

PART C5: ANNEXURES

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## **C5.1 PROFORMA DOCUMENTS**

The following is a list of proforma documents and examples that are required to be completed by the successful tenderer.

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## **C.2**

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<i>Contractor</i>	<i>Witness 1</i>	<i>Witness 2</i>	<i>Employer</i>	<i>Witness 1</i>	<i>Witness 2</i>

## C5.1.1 RETENTION MONEY GUARANTEE PROFORMA

### EXAMPLE

Blouberg Municipality  
P.O Box 1593  
Senwabarwana  
0790

FOR INFORMATION ONLY:  
This Guarantee is not to be  
completed and signed by the  
Guarantor.  
A separate form will be issued  
to the successful Tenderer

### Notes to Tenderer

1. This pro forma is for information only. The successful tenderer's guarantor will need to reproduce it without amendment, omission or addition for completion and lodgement with the Employer.
2. The tenderer's guarantee will have to be on letterheads indicating the contact details of the guarantor, shareholders/board of directors, guarantee number and the company registration number.

### CONTRACT NO: BM07/17/18: CONSTRUCTION OF MAMEHLABE CRECHE

The guarantee is issued on behalf of .....

Registration No .....

(hereinafter referred to as "the Contractor") in connection with the above mentioned contract (hereinafter referred to as "the Contract").

Whereas you have agreed that the Contractor may provide a guarantee in lieu of the retention monies provided for under the Contract.

Now therefore we, the undersigned, being duly authorised to represent the .....

.....  
(full name of guarantor) registration number .....

undertake to pay you such amounts as you may from time to time demand from us, immediately upon receipt of a written demand from you.

1. Each demand shall be in writing and delivered to us at .....  
or such other address as we shall in writing notify to you.
2. Our liability to make the payments herein referred to shall be unconditional and not be affected or diminished by any disputes, claims or counterclaims between you and the Contractor.
3. Our aggregate liability under this guarantee is limited to .....  
(R.....) and is restricted to payment of monies only.
4. This guarantee shall expire on the date on which the last of the retention monies, which but for this guarantee would have been retained by you, becomes payable

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

to the Contractor.

5. This guarantee is neither negotiable nor transferable and must be returned to us against final payment of our aggregate liability or on the date of the expiry of the guarantee in terms of Clause 4 (above), whichever is the earlier.

Signed at .....for and on behalf of .....

on this the . .... day of .....in the year .....

GUARANTOR: .....

AS WITNESS:

1. .... 2. ....

NAME (Print): ..... NAME (Print): .....

ADDRESS ..... ADDRESS .....

.....

.....

C.4

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## C5.1.2 EXAMPLE OF ABE DECLARATION AFFIDAVIT

(facsimiles will be provided by the Employer to be completed by ABEs)

1. Name of firm : .....
- Postal address : .....
- Telephone no. : .....Fax no .....
- Contact person : .....
- VAT registration no. : .....
2. Type of firm (tick as appropriate)
  - Partnership.....
  - One person business/sole trader.....
  - Close corporation: registration no.....
  - Date of registration.....
  - Company: registration no.....
  - Pty Ltd: registration no.....
3. Principal Business Activities : .....
4. Service/work to be performed on this contract: .....
5. Participation in this contract
  - as a Sub-contractor Yes/No
  - in a Joint Venture Yes/No
  - with main contractor Yes/No
  - with a sub-contractor Yes/No

6. List all partners, proprietors and shareholders:

Name	ID. No.	Citizen of RSA Yes/No	PDI status Yes/No	%owned

7. List the last four contracts/assignments completed by your firm. If required, a separate sheet may be used and attached to this page. Reference may be called from the

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Employers of the projects listed.

PROJECT AND WORK PERFORMED	EMPLOYER (NAME, ADDRESS, TEL, FAX)	VALUE OF RANDS

**Notes to tenderer:**

Under column 1 state the assignment or contract (eg. Contract XYZ0123): Construction of rural roads) and follow this with the work carried out (eg. construction of pipe culverts).

Under column 2, if it was a sub-contract give the required details of the employer for the main contract and also of the Contractor who employed you.

Under column 3 give the value of the main contract (if any and if known) and also the value of the work carried out by you.

**8. Declaration**

I, .....,  
being duly authorised to sign on behalf of the firm, affirm that the PDI equity in this business is as stated above and that the information furnished is true and correct.

Signature .....

Name (print) .....

Date .....

Signed on behalf of (print name) .....

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*Contractor*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

Address .....  
.....  
Telephone no. ....  
Commissioner of Oath .....  
Date .....

