



**NOTICE NO: 25/2025**

**PROVISION OF CASH-IN-TRANSIT SERVICES FOR A PERIOD OF 3 YEARS**

An electronic copy of the completed tender document with returnable documents must be submitted with tender submission saved in a flash drive or CD in a case or envelope. Failure to submit AN ORIGINAL HARD COPY AND A COPY ON EITHER USB or CD will deem the bid non-responsive.

A compulsory virtual clarification session will be arranged for **Monday, 16 February 2026 @14h00pm**. Prospective bidders can use link below which is direct from this advert to access the meeting. **Please take note that no attendees arriving 15 minutes late or more will be allowed to attend the clarification meeting.**

**Join Teams Meeting**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MDU3OGlwOTUOTIyYS00Mzc1LWExZDqtZmQ0ZTJmZWYwNW/Mz%40thread.v2/0?context=%7b%22Tid%22%3a%2226227dc1-4e2b-407e-9bee-81acf6fe8aa9%22%2c%22Oid%22%3a%22d3a984ea-8398-42fe-b223-b1b3d84da4db%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDU3OGlwOTUOTIyYS00Mzc1LWExZDqtZmQ0ZTJmZWYwNW/Mz%40thread.v2/0?context=%7b%22Tid%22%3a%2226227dc1-4e2b-407e-9bee-81acf6fe8aa9%22%2c%22Oid%22%3a%22d3a984ea-8398-42fe-b223-b1b3d84da4db%22%7d)

**Meeting ID: 340 901 898 517 5**

**Passcode: Xc6eE9Ke**

Closing Date	Monday, 16 February 2026 @14h00pm
Location of Bid	Tender Box, 16 Woltemade Street, Jeffrey's Bay, Room 122

Name of Bidder:

Contact Person (*Full Names*):

Tel No.: Cell No.:

Fax No.:

Email Address:

Kouga Municipal Supplier Database No.:

Centralised Supplier Database No.:

Signature of Tenderer:

Issued By: KOUGA LOCAL MUNICIPALITY, P.O BOX. 21, JEFFREYS BAY, 6330

Any inquiries relating to this tender must be submitted in writing via e-mail to [tenders@kouga.gov.za](mailto:tenders@kouga.gov.za) and copied to [nmate@kouga.gov.za](mailto:nmate@kouga.gov.za)

**NB: THIS TENDER WILL BE EVALUATED ON THE 80 AND 20 POINT FOR SPECIFIC GOALS**

**PLEASE TAKE NOTE OF ALL LISTED INSTRUCTIONS AND COMMENT**

1. IN ADDITION TO ALL APPLICABLE LEGISLATION THE SUPPLY CHAIN POLICY APPROVED 31 MAY 2023, WILL APPLY TO THIS TENDER.
2. NB: PLEASE ENSURE THAT YOU FAMILIARIZE YOURSELF WITH THE COMPLETE DOCUMENT AND SIGN ALL PAGES WHERE IT IS REQUIRED TO DO SO. ALL DOCUMENTATION MUST BE ORIGINALLY SIGNED IN BLACK INK (COPIES OF SIGNATORIES WILL NOT BE ACCEPTED)
3. FAILURE TO FULLY COMPLETE THE COMPULSORY MUNICIPAL BIDDING DOCUMENTS WILL RESULT IN THE TENDER BEING CLASSIFIED AS NON-RESPONSIVE.
4. THE NATIONAL TREASURY CENTRAL DATABASE AND TAX COMPLIANCE WILL BE VERIFIED ON DAY OF EVALUATING ANY TENDER. IN INSTANCES OF NON-COMPLIANCE BIDS WILL BE DECLARED NON-RESPONSIVE. (subject to MFMA Circular 90)
5. TENDER DOCUMENTATION IS AVAILABLE ON E-TENDER AND THE MUNICIPAL WEBSITE.
6. PLEASE BE ADVISED THAT A COPY OF A CERTIFIED COPY DOES NOT CONSTITUTE A CERTIFIED COPY.
7. DO NOT USE CORRECTION FLUID IN THE DOCUMENT. IF ANY MISTAKES ARE MADE, PLEASE DRAW A LINE THROUGH IT AND INITIAL NEXT TO IT.
8. DOCUMENT TO BE COMPLETED IN INK. DOCUMENTATION COMPLETED IN PENCIL WILL NOT BE CONSIDERED.
9. THE FOLLOWING DOCUMENTS MAY BE REQUESTED AS SUPPORT TO THE CONTRACT FILE DOCUMENTATION FOR EVALUATION PURPOSES MUST BE SUBMITTED WITHIN THE TIME SPECIFIED IN THE REQUEST FOR INFORMATION. **FAILURE TO COMPLY WILL RESULT IN NON-ACCEPTANCE OF THE TENDER.**
  1. National Treasury Central Database Summary Report
  2. Business Registration Documents/ Formal Registration Documentation/ JV Agreements/Consortia/ Partnerships and Trust's – Applicable to all entities (i.e. Companies, Public & Private Entities, Partnerships and Joint Ventures). CM9/ Name Change Document will not suffice as Proof of Business Registration.
  3. A copy of a valid SARS Tax Compliance Status Pin number for all entities and all partners of Joint Venture)
  4. Certified ID copies.
  5. Latest Municipal Billing Clearance Certificate/ Copy of Municipal Account / Rental Documentation to be submitted.
  6. Any Special Conditions of Contract Documentation- Must be submitted as set out in tender contract or upon request.

