



DR JS MOROKA LOCAL MUNICIPALITY

TENDER OF PHYSICAL SECURITY SERVICES CLASTER (A) AT IDENTIFIED OFFICES OF DR JS MOROKA LOCAL MUNICIPALITY FOR PERIOD OF 36 MONTHS

TENDER NO: JSM-MM/SECURITY-01/2025-2027

TENDER OF PHYSICAL SECURITY SERVICES CLASTER (A) AT IDENTIFIED OFFICES OF DR JS MOROKA LOCAL MUNICIPALITY FOR PERIOD OF 36 MONTHS

TENDER AMOUNT VAT INCUSIVE	R
VAT NUMER	
CSD NUMBER	

NAME OF THE SUPPLIER.....

TEL.....

FAX.....

EMAIL.....

CONTACT PERSON.....

BID INSTRUCTIONS

1. The tender documents have been drafted to ensure that essential information is furnished upon the correct completion of the documents. Where there is insufficient space, or additional particulars are required to be furnished, such must be provided on a separate annexure, clearly indicated.
2. Tender documents may not be retyped or redrafted. Also **no** photocopies of the original documents may be used. This may lead to a bidder being disqualified.
3. Tender documents may be completed and filled in the black ink only
4. Tender must ensure that no pages are missing from the bid documents, and that the pages of the bid are numbered consecutively. Dr JS Moroka Local Municipality shall not be held liable with regard to claims arising from the fact that pages are missing or duplicated.
5. Firm tender prices and turnaround time for service delivery periods are required preferred.
6. Tenders price must quote in SA currency and in the specified units, unless the contrary is clearly indicated.
7. All the documents herewith form part of the bid and failure to comply with any part thereof may invalidate a bid.
8. Dr JS Moroka Local Municipality may (if necessary) issue Briefing Notes during the submission phase of bids which may contain amendments or information that may assist bidders in articulating their bids.
9. Dr JS Moroka Local Municipality require (where applicable) as a condition of the bid that the compulsory explanatory meeting be attended by prospective bidders. This requirement will be clearly stated in the tender advertisement as well as in the documentation.
10. Dr JS Moroka Local Municipality may require the recommended bidder/s to do a formal presentation for risk mitigation purposes.
11. Dr JS Moroka Local Municipality reserves the right of appointing this bid in full or in part
12. Dr JS Moroka Local Municipality requires the furnishing of a non-refundable bid deposit together with the drawing of bid documentation (if applicable). Where such a non-refundable bid deposit is requested in the bid documentation, no bid will be accepted unless such a deposit (or cash) is submitted in the form of a bank guaranteed cheque payable to Dr JS Moroka Local Municipality before submission of the bid.
13. Tenders must be submitted to the addressee before the closing time and date. Bids submitted after the closing time and date shall be considered late and will not be admitted for consideration. In exceptional cases and where no suitable bid was received by closing time and date, the Delegated Authority (Manager / Board) may admit a late bid for consideration.
14. The person aggravated by decisions or action taken in the implementation of this supply chain management system, may lodge within the 14 days of decision or action, a written objection or complained against decision or action;
15. Dispute lodged in terms of 14 above will be settled by means of mutual consultation, mediation (with or without legal representation) or unsuccessful, in a South African Court of Law and the process which will be followed is as detailed in terms of supply chain management regulations, Gazetted no 27636 of 30 May 2005 section 50.
16. The municipality reserved a right to withdraw the tender/bid due to the reasons that will published by the municipality on the tender bulletin.
17. By initialising on each and every page of this document the bidder binds him/herself on the terms and conditions stated on this document.
18. Failure to comply with the following will render the tenderer liable to rejection:
 - a. Pages to be completed, removed from the document (therefore not submitted).

