



# ELIAS MOTSOLEDI

## LOCAL MUNICIPALITY

**EMLM 06/2026**

**PROVISION OF VIP PROTECTION AND STATIC SECURITY SERVICES IN ELIAS MOTSOLEDI LOCAL  
MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS (RE-ADVERT)**

<b>CLOSING DATE:</b>	<b>15 DECEMBER 2025</b>	<b>TIME</b>	<b>11H00</b>
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<b>NAME OF TENDERER / BIDDER</b>	
<b>TOTAL BID PRICE TOTAL BID PRICE EXCLUDING STATIC PROTECTORS</b>	
<b>CENTRAL SUPPLIER DATABASE NUMBER</b>	MAAA
<b>TOTAL SPECIFIC GOAL POINTS</b>	
<b>CONTACT PERSON</b>	
<b>CONTACT NUMBER</b>	
<b>EMAIL ADDRESS</b>	

<b>ENQUIRIES REGARDING BID PROCEDURES</b>		<b>TECHNICAL ENQUIRIES</b>	
<b>MANAGER: SUPPLY CHAIN MANAGEMENT</b>		<b>MANAGER: RISK OFFICE</b>	
<b>V.E MASILELA</b>		<b>M.C MAKITLA</b>	
<b>TEL. NUMBER</b>	<b>TEL.013 262 3056</b>	<b>TEL. NUMBER</b>	<b>013 262 3056</b>
<b>TENDER ISSUED BY</b>			
<b>SUPPLY CHAIN MANAGEMENT UNIT</b>			
<b>ELIAS MOTSOLEDI LOCAL MUNICIPALITY</b>			
<b>P.O. BOX 48, GROBLERSDAL, 0470</b>		<b>TEL. NUMBER</b>	<b>013 262 3056</b>

**NB: ANY OBJECTIONS OR COMPLAINTS IN RESPECT WITH THIS TENDER SHOULD BE LODGED WITHIN 14  
DAYS OF THE ADVERTISEMENT**

**ELIAS MOTSOLEDI LOCAL MUNICIPALITY**

TENDER DETAILS						
TENDER NUMBER	<b>EMLM 06/2026</b>					
TENDER TITLE	<b>PROVISION OF VIP PROTECTION AND STATIC SECURITY SERVICES IN ELIAS MOTSOLEDI LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS (RE-ADVERT)</b>					
CLOSING DATE	<b>15 DECEMBER 2025</b>		CLOSING TIME		<b>11H00</b>	
SITE MEETING	DATE	<b>03 DECEMBER 2025</b>	TIME	<b>11H00</b>	COMPULSORY	<b>YES</b>
SITE MEETING ADDRESS	<b>MUNICIPAL COUNCIL CHANBER 2<sup>nd</sup> Grobler Avenue, Groblersdal 0470</b>					
CIDB GRADING REQUIRED	<b>N/A</b>		LEVEL AND CATEGORY		<b>N/A</b>	
TENDER DOCUMENT FEE	<b>R1000.00(if collecting from the Municipality) Free when uploading from e-tender portal</b>		PREFERENCE POINT SYSTEM		<b>80/20</b>	
BID BOX SITUATED AT	<b>MAIN OFFICES, 2<sup>ND</sup> GROBLER AVENUE</b> , Elias Motsoaledi Local Municipality.					
OPERATING HOURS	The bid box is open during office hours, Monday to Thursday from 07h30 to 16h30 and Friday from 7h30 to 13h30.					
OFFER TO BE VALID FOR	90	DAYS FROM THE CLOSING DATE OF TENDER.				
<p>PLEASE NOTE:</p> <ol style="list-style-type: none"> <li>Prospective suppliers must be registered on CSD prior to submitting bid (open tender)</li> <li>Tenders that are deposited in the incorrect box will not be considered.</li> <li>Mailed, telegraphic, telex, or faxed tenders will not be accepted.</li> <li>No late bids after closing date and time will be accepted.</li> <li>Bids not clearly marked and unamend will not be accepted.</li> <li>Bids may only be submitted on the bid documentation provided by the municipality.</li> <li>No awards will be made to a person: <ol style="list-style-type: none"> <li>Who is in the service of the state,</li> <li>If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state</li> <li>Who is an advisor or consultant contracted with the municipality or municipal entity</li> </ol> </li> </ol>						

