

MALUTI-A-PHOFUNG MUNICIPALITY



NOTICE NUMBER: 14/2025

BID NUMBER: SCM/BID12/2024/2025

APPOINTMENT OF A SERVICE PROVIDER: PROVISION OF PRIVATE SECURITY SERVICE TO MALUTI-A-PHOFUNG LOCAL MUNICIPALITY FOR A PERIOD OF THREE (03) YEARS

CLOSING DATE: 08th MAY 2025 AT 10H00

PREPARED FOR: MALUTI-A-PHOFUNG MUNICIPALITY PRIVATE BAG X 805 WITSIESHOEK 9870 TEL: (058) 718 3788 CONTACT PERSON: Mr L.A MOFOKENG E-MAIL: aprilm@map.fs.gov.za	PREPARED BY: SUPPLY CHAIN MANAGEMENT UNIT MALUTI-A-PHOFUNG MUNICIPALITY PRIVATE BAG X 805 WITSIESHOEK 9870 TEL: (058) 718 3878
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NAME OF BIDDER: _____

BID AMOUNT EXCL/INCL VAT: _____

CSD NUMBER: _____

NOTE: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

MALUTI-A-PHOFUNG MUNICIPALITY



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BID NO. SCM/BID12/2024/25

APPOINTMENT OF A SERVICE PROVIDER: PROVISION OF PRIVATE SECURITY SERVICE TO MALUTI-A-PHOFUNG LOCAL MUNICIPALITY FOR A PERIOD OF THREE (03) YEARS

Maluti-a-Phofung Municipality hereby invite bids Appointment of a Service Provider: Provision of Private Security Service to Maluti-A-Phofung Local Municipality for a Period of Three (03) Years

Requirements:

- Bidders must submit Copy of Company Registration Certificate (CRC) Reflecting Active Members (Except for Sole Traders and Partnership).
- Bidders must be registered with Central Supplier Database (CSD), CSD number must be provided. Bidders are required submit their unique personal identification Number (Pin) issued by SARS to enable the Municipality to view the taxpayer's profile and tax Status. In Bids where consortia/ joint ventures/ sub-contractors are involved, each party must submit a separate Tax Compliance Status (TCS) Certificate/Pin/CSD Number
- Company registration certificate reflecting active members (Except for some traders and partnerships) must be attached.
- All supplementary forms including municipal rates and taxes clearance certificate form contained in the bid documents must be completed in full or (submit a proof that the municipal rates and taxes are not in arrears for more than three months)
- In Bids where consortia/ joint ventures/ sub-contractors are involved, each party must submit a separate Tax Compliance Status (TCS) Certificate/Pin/CSD Number.
- Bidder must submit Company Profile.
- Sealed Bids should clearly indicate: **APPOINTMENT OF A SERVICE PROVIDER: PROVISION OF PRIVATE SECURITY SERVICE TO MALUTI-A-PHOFUNG LOCAL MUNICIPALITY FOR A PERIOD OF THREE (03) YEARS (SCM/BID12/2024/25)**

Closing date: **08th May 2025 at 10h00**

Bid Box: Bid Box No. "A"
Maluti-a-Phofung Municipality
Setsing Business Centre
C/O Moremoholo & Motloun streets
Phuthaditjhaba

Supply chain enquiries: M. Motsau (058)718 3878/ (058) 718 3870 – mastokim@map.fs.gov.za
palesal@map.fs.gov.za

Technical Enquiries: L.A Mofokeng (058) 718 3788 – aprilim@map.fs.gov.za

Please note:

1. **No bids will be accepted from persons in the service of the state.**
2. Bid documents will be obtainable as from Tuesday **the 08th of April 2025** after **10h00** from the cashiers point, Phuthaditjhaba offices upon payment of a **R 290.13** non-refundable fee (cash or bank guaranteed in favour of Maluti-a-Phofung Municipality) or alternatively the tender document may be download from e-tender portal at no extra charge.
3. No electronic copies, telegraphics, telefaxes and late Bids will be accepted.
4. Municipality is not bound to accept the lowest Bid.
5. Municipality reserve the right not to award the bid.
6. Municipal Supply chain management policy and Preferential Procurement Policy Framework Act No 5 of 2000 (90/10) preferential points allocation system in line with revised Procurement Regulations of 2022 by using the balance scorecard methodology) will be applied.
7. Only one submission for this bid will be considered from the bidder.
8. Failure to comply with the above mentioned conditions may invalidate your bid.
9. Should you not receive any correspondence from us within 120 days regard your bid as unsuccessful.
10. Communication will be limited to the successful bidder.

