



ENERGY DEPARTMENT

CONTRACT NUMBER: PS-EE 10-2024

BID DOCUMENT

(IN COMPLIANCE WITH THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022 PUBLISHED IN GOVERNMENT GAZETTE NO. 47452 OF 04 NOVEMBER 2022)

THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT AN ENERGY PERFORMANCE ASSESSMENT OF BUILDINGS, REGISTRATION TO NBEPR, ISSUING OF EPC, ENERGY EFFICIENCY AWARENESS AND CAPACITY TRAINING ON AN AS-AND-WHEN REQUIRED BASIS FROM DATE OF AWARD UNTIL 30 JUNE 2026

ISSUED BY:	PREPARED BY:	PREPARED FOR:
Department of Finance Tender Office Golden Heights, 141 Victoria Street, (Corner Victoria and F H Odendaal Streets) Germiston 1400 Use entrance at 65 FH Odendaal Street Tel: (011) 999-6540/6567 Fax: (011) 999-7511	Department: Energy Section: Operations & Maintenance Energy Corporate Office Trichardts Road BOKSBURG 1460 Ms. Jabulile Kgomo Email: Jabulile.Kgomo@ekurhuleni.gov.za	Department: Energy Section: Operations & Maintenance Energy Corporate Office Trichardts Road BOKSBURG 1460 Mr. T. Thenga Email: Jabulile.Kgomo@ekurhuleni.gov.za

NAME OF BIDDING ENTITY (FULL NAME, i.e., Pty (Ltd), Ltd, JV/CONSORTIUM, SOLE PROPRIETOR etc.) :

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

FAX NUMBER : _____



City of
Ekurhuleni

CONTRACT NUMBER: PS-EE 10-2024

**THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT AN ENERGY PERFORMANCE
ASSESSMENT OF BUILDINGS, REGISTRATION TO NBEPR, ISSUING OF EPC, ENERGY
EFFICIENCY AWARENESS AND CAPACITY TRAINING ON AN AS-AND-WHEN REQUIRED BASIS
FROM DATE OF AWARD UNTIL 30 JUNE 2026**

CLOSING DATE:

15 MAY 2024

10:00

To ensure that your bid is not exposed to invalidation, documents are to be completed in accordance with the conditions and bid rules contained in the bid documents.

Supporting documents must be sealed and externally endorsed, **CONTRACT NUMBER: PS-EE 10-2024** and placed in **Bid Box Number THREE (03)**, Ground Floor, Golden Heights, 141 Victoria Street, (Corner Victoria and F H Odendaal Streets) Germiston 1400, Use entrance at 65 FH Odendaal street, **not later than the closing date and time as advertised, at which hour the bids** will be opened in public in the Ground Floor, at above-mentioned address.

The lowest or any bid will not necessarily be accepted and the COE reserves the right not to consider any bid not suitably endorsed or comprehensively completed as well as the right to accept a bid in whole or part.

The following documents must be completed and signed where applicable and submitted as a complete set:

- | | | | | |
|-----|-------------|--|---|-------|
| 1. | FORM OF BID | - Declaration | - | WHITE |
| 2. | FORM "A" | - Procurement Form of Bid | - | WHITE |
| 3. | FORM "B" | - Declaration of Interest | - | WHITE |
| 4. | FORM "C" | - Declaration for Procurement above R10 Million | - | WHITE |
| 5. | FORM "D" | - Declaration of Bidder's Past SCM Practices | - | WHITE |
| 6. | FORM "E" | - Certificate of Independent Bid Determination | - | WHITE |
| 7. | FORM "G" | - Declaration for municipal accounts | - | WHITE |
| 8. | FORM "H" | - Declaration for municipal accounts where bids are expected to exceed R10 million | - | WHITE |
| 9. | FORM "I" | - Specification | - | WHITE |
| 10. | FORM "J" | - Variations and Omissions | - | WHITE |
| 11. | FORM "K" | - Schedule of Prices | - | WHITE |
| 12. | FORM "L" | General Conditions of Contract | - | WHITE |
| 13. | FORM "M" | - Special Conditions and Undertakings | - | WHITE |
| 14. | FORM "N" | - Contract form - Rendering of services (Part 1) | - | WHITE |
| 15. | FORM "N" | - Contract form - Rendering of services (Part 2) | - | WHITE |

NOTICE TO BIDDERS

VERY IMPORTANT NOTICE ON DISQUALIFICATIONS:

A bid not complying with the peremptory requirements stated hereunder will be regarded as not being an “**Acceptable bid**”, and as such will be rejected.

“**Acceptable bid**” means any bid which, in all respects, complies with the conditions of bid and specifications as set out in the bid documents.

A BID WILL BE REJECTED ON THE FOLLOWING GROUNDS:

1. In the event that bidders are **not compliant** with all applicable legislative requirements, as per CSD. National Treasury in partnership with the Provincial Treasury have developed municipalities and municipal entities with a Central Supplier Database (CSD) for the registration of prospective suppliers in line with Section 14(1) (b) of the Municipal Supply Chain Management Regulations (MSCMR). (Tax compliance will be dealt with in terms of MFMA Circular No. 90)
2. **Non-compliance** with the Value Added Tax Act, 1991; i.e. In terms of this Act **it is mandatory** for any business **to register for VAT** if the income earned in any consecutive twelve (12) month period exceeds or is likely to exceed R 1 million.
NB: Bidder/s failing to comply with this provision of the Value Added Tax Act, 1991 **WILL NOT BE CONSIDERED**, therefore rejected.
3. Non-compliance with the Municipal Supply Chain Management Regulations, 2005; i.e. All sections affecting the evaluation of the bid **must be indicated** on the bid document and must be **submitted and completed in full**. All bidder's information **must be accurate and correct**.
4. In the event of a **failure to complete** and **sign in full** the schedule of quantities as required.
5. In the event of there being **scratching out, writing over or painting out** rates or information, affecting the evaluation of the bid, **without initialling** next to the amended rates or information. However, in cases where the total amount (aggregated) has not been affected, the bid will still be acceptable.
6. In the event of the **use of** correction fluid (e.g., tippex), any erasable ink, or any erasable writing instrument (e.g., pencil) on sections affecting the evaluation process of the bid.
7. If the Bid **has not been properly signed** by a person having the authority to do so. (**Refer to Declaration**)
8. If the bidder **attempts to influence** or has in fact **influenced** the evaluation and/or awarding of the contract.
9. If there is any **misrepresentation**, on information, that affects evaluation and / or information or evidence submitted pertaining to specific goals.
10. If the bid has **either** been submitted in the wrong bid box **or** after the relevant closing date and time.
11. Non-submission of latest municipal account for the bidding entity or signed lease agreement or an Affidavit (in cases where the bidding entity does not own a property).
12. If any municipal rates and taxes or municipal service charges **owed** by the bidder or any of its directors/members to the municipality or municipal entity, or to any other municipality or municipal entity, **are in arrears for three months (if the value of the transaction is expected not to exceed R10 million (VAT included))** (unless if the bidder has attached proof of the payment arrangement of the arrears to the bid document as at the closing date of the submission of bids)
13. If any municipal rates and taxes or municipal service charges **owed** by the bidder or any of its directors/members to the municipality or municipal entity, or to any other municipality or municipal entity, **are in arrears for more than 30 days (if the value of the transaction is expected to**

- exceed R10 million (VAT included)** (unless if the bidder has attached proof of the payment arrangement of the arrears to the bid document as at the closing date of the submission of bids)
14. 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.
 15. 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, or;
 - b) 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;
 - c) who is an advisor or consultant contracted with the municipality in respect of a contract that would cause a conflict of interest.
 16. If the bidder **is not registered** in the required CIDB contractor grading designation (category) or higher, **if required** in this bid documentation.
 17. If the bidder or any of its directors **is listed** on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person **prohibited** from doing business with the public sector.
 18. If the bidder **has abused** the COE's Supply Chain Management System **and** action was taken in terms of paragraph 38 of the COE SCM Policy.
 19. In the event of **non-submission of three (03) Annual Financial Statements** if the value of the transaction is expected to exceed R10 million (VAT included). In this regard, please note that:
 - 19.1. If a bidder is a registered company required by law to have its annual financial statements audited or independently reviewed in compliance with the requirements of the Companies Act, Act No.71 of 2008, or any other law, audited or independently reviewed annual financial statements, as the case may be, prepared within six (6) months of the end of the bidders **most recent** financial year **together with** the audited or independently reviewed annual financial statements **for the two immediately preceding financial years**, unless the bidder was only established within the past three (3) years in which case **all** of its annual financial statements must be submitted.
 - 19.2. If a bidder is a registered close corporation, annual financial statements in compliance with the provisions of the Close Corporations Act, Act No. 69 of 1984, prepared within nine (9) months of the end of the bidders **most recent** financial year **together with** the annual financial statements **for the two immediately preceding financial years**, unless the bidder was only established within the past three (3) years in which case **all** of its annual financial statements must be submitted.
 - 19.3. A **complete set** of Annual financial statements submitted must comply with the City's requirements.

A complete set of financial statements comprises:

 - a) a statement of financial position as at the end of the period;
 - b) a statement of profit or loss and other comprehensive income for the period;
 - c) a statement of changes in equity for the period;
 - d) a statement of cash flows for the period.
 - e) notes, comprising significant accounting policies and other explanatory information;
 - f) comparative information in respect of the preceding period

- 19.4. If the bidder only commenced business within the past three years, the bidder **is required to submit** annual financial statements in compliance with the provisions of (17.1) and (17.2) above for each of its financial years since commencing business.
- 19.5. If a bidder **is not required** by law to have its annual financial statements audited or independently reviewed, or is not a Close Corporation, then non-audited annual financial statements for the periods referred to above **must be submitted**. Further that if no Annual Financial Statements are attached as requested above, the bid will be rejected
20. If the bidder has failed to submit ALL required documents as specified on the bid document.
21. If the following have not been **fully completed** and **signed**:
- | | |
|-------------|--|
| FORM OF BID | - General Declaration |
| FORM "B" | - Declaration of Interest |
| FORM "C" | - Declaration for Procurement above R10 Million (if applicable) |
| FORM "D" | - Declaration of Bidder's Past SCM Practices |
| FORM "E" | - Certificate of Independent Bid Determination |
| FORM "G" | - Declaration for municipal accounts |
| FORM "H" | - Declaration for municipal accounts where bids are expected to exceed R10 million |

NOTE:

1. IN THIS DOCUMENT AND OTHER DOCUMENTS REFERRED TO BUT NOT ATTACHED, THE FOLLOWING WORDS ARE SYNONYMOUS WITH EACH OTHER.

- 1.1. CLIENT, EMPLOYER, CITY OF EKURHULENI (CoE).
- 1.2. BID, TENDER AND VARIATIONS THEREOF
- 1.3. JOINT VENTURE / CONSORTIUM

- 2. **Very important notice:** Bidders must note that only information filled in at the spaces provided therefore in the bid document will be considered for evaluation purposes unless additional space is required and then only if the location of the additional information in the attachments is properly referred to by page number and section heading. Information supplied anywhere else will be disregarded which **may** lead to the rejection of the bid.
- 3. **The attachment or inclusion of information not specifically asked for is not desirable and lead to delays in the awarding of bids. This includes Company Profiles and CV's if not specifically requested.**

PLEASE NOTE POSSIBLE AMENDMENTS/ADDENDUM MAY BE ADVERTISED ON THE CoE WEBSITE. IT REMAINS THE RESPONSIBILITY OF THE BIDDER TO CHECK THE COE WEBSITE DAILY AND TO RAISE ANY ENQUIRIES REGARDING THE BID TO THE RELEVANT CONTACT PERSON BEFORE THE CLOSING DATE. NO COMMUNICATION WILL BE ALLOWED AFTER THE CLOSING OF THE BID

PLEASE NOTE THAT ALL BID DOCUMENTS ARE ALSO AVAILABLE FOR DOWNLOAD ON OUR WEBSITE FOR FREE IN ANY COLOUR PAPER.

PLEASE NOTE EXTENSION OF VALIDITY (IF APPLICABLE) WILL BE ADVERTISED ON THE CoE WEBSITE.

IT REMAINS THE RESPONSIBILITY OF THE BIDDER TO CHECK THE CoE WEBSITE DAILY FOR ANY EXTENSION OF VALIDITY PUBLISHED.

ADVERTISED IN: SOWETAN
PUBLISHING DATE: 12 APRIL 2024

CITY OF EKURHULENI

Bids are hereby invited for the following:
ENERGY DEPARTMENT
Energy Master Planning & Projects

CONTRACT NO.:
PS-EE 10-2024

DESCRIPTION:
The appointment of service providers to Conduct an Energy Performance Assessment of Buildings, Registration to NBEPR, Issuing of EPC, Energy Efficiency Awareness and Capacity Training on an as-and-when required basis from date of award until 30 June 2026

CLOSING DATE:
15 MAY 2024

Bidders must note that this bid may be awarded to more than one bidder.

Acceptable bids will be evaluated by using a system that awards points on the basis of **80 points** for bid price and a maximum of **20 points** for Specific Goal/s.

Tax compliance will be dealt with in terms of MFMA Circular No. 90

Please note that all bid documents are available for download on our website for free in any colour paper

Bids are to be completed in accordance with the conditions and bid rules contained in the bid documents and supporting documents must be sealed and externally endorsed with the **CONTRACT NUMBER AND DESCRIPTION** and placed in bid **box number THREE (03)**, on the Ground Floor, Golden Heights, 141 Victoria Street, (Corner Victoria and F H Odendaal Streets) Germiston 1400, Use entrance at 65 FH Odendaal street, not later than **10:00** on **15 MAY 2024**. Bids will be opened immediately thereafter, in public, in the Conference Room, Ground Floor, at above-mentioned address. **All bids shall hold good for 120 days as from the closing date of bids.**

Bids which are not received and/or deposited **in the specified bid box before 10:00** on the closing date for the bid mentioned hereinbefore, **will be marked as late bids and such bids shall in terms of the SCM Policy of the City of Ekurhuleni, not be considered by the Council as valid bids.**

Enquiries must be directed to Ms. Jabulile Kgomo at e-mail address: Jabulile.Kgomo@ekurhuleni.gov.za

Bidder's attention is specifically drawn to the provisions of the bid rules which are included in the bid documents. The lowest or any bid will not necessarily be accepted and the Council reserves the right not to consider any bid **not suitably endorsed or comprehensively completed**, as well as the right to accept a bid in whole or part. **Bids completed in pencil will be regarded as invalid bids. Bids may only be submitted on the documentation provided by the COE.**

TELEFAX OR E-MAIL BIDS ARE NOT ACCEPTABLE

DR. I. MASHAZI
CITY MANAGER
COE

MBD 1: PART A: INVITATION TO BID					
YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF EKURHULENI					
BID NUMBER:	PS-EE 10-2024	CLOSING DATE:	15 MAY 2024	CLOSING TIME:	10:00
DESCRIPTION	The appointment of service providers to Conduct an Energy Performance Assessment of Buildings, Registration to NBEPR, Issuing of EPC, Energy Efficiency Awareness and Capacity Training on an as-and-when required basis from date of award until 30 June 2026				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS					
GOLDEN HEIGHTS					
141 VICTORIA STREET (CORNER VICTORIA AND F H ODENDAAL STREETS) Use entrance at 65 FH Odendaal Street					
GERMISTON					
1400					
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]	☐ Yes ☐ No		B-BBEE STATUS LEVEL ORIGINAL SWORN AFFIDAVIT		☐ Yes ☐ No
[A B-BBEE STATUS VERIFICATION CERTIFICATE/ ORIGINAL SWORN AFFIDAVIT OR CERTIFIED COPY OF THE SWORN AFFIDAVIT OR A CERTIFIED COPY THEREOF (FOR EMES& QSEs) OR A CERTIFICATE FROM THE COMPANIES AND INTELLECTUAL PROPERTY COMMISSION (CIPC) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS (if applicable)]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE		R
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	Finance		CONTACT PERSON	Ms. Jabulile Kgomo	
CONTACT PERSON	Winnie Majola		TELEPHONE NUMBER	N/A	
TELEPHONE NUMBER	N/A		FACSIMILE NUMBER	N/A	
FACSIMILE NUMBER	N/A		E-MAIL ADDRESS		
E-MAIL ADDRESS	Winnie.Majola.@ekurhuleni.gov.za		Jabulile.Kgomo@ekurhuleni.gov.za		

MBD 1: PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE 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.
2. TAX COMPLIANCE REQUIREMENTS
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.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO 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.

