



Johannesburg Tourism Company NPC

A City of Johannesburg Metropolitan Municipality Entity

Ref No: 2003/009873/08

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South Africa

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REQUEST FOR QUOTATION

RFQ Number	JTC0041-022/23- READVERTISEMENT
DESCRIPTION: REQUEST FOR QUOTATION FROM SUITABLE AND QUALIFIED SERVICE PROVIDER FOR VERIFICATION OF ASSETS (ASSET MANAGEMENT SUPPORT) AND GRAP COMPLIANT ASSET REGISTER	
THIS REQUEST FOR PROPOSAL IS FOR THE JOHANNESBURG TOURISM COMPANY	

Date of advertisement:	06 April 2023
Closing date:	19 April 2023
Closing time:	10H00
Compulsory briefing meeting date (if applicable)	N/A
Quotations should be deposited in bid/tender box at: Sandton Library Offices Nelson Mandela Square West Street, Sandton	Quotations will be received on the closing dates and times shown and must be enclosed in sealed envelopes, bearing the applicable quotation description and reference number as well as the closing time and due date, and must be addressed to: THE ACCOUNTING OFFICER JOHANNESBURG TOURISM COMPANY Quotations will be opened at the latter address at the time indicated and no late submissions will be received.
Procurement Enquiries	Sphiwem@JoburgTourism.com
Technical Enquiries	LeonardMo@joburg.org.za

ENTITY DETAILS

Entity Type	Private	Partnership	Close Corporation		Sole Proprietor
	Other (Specify)				
Entity Name	Legal Name:				
	Trading as:				
Entity Registration Number					
City of Johannesburg/ JTC Vendor Registration Number (if already have)					
National Treasury Central Supplier Database number: (Compulsory)					
Entity Street Address					
	Postal Code:				
Contact Details of the Person Representing the Entity	Name	:			
	Telephone:	:			
	Cell phone:	:			
	E-mail address	:			
Income Tax Number					
VAT Reference Number (if applicable)					

SCHEDULE OF PRICES/ RATES:

QUOTATION DESCRIPTION: REQUEST FOR QUOTATION FROM SUITABLE AND QUALIFIED SERVICE PROVIDER FOR VERIFICATION OF ASSETS (ASSET MANAGEMENT SUPPORT) AND GRAP COMPLIANT ASSET REGISTER

Pricing	(R)
Sub Total Price	
Vat 15% (if applicable)	
Total Quoted Price (Inclusive of Vat)	

CONDITIONS OF QUOTATION

1. Quotation documents must be completed in black ink.
2. The lowest price or any quotation will not necessarily be accepted, and Joburg Tourism Company reserves the right to accept the whole or any portion of a quotation
3. Quotations are to remain open for acceptance for a period of thirty (30) days effective from the date on which they are lodged and shall be accepted at any time within the said period of thirty (30) days.
4. In the event of a mistake having been made on the price schedule it shall be crossed out in ink and be accompanied by an initial at each and every price alteration. Corrections in terms of price may not be made by means of a correction fluid such as Tipp- Ex or a similar product. If correction fluid has been used on any specific item price, such item will not be considered. No correction fluid may be used in a Bill of Quantities where prices are calculated to arrive at a total amount. If correction fluid has been used, the quotation as a whole will not be considered. The entity will reject the quotation if corrections are not made in accordance with the above
5. **NO PRICE INCREASES/ADJUSTMENTS WILL BE CONSIDERED.**
6. All purchases will be made through an official purchase order form; therefore no goods must be delivered or services rendered before an official purchase order has been forwarded to and accepted by the successful bidder.