**BIDDER'S TENDER DOCUMENTATION DECLARATION CERTIFICATION**

I, the undersigned certify that the information furnished on this declaration form is correct, completed and submitted.	
NAME OF REPRESENTATIVE	
POSITION / DESIGNATION	
SIGNATURE	
DATE	

**T1.1 TENDER NOTICE & INVITATION**  
**ELIAS MOTSOLEDI LOCAL MUNICIPALITY**  
**TENDER NO.: EMLM 06/2026**  
**CLOSING DATE: 15 DECEMBER 2025 AT 11H00**



**ELIAS MOTSOLEDI**  
**LOCAL MUNICIPALITY**

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for **PROVISION OF VIP PROTECTION AND STATIC SECURITY SERVICES IN ELIAS MOTSOLEDI LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS (RE-ADVERT)**

Tender documents and specifications are available and can be obtained from CASHIERS OFFICE IN THE MAIN OFFICES, 2<sup>ND</sup> Grobler Avenue Groblersdal, P.O. Box 48, Groblersdal, 0470 (Tel: [013] 262 3056, at a non-refundable deposit of **R1000.00** when the bidder request/need a document from the municipality and it is free of charge when downloaded from the e-Tender Portal. Payments can be made through cash payable to the Elias Motsoaledi Local Municipality

The closing time for receipt of tenders is **15 DECEMBER 2025 at 11H00**. Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late tenders** will under no circumstances be considered and accepted. The tender box will be emptied just after closing time on the closing date. Hereafter all bids will be open in public.

Any technical enquiries relating to the tender document may be directed to the **Managers Risk Management (Mr M. C Makitla)** on 013 262 3056 or at **mmakitla@emlm.gov.za** for technical assistance.

Fully completed tender documents, clearly marked **"PROVISION OF VIP PROTECTION AND STATIC SECURITY SERVICES IN ELIAS MOTSOLEDI LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS (RE-ADVERT)** with **"NAME of TENDERER"** must be placed in a sealed envelope and placed in the **tender box 3** on the **2<sup>nd</sup> Grobler Avenue**, Elias Motsoaledi Local Municipality, Main Offices, Groblersdal, **by no later than 15 DECEMBER 2025 at 11H00**. The envelope must be endorsed with number, title and closing date as indicated above.

Bidders will be evaluated on functionality whereby **70 points (70%)** has to be attained before financial proposals can be looked at. A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Elias Motsoaledi Local Municipality where **80 points** will be allocated in respect of price and **20 points** in respect of Specific goal.

No awards will be made to a person:

- Who is not registered on the Central Supplier Database;
- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity?

The municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points

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# **ELIAS MOTSOALEDI**

## **LOCAL MUNICIPALITY**

### **TERMS OF REFERENCE FOR PROVISION OF VIP PROTECTION AND STATIC SECURITY SERVICES IN ELIAS MOTSOALEDI LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS (RE-ADVERT)**

#### **1. INTRODUCTION**

- 1.1. The Elias Motsoaledi Local Municipality requires suitably qualified security contractors to provide provision of VIP protection and static security guarding services that covers the Elias Motsoaledi Local Municipality Municipal area.

#### **2. SCOPE**

- 2.1. Service Providers are hereby invited to tender for the provision of VIP protection and static security services for the Mayor, Speaker and Chief Whip.

#### **3. GENERAL**

##### **3.1. Validity period**

The tender must be valid for a period of 90 days from closing date of tender.

##### **3.2. Compulsory clarification session**

A compulsory clarification session will be held on **03 DECEMBER 2025** at **11:00 at the Municipal chamber, 2<sup>nd</sup> Grobler avenue, Groblersdal.**

##### **3.3. Contract period**

The contract period will be for 36 months after successful conclusion of the service level agreement.

##### **3.4. Pricing and escalation**

3.4.1. Prices tendered shall be firm for the period of 36 months

- 3.5. Price Escalation not exceeding 10% per annum will be allowed on years two and years three respectively, clearly indicated in the price quotation.

##### **3.6. Professional registration**

- 3.6.1. Service Providers and staff members must be registered with the Private Security Industry Regulatory Authority (PSIRA). Certified proof of registration of the company and staff must accompany the tender. Failure to submit these documents with the tender will result in your bid being disqualified.