**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:

FOR EVALUATION PURPOSE (MUST BE COMPLETED)

NAME OF BIDDING ENTITY

FORM OF BID

CITY OF EKURHULENI

CONTRACT NUMBER: PS-EE 10-2024

**THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT AN ENERGY PERFORMANCE
ASSESSMENT OF BUILDINGS, REGISTRATION TO NBEPR, ISSUING OF EPC, ENERGY
EFFICIENCY AWARENESS AND CAPACITY TRAINING ON AN AS-AND-WHEN REQUIRED BASIS
FROM DATE OF AWARD UNTIL 30 JUNE 2026**

GENERAL DECLARATION:

To: The City Manager
CITY OF EKURHULENI
Private bag X1069
GERMISTON
1400

Sir/Madam,

I/We, the undersigned (hereinafter referred to as "the bidder"):

- (a) bid to supply and deliver to the CITY OF EKURHULENI [hereinafter referred to as "the COE"] all or any of the supplies and to render all or any of the articles, goods, materials, services or the like described both in this and the other Schedules to this Contract;*
- (b) agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this bid document, regarding delivery and execution;*
- (c) further agree to be bound by those conditions, set out in, "FORM OF BID AND FORMS A - N", attached hereto, should this bid be accepted in whole or in part;*
- (d) confirm that this bid may only be accepted by the COE by way of a duly authorised Letter of Acceptance;*
- (e) declare that we are fully acquainted with the Bid document and Schedules, and the contents thereof and that we have signed the Bill of Quantities and completed the Returnable Schedules and declarations, attached hereto;*
- (f) declare that all amendments to the bid document have been initialled by the relevant authorised person and that the document constitutes a proper contract between the COE and the bidder;*
- (g) certify that the item/s mentioned in the bid document, qualifies/qualify for the preference(s) shown;*
- (h) acknowledge that the information furnished is true and correct;*
- (i) accept that in the event of the contract being awarded as a result of preference claimed in this bid document, I may be required to furnish documentary proof to the satisfaction of the COE that the claims are correct. If the claims are found to be inflated, the COE may, in addition to any other remedy it may have, recover from me all cost, losses or damages incurred or sustained by the COE as a result of the award of the contract and/or cancel the contract and claim any damages which the COE may suffer by having to make less favourable arrangements after such cancellation;*

- (j) declare that no municipal rates and taxes or municipal service charges owed by the bidder or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three (3) months; and
- (k) declare that I have not failed to perform satisfactorily during the last five (5) years on a previous contract with the Municipality, Municipal entity or any other organ of state, after written notice was given to me that my performance was unsatisfactory.
- (l) declare that the signatory to the bid document is duly authorised; and
- (m) agree that documentary proof regarding any tendering issue will, when required, be submitted to the satisfaction of the COE.
- (n) declare that the Broad-Based Black Economic Empowerment Certificate submitted herewith is based on true and accurate information and has been obtained from a duly accredited verification agency (or, in the case of an Exempted Micro-Enterprise(EME) and a Qualifying Small Enterprise (QSE) declare that the submitted Original Sworn Affidavit/ Certified copy of the sworn affidavit or a certified copy thereof or a certificate from the Companies and Intellectual Property Commission (CIPC) confirming their annual total revenue is true and correct)
- (o) declare that the following responses to be true and correct:
Does the bidder have participation in the submission of any other offer for the supplies/services described in the attached documents?
(Tick applicable box)

YES	NO

If YES, the following information must be supplied:

1. The name(s) of the other Bidder(s) involved
2. The full details of the Bidder(s) participation

- (p) declare that all of the information furnished is true and correct

Signed _____ at.....this.....day
of.....
20.....

Name of Authorised Person: _____

Authorised Signature: _____

Name of Bidding Entity: _____

Date: _____

As witness: 1.

PLEASE NOTE:

- *The prices at which bidders are prepared to supply the goods and materials or perform the services must be placed in the column on the Form provided for that purpose.*
- Bidders must sign the Form of Bid as well as Form “K” (Schedule of Prices) attached to this bid document in full and on acceptance of a bid by the COE, the Conditions of Contract, Special Conditions, Specifications, Declarations and Schedule of Prices, attached hereto shall be deemed to be the conditions of Contract between the parties.
- If particulars required in respect of the bid have not been completed the bid will be rejected , except, if only proof of specific goal/s claimed as provided for in Regulation 4 and 5 of The Preferential Procurement Regulations 2022, is not submitted, the bid will not be disqualified but no preference points will be awarded.
- In the event of the use of correction fluid (e.g., tippex), any erasable ink, or any erasable writing instrument (e.g., pencil) the bid will be rejected.

NAME OF BIDDING ENTITY

FORM “A”

CITY OF EKURHULENI

CONTRACT NUMBER: PS-EE 10-2024

**THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT AN ENERGY PERFORMANCE
ASSESSMENT OF BUILDINGS, REGISTRATION TO NBEPR, ISSUING OF EPC, ENERGY
EFFICIENCY AWARENESS AND CAPACITY TRAINING ON AN AS-AND-WHEN REQUIRED BASIS
FROM DATE OF AWARD UNTIL 30 JUNE 2026**

PROCUREMENT FORM

ADJUDICATION OF BIDS

Bids are adjudicated in terms of COE Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.

1. Technical adjudication and Minimum Requirement

Bids will be adjudicated in terms of inter alia:

- Compliance with bid conditions
- Technical specifications

If the bid does not comply with the bid conditions or technical specifications, the bid shall be rejected. **See page 3 to 5 examples.**

2. Plant and equipment (owned or leased)

Evaluation of the following in terms of the size, nature and complexity of goods and/or services required:

- Physical facilities
- Plant and equipment available for the contract owned by the bidder
- Plant and equipment the bidder intends renting or acquiring, should the contract be awarded to him.

3. Size of enterprise and current workload

Evaluation of the bid's position in terms of:

- Previous and expected current annual turnover
- Current contractual obligations
- Capacity to execute the contract

4. Staffing profile

Evaluation of the bid's position in terms of:

- Staff available for this contract being bided for
- Qualifications and experience of key staff to be utilised on this contract.

5. Previous experience/Capability/Company Experience

Evaluation of the bid's position in terms of his previous experience. Emphasis will be placed on the following:

- Experience in the relevant technical field
- Experience of contracts of similar size
- Some or all of the references will be contacted to obtain their input.

6. Financial ability to execute the contract

Evaluation of the bid's financial ability to execute the contract. Emphasis will be placed on the following:

- Surety proposed
- Estimated cash flow
- Contact the bidder's bank manager to assess the bidder's financial ability to execute the contract and the bidder hereby grants his consent for this purpose.

7. Central Supplier Database (CSD)

In the event that bidders are not compliant with all applicable legislative requirements, as per CSD. National Treasury in partnership with the Provincial Treasuries have developed municipalities and municipal entities Central Supplier Database (CSD) for the registration of prospective suppliers in line with Section 14(1) (b) of the Municipal Supply Chain Management Regulations (MSCMR). (Tax compliance will be dealt with in terms of MFMA Circular No. 90)

NB:

If the bid does not meet the requirements contained in the COE Supply Chain Management Policy, and the mentioned framework, it shall not be considered an acceptable bid and shall be rejected by the Municipality and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.

8. Adjudication using a Points System

Acceptable bids will be evaluated using a system that awards points on the basis of bid price and specific goal/s. Failure on the part of a bidder to submit proof of specific goal/s claim will be interpreted to mean that preference points for specific goal/s are not claimed.

For bids with a bid amount equal to or above R2 000 and up to a Rand value of R 50 million (all applicable taxes included) a maximum of 80 points is allocated for price and a maximum of 20 points for specific goal/s points. For bids with a bid amount above R 50 million (all applicable taxes included) a maximum of 90 points is allocated for price and a maximum of 10 points for specific goal/s points.

The Municipality shall award the Contract to the Bidder obtaining the highest number of points for Price and specific goal/s calculated in accordance with the Preferential Procurement Regulations, 2022, unless there are grounds to justify the award to another bidder, in accordance with the provisions of Section 2 (f) of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000.

9. PREFERENTIAL PROCUREMENT REGULATIONS (PPR) 2022 DEFINATION OF PRICE APPLICATION

The price used for evaluation of tenders is the price inclusive of all applicable taxes as per regulation 4(1) and 5(1). All applicable taxes certainly will include Value Added Tax (VAT), where applicable, and any other taxes as may be imposed through legislation. Whatever the nature of the tax, it should be included in the price submitted.

It is emphasized that mandatory registration for VAT is a legislative requirement once enterprises exceed R1 million in sales within a 12-month period. Other enterprises may elect voluntary registration for VAT even if they do not meet the mandatory threshold for registration.

10. Evaluation on Functionality

10.1 Evaluation on Functionality shall be in accordance with the CoE Supply Chain Management Policy as follows:

When functionality will be evaluated the following shall be clearly specified in the invitation to quote/bid:

- Evaluation criteria for measuring functionality
- Weight of each criterion
- Applicable values
- Minimum qualifying score for functionality.
- Respondents that have achieved the minimum qualification score for functionality shall be evaluated further on price and preference points.
- Respondents that did not achieve the minimum qualification score for functionality shall be eliminated from further evaluation.

10.2 Accordingly, where an invitation to submit a tender indicates that the tender will be evaluated on functionality, all acceptable bids submitted shall be firstly evaluated on functionality and, all acceptable bids that achieve the minimum score for functionality, as indicated in the tender invitation, shall be further evaluated in terms of the points system referred to above.

11. Remedies

The City Manager must act in terms of Regulation 9 of the Preferential Procurement Policy Regulations, 2022, in circumstances contemplated in Regulation 9 (1) which is outlined below;

(9)(1) If an organ of state is of the view that a tenderer submitted false information regarding a specific goal/s, it must—

(a) inform the tenderer; accordingly, and

(b) give the tenderer an opportunity to make representations within 14 days as to why the tender may not be disqualified or, if the tender has already been awarded to the tenderer, the contract should not be terminated in whole or in part.

(2) After considering the representations referred to in subregulation (1) (b), the organ of state may, if it concludes that such information is false—

(a) disqualify the tenderer or terminate the contract in whole or in part; and

(b) if applicable, claim damages from the tenderer.

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value equal to or above R2 000 and up to R50 million (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 million (all applicable taxes included).
 - 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.
- 1.2 The value of this bid is estimated to not exceed R50 million (all applicable taxes included) and therefore the (80/20) system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price; and
 - (b) Specific goal/s.
- 1.3.1 The maximum points for this bid are allocated as follows:
- | | POINTS |
|---|---------------|
| 1.3.1.1 PRICE | (80). |
| 1.3.1.2 SPECIFIC GOAL/S | (20). |
| Total points for Price and Specific Goal/s must not exceed | 100 |
- 1.4 Failure on the part of a bidder submit proof of specific goal/s claim will be interpreted to mean that preference points for specific goal/s are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1. **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2. **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3. **“specific goals”** means specific goals as contemplated in section 2(1) (d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in *Government Gazette* No. 16085 dated 23 November 1994;

- 2.4. **“Historically Disadvantaged Individual (HDI)”** means any person, category of persons or community, disadvantaged by unfair discrimination before the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) came into operation.**(Please Note: Historically Disadvantaged Individuals includes women and persons with disabilities)**
- 2.5. **“Youth”** means an individual between the ages of 18 and 35.
- 2.6. **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.7. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.8. **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.9. **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.10. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.11. **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.12. **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.13. **“non-firm prices”** means all prices other than “firm” prices;
- 2.14. **“person”** includes a juristic person;
- 2.15. **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.16. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.17. **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.18. **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.19. **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
- 2.20. **“Share Certificate”** a physical, written document signed by the Directors of a Company, and serves as legal proof of each Director's shareholding / ownership in the Company.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points may be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for Specific goal/s.

- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for Specific goal/s, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where:

P_s = Points scored for comparative price of bid under consideration
 P_t = Comparative price of bid under consideration
 $P_{\min}$ = Comparative price of lowest acceptable bid

4.2 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS FOR TENDERS FOR INCOME-GENERATING CONTRACTS

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) \end{array}$$

Where:

P_s = Points scored for comparative price of bid under consideration
 P_t = Comparative price of bid under consideration
 $P_{\max}$ = Comparative price of highest acceptable tender.

5. Points awarded for Specific Goal/s

- 5.1 In terms of Regulation 4 (1) and 5 (1) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the Specific Goal/s in accordance with the table below:

	SPECIFIC GOAL REQUIREMENT	EVIDENCE REQUIRED	POINTS ALLOCATED
1	EME and/ or QSE	Original sworn affidavit/certified copy of the sworn affidavit or BBBEE certificate	5
2	Enterprise situated within the Ekurhuleni demarcation.	Municipal account/ Lease agreement/ affidavit – must be in the name of the Enterprise NB: Municipal account must not be older than 3 months	10
3	An enterprise which is at least 50% owned by Historically Disadvantaged Individuals	Identity document (certified not older than 6 months) Company Share Certificate or Directorship Composition from CIPC or a Member's Interest Certificate for a Registered CC For persons living with disabilities (in addition to the above) Original/Certified Medical Certificate (certified not older than 6 months) with the following information: a) Name of practitioner, b) Practitioner number, c) Doctor's contact details, d) Details of the condition, e) Date, f) Signature, g) Stamp and h) Patient's name.	5
TOTAL SPECIFIC GOAL POINTS			20

NB: if bidders do not complete information or submit evidence required for the above table they will not be awarded any specific goals points. All evidence MUST be submitted at bid closure and MUST be valid at the close of bid for point's allocation purposes.

- 5.2 In order to obtain specific goal/s points in terms of the provisions of Regulations 4(2) or 5(2) of the Preferential Procurement Regulations, 2022, the bidder must submit proof of specific goal/s claimed.
- 5.3 A trust, consortium or joint venture will qualify for points for the specific goals selected as a legal entity, provided that the entity meets the specific goals requirement.
- 5.4 A trust, consortium or joint venture, will qualify for points provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.(if applicable)
- 5.5 Tertiary institutions and public entities will be required to submit their proof of specific goal/s claimed.

- 5.6 A person awarded a contract may not sub-contract more than 30% of the value of the contract to any other enterprise.

6. BID DECLARATION

- 6.1 Bidders who claim points in respect of specific goal/s must complete the following:

SPECIFIC GOAL	EVIDENCE	POINTS CLAIMED
1.		
2.		
3.		

7. SPECIFIC GOAL/S CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

- 7.1 SPECIFIC GOAL/S: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of submitted proof as indicated above)

8 DECLARATION WITH REGARD TO BIDDING ENTITY

- 8.1 Name of bidding entity;

- 8.2 VAT registration number:

- 8.3 Registration number of bidding entity:

- 8.4 TYPE OF ENTITY

[TICK APPLICABLE BOX]

- ☐ Partnership/Joint Venture / Consortium
☐ One-person business/sole proprietor
☐ Close corporation
☐ Company
☐ Trust
☐ Other (specify)

- 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

- 8.6 CLASSIFICATION

[TICK APPLICABLE BOX]

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.

- 8.7 MUNICIPAL INFORMATION

Municipality where business is situated
 Consumer Account Number
 Stand Number

8.8 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS AND REGISTRATION DETAILS?

Date of Registration_____;

Date on which bidder commenced business, if different from date of registration_____.

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the bidder, certify that the points claimed, based on the specific goal/s indicated in paragraph 7 of the foregoing certificate, qualifies the bidder for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If it is detected that false information regarding the specific goal/s, local production content, or any other matter which will affect or has affected the evaluation of the tender, or where the tender has failed to declare any subcontracting arrangements, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder/ contractor, its shareholders and/or directors, or only the shareholders and/or directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution

WITNESSES:

1.

2.

SIGNATURE(S) OF BIDDER(S)

DATE:

ADDRESS:

.....

GENERAL INFORMATION TO BE SUPPLIED BY THE BIDDER:

INFORMATION OF BIDDING ENTITY

1. Details of Bidding Entity

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER

CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER

CODE..... NUMBER.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

TCS PIN NUMBER

--

HAS PROOF OF SPECIFIC GOAL/S CLAIMED BEEN SUBMITTED?

(Tick applicable box)

YES	NO

ARE YOU THE ACCREDITED REPRESENTATIVE?
IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?
(Tick applicable box)

YES	NO

(IF YES ENCLOSE PROOF)

2. Legal entity: Mark with an **X**.

Sole proprietor	
Partnership	
Close corporation	
Company	
Joint venture/ Consortium	
Trust	
Tertiary Institution	
Public Entity	

3. In the case of a Joint venture/ Consortium, provide details on joint venture/ consortium partners:

Joint venture/Consortium member	Type of entity (as defined above)

4. Income tax reference number: **(COMPULSORY)**
(In the case of a joint venture/consortium, provide for all joint venture/consortium members)

_____	_____
_____	_____

5. VAT registration number **(COMPULSORY)**:
(In the case of a joint venture/consortium, provide for all joint venture/consortium members)

_____	_____
_____	_____

6. Company, close corporation, or trust registration number (**COMPULSORY**):
(In the case of a joint venture, provide for all joint venture members)

7. Details of proprietor, partners, closed corporation members, company directors, or trustees indicating technical qualifications where applicable (Form on the next page).
8. For joint ventures/ consortiums the following must be attached:
- Written authority **of each JV / consortium partner**, for authorized signatory.
 - The joint venture/ consortium agreement.
9. For Trusts the following must be attached
- a. Certified copy of the trust deed;
 - b. Certified copies of the Letters of Authority issued in terms of S6 of the Trust Property Control Act, Act No.57 of 1988
 - c. Certified copy of the resolution of the trustees of the trust authorising the signatory to sign the bid on behalf of the trust

SIGNATURE OF AUTHORIZED PERSON :

DATE :

DETAILS OF PROPRIETOR, PARTNERS, CLOSE CORPORATION MEMBERS, COMPANY DIRECTORS, TRUSTEES,
(In the event of a joint venture/ consortium, to be completed by all of the above of the joint venture/ consortium partners)

Name and Surname	Identity Number	Relevant qualifications and experience	Years of relevant experience

DETAILS OF BIDDING ENTITY'S BANK

If the bidder is a Joint Venture or partnership, the information requested below is required for each member / partner.

I/We hereby authorize the Employer/Engineer to approach all or any of the following banks for the purposes of obtaining a financial reference:

DESCRIPTION OF BANK DETAIL	BANK DETAILS APPLICABLE TO BIDDER
Name of bank	
Contact person	
Branch name	
Branch code	
Street address	
Postal address	
Telephone number	()
Fax number	()
Account number	
Type of account, (i.e. cheque account)	

NAME OF BIDDING ENTITY

JOINT VENTURE/ CONSORTIUM INFORMATION

(Complete only if applicable)

The parties hereto form a Joint Venture/ Consortium for the purpose of jointly bidding and obtaining the award of contract for **THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT AN ENERGY PERFORMANCE ASSESSMENT OF BUILDINGS, REGISTRATION TO NBEPR, ISSUING OF EPC, ENERGY EFFICIENCY AWARENESS AND CAPACITY TRAINING ON AN AS-AND-WHEN REQUIRED BASIS FROM DATE OF AWARD UNTIL 30 JUNE 2026** and of jointly performing such contract.

