



BERGRIVIER MUNICIPALITY

QUOTATION 8/2/7-2018: CUSTOMER SATISFACTION SURVEY 2017/2018

QUOTATIONS are hereby invited for the appointment of a Service Provider to conduct a Customer Satisfaction Survey for Bergrivier Municipality.

Quotations in sealed envelopes clearly marked: ***“QUOTATION 8/2/7-2018 APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A CUSTOMER SATISFACTION SURVEY FOR BERGRIVIER MUNICIPALITY”*** must be deposited in the tender box at the Municipal Offices, 13 Church Street, Piketberg before **12:00 on Wednesday 14 MARCH 2018**, when quotations will be opened in public.

Quotations will be evaluated according to Council's Supply Chain Management Policy. It is thus compulsory to complete the Preferential Points claim form of the Preferential Procurement Regulations in order to qualify for preference points. **Prices must include VAT.**

Quotation documents that contain the minimum requirements are available on Bergrivier Municipality's website (**www.bergmun.org.za**) or a hard copy from Ms. M. van Zyl at tel. no. 022 913 6000 during normal office hours at a quotation fee of R50.00 payable to the Municipality. All technical enquiries must be directed to Mr. W. Rheeder at tel. no. 022 913 6000 (ext.6004). Quotations must be valid and binding for sixty (60) days after closing date.

Bidders must be registered as a prospective supplier on National Treasury's Central Supplier Database (CSD). The Tax Clearance Certificate/ Tax Compliance Status (TCS) Pin/ Centralised Suppliers Database (CSD) Registration Number must be submitted together with the bid. Failure to submit a Tax Clearance Certificate/TCS Pin/CSD registration number may result in the invalidation of the bid.

Late, incomplete or quotations received by fax will not be accepted. Proof of dispatch of a quotation will not be regarded as proof of receipt thereof. Council is not obliged to accept the lowest or any quotation and Council reserves the right to accept any quotation or part thereof.

**Municipal Offices
13 Kerk Street
PIKETBERG
7320**

**ADV HANLIE LINDE
MUNICIPAL MANAGER**

**MN22-2018
22 February 2018**

BERGRIVIER MUNICIPALITY



SUPPLY CHAIN MANAGEMENT REQUEST FOR FORMAL QUOTATIONS

FQ 8/2/7-2018: Customer Satisfaction survey 2017/2018

Notice is hereby given that quotations are invited from suitable, qualified and experienced service providers for the appointment of a travel agency.

No Formal Quotation will be awarded to a bidder who is not registered on the Centralised Supplier Database (CSD).

The CSD supplier number starting with (MAAA) is automatically generated upon successful registration and validation. This MAAA number is now a mandatory requirement, as referred to in regulation 14(1) (b) of the Municipal Supply Chain Management Regulations which form part of the listing criteria for accrediting a prospective service provider. Prospective suppliers should self-register on the CSD website at www.csd.gov.za. Registration with the CSD is compulsory in order to conduct business with BERGRIVIER Municipality.

This bidding document is available on our website, free of charge, at www.bergmun.org.za. A non-refundable fee of R50.00 per document is payable to BERGRIVIER Municipality if collecting a hard copy, during office hours, from The Supply Chain Management Unit, BERGRIVIER Municipality, 13 Kerkstreet, Piketberg, 7320.

Any specification / administration enquiries can be directed to Mr Weseel Rheeder at 022 913 6000 and any Supply Chain Management (SCM) enquiries may be directed to Miss. E.Scholtz at 022 913 6000 ext 6062. scholtze@bergmun.org.za / Miss M. van Zyl vzylm@bergmun.org.za at Tel 022 913 6036.

Sealed bids with the Bidder's name, address and the endorsement "**FQ 8/2/2-2018: Appointment of a travel agency**" on the envelope, must be placed in the bid box situated at the Bergriver Municipality, 13 Kerk Street, Piketberg or posted to Bergrivier Municipality, PO Box 60, Piketberg, 7320 to reach us not later than **Wednesday 14 March at 12h00** after which the bids will be opened in public. The bid box is accessible 24 hours a day, 7 days a week and bids must be accompanied by the complete set of documents as required by the Municipality. Bids not accompanied by the complete bid document as well as the required documentation, will not be considered.

Late, electronic format or faxed bids will not be considered and the Municipality does not bind itself to accept the lowest, part of or any bid. Service providers must ensure that all requirements of relevant legislation are adhered to throughout their contract.

The 80/20 points system will be applicable.

PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
TOTAL POINTS FOR PRICE AND B-BBEE	100

Prospective service providers are advised to consult the Municipality's Supply Chain Management Policy for the detail.

Municipal Manager
Bergrivier Municipality



BERGRIVIER MUNICIPALITY

Administrative enquiries: E.Scholtz Ref: Tel: (022)-913 6000 Fax: (022) 913 1380
E-mail: scholtze@bergmun.org.za

Mr/Mrs/Ms _____
Dear Sir / Madam

FQ 8/2/7-2018: Customer satisfaction survey 2017/2018

(Over R30 000.00 up to a transaction value of R200 000.00 (VAT included))

This formal quotation must be deposited in the bid box at the Municipal Offices, Kerk Street, and Piketberg no later than **14 March @ 12:00**. The bid box is open 24 hours a day, 7 days a week

The following conditions will apply:

- Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
- Price(s) quoted must be **fixed and must be inclusive of VAT.**
- A firm delivery period must be indicated.
- **In terms of the new Tax Compliance Status System implemented by SARS on 18 April 2016, taxpayers are now able to issue the Municipality with a TCS Pin which will be used to verify a bidder's tax status on line via SARS E-filing, or an original or copy of Tax clearance certificate. Page 6.**
- **Quotations over a value of R 30 000.00 (VAT included) must be accompanied by the relevant MBD documentation for Quotations duly completed, and the enclosed Declaration of interest MB4 , MBD 7, MBD 8, MBD 9, must be scrutinized, completed and submitted together with your quotation.**
- The successful provider will be the one scoring the highest points in the event of the lowest bid being higher than R30 000.00.
- Late or faxed quotations will not be considered. The Municipality reserves the right to withdraw any invitation to quote and/or to re-advertise or to accept a part of it. The Municipality does not bind itself to accepting the lowest quotation.

Failure to comply with the highlighted conditions will invalidate your offer.

THIS REQUEST FOR FORMAL QUOTATION IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

NB: NO QUOTATIONS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition on MBD 4 attached)

MSCM regulations: "in the service of the state" means must be -

- a) a Member of -
 - (i) any municipal Council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of province;
- 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) an executive member of the accounting authority of any national or provincial public entity; or
- f) an employee of Parliament or a provincial legislature.

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO WILL RESULT IN YOUR OFFER BEING DISQUALIFIED)**

NAME OF COMPANY
POSTAL ADDRESS
STREET ADDRESS
TELEPHONE NUMBER CODENUMBER.....
CELLPHONE NUMBER
FACSIMILE NUMBER CODENUMBER.....
E-MAIL ADDRESS
VAT REGISTRATION NUMBER.....
TAX PIN..... Tax Reference Number

CSD no. MAAA.....
INCLUDE AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED/ TSC PIN YES/NO

INCLUDE A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1) YES/NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)

A SWORN AFFIDAVIT

(Tick applicable box)

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE. **NOTE A CERTIFIED COPY OR ORIGINAL IS COMPULSORY**)

Recent Municipal account of company (not older than 90 days) MUST be attached.

Recent Municipal accounts of all the Directors/Shareholders- MUST be attached.

IF LEASING/RENTING/LODGING – ATTACHED LATEST VALID COPY OF AGREEMENT.

**IF NO PROPERTY REGISTERED IN YOUR NAME SUBMIT AN AFFADAVIT CONFIRMING THIS.
COPY OF AFFADAVIT IS AVAILABLE ON REQUEST FROM THE SCM UNIT.**

SIGNATURE OF SERVICE PROVIDER DATE

CAPACITY UNDER WHICH THIS PROPOSAL IS SIGNED

Yours faithfully

MUNICIPAL MANAGER

Adv Hanlie Linde

Date: 22 February 2018



BERGRIVIER MUNICIPALITY

ANNEXURES & TITLE	FORM NO.
1.1 Covering letter – Invitation to bid	MBD 1
1.2 Tax Clearance Requirements- Updated MBD 2 form must be submitted.	MBD 2
1.3 Pricing schedule – Fixed prices	MBD 3.1
1.4 Declaration of Interests	MBD 4
1.5 BBBEE	MBD 6.1
1.6 Contract form – Purchase of goods/works	MBD 7.1
1.7 Declaration of Bidders past Supply Chain Management Practises	MBD 8
1.8 Certificate of independent proposal determination	MBD 9
1.9 General Contract Conditions	GCC
<u>ADDENDUM</u>	
1. Check list	SM 1



BERGRIVIER MUNICIPALITY

SM 1

CHECK LIST

All BERGRIVIER Municipality Individual(s) proposal documents will have the typical check list as an attachment. This list is to assist all bidders to submit complete proposals.

Bidders are to check the following points before the submission of their proposal:

1. All pages of the document have been read by the contractor.
2. Any discrepancy and miss-understanding is cleared with the relevant officials.
3. All pages requiring information have been **completed in black ink.**
4. The Schedule of Quantities have been checked for arithmetic correctness.
5. Totals from each sub section of the Schedule of Quantities have been carried forward to the summary page.
6. The total from the summary page has been carried forward to the Form.
7. Surety details where applicable have been included in the proposal.
8. All sections requiring information have been completed.
9. Bidder ensured that all documents is properly completed and signed.
10. The contractor has complied with the proposal prerequisites.
11. The document is submitted before 12h00 on the due date at the designated bid box of BERGRIVIER Municipality.



TAX CLEARANCE REQUIREMENTS

MBD 2

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. The **Tax Clearance Certificate/ Tax Compliance Status (TCS) Pin/** Centralised Suppliers Database (CSD) Registration Number **must be submitted together with the bid**. Failure to submit a Tax Clearance Certificate/TCS Pin/CSD registration number may result in the invalidation of the bid.

(a) *Tax Compliance Status (TCS) Pin as of 18 April 2016*

- i. In terms of the new Tax Compliance Status System implemented by SARS on 18 April 2016, taxpayers are now able to issue the municipality with a TCS Pin which will be used to verify a bidder's tax status online via SARS E-filing. This option will be used to verify the status of the service provider (which should be active or compliant) and will determine if the offer will be further evaluated or omitted, even if the bidder only submitted a TCC as per point 1 above. Service provider's status which is found inactive or non-compliant their offers will be omitted. Bidders who are not in possession of an valid Tax Clearance Certificate but have a TCS pin must issue the municipality with the following:

Tax Clearance Certificate printed for SARS E-filing	
Tax Reference Number:	
Tax Compliance Status Pin:	

2. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate, Tax Compliance Status Pin and CSD Registration number
3. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
4. If a bidder is registered on Central Supplier's database(CSD); that contains a tax clearance certificate which is active on closing date of Bid/Formal quotation, it must be indicated as such on this page, whereby the attaching of a new tax clearance certificate to this page will not be required.
5. Non adherence to point 4 above may invalidate your offer.