- 3.6.2. Proof of PSIRA registration of all new personnel, appointed during the duration of the contract, must be submitted to the **Manager Risk Management** or immediate sub-ordinate. It will be considered a breach of contract should it be discovered that any services within the scope of this tender is carried out by an unqualified and unregistered person.

##### **3.7. Workmen's Compensation**

The bidder must be COIDA compliant before the execution of any work in terms of the contractual obligations. A letter of good standing in terms of COIDA or latest assessment and proof of payment thereof or proof of registration (only in cases of a new registration) will suffice

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### 3.8. Evaluation and award

3.8.1. The estimated quantities for the contract are for pricing comparison purposes only (tender evaluation) and may vary.

3.8.2. A rate per month will be awarded per area.

## 4. TECHNICAL REQUIREMENTS

### 4.1. VIP Protectors must be deployed as follows:

	Existing sites	Quantity of guards	Per Shift	Relievers
4.2.1	VIP PROTECTORS			
(a)	VIP PROTECTORS FOR THE MAYOR	4	2	2
(b)	VIP PROTECTORS FOR THE SPEAKER	2	1	1
(c)	VIP PROTECTOR FOR THE CHIEF WHIP	2	1	1
(d)	Escort Car for the Mayor	1	1	0
(e)	Escort Car for the Speaker	1	1	0
(f)	Escort Car for the Chief Whip	1	1	0
(g)	Static Protectors / Security	2	2	0

#### **Minimum Qualifying Requirements /Compulsory Returnable Documents:**

1. Fully Completed and Signed MBD Forms with a black ink (1; 4;5; 6.1; 8 & 9).
2. Attach CSD registration report **(Detailed). (NB: Not Summary)**
3. Valid copy of CIPC registration certificate.
4. Value Added Tax (VAT) Notice of registration
5. Any alteration on the tender document must be signed **(NB: Not Initialed).**
6. Every page on the tender documents must be signed **(NB: Not Initialed).**
7. Attendance of Compulsory Briefing Session.
8. PSIRA registration certificate for the Company and all its director(s).
9. PSIRA registration certificate for all the employees (minimum of 6 personnel / employees)
10. Three (3) road worthy vehicles. Proof of ownership or lease agreement with proof of ownerships.
11. Proof of Public Liability Insurance Policy to the value of at least R2 Million providing cover against all claims (including claims related to the use or misuse of fire-arms), against the Council, service provider or its employees.
12. Letter of good standing (Compensation for Occupational Injuries and Disease Act (COIDA)) from Department of Labour OR any company accredited by the Department of Labour **(To be verified)**
13. Annual financial statement: if the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements - for the past three years; or since their establishment if established during the past three years; **NB (Approved/ Signed by the Member(s) / Director(s).**
14. Company Profile **(Detailing; Name of Client; Service Provided; Award Amount; Contact Person and Contact Number).**
15. CIPC Abridged Certificate Annual returns **(NB applicable to entities that are in business for more than 12 months and must be paid before the closing date of the tender). (To be verified)**
16. Proof of Municipal rates and taxes or services charges:
  - Of the company and all of its directors not in arrears for more than 90 days or
  - Confirmation from the municipality if municipal rates and taxes are not levied (for the company and all its director(s)) as per CK/Company form of address on the registration certificate or
  - if leasing, a signed lease agreement by the lessor and the lessee and Municipal rates in the name of the lessor for both company and director(s).
17. Original Certified copies of ID's of the Director(s) (Certification not older than 3 months before the closing date).
18. **In case of a Joint Venture**, Association or Consortium a formal contract agreement must be signed by both parties and be attached and the following must be adhered to:
  - All of the above requirements must be for the both entities.

**NB: FAILURE TO MEET ANY OF THE ABOVE REQUIREMENTS WILL LEAD TO IMMEDIATE DISQUALIFICATION,**

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## **PRICE AND PREFERENTIAL POINTS ALLOCATIONS**

For bids with a Rand value below R50 000 000.00, the preference point system of 80/20 will apply, where 80 points will be for **(Price)** and 20 points will be for **Specific Goals** (Black, Women, Disability & people living in rural underdeveloped areas) in terms of section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000, (Act No 5 of 2000)

Description	Points
Price	80
Specific Goals	20
Total	100

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Company which at least 51% is owned by Black	10	
Company which is owned by people in underdevelopment areas	10	
TOTAL POINTS	20	

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# 1. Evaluation ON QUALITY/FUNCTIONALITY = 100

The bids will be evaluated based on the following criteria for functionality, whereby the bidder must obtain a minimum score of **70 points** to qualify for further evaluation on Price and Specific Goal.