## PERSONAL DETAILS OF THE TENDERER

PLEASE PROVIDE THE FOLLOWING DETAILS:

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE KOUGA LOCAL MUNICIPALITY					
BID NUMBER:	25 OF 2025	CLOSING DATE:	06 MARCH 2026	CLOSING TIME:	12:00
DESCRIPTION	PROVISION OF CASH-IN-TRANSIT SERVICES FOR A PERIOD OF 3 YEARS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					

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

<b>Kouga Local Municipality: Woltemade Building</b>					
16 Woltemade Street, Room 122					
Jeffreys Bay					
6330					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes  <input type="checkbox"/> No

	<input type="checkbox"/> No		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSURE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
<b>TOTAL NUMBER OF ITEMS OFFERED</b>		<b>TOTAL BID PRICE</b>	R
<b>SIGNATURE OF BIDDER</b>	.....	<b>DATE</b>	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	Supply Chain Office	CONTACT PERSON	Ms. N. Mate
CONTACT PERSON		TELEPHONE NUMBER	042 200 2200
TELEPHONE NUMBER	042 200 2200	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	<a href="mailto:nmate@kouga.gov.za">nmate@kouga.gov.za</a>
E-MAIL ADDRESS	<a href="mailto:tenders@kouga.gov.za">tenders@kouga.gov.za</a>		

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.

2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.6 IN BIDS WHERE CONSORCIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED. EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### **3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO

3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO

3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO

3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

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

### **CERTIFICATION:**

**I declare that the information in this annexure is true and correct in all respects.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

**SIGNATURE OF BIDDER:** .....

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

**DATE:**

## KOUGA MUNICIPALITY

### **GOVERNMENT PROCUREMENT:**

General Conditions of Contract- applicable to this contract- please refer to [www.treasury.gov.za](http://www.treasury.gov.za)

The Kouga Municipality Supply Chain Management policy as approved on the 31 May 2023 will be applicable to the contract- please refer to [www.kouga.gov.za](http://www.kouga.gov.za)

The 2022 Preferential Procurement Regulations

**KOUGA LOCAL MUNICIPALITY****NOTICE: 25/2026****PROVISION OF CASH-IN-TRANSIT SERVICES FOR A PERIOD OF 3 YEARS****EVALUATION CRITERIA**

Phase 1	Special conditions
Phase 2	Price Scoring
Phase 3	Specific Goals Scoring

No	Specific Goals Categories	Max points allocation	Evaluation Indicators
1	B-BBEE Status Level Contributor	10	As for B-BBEE points allocation table above.
2	The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province.	10	<p><b>10 Points-</b> Located within the boundaries of the Kouga Local Municipality</p> <p><b>6 Points-</b> Located within the boundaries of Sarah Baartman District Municipality</p> <p><b>4 Points-</b> Located within the boundaries of the Eastern Cape</p> <p><b>1 Point-</b> Outside of the boundaries of the Eastern Cape</p>

**Bidders MUST submit valid B-BBEE sworn affidavit/ certificate AND Latest Municipal Billing Clearance Certificate/ Copy of Municipal Account / Rental Documentation for operational offices in the name of the bidding company to claim points for specific goals. In the event that the municipal account is in the name of the director, an affidavit must be done to that effect clearly stating the company name operating from the address. Information provided for virtual offices will not be accepted.**

