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: (011) 688-1556



Johannesburg Water

INITIATING DEPARTMENT	INITIATOR
CAPEX: ENGINEERING SERVICES UNIT (ESU)	Khululeka Mhlongo
QUOTATION REFERENCE	COLLECTIVE NO.
RFQJW350SC24 - Services Detection or Scanning of underground services at South Hills	
QUOTATION REQUESTED FROM	

PAGE NO.	
CLOSING DATE AND TIME	
19-Nov-24	16:00:00 PM
Date of Issue	
09 November 2024	
QUOTATION DATE	VALIDITY
60 DAYS	7 DAYS

QUOTATIONS WILL BE EVALUATED ON THE 80/20 POINT SCORING SYSTEM. 80 POINTS WILL BE ALLOCATED TO PRICE AND THE REMAINING 20 POINTS WILL BE ALLOCATED FOR SPECIFIC GOALS AS PER PPPFA 2022

ALL SUPPLIERS RESPONDING TO QUOTATIONS SHOULD BE REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD)

JW Contact Person : Silas Choou- Email Address : silas.choeu@jwater.co.za

Telephone Number : 011 688 1815

ITEM NO.	DESCRIPTION	DESCRIPTION OF ITEM OFFERED	UOM	QTY REQUIRED	PRICE QUOTED EXCL. OF V.A.T.	DISCOUNT	PRICE QUOTED INCL. OF V.A.T.
	South Hills - Services Detection/ Scanning of underground services						
	Quotations required for the Services Detection to be undertaken in South Hills. The area to be scanned is approximately 6500m <sup>2</sup>						
	The investigation must be done as per scope of workspecifications provided.						
1	Mobilization		Sum	1			
2	Collation of Cadastral Data		sum	1			
3	Fieldwork						
3.1	Ground Penetrating Radar Data		ha	0.65			
3.2	Scanned information of underground services		Sum	1			
4	Digital Terrain Model and Mapping						
4.1	DWG/DWF drawings		ha	0.65			
4.2	Report		Sum	1			
	<b>SPECIFIC GOALS</b>	<b>POINTS</b>					
	Locality – Businesses operating in the City of Johannesburg businesses and or in the region of Gauteng	20					

QUOTATION REF AS ABOVE: RFQJW .....& COMPANY NAME ON THE EMAIL SUBJECT LINE

NB: All suppliers responding to RFQs should use their own company letter head not JW RFQ Template AND MAKE SURE THEIR EMAIL ADDRESS IS VISIBLE ON THEIR QUOTATION.

NB: A copy of valid lease agreement or municipal account(not older than 3 months)should be submitted with a quote

NB: MBD forms attached should be completed and submitted with the quote

NB: All Quotes should be on PDF (MS WORD, MS EXCEL, PICTURES ARE NOT ALLOWED)

NB: Copy of valid BBBEE CERTIFICATE or SWORN AFFIDAVIT to be submitted with the quote

Quotation should be valid for 60 days

**SUBMISSIONS MUST BE MADE ON THE E-TENDER PORTAL(https://www.etenders.gov.za) NO EMAIL SUBMISSIONS**

**SEE PAGE TWO ON HOW TO SUBMIT YOUR RESPONSE ON E-TENDER**

OFFICIAL STAMP	AUTHORISED BY: .....	1. QUOTATIONS RECEIVED AFTER CLOSE OF BUSINESS ON THE CLOSING DATE WILL NOT BE ACCEPTED.
	SIGNATURE:.....	2. QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED
		3. PRICES QUOTED MUST BE AS PER THE UNIT INDICATED AND BE EXCLUDED OF VAT
		4. QUOTATIONS WITHOUT THE SUPPLIER'S AUTHORISED SIGNATURE WILL NOT BE ACCEPTED. (ONLY IF QUOTED ON THE JW RFQ TEMPLATE)
	DATE:.....	5. ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY
		6. TOTAL QUOTATION VALUE TO INCLUDE V.A.T WHERE APPLICABLE