- b. Scratching out, writing over and painting over, without initialing
- c. Use of Correctional/erasable fluid e.g. pencil, tippex and etc.
- d. Failure to attend compulsory compulsory briefing sessions.
- e. Failure to submit with this document, the following attachments:

- 19. PSIRA registration for the company.
- 20. PSIRA registrations certificate for the company director (s)
- 21. PSIRA valid letter of good standing for the company (not older than three months)
- 22. Company registration documents with CIPC.
- 23. PSIRA Certificate for control room
- 24. SAIDSA Certificate
- 25. Organizational Structure
- 26. Tax Clearance or Pin
- 27. COIDA – Valid letter of good standing (valid for twelve (12) months);
- 28. IRMSA Certificate
- 29. SASA Certificate
- 30. Public liability insurance of R 20 million (attached copy of public contract or confirmation letter)
- 31. PSSPF section 13A confirmation letter not older than 2 months
- 32. National bargaining council for private security sector letter of good standing
- 33. National bargaining council for private security sector health insurance – affinity health letter of good standing (the letter must confirm the number of staff)
- 34. Three years annual financial statements.
- 35. CSD Report
- 36. SAPS Clearance certificate for director (s)
- 37. ICASA Radio license in the name of the company or lease agreement
- 38. All (MBD forms) must be filled and signed by the bidder.
- 38.1 Failure to initial each and every page.
- 38.2 Failure to complete the form of offer
- 38.3 Any amendments must be initialized.
- 38.4 Unbundling or editing of the bid document.
- 38.5 Proof of payment of municipal rates for both company and its directors (attached statement of water and lights or in case of rentals, attached a lease agreement for both company and its directors), the municipality will not appoint any bidder if the bidder (company) or any of its directors are owing municipal rates over 30 days or one month
- 38.6 joint venture agreement (If applicable)
- 38.7 Bidder are required to submit certified and valid B-BBEE or Sworn affidavit.
- 38.9 Certificate of authority for signature



MBD 1

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DR JS MOROKA LOCAL MUNICIPALITY

BID NUMBER: JSM-MM/SECURITY-01/2025-2027

CLOSING DATE: 13 DECEMBER 2024

CLOSING TIME: 11:00

DESCRIPTION: TENDER OF PHYSICAL SECURITY SERVICES HIGH RISK CLUSTER (A) AT IDENTIFIED OFFICES OF DR JS MOROKA LOCAL MUNICIPALITY FOR PERIOD OF 36 MONTHS

Bidders are required to fill in and sign a written Contract Form (MBD FORMS).

DEPOSITED IN THE BID BOX SITUATED

OUTSIDE THE RECEPTION OF DR JS MOROKA LOCAL MUNICIPAL HEAD QUARTERS

**DR JS MOROKA LOCAL MUNICIPALITY
2601/3 BONGIMFUNDO STREET
SIYABUSWA
0472**

NB: Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**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.....

FACSIMILE NUMBER CODE NUMBER.....

E-MAIL ADDRESS

VAT-REGISTRATION-NUMBER.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE OR PIN? YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWRN AFFIDAVID BEEN SUBMITTED? YES or NO

TENDER NO: JSM-MM/SECURITY-01/2025-2027

(AN ORIGINAL COPY OR CERTIED COPY OF B-BBEE OR SWORN AFFIDAVIT CERTIFICATE MUST BE SUBMITTED)

ARE YOU THE ACCREDITED REPRESENTATIVE?
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?

YES or NO

SIGNATURE OF BIDDER

DATE.....

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

TOTAL BID PRICE.....TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: FINANCE - SCM

Contact Person: MR. AV Masilela (Divisional Manager Supply Chain)

Tel: 013 973 1101

Fax: 013 973 0974

E-mail address: masilelaa@moroka.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Mr Monkoe MF (DIVISIONAL MANAGER SECURITY AND BY-LAW ENFORCEMENT)

Tel: 013 973 1101

Fax: 013 973 0974

E-mail address: monkoef@moroka.gov.za

Terms of Reference/Specification

38.9.1.1 BACKGROUND

Dr JS Moroka Local Municipality is experiencing an ever increasing need to minimize, and if possible, prevent actions and threats to its business arising from criminal or related activities perpetrated against it. In addition, the Dr JS Moroka local Municipality operates in an environment with a vast potential for incidents and occurrences that may have a direct negative impact on its performance and duties. This in turn impacts negatively on service delivery, its reputation, and public image, as has been the case in the recent years. This necessitates the Municipality to enter into contracts with service providers for the provisioning of physical security to safeguard people, information and physical assets.

38.9.1.2 SERVICES REQUIRES

The Security Company is required to provide guarding services to the sites identified 24 hours a day and 365 days a year.

The services are but not limited to;

- Guarding and patrol;
- Access control.
- Access control when there is community and municipal employees strike.

IMPORTANT:

- 1) The bidders shall quote for a daily security provision, and the successful bidder shall structure its deployment to ensure municipal properties and personnel are secured for the whole day.

