

UMKHANYAKUDE DISTRICT MUNICIPALITY



TENDER NO. SCMU 003/2024/2025

REQUEST FOR PROPOSALS FROM SUITABLE SERVICE PROVIDERS TO FORM PART OF THE ICT PANEL OF SERVICE PROVIDERS TO ASSIST WITH THE SUPPLY, INSTALLATION, SERVICES AND REPAIR OF VARIOUS ICT GOODS AND SERVICES FOR A PERIOD OF 3 YEARS AS AND WHEN REQUIRED BY UMKHANYAKUDE DISTRICT MUNICIPALITY.

14 SEPTEMBER 2024

Name of Tenderer: _____

PREPARED AND ISSUED BY:

UMKHANYAKUDE DISTRICT MUNICIPALITY
P.O Box 449
Mkuze
3965

Tel: 035 573 85130
Fax: 035 573 8730



CLOSING DATE: 14 OCTOBER 2024 AT 12H00

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UMKHANYAKUDE DISTRICT MUNICIPALITY



REQUEST FOR PROPOSALS FROM SUITABLE SERVICE PROVIDERS TO FORM PART OF THE ICT PANEL OF SERVICE PROVIDERS TO ASSIST WITH THE SUPPLY, INSTALLATION, SERVICES AND REPAIR OF VARIOUS ICT GOODS AND SERVICES FOR A PERIOD OF 3 YEARS AS AND WHEN REQUIRED BY UMKHANYAKUDE DISTRICT MUNICIPALITY SCMU 003/2024/2025

Umkhanyakude District Municipality seeks to appoint a Panel of ICT Service Providers to assist with the Supply, Installation, Services and Repair of various ICT goods and services for a period of 3 years as and when required by the Municipality.

All service providers intending to submit a tender are required to register for inclusion on the District's Service Provider Database and CSD. Forms are obtainable from the District's Supply Chain Management Office. Tender documents can be downloaded from the National Treasury website: www.etenders@gov.za

Tender submissions must be properly bound and placed in the tender box situated at the main office entrance of the uMkhanyakude District Municipality, Harlingen No:13433, Kingfisher Road, Mkuze, 3965, before 12h00 on Monday, 14 October 2024, in a sealed envelope which is clearly marked with the Tender Number and Tender Description. Late quotations or Tenders received by way of Facsimile or E-Mail will under no circumstances be considered.

Tenderers shall take note of the following Tender Conditions:

- uMkhanyakude District Municipality procurement policy will apply,
- uMkhanyakude District Municipality does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender,
- Tenders submitted are to be valid for a period of 120 days from the closing date for submissions of tenders.
- The Single Envelope System shall apply.
- The 80/20-point system shall apply
- A bidder must score a minimum of **70 points** in respect of pre-qualification to be considered for evaluation/ functionality

| PREFERENCE SYSTEM | |
|--|------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Specific Goal | Sub-Points |
| Enterprise owned by Black People | 4 |
| Enterprise owned by Women | 4 |
| Enterprise owned by Youth | 4 |
| Enterprise owned by Disabled Persons | 4 |
| Enterprise owned by SMME's – QSE and EME | 4 |

FUNCTIONALITY

The following criteria will be used as the criteria for appointment of the service provider.

| NO | CRITERIA |
|----|------------------------------------|
| 1. | PREVIOUS PROJECT EXPERIENCE |
| 2. | ACCREDITATION WITH RELEVANT BOARDS |
| 3. | CVs FOR KEY PERSONNEL |

Any queries can be directed to Ms. Z. Fakude via email at zethu@ukdm.gov.za

MUNICIPAL MANAGER
MR. W. M. NXUMALO

2. TERMS OF REFERENCE

PURPOSE

The purpose of this bid invitation is to appoint service providers to form part of a panel of service providers to provide ICT goods and services for a period of 3 years, as and when required. The panel shall be structured as follows:

- A. A minimum of 5 service providers for **Supply of application Software licenses, Computers and Accessories.**
- B. A minimum of 3 service providers for **Business Systems, Applications and Website Development.**
- C. A minimum of 3 service providers for **ICT Governance and Strategic Development.**
- D. A maximum of 3 service providers for **WAN, Internet and VoIP Services.**
- E. A minimum of 3 service providers for **Server Infrastructure Deployment and Support.**
- F. A minimum of 5 service providers for **LAN Infrastructure and Support.**
- G. A minimum of 3 service providers for **Cloud computing and Security Implementation and Support.**
- H. A minimum of 3 service providers for **Design, Supply, Delivery of Installation & Maintenance of CCTV, Access Control, Biometric Security and Intruder Alarm System, Machinery and Equipment.**

3. BACKGROUND

The uMkhanyakude District municipality is a robust government institution that seeks to speed up product offering and service delivery to the people of uMkhanyakude by identifying windows of opportunity, which are innovation, growth, prosperity and technological advancements.

ICT is therefore a critical enabler for the new technologies unleashed by the “Fourth Industrial Revolution” (4IR) such as artificial intelligence (AI), data analytics, robotics and Internet of things (IoT). These technologies potentially assist organizations realize all these opportunities.

In-line with the above context, uMkhanyakude District municipality would like to appoint suitably qualified service providers to be part of ICT panel of service providers for the period of three years (3). Service providers with relevant skills, qualifications, tools, equipment's and experience are invited to submit their proposals to be part of the ICT panel of service providers. The panel will be appointed for a period of three years, as and when required basis.

4. SCOPE OF WORKS DELIVERABLES

The scope of work and deliverables will differ subject to task to be performed. Service providers must indicate only relevant areas applicable to their respective company.

- Supply of application Software licenses, Computers and Accessories.
- Business Systems, Applications and Website Development.
- ICT Governance and Strategic Development.
- WAN, Internet and VoIP Services
- Network Security.
- LAN Infrastructure and Support.
- Cloud computing and Security Implementation and Support.
- Design, Supply, Delivery of Installation & Maintenance of CCTV, Access Control, Biometric Security and Intruder Alarm System, Machinery and Equipment.

5. CONDITIONS OF CONTRACT

ICT service providers are invited to submit their proposals to form part of the panel of service providers for provision of ICT services for the period of 3 years, bidders are also requested to select areas of their interests as indicated in section 5 below.

1.1. Quality Assurance

Any defects, patent or latent, which are attributable to poor workmanship, will be rectified by the bidder at own cost and time and all costs relating to the correction of defects will be expressly and separately noted on billing documentation. Therefore, bidders are encouraged to always ensure quality when executing or delivering their services to the municipality.

1.2. Skills Transferee

All bidders must take note to facilitate skills transferee to municipal internal staff on specialized operations, such as cloud computing, cyber security implementation etc...

1.3. Turnaround time

For supply and deliver category, bidders will be expected to have a 48-hours turnaround time upon receipt of purchase order on the urgent RFQ's.

1.4. Sub-contracting and skills development

Service providers contesting projects over **R 1 million** must be in position to enable local skills development and/or sub-contracting work in order to foster skills transfer to the local SMMEs.

6. QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED

Service providers will be required to have skills and accreditation in the following areas as shown on table below. However, due to the diversity of ICT, it is not expected of a service provider to have skills and accreditation in all areas mentioned **but** only in the area/s of their interests.

| ICT AREA | DESCRIPTION OF SKILLS AND SERVICES | MARK WITH "X" TO INDICATE ICT AREA OF CHOICE |
|--|--|--|
| Supply of Application Software Licences, Computers, Accessories | <p>Supply and deliver of various software licences:</p> <ul style="list-style-type: none"> - Mail Security - Antivirus - Backup & Replication - Firewalls Software - Helpdesk - AD Monitor <p>Supply and deliver of computers:</p> <ul style="list-style-type: none"> - Laptops - Desktops - Tablets - any related accessories | |
| Business Systems, Applications and Website Development | <p>Procurement and supply off-the shelf business system/s.</p> <p>Development and customize of systems and applications per the municipality's requirements, such as Office Automation and Workflow Management systems.</p> <p>Systems Integration with the following systems:</p> <ul style="list-style-type: none"> - Pastel Sage system (ERP) - Pay Day (Payroll) - Employee Self Service (ESS) - Electronic Document Management System <p>Development of Content Management System (CMS)</p> <p>Creation and Design of the website</p> | |