**Note: In the case of a Company a certificate of authority for signatory must be provided.**

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

EXAMPLE

C5.1.3 FORM RDP 9(E) : CONTRACT EMPLOYMENT REPORT

CONTRACT NO : BM07/17/18

REPORT ON EMPLOYMENT ON THE ABOVE CONTRACT FOR THE MONTH OF..... 2017										
NAME OF COMPANY OR FIRMAND VENDOR NUMBER	AGE OF COMPANY OR FIRM	EMPLOYMENT GROUP	EMPLOYMENT							
			MALE	FEMAL E	TOTAL	PERSON/HOURS			VALUE (RAND)	
						MALE	FEMALE	TOTAL	MALE	FEMALE
		Unskilled (US)								
		Semi-Skilled (SS)								
		Skilled (SK)								
		Lab.Tech (LT)								
		Surveyor (SUR)								
		Eng. Tech (ET)								
		Engineer (EN)								
		Admin (AD)								
		Others (o)								
<b>TOTALS</b>										
<b>GRAND TOTALS</b>										

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

EXAMPLE

C5.1.4 FORM RDP 10(E) : EMPLOYMENT OF SUPERVISORY STAFF REPORT

CONTRACT NO: BM07/17/18

REPORT ON THE EMPLOYMENT OF SUPERVISORY STAFF ON THE ABOVE CONTRACT FOR THE MONTH OF .....2017				
POSITION HELD	NAME	PDI	NON-PDI	TOTAL
Site Agent				
Senior Materials Technician				
Senior Surveyor				
Earthworks Surveyor				
Compaction Supervisor				
Surfacing Supervisor				
Structures Supervisor				
Others: - List				
TOTALS				

EXAMPLE

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**C5.1.5 FORM RDP 11(E) : GENERIC TRAINING REPORT**

**CONTRACT NO: BM07/17/18**

REPORT ON GENERIC TRAINING ON THE ABOVE CONTRACT FOR THE MONTH OF..... 2017										
DATES OF TRAINING COURSES		EMPLOYER OF TRAINEE		NAME OF TRAINING INSTITUTE OR IF IN-HOUSE WRITE IH	ATTENDANCES				TOTAL COST OF TRAINING PER TYPE OF TRAINING	
					NUMBER ATTENDING		CERTIFICATES AWARDED			
START	FINISH	NAME	VENDOR NO.		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
							TOTAL			
							TOTAL ALL TRAINEES			

C.10

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**C5.1.7 FORM RDP 13(E) : ENGINEERING TRAINING REPORT**

**CONTRACT NO : BM07/17/18**

REPORT ON ENGINEERING TRAINING ON THE ABOVE CONTRACT FOR THE MONTH OF.....2017										
DATES OF TRAINING COURSES		EMPLOYER OF TRAINEE		NAME OF TRAINING INSTITUTE OR IF IN-HOUSE WRITE – IH	ATTENDANCES				TOTAL COST OF TRAINING PER TYPE OF TRAINING	
					NUMBER ATTENDING		CERTIFICATES AWARDED			
START	FINISH	NAME	VENDOR NO.		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
<b>TOTAL</b>										
<b>TOTAL ALL TRAINEES</b>										

**EXAMPLE**

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**C5.1.8 FORM RDP 14(E) : COMMUNITY LIAISON MEETING REPORT**

**CONTRACT NO : BM07/17/18BM08/17/18**

REPORT ON COMMUNITY LIAISON MEETINGS ON THE ABOVE CONTRACT FOR THE MONTH OF .....2017						
DATE OF MEETING	COMPANY/FIRM OR ORGANISATION RESPONSIBLE FOR ARRANGING THE MEETING		NUMBER OF COMMUNITY MEMBERS PRESENT	DURATION OF MEETING (hours)	TOTAL COST OF THE MEETING	COMMENTS
	NAME	VENDOR NO.				

C.13

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## **C5.2 BLOUBERG LOCALMUNICIPALITY SUPPLY CHAIN POLICY**

The supply chain policy of the Municipality is attached on the next page.

C.14



*Contractor*



*Witness 1*



*Witness 2*



*Employer*



*Witness 1*



*Witness 2*

### **C5.3 EPWP MINISTERIAL DETERMINATION**

The Ministerial determination for EPWP is attached on the next page.

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*Contractor*



*Witness 1*



*Witness 2*



*Employer*



*Witness 1*



*Witness 2*

## C5.4 CONTRACT DRAWINGS

The following is a list of some of the contract drawings included.

Drawing No.	Title
BM07/17/18/01	Locality Map and List of drawings
BM07/17/18/02	Main Site Plan
BM07/17/1803	Floor & Foundation and Details
BM07/17/1804	Section, Elevation Plan and Details
BM07/17/18/05	Plans for Electrical, Drainage ,Roof and Ceiling
BM07/17/18/06	Plan and Details for Septic Tank
BM07/17/18/07	Details of steel tank stand and foundation
BM07/17/18/08	Details of steel tank stand
BM07/17/18/09	Playground platform and section
BM07/17/18/10	Plan and details for VIP toilet
BM08/17/18/11	Fence details
BM08/17/18/12	Project Name board

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2