



**CITY OF TSHWANE METROPOLITAN MUNICIPALITY**

**ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR THE  
REMOVAL OF BEES FROM THE CITY OF TSHWANE INFRASTRUCTURE IN  
ALL SEVEN REGIONS**

**QUOTATION NO: Q39-2024/25**

**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**

**21 FEBRUARY 2025**

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



CITY OF TSHWANE  
METROPOLITAN MUNICIPALITY

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

**BIDS ARE HEREBY INVITED FROM SUPPLIERS FOR THE FOLLOWING BID:**

Bid No	Description	Dept.	Contact Officials	Compulsory Briefing Session	Closing date
Q39-2024/25	<b>ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR THE REMOVAL OF BEES FROM THE CITY OF TSHWANE INFRASTRUCTURE IN ALL SEVEN REGIONS</b>	EAM	Josia Masenya (012) 358 0658 <a href="mailto:josiasma@tshwane.gov.za">josiasma@tshwane.gov.za</a>  Shane Paul or (012) 358 6090 <a href="mailto:ShaneP@tshwane.gov.za">ShaneP@tshwane.gov.za</a>	<b>Date:</b> 13 February 2025  <b>Time:</b> 11:00  <b>Venue:</b> City of Tshwane Municipal Nursery, Nic van Vuuren Place, Philip Nel Park  Coordinates: - 25.7406954815248 74, 28.1562249250409 88	21 February 2025 at 10:00

**THE DOCUMENT IS DOWNLOADABLE ON E-TENDER**

Each Quotation shall be enclosed in a sealed envelope, bearing the correct identification details and shall be placed in the tender box located at:

**TSHWANE HOUSE  
320 MADIBA STREET  
PRETORIA  
0001**

Documents must be deposited in the bid box not later than **10:00 on the 21 February 2025** where bids will be opened in public.

**Technical enquiries: Shane Paul at (012) 358 6090 or [ShaneP@tshwane.gov.za](mailto:ShaneP@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**

- Received after the closing date and time will not be considered. CoT 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 re-typed 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 Tippex 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 Municipality will reject the quotation if corrections are not made in accordance with the above.

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## **ENVIRONMENT AND AGRICULTURE MANAGEMENT DEPARTMENT**

### **BID NAME**

### **APPOINTMENT OF A SERVICE PROVIDER FOR THE REMOVAL OF BEES FROM THE CITY OF TSHWANE INFRASTRUCTURE IN ALL SEVEN REGIONS**

### **BID NUMBER**

(Q39-2024-2025)

## **1. INTRODUCTION AND PURPOSE**

Quotation for the Removal of Bees from municipal infrastructure and re-establishment of the bees outside the residential areas on agriculture property or nature reserves for the City of Tshwane in all seven regions. The quotation will be used by all departments.

This service does not include bees which have established hives on private property, inside telecommunications infrastructure, inside and fibre network infrastructure or ESKOM infrastructure.

## **2. BACKGROUND**

Bees are an integral part of the survival of many plant species and critical for the pollination of fruit trees.

It would be ideal if the bees would nest only in natural areas and on agricultural farms, but this does not happen. Bees will create a beehive wherever they want and where they feel secure. Due to this fact bees form hives all over the city in infrastructure belonging to the City of Tshwane.

This causes problems in the city when infrastructure cannot be repaired or maintained. In many cases the water and electrical metres cannot be read causing unhappiness with paying customers.

In many cases the bees cannot be removed and the only way out is to terminate the beehive with chemicals. There are however many situations where beehives can be rescued and relocated to nature reserves or agricultural farms outside of the urban residential boundaries.

However, this can be a longer and more complicated process to remove the bees but it will have its own environmental benefits for society in the future.

The essential service will be procured over a period of 1 year or while funding is available, on an as and when required basis. The service will be required by most departments of the city requiring the beehives to be removed from the municipal infrastructure managed by them.

The Department is seeking one bidder to provide the service on the quote for a period of 1 year across all 7 regions.

### **3. PROJECT SCOPE**

The bidders must comply with all the specifications of the quote to be able to qualify as well as the general specifications, conditions and mandatory requirements.