| | | |
|---|--|--|
| ICT Governance and Strategic Development | <p>Hosting and Maintenance of the website</p> <p>Development of the app complimenting the website</p> <p>Intranet Design and Development.</p> <p>Development of IT Strategic Plan and Alignment to IDP</p> | |
| | <p>Updating and tuning of all IT Policies, not limited to:</p> <ul style="list-style-type: none"> - User Account Management Policy - Disaster Recovery Plan - Patch Management Policy - Master Systems Plan - ICT Risk Assessment. <p>Integration of the ICT Governance Framework with other strategic documents</p> <p>Implementation of IT Security Strategy and Support</p> | |
| WAN, Internet and VoIP | <p>Supply, Install and maintain all equipment necessary for WAN technologies such as MPLS, SD-WAN and Internet services etc...</p> <p>Supply, install and maintain IP Telephony business solution.</p> <p>Deployment of cost-benefit converged internetworking solution</p> | |
| Network Security Deployment and Support | <p>Security Management.</p> <p>Establish and maintain a comprehensive information security program. Identify, assess, and mitigate IT risks to protect organizational assets. Implement and manage IT governance frameworks to ensure alignment with organizational goals and compliance with regulations.</p> <p>Protects ICT infrastructure from cyber threats.</p> <p>Involves implementing security policies, monitoring for breaches, and managing firewalls, antivirus software, and encryption.</p> <p>Conduct a comprehensive assessment of the current information security landscape. Identify vulnerabilities, threats, and areas for improvement.</p> <p>To identify and mitigate business risks and governance.</p> | |

| | | |
|---|--|--|
| LAN Infrastructure and Support | <p>Supply, plan, design and configure council LAN network/s.</p> <p>Supply and install CAT 6/7 network cabling as and when required.</p> <p>Supply, install and fix of Wi-Fi equipment i.e. access points, controllers, etc. as and when required.</p> <p>Supply, install and maintenance of Network switches and routers as and when required for the duration of the contract.</p> | |
| Cloud Computing, Disaster Recovery | <p>Supply of Cloud Managed services.</p> <p>Provide infrastructure as service.</p> <p>Provide platform as service. Provide software as service.</p> <p>Provide security as service.</p> <p>Disaster Recovery as service.</p> | |
| CCTV, Access Control, Biometric Security and Alarm Systems, Supply and Installation of Machinery and Equipment | <p>Design, Supply, Delivery of Installation & Maintenance for CCTV, Access Control, Biometric Security and Intruder Alarm System, Machinery and Equipment.</p> | |

7. EVALUATION CRITERIA

7.1. Functionality

Bidders will be evaluated **ONLY** for each **ICT AREA/S** they are bidding for, and they must score a minimum of **50** points for each ICT AREA they are bidding for in order to be eligible to proceed to the next stage.

| Supply of Application Software Licences, Computers, accessories. | | | | |
|--|--|-----------------------|----------------------|------------------|
| Criterion | Assessment | Points Awarded | Points Scored | Max Score |
| Written letter/s and/or certification of accreditation must be attached. Provide proof of OEM Certificate or OEM partnership Letters N.B. Refer to Section 5 for list of application licenses | 5 or more software vendor or reseller accreditation | 30 | | 30 |
| | 3 – 4 software vendor or reseller accreditation | 20 | | |
| | 1 – 2 software vendor or reseller accreditation | 10 | | |
| Written letter/s and/or certification of accreditation must be attached/ Provide proof of OEM Certificate or OEM partnership Letters | 3 or more computer / hardware reseller accreditation. | 30 | | 30 |
| | 1 – 2 computer / hardware reseller accreditation. | 20 | | |
| Reference letters of similar project to be attached. | 3 Traceable references of previously completed jobs. | 20 | | 20 |
| | 1 – 2 Tracable references of previously completed jobs | 10 | | |
| TOTAL SCORE | | | 50 | 80 |

