extent otherwise expressly provided in such approval or consent, or elsewhere in this agreement. Any alleged waiver of the requirement that the approval or consent must be in writing must itself be reduced to writing and signed by the relevant party to be of any effect.

**37. EXECUTION**

37.1 This agreement may be executed in several counterparts, which shall each be deemed an original, but all of which shall constitute one and the same instrument. A facsimile shall constitute a valid counterpart for all purposes hereunder.

37.2 The signatories to this agreement, by their signature, warrant their authority to enter into this agreement and the capacity of their principal, if signing in a representative capacity, to enter into this agreement.

Signed at ..... on this ..... day of ..... 20.....

Witnesses:

1. ....

2. ....

**For and on behalf of the City of  
Tshwane Metropolitan  
Municipality  
(duly represented by Mr Johann  
Mettler)**

Signed at ..... on this ..... day of ..... 20.....

Witnesses:

- 1. ....
- 2. ....

For and on behalf of

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

**(duly represented by**

\_\_\_\_\_  
\_\_\_\_\_ )

**ANNEXURE A**

**RESOLUTION OF THE BOARD**

Resolution by the board of directors of \_\_\_\_\_  
(the "company") made at a meeting held at \_\_\_\_\_ on  
\_\_\_\_\_ 20\_\_.

**NOTED: THAT** \_\_\_\_\_ intends to enter into an agreement with the City of Tshwane Metropolitan Municipality in terms of which the company shall provide various services (the "agreement") on the terms and subject to the conditions of the agreement to which this resolution is attached as Annexure A.

**RESOLVED:**

**THAT** the company approves and enters into the agreement on the terms and subject to the conditions of the agreement to which this resolution is attached.

**THAT** \_\_\_\_\_ in his/her capacity as a \_\_\_\_\_ of the company, be and is hereby authorised to negotiate, settle and sign the agreement attached hereto, and to sign all documentation and do all things necessary to give effect to the aforesaid resolutions on behalf of the company.

\_\_\_\_\_  
**Read and confirmed**

**CHAIRPERSON/COMPANY SECRETARY**

**ANNEXURE B**  
**SCOPE OF WORK AND DELIVERABLES**

**ANNEXURE C**  
**PAYMENT TERMS**