

uMNGENI LOCAL MUNICIPALITY



PANEL FOR PROVISION OF SECURITY SERVICES FOR THE PERIOD OF TWELVE (12) MONTHS BID NO. UMN 08/2022

P.O. BOX 5
HOWICK
3290

ACTING MUNICIPAL MANAGER
M. HLOBA

Bidders Name:	
Address:	
.....	
.....	
Telephone:	
Fax Number:	
Contact Person:	
CSD Number:	PSIRA No.:
Email Address:	
Amount (incl. vat): R	

UMNGENI LOCAL MUNICIPALITY
CONTRACT NO: UMN 08/2022
PANEL FOR PROVISION OF SECURITY SERVICES FOR THE PERIOD OF TWELVE (12)
MONTHS

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uMNGENI LOCAL MUNICIPALITY



CONTRACT NO: 08/2022

**PANEL FOR PROVISION OF SECURITY SERVICES
FOR THE PERIOD THE PERIOD OF TWELVE (12)
MONTHS**

BID INVITATION

UMNGENI LOCAL MUNICIPALITY

CONTRACT NO: UMN08/2022

PANEL FOR PROVISION OF SECURITY SERVICES FOR A PERIOD OF TWELVE (12) MONTHS CONTRACT NO: UMN 08/2022

uMngeni Local Municipality hereby invites suitably qualified and experienced service providers to submit bids for the Panel for the Provision of Security Services within the uMngeni Municipality area of jurisdiction for the work as set out in the bid contract documents. Bidders must meet the set eligible criteria contained in the tender document for their bid submission to be considered for evaluation. Tenderers must be registered with PSIRA in terms of the Private Security Industry Regulation Act 56 of 2001 (with its amendment) and must comply with PSIRA area rates when pricing. Also for bids to be considered, tenderers must be registered on the Central Suppliers Database register (CSD) and be registered on supplier's database of uMngeni Municipality (if not registered, forms must be submitted with tender documents) database of suppliers.

A Compulsory briefing meeting will take place as per below table at the uMngeni Local Municipality Hilton Boardroom, 29 Hilton Avenue.

BID NO.	TENDER DESCRIPTION	COMPULSORY BRIEFING DATE	Closing Date
UMN Bid No. 08/2022	Panel for the Provision of Security Services	03 August 2022 (Hilton Boardroom) 11H00 am	15 August 2022

Tender Documents must be reserved via EFT payment or direct deposit at a **non – refundable fee of R 1000.00** per document. Proof of payment shall be forwarded to thando.mchunu@umngeni.gov.za or londiwe.sokhela@umngeni.gov.za and documents collected at Supply Chain Management Unit from Friday, **28 July 2022 until 02 August 2022** during working hours (Monday – Friday) 07h30 am until 16h00 pm or alternatively be downloaded on www.etenders.gov.za which is available on the National Treasury portal and or on official municipal website www.umngeni.gov.za. **Banking Details for EFT Payments:** Name of Bank: ABSA; Account Name: uMngeni Municipality Account Type: Current Account; Account Number: 4063796636 Branch Code: 220231; **Reference 021580 and Company Name.**

Technical queries relating to issues of tender document for the Panel for the Provision of Security Services to be directed to Mr. Nathi Ngubane on (033) 239 9344 or on email: nathi.ngubane@umngeni.gov.za during working hours 08h00 am to 14h00 pm. Further information regarding the SCM or procurement processes and other information can be directed to Mr Thando Mchunu (033) 239 9220 or email: thando.mchunu@umngeni.gov.za during working hours 08h00 am to 14h00 pm.

Tenders may only be submitted on the official issued tender document. Tenders received by way of facsimile or email will NOT be considered. The completed tender document must be in a sealed envelope clearly marked the attention of: **“ACTING MUNICIPAL MANAGER, uMNGENI LOCAL MUNICIPALITY, UMN 08/2022, PANEL FOR THE PROVISION OF SECURITY SERVICES FOR A PERIOD OF TWELVE (12) MONTHS”**, and must be deposited in the official **TENDER BOX** in the foyer of the uMngeni Local Municipality Main Offices, Corner Dicks and Somme Streets not later than **12:00pm on 15 August 2022**, where tenders will be opened in public. Late tenders will **NOT** be considered.

The evaluation and Adjudication of tenders will be done in line with the uMngeni Local Municipality's approved Supply Chain Management Policy and 80/20 scoring of PPPFA with its 2017 Regulations. Only bidders who obtain a minimum 70% out of 100% on functionality scoring in order to be evaluated on Preferential Procurement Points System.

Tenders shall be valid for a period of 90 days. uMngeni Local Municipality does not bind itself to accept the lowest or any tender, and reserves itself the right to accept any tender as a whole or in part.

MR M HLOBA (ACTING MUNICIPAL MANAGER)

uMNGENI LOCAL MUNICIPALITY



UMNGENI LOCAL MUNICIPALITY

CONTRACT NO: UMN 08/2022

**PANEL FOR PROVISION OF SECURITY SERVICES
FOR THE PERIOD OF TWELVE (12) MONTHS**

CONDITIONS OF THE BID

uMNGENI LOCAL MUNICIPALITY
CONTRACT NO: UMN 08/2022
PANEL FOR PROVISION OF SECURITY SERVICES FOR THE PERIOD OF TWELVE (12)
MONTHS

