



SCAM ALERT

With an endeavor to promote transparent tender processes and to comply with the relevant legislation, bidding company names and bid values are called out at tender opening and such details are also published on the Pikitup website. Fraudsters however abuse the information available from various sources on the internet with fraudulent intentions.

It came to our attention that fraudsters are posing as municipal employees claiming that they are members of either the Bid Evaluation or Adjudication Committee, and soliciting bribes from bidders for being favored during the tender evaluation or being awarded the tender.

Bidders are requested to be vigilant pertaining to the following:

- Pikitup tender documents are available free of charge from the National Treasury e-tender portal, thus do not pay for tender documents.
- Pikitup is using the National Treasury Central Supplier Database (CSD), hence Pikitup will not request bidders to pay for supplier registration forms.
- All Pikitup tenders are published on the National Treasury e-tender portal and / or the Pikitup website. Only respond to tenders that are published on these websites.
- Bid responses must be deposited in the Pikitup tender box as indicated in the respective tender documents.
- Only correspond in writing with the Pikitup contact person as indicated in the tender document. The Pikitup official and contact details are also advertised on the National Treasury e-tender portal and / or Pikitup website.
- Do not entertain any request for a bribe, and never pay money for being favored or being awarded a tender.

REPORT FRAUD AND CORRUPTION

Please report fraud and corruption at the City of Johannesburg Anti-Fraud Hotline: 0800 002 587 or the National Treasury Anti-Corruption Hotline: 0800 701 701

TABLE OF CONTENTS

MBD1 - INVITATION TO BID	ANNEXURE 1.1
CONDITIONS OF TENDER	ANNEXURE 1.2
TERMS OF REFERENCE (TOR)	ANNEXURE 2.
TERMS OF REFERENCE ANNEXURES A, B AND C	ANNEXURE 3 – A TO C
MBD 4 - DECLARATION OF INTEREST	ANNEXURE 4
MBD 5 - DECLARATION OF PROCUREMENT (ONLY APPLICABLE FOR TENDERS ABOVE R10 MILLION)	ANNEXURE 5.1
DECLARATION OF PIS SCORE (ONLY APPLICABLE FOR TENDERS ABOVE R10 MILLION)	ANNEXURE 5.2
NOT APPLICABLE FOR THIS TENDER	ANNEXURE 6.
MBD 7.2 - CONTRACT FORM: RENDERING OF SERVICES	ANNEXURE 7
MBD 8 – DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES	ANNEXURE 8
MBD 9 - CERTIFICATE OF INDEPENDENT BID DETERMINATION	ANNEXURE 9
CORPORATE GOVERNANCE BREACH CLAUSE	ANNEXURE 10
GCC AND DRAFT SERVICE LEVEL AGREEMENT	ANNEXURE 11
BIDDER'S COMPULSORY AND OTHER RETURNABLE DOCUMENTS	ANNEXURE 12

ANNEXURE 1.1

MBD 1

INVITATION TO BID

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	PU101/2022	CLOSING DATE:	05 JULY 2022	CLOSING TIME:	11:00 AM
DESCRIPTION	BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
PIKITUP TENDER BOX, SITUATED AT PIKITUP JOHANNESBURG (SOC) LIMITED, JORISSEN PLACE, TENDER OFFICE, EAST WING, GROUND FLOOR, 66 JORISSEN STREET, BRAAMFONTEIN, JOHANNESBURG, 2000					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]		
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE		UNIT RATES ON AN AS AND WHEN REQUIRED BASIS
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	SUPPLY CHAIN		CONTACT PERSON	SAME	
CONTACT PERSON	Mlungisi Shongwe		TELEPHONE NUMBER	SAME	
TELEPHONE NUMBER	087 357 1228		FACSIMILE NUMBER	SAME	
FACSIMILE NUMBER	NOT APPLICABLE		E-MAIL ADDRESS	SAME	
E-MAIL ADDRESS	mlungisishongwe@pikitup.co.za				

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PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>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.</p>

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

AUTHORITY TO SIGN A BID**(Complete the relevant form of the following options)**

1. <u>Sole Proprietor (Single Owner Business) and Natural Person</u>			
1.1 I, , the undersigned, hereby confirm that I am the sole owner of the business trading as			
OR			
1.2 I, , the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.			
SIGNATURE		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

2. <u>Companies and Close Corporations</u>			
2.1 If a Bidder is a Company, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid.			
2.2 In the case of a Close Corporation (CC) submitting a bid, a resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.			
Date Resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated Authorised Signatory			
Capacity			
Specimen Signature			
Full name and surname of all Director(s) / Member (s)			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
Is a certified copy of the resolution attached?			YES
SIGNED ON BEHALF OF COMPANY / CC			NO
		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

3. Partnership

We the undersigned partners in the business trading as
hereby authorise Mr/Mrs to sign
this bid as well as any contract resulting from the bid and any other documents and correspondence in
connection with this bid and/or contract for and on behalf of the above mentioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner		Signature	
SIGNED ON BEHALF OF PARTNERSHIP		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

4. Consortium

We the undersigned consortium partners, hereby authorise (Name of entity) to act as lead consortium partner and further authorise Mr/Ms to sign this offer as well as any contract resulting from this tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and signed by each member.

Full name of Consortium Member	Role of Consortium Member	% Participation	Signature
SIGNED ON BEHALF OF CONSORTIUM		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

5. JOINT VENTURE

We, the undersigned, are submitting this bid offer in joint venture and hereby authorize Mr / Ms

.....

Authorized signatory of the Company / Close Corporation / Partnership (name)

.....

Acting in the capacity of lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

LEAD PARTNER (Whom the Pikitup shall hold liable for the purpose of the tender)			
NAME OF FIRM			
ADDRESS			
		TEL. NO.	
SIGNATURE		DESIGNATION	
2nd PARTNER			
NAME OF FIRM			
ADDRESS			
		TEL. NO.	
SIGNATURE		DESIGNATION	
3rd PARTNER			
NAME OF FIRM			
ADDRESS:			
		TEL. NO.	
SIGNATURE		DESIGNATION	
4th PARTNER			
NAME OF FIRM			
ADDRESS:			
		TEL. NO.	
SIGNATURE		DESIGNATION	

NOTE: A copy of the Joint Venture Agreement indicating clearly the percentage contribution of each partner to the Joint Venture, is to be submitted with the bid.

A board resolution, authorising each signatory who signed above to do so, is to be submitted with the bid.

CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

DECLARATION IN TERMS OF MUNICIPAL SCM REGULATIONS 21(d) (ii)

I, (full name) and (ID no.), hereby acknowledge that the Pikitup may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors/members/partners to the City of Johannesburg, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

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

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

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

Further details of the bidder's director(s) / shareholder(s) / partner(s) / member(s), etc.:

Director / partner / member	Physical residential address of the director / partner / member	Municipal account number(s)

PLEASE NOTE:

1. Copies of all municipal accounts, not older than 3 months, to be submitted with the bid.
2. If the entity or any of its directors/shareholders/partners/members, etc. rents/leases premises a copy of the rental/lease agreement is to be submitted with this bid.

Signature	Position	Date

ANNEXURE 1.2

CONDITIONS OF TENDER

CONDITIONS OF TENDER

RETURN OF BIDS

This BID closes as indicated on the cover page of this tender document. Late bids will not be accepted or considered and bids delivered to any other address besides the address stated above will not be considered.

Neither PIKITUP nor any of its employees shall be liable in any way whatsoever for BIDS that are not placed in the bid box by the closing date and time.

No BID shall be considered unless it is accompanied by sufficient information to show that the goods offered comply with the specification.

Bidders must state the country of origin and the name of the manufacturer of the goods offered. Documentary proof must be produced, if required.

Bidding documents must be completed properly in permanent black ink, and no correction fluid (Tippex) may be used on the bid document. If the bidder wishes to make a change, the bidder must draw a line through the incorrect wording, write the correct wording next to the change, and also initial next to the change.

VALIDITY PERIOD

Your bid submission must remain valid for a period of **90 days** from the closing date of this bid. It will constitute an offer which remains open for acceptance during the validity period.

BRIEFING OR INFORMATION MEETING

No briefing or information meeting will be held. Questions relating the bid must be email to the contact person as indicated in the bid document.

ADJUDICATION OF BIDS

Bids submitted in response to this invitation will be adjudicated by PIKITUP in terms of the Supply Chain Management Policy and Procedure Manual developed in accordance with the requirements of the Municipal Finance Management Act 56 of 2003, the Preferential Procurement Policy Framework Act # 5 of 2000, and the Preferential Procurement Regulations of 2017. Enquiries in respect of the policy should be addressed to PIKITUP's Acting General Manager: Supply Chain Management – salomemalebye@pikitup.co.za

SUBMISSION OF FRAUDULENT DOCUMENTS

Should any documents at any stage of the contract be found fraudulently obtained the contract will be terminated.

CONTRACT

The terms of the proposed contract with PIKITUP are contained in the General Conditions of Contract, the Special Conditions of Contract and any of the sections of these bidding documents in which the bidder makes an undertaking as to its performance. You must read and understand the terms before you submit your BID as you will be bound by the Contract (as described) if your BID is successful.

ADMINISTRATIVE JUSTICE

In adjudicating bids, PIKITUP shall comply with the requirements of the Promotion of Administrative Justice Act 3 of 2000 and the Promotion of Access to Information Act 2 of 2000, to the extent that these Acts apply to the adjudication by a municipal entity of bids in response to a bid invitation.