MM MOFOKENG
MUNICIPAL MANAGER



EVALUATION CRITERION

1. FUNCTIONALITY

1.	Experience	15	
2.	Resources	20	
3.	Supplier Accreditation	20	
4.	Fire arms (company)	20	
5.	Control Room	25	
	Total	100	

2. POINTS ALLOCATION IN TERMS OF FUNCTIONALITY

Evaluation Factor	Evaluation Factor Description	Evaluation factor scoring	Evaluation Factor Weight
<p>1. Experience</p> <p>The security company has previous experience working with other institutions. Reference letters will serve as evidence.</p> <p>Reference letter will only be considered valid if they meet the following criteria:</p> <ul style="list-style-type: none"> • Have clients letterhead, • reference certificate must be of similar project • Must contain contact details , signature and be dated by he authorised personnel 	05 and above, reference letters	15	15
	03 to 04 reference letters	10	
	01 to 02 reference letters	05	
	No reference letter	0	
<p>2. Resources</p> <p>The security company should have at least 05 branded patrol vehicles. QwaQwa and Harrismith units must have two vehicles each and one at Kestell unit. Registration and licensing of vehicles issued under Security Company's name will serve as proof</p>	06 + Patrol Vehicles	20	20
	05 Patrol Vehicles	15	
<p>3. Supplier Accreditation</p> <p>The security company must have registered with other professional</p>	PSIRA compliant	10	20
	COIDA (letter of Good	10	

Bodies and in possession of following valid certificates for 2025. A certified copy of certificate will serve as evidence.	Standing)		
4. Fire arms (company) A certified copy of Fire arm license will serve as evidence	74 + fire arms	20	20
	60 to 73 fire arms	15	
	0 to 59 fire arms	0	
5. Control Room Title deed or letter of traditional authority or a formal lease agreement together with lessor's municipal account statement will serve as evidence	The control room/ office should be located in Immovable structure. Proof of business address is required	05	25
	The control room should have been installed with communication tools. Preferably landline or cellphone	05	
Attach 1 Page copy of occurrence book to serve as evidence	Updated Occurrence Book for control room. Copies required	05	
Attach 1 Page copy of fire arm register to serve as evidence	Fire Arm register kept at control room. Certified copies required	05	
Certified copy of certificate	Fire arm safe. Certificate needed	05	
Total			100

NB: Bidders who score 65% and above will be further be evaluated.

The bidder will only be evaluated further when they score maximum points on the following categories:

- **Control room: Proof of address and communications tools;**
- **Supplier Accreditation: PSIRA compliant and COIDA (letter of Good Standing) by providing the relevant documentation.**

Please note:

TOTAL 100

PRICE 90

SPECIFIC GOALS 10

Local Based = 05 points

- Maluti-A-Phofung Local Municipality = 05 points
- Thabo Mofutsanyane District = 03 points
- Free State = 02 points
- Other Provinces = 01 point

Historically Disadvantaged person = 05 points

HISTORICALLY DISADVANTAGED PERSONS = 05 POINTS	DOCUMENTATION REQUIRED FROM THE BIDDER TO VALIDATE THEIR CLAIM FOR POINTS
<p>Unfair discrimination on a basis of race and disability. Any person who had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa and discriminated on a basis of disability.</p> <p>Persons with disabilities are people who have a long term or recurring impairment, including sensory which substantially limits their prospects of entry into or advancement in employment.</p>	<ul style="list-style-type: none"> • Company registration documents • Identification Documents • Doctor's report or a completed EEA1 form by a medical doctor confirming impairments
LOCATION BASED = 05 POINTS	DOCUMENTATION REQUIRED FROM THE BIDDER TO VALIDATE THEIR CLAIM FOR POINTS
<p>Within the boundaries of the Maluti A Phofung Municipality = 05 Points</p> <p>Within the boundaries of Thabo Mofutsanyana = 03 Points</p>	<ul style="list-style-type: none"> • Official Municipal Rates Statement