PRE-QUALIFYING / ELIGIBILITY CRITERIA

A. Tender offers will only be accepted provided the following information is included:

- ❖ Tenderer must be in possession of Private Security Industry Regulatory Act (PSIRA) Company Registration Certificate,
- ❖ Private Security Industry Regulatory Act (PSIRA) Registration Certificate for the Owner of the company as well as Private Security Industry Regulatory Act (PSIRA) Certificates for the Management Team and the Security Officers,
- ❖ Registration with the South African Police Service (SAPS) as a National Key Point Service Provider,
- ❖ Names, addresses and Telephone Numbers where their Bank Accounts are held or other financial institutions that manage their finances and the names of Contact Persons at each financial institution concerned,
- ❖ The Names, Identity Numbers and Street Addresses of all Partners and Shareholders of the company,
- ❖ The Names and Identity Numbers of all their Security Officers, who should be registered as such in terms of the Private Security Industry Regulatory Act (Act No. 56 of 2001), as amended,
- ❖ Consent that all Managing Directors, Shareholders, Site Managers, Supervisors and Security Officers of the company, assigned to the sites will be subjected to pre-screening before assumption of duties with the Municipality,
- ❖ Consent that the Employees of the company assigned to the sites, for the purposes of this bid, will sign a Declaration of Secrecy prior to deployment, as they will access and be exposed to the information of the Municipality, which may be privileged and protected in law.
- ❖ The tenderer submits **an original valid** Tax Clearance Certificate or valid Tax Pin issued by the South African Revenue Services;
- ❖ The tenderer has attended the Compulsory Briefing Session;
- ❖ The tenderer or any of its director/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt activities Act of 2004 person prohibited from doing business with the public sector;
- ❖ The tender has not;
 - (i) Abused the Employer's Supply Chain Management System; or
 - (ii) Failed to perform on any previous contract and has been given a written notice to this effect;
- ❖ The tenderer has completed the (MBD4) Declaration of Interest and Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract and completed by an authorized person;
- ❖ The tenderer must registered on the Central Supply Database (CSD);
- ❖ The Tenderer should not be outstanding with any municipality in terms services. The latest municipal account in the name of owner or landlord is to be attached and that of Directors Listed;
- ❖ The tenderer is required to attach the Bank Rating of Code C or above;
- ❖ A certified copy of the ICASA licence must be submitted (rented or owned)
- ❖ A Joint-Venture Agreement, if applicable, must be submitted with tender;
- ❖ The tender offer is signed by a person authorized to sign on behalf of the Tenderer;

- ❖ The tender has completed a minimum of three security contract exceeding R2 Million in the past three years. The tenderer must submit a minimum of three written testimonials from clients as proof;

- ❖ Submit proof of a Public Liability Insurance Policy to the value of at least R2 Million providing cover against all claims (including claims related to the use or misuse fire-arms), against the Council, Contractor or its employees;
- ❖ All returnable schedules are to be completed and all relevant certificates attached where indicated;
- ❖ Tenderer must fully complete the document and sign;
- ❖ Submit Certified Copies of all documentations if not original (Copies of certified copies will not be accepted and or scanned certified copies);
- ❖ All certified copies must not be later than six months or not older than six months, failing which the evidence submitted will not be considered.
- ❖ Copies of company registration documents (e.g. CK1, CK2A, trust, sole proprietary, disclosure certificates: companies and close corporations)
- ❖ Proof of letter of good standing COIDA and ISO 9001 certificates
- ❖ The municipality reserves the right to visit and verify the site at any stage, the visit shall be a surprise visit.
- ❖ A signed Annual Financial Statements by a registered Auditors or Accounting Officer, if applicable.
- ❖ Attach CV's and proof of registration for security personnel (max 3 pages and back to back copies), maximum 5 CV's and attach a list of all personnel to be used in the project and state their PSIRA numbers.
- ❖ Provide a confirmation of operational company's address, control room, contact details on a letterhead of the company.

B. DEMONSTRATIONS AN INSPECTIONS

1. All bidders must be prepared to demonstrate where required, free of charge and obligation, at the uMngeni Local Municipality or any other area within the boundary of the uMngeni Local Municipality, any services offered in this bid.
2. Where officials are required to attend demonstrations or inspections outside the boundary of the Bergville Area, all costs to attend such demonstration must be borne by the bidder

uMNGENI LOCAL MUNICIPALITY



CONTRACT NO: UMN 08/2022

**PANEL FOR PROVISION OF SECURITY SERVICES
FOR THE PERIOD OF TWELVE (12) MONTHS**

GENERAL CONDITIONS OF CONTRACT

uMNGENI LOCAL MUNICIPALITY

CONTRACT NO: UMN 08/2022

PANEL FOR PROVISION OF SECURITY SERVICES FOR THE PERIOD OF TWELVE (12) MONTHS

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General Conditions of Contract

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1. **“Closing time”** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. **“Contract”** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. **“Contract price”** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. **“Corrupt practice”** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. **“Countervailing duties”** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. **“Country of origin”** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. **“Day”** means calendar day.
- 1.8. **“Delivery”** means delivery in compliance of the conditions of the contract or order.
- 1.9. **“Delivery ex stock”** means immediate delivery directly from stock actually on hand.
- 1.10. **“Delivery into consignees store or to his site”** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
- 1.11. **“Dumping”** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. **“Force majeure”** means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13. **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. **“GCC”** means the General Conditions of Contract.
- 1.15. **“Goods”** means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

- 1.16. **“Imported content”** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.
- 1.17. **“Local content”** means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.18. **“Manufacture”** means the production of products in a factory using labor, materials, components and machinery and includes other related value-adding activities.
- 1.19. **“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. **“Project site,”** where applicable, means the place indicated in bidding documents.
- 1.21. **“Purchaser”** means the organization purchasing the goods.
- 1.22. **“Republic”** means the Republic of South Africa.
- 1.23. **“SCC”** means the Special Conditions of Contract.
- 1.24. **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. **“Supplier”** means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26. **“Tort”** means in breach of contract.
- 1.27. **“Turnkey”** means a procurement process where one Consultant assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.28. **“Written” or “in writing”** means hand-written in ink or any form of electronic or mechanical writing.