- 7. JOHANNESBURG TOURISM COMPANY WILL NOT MAKE ANY UPFRONT PAYMENTS AND TENDERERS MUST ENSURE THAT THEY HAVE SUFFICIENT CASH FLOW TO COVER THE PROVISION OF THE GOODS/SERVICES**
- 8. To participate in the City's Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered primarily on the Central Supplier Database.**
- 9. All prices must be quoted in South African currency (SA rand), all applicable taxes included**
- 10. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non - VAT Vendors.**
- 11. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.**
- 12. All prices and details must be legible/readable to ensure the quotation will be considered for adjudication**
- 13. Prices quoted must be all inclusive of delivery charges and goods must be delivered to the address indicated on the quotation page.**
- 14. The successful company must provide labour for off-loading/delivering.**
- 15. Quantities are given in good faith and without commitment to the Johannesburg Tourism Company. The City reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.**
- 16. In the event of price/prices being based on the exchange rate, the successful tenderer/s will be required to obtain exchange rate cover in order to protect the Municipality against exchange rate variations. Proof must be provided that forward Exchange Rate cover has been taken out within 14 days after an order has been placed. If proof that cover was taken out within 14 days after the order has been placed, is not submitted to Johannesburg Tourism Company, with the invoice, the contract price adjustment will not be accepted and the contract may be cancelled.**
- 17. Tenderers are reminded that orders placed against accepted quotations are to be executed in strict accordance with the accepted specification and within the quoted delivery period.**
- 18. Where applicable, the tenderer is required to record the vendor number in the space provided on the cover page of this quotation document.**
- 19. The Johannesburg Tourism Company reserves the right, to cancel and re-issue the quotation**

20. Bidders should note, that in accordance with legislation, no contract may be awarded to a/an person/entity who/which has failed to submit a Valid Tax Clearance Certificate issued by the South African Revenue Service (SARS), certifying that the taxes of that person/entity are in order, or that suitable arrangements have been made with SARS

21. Copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed, by a consultant/trainer in the course of the consultancy service is vested in the Johannesburg Tourism Company

22. FALSE DECLARATION ON MUNICIPAL BIDDING DOCUMENTS FORM (MBD's) WILL LEAD TO AUTOMATIC DISQUALIFICATION.

VALIDITY OF RFQ: 30 DAYS

I HEREWITH CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED CONDITIONS.

SIGNATURE_____

NAME_____

FORM "E"

SPECIFICATION/SCOPE OF WORK/TERMS OF REFERENCE

OVERVIEW

The JTC is a municipal entity of the City of Johannesburg Metropolitan Municipality. The JTC has effectively commenced trading on 01 July 2022. The JTC wishes to procure the services of a service provider that can assist with the take-on of assets. In terms of the Mayoral Resolution, the assets of the tourism directorate are to be transferred to the entity with effect from 01 July 2022. It must be noted that the assets are being transferred from the City in terms of GRAP 105: Transfer of Functions between Entities under Common Control.

The JTC has performed an initial verification of assets. The table below summarizes the results of the initial verification of the assets.

	Count of Status	Sum of Cost at Acquisition	Acc. Dep: Beg Yr.	Book Value: Beg Yr.
Assets with Opening Cost	87	1 505 468	(651 347)	854 121
Heritage Assets	8	84 800	(24 229)	60 571
Property Plant and Equipment	79	1 420 668	(627 119)	793 550
Assets without Opening Cost	294	-	-	-
Transport Assets	1			
Heritage Assets	2	-	-	-
Property Plant and Equipment	291	-	-	-
Grand Total	381	1 505 468	(651 347)	854 121

The overall objective is to provide the JTC with an asset register that will meet both GRAP and MSCOA reporting requirements.

SCOPE OF WORK

The primary objective of the service provider is to provide the JTC with GRAP compliance asset register. The asset register needs to enable reporting in terms of MSCOA. The table

below lists the JTC requirements, with objectives/outcomes, that the JTC believes that will enable the entity to have a GRAP compliant asset register.

Work required	Objective
(1) Review the work done by the JTC team to date	To ensure that service provider has an understanding of the asset of the JTC.
(2) Review and confirm the classification of all assets (GRAP and MSCOA)	This is to ensure that the service provider understand the classifications that will be used to compile the asset register.
(3) Perform an asset verification of all assets of the JTC	To verify all the JTC assets to ensure that all assets are tagged and located
(4) Install new asset labels for all assets while removing old asset labels	JTC will require assets to be labelled with the new JTC barcode.
(5) Reconcile old and new labels	This is to ensure that the JTC has an audit trail for all assets that were transferred from the City to the JTC
(6) As part of the asset verification process, perform a conditional assessment of the assets	This is necessary for the JTC to understand the condition of the assets as well as to account for the assets in terms of GRAP. This must be done in line with the City's policy.
(7) Review the useful lives of the asset	To ensure that the entity is depreciating the asset in line with GRAP
(8) Provide a valuation of for assets that have no costs	This is to ensure that the JTC has a basis for depreciating the assets
(9) Provide a file that meets the requirement of audit.	This is to ensure that the JTC does not have any audit issues during the next audit cycle.
(10) Provide audit support at the end of the financial year should the need arise.	This is to address any audit queries that may arise from the audit process
(11) The service provider must provide the asset register in excel as well as a format that can be uploaded in the asset register	This will enable the entity to maintain the asset register over the year.

