



# LEJWELEPUTSWA DISTRICT MUNICIPALITY

*Office of the District Municipal Manager*

Cnr. Jan Hofmeyer &  
Tempest Road

P.O. Box 2163  
WELKOM  
9460  
Tel: (057) 353 3094  
Fax: (057) 353 3382

## **APPOINTMENT OF A SERVICE PROVIDER FOR THE RENTAL AND MAINTENANCE OF PHOTOCOPIER MACHINES FOR A PERIOD OF 3 YEARS.**

**RFT NO. 146/10/2023:**

### **TENDER SUBMITTED BY:**

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Tender Amount (Including  
VAT) \_\_\_\_\_

| ISSUED BY:  | PREPARED BY:   |
|---|--|
|  <p>LEJWELEPUTSWA<br/>DISTRICT<br/>MUNICIPALITY</p> <p><b>Physical Address:</b><br/>Corner Jan Hofmeyer<br/>and Tempest Road,<br/>Welkom, 9460</p> <p><b>Postal Address:</b><br/>P.O. Box 2163<br/>Welkom<br/>9460</p> | <p>Directorate: Corporate Services</p> <p>LEJWELEPUTSWA DISTRICT MUNICIPALITY</p> <p><b>Physical Address:</b><br/>Corner Jan Hofmeyer and Tempest Road<br/>Welkom<br/>9460</p> <p><b>Contact Person:</b> Mr. Nick Matsunyane</p> <p><b>Email:</b> <a href="mailto:nick@lejwe.co.za">nick@lejwe.co.za</a></p> |

---

# CONTENTS

| SECTION                    | DESCRIPTION                            |
|----------------------------|--|
| <b><u>THE TENDER</u></b>   |  |
| <b>PART 1</b>              | <b>TENDERING PROCEDURES</b>            |
| T1.1                       | Tender Notice and Invitation to Tender |
| T1.2                       | Tender Data                            |
| T1.3                       | Evaluation Criteria                    |
| <b>PART 2</b>              | <b>RETURNABLE DOCUMENTS</b>            |
| T2.1                       | List of Returnable Documents           |
| T2.2                       | Returnable Schedules                   |
| <b><u>THE CONTRACT</u></b> |  |
| <b>PART 1</b>              | <b>AGREEMENT AND CONTRACT DATA</b>     |
| C1.1                       | Form of Offer and Acceptance           |
| C1.2                       | Contract Data                          |
| C1.3                       | Disclosure Statement                   |
| <b>PART 2</b>              | <b>PRICING DATA</b>                    |
| C2.1                       | Pricing Instructions                   |
| C2.2                       | Pricing Schedule and Summary           |
| <b>PART 3</b>              | <b>SCOPE OF WORK</b>                   |
| C3.1                       | Employer's Objective                   |
| C3.2                       | Site Location                          |
| C3.3                       | Background                             |
| C3.4                       | Scope of Work                          |
| C3.5                       | Work Plan                              |
| C3.6                       | Performance                            |
| C3.7                       | Assignment Cost                        |

# **TENDER**

---

## **PART 1 (OF 2): TENDERING PROCEDURES**

---

- T1.1**      **Tender Notice and Invitation to Tender**
- T1.2**      **Tender Data**
- T1.3**      **Evaluation Criteria**



## T1.1: TENDER NOTICE AND INVITATION TO TENDER

# LEJWELEPUTSWA DISTRICT MUNICIPALITY

Cnr. Jan Hofmeyer &  
Tempest Road  
P.O. Box 2163  
WELKOM  
9460  
Tel: (057) 391 8906  
Fax: (057) 353 3382  
E-Mail: [pamm@lejwe.co.za](mailto:pamm@lejwe.co.za)

### **REQUEST FOR TENDER**

#### **RFT NO. 146/10/2023: APPOINTMENT OF A SERVICE PROVIDER FOR THE RENTAL AND MAINTENANCE OF PHOTOCOPIER MACHINES FOR A PERIOD OF 3 YEARS.**

##### **The Following Conditions will apply:**

- This proposal will be evaluated in terms of the **80/20** preference point system in terms of LDM Preferential Procurement Policy of 2022 and Supply Chain Management Policy, and for this purpose the **MBD1, MBD4, MBD6.1, MBD8** and **MBD9** must be scrutinized, completed and submitted together with your proposal. **Non-adherence to this request will lead to disqualification.**
- In order to claim preference points for specific goals. **1. B-BBEE** (10) a valid original or certified B-BBEE status level verification certificate (SANAS accredited) or a sworn affidavit completed on the DTI format must be submitted to validate the claim. **2. Locality** (10) The tenderer shall submit a Municipal Billing Clearance Certificate/municipal rates and service charges statement (not in arrears for more than 90 days), if renting a lease agreement and owner's copy of up-to-date municipal rates and service charges (not in arrears for more than 90 days). Should the tenderer not be based in the Lejweleputswa District Municipality, he shall submit a Municipal Billing Clearance Certificate issued by the municipality in which he/she is based.
- A valid SARS Tax Clearance Certificate and the tax compliance status pin to be submitted. It is the responsibility of the bidder to ensure that the company's Tax Status remains **complaint** at **ALL** times.
- The National Treasury Central Supplier Database Summary report must be submitted.
- The validity period for submission must be **90 days** from the closing date.
- A tender offer not satisfying the stated eligibility criteria will be eliminated.
- Tenders that are deposited in the incorrect tender box or delivered at any other venue will not be considered.

**NB:** No proposals will be considered from the person in the service of the state.  
No late proposals will be considered.

