



SOL PLAATJE MUNICIPALITY- 1 STAGE TWO ENVELOPE BIDDING PROCESS FINANCIAL OFFER

Original tender documents functionality and financial offer must be submitted in separate sealed envelopes marked **ENVELOPE 1: FUNCTIONALITY** and **ENVELOPE 2: FINANCIAL** THEN combined into **ONE** envelope marked **ORIGINAL**. A duplicate of the original Bid Document functionality and financial offer must be submitted in a sealed separate envelopes marked **ENVELOPE 1 FUNCTIONALITY** and **ENVELOPE 2 FINANCIAL** THEN combined into **ONE** envelope marked **DUPLICATE**. The **ORIGINAL** and **DUPLICATE** will then be sealed in one envelope clearly marked with the tender number and description on the front and the Tenderer's name, address and contact number on the back. **Tenderers who fail to submit a duplicate will be disqualified. The duplicate must be a true reflection of the original Bid Document and must be certified as such (see below).**

**CONTRACT NUMBER: FIN/INC01/2021 SUPPLY OF PREPAYMENT ELECTRICITY VENDING SERVICES WITH
THIRD PARTY VENDING MANAGEMENT AND REVENUE ENHANCEMENT/TID MANAGEMENT.**

FINANCIAL (PRICE) OFFER and B-BBEE STATUS VOLUME 2 OF 2

The financial offer contains MBD1, MBD3.1, MBD 3.2, MBD 3.3 (if applicable)
MBD6, MBD 6.1, MBD 6.2, MBD7

All pages must be signed and witnessed by two witnesses, where requested.
Unsigned bids will be disqualified.

NAME OF BIDDER:

PHYSICAL TRADING OFFICE ADDRESS:.....

.....

.....

FINANCIAL (PRICE) OFFER:See price schedule (Incl VAT)

BID PERIOD: For period commencing

Prepared for: J. Modutle
Sol Plaatje Municipality

Prepared by: B. Nkoe
Date:

Private Bag X5030, KIMBERLEY,8300

CTT Number:.....

For Copy Document Purposes only:

**The copy of the original Bid Document must be submitted in a separate
envelope :**

I hereby declare that the copy submitted is a true reflection of the original bid.

Bidder Signature:

Date:.....

BIDDER CHECKLIST

CONTRACT NUMBER: FIN/INC01/2021 SUPPLY OF PREPAYMENT ELECTRICITY VENDING SERVICES WITH THIRD PARTY VENDING MANAGEMENT AND REVENUE ENHANCEMENT/TID MANAGEMENT.

Hereunder is a checklist to ensure that the bid documentation is complete in terms of administrative compliance. The bidder is to indicate that the documentation is complete and included in the bid document by completing the table below. **(Tick to indicate whether the information has been included and the originals signed and witnessed as required.)**

| ITEM | DESCRIPTION | YES/NO |
|------|--|--------|
| 1 | Cover letter front page | |
| 2 | Invitation to Bid (MBD1) must be completed & signed | |
| 3 | Tax Compliance requirements MBD2) | |
| 4 | Pricing Schedule and Specifications to be completed (MBD 3.1), no correctional fluid to be used FINANCIAL OFFER – 2ND ENVELOPE | |
| 5 | Method of Pricing and Price Adjustments to be fully and correctly completed (MBD 3.2) | |
| 6 | Professional Indemnity Insurance, where applicable | |
| 7 | Functionality Evaluation Schedule: (MBD 3.3) applicable for 2 stage bidding process | |
| 8 | Declaration of interest (MBD 4) Original to be completed and signed. No bid will be accepted from persons in the service of the state¹. | |
| 9 | Did you submit a valid certified certificate BBBEE certificate (preference points claim) (MBD 6.1) OR a Joint Venture BBBEE valid certified certificate where applicable | |
| 10 | Did you comply to DTI standards (local content) as indicated (MBD 6.2) if required | |
| 11 | Declaration of bidder's past supply chain management practices (MBD 8) | |
| 12 | Certificate of Independent Bid Determination Annexure E5 – (MBD9) | |
| 13 | Did you submit one (1) original and one (1) hard copy of the bid documents? | |
| 14 | Did you take note and understand the Special Conditions, where applicable? | |
| 15 | Did you submit your management and contact details? | |
| 16 | Did you submit full and current contact details for three references, as requested in the bid document | |
| 17 | Did you submit your company profile, brief financial information, concerning turnover and asset value, and details of any BBBEE Shareholding? | |
| 18 | Did you initial every page of your original submission? | |
| 19 | Did you comply to all pre-conditions as stated in bid document? (MBD 1) | |
| 20 | Did you submit a CURRENT TO 60 days Business OR, Business Residential Municipal Rates & Service Account? | |
| 21 | Are you register as a supplier on SPM Database (www.csd.gov.za & www.Webportunities.net) provide proof Registration attached to bid document? (Listing Criteria) | |
| 22 | Did you attend the compulsory site/briefing session where applicable? | |
| 23 | Did you attach, Annual Financial Statements attached if project < R10 million, where applicable? | |