| Business Systems, Applications and Website Development | | | | |
|---|---|-----------------------|----------------------|------------------|
| Criterion | Assessment | Points Awarded | Points Scored | Max Score |
| CV's with NQF level 7 Information Technology or Computer Science qualifications coupled with either Java or .NET or DevOps certification/s MUST be attached. | 5+ Years' experience of Project Manager / Leader and supporting staff in developing Business Systems, Website development and hosting and business applications development | 40 | | 40 |
| | 3 - 4 Years' experience of Project Manager / Leader and supporting staff in developing Business Systems, website development and hosting and business applications | 20 | | |

| | | | | |
|--|---|----|-----------|-----------|
| | 1 - 2 Years' experience of Project Manager / Leader and supporting staff in developing business Systems, website development and hosting and business applications. | 10 | | |
| Reference letters of similar project to be attached. | 3 Business Systems or Business Applications or Websites projects developed. | 40 | | 40 |
| | 1 – 3 Business Systems or Business Applications or Websites projects developed. | 20 | | |
| TOTAL SCORE | | | 50 | 80 |

| ICT Governance and Strategic Development. | | | | |
|---|---|-----------------------|----------------------|------------------|
| Criterion | Assessment | Points Awarded | Points Scored | Max Score |
| Business profile detailing the experience of a company MUST be attached N.B. Proof of project completed must also be attached | 5+ Years of business experience in developing IT strategy, IT policies, IT governance and related documents | 30 | | 30 |
| | 3 – 4 Years of business experience in developing IT strategy, IT policies, IT governance and related documents | 20 | | |
| | 1 – 2 Years of business experience in developing IT strategy, IT policies, IT governance and related documents | 10 | | |
| CV's with NQF level 7 information Technology or Computer Science qualifications coupled with COBIT 5, ITIL V4, King IV and certification/s MUST be attached. | 5+ Years of experience for Project lead or Manager and supporting staff in ICT governance and strategy development. | 30 | | 30 |
| | 3 – 4 Years of experience for Project lead or Manager and supporting staff in ICT governance and strategy development | 20 | | |
| | 1 – 2 Years of experience for Project lead or Manager and supporting staff in ICT governance and strategy development | 10 | | |
| Reference letters of similar project to be attached | 3 Traceable references of Similar projects | 20 | | 20 |
| | 2 Traceable references of Similar projects | 10 | | |
| TOTAL SCORE | | | 50 | 80 |

| WAN, Internet and VoIP | | | | |
|--|--|----------------|---------------|-----------|
| Criterion | Assessment | Points Awarded | Points Scored | Max Score |
| Provide proof of OEM Certificate or OEM partnership Letters. | Provided OEM Certificate or Partnership Letter and ICASA License. | 20 | | 20 |
| | ICASA License Only | 10 | | |
| | | | | |
| Reference letters of similar project to be attached | 3x Traceable references of similar projects in all three technologies. | 30 | | 30 |
| | 2 Traceable references of similar projects in all three technologies. | 20 | | |
| | 1x Traceable references of similar projects in all three technologies. | 10 | | |
| CV's with NQF level 7 information Technology or Computer Science qualifications. | 5+ Years' experience of project leader or manager and supporting staff. | 30 | | 30 |
| | 3 – 4 Years' experience of project leader or manager and supporting staff. | 20 | | |
| | 1 – 2 Years' experience of project leader or manager and supporting staff. | 10 | | |
| TOTAL SCORE | | | 50 | 80 |

| Network Security Deployment and Support. | | | | |
|--|---|----------------|---------------|-----------|
| Criterion | Assessment | Points Awarded | Points Scored | Max Score |
| Reference letters of similar project to be attached. | <p>The company has positive reference letters from companies/organisations (clients) with which they have done similar business limited to the provision of developing and implementing an information security management system.</p> <ul style="list-style-type: none"> - Five (3) or more relevant positive contactable references – 30 points. - Four (2) relevant positive contactable references – 20 points. | 30 | | 30 |
| | | 20 | | |
| | | 10 | | |