2. Application

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a nonrefundable fee for documents may be charged.

- 3.2. Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

4. Standards

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

5. Use of contract documents and information

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent Rights

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

7. Performance security

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque

- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later

than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. Inspections, tests and analysis

- 8.1. All per-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6. Goods and services, which are, referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract goods may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. Packing

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1. Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the supplier in accordance with the terms specified in the contract.

11. Insurance

- 11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

12. Transportation

- 12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified.

13. Incidental Services

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

- 14.1. As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
 - (b) in the event of termination of production of the spare parts:
 - (i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods
- 15.2. Supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

- 15.3. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.
- 15.4. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.5. Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.6. If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

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

17. Prices

- 17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

18. Variation orders

- 18.1. In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. Assignment

- 19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.
- 21.4. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.
- 21.5. Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without canceling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

- 22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
 - (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

24. Antidumping and countervailing duties and rights

- 24.1. When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favorable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

- 27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4. Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

28. Limitation of Liability

- 28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
 - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

- 29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

- 30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

31. Notices

- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 32.4. No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of contracts

- 33.1. The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser.

34. Amendment of contracts

- 34.1. No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into
- 34.2. in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

35. Prohibition of restrictive practices

- 35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as mended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.
- 35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.
- 35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

uMNGENI LOCAL MUNICIPALITY



CONTRACT NO: UMN 08/2022

**PANEL FOR PROVISION OF SECURITY SERVICES
FOR THE PERIOD OF TWELVE (12) MONTHS**

SPECIAL CONDITIONS

**uMNGENI LOCAL MUNICIPALITY
CONTRACT NO: UMN 08/2022
PANEL FOR PROVISION OF SECURITY SERVICES FOR THE PERIOD OF TWELVE (12)
MONTHS**

SPECIAL CONDITIONS OF BID

1. DURATION OF CONTRACT

The duration of this contract is twelve (12) months after the award of this contract.

2. PAYMENTS

All payments will be made to the Service Provider within thirty (30) days of receipt of an invoice.
NB: Payments are made twice a month, on the 15th or on the last day of the month and invoices should be submitted five days before the pay day of the month.

3. SERVICE LEVEL AGREEMENT

- 3.1 A service level agreement will be entered into with the successful bidder.
- 3.2 Negotiations in respect of the service level agreement must be finalised within fourteen (14) calendar days of receipt of the letter of acceptance by the successful bidder."
- 3.3 Service level agreement entered into with the successful bidder will capture the time frames or performance applying to this contract.
- 3.4 Should no consensus be reached within fourteen (14) calendar days of finalizing the Service Level Agreement (SLA), the Municipality will be entitled to:
 - i) Cancel its acceptance of the bid, or
 - ii) Extend the negotiation period without prejudice to any of its other rights in terms of this contract or common law.

4. PRICE

Prices charged by the supplier for services performed under the contract shall not vary from the prices quoted by the service provider in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

5. BID VALIDITY

This bid shall not be withdrawn during a period of one hundred and twenty (120) days from the date on which it is to be lodged and it may be accepted at any time during that period.

6. BID COMPLIANCE

The Bid must comply with the following:

- It must be on the official schedule of quantities.

- VAT must be indicated separately.
- The bid must be fully compliant with PSIRA Regulations

7. RETURNABLE DOCUMENTS

The issued documents must be returned in the form and order in which they were issued to assist the Municipality to expedite adjudication of the bids.

8. MANDATORY OBJECTION PERIOD

All administrative actions and decisions taken by the Municipality through its officials may become subject to an appeal process. As such, in terms of Section 49 of the Municipal Supply Chain Management Regulations No 27636 of 2005, a period of fourteen (14) days will be set aside to allow for the submission of appeals against the award/ process of making the award to a particular bidder by any interested party. Except in scenarios where the decision of a duly appointed appeal panel sets aside the appointment of the successful bidder as the service provider for this contract, the appointment will then be confirmed by the municipality in writing.

9. ELIGIBILITY

The successful bidder must have a 24 hours manned local radio room, with radio communication to all security points.

10. COMPULSORY DOCUMENTATION THAT MUST BE SUBMITTED WITH THE BID

Service Providers are required to submit the following compulsory document with the bid, failing which; the bid will be rendered invalid.

- Company Registration Document
- ID Document/s of the directors
- Municipal Rates Bill
- Tax Clearance or copy plus pin provided by SARS
- CSD Registration
- BBBEE Verification Certificate or sworn affidavit
- PSIRA certificate of company
- Company Profile
- Proof of experience
- PSIRA Certification of all Security personnel to be deployed. (To be delivered upon award, to submit for existing staff)
- Police Clearance Certificates of all Security Personnel to be deployed. (To be delivered upon award, to submit for existing staff)

uMNGENI LOCAL MUNICIPALITY



CONTRACT NO: UMN 08/2022

**PANEL FOR PROVISION OF SECURITY SERVICES
FOR THE PERIOD OF TWELVE (12) MONTHS**

SCOPE OF WORKS/ SPECIFICATION

uMNGENI LOCAL MUNICIPALITY
CONTRACT NO: UMN 08/2022
PANEL FOR PROVISION OF SECURITY SERVICES FOR THE PERIOD OF TWELVE (12)
MONTHS

SPECIFICATION OF CONTRACT

1. BACKGROUND

They are twenty seven (27) proposed sites to be guarded, with day and night shifts. In terms of the four clusters, three (3) of them need normal physical guarding and the fourth one needs alarm and armed response of twenty two (22) sites.