**An electronic copy of the completed tender document with returnable documents must be submitted with tender submission saved in a flash drive or CD (in a case or envelope). Failure to submit AN ORIGINAL HARD COPY AND A COPY ON EITHER USB or CD will deem the bid non-responsive.**

**COMPULSORY GENERAL & DETAILED SPECIFICATIONS**

**It is compulsory to confirm yes/no on the specification sheet. It is compulsory to comply to all listed general specifications.**

**The successful bidders will have to conclude a Service Level Agreement with the Municipality.**

REQUIREMENTS FOR GUARDS	Comply YES/NO
Minimum grade C qualification	
Proof of firearm competency	
Submit proof of valid cash in transit certificate	
Proof of registration at the Private Security Industry regulatory authority	
<b>COMPANY REQUIREMENTS</b>	<b>Comply YES/NO</b>
Submit proof of valid registration at the Private Security Industry regulatory authority	

A permanent contract manager/supervisor who will be responsible for ensuring the quality of work carried out by employees for the full contract period with a B grading – Proof to be submitted	
Is regulated by a wage order agreement in terms of Labour relations Act	
Company profile and staffing list should be provided.	
Proof of similar work experience of similar nature	
<b>SAFETY REQUIREMENTS</b>	<b>Comply YES/NO</b>
Security measures/ safety plan in place in order to collect money- proof submitted as an attachment to the tender.	
Collection, conveyance and delivery of cash and cash equivalents shall be made using Stop loss bags and sealed containers supplied by the Service provider.	
Before handing over of cash or cash equivalents to an employee of the Service provider, the Municipality shall verify the identity of the employee by reference to the employee's official Identity card.	
The tenderer must furnish the Municipal staff at all pick up points with a schedule of the names of guards who will collect the items requested. Any changes in guards will be in writing prior to the collection. Cash will not be handed over to guards not listed on the provided schedule.	
All personnel must be furnished with an identification card. A sample of the identification cards and photo of the company's uniform must be submitted with the bid.	
The personnel of the contractor MUST at all times be dressed in corporate clothing (with the company's name and logo on) and all other safety equipment as required by the OHS Act.	
Service provider shall provide an official receipt for each container received and attach receipts to the invoice as proof of collection	
<b>INDEMNITY &amp; PUBLIC LIABILITY</b>	<b>Comply YES/NO</b>
The contractor indemnifies the Municipality from any claim from any third party and all costs or legal expenses regarding such a claim for loss or damage resulting from the death, injuries or ailment of any person, or the damage of property of the contractor or any other person, that may result from or be related to, the execution of the contract.	
The contractor will be held responsible for any damage, loss or thefts that may be caused, to the premises of contents, by him or his employees or be due to their neglect, whether in the normal execution of their duties or otherwise, and a claim for indemnification can accordingly be imposed by the Municipality against the contractor.	
Submit proof of Public Liability Insurance up to R10M commensurate with the risk to which he is exposed. Such insurance should make provision for all vicarious losses and claims for which the contractor or his staff may be responsible.	
Submit proof cash-in-transit insurance up to R 1M commensurate with the risk to which the tenderer is exposed. Such insurance should make provision for all vicarious losses and claims for which the contractor or his staff may be responsible.	

Without prejudice to the contractor's responsibility to select his personnel before employment, the Municipality will at all times have the right to point out staff members of the Contractor who is considered a safety, health or security risk or undesirable in which case the contractor will be requested not to utilize such person/s any longer to honour his obligations in terms of his agreement.	
In such a case the contractor will immediately comply with the request and the contractor will not (as result of such request) be entitled to bring a claim for loss or damage against the Municipality and the contractor indemnifies the municipality against any claim from the employee concerned.	
<b>SERVICE DELIVERY</b>	<b>Comply YES/NO</b>
Shall be per price and delivery schedule.	
Time frames as specified in the pricing and delivery schedule must be adhered to. Failure to deliver service as per schedule may result in the termination of the contract.	
Unforeseen pick-ups to be collected within 4 hours of notification.	
Pick-up points will not necessarily be as stated and the tenderer undertakes to comply with any changes.	
Services should under no circumstances disrupt the routine activities of the municipality.	