The share of the partners in the Joint Venture/ Consortium shall be:

Full Name and address of Lead enterprise

..... %

.....

Full Name and address of 2nd enterprise

..... %

.....

Full Name and address of 3rd enterprise

..... %

.....

The Lead Partner is hereby authorised to incur liabilities, receive instructions, payments, sign all documents in connection with the bid, and to be responsible for the entire execution and administration of the contract for and on behalf of the partners.

The parties hereto shall make available to the Joint Venture/ Consortium the technical advice and benefit of their individual experience and shall, in all other respects, endeavour to share the responsibility and burden of the performance of the Joint Venture/ Consortium.

To this end the parties hereto shall share, in the above proportions, in all risks and obligations arising out of or in connection with the Contract, especially in the provisions of all necessary working capital and guarantees, in profit and loss and personnel.

The Lead Partner shall supply, in its name, the necessary insurance prescribed for the industry and such other insurance as may be prescribed by the COE, for the amount and period as stated in the Contract Data.

The Joint Venture/ Consortium may not be terminated by any of the parties hereto until either:

The contract has been awarded to another bidder

Or

The work undertaken by the Joint Venture/ Consortium under the contract has been completed and all liabilities and claims incurred by and made by the Joint Venture/ Consortium have been settled, the bid is cancelled or the period of validity of bid extended.

No party to the Agreement shall be entitled to sell, assign or in any manner encumber or transfer its interest or any part thereof in the Joint Venture/ Consortium without obtaining the prior written consent of the other party hereto.

The Parties of the Joint Venture/ Consortium shall cooperate on an exclusive basis. No Party shall during the validity period of the bid submit a bid to or enter into a Contract with the COE or any other party for the Project, either alone or in collaboration with a third party.

Authorised Signature Lead Partner.....

Name

Designation

Signed at..... on

Authorised Signature of 2nd Partner.....

Name

Designation

Signed at..... on

Authorised Signature of 3rd Partner.....

Name

Designation

Signed at..... on

(ALL SIGNATORIES SHALL CONFIRM THEIR AUTHORITY BY ATTACHING TO THE LAST PAGE OF THE BID, ORIGINAL OR CERTIFIED COPIES OF DATED AND SIGNED RESOLUTIONS OF THE MEMBERS/DIRECTORS/PARTNERS AS THE CASE MAY BE.)

In the event that there are more than 3 Joint Venture/Consortium partners, additional page/s may be added in order to furnish the requested information and authorised signatures

FOR EVALUATION PURPOSE (MUST BE COMPLETED)

Physical facilities

Description	Address	Area (m ²)

EVALUATION CRITERIA

EVALUATION ASPECT	MINIMUM REQUIREMENTS
Infrastructure and resources available – Plant and Equipment (owned or leased)	• (3) Light Duty Vehicles (LDVs)

REQUIRED DOCUMENTS:

BIDDERS MUST SUBMIT THE FOLLOWING DOCUMENTS WITH THE BID:

**Infrastructure and resources available -
Plant and Equipment (owned or leased):**

- Proof of ownership or lease agreement or letter of intent to lease (completed and signed by lessor) for the (3) Light Duty Vehicles (LDVs).

NB! Failure to submit the above-mentioned documents will result in disqualification.

Plant / Equipment

Provide information on plant / equipment that you have available for this project. Attach details if the space provided is not enough.

NB: PLEASE INDICATE QUANTITY ON THE NUMBER OF UNITS COLUMN IN ORDER TO BE EVALUATED

Description: Owned Plant / Equipment	Number of units
Light Duty Vehicles (LDVs)	

Description: Hired Plant / Equipment	Number of units
Light Duty Vehicles (LDVs)	

FOR EVALUATION PURPOSE (MUST BE COMPLETED)

EVALUATION ASPECT	MINIMUM REQUIREMENTS
Financial Ability (Ability to Deliver) – previous annual turnover or any other proof of financial ability is limited to proof of financial ability from an accredited financial institution (registered in South Africa).	500 000

Size of enterprise and current workload

What was your turnover in the previous financial year? R

What is the estimated turnover for your current financial year? R

List your current contracts and obligations

Description	Value (R)	Start date	Duration	Expected completion date

Do you have the capacity to supply the goods and services described in this bid, should the contract be awarded to you?

SMME STATUS - (COMPULSORY)

TO BE COMPLETED FOR STATISTICAL PURPOSES ONLY AND WILL NOT BE USED FOR EVALUATION PURPOSES

Provide details on the following

Sector/Sub-Sector in accordance with the Standard Industrial Classification	
Total Full-time Equivalent of paid Employees	
Total Annual Turnover	
Total Gross Asset Value	
Size or Class (Medium, Small, Very Small, Micro)	

NOTE: If all of the above does not adhere to the definition of a single class, use the total Annual Turnover only to decide on the class.

FOR EVALUATION PURPOSE (MUST BE COMPLETED)

NAME OF BIDDING ENTITY

EQUITY OWNERSHIP – (COMPULSORY)

List all partners, shareholders or members of bidding entity by name, identity number, citizenship, gender, race, HDI status and ownership.
In the case of a Joint Venture, Consortium or Partnership complete an “Equity ownership” for each member.

Name and Surname	Position occupied in Enterprise	Identity number	Citizen-ship	Gender Male / Female	Race	HDI Status (Y/N)	%Owned by HDI's	% Owned by Women		% Owned by Disabled
								Black	White	

PLEASE NOTE

KINDLY ATTACHED COPIES OF IDENTITY DOCUMENTS OF THE ABOVEMENTIONED MEMBERS

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS EQUITY OWNERSHIP IS CORRECT.

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

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidding Entity

Staffing Profile

Provide information on the staff that you have available to execute this contract (attach a separate list if the space provided is insufficient)

Own staff:	Number of staff

EVALUATION CRITERIA

EVALUATION ASPECT	MINIMUM REQUIREMENTS
Staffing profile	Project Manager • B-Tech/Degree in Electrical Engineering. • 5 years' experience in Energy Audits OR Developing Energy Related Projects. Team member 1 • Certificate in Certified Energy Auditor OR Measurement and Verification Professional. • 3 years' experience in Measurement and Verification of Energy Baselines. Team member 2 • Certified Electrician with an Electrical Trade Test Certificate (issued by the Department of Employment and Labour or Higher Education and Training or Equivalent Accredited Institution) AND Wireman's License. • 3 years' experience in Electrical Field OR Energy auditing OR Implementation of energy projects.

FOR EVALUATION PURPOSE (MUST BE COMPLETED)

Proposed Key Personnel

Provide information on key staff you intend utilising on this contract, should it be awarded to you. (In case of engineering construction projects key staff is defined as staff of foreman level and above)

DESIGNATION	NAME & SURNAME	NATIONALITY:	SUMMARY OF			
			QUALIFICATIONS	NQF Level	NUMBER OF YEARS OF EXPERIENCE	EXPERIENCE AND PRESENT OCCUPATION
Project Manager						
Team member 1						
Team member 2						

REQUIRED DOCUMENTS:

BIDDERS MUST SUBMIT THE FOLLOWING DOCUMENTS WITH THE BID:

Project Manager

- A copy of B-Tech/Degree in Electrical Engineering.
- CV demonstrating 5 years' experience in Energy Audits **OR** Developing Energy Related Projects.

DESIGNATION	NAME & SURNAME	NATIONALITY:	SUMMARY OF			
			QUALIFICATIONS	NQF Level	NUMBER OF YEARS OF EXPERIENCE	EXPERIENCE AND PRESENT OCCUPATION
Team member 1 • A copy of Certificate in Energy Auditor <u>OR</u> Measurement and Verification Professional. • CV demonstrating 3 years' experience in Measurement and Verification of Energy Baselines.						
Team member 2 • Copy of a valid Electrical Trade Test Certificate (issued by the Department of Employment and Labour or Higher Education and Training or Equivalent Accredited Institution) <u>AND</u> Wireman's License. • CV demonstrating 3 years' experience in Electrical Field <u>OR</u> Energy auditing <u>OR</u> Implementation of energy projects.						
Please Note: - All foreign qualifications must be SAQA (South African Qualifications Authority) accredited. - All professional Registrations must be in good standing during the period of tender evaluation. - The city reserves the right to verify the submitted documents.						
NB! Failure to submit the above-mentioned documents will result in disqualification.						

EVALUATION CRITERIA

Evaluation aspect	Minimum requirements
Relevant previous Company Experience – Completed Project	The bidder listed Two (02) Contactable References where the bidder has experience in Energy Auditing <u>OR</u> Implementation of Energy Projects .

REQUIRED DOCUMENTS:

BIDDERS MUST SUBMIT THE FOLLOWING DOCUMENTS WITH THE BID:

Company Experience

Relevant previous Company Experience:

- Two Appointment Letters and two Signed Reference Letters with Contactable References from the bidder's previous client confirming relevant experience in **Energy Auditing OR Implementation of Energy Projects**.

Project Plan

- Project plan with timelines linked to deliverables and how the intermediate and final outputs of the project will be met.
- The proposed project methodology which details how the required data will be collected.
- The relevant stakeholders should be identified and how they will be engaged on the project (i.e. communication strategy and plan) should be part of the project plan.
- Project management and accountability should be clearly outlined. This should include the team roles related to the work plan and deliverables.

Further requirements

- Bidders to attach pictures of all branding items to be supplied as per their costing.

NB! Failure to submit the above-mentioned documents will result in disqualification.

FOR EVALUATION PURPOSE (MUST BE COMPLETED)

Previous Company Experience

Provide the following information on **relevant** previous experience.

Give at least two (2) names and telephone numbers and e-mail address per reference.

Description (of work done)	Value (R, VAT excluded)	Start date	Duration	Completed date.	Reference		
					Name (contact person)	Organisation	Tel no
					Email:		
					Email:		
					Email:		
					Email:		
					Email:		

Financial ability to execute the project (Not Applicable for this bid)

Provide details on the surety you will provide if the bid is awarded to you

Which of the following institutions will provide surety? (details must be provided) (Refer to Form "M" – Special Conditions of Contract)

- Bank registered in terms of the Bank Act 1990 (Act 94 of 1990):
- _____

- Insurance Company registered in terms of the Short-Term Insurance Act 1998 (Act 53 of 1998):
- _____

- Cash: _____

Provide the estimated cash flow on the project in terms of submissions of payment certificates or payment schedules to the Employer utilizing the underlying table.

Month no	Amount (VAT included)			Cumulative cash flow
	a Received	b Payments made	a - b Net cash flow	
1			d	j=d
2			e	j+e = k
3			f	k+f = l
4			g	l+g = m
5			h	m+h = n
6			Etc	Etc
7				
8				
9				
10				
11				
12				
Maximum negative cash flow. Take the largest negative number in the last column and write it in here < < < < < < < < < < < < <				

NOTES

- Value added tax to be included in all amounts
- Assume payment of certificates within 30 days of approval of certificate

From what source will you fund the above negative cash flow amount (e.g. Funds internally available, bank overdraft, loan, etc)

OCCUPATIONAL HEALTH AND SAFETY INFORMATION FOR BIDS

THE CONTRACTOR SHALL/MUST SUBMIT THE FOLLOWING TO THE MANAGER OH&S TO OBTAIN A CERTIFICATE OF COMPLIANCE FROM OH&S CITY OF EKURHULENI BEFORE ANY WORK MAY COMMENCE.

1. Proof of Registration with the Compensation Commissioner.
2. Letter of "Good Standing" with Compensation Commissioner.
3. Certified copy of first aid certificate.
4. Physical address where contract is taking place (on Company letterhead).
5. Detailed description of intended work (on Company letterhead).
6. List of all Personal Protective Equipment issued to employees (company letterhead).
7. List of ALL employees on site (on company letterhead).
8. Detailed Health and Safety Plan (on company letterhead).
9. Comprehensive Risk Assessment (Qualification and Contact details of Risk Assessor).
10. Public Liability and Commercial Insurance Certificate.
11. All related statutory appointments.
12. Certificates of relevant Training.

The above list represents the minimum content of a safety file In terms of the Construction Regulations, 2014 (the regulations) as promulgated in Government Gazette No 37307 and Regulation Gazette No 10113 of 7 February 2014.

OHS Act 85 of 1993.

PLEASE REMEMBER:

- (1) IN ORDER TO OBTAIN SPECIFIC GOAL/S POINTS IN TERMS OF THE PROVISIONS OF REGULATIONS 4(2) OR 5(2) OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE BIDDER MUST SUBMIT PROOF OF SPECIFIC GOAL/S CLAIMED.
- (2) TCS PIN NUMBER;
- (3) IN THE CASE OF A JOINT VENTURE/CONSORTIUM, THE TCS PIN NUMBER OF EACH ENTITY CONSTITUTING THE JOINT VENTURE/CONSORTIUM, MUST BE SUBMITTED WITH THE BID DOCUMENT;
- (4) ATTACH ALL REQUIRED DOCUMENTS TO THE LAST PAGE OF YOUR BID DOCUMENT;
- (5) NO PHOTOCOPIES OF CERTIFIED COPIES WILL BE ALLOWED.

FOR EVALUATION PURPOSE (MUST BE COMPLETED)

NAME OF BIDDING ENTITY

FORM ‘B’

CITY OF EKURHULENI

CONTRACT NUMBER: PS-EE 10-2024

THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT AN ENERGY PERFORMANCE ASSESSMENT OF BUILDINGS, REGISTRATION TO NBEPR, ISSUING OF EPC, ENERGY EFFICIENCY AWARENESS AND CAPACITY TRAINING ON AN AS-AND-WHEN REQUIRED BASIS FROM DATE OF AWARD UNTIL 30 JUNE 2026

DECLARATION OF INTEREST

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

3.1 Full Name of Owner of the Bidding Entity:

3.2 Identity Number if applicable:

3.3 Position occupied in the Company (director, trustee, shareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

¹MSCM Regulations: “in the service of the state” means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

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

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional

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

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

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?
(Tick applicable box)

YES	NO

3.8.1 If yes, furnish particulars.

.....

3.9 Have you been in the service of the state for the past twelve months?
(Tick applicable box)

YES	NO

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (close family member, partner or associate?)
with persons in the service of the state who may be involved
with the evaluation and or adjudication of this bid?
(Tick applicable box)

YES	NO

3.10.1 If yes, furnish particulars.

.....

.....

3.11 Are you aware of any relationship (close family member, partner or associate) 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?
(Tick applicable box)

YES	NO

3.11.1 If yes, furnish particulars

.....

.....

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

(Tick applicable box)

YES	NO

3.12.1 If yes, furnish particulars.

.....

.....

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

(Tick applicable box)

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.

(Tick applicable box)

YES	NO

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	Employee Number

CERTIFICATION

I, THE UNDERSIGNED (NAME)

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

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

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidding Entity

NAME OF BIDDING ENTITY

FORM “C”

CITY OF EKURHULENI

CONTRACT NUMBER: PS-EE 10-2024

THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT AN ENERGY PERFORMANCE ASSESSMENT OF BUILDINGS, REGISTRATION TO NBEPR, ISSUING OF EPC, ENERGY EFFICIENCY AWARENESS AND CAPACITY TRAINING ON AN AS-AND-WHEN REQUIRED BASIS FROM DATE OF AWARD UNTIL 30 JUNE 2026

NOT APPLICABLE FOR THIS BID

Declaration in terms of paragraph 21(1)(d)(ii) of the Supply Chain Management Policy of the CITY OF EKURHULENI (COE), to be completed by ALL bidders in cases where the value of the transaction is expected to exceed R10 million (VAT included).

PLEASE NOTE:

1. This bid is estimated to exceed a rand value of R10 million (VAT, escalation and contingencies included). Accordingly -

- (1) If a bidder is a registered company required by law to have its annual financial statements audited or independently reviewed in compliance with the requirements of the Companies Act, Act No.71 of 2008, or any other law, audited or independently reviewed annual financial statements, as the case may be, prepared within six (6) months of the end of the bidders most recent financial year together with the audited or independently reviewed annual financial statements for the two immediately preceding financial years must be submitted, (unless the bidder was only established within the past three (3) years in which case all of its annual financial statements must be submitted).
- (2) If a bidder is a registered close corporation, annual financial statements in compliance with the provisions of the Close Corporations Act, Act No. 69 of 1984, prepared within nine (9) months of the end of the bidders most recent financial year together with the annual financial statements for the two immediately preceding financial years must be submitted,(unless the bidder was only established within the past three (3) years in which case all of its annual financial statements must be submitted).
- (3) A **complete set** of Annual financial statements submitted must comply with the City's requirements.

A complete set of financial statements comprises:

- (a) a statement of financial position as at the end of the period;
- (b) a statement of profit or loss and other comprehensive income for the period;
- (c) a statement of changes in equity for the period;
- (d) a statement of cash flows for the period;

- e) notes, comprising significant accounting policies and other explanatory information;
 - f) comparative information in respect of the preceding period.
- (4) If the bidder only commenced business within the past three years, the bidder is required to submit annual financial statements in compliance with the provisions of (1) and (2) above for each of its financial years since commencing business.
- (5) If a bidder is not required by law to have its annual financial statements audited or independently reviewed or is not a Close Corporation, then non-audited annual financial statements for the periods referred to above must be submitted. Further that if no Annual Financial Statements are attached as requested above, the bid will be rejected

PLEASE NOTE further that if no Three (03) Annual Financial Statements are attached, the bid will be rejected

Please indicate by ticking in the applicable BOX.