**Enquiries:** Technical matters - **Mr. Nick Matsunyane** ([nick@lejwe.co.za](mailto:nick@lejwe.co.za))  
SCM matters – **Ms. M Mashele** ([clarki.pule@gmail.com](mailto:clarki.pule@gmail.com))

Completed tenders in a **sealed** envelope endorsed "**APPOINTMENT OF A SERVICE PROVIDER FOR THE RENTAL AND MAINTENANCE OF PHOTOCOPIER MACHINES FOR A PERIOD OF 3 YEARS**", must be placed in the Tender Box. Corner Jan Hofmeyer and Tempest Road, Welkom, 9460 or posted to PO Box 2163, Welkom, 9460 on or before **Friday, 10 November 2023 at 12:00 pm**

Tender documents will only be obtained from the **municipal website** ([www.mylejweleputswa.co.za](http://www.mylejweleputswa.co.za)) and on **e-Tender**.

---

**Mr. ML MAKHETHA**  
DISTRICT MUNICIPAL MANAGER

---

## T1.2: TENDER DATA

The Standard Professional Services Contract (latest) contained in the GCC shall apply to this bid. The conditions of tender are the Standard Conditions of Tender as contained in SANS 10845-3:2015.

The Standard Conditions of Tender make several references to the Tender Data for details that apply Specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or Inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

| Clause | Wording / Data  |
|--------|---|
| 3.1    | The Employer is the Lejweleputswa District Municipality.  |
| 3.2    | <p>The Tender Documents issued by the Employer comprise the following documents:</p> <p><b>THE TENDER</b></p> <p><b>Part T1: Tendering procedures</b><br/>T1.1 – Tender notice and invitation to tender<br/>T1.2 – Tender Data</p> <p><b>Part T2: Returnable Documents</b><br/>T2.1 – List of Returnable Documents<br/>T2.2 – Returnable Schedules</p> <p><b>THE CONTRACT</b></p> <p><b>Part C1: Agreements and Contract Data</b><br/>C1.1: Form of Offer and Acceptance<br/>C1.2: Contract Data</p> <p><b>Part C2: Pricing Data</b><br/>C2.1: Pricing Instructions<br/>C2.2: Pricing Schedule and Quantities</p> <p><b>Part C3: Scope of Works</b><br/>C3.1: Employer's Objective<br/>C3.2: Site Location<br/>C3.3: Background<br/>C3.4: Scope of Work<br/>C3.5: Work Plan<br/>C3.6: Performance<br/>C3.7: Assignment Cost</p> |
| 3.4    | Lejweleputswa District Municipality contact details are as follows:<br><br>Name: Mr. Nick Matsunyane<br>Address: Cnr Jan Hofmeyer & Tempest Road, Welkom 9460<br>E-mail: <a href="mailto:nick@lejwe.co.za">nick@lejwe.co.za</a>   |

| Clause | Wording / Data   |
|--------|--|
| 3.5.1  | <p>The Employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection but will give written reasons for such action upon written request to do so.</p>   |
| 3.6.1  | <p>Add the following:</p> <p>“The tenderer shall provide a Personnel as listed below in the Contract Data.</p> <p>Only tenderers who have, in their employment, suitably experienced <b>Key Persons</b> who will be available for the execution and completion of this project are eligible to submit tenders. The following shall be the Key Personnel.</p> <ul style="list-style-type: none"> <li>• An <b><u>ACCOUNT MANGER</u></b> who has a minimum of 7 years' experience as an account manager. Must possess a Degree or Diploma.</li> <li>• A <b><u>MANAGER: TECHNICAL TEAM</u></b> who has at least Five (05) years verifiable experience and Printer Brand Training certificate (certificate to show the individual was trained to work on the brand of printer) IT degree or Diploma.</li> <li>• A <b><u>TECHNICAL SPECIALIST</u></b> with a minimum of 5 years' experience in printer hardware and software setup, maintenance and support. Must have a Technical IT qualification such as A=, N+. Printer Brand accreditation/training certificate.</li> </ul> |

| Clause | Wording / Data   |
|--------|--|
|        | <p><input type="checkbox"/> The above personnel are to be in the <b>permanent employ of the tenderer; and</b></p> <p><input type="checkbox"/> be available to execute the required duties and responsibilities on this project, should the tenderer's offer be accepted.</p> <p>Tenderers shall provide proof of the Key Persons' <u>experience</u> in a <u>detailed and project specific</u> Curriculum Vitae (refer Schedule 3B: List of Key Personnel) of the Returnable Schedules).</p>  |
| 4.7    | Not Applicable   |
| 4.12   | No alternative offers will be considered.  |
| 4.13.1 | <p>Tenderers may only offer to provide services or supplies identified in the contract data to complete the Whole Works.</p> <p>The amount reflected on <b>the Form of Offer</b> takes precedence over any other Total Amount indicated elsewhere in the bidder's tender submission. If the <b>Form of Offer</b> does not state a value or figure, the <b>bidder will be regarded as having made no offer</b>.</p> <p><b>The Tender Document is not to be disassembled.</b> Any additional Returnables, CVs etc. are to be submitted in a separate ring-bound document properly indexed for ease of cross-referencing to the original tender document.</p> <p>The original tender offer shall be submitted without any copies.</p> |
| 4.13.3 | Parts of each tender offer communicated on paper shall be submitted as an original.  |
| 4.13.5 | The Employer's address for delivery of tender offers and identification details are as per the Bid Advert and Invitation to Bid (T1.1).  |
| 4.13   | A two-envelope procedure <u>will not</u> be followed.  |
| 4.15   | <p>The closing time for submission of tender offers is as per Notice and Invitation to Tender T1.1.</p> <p><b>Bid closing:</b> it is the responsibility of the bidders to ensure that bid documents/proposals are submitted on or before closing time and at the correct location.</p> <p>Bidders who use courier services are responsible to ensure delivery is at the correct place/location and time as the department will not be held responsible for wrong delivery.</p>   |
| 4.15   | Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted   |
| 4.16   | The tender offer validity period is as per Bid Advert and Invitation to Bid (T1.1)   |