BIDDER EVALUATION CRITERIA FOR FUNCTIONALITY	DESCRIPTION	MAXIMUM POINTS
<b>COMPANY EXPERIENCE:</b> Previous experience of the company in providing <b>VIP protection services (attach appointment letters and stamped reference letters.</b> The reference letter must indicate contract/Bid number and the value of the contract.  <i>N.B The reference letter must support similar/ same appointment letter.            (if the bidder provides different appointment letters to the reference letter the municipality will not consider the reference letter as part of evaluation).</i>	The bidder has successfully rendered <b>VIP protection</b> services in the <b>(public or private sector) (Attach appointment letters and stamped reference letters for current or previous clients.)</b> <ul style="list-style-type: none"> <li>R10 million and above = <b>40 Points per letter</b></li> <li>R5 million – below R10 million = <b>20 Points per letter</b></li> <li>R2 million – below R5 million = <b>05 Points per letter</b></li> </ul>	40
<b>VIP PERSONNEL EXPERIENCE</b>	<ul style="list-style-type: none"> <li>At least Grade C plus firearm competence certificate for (pistol) with at least three (3) years' experience and Advance driving certificate Attach CV with certified copies 10 points per VIP Personnel = <b>40 Points</b></li> <li>At least Grade C plus firearm competence certificate for (pistol) with at least two (2) years' experience with Advance driving certificate Attach CV with certified copies 5 Points per VIP Personnel = <b>20 Points</b></li> <li>At least Grade C plus firearm competence certificate for (pistol) with at least one (1) year experience and Advance driving certificate 2 Points per VIP Personnel = <b>10 Points</b></li> </ul>	40
<b>COMPANY FIREARM OWNERSHIP</b>	<ul style="list-style-type: none"> <li>Proof of company license for shotgun at least three (3) guns</li> </ul>	20
	<b>MINIMUM QUALIFYING SCORE 70 POINTS</b>	<b>TOTAL 100</b>

The bidder must obtain a minimum score of 70 of points allocated for quality (functionality) to qualify for further evaluation.

The bidders who complied with the administrative evaluation criteria including the special conditions and obtained a minimum of 70% on functionality will be evaluated further in terms of phase 3 of the tendering process.

**BILL OF QUANTITY (BOQ):**

**VIP PROTECTION PRICING SCHEDULE**

VIP PROTECTORS					
DESCRIPTION	NUMBER	Rate Per Month	Year 1	Year 2	Year 3
			Price VAT Excl.	Price VAT Excl.	Price VAT Excl.
VIP PROTECTORS	04 VIP PER SHIFT				
VIP PROTECTORS - RELIVERS	04 VIP RELIVERS				
ESCORTS CAR	03				

ESCORT CAR RATE PER KILO				
NB: NOT TO BE INCLUDED ON THE TOTAL SUMMARY AMOUNTS				
DESCRIPTION	NUMBER	Rate per kilo for Year 1	Rate per kilo for Year 2	Rate per kilo for Year 3
ESCORTS CARS RATE PER KILO	03			

STATIC PROTECTORS / SECURITY (AS AND WHEN REQUIRED)				
NB: NOT TO BE INCLUDED ON THE TOTAL SUMMARY AMOUNTS				
DESCRIPTION	NUMBER	RATE FOR YEAR 1	RATE FOR YEAR 2	RATE FOR YEAR 3
STATIC PROTECTORS /SECURITY	2 PER SHIFT			

ACCOMODATION FOR VIP PROTECTORS (AS AND WHEN REQUIRED)				
NB: NOT TO BE INCLUDED ON THE TOTAL SUMMARY AMOUNTS				
DESCRIPTION	NUMBER	RATE FOR YEAR 1	RATE FOR YEAR 2	RATE FOR YEAR 3
ACCOMODATION FOR VIP PROTECTORS	PER PERSON			

SUMMAR VIP PROTECTION

NB: STATIC PROTECTORS; ACCOMODATION AND ESCORT CAR RATE PER KILO MUST NOT BE INCLUDED IN THE BELOW TOTALS; IT WILL BE FOR AS AND WHEN REQUIRED.