Volume	1	<b>2</b>		
Part	C1	<b>C2</b>	C3	A

No	ITEM	UNIT	QTY	TENDERED RATE	AMOUNT DUE
1	<b>MOBILIZATION</b>	Sum	1		
2	<b>COLLATION OF CADASTRAL DATA</b>				
2.1	Collation of cadastral data as per the explanatory notes in specification 3.3	Sum	1		
3	<b>FIELDWORK: survey area where proposed pipe is to be installed</b>				
3.1	Ground Penetrating Radar Data/Similar method for acquisition of existing services.  Project area: South Hills (see attached layout drawing) <b>Strip width (erf boundary to erf boundary)</b>	ha	0.65		
3.2	Scanned information of existing underground services	Sum	1		
4	<b>DIGITAL TERRAIN MODEL AND MAPPING</b>				
4.1	Processing and preparation of the survey/scanned data (of area and description given in 2 & 3 above into ASCII format, together with the DTM, DWG and DXF of the master drawing; and all the explanatory notes as per specifications 3.3.5 to 3.3.8	ha	0.65		
4.2	Submit all the required information including report processed in 3 on USB	Sum	1		
<b>SUBTOTAL EXCLUDING VAT</b>					
<b>ADD VAT (15%)</b>					
<b>TOTAL AMOUNT</b>					
<b>SUPPLIER DETAIL</b>					
<b>NAME OF SUPPLIER:</b>					
<b>AUTHORISED BY:</b>					
<b>SIGNATURE:</b>					
<b>OFFICIAL STAMP</b>					

Volume	1	2		
Part	C1	C2	C3	A

**C1 \*\*PLEASE NOTE:**

**C2 THE ABOVE COSTS MUST INCLUDE THE PRELIMINARY AND GENERAL COSTS FOR MOBILISATION OF RESOURCES; SCOPE VERIFICATION; GATHERING OF DESKTOP INFORMATION, DOCUMENTS AND MAPS EACH TIME SURVEY/SERVICE DETECTION IS REQUIRED.**

1. Payment will be made upon completion of the work within 30 days of submission of statement.

**C3 SCOPE OF WORK**

**C3.1 Employer's Objectives**

The objective of the Employer is to appoint an experienced Service Provider to provide a services/utilities detection and mapping to enable the proper design of the South Hills Emergency Sump/ Reservoir project. The project shall cover the following suburb:

PROJECT SUBURB	REGION	AREA (ha)
South Hills, Johannesburg South	Region G	0.65
<b>GRAND TOTAL</b>		0.65

**C3.2 Extent of the Services**

The Service Provider's shall be required to provide the summarised services, among others:

- a) Collection and Collation of cadastral information for the project area.
- b) Identification or establishment of existing services.
- c) Field work.
- d) Production of digital terrain models (DTMs).
- e) Mapping and Production of detailed drawings, including cross sections depicting services.

Volume	1	2		
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### C3.3 Brief

#### SPECIFICATIONS FOR UNDERGROUND UTILITY MAPPING

##### 3.3.1 Data to be investigated and provided:

- Depth of utilities to invert level
- x;y coordinates of the utilities (use South African coordinate system WG/Lo)
- Type of material of utilities identified (eg: concrete; asbestos cement pipe; uPVC)

##### 3.3.2 Possible services/utilities to expect on site:

- Water lines and accompanying components such as valve/valve chambers. Fire hydrants, water meters.
- Sewer lines
- Telecommunication cables
- Electric cables
- Gas pipelines
- Stormwater pipelines

##### 3.3.3 Components to be indicated on deliverables:

- Position of manholes
- Pipelines
- All types of cables
- Position of valves, fire hydrants and water meters
- Erf connections
- Report including cross-sections indicating services relative to the road profile.

##### 3.3.4 Scope

- Total area for services/utilities detection: approximately 6500 m<sup>2</sup>
- Area of work: South Hills (see attached locality map and Google Earth KMZ file)
- Area to cover: approximately 0.65 hectares.

##### 3.3.5 Data format

- AutoCAD drawing format .dwg file on cadastral layouts
- Excel spreadsheet for each service/utility detected giving x,y and z coordinates to invert level.

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### 3.3.6 Field work

- a) The survey shall be based on the Lo-system WGS84 of the national triangulation.
- b) All points shall be in the X, Y and Z directions according to land-survey methods generally accepted in the Republic of South Africa to ensure that the required degree of accuracy is achieved. All points that are fixed shall be checked and confirmed in the field.

### 3.3.7 Mapping

- a) One master drawing (incorporating all layout drawings) shall be supplied to the Engineer on disc or electronically in DWG and DXF formats.