BERGRIVIER MUNICIPALITY

MBD 3.2

PRICING SCHEDULE – FIRM PRICES

NOTE: ONLY FIXED PRICES WILL BE ACCEPTED. FIRM & NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED.
 IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT.

Name of Bidder.....	FQ Number 8/2/7-2018
Closing Date: 14 March 2018	Closing Time:12h00

OFFER TO BE VALID FOR **60** DAYS FROM THE CLOSING DATE OF OFFER

ITEM	QTY	DESCRIPTION	QUOTATION PRICE IN RSA CURRENCY (INCLUDING VAT)
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Required by: BERGRIVIER Municipality

ITEM NR	PRODUCT DESCRIPTION	PRICE
1	Customer satisfaction survey 2017/2018	
Subtotal EXCL. VAT		R.....
VAT (14%)		R.....
Total Amount (INCL. VAT)		R.....

- a. The pricing must be fixed.
- b. The total bid price must be inclusive of VAT or exclusive for non- VAT vendors.
- c. **Please Note: BERGRIVIER Municipality reserve the right to downward adjust the scope of work/ quantity required to stay within its budget. Don't add VAT if you are not registered with SARS.**

**TERMS OF REFERENCE
BERGRIVIER MUNICIPALITY**

REQUEST FOR FORMAL QUOTATION 8/2/7-2018: CUSTOMER SATISFACTION SURVEY

1. INTRODUCTION AND BACKGROUND

Bergrivier Municipality wishes to appoint an **experienced service provider** to conduct a customer satisfaction survey to assess the levels of satisfaction with the services provided by the Municipality within the Municipal area.

2. METHODOLOGY

The proposal should clearly outline the methodology to be used by the bidder in undertaking all the elements of this project.

3. PROPOSAL CONTENTS

The proposal should as far as possible adhere to the following structure:

Introduction

- *Purpose of the project (why the project) as per service provider understanding.*
- *Other relevant information.*

Background

- *Legislative background.*
- *Other relevant information.*

Proposed methodology

How does the service provider propose to approach the project, for instance, if phases are proposed the service provider should outline and explain these properly in the proposal and also provide the questionnaire that will be used in the survey (Afrikaans & English).

Time frame / Project Plan

- Bergrivier Municipality expect the project to be completed within **8 weeks**.
- Service providers are required to indicate whether they will be able to complete this project within the prescribed time frame.
- Provide a schedule of activities, time etc. in a spreadsheet format.

Quality assurance and control

Indicate specific arrangements (if any) to assure and control quality of the work done on the project.

Reporting

Although the political oversight for this project rests with the Mayoral Committee, the appointed service provider may be expected to prepare and present reports to the following institutions within the municipality:

- *Management*
- *Portfolio Committee and Council*

4. SCOPE OF WORK / TERMS OF REFERENCE

The successful bidder will be required to deliver on the following aspects:

- (a) Finalizing data collection forms based on the attached questionnaire (Afrikaans & English).
- (b) Providing an ad to be placed by the Municipality in the local press to make the community aware of the survey process.
- (c) Sample selection in each ward (minimum 10% - **evenly distributed**) from the attached ward maps for the fieldwork. The survey must include fieldwork and web based survey. A format maps can be supplied to the successful bidder.
- (d) The survey must include fieldwork and web based survey.
- (e) Collection of field data from sample through visits of data collectors.
- (f) Data capture and analysis of collected data.
- (g) Develop a report on the methodology, findings and process. The findings must be reported per ward.
- (h) Present the findings and recommendations to Council.

5. Expected outputs / Outcomes

Presentation of customer satisfaction survey findings and recommendations to Council.

6. Qualification / Expertise required

Members of the team must have experience in conducting surveys, field work and research functions.

7. Reporting

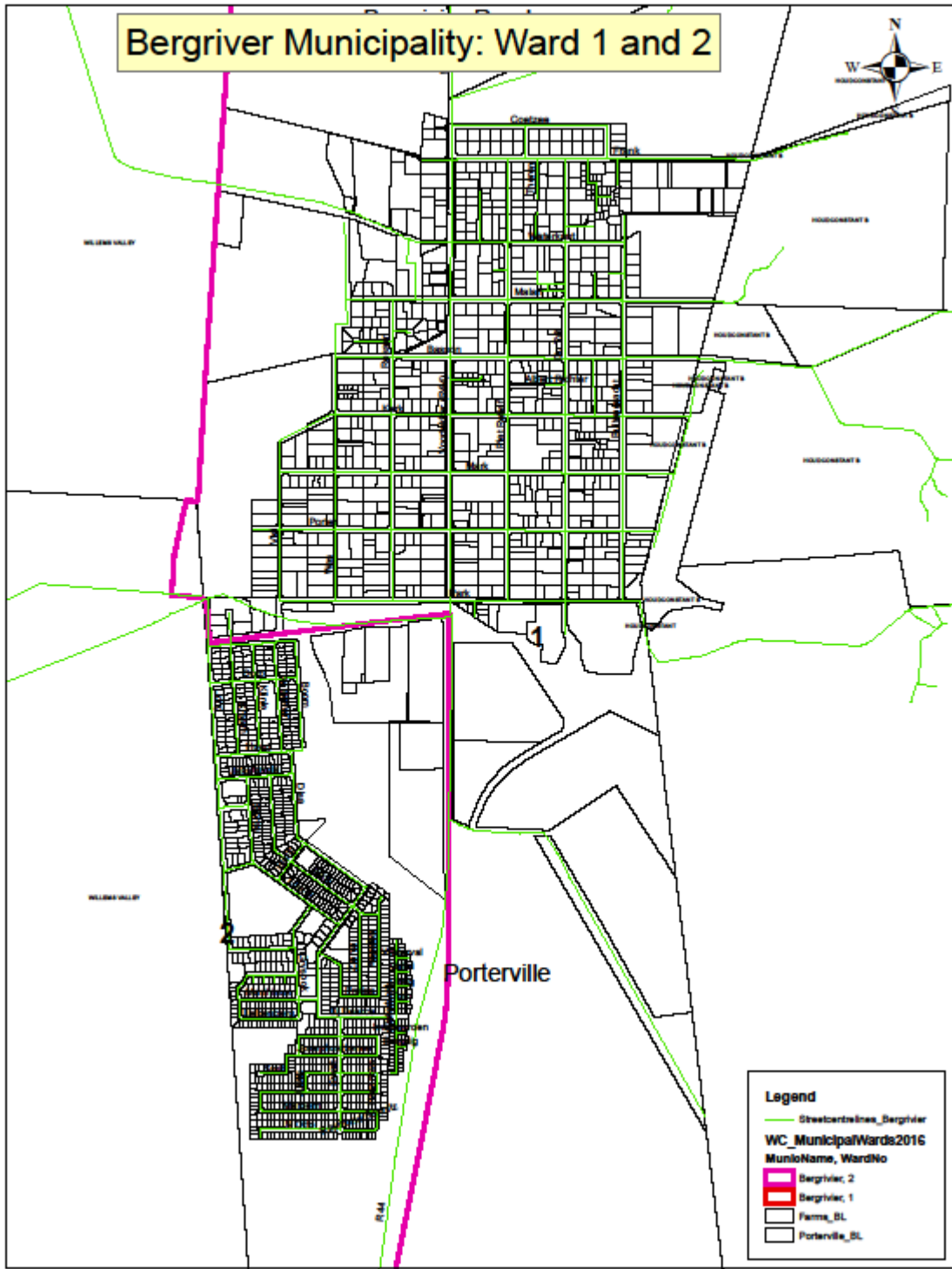
The successful bidder shall report directly to the Manager: Administration. It will be required of the successful bidder to report on the status of the project on the agreed upon milestones as well as on an ad hoc basis.