BILL OF QUANTITY

NO	SITE DESCRIPTION	SHIFT	NUMBER OF GUARDS	ARMED OR NOT ARMED	NUMBER OF GUARDS	UNIT PRICE	TOTAL
1	Head Quarter	DAY SHIFT	4	Armed	4		
	Head Quarter	NIGHT SHIFT	5	Armed	5		
2	Technical Service	DAY SHIFT	4	Armed	4		
	Technical Service	NIGHT SHIFT	5	Armed	5		
3	Water Purification	DAY SHIFT	4	Armed	4		
	Water Purification	NIGHT SHIFT	4	Armed	4		
4	Siyabuswa Licensing	DAY SHIFT	2	Armed	2		
	Siyabuswa Licensing	NIGHT SHIFT	4	Armed	4		
5	Vaalbank Licensing	DAY SHIFT	4	Armed	4		
	Vaalbank Licensing	NIGHT SHIFT	4	Armed	4		
6	Council Chamber	DAY SHIFT	2	Armed	2		
	Council Chamber	NIGHT SHIFT	3	Armed	3		
7	RDP Reservoir	DAY SHIFT	2	Armed	2		
	RDP Reservoir	NIGHT SHIFT	3	Armed	3		
8	Ward 2 Reservoir	DAY SHIFT	`	Not Armed	`		
			1	Armed	1		
	Ward 2 Reservoir	NIGHT SHIFT	2	Not Armed	2		
			2	Armed	2		
9	Kameelrivier Reservoir	DAY SHIFT	2	Armed	2		
	Kameelrivier Reservoir	NIGHT SHIFT	2	Armed	2		
10	Dikgwale Reservoir	DAY SHIFT	2	Armed	2		
	Dikgwale Reservoir	NIGHT SHIFT	2	Armed	2		

NO	SITE DESCRIPTION	SHIFT	NOMBER OF GUARDS	ARMED OR NOT ARMED	NOMBER OF GUARDS	UNIT PRICE	TOTAL
11	Makola Reservoir	DAY SHIFT	2	Armed	2		
	Makola Reservoir	NIGHT SHIFT	2	Armed	2		
12	Maphotla Reservoir	DAY SHIFT	2	Armed	2		
	Maphotla Reservoir	NIGHT SHIFT	2	Armed	2		
13	Marapyane Reservoir	DAY SHIFT	2	Armed	2		
	Marapyane Reservoir	NIGHT SHIFT	2	Armed	2		
14	Makola Pump Station	DAY SHIFT	2	Armed	2		
	Makola Pump Station	NIGHT SHIFT	2	Armed	2		
15	Matshiding Water Service	DAY SHIFT	2	Armed	2		
	Matshiding Water Service	NIGHT SHIFT	3	Armed	3		
16	Matshiding Reservoir	DAY SHIFT	2	Armed	2		
	Matshiding Reservoir	NIGHT SHIFT	2	Armed	2		
17	Nokaneng Unit Office	DAY SHIFT	2	Armed	2		
	Nokaneng Unit Office	NIGHT SHIFT	4	Armed	4		
18	Skimming Reservoir	DAY SHIFT	2	Armed	2		
	Skimming Reservoir	NIGHT SHIFT	2	Armed	2		
19	Phake Water Purification Plant	DAY SHIFT	2	Armed	2		
	Phake Water Purification Plant	NIGHT SHIFT	2	Armed	2		
20	Waterval Water Pump Station	DAY SHIFT	2	Armed	2		
	Waterval Water Pump Station	NIGHT SHIFT	2	Armed	2		
21	Waalkraal Pump Station	DAY SHIFT	4	Armed	4		
	Waalkraal Pump Station	NIGHT SHIFT	4	Armed	4		