VIP PROTECTORS' SUMMARY PRICING SCHEDULE	
VIP PROTECTORS FOR 3 YEARS	
VIP PROTECTORS – RELIVERS FOR 3 YEARS	
ESCORT CARS FOR 3 YEARS	
SUB-TOTAL	
VAT @15%	
GRAND-TOTAL	

NB Attach a clear quote noting the quantities above (Monthly quote and three years) include escalation on year 2 and 3.

**N:B**

## **1) Domestic Hotel Accommodation**

Municipality has established maximum allowable rates for domestic accommodation. When sourcing accommodation for their employees, the service provider should find options that are equal to or lower than the rates in Table 1, depending on the allowable star grading and the band. Cost effectiveness must remain a key principle.

**Table 1: Rates set for Domestic Hotel Accommodation:**

<b>Star Grade</b>	<b>Band 3</b>
1 Star	R855
2 Star	R1 230
3 Star	R1 400
4 Star	R1 550
5 Star	R2 500

## **2) ESCORT CARS**

### **General vehicle requirements:**

- The escort vehicles must be in excellent mechanical condition
- The escort cars must have sufficient speed and acceleration for evasive maneuvers and keep up with the principal VIP vehicle
- All 3 vehicles must be equipped with an automatic gear box
- The vehicle must be topped up with a “full tank” before any operation
- Vehicles Models:
  - 1) The escort vehicles must have a car capacity for 4 passengers. Must be a SUV or SEDAN model; Must have flat tyres.
  - 2) SUV/SEDAN model 2.0L model, 180 - 195 Kw, 246 - 250 Horsepower, 300-370 NM torque with Automatic Transmission and tow bar, Fuel and Air Tank Protectors, air conditioner, Anti-Siphoning Device, radio USB system, Include Warranty, three years' Service plan and maintenance plan, once off License and Registration plus number plates

**EMLM wishes you all good luck in the preparation your proposal.**

### **CONCLUSION**

Any false information given by the Prospective Service Provider and not meeting the minimum qualifying requirement, will lead to automatic disqualification of the PSP.

The council reserves the right to either accept the whole or part of any Bid, or not to appoint at all. **Faxes or e-mail are not acceptable.**

Bidders will be required to show compliance with the New Preferential Procurement Policy Framework Act of 2022.

### **COMPULSORY MUNICIPAL BID DOCUMENTATION**

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- a) MBD 1 : Invitation to tender
  - b) MBD 4 : Declaration of interest
  - c) MBD 5 : Declaration for Procurement Above R10-Million
  - d) MBD 6.1 : Preference points in terms of Preferential Policy Regulations 2022
  - e) MBD 8 : Declaration of bidder's past supply chain management practices
  - f) MBD 9 : Certificate of Independent Bid Determination
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**PART A  
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ( <i>ELIAS MOTSOALEDI LOCAL MUNICIPALITY</i> )			
BID NUMBER:		CLOSING DATE:	
CLOSING TIME:			
DESCRIPTION			

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

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

<b>02 GROBLER AVENUE</b>			
<b>GROBLERSDAL</b>			
<b>0470</b>			
<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:		<b>OR</b> CSD No:
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?  <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	<b>BUDGET AND TREASURY</b>	DEPARTMENT	<b>MUNICIPAL MANAGER</b>
CONTACT PERSON	<b>V.E MASILELA</b>	CONTACT PERSON	<b>M.C MAKITLA</b>
TELEPHONE NUMBER	<b>013 262 3056</b>	TELEPHONE NUMBER	<b>013 262 3056</b>
FACSIMILE NUMBER	<b>013 262 2547</b>	FACSIMILE NUMBER	<b>013 262 2547</b>
E-MAIL ADDRESS	<a href="mailto:vmasilela@emlm.gov.za">vmasilela@emlm.gov.za</a>	E-MAIL ADDRESS	<a href="mailto:mmakitla@emlm.gov.za">mmakitla@emlm.gov.za</a>

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

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

#### 2. TAX COMPLIANCE REQUIREMENTS

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

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

##### 1.1.1 Service Providers Declaration and Privacy Notice

- 4.1 I declare that I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.
- 4.2 I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,
  - 4.2.1. internal administrative processes pertaining to services rendered or goods provided to the Municipality;
  - 4.2.2. conducting service provider vetting; and
  - 4.2.3. rendering services or providing goods to Elias Motsoaledi Local Municipality.
- 4.3 I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.