<b>VEHICLE REQUIREMENTS</b>	
A self-propelled vehicle (armoured/ bulletproof) adapted for the transport of Cash must be used	
Attach proof of compliance	
<b>FIXED PRICE</b>	<b>Comply YES/NO</b>
Prices must remain fixed for the period of the Tender. Should the successful Tenderer wish to alter any Tender price during the currency of the Tender period bidder can only do so <b>twelve months after award has been made and thereafter once annually</b> .	
<b>FEES AND DISBURSEMENTS</b>	<b>Comply YES/NO</b>
Prices must include packaging (bank deposit bags/stop loss bags/ containers), transportation and any other related cost.	
Total bid price includes VAT	
Payments will be made monthly within 30 days on submission of an invoice for the services rendered. The invoice must indicate for which month's services payment is claimed and must reflect the order number. Invoices cannot be certified as correct before the work has been properly performed. That certification can only take place after the last working day of the month during which the services was rendered, if the service was rendered satisfactorily and the invoice is correct.	

Invoices must reflect a breakdown of all collections, billed per individual line item, per day or per week, with a monthly total due by the Municipality.	
<b>VERIFICATION</b>	<b>Comply YES/NO</b>
The Municipality reserves the right to, at any time of the duration of the contract, to request verification with regard to the tenderer's compliance as stated, and confirmed, of all above sections of the specifications and reserves the right to terminate the contract if the tenderer is found non-compliant.	

## **PROVISION OF CASH-IN-TRANSIT SERVICES**

### **SCOPE OF WORK**

The Municipality requires the services of duly registered service providers for the Provision of Cash-in-Transit Services to undertake the transit of monies from various offices to the municipality's banker for a period of 3 years.

The information requested from tenderers in this tender has been identified by the Municipality as necessary in order to be able to evaluate the commitment, capability, Suitability and capacity of the Tenderers.

### **SPECIFICATIONS**

1. The service provider shall collect, convey, store and deliver cash in accordance with the operating methods as amended from time to time.
2. Collection, conveyance, storage and delivery of cash shall be made using sealed containers as supplied by the service provider.
3. Collection, conveyance, storage, and deliver of bank deposit books shall be made using sealed envelopes/bags as supplied by the service provider.
4. The service provider shall return the Bank Deposit Books on the next removal.
5. Before handing over the cash to an employee of the service provider, Municipality shall verify the identity of such employee by reference to the employee's personal official identity card.
6. The service provider shall provide details of the nature and format of official identity Cards in use.
7. The service provider shall provide an official receipt for each container and envelope received by them.
8. The service provider shall remove the cash between 09:00 and 12:00 as stipulated.
9. The cash shall be deposited within 24 hours after collection.
10. The service provider shall remain at the current bank in use by the Municipality until the cash has been received and verified by the teller. Any discrepancies must be reported within 24 hours to the Revenue Manager: Income or other designated representative.
11. Collection, conveyance, storage and delivery of cash shall be made using sealed Containers supplied by the service provider.
12. Collection, conveyance, storage, and deliver of bank deposit books shall be made using sealed envelopes/bags as supplied by the Service provider.
13. The service provider shall provide an official receipt for each container and Envelope received by them.
14. a Service level agreement to be signed to conclude contract.

**COMMENCEMENT/ CONTRACT PERIOD-1 APRIL 2026- 31 MARCH 2029** (subject to changes based on appointment date)

**SPECIAL CONDITIONS OF TENDER**

- Valid proof of registration of company as a Private Security Industry Regulatory authority.
- Minimum of 3 cash in transit projects in government

**PRICE SCHEDULE**

**NOTICE: 25/2025**

**PROVISION OF CASH-IN-TRANSIT SERVICES FOR A PERIOD OF 3 YEARS**

**Note: Service fee includes pick up and drop off**

**Total to be used for Evaluation (Total of Combined monthly fee for daily collection services and ad hoc Service price).**

<b>Site Name</b>	<b>To</b>	<b>Frequency</b>	<b>Service Fee EXCL vat per Month</b>	<b>VAT</b>	<b>Service Fee including VAT per month</b>
Site A: Municipal Offices; Jeffreys Bay	Council Designated Bank (Cash processing Centre)	Monday to Friday (Daily)			
Site B: Municipal Offices; Humansdorp	Council Designated Bank (Cash processing Centre)	Monday to Friday (Daily)			
Site C: Municipal Offices; Traffic Humansdorp	Council Designated Bank (Cash processing Centre)	Monday to Friday (Daily)			
Site D: Municipal Offices; Hankey	Council Designated Bank (Cash processing Centre)	Monday to Friday ( Daily)			