N.B.:- THIS FORM MUST BE SIGNED BY THE BIDDER AND TWO WITNESSES

SIGNATURE OF BIDDER: _____

NAME OF COMPANY: _____

ADDRESS: _____

CELL TELEPHONE NO: _____ FAX NO. _____

E-MAIL ADDRESS: _____

AS WITNESSES: 1. _____ Name Print _____

2. _____ Name Print _____

DATE:.....

SOL PLAATJE LOCAL MUNICIPALITY INVITATION TO BID

PART A INVITATION TO BID

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

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (CORPORATE SERVICES)

| | | | | | |
|-------------|--|---------------|-------------------|---------------|--------------|
| BID NUMBER: | FIN/INC01/2021 | CLOSING DATE: | 24/01/2022 | CLOSING TIME: | 10H00 |
| DESCRIPTION | <p>SUPPLY OF PREPAYMENT ELECTRICITY VENDING SERVICES WITH THIRD PARTY VENDING MANAGEMENT AND REVENUE ENHANCEMENT/TID MANAGEMENT</p> <p>To render services on behalf of the Sol Plaatje Local Municipality, as may be required for a period of 3 (three) years as indicated on this bid document, from the time of the award.</p> <p>The services shall commence on the date of signing the contract, with an option to extend as may be agreed upon by both parties upon expiry.</p> <p>One complete set of document is available at http://www.etenders.gov.za or http://www.solplaatje.org.za at no cost.</p> <p>One complete set of documents is available from SCU Contracts Department, Municipal Stores Complex Abattoir Road, Ashburnham, Kimberley upon payment of an amount of R1000-00 (One thousand rand), which is non-refundable.</p> <p>Payment must be made at the cashiers on a "NO 10 deposit slip" using the following mSCOA vote no</p> <p style="background-color: #90EE90; text-align: center;">21 12 1 42 451 0 SG ZZZ ZZ WM</p> | | | | |

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

SOL PLAATJE MUNICIPALITY

SCU – CONTRACTS DEPARTMENT, MUNICIPAL STORES COMPLEX

ABATTOIR ROAD, ASHBURNHAM

KIMBERLEY

8301

SUPPLIER INFORMATION

| | | | | |
|--------------------------|----------|--|------------|---------|
| NAME OF BIDDER | | | | |
| POSTAL ADDRESS | | | | |
| PHYSICAL TRADING ADDRESS | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | |
| CELLPHONE NUMBER | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | |
| E-MAIL ADDRESS | | | | |
| VAT REGISTRATION NUMBER | | | | |
| TAX COMPLIANCE STATUS | TCS PIN: | | AND | CSD No: |

| | | | |
|--|---|---|---|
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX] | <input type="checkbox"/> Yes <input type="checkbox"/> No | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|---|---|---|

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

1. In terms of section 2 (1) (d-f) of the PPPFA 2017 – The following Pre-Qualification criteria are applicable

OPEN TENDER

Subcontracting is applicable for Third party vendors

An Original B-BBEE Certificate accredited by SANAS or Certified Copy thereof OR

An original certified B-BBEE Sworn Affidavit for EME'S must be included in this bid document to qualify for relevant points claimed as per MBD 6.1 Certificate.