| | | | | |
|--|---|-----------|-----------|-----------|
| | - Three (1) relevant positive contactable references – 10 points. | | | |
| Provide proof of OEM Certificate or OEM partnership Letters | Provided OEM Certificate or Partnership Letter. | 20 | | 20 |
| | No OEM / Partnership | | | |
| | | 0 | | |
| Project Manager Experience ITIL® Foundation Certificate in IT Service, Management, Certified Information Systems Security Professional, Certified Ethical Hacker, | <p>The Project Manager demonstrates that he / she is well knowledgeable with the NIST Cybersecurity framework such as ISO/IEC27000,27001,27032-best practices, and information security controls and attach Certificate.</p> <ul style="list-style-type: none"> - 7 or more years' experience – 30 points. - 5 to 6 years of experience – 20 points. - Less than 5 years of experience – 10 points. <p>Proof: Curriculum Vitae (CV) of the Project Manager indicating the years of relevant experience to be attached. No attachment will score zero.</p> | 30 | | 30 |
| TOTAL SCORE | | | 50 | 80 |

| LAN Infrastructure and Support | | | | |
|--|---|-----------------------|----------------------|------------------|
| Criterion | Assessment | Points Awarded | Points Scored | Max Score |
| Project Manager Qualifications and Experience. Attach CV. | 3+ Years' experience of project manager / leader. | 20 | | 20 |
| | 2+ Years' experience of project manager / leader. | 10 | | |
| | 1+ Year experience of project manager / leader. | 5 | | |

| | | | | |
|--|---|-----------|-----------|-----------|
| Accreditation certification: Molex FOA, and Fluke. NB: Attached certified copy Certificate. | FOA Certificate. | 30 | | 30 |
| | Krone/ Molex Certificate. Fluke Network CCTT Certificate. NB: Each certificate allocated 10 points | | | |
| Reference letters of similar project to be attached | 3 Previously completed projects with contactable references. | 30 | | 30 |
| | 2 Previously completed projects with contactable references. | 20 | | |
| | 1 Previously completed projects with contactable references. | 10 | | |
| TOTAL SCORE | | | 50 | 80 |

| Cloud Computing, Disaster Recovery. | | | | |
|--|--|-----------------------|----------------------|------------------|
| Criterion | Assessment | Points Awarded | Points Scored | Max Score |
| Provide proof of OEM Certificate or OEM partnership Letters | Provided OEM Certificate or Partnership Letter. | 20 | | 20 |
| | No OEM / Partnership | 0 | | |
| Reference letters of similar project to be attached | 3 Traceable references of similar projects in all three technologies | 30 | | 30 |
| | 2 Traceable references of similar projects in all three technologies | 20 | | |
| | 1 Traceable references of similar projects in all three technologies | 10 | | |
| CV's with NQF level 7 Information Technology or Computer Science qualifications coupled with Industry with cloud certification. | 3+ Years' experience of project manager / leader. | 30 | | 30 |
| | 2 Years' experience of project manager / leader | 20 | | |
| | 1 Year experience of project manager / leader | 10 | | |
| TOTAL SCORE | | | 50 | 80 |

| Design, Supply, Delivery of Installation & Maintenance for CCTV, Access Control, Intruder Alarm System. | | | | |
|--|---|-----------------------|----------------------|------------------|
| Criterion | Assessment | Points Awarded | Points Scored | Max Score |
| Provide proof of OEM Certificate or OEM partnership Letters. | 3+ Provided OEM Certificate or Partnership Letter. | 30 | | 30 |
| | 2+ Provided OEM Certificate or Partnership Letter. | 20 | | |
| | 1+ Provided OEM Certificate or Partnership Letter. | 10 | | |
| Reference letters of similar project to be attached | 3+ Traceable references of similar projects in all three technologies | 30 | | 30 |
| | 2+ Traceable references of similar projects in all three technologies | 20 | | |
| | 1+ Traceable references of similar projects in all three technologies | 10 | | |
| CV's with NQF level 7 information Technology or Computer Science qualifications. | 3+ Years' experience of project manager / leader. | 20 | | 20 |
| | 2+ Years' experience of project manager / leader. | 10 | | |
| | 1+ Year experience of project manager / leader. | 5 | | |
| TOTAL SCORE | | | 50 | 80 |

1.2 Evaluation System

The system is based and complies with the Preferential Procurement Document Framework Act, Act 5 of 2000 and the associated regulations of 2022. The 80/20 formula applies to this tender.

| CRITERIA | | WEIGHTING POINTS |
|---------------|-------------------------|--------------------|
| | | Project Rand Value |
| BBBEE(MBD6.1) | | 20 |
| Price (MBD 1) | Lowest Price / x Points | 80 |
| TOTAL | | 100 |

1.3 Scoring on BBBEE Points

Preference points are earned as contemplated in the Preferred Preferential Procurement Framework Act (PPPFA), 2000 and its accompanying regulations of 2022. Points must be claimed for BBBEE in terms of the relevant attached MBD 6.1 form. The BBBEE certificate must accompany the tender to qualify for the points.