| Clause   | Wording / Data  |
|----------|---|
| 5.4      | The location for opening of the tender offers, immediately after the closing time thereof shall be as per Bid Advert and Invitation to Bid (T1.1).  |
| F.3.9.1  | <p>Add a new bullet: "In the event of there being any rate or rates which are declared to be an unacceptable commercial risk by the Employer, the Tenderer will be requested –</p> <p class="list-item-l1">(a) to justify any specific rate or rates, i.e., to give a financial breakdown of how such rate or rates were obtained,</p> <p>and subsequently to consider amending and adjusting such rate or rates while retaining the Tender Total derived under sub-clause F.3.9.2 (c) unchanged and fixed. It must be understood that in the event of the tenderer refusing to adjust any rate or rates to the satisfaction of the Employer, such refusal may prejudice his Tender."</p>   |
| F.3.13.1 | <p><b>Tender offers will only be acceptable if:</b></p> <ul style="list-style-type: none"> <li>a) the tenderer has completed and signed all MBD Forms (Certificate of Authority for Signatory) if applicable;</li> <li>b) the Form of Offer is duly completed and signed (Note: <b>Any correction must be signed</b> by the authorized signatory);</li> <li>c) all relevant certified information is submitted with the Tender;</li> <li>d) all other Tender Conditions are complied with.</li> </ul> <p>Add the following:</p> <p>Note that the successful Tenderer will be required to submit a <b>valid</b> Letter of Good Standing from the Compensation Commissioner or FEMA within 21 days of receipt of Letter of Award.</p> |
|          | <p><b>Bid Closing:</b> it is the responsibility of the bidder(s) to ensure that the bid document/proposals are submitted before or on closing time and the correct location as the department will not take responsibility for any wrong delivery.</p> <p>Bidders who use courier services are responsible to ensure delivery is at the correct place /location and time.</p>   |
| F.3.17   | The number of copies of the signed contract to be provided by the employer is one.  |

## T1.3: EVALUATION CRITERIA

### 1.3.1 EVALUATION OF TENDERS ON QUALITY/FUNCTIONALITY

The procedure for the evaluation of responsive tenders is Method 2: Functionality, Price and Preference. In the case of a functionality;

- Score functionality, rejecting all tender offers that fail to achieve the minimum number of points for functionality as stated in the Tender Data.
- No tender must be regarded as an acceptable tender if it fails to achieve the minimum qualifying score for functionality as indicated in the tender invitation.

The criterion for evaluating the functionality points was based on the following;

Key Personnel : 40

Similar Work Experience : 40

Project Methodology : 10

Financial Viability : 10

**The breakdown of the functionality scoring is provided in the table below:**

| Evaluation Criteria   |   | Points Allocation     |
|---|---|-----------------------|
| <b>Key Personnel</b>  |   | <b>40</b>             |
| <b>Account Manager</b><br><br><b>(Referrer to Clause 3.6.1 on the Tender Data Section for Working Experience)</b>   | 1. CV with correct training and experience<br>2. Proof of qualification | 5<br>10               |
| <b>Manager – Technical Team</b><br><br><b>(Referrer to Clause 3.6.1 on the Tender Data Section for Working Experience)</b>  | 1. CV with correct training and experience<br>2. Proof of qualification | 5<br>10               |
| <b>Technical Specialist</b><br><br><b>(Referrer to Clause 3.6.1 on the Tender Data Section for Working Experience)</b>  | 1. CV with correct training and experience<br>2. Proof of qualification | 5<br>5                |
| <b>Similar Work Experience</b>  |   | <b>40</b>             |
| Bidders are expected to attach 4 or more appointment letters from clients that they have successfully rented/leased machines to in the last 7 years. <b>(Attach Appointment letters and references letters to get maximum points)</b><br>Bidder must provide contactable details.<br>If the information on the appointment letter is not verifiable bidders will score zero points. | Maximum of 4 in the past 10 years                                       | 10 for each completed |
| <b>Project Methodology</b>  |   | <b>10</b>             |
| Indicate the technical assistance response time and hours of service.<br>Warranties.<br>User training and maintenance plan for machines.  | 1. Complete methodology<br><br>2. Incomplete or No methodology          | 10<br>0               |

|  |  |            |
|--|--|------------|
| Proposal for fault reporting procedures.   |  |            |
|  | <b>Financial Viability of the Bidder</b> | <b>10</b>  |
| Bank Rating (Attach proof from the bank of not more than a month old from the date of the tender advert) | Bank Rate of between A to C              | 10         |
|  | <b>TOTAL</b>                             | <b>100</b> |

- Tenders that have achieved the minimum qualification score of **80 points** for functionality must be evaluated further in terms of the preference points system.

---

## TENDER

### PART 2 (OF 2): RETURNABLE DOCUMENTS

---

**T2.1**            **List of Returnable Documents**

**T2.2**            **Returnable Documents**

---

## **T2.1: LIST OF RETURNABLE DOCUMENTS**

The original completed tender document excluding Drawings, shall be returned with all the required information supplied, duly completed in non-erasable ink in all aspects.