2. Companies or bidders bidding as **Joint venture must** include **their consolidated**

- **Joint Venture Agreement**
- **Joint B-BBEE certificate**
- **MBD 2,4,8 & 9 must** be completed respectively by both parties and submitted as part of the bid document

| | | | |
|--|--|---|---|
| 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 | | | |
| SIGNATURE OF WITNESS NO 1 | NAME PRINT | | |
| SIGNATURE OF WITNESS NO 1 | NAME PRINT | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: | | TECHNICAL INFORMATION MAY BE DIRECTED TO: | |
| DEPARTMENT | SUPPLY CHAIN | CONTACT PERSON | J. Modutle /Thabiso Moiloa |
| CONTACT PERSON | | TELEPHONE NUMBER | 053-830 6731/+27 84 432 2552 |
| TELEPHONE NUMBER | 6172/6180 | FACSIMILE NUMBER | |
| FACSIMILE NUMBER | | E-MAIL ADDRESS | jmodutle@solplaatje.org.za/ thabiso@mattha.co.za |
| E-MAIL ADDRESS | | | |

PART B TERMS AND PRE-CONDITIONS FOR BIDDING

VERY IMPORTANT NOTICE:

- (1) NO BIDS WILL BE CONSIDERED FROM BIDDERS WHO HAS NOT BEEN APPROVED ON THE CENTRAL SUPPLIERS DATABASE (CSD) ON THE NATIONAL TREASURY WEBSITE www.csd.gov.za
- (2) NO BIDS WILL BE CONSIDERED WHO HAS NOT COMPLETED THE LISTING CRITERIA AND SUBMITTED THE REQUIRED DOCUMENTS PRESCRIBED IN THIS DOCUMENT
- (3) NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)

1. BID SUBMISSION:

- 1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted.
- 1.2 All bids must be submitted on the official forms provided – (may not to be re-typed, only hand written submissions will be accepted,). Bidders who have purchased the bid documents from the Municipality MUST include the proof of such purchase by including a copy of the receipt with the original bid document.
- 1.3 Bidders MUST also include a true copy of the original bid documents. Bids MUST be placed in a sealed envelope and properly marked as prescribed. It MUST be stated that such sealed envelope contains a bid and the description of the bid, the contract reference number, and addressed to the Municipal Manager.
- 1.4 Should a bidder fail to maintain this status after the contract is awarded; the Council may cancel this contract or make single or multiple deductions from any payment claims in terms of the contract to the amount equal to any outstanding amounts owed to the municipality. The bidder shall have no right whatsoever to claim damages resulting from such action.
- 1.5 No correction tape or fluid may to be used on the tender document. Any errors made should be neatly crossed out and initialled by the bidder.
- 1.6 All prices **must** include value added tax, bid prices excluding value added tax may not be considered.
- 1.7 The following is **APPLICABLE ON COMPETITIVE BIDDING ABOVE R10 MILLION**

If the value of the transaction is expected to exceed R10 million (Vat Included), require bidders MUST provide the following documents with the bid documents.

- 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
- Particulars of any contracts awarded to the bidder 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
- A statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic:

Please attach all annexures on the pages as indicated on the bid document

- 1.8 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. see MBD 2
- Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable Municipality to view the taxpayer's profile and tax status.
- 2.2 Application for the tax compliance status (TCS) pin may be made via e-filing through the SARS website www.sars.gov.za.

- 2.3 Foreign suppliers must complete the pre-award questionnaire in Part B Paragraph 5.
- 2.4 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
- 2.5 All Bidders must be **SARS COMPLIANT** on Central Suppliers Database (CSD), **A CURRENT PROOF** of compliancy and a **TAX COMPLIANCE STATUS (TCS) CERTIFICATE** must be submitted with the Tender document on closing date.
- 2.6 Bidders are required to submit their detailed CURRENT Central Suppliers Database (CSD) registration report (NOT the summary report) together with the bid document

3. MUNICIPAL RATES AND SERVICES STATUS: BIDDERS ARE REQUIRED TO CONFIRM THE STATUS OF THEIR MUNICIPAL RATES AND SERVICES ACCOUNTS BY MEANS OF INCLUDING IN THIS BID DOCUMENT

- 3.1. **A RECENT (60 DAY) MUNICIPAL ACCOUNT OF THE PHYSICAL TRADING OFFICE ADDRESS** of the bidder indicating that all accounts are in good standing; or, if the bidder is not liable for, and has no, municipal account, even outside the Frances Baard Municipal boundaries
☐ YES ☐ NO
- 3.2 **A VALID LEASE AGREEMENT** clearly stating who is responsible for the municipal account and supported by documents indicating that all accounts are in good standing.
☐ YES ☐ NO
- 3.3 **IF THE LESSEE PAY TO THE LESSOR A RECENT (60 DAY) TAX INVOICE/ MUNICIPAL ACCOUNT** of the bidder indicating that all accounts are in good standing, or if the bidder is not liable for any municipal services, **the Lessor recent (60 day) municipal account must be attached**
☐ YES ☐ NO
- 3.4 **NO CONFIRMATION LETTER / GENERAL AFFIDAVIT** of a lease agreement / Renting will be accepted;
☐ YES ☐ NO
- 3.5 **A RECENT (60 DAY) MUNICIPAL ACCOUNTS MUST** also be submitted in cases where the owner/director of the business also acts as landlord of the business property and submitted a lease agreement also see listing criteria and MBD 6.1 in this bid document and
☐ YES ☐ NO
- 3.6 Bidders who has failed to submit and prove that all relevant accounts are in good standing **WILL NOT BE CONSIDERED**, such confirmation and supporting documents **MUST NOT BE OLDER THAN 60 DAYS**.