1.4 Scoring on Price

Points scored on price uses the inverse relationship of the proposed contract price to the lowest price. The lowest priced proposal therefore scores the maximum price points, and the higher priced proposals proportionately lower points. MBD form 1.

8. STATUTORY OF MANDATORY CHECKLIST DOCUMENT

Bidders must ensure that the following documents are completed in full and returned with their bid submissions. **Failure to complete the documents in full and return them will result in the tender being disqualified.**

| Statutory Returnable Schedule Required for Tender Evaluation Purposes | |
|--|--|
| Mandatory | Municipal Bidding documents |
| Mandatory | MBD 1: Invitation to Bid MBD 4: Declaration of interest MBD 6.1: MBD 8: Declaration of Bidder's past Supply Chain management practice MBD 9: Certificate of Independent Bid Document |
| Mandatory | Schedule 1: Original and valid Tax Clearance certificate or Tax Compliance status verification pin |
| Mandatory | Schedule 2: Central Database Summary Report |
| Mandatory | Schedule 3: Certificate of authority to sign the Bid |
| Mandatory | Schedule 4: Company registration certificates/Agreement/ ID Document. |
| Mandatory | Schedule 5: Confirmation of Bank Account from a registered financial institution |
| Mandatory | Schedule 6: Municipal Statement of Rates and Taxes (Any other Municipal Services) All bidders leasing out property must attach the full Leasing Agreement noting lights and water rates or Proof of residence for those who reside in rural areas and an affidavit stating that the bidder is exempt from paying Rates and Taxes. (The Bidder must submit these documents for the Bidding entity and its Directors |
| Mandatory | Schedule 15: Valid Letter of Good Standing for Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) |
| Mandatory | MBD 6.1: Preference point claim form in terms of the preferential Procurement Regulations 2017 |
| Mandatory | Schedule 7: Original B-BBEE certificates/ Certified Copy B-BBEE certificate/ Sworn affidavit |
| Mandatory | Schedule 8: Company / Business Profile |
| Mandatory | Schedule 9: Reference letters |
| Mandatory | Schedule 11: Previous Relevant Work Experience of Bidder |
| Mandatory | Schedule 12: CV of Team Leader |
| Mandatory | Schedule 13: Proof of Accreditation |
| Mandatory | Schedule 14: Technical and industry certification |

**PART A
INVITATION TO BID**

| | | | | | |
|---|--|---------------|-----------------|---------------|-------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY) | | | | | |
| BID NUMBER: | SCMU 003/2024/2025 | CLOSING DATE: | 14 October 2024 | CLOSING TIME: | 12h00 |
| DESCRIPTION | REQUEST FOR PROPOSALS FROM SERVICE PROVIDERS TO FORM PART OF THE ICT PANEL OF SERVICES PROVIDERS TO ASSIST WITH SUPPLY, INSTALL, SERVICE AND REPAIR OF VARIOUS ICT GOODS AND SERVICES FOR A PERIOD OF 3 YEARS AS AND WHEN REQUIRED BY UMKHANYAKUDE DISTRICT MUNICIPALITY | | | | |