The breakdown for Cluster 1 for the physical guarding is as follows:

Cluster 1

- 1) Day Shift = 9
- 2) Night Shift = 9
- 3) Relievers = 9

Total: 27

The breakdown for Cluster 1 for the physical guarding is as follows:

Cluster 2

- 1) Day Shift = 10
- 2) Night Shift = 13
- 3) Relievers = 14
- 4) Supervisor/Manager=1

Total: 38

The breakdown for Cluster 2 for the physical guarding is as follows:

Cluster 3

- 1) Day Shift = 11
- 2) Night Shift = 12
- 3) Relievers = 12
- 4) Supervisor/Manager=1

Total: 36

The breakdown for Cluster four (3) for the physical guarding is as follows:

Cluster 4

- 1) There are currently 22 Sites to be installed the alarm and provided with armed response.

2. RESPONSIBILITY

Protect theft, vandalism, protect life and prevent crime within the ambit of the legal system.

Conduct access control to the property and patrol the building interior during non-office hours to prevent damages resulting from infrastructure failure staff negligent and shall ensure that registers

to this effect are at all times properly and accurately completed. Have an allowance to provide VIP Protection should it be needed.

3. SUPERVISOR

3.1 Supervisor must be trained to at least Grade 10 level must have substantial appropriate experience: with Grade B or A or C

3.2 Supervisor must have a good grounding in their post description and duties

3.3 Supervisor must at all times be capable of leading/ controlling and supervising his/her subordinates:

3.4 Supervisor must have a good clearance issued by the South African Police Service, kept on file of the service provider.

3.5 Supervisor must be registered with the Security Officer's Board.

4 SECURITY OFFICERS

4.1 Security Officers must be trained to at least Grade 8 level or must have substantial experience and must be able to communicate both in IsiZulu and English; with Grade E, D or C;

4.2 Security Officers must be in a position to read and write;

4.3 Security Officers may not be younger than 18 years of age:

4.4 Security Officers must be registered with the Security Officer's Board.

5. SUPERVISOR AND SECURITY OFFICERS

5.1 Supervisor and Security Officers must have undergone and passed formal security training and follow-up training to maintain standards.

5.2 At all times Supervisors and Security Officers shall present an acceptable image. Appearance which implies, inter alia, that they may not publicly sit or smoke during or whilst attending to people (customers).

5.3 Supervisor and Security Officers will at all times present a dedicated attitude/ approach to security, which attitude/ approach shall imply/ inter alia, that there shall be no arguments with visitors/ staff or impolite behaviour towards customers:

5.4 Supervisor and Security Officer shall be physically and mentally fit for the execution of their duties;

5.5 Supervisors and Security Officers shall sign an undertaking in which they declare that they will refrain from any action which might be to the detriment of the Municipality.

5.6 Supervisors and Security Officers are prohibited from reading office documents and delving through records;

5.7 No information concerning the activities of the Municipality may be furnish to the public or news media by the Contractor or his Employees

- 5.8 The contractor must ensure that each member of his security staff shall at all times when on duty, be fully equipped in respect of:
- 5.8.1 A neat and clearly identifiable uniform from the contractor, which will include matching raincoats and overcoat for rainy and cold conditions respectively.
- 5.8.2 A clear Identification card for the Contractor, with the members photo, identifiable and file number on it, worn noticeably on his person at all times:
- 5.8.3 Service aids to worn on the body at all times, including;
- Baton
 - Handcuffs
 - Pocket Book (and occurrence Book in the site office)
 - Pen, Torch (at night), firearm (optional), duly licensed and issued
- 5.9 The service provider will at all times at his Headquarters have proper staff files in his service who are employed for service at the municipality which are kept up to date by the service provider and are available for inspection by the Municipal personnel.
- 5.9.1 The appropriate documents shall include, inter alia, the following;
- Scholastic registration, medical certificates security clearances and firearm licenses.
- 5.10 The service provider shall ensure that at all times his staff at the sites of uMngeni Municipality has immediate and 24-hours communication with its headquarters, either by radio or cellular phone
- 5.10.1 Monitoring of service shall also be done by the Supervisory staff at the Municipality, as well as by the service provider himself on the least a daily basis;
- 5.10.2 The responsible personnel of the Municipality shall be entitled at any time to check the service rendered by the service provider in order to ensure the service rendered is in accordance with the purported execution of this contract;
- 5.10.3 The Municipality may require from the service provider; at any time within reasonable reason, that any of his/her employees be replaced in which case the service provider shall remove the worker summarily form the site and the Municipality will not be held responsible for any damage or claims which might arise because of this and the service provider indemnifies the Municipality against any such claims and legal expenses
6. The service provider commits himself to the following general aspects in fulfilment of the contract.
- 6.1 The service provider hereby indemnifies the Municipality against any liability or compensation and legal expenses in respect of the following cases;
- 6.1.1 Loss of life or injuries which might be sustained by the service provider' staff during the execution of their duties

- 6.1.2 Damage to or destruction or any equipment or property of the contractor, during the execution of duties as described in this contract
- 6.1.3 Any claims and legal costs which might ensue from the failure by or acts committed by the security staff of the service provider against third person, which acts includes but is not limited to illicit frisking, illicit arrest others illicit or wrongful deeds:
- 6.1.4 The Municipality undertakes to notify the service provider in writing of the particulars of each claim that the contractor is liable for.
- 6.2 The service provider shall, at his own expense take out sufficient insurance against any claim, costs, loss, and /damage ensuing from his obligation and shall ensure that such insurance remains operative for the duration of this contract, a copy of such insurance contract shall be handed to the municipality on commencement of this contract and the service provider shall be under obligation to furnish the Municipality with quarterly evidence that such insurance premiums having indeed being paid.
- 6.3 The service provider shall upon request, provide the Municipality with satisfactory proof of registration as employer with Workmen's Compensation Commission
7. Vehicle access control at the gate; the service provider has to provide all documentation to ensure adequate vehicle access control. When the document is full it will be handed to municipality as a proof of the work done.
 8. Pedestrian access control; the service provider has to provide all documentation to ensure adequate pedestrian access control. When the document is full will be handed to municipality as a proof of the work done
 9. Building access control; the service provider has to provide all documentation to ensure adequate access control to all buildings
 10. Randomly searching of vehicles entering and leaving the sites.
 11. Reporting via radio every half hour to Service Provider Radio Control Room by the guard on site. The Service Provider Control Radio Room to send station reports on radio base to base to uMngeni Protection services control centre at every two hours.
 12. Site handing over procedures after every shift between guards or to Municipal Official.
 13. Any incident that may have occurred on site has to be reported immediately to the office of Protection Services direct by the office of the Service Provider before any action.
 14. The Service provider would be required to provide an armed guard as and when required
 15. The Service Provider would be required to provide security guards on short notice, In order to work additional hours or additional shifts and would be required to provide a security guard on new sites.