NB: Bidders could obtain details of successful/ unsuccessful information on SPLM website www.solplaatje.org.za after 120 days after closure of bid.

4. COMPULSORY CLARIFICATION MEETINGS/ CIDB GRADINGS (IF APPLICABLE)

- 4.1 IS LOCAL CONTENT APPLICABLE TO THIS BID ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO THIS BID

A Compulsory Briefing **Virtual Microsoft Teams Meeting** will be held on **Tuesday 07 December 2021 at 10H00**. Potential bidders must submit their email address, to Ms Renee Nortje at rnortje@solplaatje.org.za,

Clearly making reference to the tender number, before or on the **02 December 2021**, at 16H00. (Closing date is **02 December 2021, @16:00**).

Bidders must be represented by a Technical Member / Project Manager assigned to this project.

Bidders who do not attend/ login to the compulsory clarification virtual meeting will be prohibited from submitting proposals.

Conformation of virtual meeting will be recorded.

The following information must be submitted to the above email address (Before 02 December 2021, at 16H00)

- Email address
- Company name
- Cellphone number
- Tender number

Bidders who fail to provide required information for the Compulsory briefing session will be regarded as non-complaint. All Bidders who submitted their email address will receive a link for site meeting.

5. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- | | |
|---|--|
| 5.1 IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5.2 DOES THE ENTITY HAVE A BRANCH IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5.3 DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5.4 DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5.5 IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | <input type="checkbox"/> YES <input type="checkbox"/> 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.

IT WOULD BE APPRECIATED IF YOUR COMPANY COULD PROVIDE THIS OFFICE WITH A RETURNABLE ADDRESS ON THE BACK OF THE ENVELOPES

☐ YES ☐ NO

In terms of section 13 of the Municipal Supply Chain Management Regulations No. 27636 of 30 May 2005, the Municipal Manager shall reject all bids that do not comply with the following preconditions: -

1. Bidders that have not furnished the Municipality with his/her full names, identification number or company or other registration number and tax reference number and vat registration number, if any.
2. Bidders that have not submitted a valid tax clearance certificate from SARS or provided their tax compliance status pin number
3. Bidders that have not indicated: -
 - a. Whether he/she is in the service of the state or has been in the service of the state in the previous twelve months;
 - b. If the bidder is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state or has been in the service of the state in the previous twelve months, or
 - c. Whether a spouse, child or parent of the bidder or of a director, manager, shareholders or stakeholder in the previous twelve months.
 4. Any special conditions as contained in the bid documents.

Bidders scoring the highest points or any bid will not necessarily be accepted, and the Municipality reserves the right to Sub-divide the contract and accept any portion of any bid, or determine a multiple award.

Bids will be evaluated in terms of the approved point system **80/20** of Sol Plaatje Municipality as detailed in Preference Points form MBD 6 enclosed in Bid document. Tender validity period should be for **120 days**

NO BIDS BY FAX OR BY E-MAIL WILL BE ACCEPTED. Sealed bids outwardly marked with the relevant contract number

CONTRACT: FIN/INC01/2021 SUPPLY OF PREPAYMENT ELECTRICITY VENDING SERVICES WITH THIRD PARTY VENDING MANAGEMENT AND REVENUE ENHANCEMENT/TID MANAGEMENT

must be addressed to the Municipal Manager and placed in the **TENDER BOX (OPPOSITE SECURITY), MUNICIPAL STORES COMPLEX, ABATTOIR ROAD, ASHBURNHAM, Kimberley**, not later than **10:00 on 24 JANUARY 2022**.

IT IS THE PROSPECTIVE BIDDERS RESPONSIBILITY TO OBTAIN BID DOCUMENTS IN TIME TO ENSURE THAT RESPONSES REACH SPLM, TIMEOUSLY. MUNICIPALITY SHALL NOT BE HELD RESPONSIBLE FOR DELAYS IN THE POSTAL/ COURIER SERVICES.