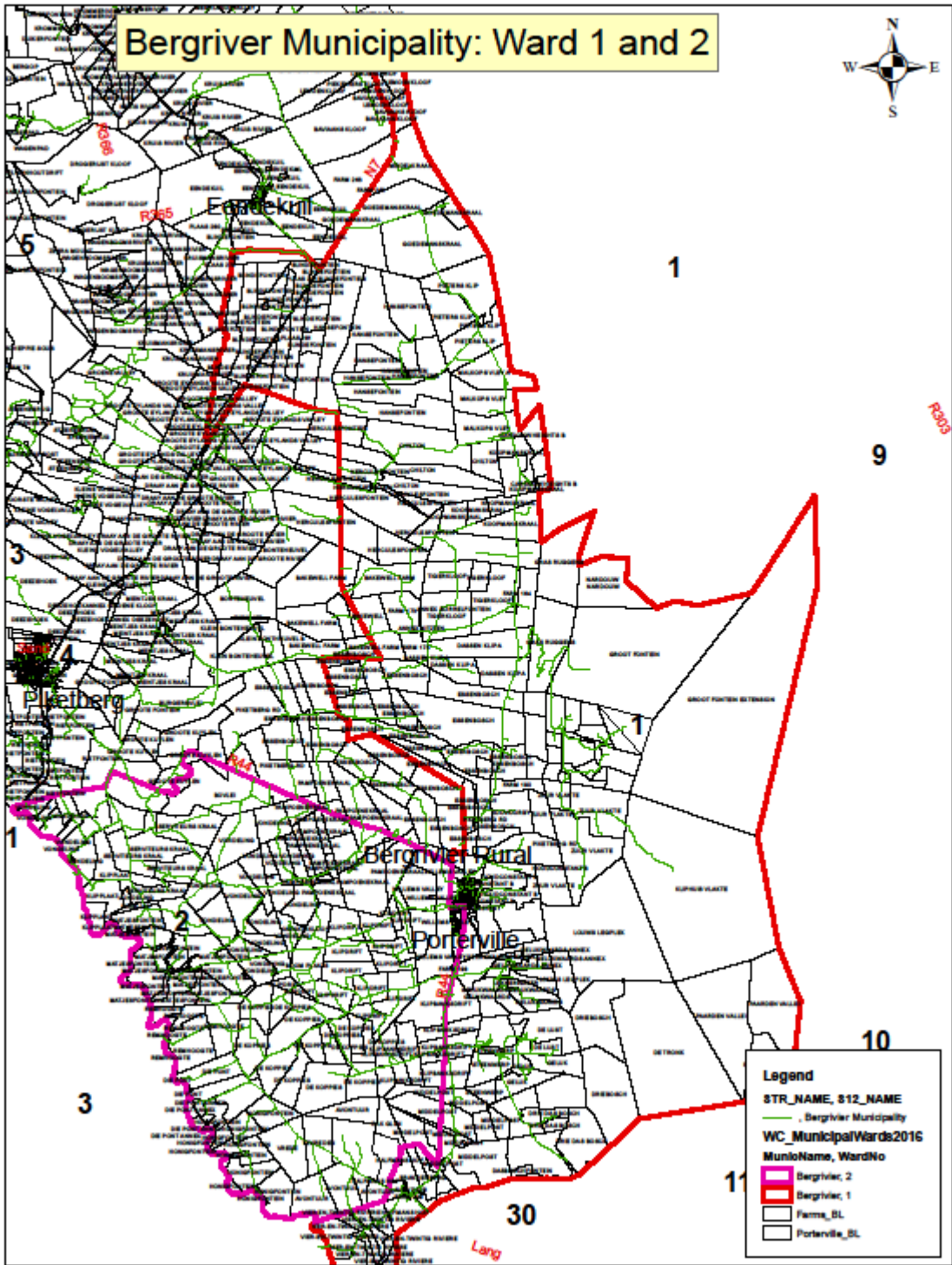
8. Intellectual property

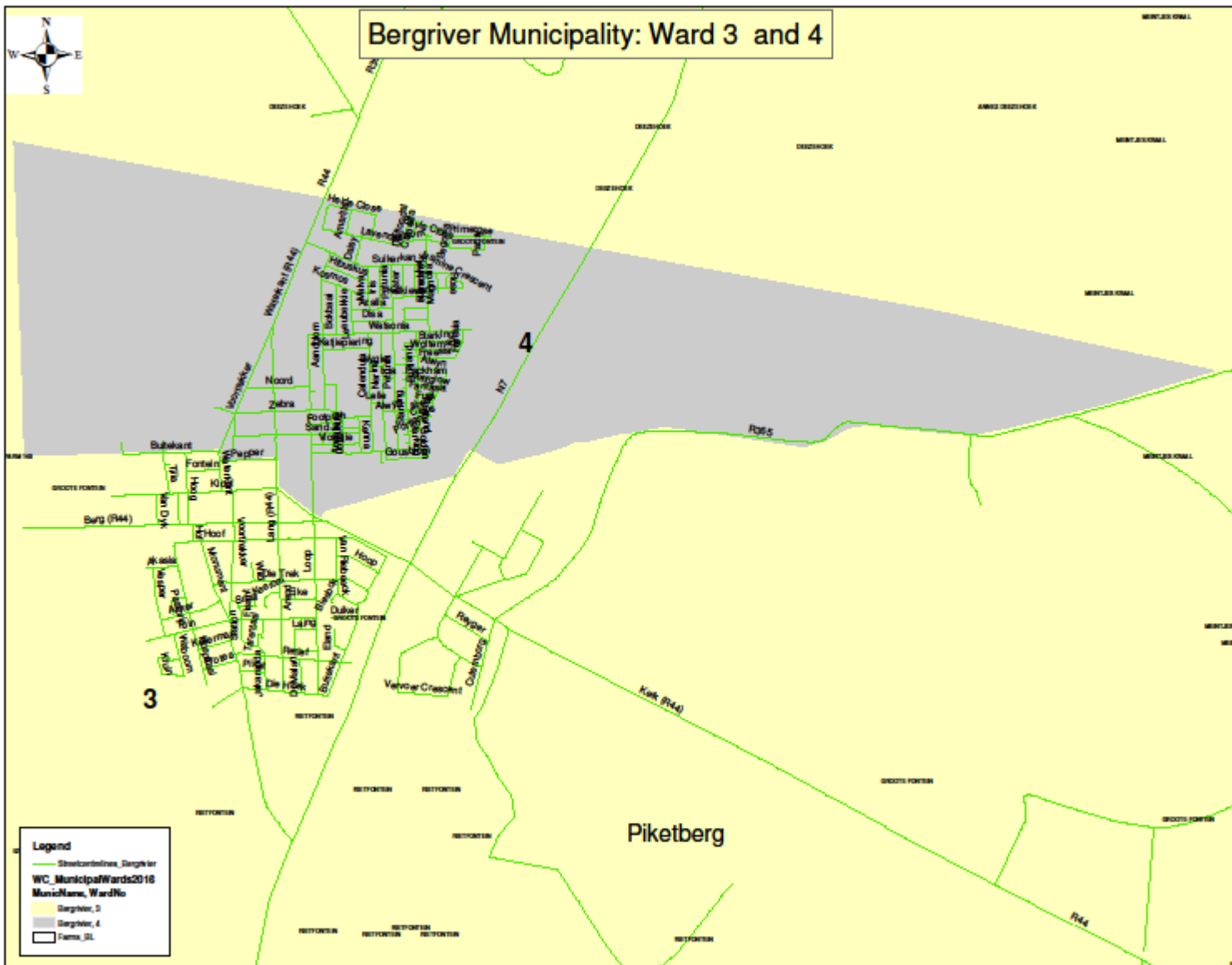
The customer satisfaction survey report and all the information collected in the process of the survey shall remain the property of Bergvliet Municipality.

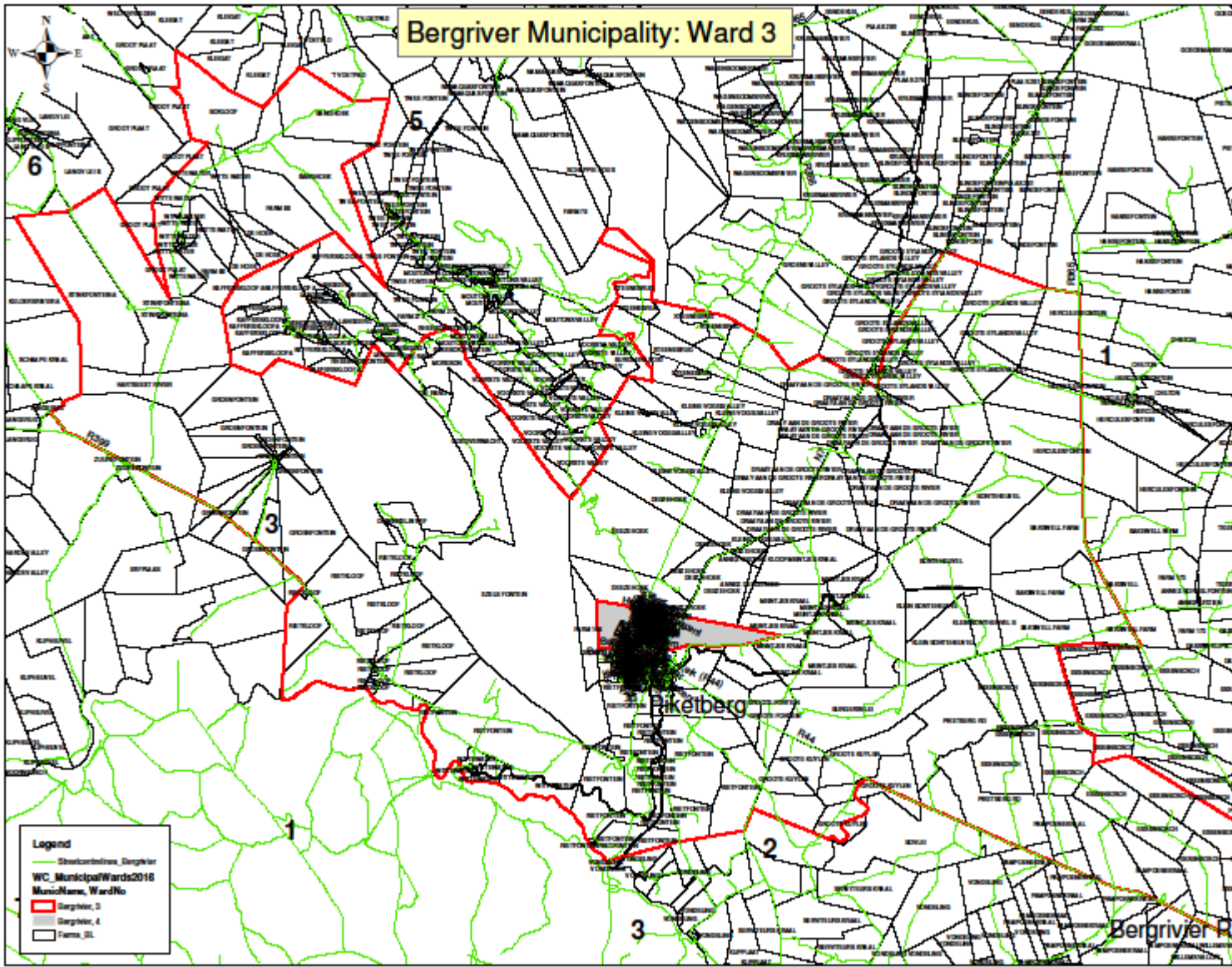
9. MAPS

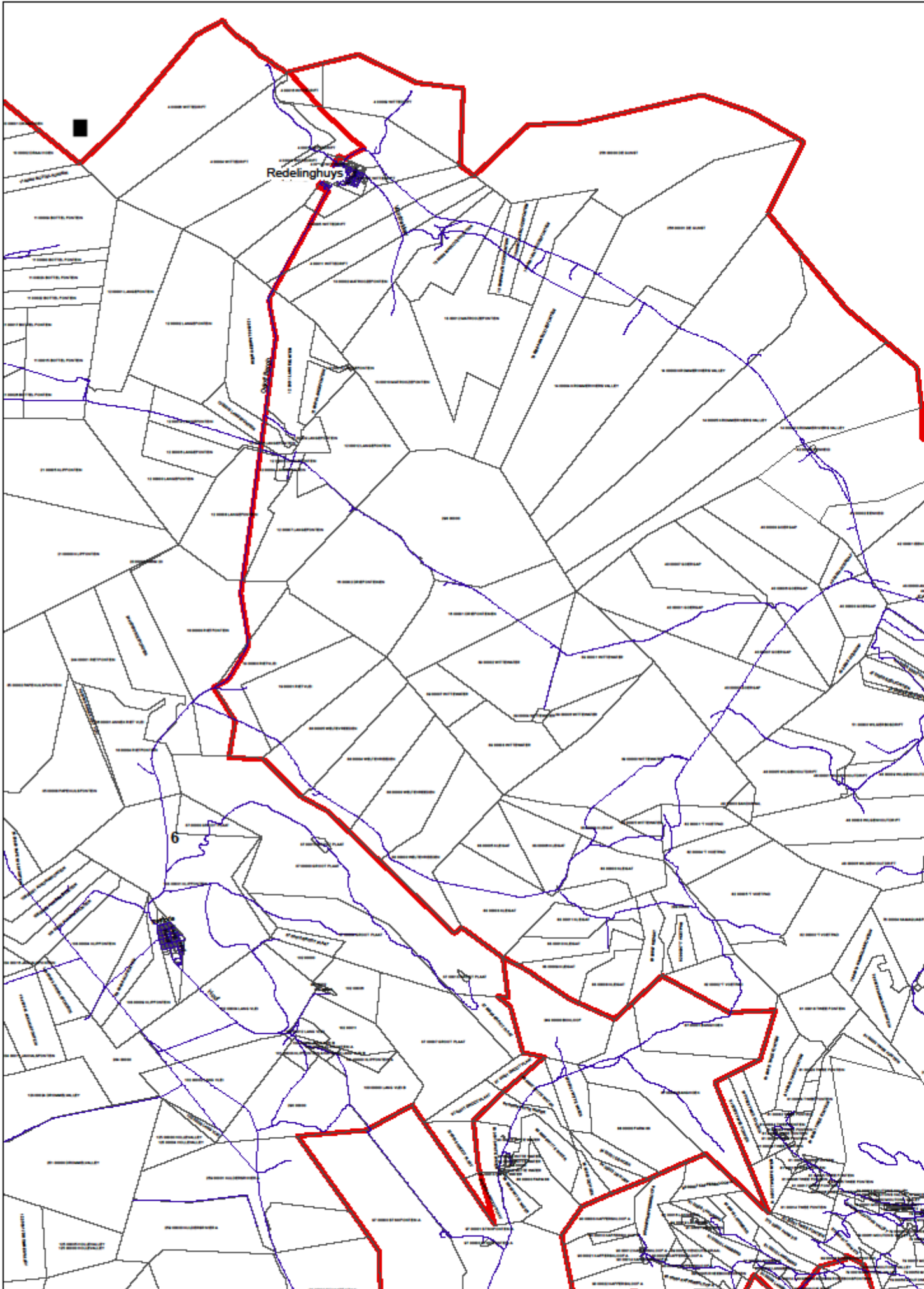
Maps can be obtained from Wessel Rheeder at tel 022 913 6004 if it is difficult to read or understand.