The following documents and schedules are to be completed and returned, as they constitute the tender. Whilst many of the returnable are required for the purpose of evaluating the tenders, some will form part of the subsequent contract, as they form the basis of the tender offer. For this reason, it is very important that tenderers submit, return, complete and sign **all the information, documents and schedules, as requested**.

### **1. RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES (Included hereafter for completion)**

MBD1 Part A Invitation to Bid

MBD4 Declaration of Interest in Tender of Persons in Service of the State

MBD6.1 Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022

MBD8 Declaration of Tenderer's Past Supply Chain Management Practices

MBD9 Certificate of Independent Bid Determination

1A Proposed amendments

1B Proof of registration with the (CSD)

1D Bank confirmation

1E Schedule of similar work satisfactorily carried out by the tenderer for private clients or organs of state

1F Joint Venture Agreement

### **2. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES (To be attached with submission)**

2B Municipal Billing Clearance Certificate/ Lease Agreement

### **3. RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT (included hereafter for completion)**

3B List of Key Personnel

3C Schedule of Proposed Subcontractors

3D Proposed Work Programme

### **4. OTHER SCHEDULES AND DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT (included hereafter for completion)**

C1.1 Form of Offer and Acceptance

C1.2 Contract Data

C2.2 Bill of Quantities

**MBD 1 (PART A)**  
**INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE LEJWE LE PUTSWA DEVELOPMENT AGENCY**

|             |  |               |                         |               |              |
|-------------|--|---------------|-------------------------|---------------|--------------|
| BID NUMBER: | <b>RFT NO. 146/10/2023</b>   | CLOSING DATE: | <b>10 November 2023</b> | CLOSING TIME: | <b>12:00</b> |
| DESCRIPTION | <b>APPOINTMENT OF A SERVICE PROVIDER FOR THE RENTAL AND MAINTENANCE OF PHOTOCOPIER MACHINES FOR A PERIOD OF 3 YEARS.</b> |               |                         |               |              |
|             |  |               |                         |               |              |

CNR JAN HOFMEYER AND TEMPEST ROAD,  
WELKOM  
9460

OR

**BID RESPONSE DOCUMENTS MAY BE POSTED TO:**

Lejweleputswa District Municipality  
Municipal Manager  
P O BOX 2163  
WELKOM  
9460

**SUPPLIER INFORMATION**

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

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

|   |  |   |   |
|---|--|---|---|
| ARE YOU THE ACCREDITED<br>REPRESENTATIVE IN SOUTH AFRICA FOR<br>THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes<br><br>[IF YES ENCLOSURE PROOF] | ARE YOU A FOREIGN<br>BASED SUPPLIER FOR<br>THE GOODS /SERVICES<br>/WORKS OFFERED? | <input type="checkbox"/> Yes<br><br>[IF YES, ANSWER PART B:3] |
| TOTAL NUMBER OF ITEMS OFFERED   |  | TOTAL BID PRICE   | R   |

|  |       |      |  |
|--|-------|------|--|
| SIGNATURE OF BIDDER                        | ..... | DATE |  |
| CAPACITY UNDER WHICH THIS BID IS<br>SIGNED |       |      |  |

| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b> |                       | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b> |                     |
|--|-----------------------|--|---------------------|
| DEPARTMENT   | SCM                   | CONTACT PERSON                                   | Mr. Nick Matsunyane |
| CONTACT PERSON   | Ms. M Mashele         | TELEPHONE NUMBER                                 | (057)391-8900       |
| TELEPHONE NUMBER                                       | 057 352 3094          | FACSIMILE NUMBER                                 |                     |
| FACSIMILE NUMBER                                       |                       | E-MAIL ADDRESS                                   | nick@lejwe.co.za    |
| E-MAIL ADDRESS   | clarki.pule@gmail.com |  |                     |

## MBD 1 (PART B) TERMS AND CONDITIONS FOR BIDDING

### **1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 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 CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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

**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:** .....

---

#### MBD4: DECLARATION OF INTEREST – COMPULSARY

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 authorized 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**

3.8.1 If yes, furnish particulars.....

---

\* 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.

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

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

### 3.9.1 If yes, furnish particulars.

3.10. Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

### 3.10.1 If yes, furnish particulars.

**YES/NO**

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?

3.11.1 If yes, furnish particulars

**YES / NO**

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<br><b>Employee Number<br/>(applicable of<br/>employed by<br/>government (state))</b> |
|-----------|-----------------|--|
|           |                 |  |
|           |                 |  |
|           |                 |  |
|           |                 |  |
|           |                 |  |

.....  
Signature

.....  
Date

.....  
Capacity

.....  
Name of Bidder

## **MBD 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**

---

### **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.

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

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

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

The maximum points for this tender are allocated as follows:

|  | <b>POINTS</b> |
|--|---------------|
| PRICE  | 80            |
| SPECIFIC GOALS – B-BBEE                          | 10            |
| SPECIFIC GOALS – LOCALITY=                       | 10            |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b>    |

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

## 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)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|--|--|--|--|
| B-BBEE  |  | 10   |  |  |
| LOCALITY  |  | 10   |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |

#### **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:

- The information furnished is true and correct;
- The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- 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;
- 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:** .....

.....

.....

.....