Bids will be opened in public in the SCU BOARDROOM, STORES COMPLEX, ABATTOIR ROAD, Kimberley, immediately after opening on the same day at 10am.

INVITATION FROM: MUNICIPAL MANAGER
CIVIC OFFICES, SOL PLAATJE DRIVE
PRIVATE BAG X5030,
KIMBERLEY, 8300

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

SIGNATURE OF BIDDER:

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

DATE:

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

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER.....

EMAIL ADDRESS

FACSIMILE NUMBER CODENUMBER.....

VAT REGISTRATION NUMBER.....

HAS A VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED OR PROVIDED THEIR TAX COMPLIANCE STATUS PIN NUMBER? (MBD 2)

YES/NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1)

YES/NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)

A REGISTERED AUDITOR

(Tick applicable box)

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE

IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?

YES/NO

(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER

DATE.....

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

TOTAL NUMBER OF ITEMS OFFERED



MBD 3.1

SOL PLAATJE LOCAL MUNICIPALITY

SPECIFICATIONS AND PRICING SCHEDULE

CONTRACT: FIN/INC01/2021 SUPPLY OF PREPAYMENT ELECTRICITY VENDING SERVICES WITH THIRD PARTY VENDING MANAGEMENT AND REVENUE ENHANCEMENT/TID MANAGEMENT

PRICES ALTERED BY MEANS OF CORRECTION FLUID WILL NOT BE CONSIDERED

Pricing SCHEDULE for Part1 of Tender

| SYSTEM COSTS | | |
|---|---|-----------------------------|
| ITEM No: | DESCRIPTION | Total Bid Price (Incl. VAT) |
| 1. | <u>Once Off</u> system implementation, Financial System Interface and Training. | |
| TOTAL CARRIED FORWARD TO SUMMARY | | |
| This Offer must include the Hardware (Servers+Municipal POS/Engineering Clients+Admin Terminals) required to make the System FULLY Functional This must include periodic training and support of Municipal staff | | |

| ANNUAL COST | | | | | |
|-------------|----------------------------------|--------|--------|--------|-----------------------------|
| ITEM No: | DESCRIPTION | YEAR 1 | YEAR 2 | YEAR 3 | Total Bid Price (Incl. VAT) |
| 2. | Licence FEES (If Applicable) | | | | |
| 3. | Hosting FEES | | | | |
| | TOTAL CARRIED FORWARD TO SUMMARY | | | | |



Item 2 must INCLUDE Communication Costs to Municipal+3rd Party VENDORS

Pricing SCHEDULE for Part1 of Tender-CONTINUED

| VENDING COST | | | | |
|---------------------|---|---|--|--|
| ITEM No: | DESCRIPTION | Estimated Prepaid Sales (A) | % Commission of Estimated Prepaid Sales (B) | Total Bid Price (Incl. VAT) (A x B) |
| 4. | Transaction Fees Including Free Basic Electricity Transaction Fees | R 155 000 000 for the contract period (Average estimated 115 000 transactions for the contract period) | | |
| | TOTAL CARRIED FORWARD TO SUMMARY | | | |

| BANK CHARGES | | | | |
|---------------------|---|---------------------------|-------------------------|--|
| ITEM No: | DESCRIPTION | Estimated Fees (A) | % Commission (B) | Total bid price (Incl. VAT) (A x B) |
| 5. | Banking Fees (incl. Cash Handling) | R 40 million | | |
| 6. | Credit Card Fees | R 20 million | | |
| 7. | Debit Card Fees | R 40 million | | |
| | TOTAL CARRIED FORWARD TO SUMMARY | | | |
| | | | | |



Pricing SCHEDULE for Part1 of Tender-CONTINUED

| SUPPORT COST | | | | |
|--------------|--------------------------------------|---------------------|--------------------------|-------------------------------------|
| ITEM No: | DESCRIPTION | Estimated Hours (A) | Rate (Inclusive VAT) (B) | Total bid price (Incl. VAT) (A x B) |
| 8. | All-inclusive call-out rate per hour | 120 | | |
| | TOTAL CARRIED FORWARD TO SUMMARY | | | |