GRAP Standards

The JTC believes that the primary GRAP standards applicable to this assignment are as follows:

GRAP	Title
GRAP 1	Presentation of Financial Statements
GRAP 3	Accounting Policies, Changes in Accounting Estimates and Errors
GRAP 12	Inventories
GRAP 13	Leases
GRAP 16	Investment Property
GRAP 17	Property Plant and Equipment
GRAP 20	Related Party Disclosures
GRAP 21	Impairment of Non-cash-generating Assets
GRAP 31	Intangible Assets
GRAP 103	Heritage Assets
GRAP 105	Transfer of Functions Between Entities Under Common Control

Output

A GRAP compliant asset register in an excel format which can be uploaded in to the JTC's accounting system.

EXPERTISE REQUIRED

No.	Area
(1)	The service provider must provide a logical (project) plan to demonstrate a concise understanding and knowledge of the asset verification process.
(2)	Service provider (company level) must demonstrate experience of a minimum of three years in asset management
(3)	The project lead must demonstrate at least three years' experience in asset management













(4)	In terms of GRAP, it the expectation that the project team must have at least one team member that is a CA (SA) and a minimum of three years of experience in assets management.
(5)	The service provider must provide at least three reference letters of similar work previously undertaken in asset verification. The reference letter, on the letterhead of the previous client must include the comprehensive scope of the work.







EVALUATION CRITERIA

The bid proposals will be evaluated in functionality based on Table 1 below using the 80/20 evaluation principle. Proposals that fail to meet a threshold of 60 points out of 100 points will be considered non-responsive and will not be evaluated further

Table 1: Functionality table

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHTING
METHODOLOGY AND APPROACH	<p>The service provider must provide a logical (project) plan for the verification process with key milestones and deliverables</p> <ul style="list-style-type: none"> ✚ Logical (project) plan – 5 ✚ Logical (project) plan with key milestones – 10 points ✚ Logical (project) plan indicating key milestones and deliverables – 15 points 	15 points
EXPERIENCE OF COMPANY AND PERSONNEL	<p>(1) Proven company experience of at least 3 years in assets management</p> <ul style="list-style-type: none"> ✚ Less than 3 years – 0 points ✚ 3 - 5 years – 5 points ✚ 6 - 9 years – 10 points ✚ 10 or more years – 15 points 	45 points

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHTING
	<p>(2) Proven experience of at least 3 years in asset management for the project lead</p> <ul style="list-style-type: none">  Less than 3 years – 0 points  3-5 years – 5 points  6 - 9 years – 10 points  10 or more years – 15 points <p>(3) Proven experience of at least 3 years in asset management for the project team</p> <ul style="list-style-type: none">  Less than 3 years – 0 points  3 - 5 years – 5 points  6 - 9 years – 10 points  10 or more years – 15 points 	
<p>GRAP EXPERIENCE AND QUALIFICATIONS</p>	<p>(1) Demonstrable technical expertise in GRAP for the project team</p> <ul style="list-style-type: none">  No demonstrable expertise in GRAP – 0 points  Expertise in GRAP – 5 points <p>(2) Project team with at least one Chartered Accountant (SA)</p> <ul style="list-style-type: none">  No CA (SA) in project team – 0 points  At least one CA (SA) member of the team – 5 points <p>(3) Chartered Accountant (SA) with post article experience</p>	<p>25 points</p>

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHTING
	 Less than 3 years – 0 points  3 - 5 years – 5 points  6 - 9 years – 10 points  10 or more years – 15 points	
COMPANY TRACK RECORD	Number of previous similar work/projects undertaken in assets management - contactable and traceable reference letters in previous clients' letterheads  Less than three successfully completed projects – 0 points  Three or more successfully completed projects – 15 points	15 points
TOTAL POINTS		100

Proposals that meet the minimum of **60 points out of 100 points** will be evaluated further on price and empowerment points using the 80/20 evaluation principle where the 80 points will be for price and the 20 points will be for economic empowerment according to table 2 below

TABLE 2: PRICE AND EMPOWERMENT POINTS

PRICE	80 POINTS
EMPOWERMENT IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS, 2022	20 POINTS EME/QSE's – 10 points Enterprises located within the jurisdiction of the City of Johannesburg – 10 points

PRICING REQUIREMENTS

Area	TOTAL PRICE. Inc. VAT)
GRAP Compliant Asset Register	
Asset Management Support	
Total	
VAT	
Total (Incl. VAT)	

Bidders are required to quote for ALL items in the pricing schedule and failure to do so will render the offer non-responsive based on the proposal being considered an incomplete offer

RETURNABLE DOCUMENTS

1. Completed and signed form of pricing schedule
2. Completed and signed MBD forms (MBD 4,8 and 9)
3. Declaration on State of Municipal Accounts
4. Current/recent CSD report of the bidder (not older than 3 months)
5. Municipal accounts of both the bidder and ALL directors not in arrears of more than 90 days and not older than 3 months, or valid lease agreement/s or sworn affidavit/s
6. Project plan
7. Curriculum vitae of key project lead and project team
8. Proof of qualifications of project lead and team
9. Company profile
10. Reference letters on previous clients' letterhead with contact details for previous work undertaken

DISQUALIFICATION CRITERIA

1. Failure to quote for all items in the pricing schedule

CONDITIONS OF AWARD

1. Compliant tax status in terms of the CSD.
2. Municipal accounts not older than 90 days for the Company and all its director's not more than 90 days in arrears, or a valid lease agreement or sworn affidavit. If in arrears proof of acknowledgement of debt must be provided
3. Directors and Principal members not in the Service of the State
4. Name of the bidder or that of its directors should not appear on the National Treasury's database of Restricted Suppliers.

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? 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?YES / NO

3.9.1 If yes, furnish particulars.....
.....

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

3.10.1 If yes, furnish particulars.
.....
.....

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

3.11.1 If yes, furnish particulars
.....
.....

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

3.12.1 If yes, furnish particulars.
.....
.....

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

3.13.1 If yes, furnish particulars.

.....

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

3.14.1 If yes, furnish particulars:

.....

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

Full Name	Identity Number	State Employee Number

.....
 Signature

Date

.....
 Capacity

Name of Bidder

MBD 8: DECLARATION OF TENDERER PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Tender Document must form part of all tenders/quotations 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 tender of any tenderer may be rejected if that tenderer, 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 tender:
 - 4.1 Is the tenderer any of its directors listed on the National Treasury's database as a company or persons prohibited from doing business with the public sector?
(Companies for persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem (listen to the other side) rule was applied).
☐ Yes
☐ No
 - 4.1.1 If so, furnish particulars:
 - 4.2 Is the tenderer 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)?
(To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012)3265445)
☐ Yes
☐ No

4.3 Was the tenderer 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?

- 4.3.1 If so, furnish particulars:

☐ Yes

☐ No

4.5 Was any contract between the tenderer 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 to comply with the contract?

- 4.5.1 If so, furnish particulars:

I, THE UNDERSIGNED (FULL NAME) CERTIFY THAT
THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE 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.

[illegible]

MBD9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.

3 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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf

of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)

- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....

.....

Signature

Date

.....

.....

Position

Name of Bidder

DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:

Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

1. Name of bidder
- ii. Registration Number
- iii. Municipality where business is situated
.....
- iv. Municipal account number for rates
- v. Municipal account number for water and electricity
- vi. Names of all directors, their ID numbers and municipal account number.
1.
2.
3.
4.
5.
6.
7.

C Documents to be attached.

1. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
2. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
3. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....
.....

Signature

Date