---

## MBD8: DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTISES

1. This form serves as a declaration to be used by the Employer 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.
2. The tender of any Tenderer may be rejected if that Tenderer, or any of its directors have:
  - a) abused the Municipality's / Municipal entity's supply chain management system or been guilty of any improper conduct in relation to such system;
  - b) been convicted for fraud or corruption during the past five years;
  - c) wilfully 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, 2004 (Act 12 of 2004).
3. In order to give effect to the above, this form and the questionnaire must be completed in full and signed. Failure to comply will result in the tender being declared non-responsive.

| ITEM | QUESTION  | RESPONSE |    |
|------|---|----------|----|
| 4.1  | <p><b>Is the Tenderer or any of its directors listed on the National Treasurer's database as a company or persons prohibited from doing business with the public sector?</b></p> <p>(Companies for persons who are listed on this database were informed in writing of this restriction by the National Treasury 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 (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>)</p> | Yes      | No |
|      | If so, furnish particulars:   |          |    |
| 4.2  | <p><b>Is the Tenderer 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, 2004 (Act 12 of 2004)?</b></p> <p>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number 012-326-5445)</p>                                  | Yes      | No |
|      | If so, furnish particulars:   |          |    |
| 4.3  | <p><b>Was the Tenderer 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?</b></p>  | Yes      | No |

| ITEM | QUESTION  | RESPONSE |    |
|------|---|----------|----|
|      | If so, furnish particulars:   |          |    |
| 4.4  | <b>Was any contract between the Tenderer 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?</b>                     | Yes      | No |
|      | If so, furnish particulars:   |          |    |
| 4.5  | <b>Does the tenderer 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?</b> | Yes      | No |
|      | If so, furnish particulars:   |          |    |

I, the undersigned, warrant that I am duly authorised to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed .....

Date .....

Name .....

Position .....

Tenderer .....

---

## MBD9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

.....  
(Bid Number and Description)

in response to the invitation for the bid made by:

.....  
(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of ..... that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium\* 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.

**\* 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.**

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.

Signed .....

Date .....

Name .....

Position .....

Tenderer .....

---

#### 1A: PROPOSED AMENDMENTS

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to Clause 3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the Employer's handling of material deviations and qualifications.

| Page Number | Clause / Item | Proposal |
|-------------|---------------|----------|
|             |               |          |

I, the undersigned, warrant that I am duly authorised to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed .....

Date .....

Name .....

Position .....

Tenderer .....

---

#### **1B : PROOF OF REGISTRATION WITH THE CENTRAL SUPPLIER DATABASE (CSD)**

All existing and prospective service providers/creditors to the Lejweleputswa District Municipality's supplier database should note that registration with the electronic Central Suppliers Database (CSD [www.csd.gov.za](http://www.csd.gov.za) for self-registering), developed by National Treasury, is a requirement.

Prospective tenderers are to attach the ***Certificate of Registration with CSD*** to this page.

---

1C:

---

**1D: BANK CONFIRMATION**

Tenderers to submit Bank Confirmation to this page.

---

**1E: SCHEDULE OF SIMILAR WORK SATISFACTORILY CARRIED OUT BY THE TENDERER FOR  
PRIVATE CLIENTS OR ORGANS OF STATE**

*(Organs of State include any Local, Provincial or National Government Authority)*

The following is a statement of **similar work** successfully executed by myself/ourselves:

| Employer, Contact Person, Email Address and Telephone Number | Description of Contract | Value of Work Inclusive of VAT (Rand) | Date Completed<br>(State current if not yet complete) |
|--|-------------------------|---------------------------------------|---|
|  |                         |                                       |   |
|  |                         |                                       |   |
|  |                         |                                       |   |
|  |                         |                                       |   |
|  |                         |                                       |   |

I, the undersigned, warrant that I am duly authorised to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed .....

Date .....

Name .....

Position .....

Tenderer .....

---

**1F: JOINT VENTURE AGREEMENT**

---

## 2B: MUNICIPAL BILLING CLEARANCE CERTIFICATE

In terms of Clause 38 of the Municipal Supply Chain Management Policy, tenderers must ensure that they are up-to-date with their payments of municipal accounts.

The tenderer shall attach to this page a Municipal Billing Clearance Certificate.

***Copy of up-to-date municipal rates and service charges statement (not in arrears for more than three months), if renting a lease agreement and owner's copy of up-to-date municipal rates and service charges (not in arrears for more than three months).***

***Should the tenderer not be based in the Lejweleputswa District Municipality, he shall submit a Municipal Billing Clearance Certificate issued by the municipality in which he/she is based***

---

### 3B: LIST OF KEY PERSONNEL

The tenderer shall insert the Name, Qualification and Years of Experience of Key Personnel he proposes to employ on this tender/Contract:

| JOB DESCRIPTION         | NAME | QUALIFICATION | YEARS EXPERIENCE |
|-------------------------|------|---------------|------------------|
| Account Manager         |      |               |                  |
| Manager: Technical Team |      |               |                  |
| Technical Specialist    |      |               |                  |

Refer to Tender Data Clause F.3.6.1 for mandatory minimum requirements of Key Personnel.

The CVs of all the above personnel must be attached, in which they highlight their previous experience. Certified copies of Qualifications and Registrations as stipulated as minimum requirements for Key Personnel must be submitted, or else the tender will be considered incomplete. Proof of adherence to the minimum requirements as per Clause F.3.6.1 of the Tender Data must be clearly indicated and substantiated with proof.

I, the undersigned, warrant that I am duly authorised to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed ..... Date .....

Name ..... Position .....

Tenderer .....

### 3C: SCHEDULE OF PROPOSED SUBCONTRACTORS

We notify you that it is our intention to employ the following Subcontractors to work on this Contract.

If we are awarded a Contract we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the Contract for such appointments. If there are no such requirements in the Contract, then your written acceptance of this list shall be binding between us.