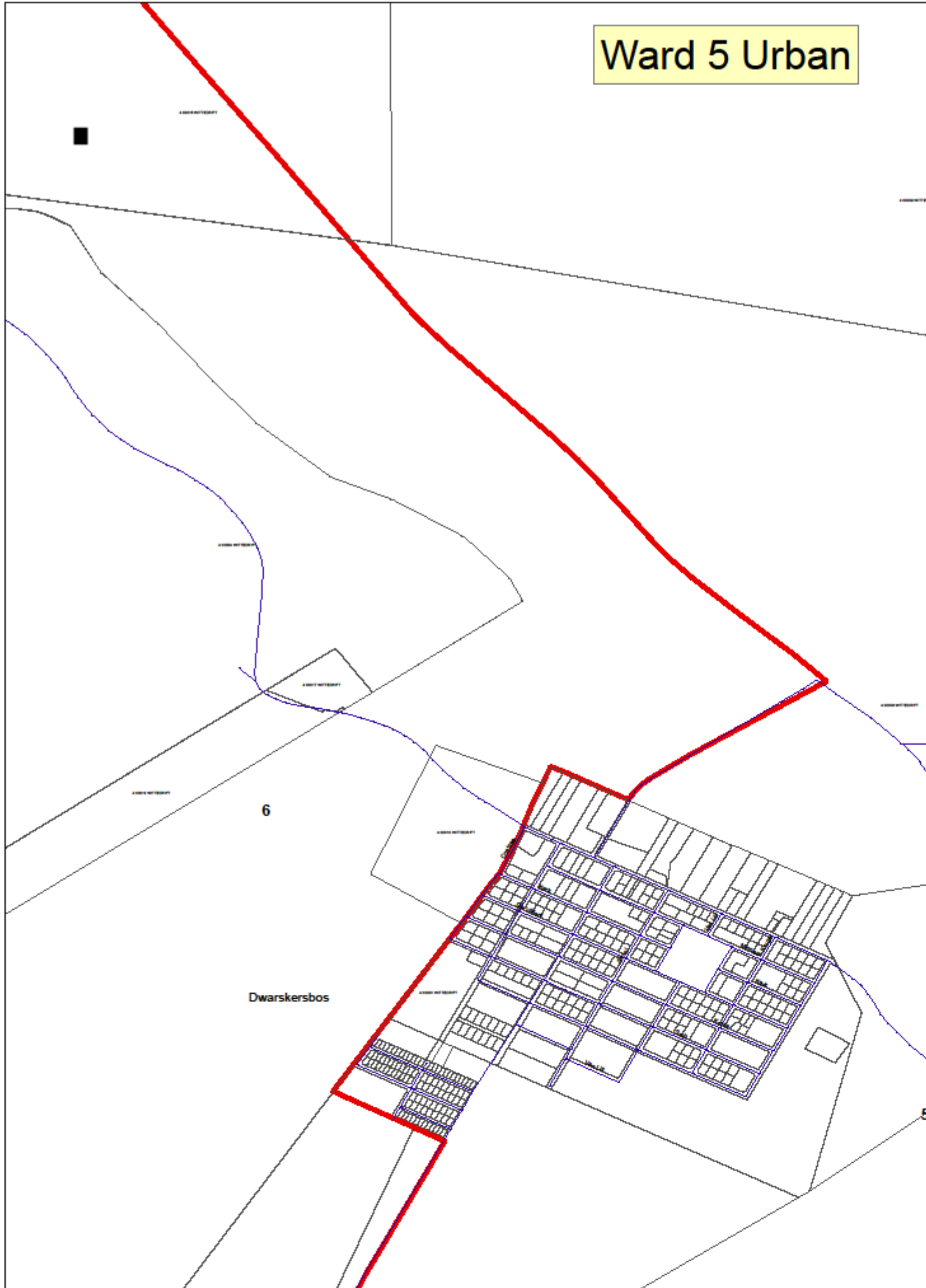




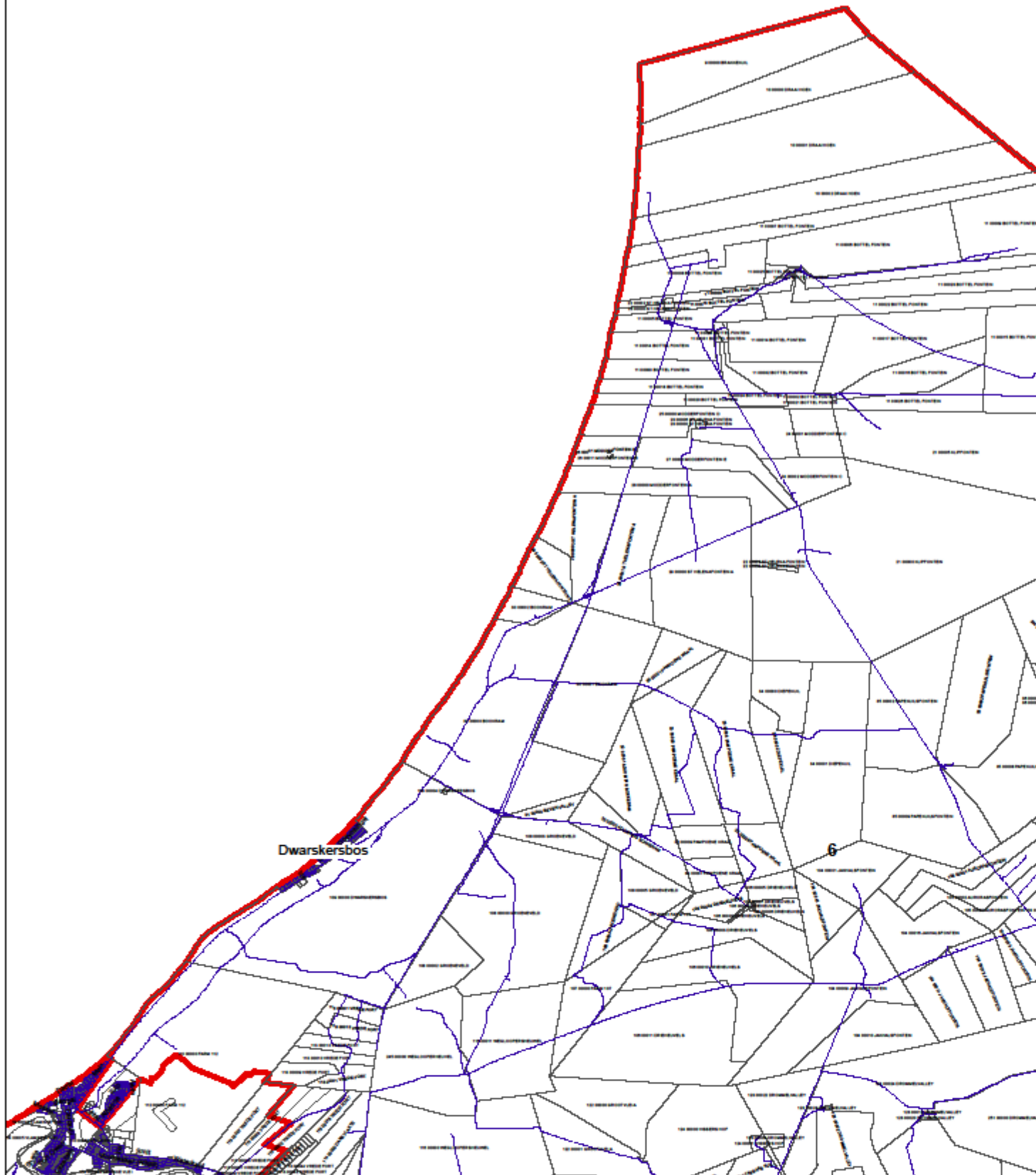


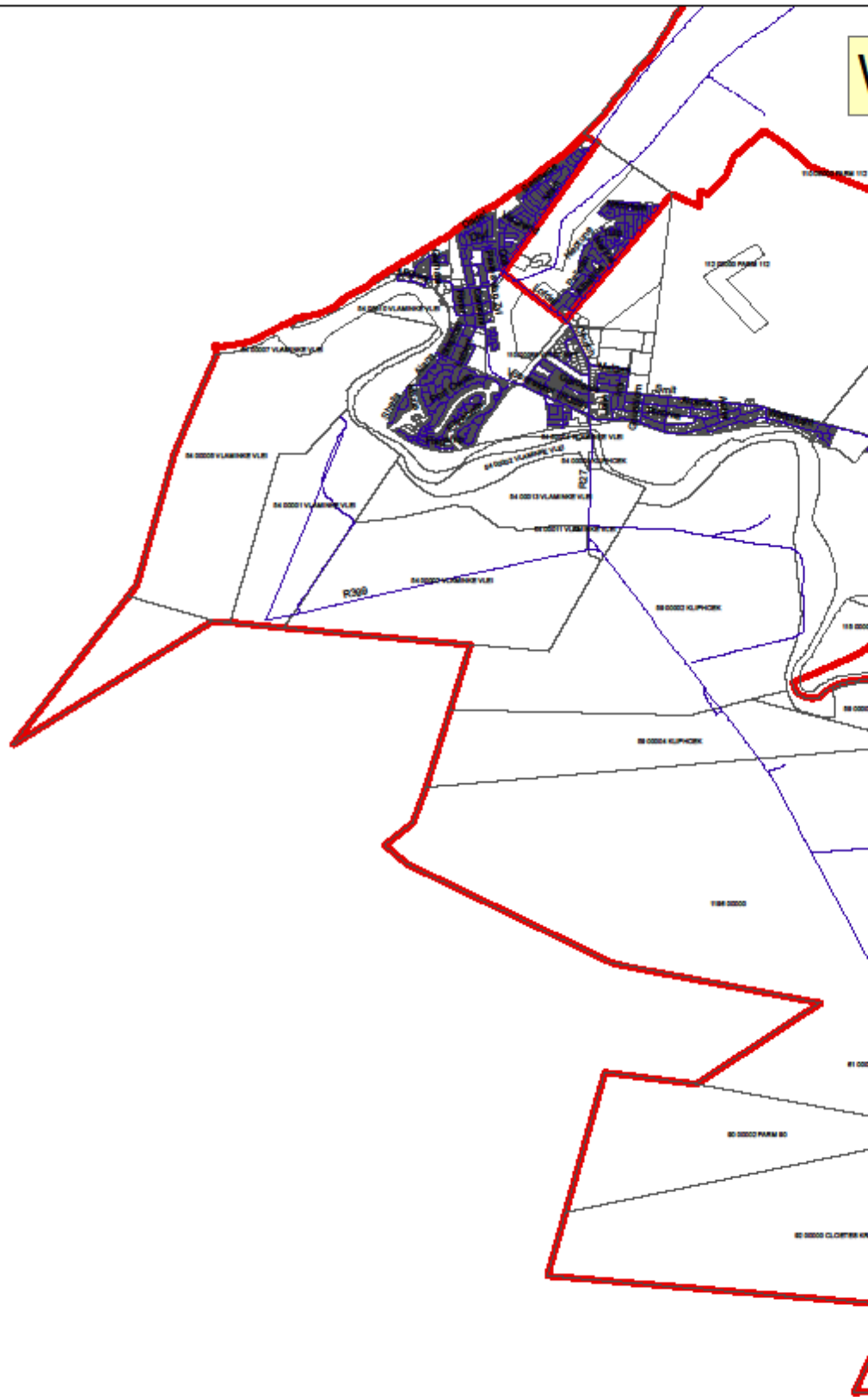


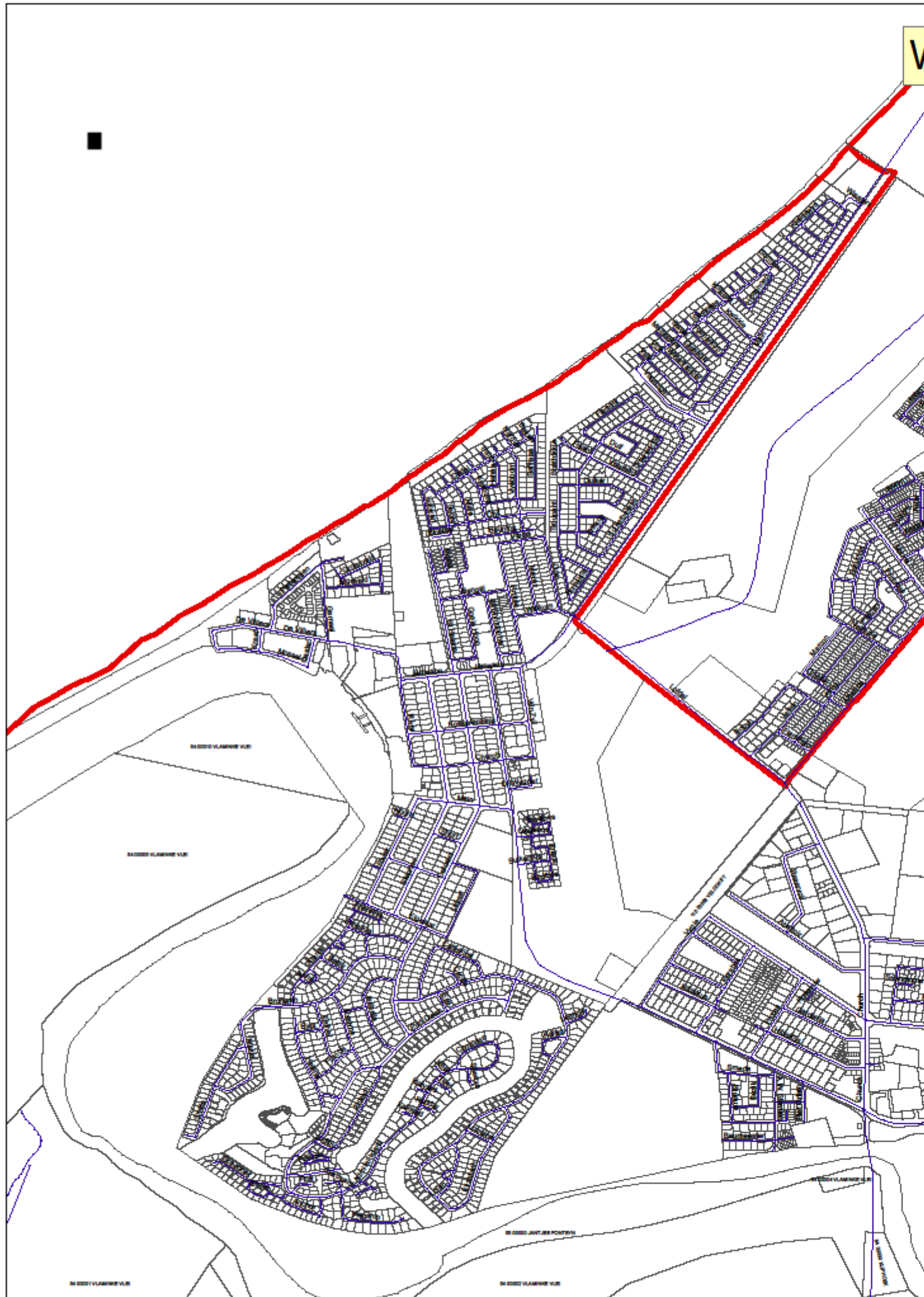
Ward 5 Urban



Ward 6 Rural









BERGRIVIER MUNICIPALITY

MBD 4

DECLARATION OF INTEREST

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

3.1 Full Name of bidder's representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, manager, shareholder):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders/ members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

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) an executive 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 and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....

.....

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

3.11.1 If yes, furnish particulars

.....

.....

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

3.12.1 If yes, furnish particulars.

.....

.....

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

3.13.1 If yes, furnish particulars.

Name of spouse/child/parent:.....

ID number of spouse/child/parent.....

Relationship to official.....

Employer of spouse/child/parent.....

Designation of spouse/child/parent.....

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

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

NB. Failure to complete the above details will invalidate your offer.



BERGRIVIER MUNICIPALITY

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000.00 (all applicable taxes included); and
- The 90/10 system for requirements with a Rand value above R50 000 000.00 (all applicable taxes included).

1.2

a) The value of this bid is estimated to not exceed R200 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 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

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003); as amended by Act No. 46 of 2013; (this was added by us)
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: = (maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:.....

8.8 Total number of years the company/firm has been in business:.....

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p>
<p>NAME of SIGNATURES:.....</p>
<p>DATE:</p>
<p>ADDRESS</p> <p>.....</p> <p>.....</p>



CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due 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

WITNESSES	
1
2.
DATE:	



BERGRIVIER MUNICIPALITY

MBD 7.1

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY BERGRIVIER MUNICIPALITY)

1. I.....in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)	FOR AND (if applicable)

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.



BERGRIVIER MUNICIPALITY

MBD8

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors 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 <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the <u>bidder or any of its directors</u> 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? (attached copy of payment arrangements of arrears account)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME IN PRINT)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT
JULY 2010**

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GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

General Conditions of Contract

1. Definitions

1. The following terms must be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.

GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted

to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 “GCC” means the General Conditions of Contract.
- 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.
- 1.17 “Local content” means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

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- 1.20 “Project site,” where applicable, means the place indicated in bidding documents.
- 1.21 “Purchaser” means the organization purchasing the goods.
- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered

under the contract.

- 1.25 “Supplier” means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 “Tort” means in breach of contract.
- 1.27 “Turnkey” means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.28 “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 must apply.

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3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser must 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 and on the municipality/municipal entity website.

4. Standards

- 4.1 The goods supplied must conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information inspection

- 5.1 The supplier must 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 must be made in confidence and must extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier must 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 must remain the property of the purchaser and must 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 must permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent Rights

- 6.1 The supplier must indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

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7. Performance Security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder must furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security must 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 must be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and must 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 must 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 must be carried out, the purchaser must 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 must 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 must be defrayed by the supplier.

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- 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 must be held at the cost and risk of the supplier who must, 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 must 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 must 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 must 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 must 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 weights must 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 must comply strictly with such special requirements as must 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** 10.1 Delivery of the goods and arrangements for shipping and clearance obligations, must be made by the supplier in accordance with the terms specified in the contract.