NO	SITE DESCRIPTION	SHIFT	NOMBER OF GUARDS	ARMED OR NOT ARMED	NOMBER OF GUARDS	UNIT PRICE	TOTAL
22	Bloedfontein Water Service	DAY SHIFT	2	Armed	2		
	Bloedfontein Water Service	NIGHT SHIFT	2	Armed	2		
23	Ukukhanya Water Service	DAY SHIFT	2	Armed	2		
	Ukukhanya Water Service	NIGHT SHIFT	2	Armed	2		
24	Madubaduba Reservoir	DAY SHIFT	2	Armed	2		
	Madubaduba Reservoir	NIGHT SHIFT	2	Armed	2		
25	Makometsana Reservoir	DAY SHIFT	2	Armed	2		
	Makometsana Reservoir	NIGHT SHIFT	2	Armed	2		
26	Vaalbank Water Service	DAY SHIFT	2	Armed	2		
			2	No Armed	2		
	Vaalbank Water Service	NIGHT SHIFT	4	Armed	4		
27	Masobe Water Service	DAY SHIFT	2	Armed	2		
	Masobe Water Service	NIGHT SHIFT	2	Armed	2		
28	Libangeni Unit Office	DAY SHIFT	2	Armed	2		
	Libangeni Unit Office	NIGHT SHIFT	2	Armed	2		
29	Counsil Control Guards	DAY SHIFT	2	Not Armed	2		
	VIP PROTECTION	N/A		N/A			
30	Escort Vehicle	N/A	1	N/A	1		
31	Armed guard	N/A	1	Armed	1		
32	Accommodation	N/A	1	N/A	1		
33	Charge per KM travel	N/A	1	N/A	1		
				SUB TOTAL			

NO	SITE DESCRIPTION	SHIFT	NOMBER OF GUARDS	ARMED OR NOT ARMED	NOMBER OF GUARDS	UNIT PRICE	TOTAL
					VAT @ 15%		
					GRAND TOTAL		

NB:

NOTE 1: GRAND TOTAL AMOUNT TO BE FORWARDED TO FORM (FORM OF OFFER)

NOTE 2: ITEM NOT INCLUDED IN A BILL OF QUANTITY SHALL BE DONE THROUGH A QUOTE TO BE APPROVED BY THE MUNICIPALITY.

NOTE 3: IT MUST BE NOTED THAT DR J.S MOROKA LOCAL MUNICIPALITY HAS THE SOLE RIGHT TO EITHER ADD OR SUBTRACK OTHER FACILITIES IN DISCUSSION AND AGREEMENT WITH THE WINNING SERVICE BIDDER FROM TIME TO TIME.

NB: It must be noted that Dr J.S Moroka Local Municipality has the sole right to either add or subtract facilities in discussion and agreement with the winning service bidder from time to time.

Evaluation Criteria

TENDER FOR PROVISION OF PHYSICAL SECURITY SERVICES AT IDENTIFIED OFFICES OF DR JS MOROKA LOCAL MUNICIPALITY FOR THE PERIOD OF 36 MONTHS

1.1 Name : **FOR A PERIOD OF THREE YEARS**

1.2 Number : **JSM-MM/SECURITY-01/2025-2027**

2. **Points System:** 90:10

2.2 FUNCTIONALITY

Note

1. All documents indicated in the advert must be submitted, otherwise the disqualification shall apply. A bidder who scores less than 60 out of 100 for functionality will be regarded as submitted a non-responsive and will be disqualified

CRITERIA	DESCRIPTION	SCORE	POINT ALLOCATED
Physical Security Contract running or Completed in the previous years in public or private Sector. Previous experience of the company (Attached appointment letter and reference letters on the letter head of the company that indicated contract / Bid number and the value of the contract)	Contract in private or Public Sector (11 contract or more)	15	
	Contract in private or Public Sector (6 – 10 contract or more)	10	
	Contract in private or Public Sector (1 – 5 Contract or more)	5	
Service provider Control room operating 24 Hours and PSIRA compliance certificate for control room must be attached	Fully 24 Hours Functional Control Room is available	5	
	Control Room not available or not functioning 24 Hours with PSIRA requirements	0	
Banking Rating Financial ability to execute the projects (Attach rating not older than 3 months form the recognised financial institution)	Rating	maximun 10	
	=A-B		
	=C-D	5	
	=E	3	
	F-H	0	
Profile of the Company Director: Please attached a CV and Certified Certificate of proof of security related Qualifications and with not less five years' experience in security industry (Evidence must be submitted in a form of a detailed CV and Qualifications	= National Certificate (NQF Level 5 and above) in Information Technology and System Development or Similar =National Certificate (NQF Level 5 and above) in Business Analyses or Similar PSIRA Grede A/B Certificate 10 or more years of experience at a managerial level	10	