I, the undersigned, warrant that I am duly authorised to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed .....

Date .....

Name .....

Position .....

Tenderer .....

---

**3D: PROPOSED WORK PROGRAMME**

The Tenderer to submit a proposed Work Programme and attach to this page.

I, the undersigned, warrant that I am duly authorised to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed .....

Date .....

Name .....

Position .....

Tenderer .....

---

# CONTRACT

---

## PART 1 (OF 4): AGREEMENT AND CONTRACT DATA

---

C1.1      **Form of Offer and Acceptance**

C1.2      **Contract Data**

C1.3      **Disclosure Statement**

---

## C1.1: FORM OF OFFER AND ACCEPTANCE

### (Agreement)

#### 1. OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following Works:

#### **APPOINTMENT OF A SERVICE PROVIDER FOR THE RENTAL AND MAINTENANCE OF PHOTOCOPIER MACHINES FOR A PERIOD OF 3 YEARS.**

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and Addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE-ADDED TAX IS:**

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

..... Rand (in words); R ..... (in figures)

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in terms of the Conditions of Contract identified in the Contract Data.

For the **Tenderer**:

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

Signature

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

Name

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

Capacity

Name and Address of Organisation:

.....

.....

.....

.....

.....

Signature and Name of Witness:

.....

Signature

.....

Name

Date: .....

## 2. ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in

**Part C1: Agreements and Contract Data (which includes this Agreement)**

**Part C2: Pricing Data**

**Part C3: Scope of Work**

**and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.**

Deviations from and amendments to the documents listed in the Tender Data and any Addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representative(s) of both parties.

The tenderer shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfil any of the obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within five (5) days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

For the Employer:

.....  
Signature

.....  
Name

.....  
Capacity

Name and Address of Organisation:

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

Signature and Name of Witness:

.....  
Signature

.....  
Name

Date: .....

### 3. SCHEDULE OF DEVIATIONS

#### Notes:

1. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
2. A Tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process, of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance, either as a confirmation, clarification or change to the tender documents, and which it is agreed by the Parties becomes an obligation of the contract, shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

1. Subject: .....

Details: .....

2. Subject: .....

Details: .....

3. Subject: .....

Details: .....

4. Subject: .....

Details: .....

5. Subject: .....

Details: .....

6. Subject: .....

Details: .....

7. Subject: .....

Details: .....

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and Addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

**For the Tenderer:**

.....

Signature

.....

Name

.....

Capacity

Name and Address of Organisation

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Witness Signature

.....

Witness Name

.....

Date

.....

---

## C1.2: CONTRACT DATA

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.

### PART 1: DATA PROVIDED BY THE EMPLOYER

The following contract specific data are applicable to this Contract:

| Clause        | Description / Wording   |
|---------------|---|
| 3.4 and 4.3.2 | <p>The Employer is the Lejweleputswa District Municipality.</p> <p>The authorised and designated representative of the Employer is:</p> <p>Name: Mr Nick Matsunyane</p> <p>The address for receipt of communications is:</p> <p>Telephone: 057 391 8906</p> <p>Faxsimile: 086 547 8092</p> <p>E-mail: <a href="mailto:nick@lejwe.co.za">nick@lejwe.co.za</a></p> <p>Street Address: Cnr Jan Hofmeyer and Tempest Road, Welkom, 9460</p> <p>Postal Address: PO Box 2163, Welkom, 9460.</p> |
| 1             | Appointment of a service provider for the rental and maintenance of photocopier machines for a period of 3 years.   |
| 3.5           | The Site Location is indicated in Par C3.2 of the Scope of Works.   |
| 3.6           | The Service Provider may not release public or media statements or publish material related to the services or Project under any circumstances.   |
| 3.12          | The penalty payable is R2,000.00 per Day Subject to a maximum amount of R50,000.00.   |
| 3.15.1        | The programme shall be submitted within 14 Days of the award of Contract.   |
| 3.16          | Time based fees shall not be adjusted for inflation.  |
| 4.3.1(d)      | The Service Provider may be required to assist in the obtaining of approvals, licenses and permits from the state, regional or municipal authorities having jurisdiction over the Project.  |
| 5.5           | <p>The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Incurring costs that will result in the exceeding of the Form of Offer;</li><li><input type="checkbox"/> Making deviations from the Contract.</li></ul>   |
| 7.2           | The Service Provider is required to provide personnel in accordance with the provisions of Clause 7.2 and to complete the Personnel Schedule.   |
| 8.1           | The Contractor is to commence the performance of the Services within Seven Days of date that the Contract becomes effective.  |
| 8.4.3(c)      | The period of suspension under clause 8.5 is not to exceed 8 weeks.   |
| 9.1           | Copyright of documents prepared for the Project shall be vested with the Employer.  |
| 11.1          | The Service Provider may only subcontract any work which he has the skill and competency to perform if approved so in writing by the Employer.  |
| 12.1          | Interim settlement disputes is to be by mediation.  |

|        |   |
|--------|---|
| 12.2   | Final settlement is by arbitration.   |
| 12.2.1 | In the event that the parties fail to agree on a mediator, the mediator is nominated by the Employer. |

## PART 2: DATA PROVIDED BY THE SERVICE PROVIDER

---

# CONTRACT

## PART 2 (OF 4): PRICING DATA

C2.1 **Pricing Instructions**

C2.2 **Pricing Schedule and Summary**

---

## C2.1: PRICING INSTRUCTIONS

### C2.1.1 PREAMBLE TO THE BILL OF QUANTITIES

C2.1.1.1 The method of measurement published by the South African Bureau of Standards in Clause 8 of the Standardized Specifications for Civil Employers Agenting Construction is applicable, subject to the variations and amendments contained in the section "Applicable SABS 1200 Standardized Specifications".