- 11. Insurance** 11.1 The goods supplied under the contract must 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.

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- 12. Transportation** 12.1 Should a price other than an all-inclusive delivered price be required, this must 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 must 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, must be agreed upon in advance by the parties and must not exceed the prevailing rates charged to other parties by the supplier for similar 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 must 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 must 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 must 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 must promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier must, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract must be specified.
- 16.2 The supplier must furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments must be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated.

GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

- 17. Prices** 17.1 Prices charged by the supplier for goods delivered and services performed under the contract must 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** 18.1 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** 19.1 The supplier must not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts** 20.1 The supplier must notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, must 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 must 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 must 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 must 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 must 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, 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.

GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

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- 21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations must render the supplier liable to the imposition of penalties,

pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser must, 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 his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser must, 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 engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier must be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier must continue performance of the contract to the extent not terminated.

GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

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23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the

purchaser may regard the supplier as having no objection and proceed with the restriction.

- 23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, 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 a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website

GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

THE NATIONAL TREASURY: Republic of South Africa

24. Antidumping and countervailing duties and rights

- 24.1 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 State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference must 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 must 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 must promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier must continue to perform its obligations under the contract as far as is reasonably practical, and must seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties must make every effort to resolve amicably such dispute or difference by mutual consultation.

GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

THE NATIONAL TREASURY: Republic of South Africa

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Notwithstanding any reference to mediation and/or court proceedings herein,
(a) the parties must continue to perform their respective obligations under the contract unless they otherwise agree; and
(b) the purchaser must pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

28. Limitation of Liability	28.1	<p>Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p>(a) the supplier must not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion must not apply to any obligation of the supplier to pay penalties</p> <p>and/or damages to the purchaser; and</p> <p>(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, must not exceed the total contract price, provided that this limitation must not apply to the cost of repairing or replacing defective equipment.</p>
29. Governing Language	29.1	The contract must be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties must also be written in English.
30. Applicable Law	30.1	The contract must be interpreted in accordance with South African laws, unless otherwise specified.
31. Notices	31.1	<p>Every written acceptance of a bid must be posted to the supplier concerned by registered or certified mail and any other notice to him must 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 must be deemed to be proper service of such notice.</p> <p>GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT</p>
THE NATIONAL TREASURY: Republic of South Africa		
	31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, must be reckoned from the date of posting of such notice.
32. Taxes and Duties	32.1	A foreign supplier must be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
	32.2	A local supplier must be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
	32.3	No contract must 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.
	32.4	No contract must be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.
33. Transfer of Contracts	33.1	The contractor must not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser
34. Amendment of contracts	34.1	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof must 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 must be in writing, must also be in writing.

35. Prohibition of Restrictive practices

- 35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 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.
- 35.2 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.
- 35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with The public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractors(s) concerned.



CERTIFICATE OF INDEPENDENT PROPOSAL DETERMINATION

- 1 This Municipal Bidding Document (MBD) 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 Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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.



BERGRIVIER MUNICIPALITY

MBD9

CERTIFICATE OF INDEPENDENT PROPOSAL DETERMINATION

I, the undersigned, in submitting the accompanying documentation:

FQ 8/2/7-2018: Customer satisfaction survey 2017/18

Written quotation and Description

in response to the invitation for the bid/written quotation/**formal quotation** made by:

BERGRIVIER MUNICIPALITY

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

I certify, on behalf of: _____ that:

(Name of Bidder/Contractor)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" must 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

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.

- 6 The contractor has arrived at the accompanying proposal 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.
- 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 proposal;
 - e) the submission of a proposal which does not meet the specifications and conditions of the proposal; or
 - f) propose with the intention not to win the bid/formal quotation/written quotation.
- 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 invitation relates.
- 9 The terms of the accompanying bid/formal quotation/written quotation have not been, and will not be, disclosed by the contractor, 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 Contractor



BERGRIVIER MUNICIPALITY
CHECK LIST FOR COMPLETENESS OF BID DOCUMENT

The bidder must ensure that the following checklist is completed, that the necessary documentation is attached to this bid document and that all declarations are signed:

Non adherence to this checklist will invalidate your offer !

**Mark with "X" where applicable*

Items to be checked	Yes	No	Comments
1. Completed and signed all pages containing the details of bidder			
2. Valid and original tax clearance certificate attached to bid document or submitted the TCS PIN NUMBER Was the MAAA NR of CSD quoted on page 3			
3. Adhered to the pricing instructions (MBD 3.1)			
4. Completed and signed declaration of interest (MBD 4)			
5. Was all the Directors/Shareholders ID nrs quoted on MBD4			
6. Preference points claimed and signed declarations (MBD 6.1 where applicable)			
7. Signed MBD 7.1 where applicable.			
8. Signed declaration of bidder's past supply chain management practices (MBD 8)			
9. Prohibition of Restrictive Practices (MBD 9) be completed and signed			
9. A certified copy or original BBBEE certificate			
10. Latest municipal account of the bidder and its directors must be attached If the bidder is not responsible for the payment of municipal rates and/ services, details in support of this must be attached to this bid document e.g.lease agreement/ AFFADAVIT of no property.			

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME IN PRINT)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS CHECK LIST IS TRUE AND CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name



BERGRIVIER

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Enquiries: Mr. I. Saunders Ref: 6/1/1
E-mail: saundersl@bergmun.org.za

Tel: (022)913 6000 ext 6038

Fax: (022)913 1380

All Service Providers (SP's) and potential bidders

Dear Sir/Madam

Incomplete documentation in terms of bidding processes.

With reference to the judgment of the Supreme Court of Appeal case number 937/2012 Dr JS Moroka Municipality vs. Bertram (PTY) Limited 2013 JDR 2728 SCA the following:

“In our view the judgment supports the proposition that a Municipality determines the requirements for a valid tender and a failure to comply with the prescribed conditions of tender will result in such tender being disqualified as it would not be an 'acceptable tender' as defined in the Preferential Procurement Policy Framework Act 5 of 2000 unless the prescribed conditions are immaterial, unreasonable or unconstitutional.

Therefore, provided that the relevant tender document makes provision for **an original tax clearance certificate and/or any other certificates/documents** as a prescribed minimum prerequisite and/or peremptory requirement in order for such tender to be considered an 'acceptable tender' and to pass the threshold requirement for consideration and evaluation, and a tenderer fails to provide same, the Municipality would be within its rights to disqualify such tender/tenderer.”

Therefore BERGRIVIER Municipality will with immediate effect exclude all offers from bidders if the required documentation is not handed in/or attached with the original bidding documents.

**Municipal Manager
Adv Hanlie Linde**

22 February 2018



BERGRIVIER PLAASLIKE MUNISIPALITEIT
2017 OPNAME



DEEL 1: BEVOLKINGSTELLING

A IDENTIFIKASIE

Dit is verpligtend om Afdeling A van die vraelys te voltooi

- | | | |
|-----------------------------------|----------------------------------------------|---------|
| 1 Tipe Woning | (Kry die kode van die aangehegte lys) | DWG_TYP |
| 2 Veldwerkskode | (Vul u kode / nommer in) | SURV_ID |
| 3 Naam van Dorp | (Kry die kode van die aangehegte lys) | TOWN |
| 4 Sub-area LETTER op kaart | (Kry die kode / letter vanaf die dorpskaart) | MAP_ID |
| 5 Woonstel/ Straat | | |
| (a) Naam | | ADDRES |
| (b) Nommer | | NUMBER |
| 6 Plotnommer | | PLOT |
| 7 Wyksnommer | (Kry die kode / letter vanaf die dorpskaart) | WARD |

B BESONDERHEDE VAN HUISHOUDING

Die res van die vraelys kan slegs ingevul word indien daar iemand wat 18jaar en ouer is, tuis is en gewillig is om die inligting aangaande die bewoners van die woning te verskaf.

8 Is daar iemand (18jaar en ouer) tuis wat gewillig is om die vrae te beantwoord?
Indien JA vul "1" in en gaan voort met die res van die vraelys
in dien **Nee** vul "2" in en gaan voort na GEDEI (Yes = 1 or No = 2)

Enter 1 or 2

9 Is die huishoof die wettige eienaar van die woning of is hy/sy die huurder?
Dui aan in watter een van die kategorieë die hoof van die huis val.

1 Eienaar	2 Huurder	3 Bly verniet	4 Ander
-----------	-----------	---------------	---------

Enter 1,2,3 or 4

10 Is daar ('n) agterplaasbewoner (s) op die eiendom
(a) Vul in Ja = 1 of Nee = 2

Enter 1 or 2

(b) Indien JA, hoeveel agterplaasbewoners is daar?

Number

11 Watter taal word in die huis gepraat?

1 Afrikaans	2 Engels	3 Xhosa	4 Ander
-------------	----------	---------	---------

Enter 1,2,3 or 4

12 Hoeveel bewonders in die woning val in elk van die volgende kategorië?

Ouderdomme (in Jare)

- (a) 0 - 5
- (b) 6 -10
- (c) 11 - 20
- (d) 21 - 40
- (e) 41 - 60
- (f) 61 en ouer

Number

13 Hoveel jare woon die huishoof en/of die huidige bewoners by die bestaande adres?

Years

--	--

14 Indien korter as 5 jaar, waar het hy/ sy voorheeg gebly?

(Vul die kode/ nommer op die lys in)

--	--

15 Hoveel van die inwoners het een of meer van die volgende gestremdhede (Laat die blokkie oop indien nie van toepassing)

- (a) Sien sleg
- (b) Hoor sleg
- (c) Praat moeilik
- (d) Loop moeilik
- (e) Onthou moeilik
- (f) Selfversoring moeilik
- (g) Gebruik brille of kontaklense
- (h) Gebruik gehoorapperaat
- (i) Gebruik staf, loopraam of krukke
- (j) Gebruik wielstoel
- (k) Verstandelik of psiegies gestremd
- (l) Ander (Spesifiseer)

Tick

Dis_1	
Dis_2	
Dis_3	
Dis_4	
Dis_5	
Dis_6	
Dis_7	
Dis_8	
Dis_9	
Dis_10	
Dis_11	
Dis_12	

DEEL 2: MUNISIPALE DIENSTE EVALUEERING

C EVALUEERING VAN DIENSTE

16 Hoe sal u die algehele lewering en kwaliteit van elk van die dienste gelewer deur die munisipaliteit beskryf: Kies een van die volgende woorde:

Swak = 1, Ondergemiddeld = 2, Gemiddeld = 3, Bogemiddeld = 4, Uitstekend = 5, Weet nie = 0

Indien u die siens as swak, ondergemiddeld en gemiddeld beskryf, kies een of meer redes vir elke diens

16.1 Ingenieursdienste			
16.1.1 Paaie en Strate	Algehele Punt	Eng_1	<input type="checkbox"/>
Teer paaie	Merk af	Eng_2	<input type="checkbox"/>
Herseel paaie (Verbeter kwaliteit van padoppervlakte)	Merk af	Eng_3	<input type="checkbox"/>
Maak slaggate reg	Merk af	Eng_4	<input type="checkbox"/>
Vee van strate	Merk af	Eng_5	<input type="checkbox"/>
Voorsien straatname, verkeerstekens and -merkers	Merk af	Eng_6	<input type="checkbox"/>
Bou spoedwalle	Merk af	Eng_7	<input type="checkbox"/>
Ander (Spesifiseer)	Merk af	Eng_8	<input type="checkbox"/>
.....			
Straatnaam:.....			
16.1.2 Straatligte	Algehele Punt	Eng_9	<input type="checkbox"/>
Installeer straatligte (geen ligte in straat)	Merk af	Eng_10	<input type="checkbox"/>
Voorsien addisionele straatligte	Merk af	Eng_11	<input type="checkbox"/>
Vervang ligte - foutief	Merk af	Eng_12	<input type="checkbox"/>
Vervang ligte - dof	Merk af	Eng_13	<input type="checkbox"/>
Ander (Spesifiseer)	Merk af	Eng_14	<input type="checkbox"/>
.....			
Straatnaam:.....			
16.1.3 Sypaadjies	Algehele Punt	Eng_15	<input type="checkbox"/>
Bou nog sypaadjies	Merk af	Eng_16	<input type="checkbox"/>
Herseel sypaadjies	Merk af	Eng_17	<input type="checkbox"/>
Maak sypaadjies wyer	Merk af	Eng_18	<input type="checkbox"/>
Hou sypaadjies skoon van vullis	Merk af	Eng_19	<input type="checkbox"/>
Hou sypaadjies skoon van onkruid	Merk af	Eng_20	<input type="checkbox"/>
Ander (Spesifiseer)	Merk af	Eng_21	<input type="checkbox"/>
.....			
Straatnaam:.....			
16.1.4 Stormwater	Algehele Punt	Eng_22	<input type="checkbox"/>
Voorsien stormwaterkanaalrandstene	Merk af	Eng_23	<input type="checkbox"/>
Hou stormwaterkanale en dreine skoon	Merk af	Eng_24	<input type="checkbox"/>
Vergroot kapasiteit van bestaande stormwaterkanale	Merk af	Eng_25	<input type="checkbox"/>
Ander (Spesifiseer)	Merk af	Eng_26	<input type="checkbox"/>
.....			
Straatname:.....			

16.1.5	Elektrisiteitvoorsiening	Algehele Punt	Eng_27	<input type="checkbox"/>
	Vervang foutiewe/ ou elektriese infrastruktuur ingesluit meters	Merk af	Eng_28	<input type="checkbox"/>
	Bespoedig voorsiening van elektriese aansluitings	Merk af	Eng_29	<input type="checkbox"/>
	Voorsien addisionele infrastruktuur	Merk af	Eng_30	<input type="checkbox"/>
	Vergroot kapasiteit (om kragonderbrekings te verhoed)	Merk af	Eng_31	<input type="checkbox"/>
	Verminder die prys van elektrieseiteit	Merk af	Eng_32	<input type="checkbox"/>
	Herstel aansluiting na kragonderbrekings	Merk af	Eng_33	<input type="checkbox"/>
	Ander (Spesifiseer)	Merk af	Eng_34	<input type="checkbox"/>
.....				
16.1.6	Watervoorsiening	Algehele Punt	Eng_35	<input type="checkbox"/>
	Voorsien addisionele infrastruktuur	Merk af	Eng_36	<input type="checkbox"/>
	Vergroot kapasiteit (van Reservoirs en bronne)	Merk af	Eng_37	<input type="checkbox"/>
	Onderhou infrastruktuur (herstel lekplekke en foutiewe meters)	Merk af	Eng_38	<input type="checkbox"/>
	Bespoedig voorsiening van aansluitings	Merk af	Eng_39	<input type="checkbox"/>
	Verbeter kwaliteit van water	Merk af	Eng_40	<input type="checkbox"/>
	Verminder die prys van water	Merk af	Eng_41	<input type="checkbox"/>
	Verbeter toegang tot water / afstand na naaste kraan	Merk af	Eng_42	<input type="checkbox"/>
	Herstel lae waterdruk	Merk af	Eng_43	<input type="checkbox"/>
	Herstel gebarste pype	Merk af	Eng_44	<input type="checkbox"/>
	Ander (Spesifiseer)	Merk af	Eng_45	<input type="checkbox"/>
.....				
16.1.7	Sanitasievoorsiening	Algehele Punt	Eng_46	<input type="checkbox"/>
	Voorsien spoeltoilette en die nodige infrastruktuur	Merk af	Eng_47	<input type="checkbox"/>
	Bespoedig voorsiening van aansluitings	Merk af	Eng_48	<input type="checkbox"/>
	Vergroot rioolwerkekapasiteit	Merk af	Eng_49	<input type="checkbox"/>
	Onderhou infrastruktuur (Herstel blokkasies)	Merk af	Eng_50	<input type="checkbox"/>
	Gee aandag aan slegte reuke	Merk af	Eng_51	<input type="checkbox"/>
	Spoedige verwydering van blokkasies	Merk af	Eng_52	<input type="checkbox"/>
	Verminder die prys van rioldienste	Merk af	Eng_53	<input type="checkbox"/>
	Ander (Spesifiseer)	Merk af	Eng_54	<input type="checkbox"/>
.....				
16.1.8	Vullisverwydering	Algehele Punt	Eng_55	<input type="checkbox"/>
	Vullisverwyderingfrekwensie	Merk af	Eng_56	<input type="checkbox"/>
	Skoon en onderhoud van straatvullisdromme	Merk af	Eng_57	<input type="checkbox"/>
	Voorsien meer vullisdromme	Merk af	Eng_58	<input type="checkbox"/>
	Voorkom onwettige rommelstrooiery	Merk af	Eng_59	<input type="checkbox"/>
	Implementeer herwinning	Merk af	Eng_60	<input type="checkbox"/>
	Verwydering van tuin vullis	Merk af	Eng_61	<input type="checkbox"/>
	Ander (Spesifiseer)	Merk af	Eng_62	<input type="checkbox"/>
.....				

16.2 Munisipale Fasiliteite

16.2.1 Ontspanningsfasiliteite en Speelparke

	Algehele Punt
Voorsien addisionele sportvelde	Merk af
Gradeer sportvelde op	Merk af
Voorsien skuduwee by sportvelde (plant bome)	Merk af
Verskuif sportveld/ ontspanningsfasiliteite	Merk af
Onderhou en hou sportvelde skoon	Merk af
Voorsien en onderhou ontspanningtoerusing vir speelparke	Merk af
Maak speelparke veilig vir kinders	Merk af
Onderhou en hou speelparke skoon	Merk af
Onderhou munisipale swembad	Merk af
Hou munisipale swembad skoon	Merk af
Ander (Spesifiseer)	Merk af

Fac_1
Fac_2
Fac_3
Fac_4
Fac_6
Fac_7
Fac_8
Fac_9
Fac_10
Fac_11
Fac_12
Fac_13

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
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<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

.....
Naam van fasiliteit:

16.2.2 Orde: Karavaanparke/ Kampeerterreine

	Algehele Punt
Hou terrein en gebou skoon en netjies	Merk af
Onderhou toilette en storte (ablusie fasiliteite)	Merk af
Voorsien sekuriteit	Merk af
Voorsien skaduwee en landskapeer fasiliteit	Merk af
Ander (Spesifiseer)	Merk af

Fac_14
Fac_15
Fac_16
Fac_17
Fac_18
Fac_19

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

.....
Naam van fasiliteit:

16.2.3 Verfraaiing (Opruimtes/ Begraafplase / Strate)

	Algehele Punt
Onderhou en hou opruimtes skoon	Merk af
Onderhou en hou begraafplase skoon	Merk af
Voorsien en onderhou straatmeubels (bank en dromme)	Merk af
Plant bome en landskapeer begraafplase	Merk af
Plant bome en landskapeer strate	Merk af
Onderhou en hou munisipale geboue skoon	Merk af
Ander (Spesifiseer)	Merk af

Fac_20
Fac_21
Fac_22
Fac_23
Fac_24
Fac_25
Fac_26
Fac_27

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
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<input type="checkbox"/>

.....
Naam van Straat/ fasiliteit:

16.2.4 Biblioteke, Museums and Munisipale Geboue

	Algehele Punt
Voorsien gemeenskapsaal	Mer Tick
Verbeter biblioteekdiens	Merk af
Onderhou en hou biblioteek skoon	Merk af
Verbeter toegang tot die biblioteek	Merk af
Verbeter museumdiens	Merk af
Onderhou, hou museum skoon en ontwikkel musuem	Merk af
Verbeter toegang tot die museum	Merk af
Toepaslike gebruik van munisipale geboue	Merk af
Onderhou en hou munisipale geboue skoon	Merk af
Ander (Spesifiseer)	Merk af

Fac_28
Fac_29
Fac_30
Fac_31
Fac_32
Fac_33
Fac_34
Fac_35
Fac_36
Fac_36
Fac_37

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Naam van fasiliteit:

16.3	Sosiale en Ekonomiese Dienste		
16.3.1	Verkeersdienste	Algehele Punt	Sos_1
	Verbeter voertuigregistrasies en - lisensieering	Merk af	Sos_2
	Verbeter effektiwiteit van voertuiglisensiehernuwings	Merk af	Sos_3
	Sigbare patrolering	Merk af	Sos_4
	Beheer spoedvrate/ roekelose bestuurders	Merk af	Sos_5
	Vriendeliker diens	Merk af	Sos_6
	Verbeter padbystand (voertuig onklaar raak)	Merk af	Sos_7
	Ander (Spesifiseer)	Merk af	Sos_8
		
16.3.2	Nooddienste	Algehele Punt	Sos_9
	Verbeter beskikbaarheid	Merk af	Sos_10
	Verbeter reaksiestyd	Merk af	Sos_11
	Verbeter opleiding van nooddienspersoneel	Merk af	Sos_12
	Verbeter ondersteuning tydens noodsituasies	Merk af	Sos_13
	Ander (Spesifiseer)	Merk af	Sos_14
		
16.3.3	Bouplanbeheer en Goedkeurings	Algehele Punt	Sos_15
	Verkort goedkeuringstydpers	Merk af	Sos_16
	Uitreiking van Uitklaring- & Okkupasiesertifikaat inspeksie	Merk af	Sos_17
	Beter bewustheid van vereistes om bouplanne in te dien	Merk af	Sos_18
	Beter bewustheid van prosedure om bouplanaansoeke in te dien	Merk af	Sos_19
	Beter toegang tot status van bouplanevalueringsproses	Merk af	Sos_20
	Ander (Spesifiseer)	Merk af	Sos_21
		
16.3.4	Grondgebruiksbeplanning en - Beheer	Algehele Punt	Sos_22
	Verbeter grondgebruikaansoekproses (onderverdeling & hersone	Merk af	Sos_23
	Grondgebruikaansoekprosedure & vereistes duidelik uiteengesit	Merk af	Sos_24
	Beter toegang tot status van grondgebruikaansoekproses	Merk af	Sos_25
	Verbeter prosedure om soneringsertifikate uit te reik	Merk af	Sos_26
	Verbeter die korrektheid van soneringsertifikate	Merk af	Sos_27
	Beter bewustheid van ruimtelike beplanning voorstelle	Merk af	Sos_28
	Beter bewustheid van dorpsplanne	Merk af	Sos_29
	Verbeter proses van grondaankope en verhuring	Merk af	Sos_30
	Verbeter proses van grondwaardering	Merk af	Sos_31
	Verbeter eiendomsbelasting administrasie	Merk af	Sos_32
	Ander (Spesifiseer)	Merk af	Sos_32
		
16.3.5	Administrasie en kommunikasie	Algehele Punt	Sos_33
	Beter antwoorde op algemene navrae	Merk af	Sos_34
	Beter kommunikasie met die publiek	Merk af	Sos_35
	Beter finasiele administrasie	Merk af	Sos_36
	Beter vaardighede om rekening navrae te hanteer	Merk af	Sos_37
	Beter interne kommunikasie	Merk af	Sos_38
	Verlig finasiele las van werklose skuldenaars	Merk af	Sos_39
	Wyksraadslid dien nie gemeenskap nie	Merk af	Sos_40
	Verbeter effektiwiteit van wyksraadslide	Merk af	Sos_41
	Ander (Spesifiseer)	Merk af	Sos_42
		