- 4.3. I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
- 4.4. I will not hold the Municipality responsible for any improper or unauthorized use of personal information that is beyond its reasonable control.
- 4.5. I confirm that I have read the notice and understand the contents.

**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: .....



## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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.

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

No.	Information	Please provide detail	
3.1	Full name of bidder or his or her representative		
3.2	Identity number		
3.3	Position occupied in the company (director, trustee, shareholder <sup>2</sup> )		
3.4	Company registration number		
3.5	Tax reference number		
3.6	VAT registration number		
Note	<i>(The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.)</i>		
3.7	Are you presently in the service of the state?	Yes	No
	If yes, please furnish particulars :		
3.7.1	Name of director		
3.7.2	Service of state organization		

3.8	Have you been in the service of the state for the past twelve months?		Yes	No
If yes, please furnish particulars :				
3.8.1	Name of director			
3.8.2	Service of state organization			
3.9	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
If yes, please furnish particulars:				
3.9.1	Name of person in the service of state			
3.9.2	Relationship			
3.10	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
If yes, please furnish particulars :				
3.10.1	Name of person in the service of state			
3.10.2	Relationship			
3.11	Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?		Yes	No
If yes, please furnish particulars :				
3.11.1	Name of director			
3.11.2	Service of state organization			
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state?		Yes	No
If yes, please furnish particulars:				
3.12.1	Name of director			
3.12.2	Name of relative			
3.12.3	Relationship			

3.13	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?		Yes	No
If yes, please furnish particulars:				
3.13.1	Name of director			
3.13.2	Related company			
Note:	<p>SCM Regulations:</p> <p>"1In the service of the state" means to be –</p> <ul style="list-style-type: none"> <li>(a) a member of – <ul style="list-style-type: none"> <li>(i) any municipal council;</li> <li>(ii) any provincial legislature; or</li> <li>(iii) the national Assembly or the national Council of provinces;</li> </ul> </li> <li>(b) a member of the board of directors of any municipal entity;</li> <li>(c) an official of any municipality or municipal entity;</li> <li>(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);</li> <li>(e) a member of the accounting authority of any national or provincial public entity; or</li> <li>(f) an employee of Parliament or a provincial legislature.</li> </ul> <p>"2 Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.</p>			

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

Full Name	Identity Number	State Employee Number

**5. Service Providers Declaration and Privacy Notice**

- 5.1 I declare that all the personal information furnished by me on this form is true and correct, and I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.
- 5.2 I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,
- 5.2.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality.
- 5.2.2 conducting service provider vetting; and
- 5.2.3 rendering services or providing goods to Elias Motsoaledi Local Municipality.
- 5.3 I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.
- 5.4 I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
- 5.5 I will not hold the Municipality responsible for any improper or unauthorized use of personal information that is beyond its reasonable control.
- 5.6 I confirm that I have read the notice and understand the contents.

6. I, the undersigned certify that the information furnished on this declaration form is correct.

I accept that the state may act against me should this declaration prove to be false.

**NAME OF REP:**\_\_\_\_\_

**SIGNATURE:**\_\_\_\_\_

**DATE:**\_\_\_\_\_

**CAPACITY:**\_\_\_\_\_

**DECLARATION FOR PROCUREMENT ABOVE R10-MILLION  
(ALL APPLICABLE TAXES INCLUDED)**

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

		Tick applicable box	
1.	Are you by law required to prepare annual financial statements for auditing?	Yes	No
1.1	If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.	Yes	No
2.	Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?	Yes	No
2.1	If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.	Yes	No
2.2	If yes, provide particulars:		
3.	Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	Yes	No
3.1	If yes, provide particulars:		
4.	Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	Yes	No
4.1	If yes, provide particulars:		

# AUDITED/INDEPENDENTLY REVIEWED ANNUAL FINANCIAL STATEMENT DECLARATION

## SECTION A – COMPANY TYPE

	Yes	No	Comment
Is the bidder a public company? Tick applicable box			If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.
			If no, complete section B

## SECTION B – PUBLIC INTEREST (PI) SCORE COMPUTATION – NB: THE BELOW TABLE MUST BE FULLY COMPLETED; IF NOT COMPLETED OR IS COMPLETED OR CANCELLED AS (N/A) WILL LEAD TO DISQUALIFICATION.

