



MSUKALIGWA LOCAL MUNICIPALITY

REQUEST FOR QUOTATION APPOINTMENT OF THE PROFESSIONAL SERVICE PROVIDER FOR THE PROVISION OF GRAP25 ACTUARIAL VALUATION AS OF 30 JUNE 2026

MLM03/06/2526

CLOSING DATE: 6 JULY 2026, Monday, TIME: 12:00 NOON
ADVERT DATE: 26 JUNE 2026, Friday

Issued by
SUPPLY CHAIN MANAGEMENT, DEMAND AND ACQUISITION SECTION
MSUKALIGWA LOCAL MUNICIPALITY
Cnr Taute and Kerk street
Civic Centre, Ermelo
2350

NAME OF BIDDER:

TOTAL BID PRICE (EXCL. VAT):

TOTAL BID PRICE (INCL. VAT):

PREFERENCE / BBBEE GRADING:

CIDB GRADING & CSR NUMBER:

CENTRAL SUPPLIER DATABASE NO:

TAX COMPLIANT STATUS PIN:



**MSUKALIGWA LOCAL MUNICIPALITY
REQUEST FOR QUOTATION**

MLM03/06/2526

CLOSING DATE: 06 JULY 2026 MONDAY, 12H00

MLM03/06/2526

**APPOINTMENT OF THE PROFESSIONAL SERVICE PROVIDER FOR THE
PROVISION OF GRAP25 EMPLOYEE BENEFISA ACTUARIAL VALUATION AS
OF 30 JUNE 2026**

SUPPLIERS USING A COURIER SERVICES MUST INSTRUCT THE COURIER COMPANY TO DEPOSIT THE RFQ IN THE TENDER BOX. THE RECEPTION STAFF WILL SIGN THE P.O.D. UNDER NO CIRCUMSTANCES MUST THE RFQ SUBMISSION BE DIRECTED TO THE MUNICIPAL MANAGER'S OR ANY OTHER OFFICE. THE RFQ WILL NOT BE ACCEPTED IF IT IS NOT IN THE TENDER BOX.

The Msukaligwa Local Municipality invites quotations for the **FOR THE PROVISION OF GRAP25 EMPLOYEE BENEFIT ACTUARIAL VALUATION AS OF 30 JUNE 2026** from suitably experienced and professional and authorised vendors.

Functionality testing does apply to this bid as it calls for the rendering of a service. Adherence to minimum technical specification applies. Vendors quoting on the equivalent model must supply sufficient evidence and demonstrate the ability of their proposal at their own cost.

Technical Enquiries relating to this Specification and Bill of quantities may be addressed **Mr. SM Phiri Deputy Chief Financial officer, Office number: 017 801 3509, email address: smphiri@msukaligwa.gov.za,** whilst administrative issues be directed to **Mr. EN Ndlovu Manager SCM Office number 017 801 3542, email: enndlovu@MSUKALIGWA.GOV.ZA**

The RFQ Documents can be submitted during normal working hours which are 07h30 - 16h15 Mondays to Fridays. This bid document is available on Municipal website www.msukaligwa.gov.za, eTender portal www.etenders.gov.za or via email on request to bpbaseko@msukaligwa.gov.za.

The RFQ advertisement date **26 June 2026, Friday**, Documents will be available on the **26 June 2026, Friday** and the closing date for receipt of this RFQ is 12h00 on **06 July 2026 Monday**. Telegraphic, telephonic, facsimile, and Late or incomplete submissions will not be accepted. Submissions must be deposited in the Tender Box situated at the Main Reception of the Msukaligwa Local Municipality, Corner of Kerk and Taute Streets, Ermelo.

Verified By:

Mr. M. KUNENE

Date:

26 June 26

MUNICIPAL MANAGER
MSUKALIGWA LOCAL MUNICIPALITY
Corner of Kerk and Taute Streets, Ermelo
PO Box 48, Ermelo, 2350

Issued By:

Mr. E.M NDLOVU



**MSUKALIGWA LOCAL MUNICIPALITY
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MLM03/06/2526
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BIDDERS WHO ARE NOT REGISTERED ON CENTRAL SUPPLIER DATABASE WILL NOT BE CONSIDERED (TO REGISTER LOG ON TO: WWW.CSD.GOV.ZA)

This RFQ MUST only be submitted on the documentation that is issued. Supporting and additional documentations requested must be attached.

All submissions will be adjudicated in terms of the Msukaligwa Local Municipality's Procurement Policy and in terms of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and PPPFA 2022, as well as National Treasury guideline, MFMA Circular no: 53 pertaining to the evaluation of Functionality (only of bids with functionality) of Service Providers. The 80/20 scorecard is applicable to this RFQ.

The Council reserves the right not to award the RFQ to the lowest bid or not at all or in part.

Bidders must complete the proposal Document where entries by the Bidder are required, in **indelible black ink** and initial of pages of the documents by the authorised person on the letter of authority, and notice must be taken that tip-ex or any other corrective measures may not be used in the document. **All alterations must be initialed or signed by the authorised submitter.**

No awards will be made to a person:

- Who is in the service of the state,
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state,
- Who is an advisor or consultant contracted with the municipality or municipal entity and,
- When the Company is restricted to do business with the Organs of the state.

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Corner of Kerk and Taute Streets, Ermelo
PO Box 48, Ermelo, 2350



MSUKALIGWA LOCAL MUNICIPALITY REQUEST FOR QUOTATION

MLM03/06/2526

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1. LIST OF RETURNABLES DOCUMENTS CHECKLIST

		Yes	No
1.	Addendum and erratum (if applicable) The proposal document and all Addenda as may have been issued by the Council, duly signed, by an authorised agent, together with the Bidder's covering correspondence (if any).	Yes	No
2.	Original Certified ID Copy of the directors or members of the company.	Yes	No
3.	Copy of the Company Registration/CIPC Certificate.	Yes	No
4.	CIDB Certificate (not applicable)	Yes	No
5.	Letter of good standing by COIDA (not applicable)	Yes	No
6.	Bank confirmation on the company's name.	Yes	No
7.	Letter of authority that is duly signed by the authorised person on the company letterhead.	Yes	No
8.	VAT registration certificate (if the bidder is registered for VAT/VAT Vendor).	Yes	No
9.	Compulsory Registration with relevant authority (i.e. SITA, ECSA, SAICE, CISA etc.) (not applicable)	Yes	No
10.	Attached both bidder (Company) and Directors municipal rates and taxes or municipal service charges that are not owing more than three months. If the address of the attached municipal rates and taxes is not on the bidder/Director's name the lease agreement must be attached.	Yes	No
11.	Tax Status Complaint Pin Certificate (Compulsory) for the municipality to verify the tax status on the SARS Website.	Yes	No
12.	Addendum and erratum (if applicable)	Yes	No
13.	Ensure that's all the forms have been duly completed and signed and that all documents as requested are attached to the document.	Yes	No

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EVALUATION CRITERIA

A Quotation Document not complying with the peremptory requirements stated hereunder will be regarded as not being an "Acceptable Quotation Document", and as such will be rejected.

"Acceptable Quotation Document" means any Quotation Document which, in all respects, complies with the conditions of Msukaligwa Local Municipality and specifications as set out in the Tender documents, including conditions as specified in the Preferential Procurement Policy Framework Act (Act 5 of 2000) and related legislation as published in Government Gazette number 22549, dated 10 August 2001, in terms of which provision is made for this policy.

A Quotation Document will be rejected in the following cases:

- a) If each page of this Quotation document was not initially by the authorized person, prior to submission.
- b) If the compulsory briefing is not attended bidder (**not applicable**) to the Quotation document.
- c) If the addendum and erratum is not attached (**if applicable**) to the Quotation document.
- d) If the Original Certified ID Copy of the Directors or members of the company is not attached.
- e) If Quotation Document is not completed in full and not with black ink.
- f) If the Copy of the Company Registration/CIPC Certificate is not attached.
- g) If The director of the company is in the service of the state as per CSD.
- h) If the bidder or any of its directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.
- i) If Authority of signature is not signed by the duly authorized person.
- j) If any bidder who during the last five years has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
- k) If the bid has either been submitted in the wrong bid box or after the relevant closing date and time.
- l) Compulsory Registration with relevant authority (SITA) is not attached. (**if applicable**) to the Tender document.
- m) If any municipal rates and taxes or municipal service charges owed by the bidder and any of its directors/members to the municipality or municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months. If the Municipal rates and taxes attached is not in the name of the Director/bidder. If the lease agreement is not attached to support the attached municipal rates and taxes that is not in the bidder/Director's name.
- n) If bidders are not compliant with all applicable legislative requirements, as per CSD. National Treasury in partnership with the Provincial Treasury have developed municipalities and municipal entities with a Central Supplier Database (CSD) for the registration of prospective suppliers in line

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with Section 14(1)(b) of the Municipal Supply Chain Management Regulations (MSCMR). (Tax compliance will be dealt with in terms of MFMA Circular No. 90)

- o) Non-compliance with the Municipal Supply Chain Management Regulations, 2005; i.e. All sections affecting the evaluation of the bid must be indicated on the bid document and must be submitted and completed. All bidder's information must be accurate and correct.
- p) If Tax Status Complaint Pin Certificate is not attached (Compulsory).
- q) If the following Compulsory Declaration Forms are not completed in full and signed.
 - ❖ MBD 1 – Invitation to the bid
 - ❖ MBD 4 - Declaration of Interest
 - ❖ MBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulations 2022
 - ❖ MBD 8 - Declaration of bidder's past supply chain management practices
 - ❖ MBD 9 - Certificate of Independent Bid Determination
 - ❖ MBD 10 – Declaration for Municipal utility account.

INITIAL / SIGN ALL PAGES OF THE RFQ DOCUMENT!

NB Suppliers are advised to update the CIPC registered and residential information from time to time to align with the update of the CSD report.

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26/06/26

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**MUNICIPAL MANAGER
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Corner of Kerk and Taute Streets, Ermelo
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**MSUKALIGWA LOCAL MUNICIPALITY
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PART A

SCHEDULE A: INVITATION TO BID (MBD 1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (MSUKALIGWA LOCAL MUNICIPALITY)					
BID NUMBER:	MLM03/09/2526	CLOSING DATE:	06 JULY 2026, MONDAY	CLOSING TIME:	12:00
BRIEFING VENUE	Not Applicable	COMPULSORY BRIEFING DATE AND TIME		NOT APPLICABLE	11:00
DESCRIPTION	PROVISION OF GRAP25 ACTUARIAL VALUATION				
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)					
MSUKALIGWA LOCAL MUNICIPALITY.					
Corner of Kerk and Tautu Street					
Ermelo, 2350					
Tender Box Situated at Main Entrance- Reception of Msukaligwa Local Municipality					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No			<input type="checkbox"/> No	
[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]					

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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:			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Finance- SCM Unit	CONTACT PERSON	Deputy Chief Finance
CONTACT PERSON	Mr. EM Ndlovu	CONTACT PERSON	Mr. SM Phiri
TELEPHONE NUMBER	017 801 3542	TELEPHONE NUMBER	017 801 3508
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	endllovu@msukaligwa.gov.za	E-MAIL ADDRESS	smphiri@msukaligwa.gov.za

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**MSUKALIGWA LOCAL MUNICIPALITY
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PART B

SCHEDULE B: TERMS AND CONDITIONS FOR BIDDING

2. BID SUBMISSION:

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

3. TAX COMPLIANCE REQUIREMENTS

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

4. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

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

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

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**MSUKALIGWA LOCAL MUNICIPALITY
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SCHEDULE C: SPECIFICATION/SCOPE OF WORK

Your quote must be in terms of these minimum specifications.

Professional service provider to provide a service of **GRAP25 Actuarial Valuation as of 30 June 2026**

- 1. Long service award arrangement (LSA)
- 2. Post-Employment Medical Aid (PEMA)

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**MSUKALIGWA LOCAL MUNICIPALITY
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SCHEDULE D: PRICE

Affix your Official Quote Clearly showing Banking Details, Physical and Postal Addresses. Quantities are subject to change and will be confirmed before placing the order. Also fill in full the under-mentioned Price as requested.

Professional service provider to provide a service of GRAP25 Actuarial Valuation as of 30 June 2026

Item	QTY	Minimum Requirements Standard/Compliance	Unit Cost VAT excl	Cost VAT excl
1	1	Long service award arrangement (LSA)		
2	1	Post-Employment Medical Aid (PEMA)		
TOTALS				

Bid Price:	R	Excluding VAT
VAT (15%)	R	If VAT registered)
Total Bid Price:	R	VAT Included

I,,
(state name and designation)

being duly authorised to submit tenders and quotations on behalf of

.....,
(state company name)

.....,
(Bidder's Signature)

And confirm that

- a. The goods and services will be supplied based on the minimum technical specifications adhered to and the price submitted.
- b. The attached official quotation in Schedule B is a true and complete reflection of this submission.
- c. Omissions and errors will be for our account and not the Msukaligwa Local Municipality when making good on this submission.
- d. Prices to be valid for 90 days.

