



CITY OF TSHWANE METROPOLITAN MUNICIPALITY

**ADVERTISEMENT: PROVISION OF CATERING SERVICES AND TRANSPORTATION OF
THE CIVIL SOCIETY LEADERS FROM FIVE REGIONS TOWARDS THE SECOND
TSHWANE METRO AIDS COUNCIL PLENARY MEETING TO BE HELD ON 2
SEPTEMBER 2025 AT TSHWANE HOUSE**

QUOTATION NO: Q28-2025-26

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

1 SEPTEMBER 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: HEALTH

BIDS ARE HEREBY INVITED FROM SUPPLIERS FOR THE FOLLOWING BID:

Bid No	Description	Dept.	Contact Officials	Compulsory Briefing Session	Closing date
Q28-2025/26	ADVERTISEMENT: PROVISION OF CATERING SERVICES AND TRANSPORTATION OF THE CIVIL SOCIETY LEADERS FROM FIVE REGIONS TOWARDS THE SECOND TSHWANE METRO AIDS COUNCIL PLENARY MEETING TO BE HELD ON 2 SEPTEMBER 2025 AT TSHWANE HOUSE	HD	Josia Masenya (012) 358 0658 josiasma@tshwane.gov.za Oniah Tsheole-Nkosi (012) 358 8603 OniahTN@tshwane.gov.za	N/A	1 September 2025 at 10:00

The City of Tshwane is migrating to an e-tender portal.

An e-tender portal is an online publication platform that enables access and response to bid opportunities published by the City of Tshwane. The portal enables interested bidders to download bid documents and respond to the bid through online submission at their convenience before the closing time no later than

Bidders should therefore not deposit their bid responses in the tender box but respond to the bid on the online platform not later than 10:00 on the 1 September 2025.

Technical enquiries: Oniah Tsheole-Nkosi at (012) 358 8603 or OniahTN@tshwane.gov.za

Supply Chain enquiries: Josia Masenya at (012) 358 0658 or 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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9	Company Registration Certificate		
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**HEALTH DEPARTMENT / MULTISECTOR AIDS RESPONSE MANAGEMENT
UNIT**

BID NAME

**ADVERTISEMENT: PROVISION OF CATERING SERVICES AND TRANSPORTATION OF
THE CIVIL SOCIETY LEADERS FROM FIVE REGIONS TOWARDS THE SECOND
TSHWANE METRO AIDS COUNCIL PLENARY MEETING TO BE HELD ON 2
SEPTEMBER 2025 AT TSHWANE HOUSE**

BID NUMBER

Q28-2025-26

1. INTRODUCTION AND PURPOSE

The purpose is to request for quotation to transport Civil Society Forum leaders from five regions to Tshwane House Council Chamber to participate in the Tshwane Metro AIDS Council Plenary and to provide catering services on 02 September 2025 at Tshwane House.

2. BACKGROUND

According to section 9 of the Constitution of the Republic of South Africa, 1996: as Sec 9. As amended, everyone has the right to equality, health care services and not to be excluded Sec. 27: Local government has an obligation to provide sustainable services, including health and social care services.

The National Health Act, 2003 (Act 61 of 2003), Sec 32: requires municipalities to provide health services through service level agreement with the province. The National Strategic Plan for HIV, TB and STIs 2023-2028 calls for all organs of state at national, provincial and municipal levels to implement a multi-sector response to HIV, TB and STIs through multi-stakeholder and comprehensive approaches. Gauteng Department of Health Provincial Gazette No. 147 of 25 of April 2024, page 7 makes provision for the transfer of the HIV and Grant funds to municipalities to support the implementation of the Multi-Sectoral HIV, TB and STIs response management in the municipality. Municipal Systems Act (MSA), 2000 (Act 32 of 2000) Sec. 66 of the MSA provides for the Municipal Manager to ensure appropriate staffing structure and Sec 67 for capacity-building to implement the multi-sectoral AIDS response programme.

The City of Tshwane Integrated Development Plan (IDP) 2022/2026, as revised in 2023, calls for alignment of the city's plans and targets to the National and Provincial Strategic Plans, establishment of the Tshwane Metro AIDS Council and resource allocation for

programme implementation. Strategic priority 7: A caring city that supports the vulnerable and provides social relief and Strategic Priority 10 on Creating a healthy and vibrant city through public awareness campaigns about major healthcare matters such as HIV/ AIDS, TB, and Covid-19 to provide information to the public.