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

INTERNAL APPEAL PROCESS

Following the evaluation of tender and selection of a preferred bidder, and provided that a procurement contract has not already entered into force, any bidder may submit a complaint in writing to the chairperson of the PIKITUP Board of Directors ("the Board") or the Managing Director that PIKITUP has not complied with the requirements of the PIKITUP Supply Chain Management Policy or the PIKITUP Code of Ethics, or has in any respect acted in a way that is irregular. The Chairperson of the Board or Managing Director shall not entertain a complaint unless it was submitted within 20 calendar days of when the supplier or contractor submitting it became aware of the circumstances giving rise to the complaint or of when that supplier or contractor should have become aware of those circumstances, whichever is earlier; or entertain a complaint after the procurement contract has entered into force.

Unless the complaint is resolved by mutual agreement of the bidder and the Chairperson of the Board or Managing Director, the Chairperson of the Board shall, within 30 calendar days after the submission of the complaint, issue a written decision. The decision shall state the reasons for the decision; and if the complaint is upheld in whole or in part, indicate the corrective measures that are to be taken.

The decision of the Chair of the Board shall, subject to the review powers of any competent court, be final.

PROVISO

In evaluating bids received and adjudicating the award of this tender, Pikitup Johannesburg (SOC) Limited will, in addition to the pre-compliance and functionality criteria included in the specifications and irrespective of the capital, pricing and black economic empowerment structures of the bidder, take into account as objective criteria (1) the desirability of rotating the work amongst service providers, (2) the past bidding practices of any bidder in relation to evidence and/or reports of combative practices including conduct reported, amongst others, in terms of the Prevention and Combatting of Corrupt Activities Act, 2004, (3) the past contractual performance of any bidder and (4) the nature and extent of disputes involving the bidder in relation to past and/or current contracts. Note that as a result of the application of these objective criteria, the highest scoring bidder(s) will not necessarily be selected as a preferred bidder(s).

In line with the provisions of Supply Chain Management Policy, Pikitup reserves the right to:

- request for a validity extension if necessary,
- apply pre-qualification criteria to advance designated groups in terms of the PPPFA of 2000: Preferential Procurement Regulations of 2017
- award the bid in whole, or award the bid in parts, or not to award the bid at all,
- award the bid to one or more than one bidder(s)
- negotiate the bid price offered, and / or any other terms and conditions of this requirement with the preferred bidder(s), before the final award of the bid.

Pikitup further retain the right to:

- veto or conduct a due diligence on any bidder, and / or any of their sub-contractors or sub-service providers;
- request for samples, demonstrations, site visits or further information relating to the offered goods, services or works

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

- evaluate, review, test, inspect any of the products and / or staff offered for the tender, at Pikitup's sole discretion accept or reject such.

As per section 2(1)(f) of the PPPFA, one or more of the following "objective criteria" may be considered for final selection of bid(s):

- The spread of business amongst suppliers and / or rotation of contracts amongst suppliers,
- The protection of the environment or sustainability considerations,
- The geographical origin of resources utilised as inputs for the execution of the proposed contract,
- The development and / or impact on the local community,
- Considerations of after purchase costs, such as maintenance cost, operational costs, licence costs, or life cycle cost,
- Variants from the original scope of requirements,
- Financial stability and commercial status of the bidder(s),
- The receipt of an abnormally low bid amount, provided that the bidder in question is allowed an opportunity to justify its bid.

DECLARATION BY BIDDER:

I the undersigned, (Name and Surname), being the duly authorised undersigned representative of the Bidder and its associates hereby grant Pikitup Johannesburg (SOC) Limited the required consent in terms of the Protection of Personal Information (POPI) Act, 2013 for the use of the personal information relating to the Bidder (i.e. the company, its owner(s), employees and/or any associated persons' BEE credentials, demographic / ownership profile, location etc.) for the legitimate purposes relating to this bid submission, its evaluation and adjudication.

I FURTHER DECLARE THAT I/WE HAVE READ THE CLAUSES SET OUT ABOVE IN THIS OF THE TENDER DOCUMENTS AND ACCEPT THEIR CONTENTS, SUBJECT TO ANY DECLARATION, WE HEREBY OFFER TO CONTRACT WITH PIKITUP ON THE TERMS SET OUT IN THE BID DOCUMENTS SHOULD WE BE APPOINTED AS THE SUCCESSFUL BIDDER.

AUTHORISED SIGNATURE :

CAPACITY OF SIGNATORY :

DATE :

ADDRESS :

WITNESSES: 1 WITNESSES: 2

ANNEXURE 2.

TERMS OF REFERENCE / SPECIFICATION OF REQUIREMENTS

REQUEST FOR A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.)

1. TERMS AND DEFINITIONS

The Tender document shall be constructed and governed in accordance with the laws of the Republic of South Africa. For purposes of this tender, the following terms shall have the meaning and definitions assigned hereunder, unless the context requires otherwise.

Table 1: Terms and Definitions

DEFINED TERMS/ACRONYM	MEANING
ABNORMAL WEAR AND TEAR	Maintenance or repairs outside the normal wear and tear of a vehicle which form part of serviceable items like tyres, drivetrain (gearbox, differentials, and engine) and mechanical components
ABUSE	Means any conscious act or omission attributable to a member of Pikitup staff which causes physical damage to any vehicle or equipment and which arises out of the willful or grossly negligent misconduct of such member of staff.
ACCIDENT EMERGENCY SERVICE	Means the service to be provided at the scene of any accident.
CONTRACT MANAGER	Means any person and/or persons delegated to oversee the contract as per Pikitup delegation of authority.
BBBEE	"Broad-based black economic empowerment" as contemplated under the Broad-Based Black Economic Empowerment Act, 2003.
BEE REQUIREMENTS	The requirements in respect of BBBEE and Preferential Procurement Act.
BIDDER/S	A potential service provider that submitted a response to this Tender.
BRIEFING NOTES	Written Documentation issued by Pikitup to disseminate further instructions, program changes and information updates to the Bidder/s in relation to the tender, each to be consecutively numbered and referenced to the tender.
BUSINESS DAY	Any day of the week that is not a Saturday, Sunday, or Public Holiday in the Republic of South Africa.
CLOSING DATE	The date and time specified for the submission of this tender as contained herein.
CoJ	City of Johannesburg Metropolitan Municipality.
CONSTITUTION	Constitution of the Republic of South Africa Act, 1996.
CPK	Cost per kilometer.
WASTE	Means waste generated within residential and business premises and collected through bins prescribed by Pikitup and/or plastic bin liners as well as illegal waste dumping.
DRIVER / OPERATOR	Means a person declared to the Contractor in writing who:- is employed or contracted to operate a Vehicle (Leased or Owned). possesses the required valid driving and/or operator license or certificate; complies with the conditions of such driving license; and is not legally prohibited from operating the class of vehicle in question.
ENTERPRISE	A company, close corporation, juristic person, trust, partnership, joint venture, association, or sole proprietor, whether or not having separate legal personality.
GOOD INDUSTRY PRACTICE	The standards, practices, methods and procedures conforming to applicable law, and exercising that degree of skill, care, diligence,

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DEFINED TERMS/ACRONYM	MEANING
	prudence, and foresight that would reasonable and ordinarily be expected from a skilled and experienced person engaged in similar type of undertaking under similar circumstances. Applying, in relation to the way similar Project Deliverables are rendered.
INCIDENT	Means any random incident involving injury or damage to persons, animals, or property.
AUTHORISED MEMBER	The delegated person by the Service Provider authorised to sign and bind the Service Provider.
MFMA	The Municipal Finance Management Act, (Act No.56 of 2003).
OEM	Original Equipment Manufacturer.
PIKITUP	A wholly owned entity of the CoJ established to render waste management services on behalf of the CoJ.
RECOMMENDED BIDDER/S	The recommended Bidder/s, if any, selected through a transparent and open tender process to enter into any negotiations.
SOH	Standard Operating Hours.
ToR	Terms of Reference.
TVWH	Total Vehicle Working Hours.
TWH	Total Working Hours.
VAT	Value Added Tax as contemplated under the Value Added Tax Act, 1991 as amended.
VWD	Vehicle Working Days.
VEHICLE	Means the specialised waste management vehicles/fleet owned and/or leased operated by Pikitup, including but not limited to the new vehicles/fleet.

2. PURPOSE OF TENDER

The purpose of this tender is to:

- 2.1. Appoint a panel of service providers to supply, operate and manage the required specialised fleet services on an as and when basis (ad-hoc) for a period of 36 months to supplement the Pikitup owned fleet and / or term fleet lease contracts.
- 2.2. The specialised waste management vehicles will be used to deliver an integrated waste management services in the various regions and at the various landfills of the City of Johannesburg.
- 2.3. The specialised waste management vehicles will include all costs such as the driver, operator, fuel, tyres, insurance, and all maintenance for the account of the service provider/s.

Table 2: Specialised waste management vehicle categories

NO	VEHICLE MAKE, TYPE & DESCRIPTION	<u>BODY TYPE (CAGE, COMPACTOR, TIPPER)</u>
1	(6 X 4) 19 - 21 CUBE REL COMPACTOR	BIN LIFTERS
2	(4 X 2) 9 - 11 CUBE REL COMPACTOR	BIN LIFTERS
3	(6 X 4) 19 - 21 CUBE REL COMPACTOR	REEVE WITH WINCH CABLE
4	(6 X 4) SKIP LIFT – ON	6 TO 8 CUBE SKIP LOADER
5	(4 X 2) CLOSED MESH CAGE BODY	CLOSED CAGE BODY
6	(4 X 2) DRIVEN MOBILE SWEEPER	MOBILE SWEEPER
7	(6 X 4) 30 CUBE FEL COMPACTOR	FEL COMPACTOR
8	(4 X 2) 10 TON TIPPER WITH CRANE	TIPPER WITH CRANE AND CLAW CLAMP
9	(6 X 4) 30 CUBE CONTAINER RORO	HOOKLIFT ROLLON
10	(4 x 2) WATER TANKER TRUCK 10 000 LITRE	WASHING AND FLUSHING OF SIDEWALKS AND STREETS
11	TRI-AXLE 40 CUBE TRAILER	40 CUBE SIDE TIPPER TRAILER
12	6 X 4 TRUCK TRACTOR	MIN 280KW POWER OUTPUT

Note:

- 6x4 drivetrain (six-by-four) is a vehicle with a drivetrain of three axles delivering power to two wheels ends on two of them.
- 6x2 drive train is a vehicle with six wheels, two of them are driven, so 3 axles - one is a drive axle.
- 4x2 or 2WD is a vehicle that has a two-wheel drive (2WD) with four wheels. The driven wheels can be either back or front wheels but are usually the back wheels.
- Refer to Annexure B for the detailed descriptions

3. SCOPE OF WORK

- 3.1. Pikitup hereby seeks to appoint a panel of service providers for a period of 36 months on the following requirements in terms of the specialised waste management vehicles.
- 3.2. Supply and operate specialised waste management vehicles on an as and when required basis (Ad-hoc) based on requirement from Pikitup.
- 3.3. Fleet management support services for specialised waste management vehicles:
 - 3.3.1. FMS (Fleet Management System) and support services,
 - 3.3.2. 24/7/365 Support services,
 - 3.3.3. 24/7/365 Breakdown and roadside assistance services,
 - 3.3.4. Provision of fuelling services of own units per full shift,
 - 3.3.5. Cleaning, sanitisation, and lubrication services (weekly),
 - 3.3.6. Ensure all operating staff are equipped with Personal Protective Equipment (PPE), including COVID-19 PPE,
 - 3.3.7. Dedicated contract service Supervisor or Manager,
 - 3.3.8. Fleet performance reporting daily, weekly, and monthly,
 - 3.3.9. Accident administration support service
- 3.4. Bidder/s must take note of the specialised waste management vehicles as contained in (Annexure B).
- 3.5. Bidder/s with the necessary knowledge, expertise, capacity, and experience must submit proposals in line with the following requirements: -
 - 3.5.1. Bidders must submit suitable pricing that match the approved specifications for consideration by Pikitup
 - 3.5.2. Bidders must have at least 3 (three) respective vehicle categories available as indicated in table 2, annexure A and annexure B of this document.
 - 3.5.3. Bidders must only include vehicles that are less than 5 years of age. Pikitup will not consider any bid where vehicles proposed are older than 5 years of age (i.e. calculated from date of first registration, to the tender closing date of this bid).
 - 3.5.4. Bidder/s must finance the entire specialised waste management vehicle and delivery process from its own funding resources.
 - 3.5.5. Bidder's will ensure each specialised vehicle will be available for a period of 8 hours per shift, and only hours worked will be signed off and invoiced accordingly to a maximum of 40 hours per vehicle per week.
 - 3.5.6. At Pikitup's discretion shift times may vary as required depending on operational requirements at the time.

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

- 3.5.7. Bidder/s must facilitate the fitments of all the required attachments and accessories as well as modifications required to ensure that the specialised waste management vehicles are able to fulfil their functional requirements.
- 3.5.8. Bidder/s must manage the logistics, value chain for the specialised waste management vehicles, licensing, and registration, securing the relevant warranties and / or maintenance plans, as well as the delivery of each specialised waste management vehicle.
- 3.5.9. The successful Bidder/s will be liable for a penalty for each instance where it fails to provide the services as required.
- 3.5.10. Bidder/s must submit proposals on how they will manage the maintenance of the supplied specialised vehicles.
- 3.6. Requirements in terms of management and maintenance of specialised waste management vehicles are as follows:
 - 3.6.1. Registering the specialised waste management vehicles onto the Pikitup landfill data base.
 - 3.6.2. Ensuring that each specialised waste management vehicle required, has an approved ad hoc request form to acknowledge activation of services required.
 - 3.6.3. Maintaining record of each specialised waste management vehicle trip sheets and timesheets signed by Pikitup.
 - 3.6.4. Pre-empting and scheduling routine and preventative maintenance and / or servicing for the specialised waste management vehicles, by utilising management information available through its various sources.
 - 3.6.5. Ensuring that the repairs and maintenance services carried out is in accordance with the operational requirements (i.e. outside of working hours) of Pikitup, and agreed to by the depot management.

4. FLEET AVAILABILITY

- 4.1. The successful Bidder/s will be required to manage the specialised waste management vehicles availability.
- 4.2. Ensuring that each specialised waste management vehicle is 98% available for the required operational time of the scheduled operating hours (i.e. TWH) per day.
- 4.3. The availability shall be calculated per active specialised waste management vehicle and expressed as a percentage of the TVWH for each day, whereby.
 - 4.3.1. The TVWH shall be expressed either as 8 hours shift, per day (includes weekends and public holidays) and should not exceed 40 hours per vehicle per week; and
 - 4.3.2. TVWH shall be calculated at a maximum of 40 hours per vehicle per week.
- 4.4. Bidder/s will be required to provide for the following in terms of availability:

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

- 4.4.1. Capturing and recording the availability information for each specialised waste management vehicle into its management information system, including the TVWH of each specialised waste management vehicle to monitor the achievement of availability and to report such availability accurately.
- 4.4.2. A penalty will be levied where the service provider failed to ensure the availability of an operational specialised waste management vehicle/s at the required level of 98%.
- 4.4.3. The replacement vehicle (if any) must be of the same quality, capability, and specification.

(Refer to Annexure B for the fleet requirements of specialised waste management vehicles)

NB: The successful Bidder/s will be liable for a penalty for each instance where it fails to provide the services as required.

5. PROVISION OF VEHICLE MANAGEMENT TECHNOLOGY (VMT) SYSTEM

- 5.1. Bidder/s must provide specialised waste management vehicle fitted with Global Positioning System (GPS) to enable Vehicle Management (VM).
- 5.2. The system must provide for geo-fencing in the City of Johannesburg boundaries.
- 5.3. The GPS must provide for live tracking and reporting.
- 5.4. The VM unit must have its own back-up battery.
- 5.5. Bidder/s must provide automated emergency alert system in the form of a vehicle based as well as a remote panic button system.
- 5.6. Each compactor with bin lifters must have an automated bin count mechanism to ensure each bin collected is accounted for (approximately 1200 bins per day)
- 5.7. Bidder/s must provide the following reports on a weekly basis:
 - 5.7.1. Daily system generated bin count report
 - 5.7.2. Daily Driver behaviour reports
 - 5.7.3. Route replay reports
 - 5.7.4. Daily plotting of routes
 - 5.7.5. Accident reconstruction reports (when required)
 - 5.7.6. Recording of kilometres travelled and hours worked per vehicle
 - 5.7.7. Productive and unproductive hours per shift

6. PROVISION OF FUELING SERVICES

- 6.1. Bidder/s must provide and manage services related to the provision of fuel and fuelling facilities of their own vehicles.
- 6.2. Should fuel provided be insufficient to start and complete a full shift, penalties shall apply.

7. PROVISION FOR SPECIALISED VEHICLE CLEANING, SANITIZING AND LUBRICATION SERVICES

- 7.1. The Bidder/s will be required to arrange for and provide vehicle cleaning services for the specialised waste management vehicles in accordance with manufacturer's specifications/ recommendations and pre-agreed schedules.
- 7.2. Prospective Bidder/s must provide monthly reports indicating when each specialised waste management vehicle was cleaned, lubricated, sanitised, and decontaminated.

8. PERFORMANCE REPORTING

- 8.1. The Bidder/s will be required to collect, maintain, and provide "up to date" management records and related reports (including exceptions) on specialised waste management vehicles to stakeholders and line managers periodically.

9. MEETINGS

- 9.1. Pikitup and the Successful Bidder/s will hold regular meetings, as and when required. The meetings will amongst others discuss the following:
 - 9.1.1. Service provider's performance
 - 9.1.2. Compliance with applicable laws and regulations
 - 9.1.3. Penalties
 - 9.1.4. Incidents
 - 9.1.5. Operational requirements and forward planning

10. OPERATING PROCEDURES

- 10.1. Successful Bidder/s are required to develop and maintain standard operating procedures that will be applicable in the provision of services in line with the Pikitup Standard Operating Procedures (SOP's).

11. SERVICE STANDARDS AND COMPLIANCE TO SERVICE LEVEL STANDARDS

- 11.1. The successful bidder/s will be required to maintain at least the minimum service levels and adhere to the key deliverables specified in this ToR and/or service specifications.

- 11.2. The minimum service level is that all vehicles ordered must be delivered as stipulated. Availability of each of the vehicles will not be less than 98% during a normal working day of operations
- 11.3. The successful bidder/s will be required to maintain compliance with relevant service levels and to report any non-compliance detected to Pikitup.
- 11.4. Bidder/s should note that penalties will be implemented by Pikitup to ensure compliance to agreed service levels.

12. PRICING

- 12.1. Bidder/s must provide costing reflecting the actual wet rate, cost of services required by Pikitup in line with the pricing schedule provided (i.e. Annexure A).
- 12.2. The Bidder/s are required to ensure that the rates proposed in the bid are in line with the industry norms and standards, including but not be limited to the designs and specifications in the market.
- 12.3. Bidders who omit to fully complete the pricing schedule for at least 3 categories (i.e. 12 categories in annexure A), for all options of the applicable categories (i.e. exclude driver and crew, include driver only, include driver and crew) and pricing for all 3 years will be deemed unresponsive.
- 12.4. Bidders must only price in Annexure A for available (not older than 5 years) vehicle categories as specified in Annexure B.
- 12.5. The category items priced in Annexure A must correlate with the category items available in Annexure B.
- 12.6. The respective crew sizes for each category is indicated in Annexure A. The “crew” include the operator and / or workers but exclude the driver.
- 12.7. Bidders must sign the pricing schedule and may not alter the pricing schedule format.
- 12.8. All rates must be an hourly wet rate, and the hourly rate will apply for all days of the week.

13. INSURANCE AND INDEMNIFICATION

- 13.1. The risk of ownership and insurance remains with the service provider.
- 13.2. Sufficient comprehensive insurance is required.

14. VEHICLES MUST COMPLY WITH THE ROAD TRAFFIC LEGISLATION

- 14.1. Any non-compliant vehicle will be returned and cancelled.

- 14.2. All vehicles must be tested and issued with a Certificate of Fitness (COF) every 12 months during the period of the contract.
- 14.3. At any time during the duration of this contract the Bidder/s may be called upon to produce any one or all the following documents in respect of all road going vehicles:
 - 14.3.1. Current Certificate of Fitness (COF)
 - 14.3.2. Current Public Vehicle Licence

15. EVALUATION CRITERIA AND PROCESS

- 15.1. Pikitup will establish a Bid Evaluation Committee (BEC) whose responsibility is to evaluate bids and make recommendations to the Bid Adjudication Committee (BAC). The BEC will evaluate the bids in accordance with the predetermined evaluation criteria and make recommendations to the BAC. The BAC will review the recommendation made by the BEC and make a further recommendation to the Managing Director for his/her consideration and approval.
- 15.2. The evaluation criteria set out in this document shall be applicable and may not be altered during the evaluation process.
- 15.3. Bids will be evaluated on the information as contained in the bid submissions. Bidder/s must meet the required minimum compliance requirements, failure to which the bid submission will be considered non-responsive and therefore disqualified.
- 15.4. Bids will be evaluated based on the pre-compliance evaluation criteria, and thereafter the functionality evaluation criteria as set out in this document.
- 15.5. The bidders that meet the minimum functionality threshold will qualify for further consideration.
- 15.6. Final unit rates will be negotiated with the shortlisted bidders to establish a panel of service providers.
- 15.7. Pikitup reserves the right to negotiate the bid rates or propose alternative rates.
- 15.8. Pikitup reserves the right to award this tender in part or in its entirety, to multiple service providers, or not to award at all.

Pikitup reserves the right to inspect and confirm compliance of the vehicles prior to final award.

16. BRIEFING OR INFORMATION SESSION

- 16.1. No briefing or information session is required for this tender.

17. PRE- COMPLIANCE EVALUATION

17.1. The appointed Bid Evaluation Committee (BEC) will evaluate compliance with the pre-compliance criteria based on the compulsory returnable documents as mentioned below. Only bidders that meet all the pre-compliance criteria will be considered for further evaluation at the functionality evaluation stage.

17.2. Compulsory Returnable Documents Required for Pre-compliance Evaluation:

17.2.1. Bidders will be eliminated for not submitting compulsory returnable documents as stated below, should any documents at any stage of the contract be found fraudulently obtained the contract will be terminated

Table 3: Compulsory returnable documents and pre-qualification evaluation criteria

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>a) To enable Pikitup to verify the bidder's tax compliance status, the bidder must provide;</p> <ul style="list-style-type: none"> • Copy of the Central Supplier Database (CSD) registration, where the CSD is fully tax compliant (CSD must not be older than 3 months); • or indicate their Master Registration Number / CSD Number; where the CSD is fully tax compliant <p>Note:</p> <ul style="list-style-type: none"> - Refer to MDB 1 - The tax compliance status on CSD must be maintained, since the tax status will be confirmed on the CSD website during the evaluation process as well as prior to final recommendation to award) 		<p>CSD must be in the same business name as the bidding company?</p> <p>CSD must be valid?</p> <p>The Tax status on CSD must be fully compliant?</p> <p>Bidders must ensure that their tax compliant status are continuously updated on CSD.</p>
<p>b1) Confirmation that the bidding company's rates and taxes are up to date:</p> <ul style="list-style-type: none"> • Where the property is owned by the bidding company, an original or copy of the Municipal Account Statement of the bidding company confirming that the account is not in arrears for more than ninety (90) days. The correspondence may not be older than 3 months from date of tender closing; or • Where the property is leased or arrangements are in place for the bidding company to operate from 		<p>Was a Municipal Account Statement or landlord letter provided for the bidding company?</p> <p>The name and / or addresses of the bidder's statement correspond with CIPC document?</p> <p>Are correspondence recent (not older than 3</p>

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>the landlord's premises, a letter or statement or affidavit from landlord or the landlord's appointed property agent are required, confirming that the bidding company has no disputed account and / or that the account is not in arrears for more than ninety (90) days. Where possible, the landlord letter, landlord statement or landlord affidavit should be accompanied with a signed lease agreement.</p>		<p>months)?</p> <p>Are all payment(s) up to date (i.e. not in arrears for more than 90 days?</p>
<p>b2) In addition to the above, confirmation is required that rates and taxes are up to date for all the bidding company's <u>owners / members / directors / major shareholders</u>:</p> <ul style="list-style-type: none"> Where an <u>owner / member / director / major shareholder</u> is not residing within South Africa, an affidavit is required from the <u>owner / member / director / major shareholder</u> confirming the aforesaid Where the property is owned by the <u>owner / member / director / major shareholder</u> an original or copy of the Municipal Account Statement of the bidding company confirming that the account is not in arrears for more than ninety (90) days. or Where the property is leased or arrangements are in place for the <u>owner / member / director / major shareholder</u> to reside at the landlord's premises, a letter or statement or affidavit from landlord or the landlord's appointed property agent are required, confirming that the bidding company has no disputed account and / or that the account is not in arrears for more than ninety (90) days. Where possible, the landlord letter, landlord statement or landlord affidavit should be accompanied with a signed lease agreement. <p>The above correspondence may not be older than 3 months from date of tender closing. Statements must be on a letter head and dated, and letters or affidavit must be dated and signed.</p>		<p>Was a Municipal Account Statement(s) or landlord letter(s) provided for ALL the bidding company's (SA based) directors?</p> <p>The names and/or addresses of all directors on statement correspond with CIPC document?</p> <p>Are correspondence recent (not older than 3 months)?</p> <p>Are all payments up to date (i.e. not in arrears for more than 90 days?</p>
c) Duly Signed and completed MBD forms (MBD 1, 4,		All documents fully

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>5, 8 and 9)</p> <p>The person signing the bid documentation must be authorised 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.</p>		<p>completed (i.e. no blank spaces)?</p> <p>All documents fully signed?</p> <p>Signature authorised (any director / member / trustee as indicated on the CIPC document, alternatively a delegation of authority would be required?</p> <p>Documents completed in black ink (i.e. no "Tippex" corrections, no pencil, no other colour ink, will be considered)?</p>
<p>d) Financial Statements for the most recent three (3) years or financial statements from date of existence for companies less than three years.</p> <p>NB: <u>The bidder must submit signed audited annual financial statements for the most recent 3 years, or if established for a shorter period, submit audited annual financial statements from date of establishment.</u></p> <p>If the bidder is not obliged by law to prepare signed annual financial statements for auditing purposes, then the bidder must submit annual financial statements for the most recent 3 years in accordance with any applicable law, or if established for a shorter period, submit annual financial statements from date of establishment. The annual financial statements must be for the most recent three consecutive periods. Where a bidder is established or operational for less than 3 years, documented proof must be provided to confirm the date of establishment or date of operational commencement.</p> <p><u>If the bidder is not obliged by law to prepare annual financial statements for auditing purposes, they must submit their Public Interest Score (PIS) declaration to confirm that Audited Financial Statements are not a requirement, together with their Financial Statements for the previous three financial years or since establishment.</u></p> <p>PIS are as follows:</p>	<p><i>(Applicable for tenders above R10m in conjunction with MBD 5)</i></p>	<p><u>Audited</u> financials provided (Audited financials must be signed by auditor)?</p> <p>If not, did the bidder provide proof by means of PIS score that financials must be either independently reviewed or no review required?</p> <p>If PIS score was provided, was the relevant financial statements provided (i.e. independently reviewed or where no review is required)?</p> <p>Where supplier is in existence for less than 3 years, the financial statements for the most recent operational years must be provided, and proof what date the company was registered must be</p>

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<ul style="list-style-type: none"> - Above 350, Financial Statement to be audited - 100 – 349, Financial Statement must have an independent review. - Less than 100, Financial Statement do not require to be audited nor an independent reviewed. 		<p>provided, or proof of operational commencement.</p> <p>Where the company was registered but dormant for a period of time, a certified affidavit is required from the managing director or principal member / trustee.</p>
<p>e) Joint Ventures (JV) – (Only applicable when the bidder tender as a joint venture)</p> <ul style="list-style-type: none"> • Where the bidder bid as a Joint Ventures (JV), the required or relevant documents as per (a) to (i) 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. • Note: It is a condition of this bid that the successful bidder will continue with same Joint Venture (JV) for the duration of the contract, unless prior approval is obtained from Pikitup. 		<p>If applicable.</p> <p>JV agreement provided?</p> <p>JV agreement complete and relevant?</p> <p>Agreement signed by all parties?</p> <p>All required documents as per (i.e. a to e) must be provided for all partners of the JV.</p>
<p>f) Pre-qualification criteria to advance designated groups. Minimum B-BBEE status level 3 (i.e. only BBEE level 1, or 2 or 3 will be considered). Original or certified copy of valid BBEE certificate, or QSE / EME affidavit.</p>		<p>Original or certified copy of valid BBEE certificate, or QSE / EME affidavit.</p>
<p>g) Original or certified copy of valid letter or certificate of good standing from the Department of Labour or COIDA, the letter / certificate must be valid at the time of bidding (certified copies must not be older than 3 months)</p>		<p>Original or certified copy of valid COIDA</p>
<p>h) Original or certified copy of insurance company letter or statement or policy confirming 3rd party or public liability insurance cover of at least R10m</p>		<p>Original or certified copy of 3rd party or public liability insurance cover of at least R10m</p>
<p>i) Certified copy of proof of ownership and / or a certified copy of lease / rental commitment</p>		<p>Certified copy of proof of ownership and / or a</p>

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

Compulsory Returnable Documentation are required for pre-compliance evaluation purposes (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
document for all vehicles quoted in this bid. Certified copies of Natis documents for each vehicle must accompany the lease or rental commitment document.		certified copy of lease / rental commitment and Natis documents
j) Certified copy of the safety officer's qualification with a minimum of a 3 (three) year National Diploma in health and safety management or equivalent recognised by SAQA. In addition to the qualification, proof must be provided that the qualification is recognized by SAQA		Certified copy of safety qualification of a minimum 3 year Diploma or equivalent of the safety officer
k) Bidders who omit to fully complete the pricing schedule for at least 3 categories (i.e. 12 categories in annexure A) for all options (i.e. exclude driver and crew, include driver only, include driver and crew) for all 3 years will be deemed unresponsive. The pricing schedule (Annexure A) must be signed, and must correspond with categories specified in annexure B.		Fully signed pricing schedule with at least 3 vehicle categories quoted
l) All vehicle/s quoted should not be older than 5 years (i.e. calculated as from date of tender closing). The summary of available vehicles must be indicated in Annexure B, and the information will be verified as per the Natis documents supplied. Annexure B must be signed, and must correspond with categories specified in Annexure A		Completion of Annexure B and certified copies of the vehicle Natis Documents

17.3. Other Returnable Documentation Required

17.3.1. The following additional returnable documentation is required.

Table 4: Other Returnable Documentation

Other Returnable Documentation	Submitted (YES or NO)
a) Proof of Company Registration (Latest version of company registration showing the company's physical address, all the current registered owners / members / directors / shareholders, and all the owners / members / directors / shareholders' physical addresses.	

Other Returnable Documentation	Submitted (YES or NO)
b) Certified Copy of ID Documents of all owners/members/directors/shareholders	
c) Company Profile	
d) CV's of operational supervisor and safety officer	
e) Completion of schedule of key projects undertaken (Annexure C)	
f) Reference letters from different companies for the supply of specialised waste management vehicles	
g) Attach any other supporting documents relevant to the technical / functionality evaluation criteria that is not specified above	

18. FUNCTIONALITY EVALUATION CRITERIA

18.1. The following functionality criteria will apply, and the maximum weights of each criteria will be as indicated below.

Table 5: Functionality Criteria

Table 6.1 Functionality Criteria																																
CRITERION	CRITERION DETAILS	WEIGHTING																														
	<p><u>Liquidity Ratios = (10)</u></p> <p>Current Assets divided by Current Liability</p> <p>If assets are greater than liabilities by</p> <table><tr><td><input type="checkbox"/></td><td>Above 2</td><td>= 5</td></tr><tr><td><input type="checkbox"/></td><td>Above 1.5 but less than/equal to 2</td><td>= 4</td></tr><tr><td><input type="checkbox"/></td><td>Above 1 but less than/equal to 1.5</td><td>= 3</td></tr><tr><td><input type="checkbox"/></td><td>Equal to or below 1</td><td>= 0</td></tr></table> <p><u>Interest Cover Ratio (5)</u></p> <p>Earnings before Interest and Taxes divided by Interest</p> <table><tr><td><input type="checkbox"/></td><td>Above 5</td><td>= 5</td></tr><tr><td><input type="checkbox"/></td><td>Above 4 but less than/equal to 5</td><td>= 4</td></tr><tr><td><input type="checkbox"/></td><td>Above 3 but less than/equal to 4</td><td>= 3</td></tr><tr><td><input type="checkbox"/></td><td>Above 2 but less than/equal to 3</td><td>= 2</td></tr><tr><td><input type="checkbox"/></td><td>Above 1 but less than/equal to 2</td><td>= 1</td></tr><tr><td><input type="checkbox"/></td><td>Equal to or below 1</td><td>= 0</td></tr></table>	<input type="checkbox"/>	Above 2	= 5	<input type="checkbox"/>	Above 1.5 but less than/equal to 2	= 4	<input type="checkbox"/>	Above 1 but less than/equal to 1.5	= 3	<input type="checkbox"/>	Equal to or below 1	= 0	<input type="checkbox"/>	Above 5	= 5	<input type="checkbox"/>	Above 4 but less than/equal to 5	= 4	<input type="checkbox"/>	Above 3 but less than/equal to 4	= 3	<input type="checkbox"/>	Above 2 but less than/equal to 3	= 2	<input type="checkbox"/>	Above 1 but less than/equal to 2	= 1	<input type="checkbox"/>	Equal to or below 1	= 0	15
<input type="checkbox"/>	Above 2	= 5																														
<input type="checkbox"/>	Above 1.5 but less than/equal to 2	= 4																														
<input type="checkbox"/>	Above 1 but less than/equal to 1.5	= 3																														
<input type="checkbox"/>	Equal to or below 1	= 0																														
<input type="checkbox"/>	Above 5	= 5																														
<input type="checkbox"/>	Above 4 but less than/equal to 5	= 4																														
<input type="checkbox"/>	Above 3 but less than/equal to 4	= 3																														
<input type="checkbox"/>	Above 2 but less than/equal to 3	= 2																														
<input type="checkbox"/>	Above 1 but less than/equal to 2	= 1																														
<input type="checkbox"/>	Equal to or below 1	= 0																														
TECHNICAL CAPABILITY AND INFRASTRUCTURE	Experience of the key personnel																															
	<p>Operational Supervisor</p> <p>The CV of the operational supervisor must demonstrate the supervision experience relating to waste management fleet and /</p>	30																														

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

CRITERION	CRITERION DETAILS		WEIGHTING	
	or logistics (15)			
	Guideline	Rating 0-5		
	Below 1 year experience in projects of similar nature	0		
	One (1) year up to 2 years experience in projects of similar nature	1		
	Two (2) years up to 3 years experience in projects of similar nature	3		
	3 years and above	5		
	Safety Officer The CV of the Safety Officer must demonstrate safety officer experience relating to fleet and / or logistics (15)			
	Guideline	Rating 0-5		
	Below one (1) year experience in projects of similar nature	0		
	One (1) year up to two (2) years' experience in projects of a similar nature	1		
	More than two (2) years up to 3 years' experience in projects of similar nature	3		
	Above three (3) years	5		
	Experience in the supply of specialised vehicles for waste management			25
	Track record (Company Profile supported by schedule of project undertaken as per Annexure C), experience in the supply of specialised waste management vehicles			
	The company profile must indicate the total number of years' experience, and the schedule of projects undertaken must indicate the client company name, short project description, start and end dates, total value of projects.			
Guideline	Rating 0-5			
More than 5 years' experience with track record	5			
More than 4 up to 5 years' experience with track record	4			
More than 3 up to 4 years' experience with track record	3			
More than 2 up to 3 years' experience with track record	2			
1 to 2 years' experience with track record	1			
Below 1 year experience with track record or no submission	0			
Contactable references relating to annexure C for the supply of specialised waste management vehicles		15		
Guideline	Rating 0-5			
0 Compliant reference	0			
1 Compliant reference	1			
2 Compliant reference	3			
3 Compliant reference	5			
Reference letters must comply with the following requirements: - References must be original or certified copies - Reference letters must be signed by the client				

CRITERION	CRITERION DETAILS		WEIGHTING
	<ul style="list-style-type: none">- Reference letters must be for projects exceeding R5mil per project and the value must be specified in the letter/s- References must be on the client official company letterheads- References must be contactable (i.e. with client's contact details)- References must be relevant to the required service (i.e. the supply of specialised waste management vehicles) References may not be from affiliated companies within the fleet supply industry, and must be from clients where services were delivered to the end user		
LOCALITY	Locality		
	The address where the business premises are located or is operating from.		15
	Guideline	Rating 0-5	
	Outside RSA	0	
	Outside Gauteng within RSA	2	
	Within Gauteng but Outside COJ area	3	
	Within COJ area	5	
Subtotal (In office functionality evaluation)			100
Bidders must score 70 out of 100 points to qualify for final negotiations			

Bids that do not **score 70 or more points** out of a total of 100 on functionality evaluation will not be further considered.

19. UNIT PRICE NEGOTIATIONS AND PANEL SELECTION

- 19.1. The will be considered for further unit price negotiations.
- 19.2. Final unit rates will be negotiated with the shortlisted bidders to establish a panel of service providers.
- 19.3. Pikitup reserves the right to negotiate the bid rates or propose alternative rates.
- 19.4. Bidders will be considered, to be included on the panel of pre-approved service providers, where unit rates are mutually agreed.
- 19.5. Pikitup reserves the right to award this tender in part or in its entirety, to multiple service providers, or not to award at all.
- 19.6. Pikitup reserves the right to inspect and / or confirm compliance of the vehicles prior to final award.

20. WORK ALLOCATION

- 20.1. Successful bidders that qualify to be included on the panel of service providers will be allocated amongst the Pikitup depot areas.
- 20.2. Work allocation will be based on the available quantities per category specified on the bid document.
- 20.3. The successful bidders with the newest vehicles per category will be given preference of work allocation.

21. COMPLIANCE WITH LEGISLATION AND SPECIFICATION

- 21.1. The Service provider shall comply with the City's by-laws and any other Laws, Regulations or Ordinances and shall give all notices and pay all fees required by the provisions of such by-laws and regulations to the City and other authorities specified therein.
- 21.2. The Service provider shall comply with all the Requirements prescribed in the specifications.

The Service provider shall at the Service provider's expense provide adequate protective clothing for its maintenance staff, as deemed a requirement by Pikitup's: SHE Department for the duration of the contract.

ANNEXURE 3

(A TO C)

ANNEXURE A – UNIT RATE CARD / SCHEDULE

ANNEXURE B – QUANTITY OF VEHICLES AVAILABLE (NOT OLDER THAN 5 YEARS) AND VEHICLE REGISTRATION NUMBERS

ANNEXURE C – EXPERIENCE / COMPLETED PROJECTS

ANNEXURE A - SPECIALISED FLEET SUPPLY AND MANAGEMENT ON A WET RATE - RATE CARD FOR 36 MONTHS												
NO	VEHICLE CATEGORY	FUNCTIONALITY	Crew Size (excluding driver)	YEAR 1			YEAR 2			YEAR 3		
				HOURLY WET RATE FOR 8 HOUR SHIFT EXCL VAT (EXCLUDE DRIVER AND CREW)	HOURLY WET RATE FOR 8 HOUR SHIFT EXCL VAT (INCLUDE DRIVER ONLY)	HOURLY WET RATE FOR 8 HOUR SHIFT EXCL VAT (INCLUDE DRIVER AND CREW)	HOURLY WET RATE FOR 8 HOUR SHIFT EXCL VAT (EXCLUDE DRIVER AND CREW)	HOURLY WET RATE FOR 8 HOUR SHIFT EXCL VAT (INCLUDE DRIVER ONLY)	HOURLY WET RATE FOR 8 HOUR SHIFT EXCL VAT (INCLUDE DRIVER AND CREW)	HOURLY WET RATE FOR 8 HOUR SHIFT EXCL VAT (EXCLUDE DRIVER AND CREW)	HOURLY WET RATE FOR 8 HOUR SHIFT EXCL VAT (INCLUDE DRIVER ONLY)	HOURLY WET RATE FOR 8 HOUR SHIFT EXCL VAT (INCLUDE DRIVER AND CREW)
1	(6 X 4) 19 - 21 CUBE REL COMPACTOR WITH LOW/HIGH BIN LIFTERS	COLLECTION OF 240 LITRE BINS	5	R	R	R	R	R	R	R	R	R
2	(4 X 2) 9 - 12 CUBE REL COMPACTOR WITH LOW/HIGH BINLIFTERS	COLLECTION OF 240 LITRE BINS	5	R	R	R	R	R	R	R	R	R
3	(6 X 4) 19 - 21 CUBE REL COMPACTOR WITH WINCH CABLE	COLLECTION OF WASTE SKIP BINS	5	R	R	R	R	R	R	R	R	R
4	(6 X 4) SKIP LIFT - ON	COLLECTION OF WASTE SKIP BINS	1	R	R	R	R	R	R	R	R	R
5	(4 X 2) 6 to 8 TON CLOSED MESH CAGE BODY	COLLECTION OF STREET BAGS / S@S	5	R	R	R	R	R	R	R	R	R
6	(4 X 2) DRIVEN MOBILE SWEEPER	SWEEPING OF STREET CURBS AND WALKWAYS	5	R	R	R	R	R	R	R	R	R
7	(6 X 4) 30 CUBE FEL COMPACTOR	OVER CAB COLLECTION OF THE 1000 LITRE BINS	1	R	R	R	R	R	R	R	R	R
8	(4 X 2) 10 TON TIPPER WITH CRANE	COLLECTION OF DUMPING ON SIDE OF RAODS	1	R	R	R	R	R	R	R	R	R
9	(6 X 4) 30 CUBE CONTAINER RORO	GARDEN SITE BIN COLLECTION	1	R	R	R	R	R	R	R	R	R
10	WATER TANKER TRUCK 10 000LITRE	WASHING AND FLUSHING OF SIDEWALKS AND STREETS	1	R	R	R	R	R	R	R	R	R
11	TRI-AXLE 40 CUBE TRAILER	COLLECTION OF SHREDDED GREEN WASTE	0	R	R	R	R	R	R	R	R	R
12	6 X 4 DAY CAB TRUCK TRACTOR	PULLING OF THE 40 CUBE TIPPER TRAILERS	1	R	R	R	R	R	R	R	R	R

Bidding Company Name

Authorised Signature

Date

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

ANNEXURE B - SPECIALISED FLEET DESCRIPTION, QUANTITY OF UNITS AVAILABLE, DATE OF FIRST REGISTRATION, VEHICLE AGE, AND VEHICLE REGISTRATION NUMBERS							
CATEGORY #	VEHICLE CATEGORY TYPE	VEHICLE DESCRIPTION	FUNCTIONALITY OF VEHICLE	QUANTITY OF VEHICLES AVAILABLE THAT IS NOT BE OLDER THAN 5 YEARS (EG. "4")	DATE OF FIRST REGISTRATION OF VEHICLE (EG. "2021/06/15")	AGE OF VEHICLES IN MONTHS, CALCULATED FROM DATE OF FIRST REGISTRATION (EG. "12 MONTHS")	VEHICLE REGISTRATION NUMBERS FOR AVAILABLE FLEET (EG. "ABC123 GP")
1	(6 X 4) 19 - 21 CUBE REL COMPACTOR WITH LOW/HIGH BIN LIFTERS	19 - 21m³ with 240 and 1000 Litre Container Bin Lifters, inclusive of the following: Fitted with bin lifter to be able to load 240l without spillage.	COLLECTION OF 240 LITRE BINS		1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
2	(4 X 2) 9 - 12 CUBE REL COMPACTOR WITH LOW/HIGH BINLIFTERS	9 - 12m³ with 240 and 1000 Litre Container Bin Lifters, inclusive of the following: Fitted with bin lifter to be able to load 240l without spillage.	COLLECTION OF 240 LITRE BINS		1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
3	(6 X 4) 19 - 21 CUBE REL COMPACTOR WITH WINCH CABLE	19 - 21m³ with 5, 5 m³ Skip Container Lifter	COLLECTION OF WASTE SKIP BINS		1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
4	(6 X 4) SKIP LIFT - ON	Must be able to swing-on containers with a capacity of up to 16 Ton. Use for industrial and household removal. Skip loader must have adjustable arm length.	COLLECTION OF WASTE SKIP BINS		1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
5	(4 X 2) 6 to 8 TON CLOSED MESH CAGE BODY	Truck must be fitted with wire mesh cage	COLLECTION OF STREET BAGS / S@S		1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
6	(4 X 2) DRIVEN MOBILE SWEEPER	The road sweeper shall be a hydraulic or hydrostatic powered sweeping machine, working speed from 0.2 km/h – 30 km/h with high suction capacity. The road sweeper shall have a minimum weight of 4 000kg and engine power of 100 kW. The container volume shall be a minimum of 4 m³. No dirty air shall be expelled into the working area at the rear and around the sweeping machine.	SWEEPING OF STREET CURBS AND WALKWAYS		1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
7	(6 X 4) 30 CUBE FEL COMPACTOR	Front End Loader waste bin collection of the	OVER CAB COLLECTION OF THE 1000LITRE BINS		1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
8	(4 X 2) 10 TON TIPPER WITH CRANE	The vehicle must be fitted with crane, a lockable 1/4 crew cab fitted with a seats that would also be used as tools storage. Crew cab must have a small side windows and left entrance lockable from outside and inside. The vehicle will be used to transport construction materials (concrete slabs, gravels, sand, bollards etc.)	COLLECTION OF DUMPING ON SIDE OF RAODS		1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
9	(6 X 4) 30 CUBE CONTAINER RORO	Must be able to handle roll-on containers with a capacity up to 24 tons with a length of 7200mm. The tipping torque shall be 60-ton meter (600kNm, max). The tipping action shall be done from inside the drivers' cab and from the left rear of the vehicle by means of two double acting hydraulic cylinders.	GARDEN SITE BIN COLLECTION		1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
10	(4 x 2) WATER TANKER TRUCK 10 000LITRE	This machine must be self-propelled, must have a capacity of not less than 10 000 litre of water and must be able to spray a mist of water up to 5 m wide through the spray bar. The vehicle must have a power to mass ratio of 6 kW per ton laden and they must have a pump on, to fill tanks above ground level. Truck should be fitted with water meter counter on the inlet.	WASHING AND FLUSHING OF SIDEWALKS AND STREETS		1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
11	TRI-AXLE 40 CUBE TRAILER	Tri Axle 15meter Side Tipper Trailer with a 40 Cube load bin	COLLECTION OF SHREDDED GREEN WASTE		1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
12	6 X 4 DAY CAB TRUCK TRACTOR	Day Cab 6x4 tractor with a min output of 280 kW	PULLING OF THE 40 CUBE TIPPER TRAILERS		1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.

Bidding Company Name

Authorised Signature

Date

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

ANNEXURE C - SPECIALISED FLEET SUPPLY AND MANAGEMENT COMPLETED PROJECTS UNDERTAKEN						
NO	CLIENT NAME/COMPANY NAME	SHORT DESCRIPTION OF PROJECT	PROJECT DURATION (MONTHS)	START DATE	END DATE	PROJECT VALUE
1						R
2						R
3						R
4						R
5						R
6						R
7						R
8						R
9						R
10						R

Bidding Company Name

Authorised Signature

Date

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

ANNEXURE 4

MBD 4

DECLARATION OF INTEREST

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
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, shareholder²):.....

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?
(Circle the applicable answer) YES / NO

3.8.1 If yes, furnish particulars.
.....

¹MSCM 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.

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

3.9 Have you been in the service of the state for the past twelve months?
(Circle the applicable answer)...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?
(Circle the applicable answer) YES / NO

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

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?

(Circle the applicable answer)...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?

(Circle the applicable answer)...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?

(Circle the applicable answer)...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?

(Circle the applicable answer)...YES / NO

3.14.1 If yes, furnish particulars:

.....
.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

ANNEXURE 5.1

MBD 5

MBD 5

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

- 1 Are you by law required to prepare annual financial statements for auditing?
YES / NO *
(* Delete if not applicable)
- 1.1 If yes, submit audited annual financial statements (signed and / or stamped by the relevant auditor) for the past three years or since the date of establishment if established during the past three years.
- 1.2 If no, please complete the public interest scores (PIS) for each of the financial years for which you provided financial statements, to determine if the statements required to be independently reviewed or not.
- 2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?
YES / NO *
(* Delete if not applicable)
- 2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.
- 2.2 If yes, provide particulars.
.....
.....
- 3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?
YES / NO *
(* Delete if not applicable)
- 3.1 If yes, furnish particulars

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

***YES / NO**

(* Delete if not

applicable)

- 4.1 If yes, furnish particulars

.....

.....

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

BID NUMBER PU0___/2020 – BID FOR THE PROVISION / SUPPLY OF

AT

PIKITUP OVER A PERIOD OF _____ MONTHS

FOR

ANNEXURE 5.2

PIS SCORE

ONLY APPLICABLE
FOR TENDERS
ABOVE R10M

DECLARATION OF PUBLIC INTEREST SCORE (PIS) SCORE

Further to MBD 5 Question 1; where it was declared that your company is not required by law to prepare annual financial statements for auditing, please declare your company's PIS score below:

PIS SCORE FOR EACH SET OF FINANCIAL STATEMENTS (AS REQUIRED BY THE COMPANIES ACT OF 2008)

PIS SCORE (1st set of financials):

PIS SCORE (2nd set of financials):

PIS SCORE (3rd set of financials):

Indicate which Financial Statement classification apply to your company	PIS Score	First set of financial statements Tick relevant box below with an "X"	Second set of financial statements Tick relevant box below with an "X"	Third set of financial statements Tick relevant box below with an "X"
- Financial Statement provided <u>must be audited</u> (Where the bidder did not provide a PIS score or if the PIS score provided is 350 points and above; audited financial statements must be provided)	Above 350			
- Financial Statement provided <u>must have an independent review</u> (Where the bidder's PIS score is between 100 and 350; financial statements that are independent reviewed by a registered auditor or a chartered accountant must be provided)	Between 100 and 350			
- Financial Statement provided <u>do not require to be audited neither independent reviewed</u> (Where the bidder's PIS score is below 100, financial statements must be provided but don't have to be audited or independently reviewed)	Below 100			

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

IMPORTANT NOTE:

BIDDERS WHO DO NOT PROVIDE AUDITED FINANCIAL STATEMENTS MUST PROVIDE A PIS SCORE TO CONFIRM IF THE BIDDER SHOULD PROVIDE INDEPENDENTLY REVIEWED FINANCIAL STATEMENTS OR NOT. NON-COMPLIANCE TO THE AFOREMENTIONED WILL RESULT INTO DISQUALIFICATION FOR FURTHER EVALUATION.

CERTIFICATION

**I, THE UNDERSIGNED (NAME)
CERTIFY THAT THE PIS SCORE ABOVE IS CORRECT.**

PIKITUP MAY REQUEST FOR SUPPORTING DOCUMENTS TO CONFIRM THE ABOVE SCORE.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

THE FOLLOWING INFORMATION IS PROVIDED BY PIKITUP FOR THE BIDDER'S INFORMATION ONLY AND THE INFORMATION MIGHT ASSIST THE BIDDERS RELATING TO THE COMPANIES AND INTELLECTUAL PROPERTY COMMISSION REQUIREMENTS IN TERMS OF THE FINANCIAL STATEMENT REQUIREMENTS OF THE COMPANIES ACT (2008) AND THE CLOSED CORPORATIONS ACT (1984).

Financial Statements and Independent Reviews

Private or personal liability companies that are required to be audited by the Companies Act, 2008 or regulation 28, must file a copy of the latest approved Audited Financial Statements on the date that they file their annual return with the CIPC.

The following private companies are required to have their annual financial statements audited:

- Any private or personal liability company if, in the ordinary course of its primary activities, it holds assets in a fiduciary capacity for persons who are not related to the company, and the aggregate value of such assets held at any time during the financial year exceeds R5 million;
- Any private or personal liability company that compiles its financial statements internally (for example, by its financial director or one of the owners) and that has a Public Interest Score (PIS) of 100 or more;
- Any private or personal liability company that has its financial statements compiled by an independent party (such as an external accountant) and that has a Public Interest Score (PIS) of 350 or more;

Unless the company has opted to have its annual financial statements audited or is required by its Memorandum of Incorporation (MOI) to do so, a private or personal liability company that is not managed by its owners may be subject to independent review if:

- It compiles its financial statements internally and its Public Interest Score is less than 100;
- It has its financial statements compiled independently at its Public Interest Score is between 100 and 349;

Private or personal liability companies that are not required to have their financial statements audited, may elect to voluntarily file their audited or reviewed statements with their annual returns. If such companies choose not to file a full set of financial statements, they must file a financial accountability supplement with their annual return.

How to calculate the Public Interest Score (PIS) of a company or close corporation

- a number of points equal to the average number of employees of the company during the financial year;
- one point for every R1 million (or portion thereof) in third party liability of the company, at the financial year end;
- one point for every R1 million (or portion thereof) in turnover during the financial year; and
- one point for every individual who, at the end of the financial year, is known by the company-
- in the case of a profit company, to directly or indirectly have a beneficial interest in any of the company's issued securities; or
- in the case of a non-profit company, to be a member of the company, or a member of an association that is a member of the company.

Source Companies and Intellectual Property Commission website: <http://www.cipc.co.za>

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

Does your CC follow the CC Act or the Companies Act?

If you're not 100% compliant with legislation for accounting officer duties, you'll face penalties. When the Companies Act (2008) came into effect, the Closed Corporations Act (1984) didn't fall away. The Companies Act didn't replace it either, thus both Acts apply.

According to the Close Corporations Act, you don't need an audit. You can use general accounting principles. For companies, you have to follow IFRS and the Companies Act. But if your CC grows the Companies Act kicks in and a full audit and IFRS or IFRS for SMEs is required.

Source: FSP Business Website: <http://fspbusiness.co.za/articles/accounting/do-you-know-when-and-why-you-need-to-create-financial-statements-7151.html>

Do you know when and why you need to create financial statements?

Here's what to do to calculate your PIS score:

The company gets 1 point for every:

- Number of shareholders and / or partners; and
 - Average number of staff members over the entire year (You need to look at the average of all the staff members for the entire year. So, if you have a high staff turnover, don't worry about having a high PIS score!)
 - Every R1 million rand of turnover or part thereof;
- and
- Every R1 million of outside debt / liabilities or part thereof, as at the end of the year.

Source: <http://practicalaccountancylooseleaf.co.za/content/aadppc2013b-does-your-cc-follow-cc-act-or-companies-act>

The following links might assist the bidder to calculate the Public Interest Score (PIS)

<http://statucor.co.za/public-interest-score>

<https://www.casewareafrica.co.za/interesting-reads/articles/calculate-your-business-s-public-interest-score/>

<http://www.ithembaonline.co.za/wp-content/uploads/2016/10/Public-Interest-Score-Calculator.xlsx>

https://www.exceedinc.co.za/assets/dynamic/70/files/79/6/6_public-interest-score-1--nuutste-weergawe.xlsx

The following links might assist the bidder to get a better understanding of legislative requirements and the Public Interest Score (PIS)

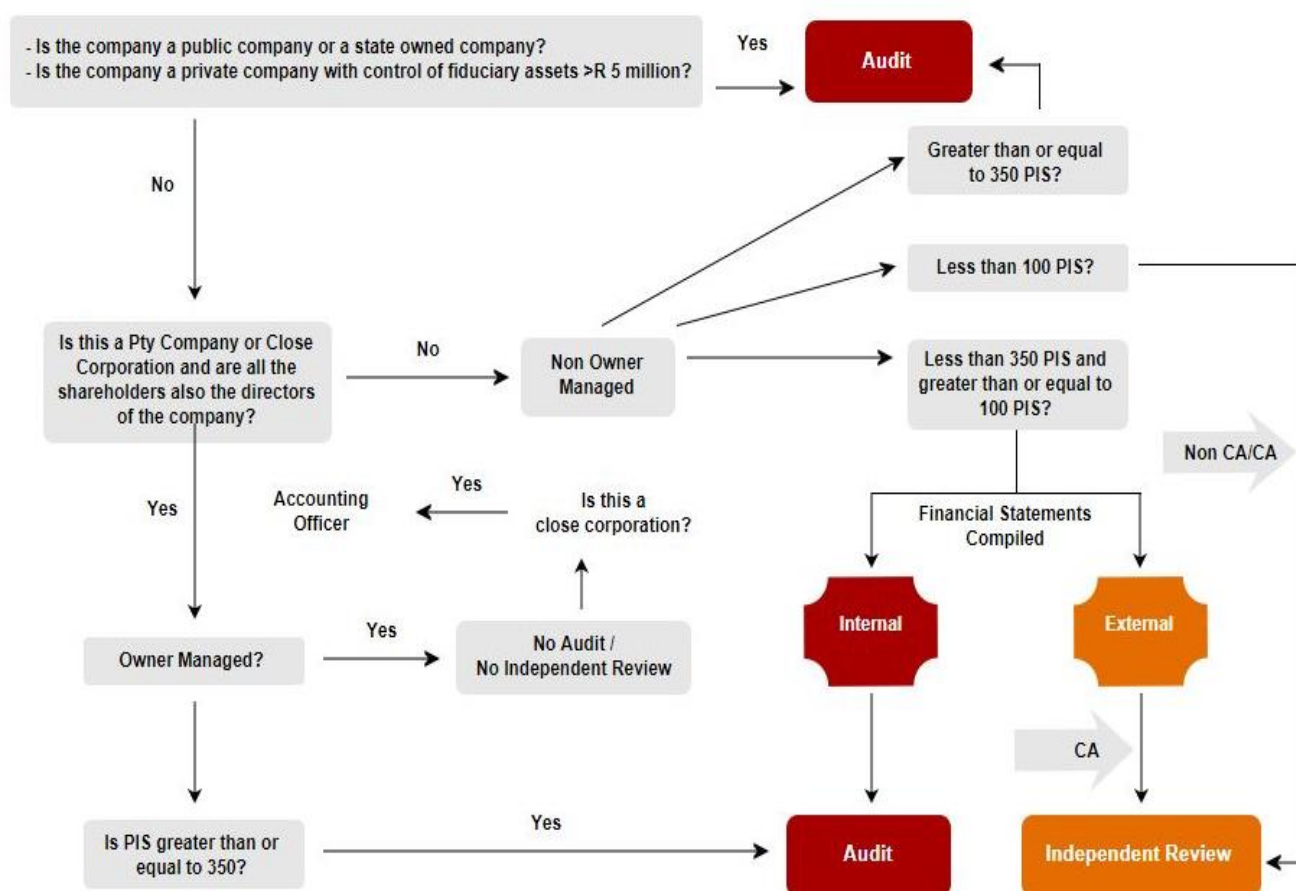
<http://www.cipc.co.za/index.php/manage-your-business/manage-your-company/private-company/compliance-obligations/financial-statements/>

<http://www.cipc.co.za/index.php/manage-your-business/compliance-and-recourse>

https://www2.deloitte.com/content/dam/Deloitte/za/Documents/governance-risk-compliance/ZA_AuditRequirementsAndOtherMattersRelatedToTheAudit_24032014.pdf

<http://www.mdacc.co.za/index.php/companies-act-and-annual-financial-statement-requirements/>

Example of PIS flow chart:



Example of PIS calculation (i.e. during a particular financial year):

Category	Points	Example company	Example score
Annual average Number of employees	1 pt per employee	45	45
Third party liabilities	1 pt per R 1m	R 2,500,000	3
Revenue Sales	1 pt per R 1m	R 5,600 ,000	6
Shareholders	1 pt per shareholder	3	3
Public interest score:			57

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

ANNEXURE 6.

(NOT APPLICABLE FOR THIS
TENDER)

ANNEXURE 7

CONTRACT FORM

MBD 7.2 – RENDERING OF SERVICES

MBD 7.2
CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to **PIKITUP JOHANNESBURG SOC LTD** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **PU101/2022** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - 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 services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I in my capacity as accept your bid under reference number PU101/2022 dated for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)
Specialised Fleet on an as and when required basis	Unit rates	36 months		Not applicable

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT:

NAME (PRINT):

SIGNATURE:

DATE:

Witness: 1. _____

Witness: 2.

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

ANNEXURE 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. 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	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? (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 (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
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 ARE
 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

ANNEXURE 9

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

MBD 9
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 _____ (Name of Bidder)
that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

BID NUMBER PU101/2022 – BID TO ESTABLISH A PANEL OF SERVICE PROVIDERS TO PROVIDE SPECIALISED FLEET ON AN AS AND WHEN BASIS OVER A PERIOD OF 36 MONTHS, (INCLUSIVE OF ALL COSTS SUCH AS FUEL, MAINTENANCE, TYRES, INSURANCE, ETC.) TO PIKITUP JOHANNESBURG SOC OVER A PERIOD OF 36 MONTHS

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. 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

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

ANNEXURE 10

CORPORATE GOVERNANCE BREACH CLAUSE

CORPORATE GOVERNANCE BREACH CLAUSE

1. PIKITUP Johannesburg (SOC) LTD (“PIKITUP”) requires (“the Company”) to comply, *mutatis mutandis* with the Code contained in the King II Report and Code of Good Corporate Governance (below “the Code”) for the term of this Agreement and any extension thereof.
2. The Company irrevocably undertakes and agrees that it will, *mutatis mutandis*, comply with the Code for the term of this Agreement and any extensions thereof.
3. The Company acknowledges and agrees that:
 - 3.1 It is essential that the Company complies with the Code, in order to discharge all of its obligations under and in terms of the Agreement in a proper, efficient and professional manner, and
 - 3.2 PIKITUP will be prejudiced and may suffer damages in the event of the Company failing to comply with the Code.
4. The Company shall be required, within seven (7) days of the end of each calendar month during the term of this Agreement (and any extensions thereof), to furnish PIKITUP with a written certificate, signed by the directors of the Company **[alternatively members of the Close Corporation]**, certifying that the Company has complied with the provisions of the Code during the preceding months.
5. PIKITUP shall have the right, without assigning any reason therefore and at any time, to appoint either the Institute of Directors of South Africa or a firm of chartered accountants or attorneys, to conduct an audit of the business and affairs of the Company in order to ascertain whether the Company is indeed complying with the terms of the Code. To this end, the Company irrevocably undertakes and agrees to co-operate fully with the party conducting such investigation for and on behalf of PIKITUP and to make available to such party all such documentation and all such information as the investigation party may require to fully discharge its obligations under and in terms hereof and to report fully to PIKITUP.

In the event of it being found that the Company is not complying with the Code, then PIKITUP shall be entitled to (a) regard this as a breach of the agreement and (b) recover the costs of the investigation, on an attorney and client basis, from the Company. In the event of it being found that the Company is, in fact, discharging its obligations under and in terms of the Code, then PIKITUP shall bear the costs incurred in such investigation. In either of the foregoing events, the Company shall be entitled to receive a copy of the written report once same has been concluded by the investigating party.

6. In the event of the Code being replaced with another Code (or similar document), then such replacement document shall replace the Code and a reference to the Code shall be deemed to be a reference to such replacement document. The reference to the Code shall be deemed to include any statutory codification of directors' obligations and duties which may be enacted in the Republic of South Africa at any time in the future.
7. In entering into this Agreement, the Company represents and warrants to PIKITUP that it is familiar with the Code, that it fully understands and appreciates the rights, obligations and recommendations therein contained and agrees to be bound thereby as herein recorded.

ANNEXURE 11

The National Treasury General Conditions of Contract 2010 as well as specific conditions of contract for this bid will apply. The GCC is available on www.nationaltreasury.gov.za. Any additional terms and conditions will form part of special conditions of contract to be agreed and signed upon award of the bid. The contract will have to be signed by the successful bidder before the project commence. A service level agreement must be entered into by the awarded bidder and PIKITUP within 30 days of award of contract.

The following agreement is a draft agreement (indicating the specific conditions of contract) and will be concluded at bid award with the successful bidder/s.

ANNEXURE 12

**ALL COMPULSORY RETURNABLE DOCUMENTS
AND OTHER RETURNABLE DOCUMENTS TO BE
ATTACHED**