C2.1.1.2 Descriptions in the Bill of Quantities are abbreviated and comply generally with those in the Standardized Specifications. Clause 8 of each Standardized Specification, read together with the relevant clauses of the Scope of Work, set out what ancillary or associated activities are included in the rates for the operations specified. Should any requirements of the measurement and payment clause of the applicable Standardized Specification, or the Scope of Work, conflict with the terms of the Bill, the requirements of the Standardized or Scope of Work, as applicable, shall prevail.

C2.1.1.3 The reference clauses in a specification in which further information regarding the bill item can be obtained appear under the "Reference Clause" or "Payment Refers" column in the Bill. The reference clauses indicated are not necessarily the only sources of information in respect of schedule/billed items. Further information and set specifications may be found elsewhere in the contract documents. Standardized Specifications are identified by the letter or letters which follow SABS in the SABS 1200 series of specifications, e.g. G for SABS 1200 G.

C2.1.1.4 Work reserved for Labour Intensive construction methods will be numbered with a prefix "LI" in the Bill to distinguish them from the conventional construction works. Such work shall be constructed using local labour who is temporarily employed in terms of the Scope of Work.

C2.1.1.5 Unless otherwise stated, items are measured nett in accordance with the Drawings, and no allowance is made for waste. The Bill has to be completed in black non-erasable ink and the tenderer is referred to the Conditions of Tender as well as the Tender Data with regard to the correction of errors.

C2.1.1.6 The quantities set out in the Bill of Quantities are the estimated quantities of the work. The tenderers attention is directed to Clause 6.7 of the Conditions of Contract and the Contractor will be required to determine the actual and final quantities of the Works to be executed and the Contractor shall undertake whatever quantities may be directed by the Employers Agent from time to time. The Contract Price for the completed contract shall be computed from the actual quantities of work done, valued at the relevant unit rates and prices.

C2.1.1.7 The prices and rates to be inserted in the Bill of Quantities are to be the full inclusive prices for the work described under the several items. Such prices and rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit. Reasonable prices shall be inserted as these will be used as a basis for assessment of payment for additional work that may have to be carried out.

C2.1.1.8 A price or rate is to be entered against each item in the Bill of Quantities, whether the quantities are stated or not. An item against which no price / rate is entered will be considered to be covered by the other prices or rates in the Bill.

C2.1.1.9 Except where rates only are required, the tenderer shall insert all amounts to be included in his total tendered price in the "Amount" column and show the corresponding total tendered price.

C2.1.1.10 All prices or rates inserted in the Bill of Quantities shall be EXCLUDING VAT. Provision has been made on the Summary Page of the Bill of Quantities, for the addition of VAT.

C2.1.1.11 Arithmetical errors of responsive tenders shall be corrected in the manner specified under the Conditions of Tender as well as the Tender Data.

C2.1.1.12 The units of measurement described in the Bill of Quantities are metric units. Abbreviations used in the Bill of Quantities are as follows:

|             |   |                       |           |   |                       |
|-------------|---|-----------------------|-----------|---|-----------------------|
| mm          | = | Millimetre            | h         | = | hour                  |
| m           | = | Metre                 | kg        | = | kilogram              |
| km          | = | kilometre             | t         | = | ton (1 000kg)         |
| $m^2$       | = | square metre          | No        | = | Number                |
| $m^2$ .pass | = | square metre-pass     | Sum       | = | Lump Sum              |
| ha          | = | hectare               | MN        | = | MegaNewton            |
| $m^3$       | = | cubic metre           | MN.m      | = | MegaNewton-metre      |
| $m^3$ .km   | = | cubic metre-kilometre | PC Sum    | = | Prime Cost Sum        |
| $\ell$      | = | Litre                 | Prov Sum  | = | Provisional Sum       |
| k $\ell$    | = | kilolitre             | Lab.month | = | Labourer.Month        |
| MPa         | = | Mega Pascal           | %         | = | per cent (percentage) |
| M $\ell$    | = | Mega litre            | kW        | = | kilowatt              |

C2.1.1.13 The quantities set out in the Bill are the estimated quantities of the Works but the Contractor will be required to undertake whatever quantities as may be directed by the Employers Agent from time to time. The Contract Price for the completed Contract shall be computed from the actual quantities of work done, valued at the relevant unit rates and prices.

C2.1.1.14 An item against which no price / rate is entered or where a word or phrase such as "included" or "provided elsewhere" will be accepted as a rate of nil (R 0,00) having been entered against such items and covered by the other prices or rates in the Bill. Any work executed to which such a payment item applies, shall be measured under the appropriate items in the Priced Bill and valued at a rate of nil (R 0,00). The rate of nil shall be valid irrespective of any change in the quantities during the execution of the Contract.

**NOTE: CORRECTION OF ENTRIES MADE BY TENDERER**

Any entry made by the tenderer in the Bill of Quantities, forms, etc., which the tenderer desires to change, shall not be erased or painted out. A line shall be drawn through the incorrect entry and the correct entry shall be written above in black ink and the full signature of the Tenderer shall be placed next to the correction.