16. Every site shall have an attendance register where the security guard shall sign on duty and off duty. The attendance register shall be handed in by the office of the Service Provider on monthly basis to affect payment and Service Provider to provide a document.
17. The payment would be affected if the security guard on shift found deserted the post , not on duty or drunk on duty (No work no Pay) but there would be an investigation by the office of Protection Services' Manager before an act.
18. All incident would be reordered in an Occurrence Book by the security guard on site under inspection when OB is full would be handed to municipality as a proof of the work done and Service Provider to provide a document.

DETAILS OF CLUSTER ONE (1) SITES AND GUARDS			
CLUSTER 1			
SITES	NO: OF GUARDS D/S	NO: OF GUARDS N/S	RELIEVER
NXAMALALA HALL	1	1	1
ELIJAH ZUMA HALL	1	1	1
MPOPHOMENI HALL	1	1	1
MPOPHOMENI LIBRARY	1	1	1
MPOHOPHOMENI OFFICE (BT)	1	1	1
MPOPHOMENI SPORTS FIELD	1	1	1
MULTI PURPOSE CENTRE	1	1	1
HOWICK WEST HALL	1	1	1
MPOPHOMENI CEMETRY	1	1	1
		TOTAL	27
DETAILS OF CLUSTER TWO (2) SITES AND GUARDS			
CLUSTER 2			
SITES	NO: OF GUARDS D/S	NO: OF GUARDS N/S	RELIEVER
MAIN OFFICE	3	2	3
HOWICK WEST INDOOR	1	2	2
HOWICK WEST POUNDING	1	1	1
HOWICK TECHNICAL	1	2	2
HOWICK SOUTH HALL	NIL	1	1
HOWICK FALLS	1	2	2
KWAMEVANA OFFICES	1	1	1
HILTON LIBRARY	1	1	1
HILTON OFFICES	1	1	1
		TOTAL	37
DETAILS OF CLUSTER THREE (3) SITES AND GUARDS			
CLUSTER 3			
SITES	NO: OF GUARDS D/S	NO: OF GUARDS N/S	RELIEVER
HOWICK LIBRARY	1	1	1
HOWICK RECYCLE	1	1	1
HOWICK POOL	1	1	1
ALLERMANS COURT	1	2	2
GREYS COURT	1	2	2
CURRYS POST LANDFILL	3	2	2
CURRY POST CEMETRY	1	1	1
LION RIVER CEMETRY	1	1	1

LIDGETON HALL	1	1	1
		TOTAL	35
DETAILS OF CLUSTER FOUR (4) SITES AND GUARDS			
CLUSTER 4 (ALARM INSTALLATION, MONITORING & ARMED RESPONSE)			
SITES	SERVICE TO BE RENDERED		
HOWICK SWIMMING POOLS	ALARM INSTALLATION, MONITORING & ARMED RESPONSE		
MAIN OFFICE	ALARM INSTALLATION, MONITORING & ARMED RESPONSE		
TECHNICAL SERVICES DEPARTMENT	ALARM INSTALLATION, MONITORING & ARMED RESPONSE		
HILTON LIBRARY	ALARM INSTALLATION, MONITORING & ARMED RESPONSE		
HILTON OFFICES	ALARM INSTALLATION, MONITORING & ARMED RESPONSE		
KWAMEVANA OFFICES	ALARM INSTALLATION, MONITORING & ARMED RESPONSE		
HOWICK MUSEUM	ALARM INSTALLATION, MONITORING & ARMED RESPONSE		
HOWICK LIBRARY	ALARM INSTALLATION, MONITORING & ARMED RESPONSE		
HOWICK WEST LIBRARY	ALARM INSTALLATION, MONITORING & ARMED RESPONSE		
INDOOR SPORTS CENTRE	ALARM INSTALLATION, MONITORING & ARMED RESPONSE		
MULTI-PURPOSE CENTRE	ALARM INSTALLATION, MONITORING & ARMED RESPONSE		
ALL 11 COMMUNITY HALLS	ALARM INSTALLATION, MONITORING & ARMED RESPONSE		
		TOTAL NO. OF SITES	22

uMNGENI LOCAL MUNICIPALITY



CONTRACT NO: UMN 08/2022

**PANEL FOR PROVISION OF SECURITY SERVICES
FOR THE PERIOD OF TWELVE (12) MONTHS**

FORMS TO BE COMPLETED BY THE BIDDER

uMNGENI LOCAL MUNICIPALITY

FORM OF BID

FORM OF ACCEPTANCE

DEPARTMENT: _____

FORM OF BID: _____

To: **Municipal Manager**
P O Box 5
HOWICK
3290

1. I/we hereby bid to supply and deliver the goods as and when ordered by the Head of Department at prices quoted and/or to render all of any of the services described in the attached documents to the uMngeni Local Municipality on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of, and incorporated into, this bid) at prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that: the offer herein shall remain binding upon me/us and open for acceptance by the uMngeni Local Municipality during the validity period of 120 days indicated and calculated from the closing time of bid;
 - 2.1 this bid and its acceptance shall be subject to the terms and conditions contained in the Preference Points Claim Form;
 - 2.2 if I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfill the contract when called upon to do so, the Council may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the Council and I/we will then pay to the Council any additional expense incurred by the Council having either to accept any less favorable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Council shall also have the right to recover such additional expenditure by set-off against monies which may be due to become due to me/us under this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Council may sustain by reasons of my/our default;
 - 2.3 If my/our bid is accepted, the acceptance may be communicated to me/us by letter or order by ordinary post or registered post and that the SA Post Office Ltd shall be regarded as my/our agent, and delivery of such acceptance to SA Post Office Ltd shall be treated as delivery to me/us;
 - 2.4 I/we understand that the Council is not bound to accept the lowest or any bid and also reserves the right to divide the contract between one or more bids;
 - 2.5 this bid, together with Council's written acceptance thereof, shall constitute a binding contract between us;
 - 2.6 that this contract or part thereof shall not be ceded;
 - 2.7 the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid and that I/we choose Domicilium *citandi et executandi* in the Republic at (full address of this place):
3.6

-
- 3 I/we furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 4 I/we hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under the agreement as the Principal(s) liable for the due fulfillment of this contract.
- 5 I/we agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence of judgment which may be pronounced against me/us as a result of such action.

5.1 Are you duly authorized to sign the bid? *

5.2 Has the Declaration of Interest been duly completed and included with the other bid forms?*

*Delete whichever is not applicable

SIGNATURE: _____

DATE: _____

CAPACITY AND PARTICULARS OF THE AUTHORITY UNDER WHICH THIS BID IS SIGNED:

NAME OF BIDDER: _____

POSTAL ADDRESS: _____

TELEPHONE NUMBERS: _____

FACSIMILE NUMBERS: _____

BID NUMBER: _____

NAME OF CONTACT PERSON: _____

Refer to the under-mentioned important Conditions:

IMPORTANT CONDITIONS

1. Failure on the part of the bidder to sign this bid form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaire and specifications in all respects, may invalidate the bid.
3. Bids should be submitted on the official forms and should not be qualified by the bidders own conditions of bid. Failure to comply with these requirements or to renounce specifically the bidders own conditions of bid, when called upon to do so, may invalidate the bid.
4. If any of the conditions of this bid form are in conflict with any special conditions, stipulations or provisions incorporated in the bid, such special conditions, stipulations or provisions shall apply.

CERTIFICATE OF ATTENDANCE AT A TENDER SITE MEETING

This is to certify that (Tenderer)

of (address)

..... was represented by the person(s) named below at the Compulsory meeting held for all tenderers

I/We acknowledge that the purpose of the meeting was to acquaint myself/ourselves with the site of the works and/ or matters incidental to doing the work specified in the tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the tender

Particulars of person(s) attending the meeting

Name Signature

Capacity.....

Name Signature

Capacity

Attendance of the above person(s) at the meeting is confirmed by the employer's representative, Namely,

NameSignature

Capacity Date and Time

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
6. Applications for the Tax Clearance Certificates 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.

MBD 3.1
PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	Bid Number.....
Closing Time	Closing Date

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
1.	Required by:	
-	At:	
		
2.	Brand and Model	
3.	Country of Origin	
-	Does the offer comply with the specification(s)?		*YES/NO
4.	If not to specification, indicate deviation(s)	
5.	Period required for delivery	
			*Delivery: Firm/Not firm
6.	Delivery basis	

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

DECLARATION OF INTEREST

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

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

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

3.6.1 If so, furnish particulars.

.....
.....

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

3.7.1 If so, furnish particulars.

.....
.....

-
- ☐ MSCM Regulations: "in the service of the state" means to be – a member of –
- any municipal council;
 - any provincial legislature; or
 - the national Assembly or the national Council of provinces;

a member of the board of directors of any municipal entity;
an official of any municipality or municipal entity;
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);
a member of the accounting authority of any national or provincial public entity; or
an employee of Parliament or a provincial legislature.

3.8 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**

3.8.1 If so, furnish particulars.

.....
.....

3.9 Are you, aware of any relationship (family, friend, other) between a 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

3.9.1 If so, furnish particulars

.....
.....

3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.11.1 If so, furnish particulars.

.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

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

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

uMNGENI LOCAL MUNICIPALITY



CONTRACT NO: UMN 08 /2022

**PANEL FOR PROVISION OF SECURITY SERVICES
FOR THE PERIOD OF TWELVE (12) MONTHS**

PROCUREMENT DOCUMENTS

PREFERENCE POINTS CLAIM FORM

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

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).

2. The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

3. Preference points for this bid shall be awarded for:

1. Price; and
2. B-BBEE Status Level of Contribution.

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

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

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

1.4.A “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

- 1.5 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less.
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

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

4. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 P_s \left(1 - \frac{P_t - P_{min}}{P_t} \right) & \text{or} & P_s \left(1 - \frac{P_t - P_{min}}{P_t} \right)
 \end{array}$$

Where

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

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12

5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 1.7.1 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 1.7.2 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

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

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

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm :

9.2 VAT registration number :

9.3 Company registration number :

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 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 B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;

- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and forward the matter for criminal prosecution

WITNESSES:

.....

.....
SIGNATURE(S) OF BIDDER(S)

.....

DATE:.....

ADDRESS:.....

.....

.....

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

- General Conditions
- Preferential Procurement Regulations, 2011 (Regulation 9.(1) and 9.(3) make provision for the promotion of local production and content.
- Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- Regulation 9.(3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.
- Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

$$LC = 1 - \left(\frac{x}{y} \right) \times 100$$

Where

x imported content

y bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date,

one week (7 calendar days) prior to the closing date of the bid as required in paragraph 4.1 below.

- A bid will be disqualified if:
 - the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below; and
 - this declaration certificate is not submitted as part of the bid documentation.
- Definitions
- **“bid”** includes advertised competitive bids, written price quotations or proposals;
- **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).
- **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- **“sub-contract”** means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- **The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

- Does any portion of the services, works or goods offered have any imported content?

YES / NO

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below:

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

<p>LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)</p> <p>IN RESPECT OF BID No.</p> <p>ISSUED BY: (Procurement Authority / Name of Municipality / Municipal Entity): </p> <p>NB The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.</p> <p>I, the undersigned, (full names), do hereby declare, in my capacity as of(name of bidder entity), the following:</p> <p>(a) The facts contained herein are within my own personal knowledge.</p> <p>(b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.</p> <p>(c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Bid price, excluding VAT (y)</td> <td style="padding: 5px;">R</td> </tr> <tr> <td style="padding: 5px;">Imported content (x)</td> <td style="padding: 5px;">R</td> </tr> <tr> <td style="padding: 5px;">Stipulated minimum threshold for Local content (paragraph 3 above)</td> <td style="padding: 5px;"></td> </tr> </table>	Bid price, excluding VAT (y)	R	Imported content (x)	R	Stipulated minimum threshold for Local content (paragraph 3 above)	
Bid price, excluding VAT (y)	R					
Imported content (x)	R					
Stipulated minimum threshold for Local content (paragraph 3 above)						

Local content % as calculated in terms of SATS 1286	
---	--

If the bid is for more than one product, a schedule of the local content by product shall be attached.

(d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

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 remains 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:
- 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 2011;
Declaration of interest;
Declaration of Bidder's past SCM practices;
Certificate of Independent Bid Determination;
Special Conditions of Contract;
General Conditions of Contract; and
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 fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1.....

2.....

DATE:.....

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

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).

An official order indicating service delivery instructions is forthcoming.

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)

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

--

WITNESSES

.....

.....

DATE:.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- (i) This Municipal Bidding Document must form part of all bids invited.
- (ii) 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.
- (iii) The bid of any bidder may be rejected if that bidder, or any of its directors have:
- (iv) abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - (v) been convicted for fraud or corruption during the past five years;
 - (vi) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - (vii) been listed in the Register for BID Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- (viii) 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	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for BID Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for BID 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	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 IS 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

Js367bW

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

MBD 9

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:

1. prices;
 2. 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.

MBD 9

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

10. Js9141w 4

PARTICULARS OF BIDDER

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

Name of Bidder: _____

Postal Address _____

Street Address

Telephone Number

Code _____

Number _____

Cell phone Number _____

Facsimile Number Code _____

Number _____

Contact Person _____

Company / Enterprise Income Tax

Reference Number: _____

NO / YES

Has an original Tax Clearance Certificate been attached (MBD2)

Vat Registration Number _____

Company Registration No _____

Is the Firm registered or does it have a Business Licence(s): (Tick one box)

☐ YES

☐ NO

If YES, give details and quote relevant Reference numbers and dates

Are you the accredited Representative in South Africa for the
Goods / services offered by you?

YES/NO (If YES enclose proof)

AN ORIGINAL TAX CLEARANCE CERTIFICATE MUST BE ATTACHED TO YOUR BID.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, affirms that the information furnished is true and correct.

Signature: _____

Date: _____

Duly authorised to sign on behalf of: _____

Address: _____

Telephone Number: _____

ENQUIRY CONTACT DETAILS

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

MUNICIPALITY: uMNGENI LOCAL MUNICIPALITY

DEPARTMENT: FINANCE DEPARTMENT

CONTACT PERSON: Mr. Thando Mchunu

TEL : 033 239 9220

Email thando.mchunu@umngeni.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

MUNICIPALITY: uMNGENI LOCAL MUNICIPALITY

DEPARTMENT: CORPORATE SERVICES DEPARTMENT

CONTACT PERSON: Mr. Nathi Ngubane

TEL: 033 239 8344

Email nathi.ngubane@umngeni.gov.za

uMNGENI LOCAL MUNICIPALITY



CONTRACT NO: UMN 08/2022

**PANEL FOR PROVISION OF SECURITY SERVICES
FOR THE PERIOD OF TWELVE (12) MONTHS**

PRE – QUALIFICATION FOR 80/20 SCORING

**uMNGENI LOCAL MUNICIPALITY
CONTRACT NO: UMN 08/2022**

PANEL PROVISION OF SECURITY SERVICES FOR THE PERIOD OF TWELVE (12) MONTHS

FUNCTIONALITY/PRE-QUALIFICATION POINTS FOR BID EVALUATION ON 80/20

1. Bidders will first be evaluated on the following point scoring criteria and be subjected to a further evaluation thereafter; bidders will be further evaluated on the targeted procurement / preferential points.
2. Bidders, who do not score more than 60 Points upon the pre-qualification, will not be considered for a further evaluation.
3. Bidders are to submit documentary proof and the page reference number in support of the description items above as part of the bid document.
4. Stage 2 of the evaluation will include interviews with the shortlisted bidders

NO	DESCRIPTION ITEMS	MAX POTENTIAL SCORE	POINTS CLAIMED	PAGE REF NO.
1	Service Provider has to indicate the experience undertaking the security service in past five years. 0 – 10 years	10		
2	Please attach proof of Registration with Private Security Industry Regulatory Authority (PSIRA) in respect of the following: a). Proof of registration as a provider / Security company b). Proof of registration of existing staff with PSIRA	5		
3	Provide proof of at least 3 (three) National/ Provincial Departments or Municipalities where such services have been provided in the last 3 (Three) years. - Provide proof of said service.	20		

4.	Provide a listing of certified firearms utilised by the company and proof of registration of each. - 2 x Rifle = 5 - 18 x Pistol / handgun = 10	15		
5.	Compliance with PSIRA Regulations in terms of Wages/Salaries for security guards. Provide Breakdown	10		
6.	Provide a proof of COIDA and ISO 9001	25		
7.	Proof of ownership or lease agreement submitted with tender documents, (full points will be allocated for ownership, 10 for lease, zero for intent and non-submission of evidence - Owned/Leased = 10 - Intent to lease = 0	10		
8.	Proof of possession of a minimum of 2 (Two) Vehicles, specifically allocated for the rendering of the security service.	5		
	Total	100		

uMNGENI LOCAL MUNICIPALITY



CONTRACT NO: UMN 08/2022

**PANEL FOR PROVISION OF SECURITY SERVICES
FOR THE PERIOD OF TWELVE (12) MONTHS**

PRICING SCHEDULE

**UMNGENI LOCAL MUNICIPALITY
CONTRACT NO: UMN 08/2022
PANEL FOR PROVISION OF SECURITY SERVICES FOR THE PERIOD OF TWELVE
(12) MONTHS**

PRICING SCHEDULE

All prices quoted **MUST INDICATE VAT** (apart from the transportation costs)

Please refer to Municipality Security Site under Scope of Work/Specification to calculate the total price including vat per annum

1) CLUSTER ONE (1)

ITEM NO	DESCRIPTION	PRICE PER GUARD/SITE PER MONTH (EXCL. VAT)	VAT	PRICE INCL VAT PER MONTH	NO OF GUARDS /SITES	TOTAL PRICE INCL.VAT PER ANNUM
	Grade C/D/E Guards during the Day				9	
2.	Grade C/D/E Guards at night				9	
3.	Grade C/D/E Relievers/Rotation Staff				9	
4.	Grade B Inspector/Manager x1 during the day and x1 at night				1	
	Total Amount				28	

2) CLUSTER TWO (2)

ITEM NO	DESCRIPTION	PRICE PER GUARD/SITE PER MONTH (EXCL. VAT)	VAT	PRICE INCL VAT PER MONTH	NO OF GUARDS /SITES	TOTAL PRICE INCL.VAT PER ANNUM
1.	Grade C/D/E Guards during the Day				10	

2.	Grade C/D/E Guards at night				13	
3.	Grade C/D/E Relievers/Rotation Staff				14	
4.	Grade B Inspector/Manager x1 during the day and x1 at night				1	
	Total Amount				38	

3) CLUSTER THREE (3)

ITEM NO	DESCRIPTION	PRICE PER GUARD/SITE PER MONTH (EXCL. VAT	VAT	PRICE INCL VAT PER MONTH	NO OF GUARDS /SITES	TOTAL PRICE INCL.VAT PER ANNUM
1.	Grade C/D/E Guards during the Day				11	
2.	Grade C/D/E Guards at night				12	
3.	Grade C/D/E Relievers/Rotation Staff				12	
4.	Grade B Inspector/Manager x1 during the day and x1 at night				1	
	Total Amount				36	

4) CLUSTER 4

ITEM NO	DESCRIPTION	PRICE PER GUARD/SITE PER MONTH (EXCL. VAT	VAT	PRICE INCL VAT PER MONTH	NO OF GUARDS /SITES	TOTAL PRICE INCL.VAT PER ANNUM
1.	Alarm Installation, Monitoring & Armed Response				22	
	Total Amount				22	

Total Amount for 12 Months _____

1 DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (VAT INCLUDED)

For all procurement expected to exceed R10 million (VAT included), bidders must complete the following questionnaire:

YES / NO

2 Are you by law required to prepare annual financial statements for auditing?

2.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

YES / NO

.....

3 Do you have any outstanding undisputed commitments for municipal services towards a municipality or any other service provider in respect of which payment is overdue for more than 30 days?

3.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.

3.2 If yes, provide particulars.

.....

YES/NO

4 Has any contract been awarded to you by an organ of state during the past five years, including particulars

of any material non-compliance or dispute concerning the execution of such contract?

4.1 If yes, furnish particulars

.....
 **YES / NO**

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic? **YES / NO**

4.1 If yes, furnish particulars

.....

CERTIFICATION

I,.....THE.....UNDERSIGNED..... (NAME)

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

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Bidder

uMNGENI LOCAL MUNICIPALITY



CONTRACT NO: UMN 08/2022

**PANEL FOR PROVISION OF SECURITY
SERVICES FOR THE PERIOD OF TWELVE (12)
MONTHS**

CHECK LIST

CHECK LIST

No	Description	Ticked by Bidder	Ticked by Municipal Representative
1	Initial/ Sign of all pages		
2	Briefing Session attended onat		
3	Closing/ Bid Submission at On.....		
4	Form of bid completed		
5	Original Tax Clearance Certificate attached MBD 2		
6	Original valid B-BBEE Status Level Verification Certificates or certified copies		
7	Pricing Schedule completed – MBD 3.1		
8	Bid Declaration of interest Completed – MBD 4		
9	Preferential Points Claimed – MBD 6.1		
10	Preferential % Calculated and claimed		
11	Declaration Certificate for Local Production and Content – MBD 6.2		
12	Contract Form - Rendering Of Services – MBD 7.2		
13	Declaration Of Bidder's Past Supply Chain Management Practices – MBD 8		
14	Certificate Of Independent Bid Determination MBD 9		
15	All witnesses signed where it's required		
16	Particulars of Bidders Completed		
17	Pre-Qualification Score Card		
18	Pricing Schedule		