The quote is only for the conservation of the bees, meaning the removal of the beehive and re-establishment of the hives outside of the Tshwane residential boundaries.

The bidder must be committed to the saving and re-location of the beehives. A service provider who only provides a pest control service will not be suitable for this service.

In many cases it is impossible to save the bees as they are in a place where the queen bee cannot be reached, or the bees are invader bees and by law need to be destroyed. In situations where the beehive must be destroyed this will then be carried out by the City of Tshwane Pest Control operators.

#### **3.1 Qualifications of Pest Control Operators**

The following certificate are required to be able to bid. If the bidder does not provide proof of the following certificates, their bid will not be considered.

The Beekeeper must be in possession of a membership certificate of South African Bee-Farmers' Co-operative Limited as in accordance with the Agriculture Pests Act, 1983 (Act No. 36 of 1083), Control measures relating to Honeybees.

<b>Service Required</b>	<b>Certificate</b>
The removal and re-establishment of bees	membership certificate of a bee keeping association or registration as a beekeeper.

#### **3.2 Vehicles, Spraying Equipment and personnel required.**

A bidder will be required to have the following available for the duration of this tender. If a bidder does not comply with the minimum requirement they will not qualify.

- 3.2.1 All labour, vehicles and equipment required for the service must be available for the duration of the quote.
- 3.2.2 The bidder must have the following equipment available to provide a service:
  - Bee Smokers, Brushes and catch boxes, bee vacuum equipment, beehives, transport boxes.
- 3.2.3 Vehicles- the bidder must have at least one light delivery vehicles available for this quote.
- 3.2.4 Personnel: there must be a beekeeper available. This can be a one-man operation consisting just of a beekeeper or more.
- 3.2.5 The bidder must have an email to receive Purchase orders. The beekeeper must have cellular phone communication so that the project manager will be able to communicate instructions during normal working hours.
- 3.2.6 The bidder must be in possession of a bee's keepers suit; the whole body must be covered from head to toe, gloves and hat with a veil, so that the person is protected.
- 3.2.7 The bidder must be in possession of signage that can be placed on site warning the public that there is a pest control action in process and that they must not enter the area – DANGER - BEE REMOVAL IN PROGRESS
- 3.2.8 The bidder must have access to long extension ladders (10 to 12 feet) as sometimes the bees may be high up in a tree or on the side of a building or roof and even a chimney.
- 3.2.9 The Department requiring the bee removal must supply a cherry picker, if one is required to remove the bees from areas where a ladder is too short. The Project Manager must coordinate with the service provider on the time and availability of the cherry picker. This does not influence the bidders cost.

### **3.3 Work hours and Operational arrangements.**

- 3.3.1 The bidder may carry out work after the bees have settled in for the night and before they leave the hive in the morning as during the day up to a third of the bees in the colony are out foraging and will not effectively be removed.
- 3.3.2 Work must be completed within the time limits specified under the heading: Description of sites and operational procedures. The following factors will extend the time limits:
  - (a) Rain, wind and other unfavorable weather conditions  
This progress information must be communicated to the project manager within 24 hours after receiving the spraying order.
- 3.3.3 Note that most of the City of Tshwane department's offices hours vary between 07:00 and 16:00. Work in buildings may be required to be done only after 16:00. Arrangements will need to be made between the bidder and the project manager from the building or depot manager to gain access to the property.

### 3.4. DESCRIPTION OF VARIOUS SITES AND OPERATIONAL PROCEDURES

The bidder will be required to carry out work orders on various sites and follow different operational procedures.

A bee suite, gloves and hat with facial covering must be worn at all times by the beekeeper.

Time limit: Reaction time is within 24 hours after receiving the request from the Department.

In cases where catch boxes are to be used then the process may take more than 10 days from the time of the instillation of the catch boxes on a site.

Various site where the bees are found within the city and various departments infrastructure. The bidder must inform the Project Manager of the possible/ or required damage to the infrastructure that may be caused.

The bidder will not be required to carry out repairs if both parties have signed off and are aware of the repair cost implications.