District Within the boundaries of the Free State = 02 Points Other Provinces = 01 Points	<ul style="list-style-type: none"> • Lease Agreement • Affidavit for rural entities
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SCOPE AND SERVICES REQUIRED

- Monitoring the properties entrances and escort visitors into the building
- Monitoring surveillance CCTV and report any defect on the CCTV system immediately
- Patrol premises regularly and inspect for suspicious activity 24 hours a day, 7 days a week including public holidays.
- Control theft and privilege of company properties.
- Take the appropriate action on suspicion of illegal movement and activities within the premises.
- Report document suspicious activity and submit report daily.
- Responding to incidents - should react quickly and precisely to incident. All incidents should be recorded in an Occurrence Book (OB) and inform respective officials of such events.
- Every site must be equipped with an Occurrence Book. All activities performed must be properly recorded in the Occurrence Book by guard/s on duty. The OB must remain neat and tidy at all times.
- Maintain records, during their shift should records all activities/ logs while on duty.
- Control and record all incoming and outgoing vehicles , continuous monitoring of vehicles
- Control and prevent any unauthorized access of vehicles and egress of people from entering the building in order to safe guard the facility
- Emergency preparedness security should be aware of emergency procedures and regulations.
- Skill transfer to our security officers.
- Give access of camera footage as and when required by the Municipality.
- Ensure that all persons, employees, assets and information is protected.
- Guards must be trained and fully conversant with the work instruction for the site where they are posted.
- All communication between the control room and sites must be properly recorded in a log book indicating the following;
 - Starting time
 - What was communicated and
 - Action taken based on the nature of the communication

Sites

SUBSTATION (QWAQWA)	NUMBER OF GUARDS	ARMED	Day shift	Night shift
Makabelane Sub – Station	4	2 armed	2	2
Makhalaneng Sub - Station	2	1 armed	1	1
Maluti Bus Sub - Station	2	1 armed	1	1
Moteka Sub – Station	2	1 armed	1	1
River Side Sub – Station	2	1 armed	1	1
Ss1 Sub Station	4	2 armed + camera	2	2
Ss8 (Puma) Sub Station	2	1 armed	1	1

Ss5 Sub Station (Setsing)	4	2 armed	2	2
Elizabethross Sub Station	2	1 armed	1	1
Phuthaditjhaba multipurpose	2	camera	1	1
SUB STATIONS HARRISMITH				
Greenlands Sub Station	4	2 armed + camera	2	2
Makholokoeng Sub station	2	1 armed	1	1
Municipal Offices	12	2 armed + Camera	6	6
QWAQWA AND HARRISMITH POUND				
Tsheseng pound	2	1 armed	1	1
Harrismith pound	2	2 armed + cameras	1	1
Botanical gardens	2	cameras	1	1
QWAQWA STADIUMS				
Charles Mopeli Stadium	4		2	2
Blugumbosch Stadium	2		1	1
Phuthaditjhaba Stadium	2		1	1
Makwane Stadium	2		1	1
Thibella Stadium	2		1	1
Phuthaditjhaba Park	2		1	1
Phuthaditjhaba nursery	2		1	1
HARRISMITH STADIUM				
Platberg Stadium	4		2	2
Green Pavillion Stadium	4		2	2
Intabazwe stadium	4		2	2
Tshiamé stadium	4		2	2
Plateberg botanical gardens	4		2	2
QWAQWA HALL				
Multipurpose hall	4		2	2
HARRISMITH HALL				
Intabazwe Multipurpose Hall	4		2	2
Intabazwe Hall	4		2	2
Intabazwe office	6		3	3
Caravan park	4		2	2
Harrismith park	4		2	2
KESTEL HALL				
Multipurpose hall	4		2	2
Kestell office/workshop	4	2 armed	2	2
MAP WATER PUMP STATION & PLANT STATION (QWAQWA)				
Lejwaneng Water Pump Station	4	2 armed	2	2
Thabang Water Pump Station	4	2 armed	2	2
Showground Water Pump Station	4	2 armed	2	2
Bolata water pump	4	2 armed	2	2
Poelong water Pump	4	2 armed	2	2
Morallaneng water pump station (monontsha)	4	2 armed	2	2
Sehlajaneng water pump station	4	2 armed	2	2
Pereng Water pump	4	2 armed	2	2
Clubview Sewer Pump Station	4	2armed + camera	2	2