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

Harlingen No. 13433

Kingfisher Road

Mkuze

3965

SUPPLIER INFORMATION

| | | | | | |
|--|---|--|-------------------------------------|---|--|
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| TAX COMPLIANCE STATUS | TCS PIN: | | OR | CSD No: | |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX] | <input type="checkbox"/> Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

| | | | |
|---|---|--|--|
| 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] |
| TOTAL NUMBER OF ITEMS OFFERED | Based on bill of quantities | TOTAL BID PRICE | R |
| SIGNATURE OF BIDDER | | DATE | |
| CAPACITY UNDER WHICH THIS BID IS SIGNED | | | |

| | | | |
|--|--|--|--|
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: | | TECHNICAL INFORMATION MAY BE DIRECTED TO: | |
| DEPARTMENT | SCM | CONTACT PERSON | Ms. Z. Fakude |
| CONTACT PERSON | Mr. S.S. Mavundla | TELEPHONE NUMBER | 035 573 8600 |
| TELEPHONE NUMBER | 035 573 8600 | FACSIMILE NUMBER | 035 573 1094 |
| FACSIMILE NUMBER | 035 573 1094 | E-MAIL ADDRESS | zethu@ukdm.gov.za |
| E-MAIL ADDRESS | scm@ukdm.gov.za | | |

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIER

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position and relationship 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, shareholder²):

3.4 Company Registration Number:.....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:.....

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

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

3.8.1 If yes, furnish particulars.....

.....

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

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

² Shareholder" means a person who owns shares in the company 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 |
|-----------|-----------------|-----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

I, THE UNDERSIGNED (NAME)

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

**I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE**

Name of Signatory

Signature

Designation of the Deponent

Name of Bidder

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

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS AND DEFINITIONS

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.21.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the.....preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific goals.

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

| | POINTS |
|---|--------|
| PRICE | 80 |
| SPECIFIC GOALS | |
| Total points for Price and Specific goals must not exceed | 100 |

1.5 Failure on the part of a bidder to submit the required documents to substantiate the points claimed with the bid, will be interpreted to mean that points for specific goals 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 specific goals in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.
- (b) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in *Government Gazette* No. 16085 dated 23 November 1994
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals.
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE (the 80/20 or 90/10 preference point systems)

A maximum of 80/90 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 bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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:

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

$$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 3 (1) an organ of state must, in the tender documents, stipulate the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal.

| SPECIFIC GOAL | NUMBER OF POINTS (80/20 PREFERENCE SYSTEM) | NUMBER OF POINTS (90/10 PREFERENCE SYSTEM) |
|---|--|--|
| 1. Enterprise owned by Black people | 4 | 2 |
| 2. Enterprise owned by Women | 4 | 2 |
| 3. Enterprise owned by Youth | 4 | 2 |
| 4. Enterprise owned by Disabled persons | 4 | 2 |
| 5. Enterprise owned by SMME'S – QSE and EME | 4 | 2 |

5. BID DECLARATION

5.1 Bidders who claim points in respect of specific goals must complete the following:

| SPECIFIC GOAL | NUMBER OF POINTS (80/20 PREFERENCE SYSTEM) | NUMBER OF POINTS (90/10 PREFERENCE SYSTEM) |
|---|--|--|
| 1. Enterprise owned by Black people | | |
| 2. Enterprise owned by Women | | |
| 3. Enterprise owned by Youth | | |
| 4. Enterprise owned by Disabled persons | | |
| 5. Enterprise owned by SMME'S – QSE and EME | | |

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 3.1

6.1 Specific goals: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 3.1 and must be substantiated by submitting the required documents.)

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1 Name of company/firm:

7.2 VAT registration number:

7.3 Company registration number:

7.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited [TICK APPLICABLE
BOX]

7.5 DESCRIBE PRINCIPAL BUSINESS
ACTIVITIES.....

.....

.....

7.6 COMPANY CLASSIFICATION

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transporter, etc. [TICK
APPLICABLE BOX]

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

7.8 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 specific goals indicated in paragraphs 1.4 and 5.1 of the foregoing certificates, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

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

DATE:

ADDRESS

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

| Item | Question | Yes | No |
|-------|---|---------------------------------|--------------------------------|
| 4.1 | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| | | | |
|-------------|--|---------------------------------|--------------------------------|
| 4.3.1 | If so, furnish particulars: | | |
| | | | |
| Item | Question | Yes | No |
| 4.4 | Does the 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 bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

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 consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a 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.