Pricing SCHEDULE for Part1 of Tender-SUMMARY

| DESCRIPTION | TOTAL BID PRICE (INCL VAT) |
|------------------------------|----------------------------|
| Once Off System Set Up Costs | |
| Annual Costs | |
| Vending Costs | |
| Bank Charges | |
| Support Costs | |
| TOTAL BID PRICE | |



Pricing SCHEDULE for Part2 of Tender - Revenue Enhancement + TID Management

| Revenue Enhancement + TID Management Costs | | | | |
|--|--|--------------------------------|--------------------------|-------------------------------------|
| ITEM No: | DESCRIPTION | Estimated Quantity Per Year(A) | Rate (Inclusive VAT) (B) | Total bid price (Incl. VAT) (A x B) |
| 1. | Provision of Data Management and Revenue Protection –Sweep Audit (per audit) | 6000 | | |
| 2. | Sweep Audit plus TID Rollover Service (per audit) | 6000 | | |
| 3. | Targeted Audit (per audit) | 7200 | | |
| 4. | Remedial Action (per action) | 1200 | | |
| TOTAL BID PRICE | | | | |
| | | | | |

Total price for part 1 _____

Total price for part 2 _____

GRAND TOTAL _____

DELIVERY: _____ WEEKS

SETTLEMENT DISCOUNT ALLOWED _____ % _____ DAYS

VALUE ADDED TAX AS WELL AS DELIVERY COSTS TO THE MUNICIPAL STORES MUST BE INCLUDED IN ALL PRICES

THESE BID PRICES WILL HOLD GOOD UNTIL _____

N.B.: PRICES MUST HOLD GOOD FOR AT LEAST 120 DAYS FROM COMMENCEMENT DATE.

I/WE AGREE TO THE CONDITIONS AS SET OUT IN THE ATTACHED SPECIFICATIONS AND CONDITIONS OF TENDER

SIGNATURE OF TENDERER: _____

NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE NO. _____ FAX NO. _____

E-MAIL ADDRESS: _____

AS WITNESSES: 1. _____

2. _____

DATE:.....

N.B: This form must be signed by the bidder and witnessed. Removal of any of the details from the tender documents may disqualify the tender.

Bids **MUST** comply with the following Special conditions of Contract where applicable:

▪ **Period required for delivery**

▪ _____ days

▪ **Completion of Project**

• _____ weeks

○ Does the offer comply with the specification(s)?

*YES/NO

○ Delivery basis

*YES/NO

▪ **Settlement Discount Allowed**

○ _____ % 30 days

○ _____ % 15 days

○ Value added Tax as well as Delivery Costs to the Municipal Stores must be included in ALL PRICES

BIDDER SIGNATURE

DATE:

SOL PLAATJE MUNICIPALITY

CONTRACT: FIN/INC01/2021 SUPPLY OF PREPAYMENT ELECTRICITY VENDING SERVICES WITH THIRD PARTY VENDING MANAGEMENT AND REVENUE ENHANCEMENT/TID MANAGEMENT

METHOD OF PRICING AND PRICE ADJUSTMENTS
THIS BID WILL NOT BE CONSIDERED IF ONE OF THE FOLLOWING
OPTIONS OF THIS DOCUMENT (MBD 3.2) IS NOT SELECTED AND FULLY
COMPLETED.

PLEASE INDICATE IF PRICES ARE FIRM OR NOT FIRM FOR THE DURATION OF THIS CONTRACT.

SELECT NUMBER 1 OR NUMBER 2

1. ☐ Prices are firm for the duration of this contract (including prices subject to Rates of Exchange or any other reasons) Variations will not be considered.

N.B.: AS FROM THE CLOSING DATE OF THE BID, BASE PRICES SHALL REMAIN FIRM FOR THE DURATION OF THE CONTRACT

2. ☐ Prices not firm for the duration of this contract and price variations are applicable

If prices are not firm and number 2 was selected, COMPLETE OPTIONS (A, B or C). One of the options MUST be selected if prices are not firm. Note that only one of the options can be applied to any one of the activities listed in the schedule of quantities and the bidder should clearly indicate the item numbers for options B and C. Escalation (Option A) will be calculated on all items which are not listed in options B or C

N.B.: AS FROM THE CLOSING DATE PRICES MUST HOLD GOOD FOR AT LEAST 12 MONTHS OF THE DURATION OF THE CONTRACT BEFORE ANY PRICE ADJUSTMENTS COULD BE SUBMITTED.