	National Certificate (NQF Level 5 and above) in Information Technology and System Development or Similar =National Certificate (NQF Level 5 and above) in Business Analyses or Similar PSIRA Grede A/B Certificate 5 - 9 years of experience at a managerial level	5	
	Non-Submission of Certificates	0	
Profile of Project Manager: please attach CV and certified certificates of proof of security related qualifications and with no less years' experience in the security industry.	= Degree/Diploma /Certificate (NQF level 5 or above) in projects management = SAIDAS Approved CCTV installation certification. = PSIRA grade A/B certificate =8 or more years of experience in projects management.	10	
	=Certificate/Equivalent in projects management and security related field (NQF level 4 and above = PSIRA grade A/B certificate = 4 -7 years of experience in project management.	5	
	= Less than for years of experience in projects management in	0	
Profile of Superiors: Please Attached CV and certified certificates of proof of security related qualifications and with not less than four years' experience in the security industry	=Degree/Diploma (NQF Level 5 and above) In Security Management or related field. =PSIRA Grade A/B Certificates. =10 or more years of experience at a supervisor level	5	
	=Certifie or equivalent in security related field (NQF level 4 or above) =PSIRA Grade A/B Certificate =5 - 9 years of experience at the supervisor level	3	
	=Certifies or equivalent in security related field (NQF level 4 or above) =PSIRA Grade A/B Certificate =3 - 5 years of experience at the supervisor level.	2	
Technicians: please attaché four CVs and certified copies of CCTV Installation qualifications	Submission of four (4) CVs and qualifications of Technicians. = CCTV Installations qualifications =5 years or more experience in CCTV installations	5	
	Submission of three (3) CVs and qualifications of Technicians. = CCTV Installations qualifications =5 years or more experience in CCTV installations	3	
	Submission of less than three (3) CVs and qualifications of Technicians.	0	

Vehicles: Attached proof of Ownership of operating vehicles and attached pictures	Attach proof of ownership for 20 or more vehicles of which 3 are tactical vehicles and 3 are VIP luxury vehicles	15	
	Attach proof of ownership for 15 - 19 vehicles of which 3 are tactical vehicles and 2 are VIP luxury vehicles	10	
	Attach proof of ownership for 10 - 15 or more vehicles of which 3 are tactical vehicles and 2 are VIP luxury vehicles	5	
Firearms: Attach proof of ownership of operating firearms.	Attach proof of ownership for 150 handguns and 20 shotguns / rifles	15	
	Attach proof of ownership for 50 – 99 handguns and shotguns.	10	
	Attach proof of ownership for 1 – 49 firearms.	5	
VIP Protection Officer's: Attach proof of experience of close protection officer's and Certified copies of qualifications. (Evidence in a form of CV with a minimum of 3 years working experience as a fulltime CPO / Bodyguard, valid firearms competency certificate SASSETA CPO accreditation, PSIRA certificate grade A advance driving certificate)	Submission of 10 CVs and Certificates	10	
	Submission of 07 CVs and Certificates	5	
	Submission of 05 CVs and Certificates	3	
TOTAL POINTS OBTAINABLE			100

1. Bids that fail to score a minimum of 60 points out of the 100 available points will not be eligible for further evaluation.

2. 90/10 POINTS SYSTEM

3. The second stage of the bid shall evaluate as follows:

PRICE 90

SPECIFIC GOALS 10

TOTAL POINTS 100

NB: The final award will be given to the highest scoring bidder subject to compliance with State Security Agency requirement.

LETTER OF TENDER/FORM OF OFFER

The Municipal Manager
Dr. JS Moroka Municipality
Private Bag X 4012
SIYABUSWA
0472

Sir/Madam

CONTRACT NO: JSM-CDS/SECURITY-01/2025-2027

TENDER OF PHYSICAL SECURITY SERVICES HGH RISK CLASTER (A) I AT IDENTIFIED OFFICES OF DR JS MOROKA LOCAL MUNICIPALITY FOR PERIOD OF 36 MONTHS

DATE OF PUBLICATION OF TENDERS	CLOSING DATE AND TIME FOR SUBMISSION OF TENDERS	THIS TENDER HOLDS GOOD FOR ACCEPTANCE UNTIL
12 November 2024	13 December 2024 @ 11h00	13 March 2025

1. Having examined the documents for the execution of the above-mentioned Project as well as any addenda subsequently issued, I/we the undersigned offer to supply and deliver the **TENDER OF PHYSICAL SECURITY SERVICES CLASTER (A) AT IDENTIFIED OFFICES OF DR JS MOROKA LOCAL MUNICIPALITY FOR PERIOD OF 36 MONTHS**, on an “as and when” basis in conformity with the above-said documents and addenda, for the sum of -

.....
.....
(R.....*) * Including VAT

Or such other sum as may be determined in accordance with the general conditions of contract and the tender rules applicable to this contract, as well as the conditions included in this form of tender.