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**MSUKALIGWA LOCAL MUNICIPALITY
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SCHEDULE E: VALID SARS TAX PIN (MBD 2)

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. The **Tax Clearance Certificate/ Tax Compliance Status (TCS) Pin/ Centralised Suppliers Database (CSD) Registration Number must be submitted together with the bid.** Failure to submit a Tax Clearance Certificate/TCS Pin/CSD registration number may result in the invalidation of the bid.
 - (a) *Tax Compliance Status (TCS) Pin as of 18 April 2016*
 - i. In terms of the new Tax Compliance Status System implemented by SARS on 18 April 2016, taxpayers are now able to issue the municipality with a TCS Pin which will be used to verify a bidder's tax status online via SARS E-filing. This option will be used to verify the status of the service provider (which should be active or compliant) and will determine if the offer will be further evaluated or omitted, even if the bidder only submitted a TCC as per point 1 above. Service provider's status which is found inactive or non-compliant their offers will be omitted. Bidders who are not in possession of a valid Tax Clearance Certificate must issue the municipality with the following:

Tax Clearance Certificate printed for SARS E-filing	
Tax Reference Number:	
Tax Compliance Status Pin:	
Tax pin issue date	
Tax pin expiry date	

2. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate, Tax Compliance Status Pin or CSD Registration number
3. Applications for the Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Fileers through the website www.sars.co.za.
4. If a bidder is registered on Msukaligwa Local Municipality supplier's database; that contains a tax clearance certificate which is active on closing date of Bid/Formal quotation, it must be indicated as such on this page, whereby the attaching of a new tax clearance certificate to this page will not be required.
5. Non-adherence to point 4 above may invalidate your offer.

The original Tax Pin must be submitted together with the bid. Failure to submit the Tax Pin will result in the invalidation of the bid. In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party must submit a separate Tax Pin.

Signature	Position	Date

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SCHEDULE F: MBD 10 MUNICIPAL SERVICES

**DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE
MANAGEMENT ACT (NO.56 OF 2003)**

I, _____
_____, (full name and
surname) _____ (ID no.), hereby acknowledge that
according to SCM Regulation 38(1) (d) (i), the Municipality may reject the tender of
the tenderer if any municipal rates and taxes or municipal service charges owed by
the Tenderer or any of its directors/members/partners to the Msukaligwa Local
Municipality, or to any other municipality or municipal entity, are in arrears for more
than 3 (three) months.

I declare that I am duly authorised to act on behalf of

(name of the bidder) and hereby declare, that to the best of my personal
knowledge, neither the firm nor any director/member/partner of said firm is in
arrears on any of its municipal accounts with any municipality in the Republic of
South Africa, for a period longer than 3 (three) months.

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

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

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

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

ND: If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender.

Signature	Position	Date

SCHEDULE G: CSD REGISTRATION STATUS

Submit the proof of your Central Suppliers Database registration

MAAA.....

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SCHEDULE H: DECLARATION OF INTEREST MBD4

Name of Bidder:					
Bid Number:	MLM09/05/2526	Closing Date:	25 MAY2026, Monday	Closing Time:	12h00

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

3.1.	Full Name of bidder or his or her representative													
3.2.	Identity Number													
3.3.	Position occupied in the Company (director, shareholder ² etc.)													
3.4.	Company Registration Number													
3.5.	Tax Reference Number													
3.6.	VAT Registration Number													

3.7.	Are you presently in the service of the state?	YES		NO	
3.7.1.	If so, furnish particulars:				
3.8.	Have you been in the service of the state for the past twelve months?	YES		NO	
3.8.1.	If so, furnish particulars:				

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

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

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

3.9.	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?	YES		NO
3.9.1.	If so, furnish particulars:			
3.10.	Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES		NO
3.10.1.	If so, furnish particulars:			
3.11.	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO
3.11.1.	If so, furnish particulars:			
3.12.	Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO
3.12.1.	If so, furnish particulars:			

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	Name of the spouse/child/parent: ID number of the spouse/child/parent..... Relationship to the official :..... Designation of the spouse/child/parent: Employer of the spouse/child/parent:			
3.13.	Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	YES	NO	
3.13.1.	If so, furnish particulars:			

3.14. Please provide the following information on ALL directors/shareholders/trustees/members below:			
Full Name and Surname	Identity Number	Personal Income Tax Number	Provide State Employee Number

NB:

a) PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)
b) PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.

DECLARATION

I, the undersigned (name) _____, certify that the information furnished in paragraph 3 above is correct.