The Health Department, through the Multi-Sectoral AIDS Response Management Unit implements the Tshwane Multi-Sectoral HIV and AIDS Response Management programme. This programme is aligned with the National Strategic Plan (NSP) for HIV, TB and STIs 2023-2028. The ward-based door-to-door education is one of the programmes aimed at responding to the NSP Goals. The ward-based door-to-door education programme is prioritized to reach large numbers of people at risk for HIV and TB through the peer educators who are recruited and trained annually and on scheduled periods. In compliance with this mandatory strategic objective, the City's multi-sectoral programme is also aligned to the IDP Priority areas 7 and 10.

The Multi-sectoral response to HIV, TB and STIs focuses on the following key performance areas:

KPA 1: Increase knowledge on HIV, TB and STIs, COVID, substance abuse focusing on youth (15-34 yrs) and adults (35 yrs+) through ward-based door to door education and campaigns.

KPA 2: Contribute to the 95-95-95 targets of HIV and TB prevention through education, awareness, linkage to services and psychosocial support for those living with and affected by HIV and TB.

KPA 3: Coordinate efforts to protect and promote human rights to enable a strong, effective and equitable response to HIV, TB and STIs.

KPA 4: Stronger AIDS Councils lead effective implementation of the multi-sectoral response in Tshwane with resources, coordination and accountability.

The four key performance areas sum MSAMU work in contributing to reducing new HIV and TB infections, reducing morbidity and preventable deaths through coordination of the multi-sectoral response to HIV, TB and STIs by various actors within the city.

The MSAMU implements a door-to-door education as a community support programme which is scientifically proven to prevent HIV, TB and STIs through combination prevention approaches at national, provincial and local levels. In line with the NSP for HIV, TB and STIs 2023-2028, the unit is reaching the formal, informal and farming communities through ward-based door-to-door education methodology to mobilise, educate and inform people about the Tshwane Multi-Sectoral HIV, TB and STIs programme.

Communities, individuals and families are empowered with basic health information (TB and COVID19 screening, HIV counselling and testing HCT as an entry point to services and treatment), TB and STIs, including available resources and services rendered by the City of Tshwane and other organs of states as well as NGOs in preventing new HIV, TB and STIs infections and mitigating the impact of TB and AIDS. Through this programme people are referred to different local services and state institutions relevant to their needs such as Departments of Home Affairs, Social Development, Child Protection, Food Bank, and Agriculture, among others.

The programme effectively brings the city closer to its communities at ward levels, in the comfort and privacy of their own homes and without distraction, stigma nor intimidation.

Peer educators are recruited and trained to implement the Ward-based door-to-door education programme.

This programme also contributes towards the achievement of the Fast Track Cities targets for HIV prevention, i.e. 95-95-95. 1st 95: People testing for HIV and knowing their status, 2nd 95%: People who know their HIV status start taking Anti-retroviral treatment, and the 3rd 95: People remain on treatment and are virally suppressed. In the case of TB, the 3rd 95 focuses on those diagnosed with TB completing their treatment.

How was the bid/project identified?

Efforts towards an effective HIV, TB and STIs Multi-sectoral response include awareness creation, facilitation of improved access to health, social and economic services by the citizens of Tshwane. Civil Society Sector Forum is made up of community leaders representing different population groups to ensure voice and effective participation by community members in the decisions pertaining to their health and wellbeing. The Tshwane Metro AIDS Council is a forum for Multisectoral response to HIV, TB and STIs which brings together various actors to agree on a comprehensive response and programme review.

Project aim and objectives

The aim of this project is to:

- a. Procure catering services for the Tshwane Metro AIDS Council plenary on the 2nd of September 2025 in Tshwane House.
- b. Procure transport for the members of the Civil Society Sector Forum leaders from five (5) regions to participate in the Tshwane Metro AIDS Council Plenary on the 2nd of September 2025.

Project location

- a. Catering services: Catering will be provided at the Tshwane House Restaurant, at ground floor.
- b. Transportation services: Civil Society Forum leaders will be picked up from five (5) regions and be dropped off at Tshwane House and be collected at Tshwane House to be dropped off at their respective regions.

List all the stakeholders involved

The Tshwane Metro AIDS Council plenary is chaired by the Executive Mayor, Co-chaired by the Chairperson of the Civil Society Forum. The Plenary will also be supported by Secretariat from the Office of the Gauteng Premier.

Participants of the TMAC plenary include the City Manager, Chief Financial Officer, Members of Mayoral Council, all Group Heads of the City's Departments, National and provincial government departments, District Support Partners, Civil Society Forum leaders and other stakeholders involved in the HIV, TB and STIs response within the City of Tshwane.

The transport services are requested to ferry Civil Society Forum members from five (5) regions to Tshwane House and back to their regions. A list of travellers with pick up points is attached.

Pick Up Coordinators per region		Pick Up Location	Mobile Number
Region 1	Thabang Leshabana	Power in Lebanon	0769582479
Region 2	Kenny	Urban Council	0728829393
Region 3	Khensane Baloyi	Phomolong Taxi Rank	0762164045
Region 6	Mthethwa Mohau	Spar Essellen	0733426783
Region 7	Sello Simangele	Own transport	0762255943

Surname	Name	Sector and Position	Email Address	Cell no.
Siwela	Sabelo	CSF Chairperson	Siwelasabza@gmail.com	0797172858
Pege	Ntombi	NGO sector lead	ntombipege@yahoo.com	0794898887
Leshabane	Leofi	LHR sector lead	leofi@leofileshabana.com	0844771257
Mohanoe	Abiel Bobby	TLS Chairperson	mohanoeabel@gmail.com attached resolution	0734194876
Sello	Simangele	Women sector lead	smangele@malimartin.org.za / simangel emokwena@gmail.com	0762255943
Manyane	Mathilda	Youth sector lead	MathildaManyane62@gmail.com	0662742523
Phalane	Mikateko Benedict	Alternate	Phalane2020@gmail.com	0746370202
Mthethwa	Mohau	PLHIV Sector lead	86Mohau@gmail.com	0733426783
Simadi	Rinah	PLHIV Sector Alternate	Rinahsemadi05@gmail.com	0716130502
Mohale	Leshoto	PLHIV Sector Alternate	leshotomohale1@gmail.com	0661607052
Ditsele	Shadi	PLHIV Sector Alternate	moloisaneshadi@gmail.com	0765543137
Shkaidy	Sarah	PLHIV Sector Alternate	sarah@colhiv.co.za bi-election for the whole sector	0833767187
Leshabana	Thabang	Men sector lead	thabilosthabang@gmail.com	0769582479
Kodisang	Gontse	SAC Sector Lead	Gontsekay@gmail.com	0676528249
Sebotsane	Eva	First alternate	beautybynaturenalbinisms@gmail.com	0833626996
Zwane	Nhlanhla	Research sector lead	zwanenhlanhla213@gmail.com	0673317323
Baloyi	Khensane Pamela	THP sector lead	Khensanebaloyi32@gmail.com	0762164045
Bembe	Zinzi	FBO sector lead	zgbhembe@gmail.com	0683803538
Ndou	Donald	Children sector lead	bdcentre@webmail.co.za	0791304119
Mohlala	Lesego	LGBTQIA+ sector lead	Lesego6073@gmail.com/mentor@ac2.org.za	0693844909
Xulu	Ntombikayise	Youth Sector	ntombiexulu@gmail.com	0744618888
Ntuli	Tswelopele	Youth Sector	Ntulitswelopele629@gmail.com	0607933104

Permissions and approvals

No permissions/approvals will be required from any stakeholders

Project beneficiaries

The following groups will benefit from the project directly and indirectly through knowledge Sharing, inclusive and integrated health services with greater focus on HIV, TB and STIs as well as related social and structural challenges.

- Community members city wide
- Government departments city wide
- Civil society sectors

Envisaged control and monitoring measures

Only invited members of the Tshwane Metro AIDS Council will participate in the TMAC plenary. An attendance register will be circulated during the plenary for signing by all plenary attending.

3. PROJECT SCOPE

The service provider is requested to provide the following services at the Tshwane Metro AIDS Council second plenary.

Category A: Catering services

3.1. Catering services including breakfast, bottled water and lunch on 02 September 2025 at Tshwane Metro AIDS Council Second Plenary at Tshwane House Restaurant. The numbers for vegetarians and Halaal will be communicated to the appointed service provider. The service provider should make provision for vegetarians and Halaal.

Description						Quantity
Breakfast: <ul style="list-style-type: none">• 500ml bottled water x 2• 100% juice (300mls), sandwiches (fillings: cheese, polony, lettuce)• x 1 apple and x 1 banana per person Lunch: <ul style="list-style-type: none">• 500ml bottled water• Chicken 100g and beef chuck 100g, pap and dumpling or rice, chakalaka, green salad and gravy.• 500ml bottled water,• 340ml mixed fizzy drinks and 100% juice for 1 day						100 packs
Sprite	Fanta	Stone	Coke	Apple Juice	Cranberry	
15	10	15	20	20	20	

Category B: Transport services

3.2. Return road transport services for Civil Society Forum members to attend second plenary of the Tshwane Metro AIDS Council on the 2nd of September 2025. The service provider should allocate vehicles to collect and drop off passengers from 5 regional office to Tshwane House and back.

Description	Quantity
1. Pick up and collect members of civil society forum from region 1 to Tshwane House at 07h00 Pick up and collect members of civil society forum from Tshwane House to region 1 to Tshwane House at 16h00	7
2. Pick up and collect members of civil society forum from region 2 to Tshwane House at 07h00 Pick up and collect members of civil society forum from Tshwane House to region 1 to Tshwane House at 16h00	3
3. Pick up and collect members of civil society forum from region 3 to Tshwane House at 07h00. Pick up and collect members of civil society forum from Tshwane House to region 1 to Tshwane House at 16h00	1
4. Pick up and collect members of civil society forum from region 6 to Tshwane House at 07h00 Pick up and collect members of civil society forum from Tshwane House to region 1 to Tshwane House at 16h00	7
5. Pick up and collect members of civil society forum from region 7 to Tshwane House at 07h00 Pick up and collect members of civil society forum from Tshwane House to region 1 to Tshwane House at 16h00.	1

4. VALIDITY PERIOD

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

5. STAGES OF EVALUATION

Stage 1: Administrative Compliance

Stage 2: Mandatory Requirements

Stage 3: Preference Point System

5.1 ADMINISTRATIVE COMPLIANCE

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
a) To enable The City to verify the bidder's tax compliance status, the bidder must provide; <ul style="list-style-type: none"> • Tax compliance status PIN. or • Central Supplier Database (CSD) 		Tax status must be compliant before the award.
b) A copy of their Central Supplier Database (CSD) registration; or indicate their Master Registration Number / CSD Number;		CSD must be valid.
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 or 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 councillor confirming they are operating in that area		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 CSD or Company profile? Are all payment(s) up to date (i.e. not in arrears for more than 90 days?
d) In addition to the above, confirmation that all the bidding company's owners / members / directors / major shareholders rates and taxes are up to date: • Original or copy of Municipal Account Statement of all the South African based owners / members / directors / major shareholders not older than 3 months and the account/s may not be in arrears for more than ninety (90) days; or a signed lease agreement of owners / members / directors / major shareholders or 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 councillor confirming they are residing in that area		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 CSD or Company profile? Are all payment(s) up to date (i.e. not in arrears for more than 90 days?
e) Duly Signed and completed MBD forms (MBD 1, 4, 5, 8 and 9) The person signing the bid documentation must be authorized to sign on behalf of the bidder. Where the signatory is not a Director / Member /		All documents fully completed (i.e. no blank spaces)? All documents fully signed by (any director / member / trustee as

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.</p> <p>NB: Bidders must ensure that the directors, trustees, managers, principal shareholders, or stakeholders of this company, 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></p>		<p>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 non-submission of the MBD forms, will be considered)?</p>
<p>f) Audited Financial Statements for the most recent three (3) years or Audited Financial Statements from date of existence for companies less than three years old.</p> <p>NB: The bidder must submit signed audited annual financial statements for the most recent three years, or if established for a shorter period, submit audited annual financial statements from date of establishment.</p> <p>If the bidder is not required by law to prepare signed annual financial statements for auditing purposes, then the bidder must submit proof that the bidder is not required by law to prepare audited financial statements.</p>		<p>Applicable for tenders above R10m in conjunction with MBD 5)</p> <p>Are Audited financial statements provided (Audited financials must be signed by auditor) Or proof that the bidder is not required by law to prepare audited financial statements.</p>
<p>g) Joint Ventures (JV) – (Only applicable when the bidder tenders as a joint venture) Where the bidder bids as a joint venture (JV), the required or relevant documents as per (a) to (f) above must be provided for all JV parties. In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties.</p> <p>NB: It is a condition of this bid that the successful bidder will continue with the same Joint Venture (JV) for the duration of the contract unless prior approval is obtained from the City.</p>		<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 f) must be provided for all partners of the JV.</p>
<p>h) Bidder attended a compulsory briefing session where applicable</p>		<p>A compulsory briefing register must be signed by the bidder.</p>

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
		Bidders will be disqualified should they fail to attend compulsory briefing session
i) 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>Incomplete pricing schedule results in totals being incomparable. Bidder must be disqualified.</p> <p>Bidder will be disqualified should they make corrections on the price schedule without attaching a signature or initialising thereto.</p> <p>Bidder will be disqualified should they use tippex/ correction ink, on the price schedule.</p>

5.2 MANDATORY REQUIREMENTS

1. The bidder must supply 2 or more signed contactable reference letters for previous similar work done. It must be on the client's letterhead. The reference must not be older than 36 months.
2. Service provider to attach valid Food Safety Certificate

5.3 PREFERENCE POINT SYSTEM

The preferential points to be used will be the 80/20 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2022.

- 80 points for price
- 20 points for specific goals

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"> • Level 1 • Level 2 • Level 3 • Level 4 • Level 5 • Level 6 • Level 7 • Level 8 • Non-compliant 	<ul style="list-style-type: none"> • 8 Points • 7 Points • 6 Points • 5 Points • 4 Points • 3 Points • 2 Points • 1 Point • 0 Points 	Valid Certified copy of BBEE certificate. Sworn Affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBEE certificate.

Specific goals	80/20 preference point system	Proof of specific goals to be submitted
EME and/ or QSE	2 Points	Valid Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBEE certificate
At least 51% of Women-owned companies	2 Points	Certified copy of Identity Document/s and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
At least 51% owned companies by People with disability	2 Points	Medical Certificate with doctor's details (Practice Number, Physical Address, and contact numbers) and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
At least 51% owned companies by Youth	2 Point	Certified copy of Identity Document/s and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
Local Economic Participation <ul style="list-style-type: none"> • City of Tshwane • Gauteng • National 	4 Points 2 Points 1 Point	Municipal Account statement/Lease agreement.

6. CONDITION

- For Catering the service provider must provide four extension cords, table clothes, crockery,
- Only one service provider will be awarded the tender

7. PRICING SCHEDULE

Category A: Catering services

CATERING AT 2ND TSHWANE METRO AIDS COUNCIL PLENARY ON THE 2ND OF SEPTEMBER 2025 AT TSHWANE HOUSE COUNCIL CHAMBER. The numbers for vegetarians and Halaal will be communicated to the appointed service provider. The service provider should make provision for vegetarians and Halaal.

ITEM NO.	MATERIAL NO.	DESCRIPTION	UNIT PRICE		AMOUNT (EXCL VAT)	
			R	c	R	c
		02 September 2025				
		Tshwane House – Restaurant				
1.	3036684	Breakfast:100 packs 500ml bottled water, 100% juice (300mls), sandwiches (fillings: cheese, polony, lettuce) x 1 apple and x 1 banana per person				
2.	3036685	Lunch: 100 packs 500ml bottled water Chicken 100g and beef chuck 100g, pap and dumpling or rice, chakalaka, green salad and gravy. 500ml bottled water, 340ml mixed fizzy drinks and 100% juice for 1 day (500mls bottled water 330ml soft drinks (sprite:15, fanta: 10, coke:15, stone: 15, Apple cider:20, Cranberry juice:20)				
		TOTAL EXCL VAT				
		VAT				
		TOTAL INCL VAT				

Category B: Transport services

RETURN ROAD TRANSPORT SERVICES FOR CIVIL SOCIETY FORUM LEADERS TO ATTEND SECOND PLENARY OF THE TSHWANE METRO AIDS COUNCIL AT TSHWANE HOUSE COUNCIL CHAMBER ON THE 2ND OF SEPTEMBER 2025. The service provider should make provision for vegetarians and Halaal. The numbers for vegetarians and Halaal will be communicated to the appointed service provider.

ITEM NO	MATERIAL NO.	DESCRIPTION	QUANTITY	UNIT PRICE		TOTAL (EXCL. VAT)	
				R	c	R	c
A.	3036686	Pick up and collect members of civil society forum from region 1 to Tshwane House at 07h00 Pick up and collect members of civil society forum from Tshwane House to region 1 to Tshwane House at 16h00	7				
B.	3036687	Pick up and collect members of civil society forum from region 2 to Tshwane House at 07h00 Pick up and collect members of civil society forum from Tshwane House to region 2 to Tshwane House at 16h00	3				
C.	3036688	Pick up and collect members of civil society forum from region 3 to Tshwane House at 07h00 Pick up and collect members of civil society forum from Tshwane House to region 3 to Tshwane House at 16h00	1				
D.	3036689	Pick up and collect members of civil society forum from region 6 to Tshwane House at 07h00 Pick up and collect members of civil society forum from Tshwane House to region 6 to Tshwane House at 16h00	7				

E.	3036690	Pick up and collect members of civil society forum from region 1 to Tshwane House at 07h00. Pick up and collect members of civil society forum from Tshwane House to region 7 to Tshwane House at 16h00	1				
		SUB-TOTAL EXCL. VAT					
		VAT @ (15%)					
		TOTAL INCL. VAT					

NB: THE CITY RESERVES THE RIGHT TO INCREASE OR DECREASE THE QUANTITIES OF PRODUCTS OR SERVICES SUBJECT TO BUDGET AVAILABILITY. ONLY ONE SERVICE PROVIDER WILL BE AFFORDED THE QUOTATION

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**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
QUOTATION NUMBER:	Q28-2025-26	CLOSING DATE:	1 September 2025	CLOSING TIME:	10:00
DESCRIPTION	ADVERTISEMENT: PROVISION OF CATERING SERVICES AND TRANSPORTATION OF THE CIVIL SOCIETY LEADERS FROM FIVE REGIONS TOWARDS THE SECOND TSHWANE METRO AIDS COUNCIL PLENARY MEETING TO BE HELD ON 2 SEPTEMBER 2025 AT TSHWANE HOUSE				
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)					
Tshwane House					
Supply Chain Management					
320 Madiba Street					
Pretoria					
GPS coordinates: 25.74431°S, 28.19464°E					
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]
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	Supply Chain Management		CONTACT PERSON	Oniah Tsheole-Nkosi	
CONTACT PERSON	Josia Masenya				
TELEPHONE NUMBER	(012) 358 0658		TELEPHONE NUMBER	(012) 358 8603	
			E-MAIL ADDRESS	OniahTN@tshwane.gov.za	
E-MAIL ADDRESS	josiasma@tshwane.gov.za				

**MBD1
COMPULSORY
PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:										
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>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.</p>										
2. TAX COMPLIANCE REQUIREMENTS										
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>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.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>										
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS										
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="width: 30%; text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p>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.</p>	3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO									
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO									

**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 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 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, hareholder²):.....
 - 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

.....
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:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

- 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"> • Level 1 • Level 2 • Level 3 • Level 4 • Level 5 • Level 6 • Level 7 • Level 8 • Non-compliant 	<ul style="list-style-type: none"> • 8 Points • 7 Points • 6 Points • 5 Points • 4 Points • 3 Points • 2 Points • 1 Point • 0 Points 	
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"> • City of Tshwane • Gauteng • National 	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

WITNESSES

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 numberdated.....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>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.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	<p>If so, furnish particulars:</p> 		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>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.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	<p>If so, furnish particulars:</p> 		

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.

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Signature

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Date

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Position

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Name of Bidder

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