2. I/We acknowledge that all the certificates, schedules and forms included in this document for completion by the Tenderer have been fully completed by me/us and form part of my/our tender.
3. I/We undertake to complete and deliver the whole of the Project comprised in this contract within **36 Months** and subject to renewal including the holidays during festive season and any other specified non-working days, calculated from the commencement day of supervision.
4. In the event of my/our not completing the whole of the works within the period tendered by me/us in paragraph 3 hereof, I/we agree to pay the Employer, as a penalty for such default, the sum stated in the Appendix to Tender for each calendar day or part thereof in excess of my/our tendered time for completion and the Employer may, without prejudice to any other method of recovery, deduct such sum monthly from any monies due or to become due to me/us.
5. If my/our tender is accepted, I/we undertake -
 - (a) within fourteen (**14**) days of receipt of written acceptance of my/our tender, to provide a Performance Security in terms of Clause 3.5.4 of the Conditions of Contract in a sum representing five per cent (5%) of the tender sum mentioned in paragraph 1 above, for the due performance of the contract under the terms of a Performance Security in the form included in this document, with such modifications as you may approve;
 - (b) to sign the form of agreement included in this document within a period of twenty-one (21) days of receipt of written acceptance of my/our tender subject to the prior provision of the approved contract guarantee by me/us.
6. I/We agree to abide by this tender for a period of ninety (90) days from the closing date fixed for the submission of tenders, and it shall remain binding upon me/us and may be accepted at any time before expiry of that period.
7. Unless and until a formal agreement is prepared and executed, this tender, together with the written acceptance thereof, shall

TENDER NO: JSM-MM/SECURITY-01/2025-2027

constitute a binding contract between us and shall be deemed for all purposes to be the contract agreement.

8. In the event of there being any arithmetical errors in the priced bill of quantities, I/we agree to their being corrected, the rates being taken as correct.
9. I/We understand that you are not bound to accept the lowest or any particular tender you may receive, and that you shall not defray any expenses incurred by me/us in tendering.
10. I/We agree and undertake to commence the abovementioned Project within seven (7) days from the date on which the Appointment has been handed over to me/us by a written instruction from the Employer.
11. I/We declare that, notwithstanding anything contained in a covering letter to this tender, this tender is submitted entirely without qualifications.
12. We/I understand that this document, General Conditions of Contract and the service level agreement will serve as a binding agreement between the appointed bidder and the Dr. Moroka Local Municipality
13. We/I undertake and state that: disputes will be settled by means of mutual consultation, mediation (with or without legal representation), or, when unsuccessful, in a South African court of law and such disputes will be lodge within 14 days of the decision or action, a written objection or complaint against the decision or action, in which the process will be subjected to section 50 of the supply chain management policy of the Dr. Moroka Local Municipality.
14. We also state that in a case where the client has additional needs over and above the terms of engagement (terms of reference), negotiations in terms of rates will be undertaken with the client (Dr. JS Moroka Local Municipality), this however will not be a chance of contract conditions but rather an increase of scope in relation to the terms of reference,
15. We/I confirm that by initialing each and every of this bid document, we/I are fully binding my/ourselves to the terms and conditions of this bid document,
16. we/I understand and consent (by signing of this letter of tender/form of offer) that remedies as contain in section 13 of the Preferential Preference policy Act of 2011, Gazette No.34250, will apply in case of any illegal misconduct by ourselves.
17. I/We choose *domicilium citandi et executandi* at –

.....
.....
in the Republic of South Africa.

Yours faithfully

SIGNED ON BEHALF OF TENDERER

NAME OF SIGNATORY (IN CAPITALS):

SIGNED ON THIS THEDAY OFIN THE YEAR OF.....

ON BEHALF OF:

ADDRESS:

.....