PLEASE COMPLETE AND INDICATE	YES/NO
Is bidder required by law to prepare financial statements for audit or independent review?	
If yes, are the audited or independently reviewed annual financial statements attached?	
If no, are the unaudited annual financial statements attached?	
Joint Venture/ Consortium / Partnership	YES/NO
Are consolidated joint venture/consortium/partnership annual financial statements attached?	
If not, are annual financial statement for all parties to the consortium/joint venture/partnership attached?	

Failure to comply with the above requirement will render the bid as a non-responsive bid.

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

Name of Duly Authorised Signatory: (Please print)

Authorised Signature:

As witness: 1.....

2.

FOR EVALUATION PURPOSE (MUST BE COMPLETED)

NAME OF BIDDING ENTITY

FORM “D”

CITY OF EKURHULENI

CONTRACT NUMBER: PS-EE 10-2024

THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT AN ENERGY PERFORMANCE ASSESSMENT OF BUILDINGS, REGISTRATION TO NBEPR, ISSUING OF EPC, ENERGY EFFICIENCY AWARENESS AND CAPACITY TRAINING ON AN AS-AND-WHEN REQUIRED BASIS FROM DATE OF AWARD UNTIL 30 JUNE 2026

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. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

4.1	Is the bidder or any of its directors and/or shareholders listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors and/or shareholders 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)? Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
4.5.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

FOR EVALUATION PURPOSE (MUST BE COMPLETED)

NAME OF BIDDING ENTITY

FORM “E”

CITY OF EKURHULENI

CONTRACT NUMBER: PS-EE 10-2024

THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT AN ENERGY PERFORMANCE ASSESSMENT OF BUILDINGS, REGISTRATION TO NBEPR, ISSUING OF EPC, ENERGY EFFICIENCY AWARENESS AND CAPACITY TRAINING ON AN AS-AND-WHEN REQUIRED BASIS FROM DATE OF AWARD UNTIL 30 JUNE 2026

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Form “E” must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Chain Management 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 Form “E” 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 (Form “E”) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

CONTRACT NUMBER: PS-EE 10-2024

THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT AN ENERGY PERFORMANCE ASSESSMENT OF BUILDINGS, REGISTRATION TO NBEPR, ISSUING OF EPC, ENERGY EFFICIENCY AWARENESS AND CAPACITY TRAINING ON AN AS-AND-WHEN REQUIRED BASIS FROM DATE OF AWARD UNTIL 30 JUNE 2026

(Bid Number and Description)

in response to the invitation for the bid made by:

CITY OF EKURHULENI

(Name of Municipality / Municipal Entity)

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 understood 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 and sign the bid on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

FOR EVALUATION PURPOSE (MUST BE COMPLETED)

NAME OF BIDDING ENTITY

FORM "G"

CITY OF EKURHULENI

CONTRACT NUMBER: PS-EE 10-2024

**THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT AN ENERGY PERFORMANCE ASSESSMENT
OF BUILDINGS, REGISTRATION TO NBEPR, ISSUING OF EPC, ENERGY EFFICIENCY AWARENESS AND
CAPACITY TRAINING ON AN AS-AND-WHEN REQUIRED BASIS FROM DATE OF AWARD UNTIL 30 JUNE
2026**

DECLARATION FOR MUNICIPAL ACCOUNTS

MUST BE COMPLETED FOR THIS BID

**Declaration in terms of paragraph 38(1)(d)(i) of the MFMA Supply Chain Management Regulations,
irrespective of the contract value of the bid:**

NB: Please note that this declaration must be completed by ALL bidders

- (i). I, the undersigned, hereby declare that the signatory to this tender documents duly authorised and further declare:
- (ii) That at the closing date of the bid, no municipal rates and taxes or municipal service charges owed by **the bidder** to the COE, or to any other municipality or municipal entity, are in arrears for more than three (3) months.
- (iii) That at the closing date of the bid, no municipal rates and taxes or municipal service charges owed by **any of the directors/members** to the COE, or to any other municipality or municipal entity, are in arrears for more than three (3) months.
- (iv). I acknowledge that should it be found that any municipal rates and taxes or municipal charges as set out in (i) above are in arrears for more than three (3) months, the bid will be rejected and the COE may take such remedial action as is required, including the rejection of the bid and/or termination of the contract (unless if the bidder has attached proof of the payment arrangement of the arrears to the bid document as at the closing date of the submission of bids)

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

Name of Duly Authorised Signatory: (Please print).....

Authorised Signature:

As witness: 1.

2.

NAME OF BIDDING ENTITY

FORM "H"

CITY OF EKURHULENI

CONTRACT NUMBER: PS-EE 10-2024

THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT AN ENERGY PERFORMANCE ASSESSMENT OF BUILDINGS, REGISTRATION TO NBEPR, ISSUING OF EPC, ENERGY EFFICIENCY AWARENESS AND CAPACITY TRAINING ON AN AS-AND-WHEN REQUIRED BASIS FROM DATE OF AWARD UNTIL 30 JUNE 2026

DECLARATION FOR MUNICIPAL ACCOUNTS WHERE BIDS ARE EXPECTED TO EXCEED R10 MILLION

NOT APPLICABLE FOR THIS BID

Declaration in terms of paragraph 21(d)(ii) of the Supply Chain Management Regulations, to be completed by ALL bidders in cases where the value of the transaction is expected to exceed R10 million (VAT included).

- (i). I, the undersigned, hereby declare that the signatory to this tender document is duly authorised and further declare:
- (ii). That at the closing date of the bid, the **bidder** had no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.
- (iii). That at the closing date of the bid, any of **the directors/members** had no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.
- (iv). I acknowledge that should it be found that any undisputed commitments for municipal services charges towards a municipality or other service provider in respect of which payment is overdue for more than 30 days, the COE may take such remedial action as is required (unless if the bidder has attached proof of the payment arrangement of the arrears to the bid document as at the closing date of the submission of bids).

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

Name of Duly Authorised Signatory: (Please print).....

Authorised Signature:

As witness: 1.

2.

NAME OF BIDDING ENTITY

FORM “I”

CITY OF EKURHULENI

CONTRACT NUMBER: PS-EE 10-2024

THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT AN ENERGY PERFORMANCE ASSESSMENT OF BUILDINGS, REGISTRATION TO NBEPR, ISSUING OF EPC, ENERGY EFFICIENCY AWARENESS AND CAPACITY TRAINING ON AN AS-AND-WHEN REQUIRED BASIS FROM DATE OF AWARD UNTIL 30 JUNE 2026

SPECIFICATION:

SPECIFICATION AS APPROVED BY THE BID SPECIFICATION COMMITTEE IN TERMS OF REGULATION 27 OF THE SUPPLY CHAIN MANAGEMENT REGULATIONS:

BACKGROUND

- South Africa is facing significant electricity supply shortages. A key mitigation measure to alleviate the energy crisis and the impacts of the rising cost of energy, is effective energy management and/or the installation of energy efficiency (EE) technologies to reduce total energy use and peak demand. Energy efficiency in public institutions, has been identified by the Department of Minerals and Energy (DMRE) as a key priority to manage and reduce energy consumption in the country.
- Reducing consumption through EE improvements can cost less than generating, transmitting, and distributing energy from power plants, and can provide multiple socio-economic and environmental benefits, including a reduction in air pollution and greenhouse gas (GHG) emissions, improved energy security and job creation.
- Within this context the City of Ekurhuleni seeks to identify and implement operational procedures and / or efficient technology to reduce energy usage within facilities and operations.
- City of Ekurhuleni intends to conduct a detailed energy audit, registration of buildings, issuing of EPC, conducting awareness and capacity training.
- The goal is for the City of Ekurhuleni to have accurate and reliable data and information that can be used, where applicable, to develop a comprehensive and bankable business case for the implementation of EE interventions. A business case can be prepared through the support of the Energy Efficiency in Public Buildings and Infrastructure Programme (EEPBIIP), which is a programme developed by DMRE to fast-track large-scale rollout of EE across public institutions.
- Energy efficiency in the context of this activity includes both direct energy savings through technology interventions and/or operational changes, in addition to the use of embedded renewable energy interventions that reduce on-site energy demand.
- City of Ekurhuleni is inviting potential service providers with expertise and experience in conducting energy audits and developing energy consumption baselines in buildings. See **Annexure A** which contains minimum information regarding sites to be audited.

PROJECT RATIONALE

- A major barrier impeding EE adoption in public institutions is the lack of detailed and accurate data of baseline energy consumption - a prerequisite to identifying the most financially and technically appropriate EE opportunities.
- In some instances, such data is not collected, and in others it may be collected but is retained by different departments and existing processes do not allow suitable access or aggregation thereof.
- This activity seeks to address this barrier by appointing a specialised consultancy to conduct a detailed energy audit and develop an energy baseline. The attached data collection templates (**Annexure C**) and Audit Report format (**Annexure B**) serve as a guide.
- The activity should also identify and recommend data management and monitoring systems that could be implemented and used by the City of Ekurhuleni to capture, store and analyse energy data and information beyond the assignment.

PROJECT OBJECTIVES

The appointed service providers (per group) are to conduct a detailed energy audit in municipal buildings, develop an energy baseline report, conduct energy efficiency awareness and capacity training. This should be realized through the following sub-objectives:

- Collection of data and information on the identified site(s) in line with the templates attached as **Annexure C**
- Develop a comprehensive energy data management status quo and recommendation report to the City of Ekurhuleni.
- Develop energy consumption baseline/detailed Energy Audit report in line with the minimum content of the Energy Audit Report attached as **Annexure B**.
- Performance awareness and capacity training with evidence and report at the end of each activity.

EVALUATION CRITERIA

EVALUATION ASPECT	MINIMUM REQUIREMENTS
Infrastructure and resources available – Plant and Equipment (owned or leased)	• (3) Light Duty Vehicles (LDVs)
Staffing profile	Project Manager • B-Tech/Degree in Electrical Engineering. • 5 years' experience in Energy Audits OR Developing Energy Related Projects. Team member 1 • Certificate in Certified Energy Auditor OR Measurement and Verification Professional.

EVALUATION ASPECT	MINIMUM REQUIREMENTS
	• 3 years' experience in Measurement and Verification of Energy Baselines. Team member 2 • Certified Electrician with an Electrical Trade Test Certificate (issued by the Department of Employment and Labour or Higher Education and Training or Equivalent Accredited Institution AND Wireman's License. • 3 years' experience in Electrical Field OR Energy auditing OR Implementation of energy projects.
Financial Ability (Ability to Deliver) – previous annual turnover or any other proof of financial ability is limited to proof of financial ability from an accredited financial institution (registered in South Africa).	500 000.
Relevant previous Company Experience – Completed Project	The bidder listed Two (02) Contactable References where the bidder has experience in Energy Auditing <u>OR</u> Implementation of Energy Projects.

Bidders that do not meet the minimum requirements will be rejected and not evaluated further

REQUIRED DOCUMENTS:

BIDDERS MUST SUBMIT THE FOLLOWING DOCUMENTS WITH THE BID:

**Infrastructure and resources available -
Plant and Equipment (owned or leased):**

- Proof of ownership or lease agreement or letter of intent to lease (completed and signed by lessor) for the (3) Light Duty Vehicles (LDVs).

Project Manager

- A copy of B-Tech/Degree in Electrical Engineering.
- CV demonstrating 5 years' experience in Energy Audits **OR** Developing Energy Related Projects.

Team member 1

- A copy of Certificate in Energy Auditor **OR** Measurement and Verification Professional.
- CV demonstrating 3 years' experience in Measurement and Verification of Energy Baselines.

Team member 2

- Copy of a valid Electrical Trade Test Certificate (issued by the Department of Employment and Labour or Higher Education and Training or Equivalent Accredited Institution **AND** Wireman's License.

- CV demonstrating 3 years' experience in Electrical Field **OR** Energy auditing **OR** Implementation of energy projects.

Please Note:

- All foreign qualifications must be SAQA (South African Qualifications Authority) accredited.
- All professional Registrations must be in good standing during the period of tender evaluation.
- The city reserves the right to verify the submitted documents.

Company Experience

Relevant previous Company Experience:

- Two Appointment Letters and two Signed Reference Letters with Contactable References from the bidder's previous client confirming relevant experience in **Energy Auditing OR Implementation of Energy Projects**.

Project Plan

- Project plan with timelines linked to deliverables and how the intermediate and final outputs of the project will be met.
- The proposed project methodology which details how the required data will be collected.
- The relevant stakeholders should be identified and how they will be engaged on the project (i.e. communication strategy and plan) should be part of the project plan.
- Project management and accountability should be clearly outlined. This should include the team roles related to the work plan and deliverables.

Further requirements

- Bidders to attach pictures of all branding items to be supplied as per their costing.

NB! Failure to submit the above-mentioned documents will result in disqualification.

SPECIFIC GOAL REQUIREMENT

Points awarded for Specific Goal/s

In terms of Regulation 4 (1) and 5 (1) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the Specific Goal/s in accordance with the table below:

	SPECIFIC GOAL REQUIREMENT	EVIDENCE REQUIRED	POINTS ALLOCATED
1	EME and/ or QSE	Original sworn affidavit/certified copy of the sworn affidavit or BBBEE certificate	5
2	Enterprise situated within the Ekurhuleni demarcation.	Municipal account/ Lease agreement/ affidavit – must be in the name of the Enterprise NB: Municipal account must not be older than 3 months	10
3	An enterprise which is at least 50% owned by Historically Disadvantaged Individuals	Identity document (certified not older than 6 months) Company Share Certificate or Directorship Composition from CIPC or a Member's Interest Certificate for a Registered CC For persons living with disabilities (in addition to the above) Original/Certified Medical Certificate (certified not older than 6 months) with the following information: a) Name of practitioner, b) Practitioner number, c) Doctor's contact details, d) Details of the condition, e) Date, f) Signature, g) Stamp and h) Patient's name.	5
TOTAL SPECIFIC GOAL POINTS			20

NB: if bidders do not complete information or submit evidence required for the above table they will not be awarded any specific goals points. All evidence MUST be submitted at bid closure and MUST be valid at the close of bid for point's allocation purposes.

Service Level Agreement

An SLA will be entered with the successful service providers.

SCOPE OF WORK

GROUP 1: ENERGY PERFORMANCE ASSESSMENT OF BUILDINGS, REGISTRATION TO NBEPR AND ISSUING OF EPC

Regulations for the Mandatory Display and Submission of Energy Performance Certificates for Buildings, gazetted on 8 December 2020, require that all relevant buildings have an Energy Performance Certificate displayed by 7 December 2025. An Energy Performance Certificate (EPC) is defined as a certificate issued by an accredited body in respect of a building in accordance with the South African National Standard SANS 1544: 2014 Energy Performance Certificates for buildings that indicates the energy performance of that building.

The issuing of the Energy Performance Certificates for buildings requires accurate and reliable building energy consumption and activity data that will also be included in the National Building Energy Performance Register (NBEPR) developed by the South African National Energy Development Institute, (SANEDI). The energy performance of a building is measured in terms of kilowatt-hours per square meter, per annum (kWh/m²/pa) of net floor area in accordance with SANS 1544:2014 for energy performance of buildings.

The regulations apply to non-residential buildings with a net floor area of at least 1,000 m² for government owned buildings, operated or occupied by an organ of the state, which have not been subject to a major renovation within the past two years of operation. These buildings must have a dominant occupancy classification in terms of Regulation A20 of the National Building Regulations as A1, A2, A3, or G1.

The building energy performance is graded from A to G, with A being the most energy efficient and G the least efficient. Buildings are expected to achieve at least a D-rating in order to be compliant with the national building regulations and must clearly display their EPC at the building entrance of the facility.

The regulations require that the EPC and related data be submitted to SANEDI should be mainly from the four building classes indicated in the table below, and the SANAS-accredited Inspection Body must sign and issue the EPC on behalf of the building owner in line with the SANS 1544:2014.

Occupancy Class	Occupancy	Description
A1	Entertainment and public assembly	Occupancy where persons gather to eat, drink, dance or participate in other recreation.
A2	Theatrical and indoor sport	Occupancy where persons gather for the viewing of theatrical, operatic, orchestral, choral, cinematographic or sport performances.
A3	Places of instruction	Occupancy where school children, students or other persons assemble for the purpose of tuition or learning.
G1	Offices	Occupancy comprising offices, banks, consulting rooms and other similar usage.

The Public Institution must provide a high-level overview of the site(s) to be audited and reference **Annexure A** for more information to the bidders. This is to allow the consultant to understand the site(s) that is being planned to be audited and estimate the level of effort required to audit such site(s) and price the proposal accordingly. A provision should also be made to allow bidders who are interested to visit the sites prior to completion of proposals, and this could be achieved through a mandatory briefing session.

The City of Ekurhuleni is therefore seeking to appoint a service provider, who is accredited as an EPC Inspection Body (IB) with the South African National Accreditation System (SANAS) and registered with the DMRE/ SANEDI database for Energy Performance Certificates for Buildings. The appointed service provider will be required to complete energy performance certificate assessment(s) according to SANS 1544 for all relevant buildings owned by the City of Ekurhuleni to determine the building's rating.

The appointed service provider(s) will be expected to undertake the following activities –

- Develop an inception report detailing the methodologies that will be used to respond to the main and specific objectives of the assignment (Outputs and deliverables below).
- Collect data and information on the identified site(s) in line with the data collection templates attached as **Annexure C**. Data types to be collected amongst other should include – monthly energy usage, maximum demand, facility size, occupancy, equipment type, location, specifications, frequency of use, etc.
 - Consult with City of Ekurhuleni to collect all the available data and information.
 - Collect additional data through walkthroughs, metering and measurement on site.
- Develop a comprehensive energy data management status quo and recommendation report for the City of Ekurhuleni.
 - Conduct an in-depth review of the City of Ekurhuleni to map out the institutional structure and processes used to collect, store and manage energy data and information.
 - Based on the gaps identified develop and recommend templates and tools to be used for data collection, storage and analysis by the City of Ekurhuleni.
- Develop an energy consumption baseline and detailed Energy Audit report in line with the minimum content of the Energy Audit Report attached as **Annexure B**.
 - Analysis of data and information to develop energy audit/energy consumption baseline report.
 - Draft energy consumption baseline report (energy audit), which is endorsed by the team's measurement and verification specialist.

- Final energy consumption report incorporating all stakeholder's inputs.
- During the contractual period, the service provider is expected to hire a minimum of five (5) unemployed graduates to assist the city to register the building to the National Energy Performance Certificate Building Register as per the regulation. Requirement of the graduate should have a National Diploma (S/N/T) in electrical Engineering with driving licence and should be employed for the duration of the contract but as an when the grant is allocated per financial year. The service provider should provide an EPC training and experience during the employment period. These five (5) individuals will be utilised by both the City and the service provider to support on the energy performance assessment of buildings for registration of buildings into NBEPR as per the grant recommendations.

OUTPUTS AND DELIVERABLES

No.	Activities	Deliverables	Timeframe
1. Develop an inception report detailing the methodologies that will be used to respond to the main and specific objectives of the assignment.	1.1. Kick off meeting with all key stakeholders.	Inception Report.	Up to 3 weeks after project start.
	1.2. Draft inception report presented at Project Steering Committee.		
	1.3. Final inception report incorporating all stakeholder inputs.		
2. Collection of data and information on the identified site(s) in line with the templates.	2.1. Consultation with stake holders to collect all the available data and information and access to meters and facility/ies.	Data collection report and the detailed baseline spreadsheet with the collected data – Annexure C	Up to 6 weeks after approved inception report.
	2.2. Collection of additional data: bill analysis, walkthrough, metering and measurement on site.		
3. Develop a comprehensive energy data management status quo and recommendation report to the City of Ekurhuleni	3.1. Conduct an in-depth review of the City of Ekurhuleni to map out the institutional structure and processes related to collection and storage of data and information.	Data management status quo and recommendation report.	Up to 9 weeks after approved inception report.
	3.2. Based on the gaps identified develop and recommend templates and tools to be used for data collection, storage and analysis by the City of Ekurhuleni.		

No.	Activities	Deliverables	Timeframe
4. Energy consumption baseline and detailed Energy Audit report in line with the minimum content of the Energy Audit Report attached as Annexure B .	4.1. Analyse data and information to develop energy audit and consumption baseline report.	Energy audit and consumption baseline report with initial recommendations of proposed retrofits	Up to 12 weeks after approved inception report.
	4.2. Draft energy consumption baseline report endorsed by the measurement & verification team's member.		
	4.3. Final energy consumption report incorporating all stakeholder's inputs.		

GROUP 2: AWARENESS CAMPAIGN

It is not only the implementation of energy efficiency projects that reduce the cost and consumption but also the human behaviour. The purpose of this campaigns is to conduct an energy efficiency awareness which will change the human behaviour in reducing the energy cost through better energy management and/or reducing energy consumption.

1. ENERGY EFFICIENCY, ENERGY SUSTAINABILITY OR RENEWABLE ENERGY AWARENESS CAMPAIGN THROUGH SCHOOL COMPETITION

The Department will be conducting an energy efficiency awareness through school competition. The targeted schools are disadvantaged public primary schools within the City of Ekurhuleni. The awareness will be done through a competition of creating an energy efficiency, energy sustainability or renewable energy poster which include qualities like teamwork, creativity, innovation, content, expression, colourful and beautiful drawings. The top 3 posters from the highest 3 schools will then be displayed at customer care centres/libraries. The highest scoring school will win in-kind prize worth R20,000.00, the second will win in-kind prize worth R15,000.00 and the third will win in-kind prize worth R10,000.00. In-kind prize means: The winning schools will not get the cash but will decide on what is needed by the school and it will be bought on behalf of the school.

The successful service provider will be required to:

- Prepare an advertising poster and Entry form that will be circulated and/or posted to clinics, big customer care centres, Ekurhuleni social media (through branding & communication Department) and to Department of Education.
- Prepare the poster's description that will be sent to schools that have entered for the competition. The poster should be an A1, colourful pictures will be drawn, energy efficiency messages should be on the poster and shows the understanding of EE and the importance of saving power, etc.

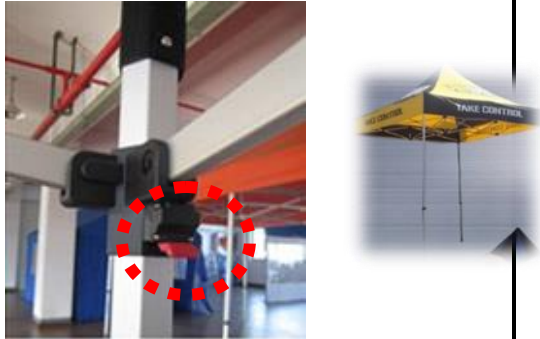
- Selection of the best 10 posters that will be evaluated by both Ekurhuleni and DMRE team. The judges' decision on any aspect of the competition is final and binding and no correspondence will be entered into.
- Selection criteria:
 - Preparing a product involves principles of energy efficiency, energy sustainability or renewable energy, which include qualities like teamwork, creativity, innovation, content and expression.
 - Does the message conveyed show the learners understanding of the topic, and is it factually correct?
 - Is the submission neat, colourful, organised, well-presented and does it meet the brief?
 - Are the details of the school clearly indicated?
- Will communicate with the winning schools to discuss the specific needs which will benefit the school for the in-kind prize.
- Will have to buy the school needs and delivery accordingly.

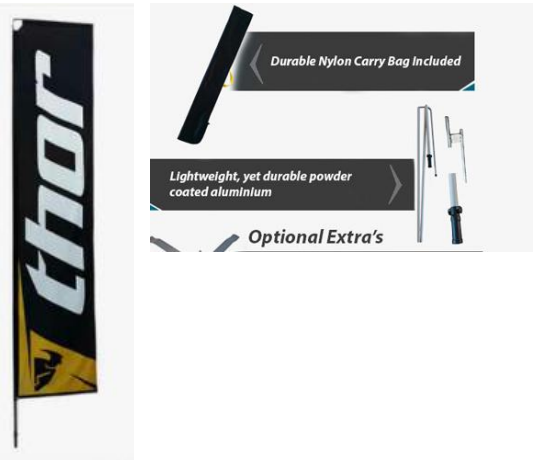
2. ENERGY EFFICIENCY AWARENESS CAMPAIGNS

The Department will conduct a campaign to change the human behaviour by communicating with the City of Ekurhuleni residences/customers through below items. Artwork to be supplied to successful bidder. All mock-ups to be approved by Energy Department and Communications & Brand Management Department before printing. Manufacturing / Printing defects will be replaced at the supplier's cost. The responsibilities of a service provider on this quotation are to supply, deliver and printing of listed branding item according to the specification below.

Bidders will be required to:

- quote on stipulated branding items only.
- attach pictures of all branding items to be supplied as per their costing.

REQUIRED BRANDING ITEMS		
No.	Item Description	Visual
1)	Item: Chrome base Retractable Banner ➤ Print: Single sided full colour digitally printed onto ferrari pvc ➤ Size: 850mm(w) x 2100(h) ➤ Supplied with a tagged Bag [bag should be tagged with a visual of what is inside it] *Artwork to be supplied [one set of artwork]	
2)	Item required: Easy Release Gazebos (fully branded top canopy and overhangs supplied with aluminium frame, toolkit and tagged carry bag) [bag should be tagged with a visual of what is inside it] ➤ Size: 3 x 3m ➤ Print: Full colour digitally printed top canopy and one colour text on overhangs *Artwork to be supplied [one set of artwork]	
3)	Item Required: Pop Up A-Frame compact tagged circular nylon tagged carry bag, four ground pegs, collapsible fibreglass framework [bag should be tagged with a visual of what is inside it] ➤ Printing: Full colour double sided ➤ Sizes: 2m (w) x 1m (h) ➤ Graphic Panel: Full colour dye sublimated gazebo canvas print	

REQUIRED BRANDING ITEMS		
No.	Item Description	Visual
	Artwork to be supplied [one set of artwork]	
4)	Item: Hemmed Rectangular Table Clothes – ➤ Size: steel trestle table (3200mm x 2140mm) ➤ Print: Full colour digitally printed onto bannerweave, Tablecloths should have no material joints. *Artwork to be supplied [one set of artwork]	
5)	➤ Item: Telescopic Banners with accessories and tagged bag [constructed from durable lightweight aluminium interlocking poles] ➤ Size: 4m ➤ Print: Full colour digital dye sublimated / double sided / 100% Polyester Flag Material with silver backing *Artwork to be supplied [one set of artwork]	

GROUP 3: CAPACITY TRAINING

The purpose of this Energy Efficiency Capacity training course is to expand and empower employees with knowledge that will support the program and benefit South Africa as a whole. City of Ekurhuleni is participating on the EEDSM grant programme and as part of the condition, is to comply with the required training and capacity building in order to stay relevant to the programme.

The capacity trainings are for the development of skills and knowledge that can be translated into the ability to implement and manage energy efficiency projects within the context of programmes such as the EEPBIP, EEDSM and any other related projects. These trainings are categorised into three thematic areas, technical training

programmes, technology-specific training and procurement base on innovative financing models (i.e Energy Performance contracts).

- Technical training programmes are at the centre of developing understanding of energy efficiency and energy management in general. Core training programmes are Energy Management System (EMS), Energy Efficiency and Sustainability, Certified Energy Manager (CEM) and Certified Energy Auditor (CEA).
- Technology-specific training is meant to develop and/or improve participants' knowledge and understanding on specific energy efficiency and small-scale renewable technologies. Technology-specific trainings are Public lighting technologies, technologies in building (Including HVAC and building lighting), Technologies in Wastewater Treatment Works, Solar PV Technology and Metering.
- Procurement based on innovative financing models are based on the recommended projects at the time such as EPC. This procurement based on innovative financing are Procurement based on Energy Performance Contracting (EPC) and Energy Performance Certificate (EPC).

The successful service provider will be required to:

- Deliver mode for these programmes will either be physical classroom training, on-line training or as workshops in an online or physical format.
- Apply, register, provide study materials and make payment on behalf of the CoE officials for other training that are only conducted at certain accredited institutions.
- Accredited Certificates should be received after the completion of each training/course.
- All trainings/courses indicated above should be priced according to their needs.
- Should indicate the institutions, course duration, study mode under-pricing schedule.

Annexure A: Minimum Site(s) Information for Buildings

Site ID	Description	District/area	Address 1
1	Alberton Customer Care Centre	Alberton	Alwyn Taljaard Avenue
2	Germiston Customer Care Centre	Germiston	14 Queen Str
3	Benoni Customer Care Centre	Benoni	Cnr Tom Jones Street and Elston Avenue
4	Boksburg Customer Care Centre	Boksburg	Trichards Street
5	Brakpan Customer Care Centre	Brakpan	81B Escombe Str
6	Daveyton CCC	Daveyton	Erf 31035 Cnr Eislen & Mocker Street
7	Duduza Customer Care Centre	Nigel	3001 Nala Street
8	Edenvale Customer Care Centre	Edenvale	Cnr Van Riebeeck and Hendrick Potgieter Ave

Site ID	Description	District/area	Address 1
9	Etwatwa Customer Care Centre	Benoni	24th Str, Old Etwatwa East
10	Germiston Customer Care Centre	Germiston	14 Queen Str or 78c President Street
11	Katlehong Customer Care Centre 1	Germiston	2098 Masakhane Str
12	Katlehong Customer Care Centre	Germiston	Siluma View or 335 Sontonga Street
13	Kempton park Customer Care Centre	Kempton Park	Cnr CR Swart and Pretoria Road
14	Kwathema Customer Care Centre	Springs	Cnr Moshoeshoe and Tshaka Street
15	Nigel Customer Care Centre	Nigel	148 Hendrik Verwoerd Street
16	Springs Customer Care Centre	Springs	Cnr Plantation Road and South Main reef Road
17	Thokoza Customer Care Centre	Alberton	3521 Moepshe Street
18	Tsakane Customer Care Centre	Brakpan	10890 Nzima Str
19	Vosloorus Customer Care Centre	Germiston	6125 Mc Both Dr
20	OR Tambo Government Precinct	Germiston	Cross Str
21	Corporate Office - Licensing	Bedfordview	3 Hawley Rd Bedfordview
22	Helpdesk & Business Desk	Kempton park	Cnr Voortrekker & Margaret Street, Kempton park
23	Standard and Compliance	Brakpan	Willem van den Berg Wing, Park Ave, Brakpan
24	Alberton DLTC and Alberton MVRA	Alberton	Cnr Bosworth Str & Dan Jacobs Str Alrode Alberton
25	Bedfordview MVRA	Bedfordview	2 Hawley Rd Bedfordview
26	Bedfordview DLTC	Bedfordview	46 Nicol Road, Bedfordview
27	Benoni DLTC and Benoni MVRA	Benoni	Coner Victoria and Tom Jones Benoni Avenue CBD
28	Boksburg DLTC and Boksburg MVRA	Boksburg	74 Reservoir Road, Boksburg
29	Brakpan DLTC	Brakpan	212 Short Street, Vulcania, Brakpan
30	Brakpan MVRA	Brakpan	Cnr Park & Kingsway Street Brakpan
31	Edenvale DLTC	Edenvale	Cnr Van Riebeeck Ave & 9th Street, Edenvale
32	Edenvale MVRA	Edenvale	Cnr Van Riebeeck Ave & 9th Street, Edenvale
33	Germiston DLTC and Germiston MVRA	Germiston	Cnr Osborn & Lamp Road, Wadeville, Germiston
34	Kempton Park MVRA	Kempton Park	Kempton Park Civic Centre, Cnr CR Swart & Pretoria Road
35	Kempton Park DLTC	Kempton Park	H Lewis Road, Spartan, Kempton Park
36	Nigel DLTC	Nigel	19 Kerk street Nigel 1490
37	Nigel MVRA	Nigel	19 Kerk Street, Nigel
38	Springs DLTC	Springs	1 Diesel Rd, New Era, Springs
39	Springs MVRA	Springs	c/o South Main Reef Road and Plantation Road,

Site ID	Description	District/area	Address 1
			Springs
40	Thembisa MVRA	Thembisa	137 Link Road Esselen Park Thembisa
41	Thembisa DLTC	Thembisa	137 Link Road Esselen Park Thembisa
42	Springs Drive Thru	Springs	c/o South Main Reef Road and Plantation Road, Springs
43	Duduza	Duduza	3001/2 Nala Street, Duduza
44	Katlehong	Katlehong	9098 Masakhane Street, Admin Block, Katlehong
45	Kempton Park drive thru	Kempton Park	Long Street, Kempton Park
46	Bedfordview drive thru	Bedfordview	1 Hawley Rd Bedfordview
47	Thokoza DLTC	Thokoza	9102 Khumalo Street, Thokoza
48	Etwatwa MVRA & DLTC	Etwatwa	3724 23rd Street, Etwatwa
49	Tsakane DLTC	Tsakane	Cnr Nzima & Zulu Streets, Tsakane
50	Thokoza DLTC	Thokoza	9102 Khumalo Street, Thokoza
51	Etwatwa MVRA & DLTC	Etwatwa	3724 23rd Street, Etwatwa
52	Rabasotho Community Centre	Tembisa	Andrew Mapheto Drive, Emkhatini Section, Tembisa
53	Sam Hlalele Community Centre	584 Esangweni Section, RJT Namane Drive	584 Esangweni Section, RJT Namane Drive
54	Oakmoore Community Centre	Tembisa	Cnr. Tsukudu and Bushbuck Ace x7 Tembisa
55	Phomolong Community Centre	Phomolong	3840 Songo and Edward Streets Phomolong
56	Wynand Marais Community Centre	Kempton Park	Olienhout Avenue, Birchleigh, Kempton Park
57	Highway Gardens Community Centre	Germiston	Partridge Road, Highway Gardens, Germiston
58	Bedfordview City Hall	Germiston	Cnr. Hawley and Nicol Road, Bedfordview, Germiston
59	Olifantsfontein Community Centre	Olifantsfontein	Pearce Road, Clayville, Olifantsfontein
60	Edenvale Community Centre	Edenvale	Cnr. Van Riebeeck Ave and 2nd Street, Edenvale
61	Klopperpark Community Centre	Germiston	Saffier Road, Klopperpark, Germiston
62	HH Ngakane hall(Kwa Thema)	Kwa-Thema	Cnr Moshoeshoe and Tshaka street
63	Springs Community Centre	Springs	Cnr 4th Street and 6th Avenue Springs
64	Springs Town Hall	Springs	Cnr Plantation and South Mainreef road
65	Bakerton Community Hall	Bakerton	10 1st Avenue Bakerton
66	Selection park swimming pool	Springs	C/o Hewitt ave and Pridgeon ave South

Site ID	Description	District/area	Address 1
67	Nigel swimming pool	Nigel	C/o Kingsway rd and Caledon rd
68	Alra park swimming pool	Nigel	C/o Northern and Kreef ave
69	Kwa-Thema swimming pool	Kwa-Thema	C/o Joe Mzamani dr and Shabangu str
70	Faranani swimming pool	Brakpan	Modjadji str
71	Geluksdal swimming pool	Brakpan	Uittog Ave. Geluksdal, Brakpan
72	Van Dyk Park swimming pool	Brakpan	Keurboom str
73	Duduza swimming pool	Duduza	C/o Flamingo and Lekope st
74	Brakpan swimming pool	Brakpan	Cnr. Bedford & Gardiner, Brakpan
75	Etwatwa swimming pool	Etwatwa	Gideon Nkomo off Kopie Motebang Street, Etwatwa
76	Benoni central swimming pool	Benoni	Cnr. Kempston Ave. & Kimbolton Rd, Benoni
77	Benoni Northerns swimming pool	Benoni	7 Hanekam s.t Northmead Benoni
78	Actonville swimming pool	Benoni	Cnr. Mayet Crescent & Thulsie, Actonville, Benoni
79	Delville Germiston Stadium	Germiston	Mare street
80	Delville Pool		Cnr delville & Elsburg Road
81	Eden Park Pool	Alberton	Cnr Ferenani & Eden Park Street
82	Thokoza Pool	Boksburg/Germiston	Cnr Matsimela & Khumalo 148
83	Leondale Pool	Germiston	Nerine Road Germiston
84	Reiger Park Pool	Boksburg	Erica Street Boksburg
85	Dinwiddie Pool	Brakpan	Cnr kingston ave & Grasmere

Annexure B: Minimum content of the Energy Audit Report

1. Executive summary

The summary to provide a description of the systems and facilities covered, as well as overview of the existing conditions, measures, methodology, results and a summary table presenting the cost and savings estimates for each recommended energy efficiency measure. It should also include a summary of the recommended measures and costs as well as the financial indicators of the project.