- A. ☐ NON-FIRM PRICES SUBJECT TO ESCALATION

1. In cases of period contracts, non-firm prices will be adjusted with the assessed contract price adjustments implicit in non-firm prices when calculating the comparative prices
2. The value of each monthly statement for payment shall be increased or decreased by the amount obtained by multiplying the tender rate for a scheduled item "A_t" by the Contract Price Adjustment Factor for the specific item, rounded off to the fourth decimal place, determined according to the formula:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{D4t}{D4o} \right) + VPt$$

Where:

| | | |
|---------------|---|---|
| Pa | = | The new escalated price to be calculated. |
| (1-V)Pt | = | 85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price. |
| D1, D2.. | = | Each factor of the bid price e.g. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%. |
| R1t, R2t..... | = | Index figure obtained from new index (depends on the number of factors used). |
| R1o, R2o | = | Index figure at time of bidding. |
| VPt | = | 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations. |

3. The following index/indices must be used to calculate your bid price:
 Index..... Dated..... Index..... Dated..... Index..... Dated.....
 Index..... Dated..... Index..... Dated..... Index..... Dated.....
4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

| FACTOR (D1, D2 etc. e.g. Labour, transport etc.) | PERCENTAGE OF BID PRICE |
|---|-------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

B. ☐ PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

| PARTICULARS OF FINANCIAL INSTITUTION | ITEM NO | PRICE | CURRENCY | RATE | PORTION OF PRICE SUBJECT TO ROE | AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD |
|--------------------------------------|---------|-------|----------|------|---------------------------------|--|
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

| AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD: | DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE | DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE | DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE |
|--|---|---|---|
| | | | |
| | | | |
| | | | |

C. ☐ None firm prices based on documentary evidence (including actual supplier's invoices, motivations and letters of confirmation from the bidder's supplier)

I/WE AGREE TO THE CONDITIONS AS SET OUT IN THE ATTACHED SPECIFICATIONS AND CONDITIONS OF BIDDER

SIGNATURE OF BIDDER: _____

NAME OF COMPANY: _____

ADDRESS: _____

CELL TELEPHONE NO: _____ FAX NO. _____

E-MAIL ADDRESS: _____

AS WITNESSES: 1. _____ Name Print _____

2. _____ Name Print _____

DATE:

N.B: This form must be signed by the bidder and witnesses. Removal of any of the details from the Bid documents may disqualify the bidder.

AMENDMENTS AND ALTERATIONS: ANNEXURE A

If the bidder desires to amend, vary or alter any of the specifications, conditions of contract, schedule of prices, he/she is to state so hereunder and is to set out clearly the details and character of any amendments, variations or alterations he proposes, together with the variation in cost from his bid price, if there be any variation.

Unless noted in this page when bidding or supported by a covering letter attached to this bid, no variations or alterations which the bidder desires to put forward or into effect, will be executed strictly in accordance with these documents.

SIGNATURE OF BIDDER _____

DATE: _____

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Municipality / Municipal Entity:

Department:

Contact Person:

Tel: Cell:

Fax:

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department:

Contact Person:

Tel: Cell:

Fax No:

PREFERENCE POINT SYSTEM

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

PURCHASES

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contribution.
- 1.4 The maximum points for this bid are allocated as follows:

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

- 1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) as amended by Act No 46 of 2013;
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or

bequeathed to a trustee to administer such property for the benefit of another person; and

- (s) “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. **ADJUDICATION USING A POINT SYSTEM**

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

4. **POINTS AWARDED FOR PRICE**

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

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

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

5. **POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION**

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

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 1 | 10 | 20 |
| 2 | 9 | 18 |
| 3 | 6 | 14 |
| 4 | 5 | 12 |
| 5 | 4 | 8 |
| 6 | 3 | 6 |
| 7 | 2 | 4 |
| 8 | 1 | 2 |
| Non-compliant contributor | 0 | 0 |

- 5.2 A bidder who qualifies as an EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 5.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)
- (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

8. SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted?

(**Tick applicable box**)

| | | | |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

- 8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME.

(**Tick applicable box**)

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:.....