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

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

9. SCHEDULE1: VALID SARS COMPLAINCE PIN

[The Tenderer shall attach a Valid SARS Compliance PIN. Failure to submit a Valid SARS Compliance PIN will invalidate the tender]

**10. SCHEDULE 2: CENTRAL DATABASE SUMMARY
REPORT
(NOT OLDER THAN 3 MONTHS)**

11. SCHEDULE 3: CERTIFICATE OF AUTHORITY TO SIGN DOCUMENTS

Indicate the status of the bidder by ticking box hereunder. The bidder must complete the certificate set out below for the relevant category.

| A Company | B Partnership | C Joint Venture | D Sole Proprietor | E Close Corporation |
|--------------|------------------|--------------------|----------------------|------------------------|
| | | | | |

A. Certificate for company

I, _____, chairperson of
the board of directors of

_____ hereby confirm that by
resolution of the board

(copy attached) taken on _____ 20_____, Mr/Mrs
_____ acting in the capacity of
_____, was authorised to sign documents in
connection with this bid document and any contract resulting from it on behalf of the company.

As witness:

1. _____
Chairman

2. _____
Date

B. Certificate for Partnership

I, the undersigned, being the key partners in the business trading as _____

_____ hereby authorise Mr/Mrs _____

acting in the capacity of _____, to sign all documents
in connection with the bid document and any contract resulting from it on our behalf.

| NAME | ADDRESS | SIGNATURE | DATE |
|------|---------|-----------|------|
| | | | |
| | | | |
| | | | |

| | | | |
|--|--|--|--|
| | | | |
| | | | |

Note: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

C. Certificate for Joint Venture

We, the undersigned, are submitting this bid offer in Joint Venture and hereby authorise

Mr/Ms _____ as authorised signatory of
the company _____

_____, acting in the capacity of
lead partner, to sign all documents in connection with this bid offer and any contract resulting
from it on our behalf.

| NAME OF FIRM | ADDRESS | AUTHORISING NAME & CAPACITY | SIGNATURE |
|--------------|---------|--------------------------------|-----------|
| | | | |
| | | | |
| | | | |

Note: A copy of the Joint Venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture shall be appended to this schedule.

D. Certificate for Sole Proprietor

I, _____, hereby confirm that I
am the sole owner of the

business trading as _____

As witness:

Signature: sole owner

1. _____

2. _____

Date

E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading

as _____ hereby
authorise

Mr/Mrs _____
acting in

the capacity of _____, to sign all
documents in connection with this bid and any contract resulting from it on our behalf.

| NAME | ADDRESS | SIGNATURE | DATE |
|------|---------|-----------|------|
| | | | |
| | | | |
| | | | |
| | | | |

Note: This certificate is to be completed and signed by all of the key members upon
who rests the direction of the affairs of the close Corporation as a whole.

**12. SCHEDULE 4: COMPANY REGISTRATION
CERTIFICATES/ AGREEMENT/ ID DOCUMENT**

**13. SCHEDULE 5: CONFIRMATION OF BANK
ACCOUNT
FROM A REGISTERED FINANCIAL INSTITUTION**

[The bidder shall attach hereto a Confirmation of account letter from a registered financial Institution. Failure to submit above will invalidate the bid]

**16. SCHEDULE 6: MUNICIPAL STATEMENT OF
RATES AND TAXES
(ANY OTHER MUNICIPAL SERVICES)**

**17. SCHEDULE 7: ORIGINAL B-BBEE CERTIFICATES/
CERTIFIED COPY B-BBEE CERTIFICATE/ SWORN
AFFIDAVIT**

18. SCHEDULE 8: COMPANY / BUSINESS PROFILE

19. SCHEDULE 9: REFFERENCE LETTERS

**20. SCHEDULE 10: PREVIOUS RELEVANT WORK
EXPERIENCE OF BIDDER**

**21. SCHEDULE 11: CV AND QUALIFICATIONS OF
THE PROJECT MANAGER / LEADER**

22. SCHEDULE 12: PROOF OF ACCREDITATION

**23. SCHEDULE 13: TECHNICAL AND INDUSTRY
CERTIFICATION**

**24. SCHEDULE 15: VALID LETTER OF GOOD
STANDING FOR COMPENSATION
FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993
(ACT NO. 130 OF 1993)**