16.3.6	Munisipale personeel	Algehele Punt	Sos_43	<input type="checkbox"/>
	Verbeter telefoonetiket	Merk af	Sos_44	<input type="checkbox"/>
	Verbeter vriendelikheid	Merk af	Sos_45	<input type="checkbox"/>
	Verbeter hulpvaardigheid	Merk af	Sos_46	<input type="checkbox"/>
	Verbeter vaardighede	Merk af	Sos_47	<input type="checkbox"/>
	Verbeter mate van respek waarmee mense hanteer word	Merk af	Sos_48	<input type="checkbox"/>
	Verbeter kundigheid oor munisipale aangeleenthede	Merk af	Sos_49	<input type="checkbox"/>
	Ander (Spesifiseer)	Merk af	Sos_50	<input type="checkbox"/>
.....				
16.3.7	Kommunikasie Voorkeure	Algehele Punt		
	Amptenaar by munisipale kantoor	Merk af	Sos_51	<input type="checkbox"/>
	Publieke vergaderings	Merk af	Sos_52	<input type="checkbox"/>
	Gemeenskapsontwikkelingswerkers	Merk af	Sos_53	<input type="checkbox"/>
	Pamflette & strooibiljette	Merk af	Sos_54	<input type="checkbox"/>
	SMS	Merk af	Sos_55	<input type="checkbox"/>
	Plaaslike Koerant	Merk af	Sos_56	<input type="checkbox"/>
	Municipale Rekeninge	Merk af	Sos_57	<input type="checkbox"/>
	Munisipale webtuiste	Merk af	Sos_58	<input type="checkbox"/>
	Sosiale Media (Facebook, Twitter)	Merk af	Sos_59	<input type="checkbox"/>
	Ander (Spesifiseer)	Merk af	Sos_60	<input type="checkbox"/>
.....				
16.4 Ontwikkelingsbehoefes				
NEEM KENNIS: Families met lae inkomste verdien minder as R4000 per maand of ontvang 'n staatspensioen				
GAP behuisung is vir families wat tussen R4000 en R15000 per maand verdien				
16.4.1	Behuisung	Algehele Punt	Dev_1	<input type="checkbox"/>
	Voorsien meer huise vir lae inkomste families	Merk af	Dev_2	<input type="checkbox"/>
	Help om swak geboude huise (voor 1996) te herstel	Merk af	Dev_3	<input type="checkbox"/>
	Voorsien meer GAP huise	Merk af	Dev_4	<input type="checkbox"/>
	Te min kamers	Merk af	Dev_5	<input type="checkbox"/>
	Voorsien toilet en badkamerfasiliteite	Merk af	Dev_6	<input type="checkbox"/>
	Ander (Spesifiseer)	Merk af	Dev_7	<input type="checkbox"/>
.....				
16.4.2	SMME (KMMO) /Plaaslike Ekonomiese Ontwikkeling	Algehele Punt	Dev_8	<input type="checkbox"/>
	Voorsien grond vir opkomende boere	Merk af	Dev_9	<input type="checkbox"/>
	Fasiliteer vennootskappe met kommersiële boere	Merk af	Dev_10	<input type="checkbox"/>
	Voorsien stalletjies (om in handel te dryf)	Merk af	Dev_11	<input type="checkbox"/>
	Eiedomsbelasting vir kleinsake ondernemings	Merk af	Dev_12	<input type="checkbox"/>
	Voorsien skure/ korwe vir klein vervaardigingsondernemings	Merk af	Dev_13	<input type="checkbox"/>
	Voorsien tegniese hul[Merk af	Dev_14	<input type="checkbox"/>
	Voorsien infrastruktuur vir vissermanne (skeepshelling)	Merk af	Dev_15	<input type="checkbox"/>
	Voorsien vissermanne om kwotas te bekom	Merk af	Dev_16	<input type="checkbox"/>
	Ander (Spesifiseer)	Merk af	Dev_17	<input type="checkbox"/>
.....				
16.4.3	Werkloosheid	Algehele Punt	Dev_18	<input type="checkbox"/>
	Voorsien meer werk	Merk af	Dev_19	<input type="checkbox"/>
	Voorsien / ondersteun vaardighedsontwikkelingsprogramme	Merk af	Dev_20	<input type="checkbox"/>
	Voorsien/ ondersteun volwassene onderrig	Merk af	Dev_21	<input type="checkbox"/>
	Ander (Spesifiseer)	Merk af	Dev_22	<input type="checkbox"/>
.....				

16.4.4	Opvoeding	Algehele Punt	Dev_23	<input type="checkbox"/>	
	Verbeter toegang to onderrig	Merk af	Dev_24	<input type="checkbox"/>	
	Verbeter onderhoud van skole/ onderrig fasiliteite	Merk af	Dev_25	<input type="checkbox"/>	
	Voorsien finansiële ondersteuning aan onderriginstansies	Merk af	Dev_26	<input type="checkbox"/>	
	Voorsien na-skoolsorg fasiliteite	Merk af	Dev_27	<input type="checkbox"/>	
	Ander (Spesifiseer)	Merk af	Dev_28	<input type="checkbox"/>	
.....					
16.4.6	Gesondheid	Algehele Punt	Dev_29	<input type="checkbox"/>	
	Voorsien kliniekgeboue	Merk af	Dev_30	<input type="checkbox"/>	
	Neem meer gesondheidspersoneel indiens	Merk af	Dev_31	<input type="checkbox"/>	
	Inspekteer varsvoedseleondernemings gereeld	Merk af	Dev_32	<input type="checkbox"/>	
	Pas gesondheidsregulasies toe	Merk af	Dev_33	<input type="checkbox"/>	
	Verbeter diens by gesondheidsfasiliteite	Merk af	Dev_34	<input type="checkbox"/>	
	Ent en steriliseer rondloper diere	Merk af	Dev_35	<input type="checkbox"/>	
	Ander (Spesifiseer)	Merk af	Dev_36	<input type="checkbox"/>	
.....					
16.4.7	Crèche	Algehele Punt	Dev_37	<input type="checkbox"/>	
	Voorsien geboue vir plaaslike crèches	Merk af	Dev_38	<input type="checkbox"/>	
	Voorsien opleiding en verrykingsprogramme	Merk af	Dev_39	<input type="checkbox"/>	
	Ondersteun plaaslike crèches met opvoedkundige materiaal	Merk af	Dev_40	<input type="checkbox"/>	
	Ander (Spesifiseer)	Merk af	Dev_41	<input type="checkbox"/>	
.....					
16.4.8	Jeugontwikkeling	Algehele Punt	Dev_42	<input type="checkbox"/>	
	Voorsien/ Ondersteun jeugontwikkelingsprogramme	Merk af	Dev_43	<input type="checkbox"/>	
	Skep werk	Merk af	Dev_44	<input type="checkbox"/>	
	Voorsien sosiale programme	Merk af	Dev_45	<input type="checkbox"/>	
	Beveg dwelm misbruik	Merk af	Dev_46	<input type="checkbox"/>	
	Voorsien sport en ontspanningsfasiliteite	Merk af	Dev_47	<input type="checkbox"/>	
	Neem 'n jeugkoördineerder in diens	Merk af	Dev_48	<input type="checkbox"/>	
	Ander (Spesifiseer)	Merk af	Dev_49	<input type="checkbox"/>	
.....					
16.4.9	Sportontwikkeling	Algehele Punt	Dev_50	<input type="checkbox"/>	
	Voorsien/ondersteun sportontwikkelingsprogramme	Merk af	Dev_51	<input type="checkbox"/>	
	Ondersteun plaaslike sportklubs	Merk af	Dev_52	<input type="checkbox"/>	
	Ondersteun ontspanningsport	Merk af	Dev_53	<input type="checkbox"/>	
	Ander (Spesifiseer)	Merk af	Dev_54	<input type="checkbox"/>	
.....					
16.4.10	Toerisme Ontwikkeling	Algehele Punt	Dev_55	<input type="checkbox"/>	
	Bevorder toerisme	Merk af	Dev_56	<input type="checkbox"/>	
	Ondersteun plaaslike toerisme organisasies	Merk af	Dev_57	<input type="checkbox"/>	
	Ondersteun inisiatiewe wat werk skep in toerisme en onthaal	Merk af	Dev_58	<input type="checkbox"/>	
	Verbeter aanwysingsborde	Merk af	Dev_59	<input type="checkbox"/>	
	Bevorder erfenis (alle aspekte)	Merk af	Dev_60	<input type="checkbox"/>	
	Effektiewe en behulpsame toerisme buro's	Merk af	Dev_61	<input type="checkbox"/>	
	Ander (Spesifiek)	Merk af	Dev_62	<input type="checkbox"/>	
.....					
16.4.11	Spesifiseer enige ander behoefte wat aangespreek moet word in die gemeenskap deur die munisipaliteit				
		Oth_1	<input type="checkbox"/>	
		Oth_2	<input type="checkbox"/>	

.....	Oth_3	<input type="checkbox"/>
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17 Prioriteite		
17.1	Watter EEN van die volgende is die mees belangrikste diens waaraan die Plaaslike Munisipaliteit moet aandag gee in die volgende 5 jaar?	
17.1.1	Ekonomiese ontwikkeling/ Werkskeppng Merk af	Loc_1 <input type="checkbox"/>
17.1.2	Behuising vir families met lae inkomste (gesubsidieerd) Merk af	Loc_2 <input type="checkbox"/>
17.1.3	Gap Behuising (familie verdien tussen R4000 - R15000 per maa Merk af	Loc_3 <input type="checkbox"/>
17.1.4	Paaie en stormwater Merk af	Loc_4 <input type="checkbox"/>
17.1.5	Elektrisiteit Merk af	Loc_5 <input type="checkbox"/>
17.1.6	Drinkwater Merk af	Loc_6 <input type="checkbox"/>
17.1.7	Riool Merk af	Loc_7 <input type="checkbox"/>
17.1.8	Vullisverwydering Merk af	Loc_8 <input type="checkbox"/>
17.2	Watter EEN van die volgende is die mees belangrikste diens wat op Provinsiale en Nasionale Regeringsvlak moet aandag geniet in die volgende 5 jaar?	
17.2.1	Onderrig Merk af	Prov_1 <input type="checkbox"/>
17.2.2	Misdaad voorkoming/ Veiligheid en Sekuriteit Merk af	Prov_2 <input type="checkbox"/>
17.2.3	Ekonomiese ontwikkeling/ Werkskepping Merk af	Prov_3 <input type="checkbox"/>
17.2.4	Sport Merk af	Prov_4 <input type="checkbox"/>
17.2.5	Gesondheid Merk af	Prov_5 <input type="checkbox"/>
17.2.6	Ondersteuning van opkomende boere Merk af	Prov_6 <input type="checkbox"/>
17.2.7	Ondersteuning om viskwotas te bekom Merk af	Prov_7 <input type="checkbox"/>
DEEL 3: OPNAME BESONDERHEDE		
18	Kies 'n rede waarom die vraelys nie ten volle voltooi is nie	Reason <input type="checkbox"/>
	1 = Nie toepaslik nie (as die vraelys ten volle voltooi is)	
	2 = Niemand tuis nie	
	3 = Wyer om saam te werk	
	4 = Vakante erf	
	5 = Ander (Spesifiseer asseblief)	
	
	

KODELYS

Dorp

- 1 Aurora
- 2 Dwarskersbos
- 3 Eendekuil
- 4 Goedverwacht
- 5 Piketberg
- 6 Porterville
- 7 Redelinghuis
- 8 Velddrif
- 9 Wittewater
- 10 Landelike Areas

Tipe Wonings

- 1 Huis (alleenstaande)
- 2 Dorps of skakelhuis
- 3 Aftree eenheid in aftreekompleks
- 4 Informele woning (shack)
- 5 Hotel/ losies huis/ koshuis/ kampong
- 6 Ander

Vorige woonplek

- 1 Elders in die dorp
- 2 In 'n **ander dorp** in die Bergrivier Munisipaliteit
- 3 Op 'n **plaas** in **Bergrivier Munisipaliteit**
- 4 Elders in **Suid Afrika**
- 5 In 'n **ander land** as Suid Afrika

Rede waarom afdeling A nie voltooi is nie

- 1 Niemand tuis nie
- 2 Weier om saam te werk
- 3 Vakant
- 4 Ander