TELEPHONE NUMBER:

FAX NUMBER:

WITNESS 1:

NAME IN CAPITALS:

WITNESS 2:

NAME IN CAPITALS:

CERTIFICATE OF AUTHORITY FOR SIGNATURE

CERTIFICATE OF AUTHORITY FOR SIGNATURE

3.1. SUPPLIERS / CONTRACTORS

1.1 A “certificate of authority to sign all documents in connection with this tender and any contract or agreement which may arise there from”, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached to this page. An example is given below **(NOT be filled but used as an example)**

3.2. JOINT VENTURE

2.1 The document of formation of the Joint Venture shall be attached to this page.

2.2 A “certificate of authority to sign all documents in connection with this tender and any contract or agreement which may arise there from”, duly signed and dated, shall be provided by the Boards of Directors of each member of the Joint Venture and shall be attached to this page.

EXAMPLE OF A CERTIFICATE OF AUTHORITY FOR SIGNATORY

“By resolution of the board of directors passed at a meeting held on

Mr/Ms....., whose signature appears below, has been duly authorized to sign all documents in connection with the tender for Contract no..... and any contract which may arise there from on behalf of (block capitals)

.....

SIGNED ON BEHALF OF THE COMPANY:.....

IN HIS/HER CAPACITY AS:.....

DATE :

SIGNATURE OF SIGNATORY.....

WITNESS:

1.....

2.....

MBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
- 2.1 Full Name of bidder or his or her representative:
- 2.2 Identity Number:.....
- 2.3 Position occupied in the Company (director, trustee, shareholder², member):.....
- 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
- 2.5 Tax Reference Number:
- 2.6 VAT Registration Number:
- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) 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);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES/NO**
Presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person connected to the bidder is employed.....
Position occupied in the state institution:

Any other particulars:

-
-
-
- 2.7.2 If you are presently employed by the state, did you obtain The appropriate authority to undertake remunerative Work outside employment in the public sector? **YES/NO**
- 2.7.2.1 If yes, did you attach proof of such authority to the bid Document? **YES/NO**
- (Note: Failure to submit proof of such authority, where Applicable, may result in the disqualification of the bid.
- 2.7.2.2 If no, furnish reasons for non-submission of such proof:
-
-
-
- 2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES/NO**
- 2.8.1 If so, furnish particulars:
-
-
-
- 2.9 Do you, or any person connected with the bidder, have Any relationship (family, friend, other) with a person Employed by the state and who may be involved with The evaluation and or adjudication of this bid? **YES/NO**
- 2.9.1 If so, furnish particulars.
-
-
-
- 2.10 Are you, or any person connected with the bidder, Aware of any relationship (family, friend, other) between Any other bidder and any person employed by the state Who may be involved with the evaluation and or adjudication of this bid? **YES/NO**
- 2.10.1 If so, furnish particulars.
-
-
-
- 2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**
- 2.11.1 If so, furnish particulars:
-
-
-

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

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

MBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points

for specific goals are not claimed.

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

or

$$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals based on the IDP for Dr JS Moroka local municipality are as per following.

- a) Empowerment of women**
- b) Empowerment of youth**
- c) Empowerment of previously disadvantaged through Race**
- d) BBBEE Certificate**
- e) Empowerment of business established in the municipal jurisdiction.**

For this Quotation, specific goals shall be awarded as follows:

- a) Empowerment of previously disadvantaged through Race (5 points)**
- b) BBBEE status level of contribution (5 points)**

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.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid
 - Tax clearance certificate
 - Pricing schedule(s)
 - Filled in task directive/proposal

- Preference Certificates in terms of the Preferential Procurement Regulations 2001
- Declaration of interest
- Special Conditions of Contract;
- (ii) General Conditions of Contract; and
- (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorized to sign this contract.

Rumble

NAME (PRINT)	WITNESSES 1 2
CAPACITY	
SIGNATURE	
NAME OF FIRM	
DATE	

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

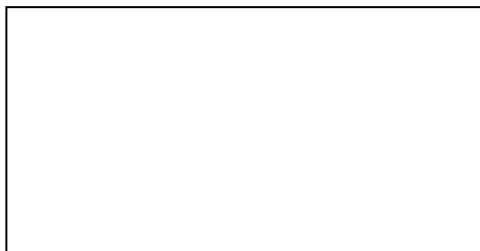
1. I..... in my capacity as.....
Accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice
4. I confirm that I am duly authorized to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP



WITNESSES

1
....
2

MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. Failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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

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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

In response to the invitation for the bid made by:

(Name of Institution)

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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (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.

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

MBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder