



**CITY OF TSHWANE METROPOLITAN MUNICIPALITY**

**QUOTATION TO APPOINT A SERVICE PROVIDER TO SUPPLY AND DELIVER  
FEED FOR ANIMALS TO CITY OF TSHWANE NATURE RESERVE AND THE  
RESORTS OPERATIONS SECTION WITHIN THE ENVIRONMENT AND  
AGRICULTURE MANAGEMENT DEPARTMENT**

**QUOTATION NUMBER: Q 3-2022-23**

**NAME OF BIDDER: .....**

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

**VENDOR NUMBER: .....**  
**(compulsory)**

Prepared by:  
City of Tshwane Metropolitan Municipality  
Tshwane House  
320 Madiba Street  
Pretoria  
0001

Tel: 012 358 9999

**CLOSING DATE**

**16 AUGUST 2022**

Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as it is a requirement from the National Treasury.



**CITY OF TSHWANE METROPOLITAN MUNICIPALITY**

**DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT**

Bids are hereby invited from suppliers for the following bid:

<b>Bid number</b>	<b>Description</b>	<b>Department</b>	<b>Contact persons</b>	<b>Compulsory briefing session</b>	<b>Closing date</b>
Q 3-2022-23	QUOTATION TO APPOINT A SERVICE PROVIDER TO SUPPLY AND DELIVER FEED FOR ANIMALS TO CITY OF TSHWANE NATURE RESERVE AND THE RESORTS OPERATIONS SECTION WITHIN THE ENVIRONMENT AND AGRICULTURE MANAGEMENT DEPARTMENT	Environment and Agriculture Management	Emersija Barkhuizen	Date: 8 August 2022 Time: 10:00 Venue: Rooihuiskraal Historical Terrain, Rooihuiskraal road nearest corner Theuns van Niekerk street Rooihuiskraal North Centurion	16 August 2022 @ 10:00

The document is downloadable on the e-Tender Portal:

<https://www.etenders.gov.za/Home/opportunities?id=1>

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

**City of Tshwane Metropolitan Municipality  
Tshwane House  
320 Madiba Street  
Pretoria  
0002**

Documents must be deposited in the bid box not later than **10:00 on 16 August 2022** when the bids will be opened in public.

**Technical enquiries:** Emersija Barkhuizen at 012 358 1825 or [emerciat@tshwane.gov.za](mailto:emerciat@tshwane.gov.za)

**Supply chain enquiries:** Josia Masenya at 012 358 0658 or [josiasma@tshwane.gov.za](mailto:josiasma@tshwane.gov.za)

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

- Bids received after the closing date and time will not be considered. The City of Tshwane does not bind itself to accept the lowest or any other bid in whole or in part.
- **Bid documents must be completed using a black pen (not retyped or scanned).**
- Mistakes made on the price schedule must be crossed out in ink and each price alteration must be initialled.
- Price corrections may not be made with correction fluid, such as Tipp-Ex or a similar product.
- If correction fluid was used on any specific item price, such an item will not be considered. No correction fluid may be used on a bill of quantities where prices are calculated to arrive at a total amount. If correction fluid was used, the quotation as a whole will be repudiated.
- The City of Tshwane will reject the quotation if corrections are not made in accordance with the above.

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## **ENVIRONMENT AND AGRICULTURE MANAGEMENT**

### **QUOTATION TO APPOINT A SERVICE PROVIDER TO SUPPLY AND DELIVER FEED FOR ANIMALS TO THE CITY OF TSHWANE NATURE RESERVES AND RESORTS OPERATIONS SECTION WITHIN THE ENVIRONMENT AND AGRICULTURE MANAGEMENT DEPARTMENT**

#### **BID NUMBER**

(To be completed by the SCM Unit)

#### **1. INTRODUCTION AND PURPOSE**

The purpose of this letter is to request approval for a quotation to appoint a service provider to supply and deliver feed for animals to the City of Tshwane resorts Operations Section.

#### **2. BACKGROUND**

The City of Tshwane's resort operations staff conduct condition assessments to evaluate the condition of the animals to ensure that the animals stay in a prime condition.

The feeding is required to ensure these animals stay healthy and do not loose condition, especially in the winter months.

This is required for the following reasons:

##### **1. Supplement feeding to Rooihuiskraal and Derdepoort.**

- To fill the nutrient shortages in natural grazing especially in winter.
  - To ensure the survival of endangered species such as blue cranes and reptile park animals.
  - To help animals with the digestion of food, and to maintain the body weight and condition of game.
  - To feed animals in captivity.
  - To feed agricultural animals such as cattle, goats, chickens, horse, pigs and sheep

### 3. PROJECT SCOPE

The service provider will have to supply and deliver feed for animals to the City of Tshwane resorts.

The service can be required at any of the City of Tshwane's resorts.

The scope of work for the supply and delivery of feed for animals at the City of Tshwane's resorts is outlined as follows:

	DESCRIPTION	QUANTITIES	TOTAL REQUIRED
<b>3.1</b>	<b>Animal Feed</b>		
3.1.1	Lucerne <ul style="list-style-type: none"> <li>• Green A Grade</li> </ul>	1 x 25 kg Bales	700 Bales
3.1.2	ALLIn One Sheep Pellets <ul style="list-style-type: none"> <li>• Protein(min) 135g/kg</li> <li>• Protein from (max)NPN 350g/kg</li> <li>• Moisture(max) 120g/kg</li> <li>• Fat (max)70g/kg</li> <li>• Fibre (max) 150g/kg</li> <li>• Calcium(max) 100g/kg</li> <li>• Phosphorous (min)3g/kg</li> </ul>	50kg	50 bags
3.1.3	Trophy Block + Aloe <ul style="list-style-type: none"> <li>• Crude protein (min)150g/kg</li> <li>• Moisture (max)120g/kg</li> <li>• Crude fibre (max) 100g/kg</li> <li>• Calcium(min) 12/40/g/kg</li> <li>• Phosphorus (min)6.0g/kg</li> <li>• Magnesium 3.0g/kg</li> <li>• Sulphur 3.0g/kg</li> <li>• Potassium 15g/kg</li> <li>• Copper40mg/kg</li> <li>• Manganese500mg/kg</li> <li>• Zinc500mg/kg</li> <li>• Cobalt 1mg/kg</li> <li>• Iodine 11mg/kg</li> <li>• Selenium 4.5mg/kg</li> <li>• Biotin1.5mg/kg</li> <li>• Vitamin A 12000IU/kg</li> <li>• ME 8.2Mj/kg</li> </ul>	25kg	40 blocks
3.1.4	Salt licks <ul style="list-style-type: none"> <li>• Calcium (Ca)</li> <li>• Magnesium (Mg)</li> <li>• Sulphur (S)</li> <li>• Phosphorus (P)</li> <li>• Potassium (K)</li> <li>• Sodium (Na)</li> </ul>	50 kg	75 Licks
3.1.5	Complete Rabbit pellets (40kg) <ul style="list-style-type: none"> <li>• Protein(min) 160g/kg</li> <li>• Moisture(max) 120g/kg</li> </ul>	40kg	100 bags

	DESCRIPTION	QUANTITIES	TOTAL REQUIRED
	<ul style="list-style-type: none"> <li>• Fat (min) 25g/kg</li> <li>• Fibre(min)120g/kg</li> <li>• Fibre (max)170g/kg</li> <li>• Calcium (max)15g/kg</li> <li>• Phosphorus(min) 7g/kg</li> </ul>		
3.1.6	Magagro ostrich maintenance <ul style="list-style-type: none"> <li>• Protein(min)140g/kg</li> <li>• Total (min)7g/kg</li> <li>• Moisture(max)120g/kg</li> <li>• Fat (min)25g/kg</li> <li>• Fibre(max)300g/kg</li> <li>• Calcium(min)5g/kg</li> <li>• Calcium(max)10g/kg</li> <li>• Phosphorus (min) 4g/kg</li> </ul>	40kg	60bags
3.1.7	Phosphate block (25kg) <ul style="list-style-type: none"> <li>• Calcium (max) 120g/kg</li> <li>• Phosphate (min)60g/kg</li> <li>• Manganese 1200mg/kg</li> <li>• Copper 300mg/kg</li> <li>• Cobalt 3mg/kg</li> <li>• Iron 750mg/kg</li> <li>• Iodine 15mg/kg</li> <li>• Zinc 1200mg/kg</li> <li>• Selenium 3mg/kg</li> </ul>	25kg	12blocks
3.1.8	AllinOne Cattle Pellets (50kg) <ul style="list-style-type: none"> <li>• Protein(min) 135g/kg</li> <li>• Protein from (max)NPN 400g/kg</li> <li>• Urea (max)18g/kg</li> <li>• Moisture(max) 120g/kg</li> <li>• Fat (max)70g/kg</li> <li>• Fibre (max) 150g/kg</li> <li>• Calcium(max) 100g/kg</li> <li>• Phosphorous (min) 2.5g/kg</li> </ul>	50kg	20bags
3.1.9	Pig growth and sow (40kg) <ul style="list-style-type: none"> <li>• Protein (min)110g/kg</li> <li>• Total Lysine(min)6g/kg</li> <li>• Total Methionine(min)18g/kg</li> <li>• Moisture (max)120g/kg</li> <li>• Fat(min)25g/kg</li> <li>• Fibre(max)80g/kg</li> <li>• Calcium(min)5.5g/kg</li> <li>• Calcium(max)7g/kg</li> <li>• Phosphorus(min)4g/kg</li> </ul>	40kg	100kg
3.1.10	Bushveld cattle complete <ul style="list-style-type: none"> <li>• Protein (min) 120g/kg</li> <li>• % ex Urea 30.02</li> <li>• %NPN ex Urea 2.66</li> <li>• Urea (max)12.55g/kg</li> <li>• Other NPN (max) 2.4kg</li> <li>• Fibre (max)150g/kg</li> </ul>	40kg	20bags

	DESCRIPTION	QUANTITIES	TOTAL REQUIRED
	<ul style="list-style-type: none"> <li>Moisture (max)120g/kg</li> <li>Calcium (max)3.5g/kg</li> <li>Phosphorous(min) 3.5g/kg</li> <li>Fat(min)25g/kg</li> </ul>		
3.1.1 1	<b>Econogro broiler finisher</b> <ul style="list-style-type: none"> <li><b>Protein (min)160g/kg</b></li> <li><b>Total Lysine (min) 9g/kg</b></li> <li><b>Total Methionine(min)3.4g/kg</b></li> <li><b>Moisture(max)120g/kg</b></li> <li><b>Fat (min)25g/kg</b></li> <li><b>Fibre(max)70g/kg</b></li> <li><b>Calcium (max)10g/kg</b></li> <li><b>Phosphorous(min)4g/kg</b></li> </ul>	40kg	60bags
3.1.1 2	Rider cubes (40kg) <ul style="list-style-type: none"> <li>Protein(min)120g/kg</li> <li>Total lysine (min)6g/kg</li> <li>Total methionine(min)1.8g/kg</li> <li>Moisture (max)120g/kg</li> <li>Fat (min)25g/kg</li> <li>Fibre(max)120g/kg</li> <li>Calcium(min)12g/kg</li> <li>Calcium(max)15g.kg</li> <li>Phosphorus(min)6g/kg</li> <li>Vitamin A(min)10000IU/kg</li> <li>Vitamin D(min)1580IU/kg</li> <li>Vitamin E(min)100mg/kg</li> <li>Vitamin K(min)1mg/kg</li> <li>VitaminB1(min)10mg/kg</li> <li>Vitamin B2 (min)5mg/kg</li> <li>Vitamin B6 (min)2.5mg/kg</li> <li>Vitamin B12 (min)0.025mg/kg</li> <li>Folic acid (min)1.8mg/kg</li> <li>Niacin(min)10mg/kg</li> <li>Pantothenic acid (min)5mg/kg</li> <li>Choline(min)100mg/kg</li> <li>Biotin(min)0.125mg/kg</li> <li>Manganese(min) 20mg/kg</li> <li>Zinc (min)175mg/kg</li> <li>Copper (min)10mg/kg</li> <li>Iodine(min) 0.85mg/kg</li> <li>Selenium(min)0.1mg/kg</li> <li>Cobal 1(min)1mg/kg</li> <li>Chromium(min)0.25mg/kg</li> </ul>	40kg	24bags
3.1.1 3	Dog Pellets <ul style="list-style-type: none"> <li>Protein – 180 g/kg (Min)</li> <li>Crude Fat – 45 g/kg (Min)</li> <li>Crude Ash – 80 g/kg (Max)</li> <li>Crude Fibre – 45 g/kg (Max)</li> <li>Moisture – 100 g/kg (Max)</li> <li>Phosphorus – 6 g/kg (Min)</li> <li>Ca: P Ratio - 1.1 - 2: 1</li> </ul>	40 kg	65 Bags



	DESCRIPTION	QUANTITIES	TOTAL REQUIRED
3.1.1 4	Mixed Grain <ul style="list-style-type: none"> <li>• Crushed Maize</li> <li>• Sunflower seeds</li> <li>• Sorghum</li> <li>• Barley</li> <li>• Oats</li> <li>• Wheat Super A</li> </ul>	50 kg	5 Bags
3.1.1 5	Whole Mielies <ul style="list-style-type: none"> <li>• A Grade Whole Pip Mielies</li> </ul>	50 kg	10 Bags

#### 4. DELIVERABLES

A feeding programme will be supplied to the tenderer to ensure that the different items are delivered in accordance with a set schedule. However, some of the items must be delivered weekly / monthly.

The service provider must provide all the products and deliver it to applicable reserves and resorts

All feed must be of good quality and without any pests and/or mould.

##### 4.1. CONDITIONS OF THE ANIMAL FEED CONTRACT

- The service provider must fulfil the entire contract within the specified time frame.
- It is the responsibility of the service provider to deliver and off load the animal feed.
- It is the responsibility of the service provider to ensure that animal feed is of good quality. And to certify that none of the products are rotten and free of pests.
- It is the responsibility of the service provider to ensure that all legal requirements, if any, are met with the delivery of the animal feed.
- Preference will be given to companies in Gauteng'.

##### 4.2. TIME FRAMES

It will also be expected from the service provider to supply and deliver the animal feed within the time frames agreed upon beforehand.

## 5. STAGES OF EVALUATION

This bid will be evaluated in the following three stages:

- Stage 1: Administrative compliance
- Stage 2: Mandatory
- Stage 3: Preference point system

### 5.1 ADMINISTRATIVE COMPLIANCE

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

### 5.2 MANDATORY

- Bidder's relevant experience
  - 3 or more Completion certificate co-signed by the client or letter of recommendation of similar programmes for the delivery of feed

### 5.3. PREFERENCE POINT SYSTEM

The 80/20 preference point system, in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2017, will be applicable.

- 80 points for price
- 20 points for B-BBEE status (the service provider must submit a certified copy of the B-BBEE level rating certificate)

## 6. PRICING SCHEDULE

The price must include transport and delivery of each item to the nature reserves or resorts in City of Tshwane, as and when required.

	DESCRIPTION	QUANTITIES	TOTAL REQUIRED PER YEAR	Per item	Total per item, excluding VAT
6.1.1	Lucerne	1 x 25 kg Bales	700 Bales	Per item	R
6.1.2	AllinOne sheep pellets	50 kg	50 Bags	Per item	R
6.1.3	Trophy Block	25 kg	40 Blocks	Per item	R
6.1.4	Salt licks	50 kg	75 Licks	Per item	R
6.1.5	Complete Rabbit pellets	40 kg	100 bags	Per item	R

	DESCRIPTION	QUANTITIES	TOTAL REQUIRED PER YEAR	Per item	Total per item, excluding VAT
6.1.6	Magagro ostrich maintenance	40 kg	60 Bags	Per item	R
6.1.7	Phosphate block	25 kg	12 Blocks	Per item	R
6.1.8	AllinOne Cattle Pellets	50 kg	20bags	Per item	R
6.1.9	Pig growth and sow	40kg	100 Bags	Per item	R
6.1.10	Bushveld cattle complete	40kg	20 Bags	Per item	R
6.1.11	Econogro broiler finisher	40kg	60 Bags	Per item	R
6.1.12	Rider cubes	40kg	24 Bags	Per item	R
6.1.13	Dog Pellets	40kg	65 Bags	Per item	R
6.1.14	Mixed grain	50kg	75 Bags	Per item	R
6.1.15	<b>Whole Mielies</b>	40kg	40 Bags	Per item	R
	<b>TOTAL EXCLUDING VAT</b>				R
	<b>VAT</b>				R
	<b>TOTAL INCLUDING VAT</b>				R

## 7. MARKET ANALYSIS

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

The city further reserves the right to negotiate a market related price with a tenderer scoring the highest points.

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

**MBD1  
COMPULSORY  
PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>					
<b>QUOTATION NUMBER:</b>	Q 3-2022-23	<b>CLOSING DATE:</b>	16 August 2022	<b>CLOSING TIME:</b>	10:00
<b>DESCRIPTION</b>	QUOTATION TO APPOINT A SERVICE PROVIDER TO SUPPLY AND DELIVER FEED FOR ANIMALS TO CITY OF TSHWANE NATURE RESERVE AND THE RESORTS OPERATIONS SECTION WITHIN THE ENVIRONMENT AND AGRICULTURE MANAGEMENT DEPARTMENT				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS</b>					
City of Tshwane Metropolitan Municipality					
Tshwane House					
320 Madiba Street					
Pretoria					
<b>GPS coordinates:</b> 25.750151°S, 28.173666°E					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
<b>SIGNATURE OF BIDDER</b>	.....		<b>DATE</b>		
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	Supply Chain Management		CONTACT PERSON	Emersija Barkhuizen	
CONTACT PERSON	Josia Masenya				
TELEPHONE NUMBER	012 358 0658		TELEPHONE NUMBER	012 358 1825	
			E-MAIL ADDRESS	<a href="mailto:emerciat@tshwane.gov.za">emerciat@tshwane.gov.za</a>	
E-MAIL ADDRESS	<a href="mailto:josiasma@tshwane.gov.za">josiasma@tshwane.gov.za</a>				

# MBD1 COMPULSORY

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1.</b>	<b>BID SUBMISSION:</b>	
1.1	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b>	
1.3	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
<b>2.</b>	<b>TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
<b>3.</b>	<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2	DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.		

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

**MBD 4  
COMPULSORY**

**DECLARATION OF INTEREST**

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

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

(a) a member of –

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

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

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

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in

the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.

.....  
.....

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

3.10.1 If yes, furnish particulars.

.....  
.....

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

3.11.1 If yes, furnish particulars.

.....  
.....

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

3.12.1 If yes, furnish particulars.

.....  
.....

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

3.13.1 If yes, furnish particulars.

.....  
.....

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

3.14.1 If yes, furnish particulars:

.....  
.....



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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

## COMPULSORY

### 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 (all applicable taxes included); and
- 1.2 The value of this bid is estimated **not to exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contribution.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	100

- 1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE 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) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

- (e) **“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;
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (h) **“contract”** Error! Bookmark not defined. means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);
- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

##### 80/20

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

Where

P<sub>s</sub> = Points scored for comparative price of bid under consideration

P<sub>t</sub> = Comparative price of bid under consideration

P<sub>min</sub> = Comparative price of lowest acceptable bid

### 5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 5.1 In terms of Regulation 5 (2) and 6 (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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 5.2 A bidder who qualifies as an EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 5.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1**

7.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

<b>Designated Group: An EME or QSE which is at least 51% owned by:</b>	<b>EME</b>	<b>QSE</b>
	√	√
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		
<b>OR</b>		
Any EME		
Any QSE		

**8. SUB-CONTRACTING**

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

*(Tick applicable box)*

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

8.1.1 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.

*(Tick applicable box)*

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

**9. DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm: .....

9.2 VAT registration number: .....

9.3 Company registration number: .....

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

**Municipality where business is situated:** .....

**Registered Account Number:** .....

**Stand Number:** .....

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

9.9 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

**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:	.....



**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

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

1. I..... in my capacity as..... accept your bid under reference number .....dated.....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)

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

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. ....

2. ....

DATE: .....

**COMPULSORY**

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

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

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

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

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Municipality / Municipal Entity)

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

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