		Allocate points
Workforce (Number of employees in prior financial year) – 1 point per employee	Number:	
Third party liabilities – 1 point per R1 million (or portion of)	R	
Turnover – 1 point per R1 million (or portion of)	R	
Number of shareholders – 1 point per shareholder (irrespective of how many shares they hold individually).	Number:	

**Total**

If the PI score is more than 350, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

If the PI score is less than 350, proceed to section C

## SECTION C

Submit independently reviewed annual financial statements for the past three years or since the date of establishment if established during the past three years.

### CERTIFICATION

I, the undersigned certify that the information furnished on this declaration form is correct  
I accept that the state may act against me should this declaration prove to be false.

Name of representative:	
Capacity:	
Authorised signature (undersigned)	
Date:	

### CERTIFICATION

I, the undersigned certify that the information furnished on this declaration form is correct  
I accept that the state may act against me should this declaration prove to be false.

### Service Providers Declaration and Privacy Notice

I declare that all the personal information furnished by me on this form is true and correct, and I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.

I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,

- internal administrative processes pertaining to services rendered or goods provided to the Municipality.
- conducting service provider vetting; and
- rendering services or providing goods to Elias Motsoaledi Local Municipality.
- I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.
- I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
- I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
- I confirm that I have read the notice and understand the contents.

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY



## 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**

### 2. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value up to R50 000 000 (all applicable taxes included).

### 2.2 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 80/20 preference point system.
- b) The 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.

2.3 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.

### 2.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

2.5 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.

2.6 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.

### 3. 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).

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

#### 3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Company which at least 51% is owned by Black	10	
Company which is owned by people in underdevelopment areas	10	
<b>TOTAL POINTS</b>	<b>20</b>	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company

☐ State Owned Company

[TICK APPLICABLE BOX]

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

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

<div style="border-bottom: 1px solid black; width: 200px; margin: 0 auto; margin-bottom: 5px;"></div> <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME</b>	: _____
<b>DATE</b>	: _____
<b>ADDRESS</b>	: _____
	: _____
	: _____

### DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the accounting officer / authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). <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>	Yes	No
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	No
4.2.1	If so, furnish particulars:		

Item	Question	Yes	No
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	No
4.3.1	If so, furnish particulars:		
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	No
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	No
4.5.1	If so, furnish particulars:		
5.	<b>Service Providers Declaration and Privacy Notice</b>  5.1 I declare that I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information. 5.2 I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to, 5.2.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality; 5.2.2 conducting service provider vetting; and 5.2.3 rendering services or providing goods to Elias Motsoaledi Local Municipality. 5.3 I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations. 5.4 I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available. 5.5 I will not hold the Municipality responsible for any improper or unauthorized use of personal information that is beyond its reasonable control. 5.6 I confirm that I have read the notice and understand the contents.		

5.7 I, the undersigned certify that the information furnished on this declaration form is correct.

### **CERTIFICATION**

**I, the undersigned certify that the information furnished on this declaration form true and correct.**

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

NAME OF REP: _____	SIGNATURE: _____
DATE: _____	CAPACITY: _____

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 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 *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - 3.1. take all reasonable steps to prevent such abuse;
  - 3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<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.

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## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

**(Tender 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<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.

#### **Service Providers Declaration and Privacy Notice**

10. I declare that I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.
11. I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,
  - 11.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality;
  - 11.2 conducting service provider vetting; and
  - 11.3 rendering services or providing goods to Elias Motsoaledi Local Municipality.
12. I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.
13. I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
14. I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
15. I confirm that I have read the notice and understand the contents.
16. I, the undersigned certify that the information furnished on this declaration form is correct.

**<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.**

17. 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**

#### **GENERAL CONDITIONS OF CONTRACT**

The General Conditions of Contract are not included in this document and may be downloaded from the following website – [www.treasury.gov.za/legislation](http://www.treasury.gov.za/legislation).