---

## C2.2 PRICING SCHEDULE AND SUMMARY

### A. COLOUR DESKTOP MFP

| Period                                   | Quantity | Monthly Rental Amount | Annual Rental Amount |
|--|----------|-----------------------|----------------------|
| YEAR 1                                   | 47       | R                     | R                    |
| YEAR 2<br>Escalation percentage _____ %  | 47       | R                     | R                    |
| YEAR 3<br>Escalation percentage _____ %  | 47       | R                     | R                    |
| <b>SUB – TOTAL FOR YEAR 1, 2 &amp; 3</b> |          |                       | R                    |

### B. MEDIUM COLOUR MFP

| Period                                   | Quantity | Monthly Rental Amount | Annual Rental Amount |
|--|----------|-----------------------|----------------------|
| YEAR 1                                   | 4        | R                     | R                    |
| YEAR 2<br>Escalation percentage _____ %  | 4        | R                     | R                    |
| YEAR 3<br>Escalation percentage _____ %  | 4        | R                     | R                    |
| <b>SUB – TOTAL FOR YEAR 1, 2 &amp; 3</b> |          |                       | R                    |

### C. HEAVY DUTY BLACK & WHITE MFP 90 SPEED

| Period                                   | Quantity | Monthly Rental Amount | Annual Rental Amount |
|--|----------|-----------------------|----------------------|
| YEAR 1                                   | 2        | R                     | R                    |
| YEAR 2<br>Escalation percentage _____ %  | 2        | R                     | R                    |
| YEAR 3<br>Escalation percentage _____ %  | 2        | R                     | R                    |
| <b>SUB – TOTAL FOR YEAR 1, 2 &amp; 3</b> |          |                       | R                    |

### D. HEAVY DUTY COLOUR MFP

| Period                                   | Quantity | Monthly Rental Amount | Annual Rental Amount |
|--|----------|-----------------------|----------------------|
| YEAR 1                                   | 1        | R                     | R                    |
| YEAR 2<br>Escalation percentage _____ %  | 1        | R                     | R                    |
| YEAR 3<br>Escalation percentage _____ %  | 1        | R                     | R                    |
| <b>SUB – TOTAL FOR YEAR 1, 2 &amp; 3</b> |          |                       | R                    |

|   |   |
|---|---|
| <b>SUB – TOTAL FOR MACHINE A + B + C + D</b>  | R |
| <b>VAT @15%</b>   | R |
| <b>GRAND TOTAL (offer must be carried forward to Form of Offer, cover page and MBD 1)</b> | R |

| <b>SERVICE DESCRIPTION</b> | <b>UNIT COST</b> |
|----------------------------|------------------|
| Cost per copy (black)      | R                |
| Cost per copy (colour)     | R                |

Signed .....

Date .....

Name .....

Position .....

Tenderer .....

---

## **SCOPE OF WORKS**

**C3.1 EMPLOYER'S OBJECTIVE**

**C3.2 SITE LOCATION**

**C3.3 BACKGROUND**

**C3.4 SCOPE OF WORK**

**C3.5 WORK PLAN**

**C3.6 PERFORMANCE**

**C3.7 ASSIGNMENT COST**

### **C3.1 EMPLOYER'S OBJECTIVES**

APPOINTMENT OF A SERVICE PROVIDER FOR THE RENTAL AND MAINTENANCE OF PHOTOCOPIER MACHINES FOR A PERIOD OF 3 YEARS.

### **C3.2 SITE LOCATION**

1. Lejweleputswa District Municipality offices  
Cnr Jan Hofmeyer and Tempest Road  
Jim Fouche Park  
Welkom  
9459

### **C3.3 BACKGROUND**

Lejweleputswa District Municipality seeks to appoint a suitably qualified and capable service provider for rental and maintenance of photocopier machines for a period of 3 years.

### **C3.4 SCOPE OF WORK**

- The printing equipment should cater for remote management if the printer hardware.
- All the MFP's should cater for service notifications.
- Supply municipality with green reports monthly.
- Consumables replenishment notification.
- Fleet management – utilisation report
- Specify brand name and model of the Copiers to be leased
- Device: Multifunction network Printer/ Scanner/ Photocopier /Fax
- Security feature: The appointed bidder must create Password linked to each users
- The printer should be capable of doing monochrome printing
- The printer should provide USB port and secured wireless connectivity
- The printer must have an automated document feeder
- The printer must be capable of network printing, scan to mail/network to pdf
- The finishing of the printer must be able to produce a staple/stacker/punching and page numbering
- Estimated number of people connected to machine should be a minimum of 20
- The printer must be able to provide security relevant chronological records such as audit trail and other reports
- The appointed bidder must provide operating manuals for each machine for among others creation of new users for printing purposes
- The appointed service provider must maintain and service the machines on call logging
- The appointed service provider must train the operators on the features of the machine
- The appointed service provider must Consumables (Tonner, Drum cartridges, Staplers and other spare parts, excluding blank papers) on demand for each machine.

### **C3.5 WORK PLAN**

The appointed Contractor will be required to develop a work plan that addresses all the tasks, identify project milestones and assign timelines for conclusion of each task.

### **C3.6 PERFORMANCE**

- The performance of the appointed Contractor will be reviewed regularly based on the approved work plan.
- Should performance be below the required standard according to the work plan, or should project funds not be available, the contract may be terminated through written notification.
- Adequate opportunity to improve performance will be provided to the Contractor through written notices of poor performance.
- The Contractor is to submit a close-out report in the format approved by the institution and all other developed documentation, 7 working days before the last day of the completion of works.

### **C3.7 ASSIGNMENT COST**

- Payment for the assignment will be partially time-based and deliverable based and is based on the percentage of the budget expended during the implementation of the project. A detailed pricing schedule must be provided by the service provider as an attachment, Pricing Schedule 1.

**THE END OF TENDER DOCUMENT.**