9.8 Total number of years the company/firm has been in business:.....

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

N.B.:- THIS FORM MUST BE SIGNED BY THE BIDDER AND TWO WITNESSES (FAILURE TO COMPLY TO THIS WILL LEAD TO DISQUALIFICATION)

SIGNATURE: _____

NAME: (PRINT) _____

DULY AUTHORISED TO SIGN ON BEHALF OF _____

ADDRESS _____

TELEPHONE NO. _____

DATE _____

WITNESS (1) _____ NAME (PRINT) _____

WITNESS (2) _____ NAME (PRINT) _____

SOL PLAATJE LOCAL MUNICIPALITY**DECLARATION AFFIDAVIT WITH REGARD TO COMPANY/FIRM**

Name of Firm : _____

Postal Address : _____

Physical Address : _____

Telephone No.: _____

Fax No.: _____

Authorised Contact Person : _____

Identity Number: _____

Income Tax Reference Number (SARS) _____

VAT Reference Number (SARS) _____

Residential Municipal Services Account Number : _____

Business Municipal Service Account Number : _____

(A) Type of firm (✓ tick one box)

One person business/sole trader ☐Partnership ☐Closed corporation ☐Private Company ☐Public Limited ☐

(B) Principal business activities _____

(C) Total number of months the firm has been in business: _____

(D) Do you share any facilities with another business? (✓ tick one box)

1. Yes ☐ No ☐

If yes, which facilities are shared?

What are the other firms' principal business activities? _____

Describe all property agreements relating to facilities shared:

| FACILITY | MONTHLY | RENTAL | AMOUNT | OWNER | AGREEMENT VERBAL/WRITTEN |
|----------|---------|--------|--------|-------|-----------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(F) Did the firm exist under a previous name? (✓ tick one box)

Yes ☐ No ☐

If yes, what was its previous name and who were the owners/ partners/directors?

(G) Identify any owner or shareholder who has membership interest, or is an employee of, or has duties in another business enterprise, which has also tendered for this contract.

| OWNER/ SHAREHOLDER | NAME & ADDRESS OF OTHER FIRMS | TITLE IN OTHER FIRM | % OWNERSHIP | TYPE OF BUSINESS OF OTHER FIRMS |
|-----------------------|----------------------------------|------------------------|----------------|------------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(H) Is this a joint venture contract? (✓ tick one box)

Yes ☐ No ☐

If yes, describe the joint venture (with what firm and value of work)

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, affirms that:

- (i) the information furnished is true and correct;
- (ii) no part of this contract, other than stated at the time of bid or application, will be subcontracted to other parties.
- (iii) the signatory to the bid document is duly authorised thereto;
- (iv) documentary proof regarding any bidding issues will, when required, be submitted to the satisfaction of the Municipality.
- (v) Upon detecting any false claim or statement will result in the de-registration and the bidder will be prevented from participating in future contracts for a period of three (3) years.

N.B.:- THIS FORM MUST BE SIGNED BY THE BIDDER AND TWO WITNESSES(FAILURE TO COMPLY TO THIS WILL LEAD TO DISQUALIFICATION)

SIGNATURE: _____

NAME: (PRINT) _____

DULY AUTHORISED TO SIGN ON BEHALF OF _____

ADDRESS _____

TELEPHONE NO. _____

DATE _____

WITNESS (1) _____ NAME (PRINT) _____

WITNESS (2) _____ NAME (PRINT) _____

CHECKLIST FOR COMPLETENESS OF BID DOCUMENT

The bidder is required to complete the following checklist in order to ensure that the necessary documentation, as required, is attached to this bid document and that all declarations are signed by the bidder:

(*Mark with "X" where applicable)

| Items to be checked | Yes | No | Comments |
|---|-----|----|----------|
| 1. Completed page containing the details of bidder | | | |
| 2. Submitted their unique person identification number (pin) issued by SARS to enable the municipality to view the taxpayer's profile and tax status. | | | |
| 3. Completed the applicable pricing schedules (Part1 & Part2) | | | |
| 4. Completed and signed declaration of interest (MBD 4) | | | |
| 5. Completed and signed declaration in order to claim preference points (MBD 6.1) and attached a certified copy or original B-BBEE certificate. | | | |
| 6. Completed and signed declaration for local production and content (MBD 6.2) | | | |
| 7. Completed and signed declaration of bidder's past supply chain management practices (MBD 8) | | | |
| 8. Completed and signed certificate of independent bid determination (MBD 9). | | | |
| 9. Completed and signed certificate for municipal services and payments to service providers (attach municipal accounts not older than 90 days). | | | |
| 10. Bidder's signed declaration for understanding and complying with technical specifications. | | | |
| 11. Bidder to initial every page of this bid document. | | | |

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....**CERTIFY THAT THE INFORMATION FURNISHED ON THIS CHECK LIST IS TRUE AND CORRECT.**

.....
Name (print)

.....
Signature

.....
Position

.....
Date