Site E Municipal Offices; Patensie	Council Designated Bank (Cash processing Centre)	Monday to Friday ( Daily)			
Site F: Municipal Offices; St Francis Bay	Council Designated Bank (Cash processing Centre)	Monday to Friday ( Daily)			
<b>Total per month</b>					

**AD HOC- (MUST BE PRICED)**

Site Name	To	Frequency	Service Fee EXCL vat Rate per Service	VAT	Service Fee including VAT
Site G: Caravan Seasonal	Parks	Council Designated Bank (Cash processing Centre)	Monday to Friday (Daily)		

NAME OF TENDERER: \_\_\_\_\_

COMPANY REPRESENTATIVE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FORM OF OFFER AND ACCEPTANCE – COMPULSORY**

**NOTICE NO: 25/2026**

**PROVISION OF CASH-IN-TRANSIT SERVICES FOR A PERIOD OF 3 YEARS**

1. I hereby undertake to render services/goods described in the attached bidding documents to Kouga Municipality in accordance with the requirements and task directives / proposals specifications stipulated in **Bid Number: 25/2026** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, *viz*
    - Invitation to bid;
    - Tax clearance certificate / Tax compliance Status;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. **The offered total price for the supply and delivery of Provision of cash-in-transit services for a period of 3 years inclusive of Value Added Tax is correct.**
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorized to sign this contract.

NAME (PRINT)	.....	WITNESSES
CAPACITY	.....	
SIGNATURE	.....	
NAME OF FIRM	.....	
DATE	.....	

**ACCEPTANCE****TO BE COMPLETED BY THE ACCOUNTING OFFICER OF KOUGA MUNICIPALITY**

By signing this part of the Form of Offer and Acceptance Kouga Municipality accepts the tender offer. This acceptance of this offer shall form an agreement between the municipality and the tenderer upon the terms and conditions contained in this document. By signing this form of offer and acceptance it constitutes a legal and binding contract between Kouga Municipality and the tenderer.

NAME (PRINT)	.....	WITNESSES
CAPACITY	.....	
SIGNATURE	.....	

## DECLARATION OF INTEREST – COMPULSORY

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 service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name: .....

3.2 Identity Number: .....

3.3 Position occupied in the Company (Director, trustee, shareholder) .....

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

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

3.8 Are you presently in the service of the state\*

**YES / NO**

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

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

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

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

3.9.1 If yes, furnish particulars.  
.....  
.....

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

3.10.1 If yes, furnish particulars.  
.....  
.....

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

3.11.1 If yes, furnish particulars  
.....  
.....

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

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

**YES / NO**

3.12.1 If yes, furnish particulars.

.....  
.....

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

**YES / NO**

3.13.1 If yes, furnish particulars.

.....  
.....

3.14 Do you or any directors, trustees, managers, principal shareholders Or stakeholders of this company have any interest in other related companies or business whether or not they are bidding for this contract?

**YES / NO**

3.14.1 If yes, furnish particulars.

.....  
.....

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

Full Name	Identity Number	State Government Employee Number

.....  
Signature

.....  
Date

.....  
Capacity

.....  
Name of Bidder

**Commissioner of Oaths**

## 6.1

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

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

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

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**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points for Preference (80/20)</b>	<b>Number of Points for Preference (90/10)</b>
1	10	5
2	8	4
3	6	3
4	4	2
5	3	1
6	2	1
7	2	1
8	2	1
Non-compliant contributor	0	0

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and

## (b) Specific Goals.

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

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

The maximum points for this tender are allocated as Price and Specific Goals:

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

**Below would be the allocation for Specific Goals:**

<b>NO</b>	<b>Specific Goals Categories</b>	<b>Max points allocation</b>	<b>Evaluation Indicators</b>
1	B-BBEE Status Level Contributor	10	As for BBBEE points allocation please see table above.
2	The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province.	10	<p><b>10 Points-</b> Located within the boundaries of the Kouga Local Municipality</p> <p><b>6 Points-</b> Located within the boundaries of Sarah Baartman District Municipality</p> <p><b>4 Points-</b> Located within the boundaries of the Eastern Cape</p> <p><b>1 Point-</b> Outside of the boundaries of the Eastern Cape</p>

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

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

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$ or		$Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$ or		$Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

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

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

4.4. Company registration number: .....

4.5. **TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One-person business/sole proprietor
- Close corporation
- Public Company
- Personal Liability Company

(Pty) Limited  
 Non-Profit Company  
 State Owned Company  
 [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

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

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

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

**DATE:** .....

**ADDRESS:** .....

.....