Item	Site	Bees at the Cemetery, Parks and Sports grounds
1	Description of the problem	<ul style="list-style-type: none"> <li>• Beehives under tombstones</li> <li>• Beehives in the grave</li> <li>• Beehives under rocks,</li> <li>• Beehives in old termite holes</li> <li>• Beehives in irrigation boxes in the ground</li> <li>• Beehives inside post and rail fences</li> <li>• Beehives inside fence and gate poles</li> <li>• Beehives under water features</li> <li>• Beehives in flood lights (some sport fields have very high flood lights)</li> </ul>
2	Site	<b>Trees – including street trees</b>
	Description of the problem	<ul style="list-style-type: none"> <li>• Beehive underneath the stump of the tree between the roots.</li> <li>• Beehives in holes in tree stumps and trunks</li> <li>• Beehives on the tree in the branches</li> </ul>
3	Site	<b>Underground utility services</b>
	Description of the problem	<ul style="list-style-type: none"> <li>• Beehives in drains under sewerage manholes</li> <li>• Beehives in storm water drains and under manholes</li> <li>• Beehives in storm water pipes</li> <li>• Inside the new plastic type water metres above ground.</li> </ul>

		<ul style="list-style-type: none"> <li>• Water metre boxes underground (especially Region 4)</li> <li>• Water main boxes under ground</li> </ul>
<b>4</b>	<b>Site</b>	<b>Electrical Infrastructure</b>
	Description of the problem	<ul style="list-style-type: none"> <li>• Beehives inside lamp poles</li> <li>• Beehives on the top of the lamp poles</li> <li>• Beehives in an electrical metre box</li> <li>• Beehives in or underneath a mini-substation or transformer.</li> <li>• Beehives in the electronic control boxes of robots</li> <li>• Beehives in the robot's poles</li> <li>• Beehives in the robots</li> <li>• Beehives inside the poles of road traffic signage.</li> </ul>
<b>5</b>	<b>Site</b>	<b>Buildings</b>
	Description of the problem	<ul style="list-style-type: none"> <li>• Beehives between walls – inside the double brick walls.</li> <li>• Beehives inside the ceilings</li> <li>• Beehives inside chimneys</li> </ul>

In all the above situations the bees can either be smoked out, vacuumed out or catch boxes can be used to entice the hive into the box.

In all situations signage must be installed and barrier tape to keep people away and from getting hurt.

The site must be cleaned up afterwards of all honeycombs, dead bees and any other materials used on the site. The area must be sterilized with Jeyes fluid afterwards.

#### **Process of removing the bees where electrical infrastructure is involved:**

- No bidder may try to removed the bees without a person from the Electricity Department being present. If the substation or electrical meter box has to be opened and the power has to be switched off, this can only be done by an electrician of the Electricity Department.
- No liquid may be sprayed into an electrical box; only smoke may be used.
- The bidder must make arrangements with Electricity Department for a time to meet for them to un-lock the substation or metre box or for the power to be cut. The cost of the City of Tshwane electrician is for the City of Tshwane and it will be in many cases the Electricity Department which will need to respond. Sometime there are electrical boxes and electrical kiosks inside a department's grounds.
- The outside area must be sprayed with jeyes fluid afterwards to sterilize the area so that the bees do not return.

- The removal of honeycombs and bees may only be done in the presence of an electrician of the Electricity Department who has switched off the power and declared the area safe. If the area is not safe, then clean up only what is outside of the box or pole.

### **3.5 COMPLAINT PROCEDURES**

This service will operate as follows.

- The City of Tshwane will receive the complaints from the public. Details of where the bees are, will be obtained. The department thinks that the bees have a chance of being saved, then the bidder will be contacted. If the bidder confirms that the bees do have a chance, then an official order will be issued to the bidder.

### **3.6 RELOCATION SITE**

Removal of honeybees from a site and relocated to agricultural land, nature reserve which is not in the vicinity of a residential area.

- The hive must be placed 100 metres from the nearest residential dwelling.
- In cases where the CoT wants the bees to be established in a nature reserve the beehive box must be provided by the bidder and the process of establishment followed, which includes visits to the site. (ITEM 6)

### **3.7 PUBLIC SAFETY PROCEDURES**

3.7.1 The bidder will be required to place out warning signs when bees are being controlled.

3.7.2 The bidder may even be required to place barrier tape around the area to prevent members of the public from being hurt until the bees have been removed from the site.