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

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			

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- ³ MSCM Regulations: "in the service of the state" means to be –
- a. a member of –
 - i. any municipal council;
 - ii. any provincial legislature; or
 - iii. the National Assembly or the National Council of Provinces;
 - b. a member of the board of directors of any municipal entity;
 - c. an official of any municipality or municipal entity;
 - d. an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
 - e. an executive member of the accounting authority of any national or provincial public entity; or
 - f. an employee of Parliament or a provincial legislature.

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SCHEDULE I: MBD 6.1 PREFERENCE POINT CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT 2022

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF BID DOCUMENT, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

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 **To be completed by organ of state**

- a) The value of this bid is estimated to **not exceed R300 000** (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable: or
- b) The 80/20 preference point system will be applicable to this tender . The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received

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

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

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
MUNICIPAL SPECIFIC GOALS	20
Total points for Price and Specific Goals must not exceed	100

1.5 Failure on the part of a bidder to submit proof or documents required in terms of this bid document to claim points for specific goals, will be interpreted to mean that preference points for specific goals 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.

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2. DEFINITIONS

- (a) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (b) **“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 goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (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 the purchaser in response to an invitation for the origination of income-generating contracts through any methods envisaged in legislation that will result in a legal agreement between the purchaser and the third party that produces revenue for the purchaser, and includes, but not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions;
- (e) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents; and
- (f) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000(Act No.5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

(a) POINTS AWARDED FOR PRICE

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

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

(b) FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

(b)(i) POINTS AWARDED FOR PRICE

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

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$$P_s = 80 \left(1 + \frac{80/20 \cdot (P_t - P_{max})}{P_{max}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{max} = Price of Highest acceptable bid

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 tendered 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 the state intend to use Regulations 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 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 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 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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SPECIFIC GOALS

Table 1: Specific goals for the tender/RFQ and the points claimed are all indicated as per the table below for rand value equal to or below R 300 000, the formula will be used for price.

The specific goals allocated points in terms of this RFQ	Number of Points allocated (80/20 system) (To be completed by the organ of State)	Number of Points claimed (80/20 system) (To be completed by the service provider)
Women (one or more women in the company)	2	
Youth (One or more youth in the company)	2	
Disability (one or more people living with disability in the company)	2	
HDI (Historical disadvantage individual)	2	
Enterprises regarded as SMMEs located within the Msukaligwa Local Municipality	12	
Total Points	20	

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**SCHEDULE J: MBD 6.2 FUNCTIONALITY POINT CLAIM FORM IN TERMS OF THE
PREFERENTIAL PROCUREMENT 2022**

NOT APPLICABLE

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm:.....

5.2 VAT registration// number:.....

5.3 Company registration /number:.....

5.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

5.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.5 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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SCHEDULE K: MBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Response	
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person 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 National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

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Item	Question	Response	
		Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox"/>	<input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the undersigned, the bidder or any of its members / directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	<input type="checkbox"/>	<input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	<input type="checkbox"/>	<input type="checkbox"/>
4.7.1	If so, furnish particulars:		

Signature

Date

Position

Name of Bidder

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SCHEDULE L: MBD 9: 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 *per se* prohibition meaning that it cannot be justified under any grounds

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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.

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MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned:

(Full Name of Person Submitting Response)

in submitting the accompanying bid

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PROFESSIONAL SERVICE PROVIDER TO THE PROVISION OF GRAP25

ACTUARIAL VALUATION AS OF 30 JUNE 2026

in response to the invitation for the bid made by:

MSUKALIGWA LOCAL MUNICIPALITY

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

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7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

_____ Signature	_____ Date
_____ Position	_____ Name of Bidder

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SCHEDULE M: BANKING DETAILS NOT MORE THAN 3 MONTHS

Notes to tenderer:

1. The tenderer shall attach to this form a letter from the bank confirming the bank account and details
2. The tenderer's banking details as they appear below shall be completed.
3. In the event that the tenderer is a joint venture enterprise, details of all the members of the joint venture shall be similarly provided and attached to this form.

BANK NAME:		
ACCOUNT NAME: <i>(e.g. ABC Civil Construction cc)</i>		
ACCOUNT TYPE: <i>(e.g. Savings, Cheque etc.)</i>		
ACCOUNT NO:		
ADDRESS OF BANK:		
CONTACT PERSON:		
TELEPHONE NUMBER OF BANK OR CONTACT PERSON:		
How long has this account been in existence (tick which is appropriate):	0-6 months	
	7-12 months	
	13-24 months	
	More than 24 months	

Name of Tenderer: _____

Date: _____

Signature: _____

Full name of signatory: _____

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SCHEDULE N: FUNCTIONALITY TEST

NOT APPLICABLE

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