2. Background

Background about the Public Institution and project should be provided.

3. Facility description

Details of the existing facilities audited – ie water treatment, street lighting, traffic signals, water pumping or waste water treatment, buildings including hospitals.

4. Energy scenario

Energy consumption details of all facilities included in the audit and their energy sources.

5. Inventories

This section should cover inventories of all relevant electrical systems and fittings.

6. Energy consumption baseline calculations, baseline parameters and adjustments

Methodology followed in establishing the baseline including parameters and the criteria followed in adjusting it should be described. Provide all the baseline calculation sheets, parameters and the calculation procedure in an annex (attached as energy audits sheets per facility).

7. Data collection

List the various types of data collected and their sources. Include the data in the annex (as audit sheets, template are provided).

8. System mapping

Describe the methodology followed for system mapping and include the maps in the annex, where applicable.

9. List of EE potential projects

This session should list of all identified measures with estimates of the savings and payback periods on investments.

10. Review of current operation & maintenance practices

Provide detailed description of current operation and maintenance (O&M) practices within the Public Institution facility. This should include discussion with operators, engineers and other staff, observing the day-to-day O&M and reviewing the log sheet during the field study. (The Public Institution to identify areas for improvement and suggest the strategy and methodology for implementation.

11. Findings and Recommendations

Provide a summary of the audit findings which includes recommendations and how to proceed. This should include a hierarchy of which interventions will deliver the greatest savings and an explanation of why any opportunities have been excluded.

A clear differentiation of the energy savings that can be achieved by behaviour and technology should be provided and explained, as well as how the link between the two can be bridged to maximise energy savings. Finally, the report should include recommendations that the facility should implement immediately. For example, accurate billing, ensuring all meters are working and checked regularly, basic and sensible practises, such as AC and geyser settings.

ANNEXURE C: BUILDING DATA COLLECTION TEMPLATE

Building Information		Floor area data		Occupancy rate in net floor area					List the energy users in the building				Data source & resource used
Building information for the EnPC	Data collected	Data collected from the building plans	Total m ²	Data required	Occupied floor area of full-time staff and operating hours	Occupied floor area of remote working staff/temporary staff	Occupancy/operating hours and days for full-time staff	Occupancy/operation hours and days of remote staff/temporary staff	Energy users in the entire building complex	Data collected	Operating Hours	Excluded area or included area	
Name of building		Gross floor area		Occupancy of staff in office building, remote workers, school calendar etc Other (details)					Electrical appliances				
Building owner		Vertical building components area							Lighting				
Accounting officer ID, name and position		Exclusion areas as per building plan							Cooling				
Building description		Total number of occupants – list these and their gross net floor							Heating				

Building Information		Floor area data		Occupancy rate in net floor area					List the energy users in the building				Data source & resource used
Building information for the EnPC	Data collected	Data collected from the building plans	Total m ²	Data required	Occupied floor area of full-time staff and operating hours	Occupied floor area of remote working staff/temporary staff	Occupancy/operating hours and days for full-time staff	Occupancy/operation hours and days of remote staff/temporary staff	Energy users in the entire building complex	Data collected	Operating Hours	Excluded area or included area	
		area for each occupied											
Location and address		Unoccupied areas (for the last 2 years) as per management confirmation							Other (stipulate):				
Number of floors		Other (details)											
Single or multiple occupancy													
Year of construction													
Building plan approval date													

Building Information		Floor area data		Occupancy rate in net floor area					List the energy users in the building				Data source & resource used
Building information for the EnPC	Data collected	Data collected from the building plans	Total m ²	Data required	Occupied floor area of full-time staff and operating hours	Occupied floor area of remote working staff/temporary staff	Occupancy/operating hours and days for full-time staff	Occupancy/operation hours and days of remote staff/temporary staff	Energy users in the entire building complex	Data collected	Operating Hours	Excluded area or included area	
Occupancy certificate date													
Year of last major renovation													
Climatic (Energy) zone SANS10400X A:2021													
Cadastral information (Erf info)													
Installed Technology													
Technology Category	Type of Technology	Number of Items	Capacity (W)	Estimated time of use (hours/day)	Total Usage per Day (kWh/day)	Total Usage per Year (kWh/a)	Cost for Consumed Electricity (ZAR/a)	Cost for Installed kW (ZAR/a)					
i.e. Lighting	i.e. T5												

Grid electricity annual energy consumption data for referenced year			On site renewable energy generation: annual energy consumption usage data for referenced year				Liquid fuel annual energy consumption for referenced year				
Energy source	kWh reading and from date	kWh reading and to date	Energy source	kWh reading and from date	kWh reading and to date	Data source & resource used	Energy source	Opening tank reading in litres (L) and date	Closing tank reading in L and date	Tank refill in L and date	Data source & resource used
<i>Example: Electricity</i>	<i>Example: 1216394 on 01/01/20XX</i>	<i>Example: 1221531 on 31/12/20XX</i>	<i>Example: Solar PV, Wind</i>	<i>Example: 1216394 on 01/01/20XX</i>	<i>Example: 1221531 on 31/12/20XX</i>	<i>Example: Utility bill or meter</i>	<i>Example: Diesel</i>	<i>Example: 5,942 L on 01/01/20XX</i>	<i>Example: 11,293 L on 31/12/20</i>	<i>Example: 6,820 L on 25/08/20XX</i>	<i>Example: Calibrated scale</i>
							<i>Paraffin</i>				
							<i>Other (name types)</i>				

Gas annual energy consumption for referenced year					Annual energy consumption data of all sources for tenants of multiple occupancy building				Energy user's data of the excluded areas				
Energy source	Opening inventory reading in tonnes (t) and date	Closing inventory reading in t and date	Purchase or refill added to inventory in t and date	Data source & resource used	Tenant	Opening reading and date	Closing reading and date	Data source & resource used	Energy used for	Watts per unit	No of units	Time of use/Operational Hours	Data source & resource used
Example: LPG	Example: 8.2 kg on 01/01/20XX	Example: 5.7 kg on 31/12/20	Example: 9 kg on 25/08/20XX	Example: Calibrated scale	Example: Floor 7 tenanted by XYZ Services	Example: 01/01/20XX	Example: 31/07/20XX	Example: Facilities manager/Su b-meter	Example: Parking outside lights	Example: 58	Example: 25	Example: 24/7	Example: Level 1 energy audit
Natural Gas					Example: Floor 3 tenanted by ABC Services	Example: 01/08/20XX	Example: 31/12/20XX	Example: Facilities manager/Su b-meter	Fridges in storage area				
Other (name types)									List others				

Note: For detailed specifications of equipment listed in the above table, the consultancy should use Annexure E as a guideline to present the technical specifications of each.

NAME OF BIDDING ENTITY

FORM “J”

CITY OF EKURHULENI

CONTRACT NUMBER: PS-EE 10-2024

**THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT AN ENERGY PERFORMANCE
ASSESSMENT OF BUILDINGS, REGISTRATION TO NBEPR, ISSUING OF EPC, ENERGY
EFFICIENCY AWARENESS AND CAPACITY TRAINING ON AN AS-AND-WHEN REQUIRED BASIS
FROM DATE OF AWARD UNTIL 30 JUNE 2026**

VARIATIONS AND OMISSIONS:

The item/s / service/s offered in terms of this contract may be considered as complying with the requirements of the Municipality’s specification, in all respects, **except as stated hereunder;**

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AUTHORISED PERSON’S SIGNATURE

DATE

FOR EVALUATION PURPOSE (MUST BE COMPLETED)

FORM “K”

CITY OF EKURHULENI

CONTRACT NUMBER: PS-EE 10-2024

**THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT AN ENERGY PERFORMANCE
ASSESSMENT OF BUILDINGS, REGISTRATION TO NBEPR, ISSUING OF EPC, ENERGY
EFFICIENCY AWARENESS AND CAPACITY TRAINING ON AN AS-AND-WHEN REQUIRED BASIS
FROM DATE OF AWARD UNTIL 30 JUNE 2026**

SCHEDULE OF PRICES

GROUP 1

1. ENERGY PERFORMANCE ASSESSMENT OF BUILDINGS AND REGISTRATION TO NBEPR

ITEM NO.	DESCRIPTION	UNIT OF MEASURE	UNIT RATE (EXCL VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL VAT)
1	Site Data Evaluation	No.	R	100	R
2	Site Inspection Report	No.	R	100	R
3	Data Verification Report	No.	R	100	R
4	EPC Generation and Submission	No.	R	100	R
5	Close-out Report	No.	R	100	R
6	Unemployed graduates	Per person per month	R	5	R
	SUB-TOTAL 1				R

2. ISSUING OF ENERGY PERFORMANCE CERTIFICATE

ITEM NO.	DESCRIPTION:	UNIT OF MEASURE	UNIT RATE (EXCL VAT)
	Energy performance certificate for a building where the building plan is available		
1	Energy performance certificate for a building with an estimated gross floor area range of 1 000m ² – 1 500m ² , where building plan is available	Per building	R
2	Energy performance certificate for a building with an estimated gross floor area range of 1 501m ² – 2 000m ² , where building plan is available	Per building	R
3	Energy performance certificate for a building with an estimated gross floor area range of 2 001m ² – 5 000m ² , where building plan is available	Per building	R
4	Energy performance certificate for a building with an estimated gross floor area range of 5 001m ² – 10 000m ² , where building plan is available	Per building	R
5	Energy performance certificate for a building with an estimated gross floor area range of 10 001m ² – 20 000m ² , where building plan is available	Per building	R
6	Energy performance certificate for a building with an estimated gross floor area range of 20 001m ² – 50 000m ² , where building plan is available	Per building	R
7	Energy performance certificate for a building with an estimated gross floor area range of 50 001m ² – 100 000m ² , where building plan is available	Per building	R
	Energy performance certificate for a building where the building plan is NOT available		
8	Energy performance certificate for a building with an estimated gross floor area range of 1 000m ² – 1 500m ² , where building plan is NOT available	Per building	R
9	Energy performance certificate for a building with an estimated gross floor area range of 1 501m ² – 2 000m ² , where building plan is NOT available	Per building	R
10	Energy performance certificate for a building with an estimated gross floor area range of 2 001m ² – 5 000m ² , where building plan is NOT available	Per building	R
11	Energy performance certificate for a building with an estimated gross floor area range of 5 001m ² – 10 000m ² , where building plan is NOT available	Per building	R
12	Energy performance certificate for a building with an estimated gross floor area range of 10 001m ² – 20 000m ² , where building plan is NOT available	Per building	R
13	Energy performance certificate for a building with an estimated gross floor area range of 20 001m ² – 50 000m ² , where building plan is NOT available.	Per building	R

ITEM NO.	DESCRIPTION:	UNIT OF MEASURE	UNIT RATE (EXCL VAT)
14	Energy performance certificate for a building with an estimated gross floor area range of 50 001m ² – 100 000m ² , where building plan is NOT available	Per building	R
SUB-TOTAL 2			R
SUB-TOTAL 1 + SUB-TOTAL 2			R
15% VAT			R
GRAND TOTAL			R

GROUP 2: AWARENESS CAMPAIGN**1. ENERGY EFFICIENCY, ENERGY SUSTAINABILITY OR RENEWABLE ENERGY
AWARENESS CAMPAIGN THROUGH SCHOOL COMPETITION**

ITEM NO.	DESCRIPTION	UNIT OF MEASURE	UNIT RATE (EXCL VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL VAT)
1	In-kind price	Provisional sum			R45,000.00
2	Labour as per the specification		R		R
	SUB-TOTAL 1				R

2. ENERGY EFFICIENCY AWARENESS CAMPAIGNS

ITEM NO.	DESCRIPTION:	UNIT OF MEASURE	UNIT RATE (EXCL VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL VAT)
1	Printing of chrome base Retractable Banner as per specification	each	R	3	R
2	Printing of Easy Release Gazebos as per specification	each	R	3	R
3	Printing of Pop Up A-Frame as per specification	each	R	3	R
4	Printing of Hemmed Rectangular Table Clothes as per specification	each	R	3	R
5	Printing of telescopic Banners with accessories and tagged bag as per specification	each	R	3	R
	SUB-TOTAL 2				R
	SUB-TOTAL 1 + SUB-TOTAL 2				R
	15% VAT				R
	GRAND TOTAL				R

GROUP 3**CAPACITY TRAINING**

ITEM NO.	DESCRIPTION:	UNIT OF MEASURE	UNIT RATE (EXCL VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL VAT)
1	Energy Management System (EMS)	Per person	R	3	R
2	Energy Efficiency and Sustainability	Per person	R	3	R
3	Certified Energy Manager (CEM)	Per person	R	3	R
4	Certified Energy Auditor (CEA)	Per person	R	3	R
5	Certified lighting Efficiency Professional (CLEP)	Per person	R	3	R
6	Designer Commercial PV	Per person	R	3	R
7	Building energy management system	Per person	R	3	R
8	Energy Performance Contracting (EPC)	Per person	R	3	R
9	Energy Performance Certificate (EPC).	Per person	R	3	R
	SUB-TOTAL				R
	15% VAT				R
	GRAND TOTAL				R

PLEASE NOTE

- THAT ESTIMATED QUANTITIES ARE FOR EVALUATION PURPOSES ONLY.
- THIS BID WILL BE EVALUATED AND AWARDED PER GROUP.
- IT IS THE INTENTION OF THE COE TO AWARD A MAXIMUM OF 3 BIDDERS, ONE PER GROUP.
- A BIDDER WILL BE AWARDED A MAXIMUM OF ONE (1) GROUP.
- THE MAXIMUM DELIVERY PERIOD FOR EACH ITEM IN THE PRICING SCHEDULE IS 6 WEEKS
- IN CASES WHERE IT IS NOT POSSIBLE TO AWARD A MAXIMUM OF ONE GROUP TO A BIDDER (DUE TO THE NUMBER OF ACCEPTABLE BIDDERS), THEN ONE BIDDER MAY BE AWARDED MORE THAN ONE GROUP, AND PREFERENCE WILL BE GIVEN TO THE HIGHEST SCORING BIDDER.
- THE RATES OF THE HIGHEST SCORING BIDDER MAY BE OFFERED TO THE SECOND, THIRD, AND FURTHEST HIGHEST SCORING BIDDERS.
- IF THE RATES OF THE HIGHEST SCORING BIDDER ARE DEEMED TO BE BELOW THE MARKET, ALL ACCEPTABLE BIDDERS BELOW THE MARKET WILL BE OFFERED THEIR OWN RATES. SUBSEQUENTLY, ALL ACCEPTABLE BIDDERS ABOVE THE MARKET MAY BE OFFERED UNIFORM RATES WHICH ARE DEEMED TO BE MARKET RELATED AS DEFINED BY THE INDUSTRY.

CONSUMER PRICE INDEX

PERIOD ONE (01)

- BID PRICE(S) MUST BE FIXED FOR THE FIRST 12 MONTHS AFTER THE BASE MONTH WITH BASE MONTH BEING ONE MONTH PRIOR TO CLOSING OF BID

PERIOD TWO (02)

- BID PRICE(S) IS/ARE SUBJECT TO ESCALATION OF CPI FOR THE FOLLOWING 12 MONTHS WITH THE BASE MONTH BEING THE 12th MONTH OF PERIOD ONE (01)

PERIOD THREE (03)

- BID PRICE(S) IS/ARE SUBJECT TO ESCALATION OF CPI FOR THE REMAINING PERIOD WITH THE BASE MONTH BEING THE 12th MONTH OF PERIOD TWO (02)

The price used for evaluation of tenders is the price inclusive of all applicable taxes as per regulation 4(1) and 5(1). All applicable taxes certainly will include Value Added Tax (VAT), where applicable, and any other taxes as may be imposed through legislation. Whatever the nature of the tax, it should be included in the price submitted.

Signature of person authorised to sign bid documents.

Name in block letters

Designation

Date

FORM “L”

CITY OF EKURHULENI GENERAL CONDITIONS OF CONTRACT

1. Definitions

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 as contained in the bidding documents, including all attachments and appendices thereto and all documents incorporated by reference therein that comes into existence between the Municipality and the successful bidder on acceptance of the bid by way of a letter of acceptance.
- 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 activities” means any corrupt activities as contemplated in the Prevention and Combating of Corrupt Activities Act 2004 (Act no. 12 of 2004)
- 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 “Dumping” occurs when a private enterprise abroad markets 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.
- 1.10 “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 are not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.11 “GCC” means the General Conditions of Contract.
- 1.12 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.13 “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.
- 1.14 “Local content” means that portion of the bidding price, which is not included in the imported content, provided that local manufacture does take place.

- 1.15 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.16 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.17 “Purchaser” means the organization purchasing the goods.
- 1.18 “Republic” means the Republic of South Africa.
- 1.19 “SCC” means the Special Conditions of Contract.
- 1.20 “SCM” means Supply Chain Management.
- 1.21 “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.
- 1.22 “Supplier” means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.23 “Written” or “in writing” means hand-written in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), 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 goods, 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 Invitations to bid are usually published in locally distributed news media, the municipality/municipal entity website and the eTender Publication Portal.

4. Standards

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 and Copyright

- 6.1 The supplier shall indemnify the purchaser against all third-party claims for infringement of patents, copyright, trademarks, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 6.2 The ownership of any intellectual property, i.e. patents, copyright, trademarks and industrial design, developed by the supplier within the scope of this contract shall vest in 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 performance security in 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.

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 goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

- 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 goods 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 goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Goods 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 goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods 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 goods which do comply with the requirements of the contract. Failing such removal, the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods 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 22 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, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the contract.

11. Insurance

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.

12. Transportation

Should a price other than an all-inclusive delivered price be required, this shall be specified.

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:

- (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 or services, shall be agreed upon in advance by the parties before it is provided and shall not exceed the prevailing rates charged to other parties by the supplier for similar goods or services.

14. Spare parts

14.1 As specified, 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.

- 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 and with all reasonable speed, repair or replace the defective goods or parts thereof, without cost to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, 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 All payments to bidders will only be made by means of Electronic Fund Transfer (EFT). Successful bidders will be requested to submit within 14 days after appointment, the following documents:
- An original letter from the banking institution to confirm full details of the bank account to the Council (Company name, account number)
 - An original cancelled cheque (if applicable)
 - An original letter on the bidding entity's letterhead confirming bank account details into which all contract payments must be made, signed by an authorised official of bidding entity
- 16.2 The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 16.3 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and proof of fulfilment of other obligations stipulated in the contract.
- 16.4 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of the documentation referred to in 16.3 above.
- 16.5 Payment will be made in Rand unless otherwise stipulated.

17. Prices

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 or in the purchaser's request for bid validity extension, as the case may be.

18. Variation orders

In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. Assignment

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

The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract 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 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, where the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

21.4 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 without the application of penalties is agreed upon, pursuant to GCC Clause 21.2.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods 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 its other rights, be entitled to claim damages from the supplier.

22. Penalties

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 judgement of the purchaser, has committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

- 23.2 In the event that the purchaser lawfully 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 lawfully terminates the contract in whole or in part, the purchaser may decide to have a restriction penalty imposed on the supplier by causing such supplier to be prohibited from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends to have a restriction imposed on the 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 supplier as having no objection and proceed to cause the supplier to be restricted?
- 23.5 Any restriction imposed on any person will 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 purchaser actively associated.
- 23.6 If the purchaser intends to have a restriction imposed on the supplier, the purchaser must, within five (5) working days of such decision, furnish the National Treasury, with the following information:
- (i) Written submissions as to whether the supplier should be restricted from conducting business with any organ of state; and
 - (ii) Written representations from the supplier as to why that tenderer should not be restricted from conducting business with any organ of state.
- 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. Antidumping and countervailing duties and rights

When, after the date of bid, provisional payments are required, or anti-dumping 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 Purchaser 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 supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods 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.

26. Termination for insolvency

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.

27. Settlement of Disputes

The settlement of disputes will be in terms of paragraph 50 of the COE SCM Policy, which provides as follows:

- "50.** (1) The accounting officer must appoint an independent and impartial person, not directly involved in the supply chain management processes –
- (a) to assist in the resolution of disputes between the municipality and other persons regarding -
 - (i) any decisions or actions taken in the implementation of the supply chain management system; or
 - (ii) any matter arising from a contract awarded in the course of the supply chain management system; or
 - (b) to deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such contract.
- (2) The accounting officer, or another official designated by the accounting officer, is responsible for assisting the appointed person to perform his or her functions effectively.
- (3) The person appointed must –
- (a) strive to resolve promptly all disputes, objections, complaints or queries received; and
 - (b) submit monthly reports to the accounting officer on all disputes, objections, complaints or queries received, attended to or resolved.
- (4) A dispute, objection, complaint or query may be referred to the relevant provincial treasury if –
- (a) the dispute, objection, complaint or query is not resolved within 60 days; or
 - (b) no response is forthcoming within 60 days.
- (5) If the provincial treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.
- (6) This paragraph must not be read as affecting a person's rights to approach a court at any time.

28. Governing language

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.

29. Applicable law

The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

29.1 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

29.2 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.

30. Taxes and duties

30.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

30.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

30.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

30.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

31. Transfer of contracts

The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser

32. Amendment of contracts

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

33. Prohibition of restrictive practices

33.1 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.

33.2 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 section 59 of the Competition Act No 89 Of 1998.

- 33.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Tribunal 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.

FORM “M”

CITY OF EKURHULENI

SPECIAL CONDITIONS AND UNDERTAKINGS:

- 1 1.1 DEFINITIONS:
 - 1.1.1 “Accounting Officer” in relation to the Municipality, means the Municipal Manager
 - 1.1.2 *Bid* means an offer to supply goods and/or services to the COE at a specified price or rate;
 - 1.1.3 *Bidder* means any person offering to supply goods and/or services to the COE;
 - 1.1.4 “CCC” shall mean Customer Care Centre
 - 1.1.5 “CM” shall mean City Manager of COE appointed in terms of Section 82 of the Local Government: Municipal Structures Act 117 of 1998
 - 1.1.6 *Contractor(s)* means the bidder whose bid has been accepted by the COE;
 - 1.1.7 *ED* means the *Executive Director* of the Department in the COE responsible for this bid or her/his duly authorised representative;
 - 1.1.8 *COE* or *Municipality* shall mean the CITY OF EKURHULENI;
 - 1.1.9 *Final delivery certificate* means the document issued by the COE confirming that all the known defects have been rectified and that the works, goods or services appear in good order and have been accepted;
 - 1.1.10 *Letter of acceptance* means the written communication by the COE to the Contractor recording the acceptance by the COE of the Contractor's bid subject to the further terms and conditions to be included in the contract;
 - 1.1.11 *Signature date* and in relation to any contract, means the date of the letter of acceptance;
 - 1.1.12 *Termination date* - in relation to any contract means the date therein indicated as the termination date, or the final delivery certificate, the completion certificate or the occupancy certificate whichever is the latest;
 - 1.1.13 *Value added* means that portion of the bid price not constituting the cost of materials;
 - 1.1.14 *Warranties* - means collectively any and all warranties (if any) given by the Bidder in terms of this agreement.
- 1.2 Interpretation:
 - 1.2.1 In this agreement clause headings are for convenience and shall not be used in its interpretation and, unless the context clearly indicates a contrary intention: -
 - 1.2.2 An expression which denotes-
 - 1.2.2.1 any gender includes the other gender;
 - 1.2.2.2 a natural person includes an artificial or juristic person and vice versa;
 - 1.2.2.3 the singular includes the plural and vice versa;
 - 1.2.3 Any reference to any statute, regulation or other legislation or official policy shall be a reference to that statute, regulation or other legislation or national policy as at the signature date, and as amended or re-enacted from time to time;
 - 1.2.4 When any number of days is prescribed, such shall be reckoned as calendar days, exclusively of the first and inclusively of the last day, unless the last day

- falls on a day which is not a business day, in which case the last day shall be the next succeeding day which is a business day;
- 1.2.5 Where any term is defined within a particular clause, other than the interpretation clause, that term shall bear the meaning ascribed to it in that clause wherever it is used in this agreement.

2 GENERAL UNDERTAKINGS BY THE BIDDER

- 2.1 I/we hereby bid:
- 2.1.1 to supply all or any of the supplies and/or to render all or any of the services described in the attached documents [Forms, Schedule(s), and/or Annexure(s)] to the COE;
 - 2.1.2 on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and incorporated into, this bid);
 - 2.1.3 at the prices and and/or rates on the terms regarding time for delivery and/or execution inserted therein.
- 2.2 I/we agree further that:
- 2.2.1 the offer herein shall remain binding upon me/us and open for acceptance by the COE during the validity period indicated and calculated from the closing time of the bid.
 - 2.2.2 this bid and its acceptance shall be subject to the terms and conditions contained in the Forms, Schedule(s) and/or Annexure(s) attached hereto with which I am/we are fully acquainted.
 - 2.2.3 notwithstanding anything to the contrary in the Forms, Schedule(s) and/or Annexure(s) attached hereto:
 - 2.2.3.1 if I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the COE may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the COE;
 - 2.2.3.2 in such event, I/we will then pay to the COE any additional expense incurred by the COE for having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid;
 - 2.2.3.3 the COE shall also have the right in these circumstances, to recover such additional expenditure by set-off against monies which may be due or become due to me/us under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other bid or contract;
 - 2.2.3.4 pending the ascertainment of the amount of such additional expenditure the COE may retain such monies, guarantee or deposit as security for any loss the COE may sustain, as determined hereunder, by reason of my/our default.
 - 2.2.4 if my/our bid is accepted, that acceptance may be communicated to me/us by letter or facsimile or electronic mail and that proof of delivery of such acceptance to SA Post Office Ltd or the production of a document confirming that a fax or e-mail has been sent, shall be treated as delivery to me/us.
 - 2.2.5 I/we have satisfied myself/ourselves as to the correctness and validity of this bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents and that the price(s) and rate(s) cover all

- my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 2.2.6 I/we accept full responsibility for the proper execution and fulfilment of all obligations and conditions defaulting on me/us under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 2.2.7 Notwithstanding the amount or cause of action involved I hereby consent to the jurisdiction of the Magistrate Court.

GENERAL BID CONDITIONS & DIRECTIVES

- 3 It is a condition of all requests or invitations to bid that Bidders accept, as a condition of bidding, that the obligation rests, without exception, on the Bidder/s to fully acquaint themselves with all requirements and conditions of a request, including, but not limited to, compliance with all policies and legislation to which the COE adheres.
- 4 Without limiting the generality of the provisions of Clause 3 above, Bidders are required to acquaint themselves and to comply in their bid with the following policy documents of the COE:
- 4.1 SUPPLY CHAIN MANAGEMENT POLICY;
- 4.2 PREFERENTIAL PROCUREMENT POLICY (read with the Preferential Procurement Policy Framework Act, Act No.5 of 2000, and the regulations made in accordance therewith from time to time)

Bidders are expressly required to acquaint themselves with the requirements and standards of these and all other applicable policy documents prior to completing and submitting any bids as these policies are deemed to be incorporated into the Conditions of all the COE's Requests for Bids.

- 5 **Failure on the part of the Bidder to sign this bid form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, shall invalidate this bid. Each and every part of the bid document shall be deemed to be material.**
- 6 **Bid prices must be submitted on the official bid Form "K" – "Schedule of Prices" form, which must be filled in and completed in all respects.**
- 7 Bids must be submitted in sealed envelopes.
- 8 Separate envelopes must be used for each bid invitation.
- 9 The address, bid number and closing date must appear on the front of the envelope.
- 10 The name and address of the Bidder must appear on the back of the envelope.
- 11 **Each bid document is allocated with a certain bid box number in which the bid documents must be deposited and NO bid document found to be deposited in the wrong bid box as specified, subsequent to the closing date and time of the bid, will be considered.**
- 12 **Posted bid documents will not be considered, unless they were received and deposited in the correct bid box, by a Municipality representative, before the closing date and time of the bid. The COE accepts no responsibility nor liability in this regard for any bid not timeously placed in the correct bid box by such Municipality representative or any person or employee.**
- 13 13.1 All Bidders are advised that it is an express Condition of this bid that all Bidders will be required to furnish proof, on demand, that the Bidder, or in the case of an artificial or juristic person - including its trustees, members or directors as the case may be - are in good standing in respect of any levy, rates, fine, service charge or the like due to the COE or any other municipality or municipal entity.
- 13.2 In the event of the Bidder/Contractor not being in good standing and that the Bidder/Contractor is indebted to the COE, as contemplated in this clause which arises after

the signature date and before final payment has been made to the Contractor, the Contractor hereby consents to the COE deducting from the amount of the bid awarded such amount/s as may be lawfully owing to the COE and/or to any CCC located within the area of jurisdiction of the COE.

- 13.3 The books and records of the COE, or any extracts there from certified by the City Manager or other officer authorised thereto by the COE shall, for the purposes of this clause be *prima facie* evidence of the amounts lawfully owing to the COE.
- 13.4 For purposes of this clause the term "*in good standing*" means that the Bidder shall not be in any way lawfully indebted to the COE and/or to any CCC located within the area of jurisdiction of the COE, and/or that such indebtedness shall not be older than thirty (30) days and/or that the Bidder has concluded an agreement or compromise to settle the indebtedness and is not in breach of such agreement or compromise;
- 14 In the event that a contract is awarded, the COE shall accept the bid that scores the highest total number of points, having regard to the provisions of Regulations 4 and 5 of the Preferential Procurement Regulations, 2022, unless objective criteria justify the award to another Bidder as contemplated in Section 2(1)(f) of the Preferential Procurement Policy Framework Act, Act No.5 of 2000. The COE reserves the right to negotiate additional conditions with the Bidder and/or to award a bid, where it deems appropriate, to more than one (1) Contractor/Bidder.
- 15 The Bidder undertakes that it will make itself and its members, officials, employees and agents, aware of the appropriate regulations and by-laws of the COE that might have application on the Bidder's activities in terms hereof.
- 16 Neither the COE nor any official in the COE will be held responsible for loss of a potential opportunity to bid due to the failure of the Bidder to comply with any of the requirements of these instructions, including, but not limited to, the failure to properly describe and/or categorise any requirements.

17 DETAILS OF OFFERS MADE

- 17.1 The covering letter or other matter submitted with the official bid document may explain, amplify or illustrate, but not replace any part of the official document or the information furnished therein;
- 17.2 The main offer shall be in accordance with the specifications and alternative offers shall be adequately and clearly described and differentiated, if necessary, by submitting additional schedules or a separate bid document.

17.3 ADJUDICATION OF BIDS

Bidders' attention is drawn to the fact that the adjudication of bids will be based on a point system as indicated in Form "A" - "Procurement Form", included in this bid document.

Form "A" – "Procurement Form", must be completed by bidders and submitted together with their bid documents by the closing date and time of the bid.

18. VARIATIONS AND OMISSIONS

Where offers depart from requirements of the specification, such departure shall be fully described on the official bid Form "J" – "Variations and Omissions" document.

GENERAL CONTRACTUAL UNDERTAKINGS

19 QUALITY OF GOODS

Notwithstanding anything to the contrary in this agreement:

- 19.1 The goods to be supplied under the contract are to be, in all aspects, of the best description and according to the sample (if any) and specifications provided.
- 19.2 In every case the goods shall be subject to the inspection and approval of the ED or his duly authorised representative, who shall be at liberty to reject them and in cases of such rejection, the Bidder agrees to be bound by the rejection of the ED or his duly authorised representative.
- 19.3 In the event of the approval of the goods by the said ED or his duly authorised representative and if it is later discovered that the goods are in any way defective, the COE may reject same, in spite of such approval by its ED or his duly authorised representative.
- 19.4 Tests and analyses may be made as deemed necessary and the cost thereof shall be borne by the COE provided that the goods are of the stipulated quality, failing which such cost shall be defrayed by the Bidder. The COE shall have the right to deduct such cost from payments due to the Bidder, or otherwise to recover the same from him.
- 19.5 No second-hand/refurbished materials/parts will be used in the final goods to be delivered by the Bidder, only new materials/parts bearing the SABS mark of quality will be considered.

20 INDEMNITY

- 20.1 Without prejudice to any of the rights of the COE arising from any of the provisions of this agreement, the Bidder indemnifies and holds the COE harmless against all loss, liability, damage, claim, proceeding or expense of any nature whatever (including without limiting the generality of the foregoing all party and party and attorney and client costs incurred by the COE) which the COE may suffer as a result of or which may:
 - 20.1.1 be attributable to-
 - 20.1.1.1 any liability of the Bidder, whether actual or contingent;
 - 20.1.1.2 any liability of the Bidder for taxation, for which purpose the terms "taxation" shall include:
 - 20.1.1.2.1 normal taxation;
 - 20.1.1.2.2 value added tax;
 - 20.1.1.2.3 minimum or secondary taxation on companies;
 - 20.1.1.2.4 all other forms of levies or taxation.
 - 20.1.1.3 any penalties or interest as a result thereof.
 - 20.1.2 arise out of or in the course of or by reason of the Bidder's performance in terms of this agreement;
- 20.2 The Bidder undertakes to indemnify the COE in respect of all actions, prosecutions or claims of any nature that might be brought in any manner against the COE as a consequence of the negligence of the bidder, its employees, members or any persons under its control;
- 20.3 The Bidder shall not be liable for such liability, loss, damage, claim, proceeding or expense where same was due to any act or neglect of the COE or any person for whose actions the COE is legally liable.