3.7.3 Where applicable entrances to the nests must be sealed off after treatment as prescribe.

3.7.4 Bees may be removed at any time of the day as long as the safety of the public or animals in not threatened. In many cases it is only possible to remove bees from the nest after sunset.

3.7.5 If the bees are removed to private property, then the bidder must supply their own beehive.

## **4. DELIVERABLES**

The service will be required across all 7 Regions.

## **5. QUOTATION EVALUATION**

The Quotation will be evaluated in 3 phases:

- **Stage 1:** Administrative compliance
- **Stage 2:** Mandatory Requirements
- **Stage 3:** Preference Points System

## 5.1 STAGE 1 ADMINISTRATIVE COMPLIANCE

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

<b>Compulsory Returnable Documentation (Submission of these are compulsory)</b>	<b>Submitted (YES or NO)</b>	<b>Checklist (Guide for Bidder and the Bid Evaluation Committee)</b>
<p>a) To enable The City to verify the bidder's tax compliance status, the bidder must provide; <input type="checkbox"/> A copy of their Tax Clearance Certificate (TCS); or <input type="checkbox"/> Indicate their tax compliance status PIN.</p>		<p>TCS must be in the same business name as the bidding company. TCS must be valid. Tax status must be compliant before the award.</p>
<p>b) a copy of their Central Supplier Database (CSD) registration; or indicate their Master Registration Number / CSD Number;</p>		<p>CSD must be valid. Tax status must be compliant before the award.</p>
<p>c) Confirmation that the bidding company's rates and taxes are up to date: • Original or copy of Municipal Account Statement of the Bidder (bidding company) not older than 3 months and account must not be in arrears for more than ninety (90) days; or signed lease agreement. <b>In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councilors confirming they are residing in that area</b></p>		<p>Was a Municipal Account Statement or landlord letter provided for the bidding company? The name and / or addresses of the bidder's statement correspond with CIPC document, address on the CSD or company profile? Are all payment(s) up to date (i.e. not in arrears for more than 90 days)?</p>
<p>d) Duly Signed and completed MBD forms (MBD 1, 4,8 and 9) The person signing the bid documentation must be authorised to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.</p> <p><b>NB: Bidders must ensure that the directors, trustees, managers, principle shareholders, or stakeholders of this company</b></p> <p><b>declare any interest in any other related companies or business whether or not they are bidding for this contract. <u>See Question 3.14 of MBD 4. Failure to declare interest will result in a disqualification</u></b></p>		<p>All documents fully completed (i.e. no blank spaces)? All documents fully signed? Signature authorised (any director / member / trustee as indicated on the CIPC document, alternatively a delegation of authority would be required? Documents completed in black ink (i.e. no "Tippex" corrections, no pencil, no other colour ink, or <b>none submission of the above</b>,will be considered)?</p>

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>e) Joint Ventures (JV) – (Only applicable when the bidder tender as a joint venture)</p> <ul style="list-style-type: none"> <li>• Where the bidder bid as a Joint Ventures (JV), the required or relevant documents as per (a) to l above must be provided for all JV parties.</li> <li>• In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties.</li> <li>• Note: It is a condition of this bid that the successful bidder will continue with same Joint Venture (JV) for the duration of the contract, unless prior approval is obtained from The City.</li> </ul>		<p>If applicable. JV agreement provided? JV agreement complete and relevant? Agreement signed by all parties? All required documents as per (i.e. a to e) must be provided for all partners of the JV.</p>
<p>Bidder attended a compulsory briefing session where applicable</p>		<p>A compulsory briefing register must be signed by the bidder.</p> <p><b>Bidders will be disqualified should they fail to attend compulsory briefing session</b></p>
<p>Pricing schedule (All items must be quoted for in pricing schedule and if not all items are quoted the bidder will be disqualified). Unless the tender is awarded per item or per section where the bidder only quoted the items or sections they are interested in.</p>		<p>Incomplete pricing schedule results in totals being incomparable. Bidder must be disqualified.</p> <p><b>Bidder will be disqualified should they make corrections on the price schedule without attaching a signature thereto.</b></p> <p><b>Bidder will be disqualified should they use tippex/ correction ink, on the price schedule.</b></p>

## 5.2 STAGE 2 MANDATORY COMPLIANCE

The quote will be evaluated as follows:

- The quote will be awarded to one service provider.
- Bidders who fail to hand in the mandatory documents will result in their quote being disqualified.

