

### CITY OF TSHWANE METROPOLITAN MUNICIPALITY

### ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF TECHNICAL EQUIPMENT FOR EVENTS MANAGEMENT

**QUOTATION NO: Q32-2025-26** 

NAME OF BIDDER	
CSD NUMBER:	
VENDOR NUMBER (Compulsory)	

**CLOSING DATE** 

Prepared by: City of Tshwane Metropolitan Municipality Tshwane House 320 Madiba Street PRETORIA 0001 Tel: (012) 358 9999

4 NOVEMBER 2025

Only bidders registered on the central supplier database and with CSD Number will be considered for this tender as it is a requirement from National Treasury.



### CITY OF TSHWANE METROPOLITAN MUNICIPALITY

DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS

### BIDS ARE HEREBY INVITED FROM SUPPLIERS FOR THE FOLLOWING BID:

Bid No	Description	Dept.	Contact Officials	Compulsory Briefing Session	Closing date
Q32-2025- 26	ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF TECHNICAL EQUIPMENT FOR EVENTS MANAGEMENT	СМЕ	Josia Masenya (012) 358 0658  josiasma@tshwane.gov.za  Mmathakane Seoe  or  012 358 3875  MmathakaneS@tshwane.gov.za	N/A	4 November 2025 at 10:00

The City of Tshwane is migrating to an e-tender portal.

An e-tender portal is an online publication platform that enables access and response to bid opportunities published by the City of Tshwane. The portal enables interested bidders to download bid documents and respond to the bid through online submission at their convenience before the closing time.

Bidders should therefore not deposit their bid responses in the tender box but respond to the bid on the online platform not later than 10:00 on the 4 November 2025.

Technical enquiries: Mmathakane Seoe at (012 358 3875 or MmathakaneS@tshwane.gov.za

Supply Chain enquiries: Josia Masenya at (012) 358 0658 or josiasma@tshwane.gov.za

### Bids will remain valid for a period of 90 days after the closing date

- Received after the closing date and time will not be considered. CoT does not bind itself to accept the lowest or any other bid in whole or in part
- Bid documents must be completed using a black pen (not re-typed or scanned)
- Mistakes made on the price schedule must be crossed out in ink and each price alteration must be initialled.
- Price corrections may not be made with correction fluid, such as Tippex or a similar product.
- If correction fluid was used on any specific item price, such an item will not be considered.
  No correction fluid may be used on a bill of quantities where prices are calculated to
  arrive at a total amount. If correction fluid was used, the quotation as a whole will be
  repudiated.
- The Municipality will reject the quotation if corrections are not made in accordance with the above.

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LIST	LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF				
BID	DOCUMENT				
9	Company Registration Certificate				
10.	Tax Clearance Certificate or Unique Pin				
11.	BBBEE Certificate				
12.	Rates and Taxes				
13.	CSD summary report				



### COMMUNICATION MARKETING AND EVENTS DEPARTMENT

## ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF TECHNICAL EQUIPMENT FOR EVENTS MANAGEMENT

### **BID NUMBER**

Q32-2025-26

### 1. INTRODUCTION AND PURPOSE

The purpose of this specification is to invite quotations for the appointment of a reputable and experienced service provider to supply technical equipment for the Events Management Division of the Communication, Marketing and Events (CME) Department.

In line with its strategic objectives, the CME Department has identified the need to manage and preserve key assets used in event delivery. By maintaining ownership of essential technical equipment, the department aims to strengthen its support to other City departments and entities, while enhancing the overall efficiency of event planning and execution.

Effective asset management presents numerous advantages, including improved operational performance, cost reduction, enhanced risk mitigation, and more informed decision-making. Through the optimal utilisation and maintenance of its assets, the CME Department seeks to maximise value, improve service delivery, and ensure long-term sustainability.

Accordingly, this procurement seeks to equip the Events Management Division with the necessary technical resources to streamline operations, reduce external dependencies, and ensure consistent, high-quality support for a wide range of City events.

### 2. BACKGROUND

The need for this project was identified by the Communication, Marketing and Events (CME) Department in response to the growing demand for reliable, cost-effective event management solutions.

As a strategic cost-cutting measure, the department recognised the importance of retaining and preserving its own event management assets, thereby reducing dependence on external service providers and ensuring long-term sustainability.

The primary aim of this project is to enable the CME Department to own, manage, and maintain a comprehensive set of technical equipment for use during official City events. This investment supports the department's objective to streamline operations, improve service delivery, and enhance its responsiveness to the event-related needs of various departments, regions, and City entities.

While the project is not tied to a specific location, it will serve all departments, regions, and entities across the City. These stakeholders will benefit directly from improved access to event management resources, and indirectly through cost savings and operational efficiencies. The broader community will also benefit through enhanced public engagement platforms, such as public participation meetings, Mayoral Izimbizo, and other official City events.

To ensure effective management, control and accountability, a Standard Operating Procedure (SOP) will be implemented. This SOP will govern how the CME Department facilitates access to and use of the event equipment by internal stakeholders, ensuring consistency, transparency, and optimal utilisation of resources.

### 3. PROJECT SCOPE

To deliver technical equipment for the Events Management Division.

ITEM	Description	Quantity
1	A solid wood podium measuring W-680mm x D-400mm x H-1200mm, providing a professional platform for speakers.	1
	Purpose: Enhances the professionalism of speeches and presentations during events.	
	Professional EON208P Portable All-in-One 2-Way PA System	
	<ul> <li>4 x Microphones (Cordless)</li> <li>2 x Lapel Microphones wireless) (Blue tooth enabled)</li> <li>1 x Tripod stand and</li> </ul>	

ITEM	Description	Quantity
2	4 x microphone stand	1
	AAI	
	6 x 3 m Platform Stage	
	A portable stage platform measuring 6m x 3m with 60cm risers and a black skirt.	
	SHIZKAN WERRO	
		4
3	SHIDIN	1
	AND THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS	
	<b>Purpose:</b> Provides a stable and elevated area for official ceremonies, ensuring clear visibility for attendees.	
	X1328Wi DLP WAXGA 5000 Im Wireless Projector	
	A high-brightness projector with 5000 lumens, WXGA resolution, and wireless projection capabilities.	
	区景画	
	accr (100)	
4	Demonsor Francisco alace en della contra del	1
	<b>Purpose:</b> Ensures clear and vibrant presentations in various lighting conditions, suitable for large conference rooms.	
	180-inch Projector Screen with Stand, HUANYINGBJB	
	A large 180-inch projector screen with a sturdy stand,	
	designed for outdoor and indoor use.	

ITEM	Description	Quantity
5	Purpose: Facilitates large-scale presentations and public	1
	displays with high-quality visuals.	
	4913   58 x 22mm Custom Text Stamp with Black and Red Ink	
6	trodat:	2
	<b>Purpose:</b> A custom text stamp measuring 58x22mm, used for event compliance certification.	
	Big durable hammers Size 1.8 Kg	
	Durable hammers suitable for setting up event structures and branding materials.	
7		2
	<b>Purpose:</b> Essential for erecting branding and structural setups during events.	
	250m Power Extension Cord	
	Heavy-duty 250-meter extension cords for reliable power distribution.	

ITEM	Description	Quantity	
8			2
	<b>Purpose:</b> Ensures adequate power supply across setups, accommodating	s event	
	Meeting recorders		
	A high-quality meeting recorder designed for capt during meetings and events.	uring audio	
9	Purpose: Records meetings and speeches for accurate documentation and archival purposes.		2
	Ceremonial Scissors	GOLD	
	(Gold and Silver)		
10	Gold and silver-plated ceremonial scissors measuring 15 inches, designed for ribbon-cutting ceremonies.		1
11		SILVER	1
	<b>Purpose:</b> Used for official ribbon-cutting ceremonies, symbolizing the opening of events or facilities.		

### 4. CONDITION

The service provider must provide a minimum of 1 year warrantee on electronic products upon delivery.

### 5. STAGES OF EVALUATION

This bid will be evaluated in Three (3) evaluation stages namely:

**Stage 1: Administrative Compliance** 

**Stage 2: Mandatory Requirements** 

Stage 3: Preference Point System

### **5.1 ADMINISTRATIVE COMPLIANCE**

All the bids will be evaluated against the administrative responsiveness requirements as set out in the list of returnable documents.

Compulsory Returnable Documentation (Submission of these are compulsory)  a) To enable The City to verify the bidder's tax compliance status, the bidder must provide; • Tax compliance status PIN. or • Central Supplier Database (CSD)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)  Tax status must be compliant before the award.
<ul> <li>A copy of their Central Supplier Database (CSD) registration; or indicate their Master Registration Number / CSD Number;</li> </ul>		CSD must be valid.
c) Confirmation that the bidding company's rates and taxes are up to date: Original or copy of Municipal Account Statement of the Bidder (bidding company) not older than 3 months and account must not be in arrears for more than ninety (90) days; or ,signed lease agreement or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are operating in that area		Was a Municipal Account Statement or landlord letter provided for the bidding company? The name and / or addresses of the bidder's statement correspond with CIPC document, Address on CSD or Company profile? Are all payment(s) up to date (i.e. not in arrears for more than 90 days?
d) In addition to the above, confirmation that all the bidding company's owners / members / directors / major shareholders rates and taxes are up to date: • Original or copy of Municipal Account Statement of all the South African based owners / members / directors / major shareholders not older than 3 months and the account/s may not be in arrears for more than ninety (90) days; or a signed lease agreement of owners / members / directors / major shareholders or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are residing in that area		Was a Municipal Account Statement or landlord letter provided for the bidding company? The name and / or addresses of the bidder's statement correspond with CIPC document, Address on CSD or Company profile? Are all payment(s) up to date (i.e. not in arrears for more than 90 days?

Compulsory Returnable Documentation (Submission of	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid
these are compulsory)	(TES OF NO)	Evaluation Committee)
e) Duly Signed and completed MBD forms (MBD 1, 4, 5, 8 and 9) The person signing the bid documentation must be authorized to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.  NB: Bidders must ensure that the directors, trustees, managers, principal shareholders, or stakeholders of this company, declare any interest in any other related companies or business, whether or not they are bidding for this contract. See Question 3.14 of MBD 4. Failure to declare interest will result in a disqualification		All documents fully completed (i.e. no blank spaces)? All documents fully signed by (any director / member / trustee as indicated on the CIPC document, alternatively a delegation of authority would be required? Documents completed in black ink (i.e. no "Tippex" corrections, no pencil, no other colour ink, or nonsubmission of the MBD forms, will be considered)?
f) Audited Financial Statements for the most recent three (3) years or Audited Financial Statements from date of existence for companies less than three years old.  NB: The bidder must submit signed audited annual financial statements for the most recent three years, or if established for a shorter period, submit audited annual financial statements from date of establishment.  If the bidder is not required by law to prepare signed annual financial statements for auditing purposes, then the bidder must submit proof that the bidder is not required by law to prepare audited financial statements.  g) Joint Ventures (JV) – (Only applicable when		Applicable for tenders above R10m in conjunction with MBD 5)  Are Audited financial statements provided (Audited financials must be signed by auditor) Or proof that the bidder is not required by law to prepare audited financial statements.  If applicable. JV agreement
the bidder tenders as a joint venture) Where the bidder bids as a joint venture (JV), the required or relevant documents as per (a) to (f) above must be provided for all JV parties. In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties.  NB: It is a condition of this bid that the successful bidder will continue with the same Joint Venture (JV) for the duration of the contract unless prior approval is obtained from the City.		provided? JV agreement complete and relevant? Agreement signed by all parties? All required documents as per (i.e. a to f) must be provided for all partners of the JV.
h) Bidder attended a compulsory briefing session where applicable		A compulsory briefing register must be signed by the bidder.  Bidders will be disqualified should they fail to attend compulsory briefing session
<ol> <li>Pricing schedule (All items must be quoted for in pricing schedule and if not, all items are quoted the bidder will be disqualified). Unless the tender is awarded per item or per section</li> </ol>		Incomplete pricing schedule results in totals being incomparable. Bidder must be disqualified.

Compulsory Returnable Documentation (Submission of	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid
these are compulsory)	,	Evaluation Committee)
where the bidder only quoted the items or sections, they are interested in.		Bidder will be disqualified should they make corrections on the price schedule without attaching a signature or initialising thereto.  Bidder will be disqualified should they use tippex/
		should they use tippex/ correction ink, on the price schedule.

### **5.2 MANDATORY REQUIREMENTS**

The service provider <u>must include</u> the following documentation with the quotation document, failing which will result in <u>immediate disqualification:</u>

Service provider shall submit full details of the offer made and shall illustrate them by means of technical data sheets and/or manufacturers brochure. The offer and technical data/brochure must correspond with the description of all specifications of the equipment. If the Service Provider is not a manufacturer, they should attach that of the manufacturer.

### **5.3 PREFERENCE POINT SYSTEM**

The preferential points to be used will be the 80/20 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2022.

- 80 points for price
- 20 points for specific goals

Specific goals	80/20 preference point system	Proof of specific goals to be submitted
BB-BEE score of companies  Level 1  Level 2  Level 3  Level 4  Level 5  Level 6  Level 7  Level 8  Non-compliant	<ul> <li>8 Points</li> <li>7 Points</li> <li>6 Points</li> <li>5 Points</li> <li>4 Points</li> <li>3 Points</li> <li>2 Points</li> <li>1 Point</li> <li>0 Points</li> </ul>	Valid Certified copy of BBBEE certificate. Sworn Affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate.
EME and/ or QSE	2 Points	Valid Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate
At least 51% of Women-owned companies	2 Points	Certified copy of Identity Document/s  and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro

Specific goals	80/20 preference point system	Proof of specific goals to be submitted
		Enterprises, CIPC registration or any other proof of ownership)
At least 51% owned companies by People with disability	2 Points	Medical Certificate with doctor's details (Practice Number, Physical Address, and contact numbers) and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership
At least 51% owned companies by Youth	2 Point	Certified copy of Identity Document/s and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership
Local Economic Participation	4 D. Sute	Municipal Account statement/Lease
City of Tshwane	4 Points 2 Points	agreement.
<ul><li>Gauteng</li><li>National</li></ul>	1 Point	

### 6. VALIDITY PERIOD

The validity period for the tender after closure is 90 days. CoT shall have right and power to extent any tender validity period beyond any initial validity period set and subsequent extensions. SCM shall ensure that an extension of validity is requested in writing from all bidders before the validity expiry date. Extension of validity shall be finalised while the quotations/bids are still valid.

### 7. PRICING SCHEDULE

ITEM	MATERIAL NUMBER	Description	Quantity	Unit Price		TOTAL Excl. VA (Quantity Unit price	AT y x
<u> </u>		A solid wood podium measuring W-680mm x D-400mm x H-1200mm, providing a professional platform for speakers.		R	С	R	С
1	200000046141		1				
		Purpose: Enhances the professionalism of speeches and presentations during events.					
		Professional EON208P Portable All-in-One 2-Way PA System					
2	200000046142	<ul> <li>4 x Microphones (Cordless)</li> <li>2 x Lapel Microphones wireless) (Blue tooth enabled)</li> <li>1 x Tripod stand and</li> <li>4 x microphone stand</li> </ul>	1				
		6 x 3 m Platform Stage					
		A portable stage platform measuring 6m x 3m with 60cm risers and a black skirt.					

	MATERIAL	Description				TOTAL	
	NUMBER		Quantity	l lmi4		Excl. VA	
5			uar	Unit Price		(Quantity Unit pric	
TEM			Ø				
		SHIZHAN		R	С	R	С
3	200000046143	URRID SHIPPING	1				
		<b>Purpose:</b> Provides a stable and elevated area for official ceremonies, ensuring clear visibility for attendees.					
		X1328Wi DLP WAXGA 5000 lm Wireless Projector					
		A high-brightness projector with 5000 lumens, WXGA resolution, and wireless projection capabilities.					
4	200000046144	accr	1				
		<b>Purpose:</b> Ensures clear and vibrant presentations in various lighting conditions, suitable for large conference rooms.					
		180-inch Projector Screen with Stand, HUANYINGBJB					
		A large 180-inch projector screen with a sturdy stand, designed for outdoor and indoor use.					

	MATERIAL	Description				TOTAL	
	NUMBER	-	Quantity			Excl. VA	
			ıan	Unit		(Quantity	λX
ITEM			ğ	Price		Unit pric	;e)
E				R	С	R	С
5	200000046145	Purpose: Facilitates large-scale presentations and public displays with high-quality visuals.	1				
6	200000046146	4913   58 x 22mm Custom Text Stamp with Black and Red Ink  Purpose: A custom text stamp measuring 58x22mm, used for event compliance certification.	2				
7	200000046147	Big durable hammers Size 1.8 Kg  Durable hammers suitable for setting up event structures and branding materials.	2				

ITEM	MATERIAL NUMBER	Description	Quantity	Unit Price		TOTAL Excl. VA (Quantity Unit price	AT y x
느				R	С	R	С
		<b>Purpose:</b> Essential for erecting branding and structural setups during events.					
		250m Power Extension Cord					
		Heavy-duty 250-meter extension cords for reliable power distribution.					
8	200000046148		2				
		<b>Purpose:</b> Ensures adequate power supply across event setups, accommodating					
		Meeting recorders					
		A high-quality meeting recorder designed for capturing audio during meetings and events.					
9	200000046149		2				
		<b>Purpose:</b> Records meetings and speeches for accurate documentation and archival purposes.					

	MATERIAL NUMBER	Description		Quantity	Unit Price		TOTAL Excl. VA (Quantity	ΛT / X
ITEM				ā	R	С	Unit pric	c
		Ceremonial Scissors				<u> </u>	10	U
		(Gold and Silver)						
10	200000046150	Gold and silver-plated ceremonial scissors measuring 15 inches, designed for ribbon-cutting ceremonies.	GOLD	1				
11	200000046151	Purpose: Used for official ribbon-cutting ceremonies, symbolizing the opening of events or facilities.	SILVER					
		SUBTOTAL EXC	L.	VAT				
		VAT @ 15%						
		TOTAL INCL.	VA	T				

### 8. MARKET ANALYSIS

The City of Tshwane reserves the right to conduct market analysis. Should the city exercise this option, where a tenderer offers a price that is deemed not to be viable to supply goods or services as required, written confirmation will be made with the tenderer if they will be able to deliver on the price, if a tenderer confirm that they cannot, the tenderer will be disqualified based on being non-responsive. If they confirm that they can deliver, a tight contract to mitigate the risk of non-performance will be entered into with the service provider. Further action on failures by the supplier to deliver will be handled in terms of the contract including performance warnings and listing on the database of restricted suppliers.

The city further reserves the right to negotiate a market related price with a tenderer scoring the highest points. If the tenderer does not agree to a market-related price, the city reserves the right to negotiate a market-related price with the tenderer

do ter	coring the second highest points, if the tenderer scoring the second highest points bes not agree to a market-related price, negotiate a market-related price with the enderer scoring the third highest points. If a market-related price is not agreed, the ty reserves the right to cancel the quotation.

### MBD1 COMPULSORY PART A INVITATION TO BID

YOU ARE HERE	BY INVITED TO BID FO	R REQUIREMENTS (	OF THE (	NAME O	F MUN	IICIPALIT	Y/ MUNI	ICIPA	L ENTITY	)	
QUOTATION NUMBER:	Q32-2025-26	CLOSING DATE		4 Nove			CLOSIN			10:00	
	<b>ADVERTISEME</b>	NT: APPOINTME	ENT OF	A SE	RVIC	E PRO	VIDE	R FC	OR THE	SUPP	LY,
	<b>DELIVERY AND</b>	OFFLOADING (	OF TE	CHNIC	AL E	QUIPM	IENT F	FOR	EVEN	TS	
DESCRIPTION	MANAGEMENT										
	UL BIDDER WILL BE R			GN A WI	RITTEN	CONTR	ACT FO	RM (	MBD7).		
	BIDDERS SHOULD NOT DEPOSIT THEIR BID RESPONSES IN THE TENDER BOX BUT RESPOND TO THE BID ON THE ONLINE PLATFORM										
Tshwane Ho	ouse										
Supply Chai	n Management										
320 Madiba	Street										
Pretoria											
SUPPLIER INFO	RMATION										
NAME OF BIDDE	R										
POSTAL ADDRE	SS										
STREET ADDRE	SS					1					
TELEPHONE NU	MBER	CODE				NUMBE	R				
CELLPHONE NU	MBER					1					
FACSIMILE NUM	BER	CODE				NUMBE	R				
E-MAIL ADDRES	S										
VAT REGISTRAT	TON NUMBER										
TAX COMPLIANO	CE STATUS	TCS PIN:			OR	CSD N	0:				
B-BBEE STATUS VERIFICATION C		Yes				EE STATU L SWORN			es		
[TICK APPLICAB		│ │			AFFIE		<b>'</b>	□N	lo.		
	ATUS LEVEL VERIFIC	CATION CERTIFICA			FIDA	/IT (FOR	EMES			ST BE S	UBMITTED
IN ORDER TO	QUALIFY FOR PREF	ERENCE POINTS F	OR B-B	BEE]	I ADE	YOU A F	ODEICN	1 1			
ARE YOU THE A	CCREDITED					ED SUPP			∐Yes		□No
REPRESENTATI		□Yes	□No			GOODS VICES /V	NUDRE		IIE VEQ	VVIG/V/E	R PART B:3
/SERVICES /WO		[IF YES ENCLOSE I	PROOF]			ERED?	VORRO		]	ANSWE	YFANI D.J
SIGNATURE OF	RIDDEK				DAT	E					
CAPACITY UNDI	ER WHICH THIS BID										
BIDDING PROCE	Y BE DIRECTED TO:		TECHN	IICAL I	NFORMA	TION M	AY B	E DIREC	TED TO:		
DEPARTMENT		Supply Chain Manag	gement	CONTA	ACT PE	RSON		M	<b>I</b> mathakar	ne Seoe	
CONTACT PERS		Josia Masenya									
TELEPHONE NU	MBER	(012) 358 0658				NUMBER	<u> </u>		)12) 358 38		
				E-MAIL	. ADDR	RESS		M	<u>lmathakar</u>	<u>ieS@tshv</u>	wane.gov.za
E-MAIL ADDRES	S	josiasma@tshwane.	gov.za								

# MBD1 COMPULSORY PART B TERMS AND CONDITIONS FOR BIDDING

1.	BID SUBMISSION:				
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE C CONSIDERATION.	ORRECT ADDRESS. LATE BIDS WILL NOT BE	ACCEPTED FOR		
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PRO	VIDED-(NOT TO BE RE-TYPED) OR ONLINE			
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMING PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT.				
2.	TAX COMPLIANCE REQUIREMENTS				
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIG	ATIONS.			
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PE		ED BY SARS TO		
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERT TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REG WWW.SARS.GOV.ZA.				
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUE	STIONNAIRE IN PART B:3.			
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TO	GETHER WITH THE BID.			
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONSEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	TRACTORS ARE INVOLVED, EACH PARTY I	MUST SUBMIT A		
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTED NUMBER MUST BE PROVIDED.	RED ON THE CENTRAL SUPPLIER DATABAS	SE (CSD), A CSD		
3.	QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS				
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRI	CA (RSA)?	OV		
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ I	NO		
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN TH	HE RSA? ☐ YES ☐!	OV		
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA	.? ☐ YES ☐ I	OV		
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATIO	DN? YES N	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:					
CAP	ACITY UNDER WHICH THIS BID IS SIGNED:				
DAT	E:				

### MBD 4 COMPULSORY

### **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 hidder or his or her representative:

3.1	Full Name of bidder or his or her representative:
3.2	Identity Number:
3.3	Position occupied in the Company (director, trustee, hareholder²):
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.

Have you been in the service of the state for the past twelve months?
3.9.1 If yes, furnish particulars
O 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?
3.10.1 If yes, furnish particulars.
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?
3.11.1 If yes, furnish particulars
Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?
3.12.1 If yes, furnish particulars.
Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state?
3.13.1 If yes, furnish particulars.
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.

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

Full Name	Identity Number	State Employee Number

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.

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

- 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
PRICE	80
SPECIFIC GOALS	20
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:

$$Ps=80~(1-rac{Pt-P~min}{P~min})~~ ext{or}~~Ps=90~(1-rac{Pt-P~min}{P~min})$$

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:

$$Ps=80~(1+rac{Pt-P~max}{P~max})~{
m or}~~Ps=90~(1+rac{Pt-P~max}{Pmax})$$

#### 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.)

Specific goals	80/20 preference point system	Number of points claimed (80/20 system) (To be completed by the tenderer)
BB-BEE score of companies  Level 1  Level 2  Level 3  Level 4  Level 5  Level 6  Level 7  Level 8  Non-compliant  EME and/ or QSE	<ul> <li>8 Points</li> <li>7 Points</li> <li>6 Points</li> <li>5 Points</li> <li>4 Points</li> <li>3 Points</li> <li>2 Points</li> <li>1 Point</li> <li>0 Points</li> </ul>	
At least 51% of Women- owned companies	2 Points	
At least 51% owned companies by People with disability	2 Points	
At least 51% owned companies by Youth	2 Point	
Local Economic Participation	4 Points 2 Points 1 Point	

**N.B** For points to be allocated as per above the tenderers will be required to submit proof of documentation as evidence for claims made. Any tenderer that does not submit evidence as stated in the bid document to claim applicable points will be allocated zero points.

### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. company	Name of //firm
4.4. Com	pany registration number:
4.5.	TYPE OF COMPANY/ FIRM
	<ul> <li>Partnership/Joint Venture / Consortium</li> <li>One-person business/sole propriety</li> <li>Close corporation</li> <li>Public Company</li> <li>Personal Liability Company</li> <li>(Pty) Limited</li> <li>Non-Profit Company</li> </ul>

☐ 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;
    - 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: PURCHASE OF GOODS/WORKS

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

### PART 1 (TO BE FILLED IN BY THE BIDDER)

1.	I hereby undertake to supply all or any of the	goods and/or works described in the attached
	bidding documents to	in accordance with the requirements and
	specifications stipulated in bid number	at the price/s quoted. My offer/s
	remain binding upon me and open for accepta	ance by the purchaser during the validity period
	indicated and calculated from the closing time	of 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);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022:
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - 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 goods and/or works 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 authorised to sign this contract.

	WITNE	SSES
NAME (PRINT)		
CAPACITY	 1.	
SIGNATURE		
NAME OF FIRM	 2.	
DATE		
	DATE:	

# CONTRACT FORM: PURCHASE OF GOODS/WORKS PART 2 (TO BE FILLED IN BY THE PURCHASER)

1.	I						
2.	2. An official order indicating delivery instructions is forthcoming.						
<ol> <li>I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.</li> </ol>							
IT	EM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND		DELIVERY PERIOD	B-BBEE STAT	
4. I confirm that I am duly authorized to sign this contract.  SIGNED ATON							
SIG	NATUR	E					
OFF	FICIAL S	STAMP					
				WITNES	SES		
				1			
				2			
DATE:							

# COMPULSORY DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 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.
- 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).
- In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?	Yes	No
	(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).		
	The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="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.		
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page.	Yes	No 🗌
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of of law outside the Republic of South Africa) for fraud or corr five years?		Yes	No					
4.3.1	If so, furnish particulars:								
Item	Question		Yes	No					
4.4	Does the bidder or any of its directors owe any municipal rate municipal charges to the municipality / municipal entity, or municipality / municipal entity, that is in arrears for more that	to any other	Yes	No					
4.4.1	If so, furnish particulars:								
4.5	Was any contract between the bidder and the municipality / nother organ of state terminated during the past five years on a perform on or comply with the contract?		Yes	No					
7.7.1	4.7.1 If so, furnish particulars:								
I, THE UNDERSIGNED (FULL NAME)									
I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MABE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.									
Signa	iture	Date							
Position Name of Bidder				Js367bW					

MBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- 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.
- 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.
  - 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 bidrigging.
  - 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>&</sup>lt;sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>&</sup>lt;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 res	spect
I certify, on behalf of:t	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>&</sup>lt;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.

### 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
	Name of Bidder

Js9141w 4