21 POWERS OF THE COE IN THE EVENT OF GOODS BEING DEFECTIVE

- 21.1 In the event of the goods being defective in quantity or quality, it is agreed that, either-
 - 21.1.1 the ED shall have power to purchase other goods or make good the deficiency in any manner he may deem fit, and any excess costs so incurred over the contract price, together with all charges and expenses attending the purchase, shall be recoverable from the Bidder; or,

- 21.1.2 if the COE so determines, the Bidder shall, at his own expense, replace the affected goods or make good the deficiency at once, or within such period or at such time as the COE may fix.
- 21.2 Nothing contained in this clause or with regard to delivery conditions, shall prejudice the power of the COE in terms of clause 23 of the GCC, or of the dispute resolution provisions of this agreement.
- 22 DELIVERY OF GOODS**
- 22.1 The goods shall be delivered, at the Bidder's risk and expense, subject to clause 10 of the GCC, to:
*The Offices of the CITY OF EKURHULENI,
 Corner Cross and Roses Streets,
 Germiston; or,*
 such other place in the Municipal Area of the COE as may be specified and at the time/s and in the manner appointed by the ED;
- 22.2 Each delivery must be accompanied by a correct delivery note;
- 22.3 All invoices (accompanied by TAX invoices) must be forwarded to the COE without delay, **clearly stating the contract and order numbers.**
- 22.4 All equipment and material shall be marked with the appropriate contract and order numbers.
- 22.5 Bidders shall state in their bids as well as on the official Form "I" – "Schedule of Prices" document, the minimum time required to effect delivery of the goods required under this contract, after receipt of official order.
- 22.6 Delivery shall be made in accordance with the requirements set out in the contract.
- 22.7 All goods under contract arising from this bid shall be supplied only when ordered upon an official letter or form or order issued by the COE.
- 23 RATE OF DELIVERY**
 As and when required, during the period of this contract.
- 24 FAILURE TO DELIVER GOODS**
- 24.1 In the event-
- 24.1.1 of the Bidder failing to deliver the stipulated quantity of goods of the contract quality at the time and in the manner appointed by the ED, or
- 24.1.2 of the Bidder, if required to deliver by instalments, failing to deliver any instalment, either in whole or in part, at the time and in the manner appointed by the ED, or
- 24.1.3 of the COE suffering damage by delay while rejected goods are being replaced under Clause 19,
 it is agreed that the Bidder shall pay liquidated damages and not by way of penalty, to the COE;
- 24.2 Such liquidated damages shall be determined in each case by the City Manager of the COE and shall be:
- 24.2.1 With regard to 24.1.1: a sum equal to any excess cost incurred by the COE over the contract price in making good the deficiency in such manner as it may deem fit, together with all charges and expenses connected therewith;
- 24.2.2 With regard to 24.1.2: a sum equal to any excess cost incurred by the COE over the contract price in making good the deficiency in such manner as it may deem fit, together with all charges and expenses connected therewith;
- 24.2.3 With regard to 24.1.3: a sum not exceeding the actual damage so incurred by the COE.

- 24.3 A certificate by the City Manager or his duly authorised representative shall constitute prima facie evidence of the indebtedness of the Contractor.
- 24.4 The City Manager of the COE shall also determine the manner in which and the time when, such payment of excess costs or damages shall be made and the decision of the City Manager of the COE shall be binding in every case.
- 24.5 Notwithstanding the above, the Bidder shall not be held liable to enforcement of the penalties stated above should such failure be due to *vis major*.

25 SURETY

- 25.1 The Bidder shall, **if it is required of him/her**, provide good and sufficient surety for the due fulfilment of the contract to the satisfaction of the COE and such surety shall remain in force until the handing over of a final delivery certificate by the COE;
- 25.2 The only surety acceptable to the COE is cash, a certified cheque, or a bank guarantee from a banking institution registered in terms of the Banks Act, 1990 (Act. No 94 of 1990) or from an Insurer registered in terms of the Insurance Act, 1998 (Act No. 53 of 1998). Any surety shall be valid for the entire contract period and beyond if required by the COE

Guarantees will be required as follows:

CATEGORY	PROJECT VALUE (INCL. OF VAT)	GUARANTEE
A	< R500 000	2,5%
B	R500 001 – R1 000 000	5%
C	R1 000 001 – R2 000 000	7,5%
D	>R2 000 000	10%

- 25.3 Unless otherwise provided for, the security shall be for 0% of the total value of the bided price;
- 25.4 The cost of obtaining any such surety shall be borne by the Bidder;
- 25.5 The liability under such surety shall terminate upon the issue of a final delivery Certificate
- 25.6 In the event of the bidder providing a cash amount (deposit) or a bank guaranteed cheque from a registered bank drawn in favour of the COE, the COE will not be held accountable nor obliged to pay the Bidder interest earned as a result of such action.

26 ACCEPTANCE

- 26.1 Unless otherwise specified in the invitation to bid, **this bid shall remain open for acceptance by the COE for a period of one hundred and twenty (120) days from the date on which bids are due and during this period the Bidder agrees not to withdraw its bid or impair or derogate from its effect;**
- 26.2 The written approval of this bid by the COE, by way of letter of acceptance, shall constitute a contract binding on both parties incorporating all the terms and conditions set out in the bid documents and the letter of acceptance;
- 26.3 Notwithstanding anything to the contrary in this agreement, the contract shall come into existence with effect from the signature date.

27 PRICE

The price and/or rates quoted shall be nett and shall include cost of delivery and shall be quoted inclusive of all taxes **excluding VAT**.

28 GOVERNMENT PRICE CONTROL

- 28.1 Where the price of any item placed on contract is controlled by legislation, the contract price shall in the event of any amendment to the price ruling at the time the bid was submitted, be subject to a like increase or decrease as the case may be.
- 28.2 In the event of price control over any item of contract being withdrawn during the currency of the contract, the contract price applicable to such item after the date of such withdrawal shall be the contract price in operation immediately prior to the withdrawal of price control.
- 28.3 Bidders shall, where appropriate, submit with their bid, details of present controlled prices. **Failure to do this, shall render the bid liable to rejection on the grounds of being incomplete.**
- 28.4 **Any subsequent claims for increases in the prices shall be substantiated by documentary proof acceptable to the ED.**

29 CONTRACT PRICE ADJUSTMENT

Should no price adjustment or variation clauses be included in the bid documents, the prices will be considered as **being firm** and the COE will not, under any circumstances, accept for its account, any increase in the prices bid during the duration of the contract.

30 PAYMENT

Payment will be made **within thirty (30) days after goods are supplied and date of invoice**. The COE may deduct any sum due to it by the Bidder under any of the provisions of this contract from any sum due to the Bidder.

All payments to bidders will only be made by means of Electronic Fund Transfer (EFT). Successful bidders will be requested to submit within 14 days after appointment, the following documents:

- An original letter from the banking institution to confirm full details of the bank account to the Council (Company name, account number)
- An original cancelled cheque (if applicable)
- An original letter on the bidding entity's letterhead confirming bank account details into which all contract payments must be made, signed by an authorised official of bidding entity

31 PERIOD OF CONTRACT

This contract is for a period with effect from date of award by the City, until **30 June 2026**.

32 ORDERS FOR REQUIREMENTS

During the period of the contract official orders for the Municipality's requirements will be placed with the Bidder/s and the Bidder/s shall only supply the items required under this contract on receipt of such official orders.

33 DISCOUNT

A minimum of 2,5% settlement discount must be allowed on this bid for payment made within 30 days from date of receipt of invoice.

34 CONFIDENTIALITY

- 34.1 It is recorded that the Bidder, by virtue of his/her association with the COE, will become possessed of and will have access to confidential information belonging to the COE including, but without limiting the generality of the foregoing, the following matters:
- 34.1.1 the contractual and financial arrangements between the COE and other Bidders;
 - 34.1.2 the COE's financial matters;
 - 34.1.3 all other matters which relate to the COE's business and in respect of which information is not readily available in the ordinary course of business to a competitor.
- 34.2 Notwithstanding the foregoing provisions of this clause, the information referred to therein as confidential information shall cease to be confidential information if:
- 34.2.1 it is publicly available or becomes publicly available other than as a result of a breach of this contract;
 - 34.2.2 it comes or came into the possession of the Bidder other than by virtue of the Bidder's relationship with the COE.
- 34.3 Having regard to the facts recorded above, the Bidder undertakes that in order to protect the proprietary interest of the COE in the confidential information-
- 34.3.1 he/she will not during the period that he/she is a Bidder or at any time thereafter, directly or indirectly, either use or disclose any of the confidential information, other than as may be required by his/her contract with the COE or as may be required to comply with any law or to enforce the Bidder's rights in terms of this contract;
 - 34.3.2 any written or other instructions, drawings, notes, memoranda or records relating to the confidential information which are made by him/her or which come into his/her possession by any means whatever shall be deemed to be the property of the COE. Such property of the COE shall be surrendered to the COE on demand and in any event on the termination date and the Bidder shall not retain any copies thereof or extracts therefrom.
- 34.4 Any action which can be construed as a contravention of the condition referred to in clause 34.3.1 and 34.3.2 above, will expose any bidder to the rejection of his bid by the COE alternatively the summary termination of any contract entered into.

35 BREACH

- 35.1 Should either the Bidder or the COE commit a breach of any material provision of this agreement and fail to remedy such breach within fourteen (14) days after receiving written notice from the party aggrieved thereby requiring the defaulting party to do so, then the aggrieved party shall be entitled, without prejudice to the aggrieved party's other rights in law, to cancel this agreement or to claim immediate specific performance of all of the defaulting party's obligations whether or not due for performance, in either event without prejudice to the aggrieved party's right to claim damages;
- 35.2 Should any party permit a non-material breach of any provision of this agreement and fail to remedy such breach within fourteen (14) days of receiving written notice from any other party to the contract requiring it to do so, then the aggrieved party shall be entitled to claim immediate specific performance of all of the defaulting party's obligations whether or not due for performance, without prejudice to the aggrieved party's other rights in law, including the right to claim damages.

36 **PUBLICITY**

None of the parties shall issue any public document or make any press release relating to or arising out of this agreement or its subject matter without obtaining the prior written approval of the COE, to the contents thereof and the manner of its presentation and publication; provided that such approval shall not be unreasonably withheld or delayed.

37 **SEVERABILITY OF THE CONTRACT TERMS**

37.1 Each provision of this agreement is, notwithstanding the grammatical relationship between that provision and the other provisions of this agreement, severable from the other provisions of this agreement;

37.2 any provision of this agreement which is or becomes invalid, unenforceable or unlawful in any jurisdiction shall, in such jurisdiction only, be treated as *pro non scripto* to the extent that it is so invalid, unenforceable or unlawful, without invalidating or affecting the remaining provisions of this agreement which shall remain of full force and effect.

37.3 The parties declare that it is their intention that this agreement would be executed without such invalid, unenforceable or unlawful provision if they were aware of such invalidity, unenforceable or unlawful at the execution of this agreement.

38 **WAIVER OF RIGHTS**

38.1 No party's partial exercise of, failure to exercise or delay in exercising any right, power, privilege or remedy in terms of this agreement shall be construed as a waiver by that party;

38.2 Such partial exercise or failure shall not operate so as to preclude that party from exercising its rights strictly in accordance with this agreement, unless such party has expressly waived or otherwise foregone its ability to exercise such right, power, privilege or remedy (at all or in part or until after such period of delay) in terms of a written document signed by such party;

38.3 In the event of a party having concluded such a written document same shall be strictly construed.

39 **CESSION OF RIGHTS**

39.1 Save as is otherwise expressly stipulated in this agreement; this agreement is personal to the parties;

39.2 Any party to the agreement who wishes to cede, delegate or assign their right of payment may only cede, delegate or assign their right of payment to a Financial Service Provider.

39.3 Any request to cede, delegate or assign a parties right of payment must be made in writing by the Financial Service Provider, accompanied by a copy of the cession agreement between the Financial Service Provider and any party to this agreement.

39.4 Should the COE be succeeded or replaced by any other entity that entity shall automatically substitute the COE in this agreement unless the succeeding entity notifies the contractor to the contrary within 120 days, in writing.

40 **DOMICILE & NOTICES**

40.1 The parties choose their domicile for all purposes relating to this agreement; including the giving of any notice, the payment of any sum, the serving any process, as follows-

40.1.1 THE CITY OF EKURHULENI

Physical - Golden Heights,
141 Victoria Street,
(Corner Victoria and F H Odendaal Streets)

Germiston

1400
Use entrance at 65 FH Odendaal Street
Fax - +27.(0)11.999-7511

40.1.2 [THE BIDDER / CONTRACTOR] (PROVIDE DETAILS OF BIDDING ENTITY)

Physical Address

.....

.....

Postal Code

Postal Address

.....

.....

Postal Code

Fax Number

- 40.2 Each party shall be entitled from time to time, by giving written notice to the others, to vary its physical domicile to any other physical address (not being a post office box or Post Restante) within the Republic or to vary its postal domicile or its facsimile domicile to any other within the Republic.
- 40.3 Any notice given or any payment made by any party to any other ("addressee") which is-
- 40.3.1 delivered by hand between the hours of 08h00 and 16h15 on any business day to the addressee's physical domicile for the time being, shall be deemed to have been received by the addressee at the time of delivery;
- 40.3.2 posted by registered post to the addressee's postal domicile for the time being, shall be presumed to have been received by the addressee on the fourteenth day after date of posting.
- 40.4 Any notice given by any party to any other which is sent by facsimile to the addressee's facsimile domicile for the time being shall be deemed to have been received by the addressee on the day immediately succeeding the date of successful transmission thereof.
- 40.5 This domicile clause shall not operate so as to invalidate the giving or receipt of any notice which is actually received by the addressee other than by a method referred to in this clause.
- 40.6 Any notice required or permitted to be given in terms of this agreement shall be valid and effective only if in writing.

41 **TOTALITY OF AGREEMENT**

This agreement constitutes the sole record of the agreement between the parties in relation 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. This agreement supersedes and replaces all prior commitments, or representations, whether oral or written, between the parties in respect of the subject matter hereof.

42 APPLICABLE LAW

This contract shall be governed by the laws of the Republic of South Africa and notwithstanding the amount or cause of action involved and the rights of either party to approach any other court having jurisdiction, the parties consent to the jurisdiction of, the Magistrates Court.

43 DEFAULT/CANCELLATION OF BID AND/OR CONTRACT

Should it appear to the COE that the Bidder is not executing the contract in accordance with the true intent and meaning thereof, or that the Bidder is refusing or delaying the execution of the contract or is not carrying on the work at such rate of progress as to ensure delivery by the date of delivery or, in the event of default by the Bidder, then in any such event the COE may give notice in writing to the Bidder to make good the failure or default, and should the Bidder fail to comply with the notice within the period specified therein, then and in such case the COE shall, without prejudice to any of its rights under the contract, be at liberty forthwith to perform such work as the Bidder may have neglected to do, or to take the contract wholly or in part out of the Bidder's hands and order from any other person. The Bidder shall be responsible for any loss the COE may sustain by reason of such action as the COE may take in terms of this clause.

44 PACKING

All goods shall be crated, packed or battened securely in such a manner as to prevent damage during loading, transport and off-loading.

Unless otherwise specified, packing cases and packing materials are included in the contract price and shall be and remain the property of the COE.

45 FALSE INFORMATION

Should it come to the attention of COE that false information has been given in whatever way with the intention of the Bidder/Contractor to position himself/herself to be awarded the bid/contract or in respect of the performance of the contract, the COE holds the right to disqualify the bid and/or terminate the contract?

46 LABOUR CONDITIONS

The bidder shall ensure that all remuneration paid to employees is in line with the relevant sectoral determination in terms of the Basic Conditions of Employment Act, No 75 of 1997.

FORM – “N”

CONTRACT FORM - RENDERING OF SERVICES

CITY OF EKURHULENI

CONTRACT NUMBER: PS-EE 10-2024

THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT AN ENERGY PERFORMANCE ASSESSMENT OF BUILDINGS, REGISTRATION TO NBEPR, ISSUING OF EPC, ENERGY EFFICIENCY AWARENESS AND CAPACITY TRAINING ON AN AS-AND-WHEN REQUIRED BASIS FROM DATE OF AWARD UNTIL 30 JUNE 2026

PART 1 (TO BE COMPLETED BY THE SUCCESSFUL BIDDER AFTER AWARD OF CONTRACT)

THIS FORM MUST BE COMPLETED 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.

1. I hereby undertake to render services described in the attached bid documents to (name of the institution) in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the tendered price/s. My offer/s remain binding upon me and open for acceptance by the COE during the validity period indicated and calculated from the closing date of the bid.
2. The bid documents shall be deemed to form and be read and construed as part of this agreement:
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) tendered cover all the services specified in the bid documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESS:

1

DATE.....

FORM – “N”

CONTRACT FORM - RENDERING OF SERVICES

CITY OF EKURHULENI

CONTRACT NUMBER: PS-EE 10-2024

THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT AN ENERGY PERFORMANCE
ASSESSMENT OF BUILDINGS, REGISTRATION TO NBEPR, ISSUING OF EPC, ENERGY
EFFICIENCY AWARENESS AND CAPACITY TRAINING ON AN AS-AND-WHEN REQUIRED BASIS
FROM DATE OF AWARD UNTIL 30 JUNE 2026

CONTRACT FORM - RENDERING OF SERVICES PART 2 (TO BE COMPLETED BY THE COE)

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE.....

OFFICIAL STAMP



WITNESS:

1

DATE.....