## MANDATORY RETURNABLE DOCUMENTS FOR THE REMOVAL AND RE-ESTABLISHMENT OF BEES

	Description of tender returnable document	Mandatory Returnable Documents	Check list
1	Association membership Certificate	Certified Copies of membership of the Bee Keeping Association or registration as a beekeeper.	
2	Vehicles	Copies of the licensing papers or lease agreement of the one vehicle (enclosed LDV- Bakkie) you are making available for this quote. Photos of the vehicle as a whole also, showing the numberplate	
3	Bee keeping equipment	The bidder must have the following equipment available to provide a service as specified by this section: Smokers, Brushes, trap boxes and bee suites. Photos must be included of the available equipment.	
4	Prior Experience with relevance to beehive removal and relocation	The bidder must supply 2 signed reference letters from companies they have provided a bee removal service to before. It must be on the company's letterhead and must be signed and dated by an authorised official. The letter must specify a summary of the contract or service provided and supply and the start and end date of the contract must be stated. If it was a once off service supply, then it must be stated with the date of supply. The reference must be less than 5 years old.	

### 5.3 STAGE 3 PREFERENTIAL POINT SYSTEM

- 1) Bidders are required to submit supporting documents for their bids to claim the specific goal points.
- 2) Non-compliance with specific goals will not lead to disqualification but bidders will not be allocated specific goal points. Bidders will score points out of 80 for price only and zero (0) points out of 20 for specific goals.
- 3) Cot shall act against any bidder or person when it detects that the specific goals were claimed or obtained on a fraudulent basis.

The specific goal for this bid is outlined below.

Specific goals	80/20 preference point system	Proof of specific goals to be submitted
BB-BEE score of companies <ul style="list-style-type: none"> <li>• Level 1</li> <li>• Level 2</li> <li>• Level 3</li> <li>• Level 4</li> <li>• Level 5</li> </ul>	<ul style="list-style-type: none"> <li>• 8 Points</li> <li>• 7 Points</li> <li>• 6 Points</li> <li>• 5 Points</li> <li>• 4 Points</li> </ul>	Valid Certified copy of BBBEE certificate. For EME's and QSE's copy of a valid Sworn affidavit.

<ul style="list-style-type: none"> <li>• Level 6</li> <li>• Level 7</li> <li>• Level 8</li> <li>• Non-compliant</li> </ul>	<ul style="list-style-type: none"> <li>• 3 Points</li> <li>• 2 Points</li> <li>• 1 Point</li> <li>• 0 Points</li> </ul>	
EME and/ or QSE	2 Points	Valid Sworn affidavit
At least 51% of Women-owned companies	2 Points	Certified copy of Identity Document/s
At least 51% owned companies by People with disability	2 Points	Medical Certificate with doctor's details (Practice Number, Physical Address and contact numbers)
At least 51% owned companies by Youth	2 Point	Certified copy of Identity Document/s
Local Economic participation <ul style="list-style-type: none"> <li>• City of Tshwane</li> <li>• Gauteng</li> <li>• National</li> </ul>	4 Points 2 Points 1 Point	Municipal Account statement/Lease agreement.

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

## 6. VALIDITY PERIOD

The validity period for the quotation after closure is 90 days.

## 7. PRICING SCHEDULE

- 8.1 The bidder must realize that this is an as and when required service. The demand for the service varies greatly between summer and winter.
- 8.2 The peak season for bees is generally from August to November and February to April.
- 8.3. The price must be quoted per the removal of a honeybee hive (nest). The price must include catch-boxes that may be required.
- 8.4 The total price must include labour and removal.
- 8.5 This section deals with the public complaints, and it is important that the CoT customer is satisfied that the work has been completed.
- 8.6 The pricing schedule must be complete with the prices as per unit.
- 8.7 There will be no price increase granted for the duration of the quote of one year.
- 8.8 The CoT will only pay for the beehive when established on municipal property.
- 8.9 The bidder must make use of their own distribution network for the bee re-location outside of urban areas.
- 8.10 The transport for the Light delivery vehicle must be priced per kilometer as measured from the declared business premises. If from outside of Tshwane then from Tshwane House to site.