### 3.3.8 Details on drawings

The (drawing) plan shall show the following detail:

- a) All farm, district, and regional boundaries and all portions and subdivisions thereof. In urban areas, individual erven and stand numbers should be shown.
- b) All original farm names and farm portions/subdivision numbers, including the full description of each portion of subdivision. In urban areas the appropriate township description shall be indicated.
- c) All property owners including their registered addresses. This requirement shall not apply for erven in proclaimed townships.
- d) Power and telephone lines (showing individual poles/pylons of power lines and telephone carrier routes).
- e) All underground pipelines, or cables and associated structures (manholes, valve chambers, reservoirs etc), the position of which can be ascertained from surface indications. Detail regarding the diameter and purpose of such pipelines should be added where such detail is readily available.
- f) All place names, where these have been officially assigned.

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### C3.4 Use of Reasonable Skill and Care

The Service Provider shall exercise reasonable skill and care in respect of the services required as per the Extent of the Services section.

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### C3.5 Co-operation with other Service Providers and Contractors

The Service Provider shall be required, for the successful execution of his service provision, to interact with other service providers where necessary.

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### C3.6 Applicable National and International Standards

The following National and International standards shall be applicable to the service provision under this Contract:

- a) PLATO. 40 of 1984; and
- b) Any other standards as may be deemed necessary depending on the type of activity.

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### C3.7 Approvals

The Service Provider shall obtain approval from the Employer's representative with regard to the:

- a) authorisation.
- b) stopping sections of the works or complete works, unless the reason for stopping section of the works or the complete works is required to ensure the safety of the public, employees or sub-contractors of the principle contractor.

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### C3.8 Procurement

The Service Provider will take account of the Employer's Preferential Procurement Policy and broad-based black economic empowerment ownership participation requirements for this Contract and note that:

- a) The Employer reserves the right to conduct broad-based black economic empowerment ownership participation audits during the Contract Period of Performance to ensure that the appointed broad-based black economic empowerment ownership is either maintained or improved during such period. Thus the Employer reserves the right to verify or re-verify the Service Provider's or any sub-contractor appointed by the Service Provider's Broad-based black economic empowerment status should he deem it necessary, without having to specify any reason. Such verification may be extended to include other preferential procurement criteria, should the Employer deem it necessary.

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### C3.9 Access to land / buildings / sites

The Service Provider shall report to the property owner before entering the properties where necessary. JW will assist in this regard.

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### C3.10 Planning and Programming

#### C3.10.1 Planning

The Service Provider shall ensure that he/she:

- a) is well informed regarding the Employer's overall implementation programme for the project and make available resources as required to efficiently complete required services on time to avoid delays to the implementation plan.

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**C3.10.2 Programming**

The Service Provider shall, prior to commencement of any work, provide an activity schedule showing the total duration required to complete the survey required. The programme shall at minimum contain:

- a) Time Scale (minimum):
  - Days: Where the project period does not exceed three months.
  - Weeks: Where the project period exceeds three months.
- b) Tasks: Tasks shall be allocated timeframes. Where phases or stages are anticipated, all tasks related to the successful accomplishment of that phase of the project shall be grouped. Resources allocation and task dependency shall be indicated.
- c) Multiple Project Programming: Where multiple projects are part of the same Contract, the Service Provider shall provide a programme per project. However, where interdependency exists the programmes shall be integrated, but divided on the highest level per project followed subsequently by further divisions per phase or stage.
- d) Start and Finish Dates: All tasks shall have specific start and finish dates.
- e) Critical Path: All tasks forming the programme line that will establish any delays in the overall project period shall be clearly indicated and an indication of their sensitivity characteristics shall be provided.
- f) Progress Tracking: The Service Provider shall be required to periodically indicate the project progress per task graphically and on a percentage basis.
- g) Non-working Time: All South African public holidays, weekends and the local traditional annual builder's break shall be incorporated in the programme.

**C3.11 Software Application for Programming**

Only Windows Microsoft Project programming software package will be accepted.

**C3.12 Format of Communications**

All Contract communication shall be in English and in writing (letters, faxes and electronic mail).

**C3.13 Key Personnel & Company Experience**

The Service Provider shall be required to allocate sufficiently experienced personnel to conduct scope of work and the actual implementation thereof, to execute the Contract successfully.

The service provider must meet criteria specified below:

<b>Criteria</b>	<b>Description</b>
Qualification of Agent	BTech/B Eng in Surveying

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**Professional Services/Utilities Detection**

	Certified copies of qualification must be submitted
Professional Registration of Agent	PLATO  Certified copies of registration documents must be submitted
Years of Experience of Agent	<b>Minimum requirements:</b> 5 Years and above in detection of underground services.  <b>Means of verification:</b> CV's to be submitted outlining experience.
Company Experience with respect to specific of the project <ul style="list-style-type: none"> <li>• Proof of completed project.</li> </ul>	<b>Means of verification:</b> Reference Letters or Completion Certificate (to be on Client's Letterhead)  <b>Minimum requirements:</b> Completed atleast minimum of <b>Three (3)</b> projects in detection of underground/sub-surface services with corresponding Reference Letter/ Completion Certificate

**C3.14 Professional Indemnity Insurances**

C3.14.1.1 The Service Provider shall provide two hard copies of the details of existing insurances against professional indemnity.

**--- END OF PART ---**

Volume	1	2		
Part	C1	C2	C3	A

## C4 ANNEXURE



<b>Volume</b>	1	<b>2</b>		
<b>Part</b>	C1	C2	C3	<b>A</b>

Quotation Number **xxxx** Page (9)

**Annexure**

**Professional Topographic Survey Services**

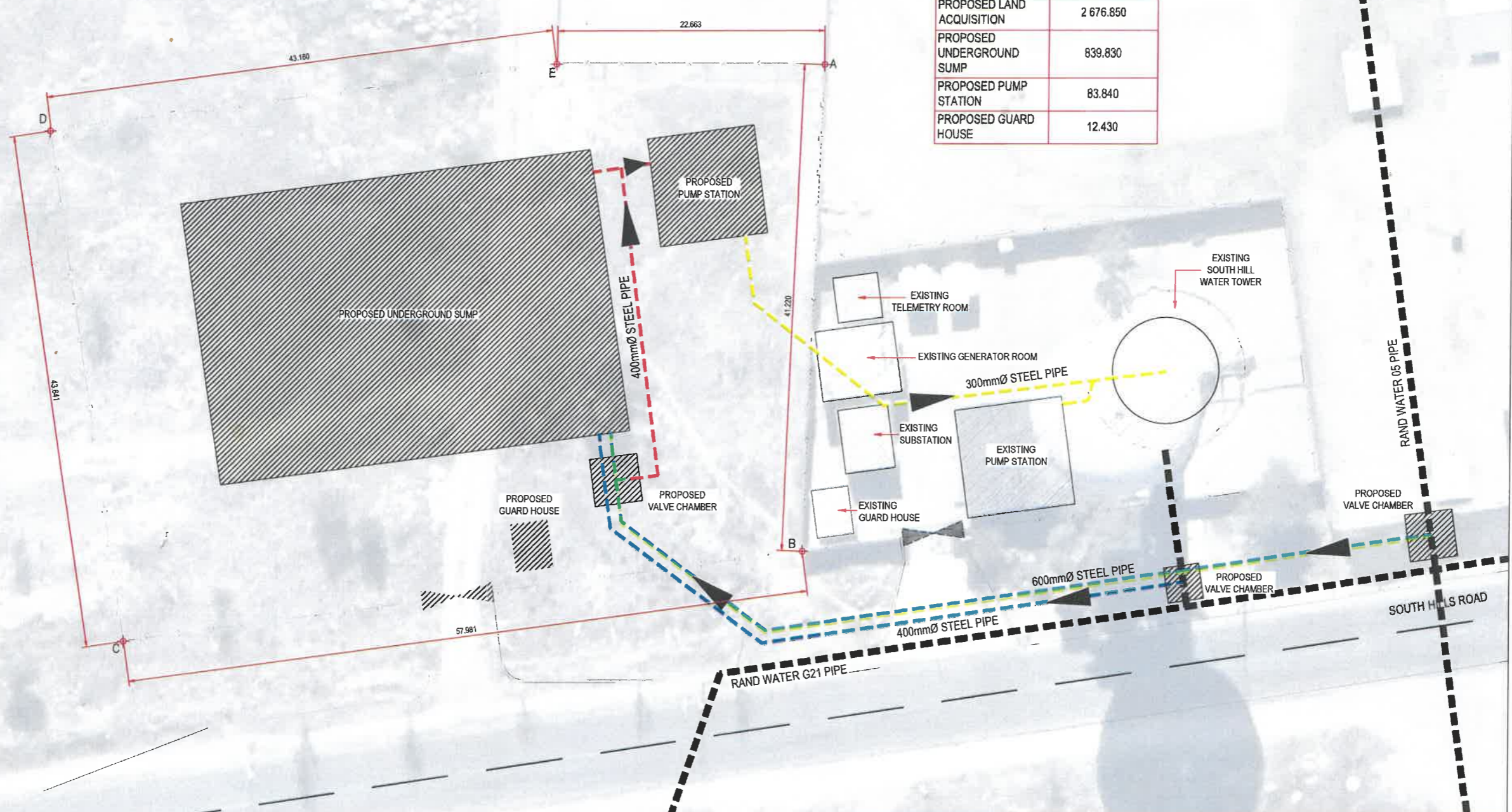
COORDINATES - Hartebeesthoek94 / Lo29		
Name	Ylo	Xlo
A	-91 773.088	-2 905 585.844
B	-91 774.731	-2 905 627.030
C	-91 832.232	-2 905 634.677
D	-91 838.694	-2 905 591.517
E	-91 795.837	-2 905 585.817

AREA OF SCHEDULES	
DESCRIPTION	TOTAL SQUARE METER (m <sup>2</sup> )
PROPOSED LAND ACQUISITION	2 676.850
PROPOSED UNDERGROUND SUMP	839.830
PROPOSED PUMP STATION	83.840
PROPOSED GUARD HOUSE	12.430

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**LEGEND**

- EXISTING STRUCTURES
- PROPOSED NEW STRUCTURES
- EXISTING PARAMETER WALL
- PROPOSED NEW PARAMETER WALL
- EXISTING ACCESS GATE
- NEW PROPOSED ACCESS GATE
- 300mmØ STEEL PIPE
- 400mmØ STEEL PIPE
- 400mmØ STEEL PIPE
- 600mmØ STEEL PIPE
- FLOW DIRECTION



PROPERTY INFORMATION			
Property Type	ERF	Diagram Deed Number	T41337/2021
Township	SOUTH HILLS EXT 6	Local Authority	CITY OF JOHANNESBURG
Erf Number	2289	Province	GAUTENG
Portion Number	0	Remaining Extent	NO
Registration Division	IP	Extent	94,6744H
Previous Description	-	LPI Code	T0/R06150000218900000
Suburb / Town**	-	Co-ordinates (Lat/Long)**	-

**ISSUED FOR INFORMATION**

CONSULTING ENGINEERS CAPEX - ENGINEERING SERVICE UNIT TURBINE HALL - 3RD FLOOR 65 NTEMI PILISO STREET NEWTOWN JOHANNESBURG 2113	DESIGNED	L. MONKOE	Date
	DRAWN	K. KOLBERG	Date
	CHECKED	L. MONKOE	Date
	APPROVED BY	L. MONKOE	Date
			ECSA REG. No.



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SOUTH HILLS STATION AND PROPOSED SUMP  
SITE LAYOUT

SCALE  
1:200

AMENDMENTS					
REV	DESCRIPTION	DATE	BY	APV	
A	ISSUED FOR INFORMATION	2023/11/22	L.M	L.M	

DRAWING No: JW\_\_\_\_-SHT-STR-LAY-000

UR	STR	A
PROJECT No.	DISCIPLINARY	REV.
A1	SHEET	1 OF 1
ORIGINAL PAGE SIZE		
FILE No.		

## **Guide: How to submit a response on the E-tender Portal**

- Submit on E tender portal, following the below:
  1. (<https://www.etenders.gov.za/>)
  2. Search/Click Browse Opportunities by organ of state (Johannesburg Water)/search by RFQ reference number .
  3. Click the **+ sign** to expand the tender/ RFQ information.
  4. start the e submission process.
  5. Supplier login
  6. Use your CSD Credentials to Login. Contact CSD on ([csd@treasury.gov.za](mailto:csd@treasury.gov.za)) in case you forgot your login credentials. “My profile should show if you have logged in successfully”.
  7. select supplier.
  8. check the submission checklist and attached the compulsory documents.
  9. confirm and proceed .

### **If the application is not going through on the E-tender portal Contact:**

eTenders Contact Centre

+27(0)12 406 9222 / 012 406-9229 / 012 312-5000

[etenders@treasury.gov.za](mailto:etenders@treasury.gov.za)

<https://etenders.treasury.gov.za>



a world class African city



City of Johannesburg

Johannesburg Water SOC Ltd

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**PLEASE SUPPLY THE FOLLOWING DOCUMENTS TO ENABLE US TO EVALUATE YOUR SUBMISSION :**

<b>Returnable Documents</b>	<b>Description</b>	<b>Yes/No</b>	
1	Original Valid Tax Clearance Certificate /valid SARS PIN		<b>COMPULSORY</b>
2	A, certified /original/valid, BBBEE certificate /sworn affidavit (Please note that the Sworn Affidavit must be compliant as per B-BBEE Practice Guide 01 of 2018 , NON COMPLIANT AFFIDAVIT WILL BE SCORED ZERO)		<b>COMPULSORY</b>
3	Municipal rates and taxes (Must not be older than 90 days in arrears in line with regulation 38.		<b>COMPULSORY</b>
4	Signed Declaration of Interest form (MBD 4)		<b>COMPULSORY</b>
5	Declaration of Bidders past supply chain management practices (MBD 8)		<b>COMPULSORY</b>
6	Certificate of Independent Proposal Determination (MBD 9)		<b>COMPULSORY</b>
7	Proof of CSD registration /MAAA Supplier Number		<b>COMPULSORY</b>
8	Preference points claim form in terms of the preferential procurement regulations 2022 (MBD 6.1)		<b>COMPULSORY</b>
9	Company registration documents with ID copies of directors / shareholders.		<b>COMPULSORY</b>

**Directors:**

Ms Gugulethu Phakathi (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),  
Mr Johan Koekemoer (Financial Director and Executive Director), Mr Phetole Modika, Mr Siphamandla Mnyani, Mr Siyabonga Mthembu,  
Mrs Zandile Meeleso, Mr Pholoso Matjele, Mr Kgaile Mogoye, Mr Sandiso Mgengwana, Mr Molate Mashifane, Ms Pamela Mabece,  
Mr Lunga Bernard

Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd

Registration Number: 2000/029271/30

# POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

In terms of the Protection of Personal Information Act, 213 (Act 4 of 2013), also called the POPI Act or POPIA, Johannesburg Water SOC Limited, undertakes all reasonable measures to protect personal information and to keep it private and confidential.

## 1. Privacy Notice applies to:

Suppliers, vendors, contractors, service providers, etc whether appointed or prospective.

## 2. Definitions of personal information

According to the Act “personal information” means information relating to an identifiable living, natural person, and where it is applicable, an identifiable, existing juristic person. All addresses including residential, postal and email addresses.

## 3. About the Public Entity

Johannesburg Water (SOC) Limited, registration number 2000/029271/30

### 3.1 The information we collect

We collect information directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.

### 3.2 How Johannesburg Water use your information

We will use your personal information only for the purposes for which it was collected and agreed with you. For example: to gather contact information, to confirm and verify your identity, for the evaluation and adjudication of bids and quotations for tenders, request for quotations, and other personal information for the procurement of goods and services by the Entity.

### 3.3 Disclosure of information

We may disclose your personal information to our Shareholder, the City of Johannesburg, and other Government agencies such as National Treasury, and the Auditor-General of South Africa. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law;
- Where we believe it is necessary to protect our rights.

### 3.4 Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorised access and use of personal information. We will, on an ongoing basis, continue to review our security

# POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

controls and related processes to ensure that your personal information remains secure.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure. We will ensure that anyone whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

## **3.5 Your rights: Access to Information**

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at [informationofficer@jwater.co.za](mailto:informationofficer@jwater.co.za), and specify what information you require.

## **3.6 Correction of your personal information**

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your identification document to confirm your identity before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information accurate and up to date.

## **3.7 How to contact us**

If you have any queries about this document; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers listed on our website or send an email to [informationofficer@jwater.co.za](mailto:informationofficer@jwater.co.za).

## MBD 4

## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 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, trustee, hareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

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

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

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

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ..... **YES / NO**

3.10.1 If yes, furnish particulars.

.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....  
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....  
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....  
.....

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

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee Number</b>

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

**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.

**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

**1.2 To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

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

**2. DEFINITIONS**

(a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

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

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

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

##### 3.1.1. POINTS AWARDED FOR PRICE

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

**80/20**

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

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:

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)	Proof of documents per specific goals
Locality – Businesses operating in the City of Johannesburg businesses and or in the region of Gauteng	20		<ul style="list-style-type: none"> <li>Lease Agreement or Municipal Account Bill or SAP Sworn Affidavit confirming Business Address</li> </ul>
<b>Total</b>	<b>20</b>		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.2. Name of company/firm.....

4.3. Company registration number:  
.....

4.4. 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]

4.5. 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:** .....

.....

.....

.....

.....

## 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. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<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><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></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 Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS  
DECLARATION FORM TRUE AND CORRECT.**

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
  
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
  
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

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