**Compulsory Format for Sworn Affidavit for Exempted Micro Enterprise**

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	

Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and underdeveloped areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_ % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_ %
  - Black Disabled % = \_\_\_\_\_ %
  - Black Unemployed % = \_\_\_\_\_ %
  - Black People living in Rural areas % = \_\_\_\_\_ %
  - Black Military Veterans % = \_\_\_\_\_ %

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue of less than R10,000,000.00 (Ten Million Rands),

- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box**.

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp

#### **Compulsory Format for Sworn Affidavit for Qualifying Small Enterprises**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	

<b>Definition of “Black People”</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.”
<b>Definition of “Black Designated Groups”</b>	“Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_ % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_\_\_ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_ %
  - Black Disabled % = \_\_\_\_\_ %
  - Black Unemployed % = \_\_\_\_\_ %
  - Black People living in Rural areas % = \_\_\_\_\_ %
  - Black Military Veterans % = \_\_\_\_\_ %
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box**.

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	

Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	
---------------------------	---	--

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp

**KOUGA MUNICIPALITY**

**Please refer to instruction on Page 3 of the terms of reference document.**

**AUTHORITY FOR SIGNATORY**

Companies submitting tenders must provide evidence that the person who signed the tender document has authority to do so, by attaching a copy of the relevant resolution of the Board of Directors, duly signed and dated, to this form. Alternatively, this form may be completed by competent authority.

By resolution of the Board of Directors at a meeting held on .....

Mr/Ms .....

Has been duly authorised to sign all documents in connection with this Tender on behalf of:

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

SIGNED OF BEHALF OF COMPANY:.....

IN HIS CAPACITY AS: .....

SIGNATURE OF SIGNATORY: .....

COMPANY STAMP:

**MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION - COMPULSORY**

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *per 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
  - c) supply chain management system of the municipality or municipal entity or has
  - d) committed any improper conduct in relation to such system; and
  - e) cancel a contract awarded to a person if the person committed any corrupt or
  - f) 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 (MBD9) must be completed and submitted with the bid:

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

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

### **CERTIFICATE OF INDEPENDENT BID DETERMINATION - COMPULSORY**

I, the undersigned, in submitting the accompanying bid:

#### **NOTICE NO: 25 OF 2025: PROVISION OF CASH-IN-TRANSIT SERVICES FOR A PERIOD OF 3 YEARS**

in response to the invitation for the bid made by: **Kouga Local Municipality** 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 provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

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

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

## **DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES - COMPULSORY**

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

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

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
<b>Item      Question</b>		<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	If so, furnish particulars:		

**CERTIFICATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM  
TRUEAND 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**

**KOUGA MUNICIPALITY**

**CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES**

**DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT  
ACT (NO.56 OF 2003) - (To be signed in the presence of a Commissioner of Oaths)**

I, \_\_\_\_\_, \_\_\_\_\_ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Kouga Municipality, or to any other municipality or municipal entity, are in arrears for more than 1 (one) month.

I declare that I am duly authorised to act on behalf of \_\_\_\_\_ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 1 (one) month.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

**FURTHER DETAILS OF THE BIDDER'S Director / Shareholder / Partners, etc.:**

Director Shareholder partner /	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

**If the entity rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender. Please refer Instruction sheet of this document**

--	--	--

Signature	Position	Date

**COMMISSIONER OF OATHS**

Signed and sworn to before me at \_\_\_\_\_, on  
this \_\_\_ day of \_\_\_\_\_ 20\_\_\_

by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

**COMMISSIONER OF OATHS:-**

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

**Apply official stamp of authority on this page:**

**KOUGA MUNICIPALITY**  
**NOTICE NUMBER: 25/2025**

## **PROVISION OF CASH-IN-TRANSIT SERVICES FOR A PERIOD OF 3 YEARS**

## **SCHEDULE OF WORK CARRIED OUT BY THE TENDERER**

The Tenderer shall list below the contracts undertaken by him during the past five (5) years, or present / ongoing contracts with contactable references.

**SIGNED OF BEHALF OF THE TENDERER:** .....