## Pricing Schedule

TO BE FILLED IN BY THE BIDDER			
Item No.	SAP Service NO	Unit of measure	Unit Price
1	3031463	Removal of a beehive at the Cemetery, Parks and Sports grounds	
2	3031464	Removal of a beehive in trees	
3	3031465	Removal of a beehive in underground utility services	
4	3031466	Removal of a beehive in electrical infrastructure	
5	3031467	Removal of a beehive in municipal buildings	
6	3031468	Supply and installation and establishment of a beehive on municipal property	
7		Light delivery vehicle - Per kilometer as measured from the declared business premises. If from outside of Tshwane, then from Tshwane House to site.	
<b>TOTAL EXCL. VAT</b>			
<b>TOTAL VAT 15%</b>			
<b>TOTAL PRICE - OFFERED</b>			

## 8. 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>					
QUOTATION NUMBER:	Q39-2024/25	CLOSING DATE:	21 February 2025	CLOSING TIME:	10:00
DESCRIPTION	<b>ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR THE REMOVAL OF BEES FROM THE CITY OF TSHWANE INFRASTRUCTURE IN ALL SEVEN REGIONS</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<b>Tshwane House</b>					
<b>Supply Chain Management</b>					
<b>320 Madiba Street</b>					
<b>Pretoria</b>					
<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 ]	
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	Supply Chain Management		CONTACT PERSON	Shane Paul	
CONTACT PERSON	Josia Masenya				
TELEPHONE NUMBER	(012) 358 0658		TELEPHONE NUMBER	(012) 358 6090	
			E-MAIL ADDRESS	<a href="mailto:ShaneP@tshwane.gov.za">ShaneP@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. 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. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b>	

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

**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/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

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

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

3.8.1 If yes, furnish particulars. ....  
.....

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

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

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....  
.....

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

3.11.1 If yes, furnish particulars

.....  
.....

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

3.12.1 If yes, furnish particulars.

.....  
.....

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

3.13.1 If yes, furnish particulars.

.....  
.....

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

3.14.1 If yes, furnish particulars:

.....  
.....

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

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

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

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

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

- a) The applicable preference point system for this tender is the **80/20** preference point system.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
  - (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

$P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

Specific goals	80/20 preference point system	Number of points claimed (80/20 system) (To be completed by the tenderer)
BB-BEE score of companies <ul style="list-style-type: none"> <li>• Level 1</li> <li>• Level 2</li> <li>• Level 3</li> <li>• Level 4</li> <li>• Level 5</li> <li>• Level 6</li> <li>• Level 7</li> <li>• Level 8</li> <li>• Non-compliant</li> </ul>	<ul style="list-style-type: none"> <li>• 8 Points</li> <li>• 7 Points</li> <li>• 6 Points</li> <li>• 5 Points</li> <li>• 4 Points</li> <li>• 3 Points</li> <li>• 2 Points</li> <li>• 1 Point</li> <li>• 0 Points</li> </ul>	
EME and/ or QSE	2 Points	
At least 51% of Women-owned companies	2 Points	
At least 51% owned companies by People with disability	2 Points	
At least 51% owned companies by Youth	2 Point	
Local Economic Participation <ul style="list-style-type: none"> <li>• City of Tshwane</li> <li>• Gauteng</li> <li>• National</li> </ul>	4 Points 2 Points 1 Point	

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

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

State Owned  
Company [TICK  
APPLICABLE BOX]

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

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....  
.....  
.....

**CONTRACT FORM - RENDERING OF SERVICES**

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

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

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

<b>WITNESSES</b>	
1	.....
2	.....
DATE:	.....

**CONTRACT FORM - RENDERING OF SERVICES**

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

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

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised 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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	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:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
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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