Industrial Area 3 sewer pump station (1)	4	2 armed	2	2
Industrial Area 3 sewer pump station (2)	4	2 armed	2	2
Industrial Area 3 sewer pump station (3)	4	2 armed	2	2
Masaleng reservoir	2		2	
Letsha Le Maduke Sewer Pump Station	4	2 armed	2	2
Qoqolosing Water Pump Station	4	2 armed	2	2
Elands Sewage Plant	6	2 armed	3	3
Masianokeng Water Plant	4	2 armed	2	2
Multipurpose hall	4	2 armed	2	2
Mabolela sewer pump station/and plant	2		1	1
Kestell water pump station	4	2 armed + camera	2	2
Bochabela pump station	2		1	1
MAP WATER PUMP STATIONS & PLANT STATIONS (QWAQWA)				
Booster Pump Station	4	2 armed	2	2
Fika Patso plant	6	3 armed + camera	3	3
Masianoneng water pump station	2	1 armed	1	1
Mabolela water pump station	4	2 armed	2	2
Phuthaditjhaba sewer	6	3 armed	3	3
Makwane water plant	6	2 armed + camera	3	3
Abstraction point water pump station	4	2 armed	2	2
Tebang sewer pump station	4	2 armed	2	2
Bluegumbosch pump station	4	2 armed +camera	2	2
HARRISMITH PUMP STATIONS				
Bersig water pump	2	1 armed	1	1
Sterkfontein plant	6	3 armed + camera	3	3
Wilge sewer pump station	2	1 armed	1	1
Nuwe jaar spruit	4	2 armed + camera	2	2
Wilge water plant	6	2 armed	3	3
Wilge water pump station	2		1	1
Intabazwe tower	2		1	1
Letsitsa borehole plant	4		2	2
Tshiamé B pump station	2		1	1
Tshiamé C pump station	2		1	1
Tshiamé sewer plant	6		3	3
Wilge sewer plant	6		3	3
Total number of guards				
Unarmed guard	197			
Armed guard	85			
Total guard	282			

Security officer's grades

The municipality intend to get a service from following grades:

- Grade C : basic health and safety and proper patrolling (preferred grade)
- Grade B: basic of supervision and control
- Grade A: basic of Management and PSIRA regulations.

All personnel deployed to the municipality by the service provider should be registered with PSIRA with a minimum grading C.

Shift system

- The recommended shift system will be 12 hour shift. **No security personnel are allowed to do continuous duty for longer than twelve (12) hours.**

Equipment to be supplied by contractor

- All seasonal uniform bullet proof jacket/vest included – uniform must reflect logo and PSIRA ID card (ID card is a clear identification card of the company with the members identification photo, name and surname, staff number and to be worn conspicuously on every guard at all times).
- Boots/belt
- Baton
- Pepper spray
- Communication (handheld radios/base radio and cellphones)
- Torch
- Gun 9 millimeter
- First Aid Kit
- Hand cuffs

All personnel deployed on municipal sites/ property must have a standard uniform and all guards on duty must be neatly dressed in such uniform. The uniform must include a raincoat and warm jacket to enable guards to remain operational under adverse weather conditions. Guards on duty must be provided with gear/ equipment listed above.

Response to emergencies

An **emergency** is an incident or action that require the evacuation of site/ affected area.

- 1) Assist in emergency situations as instructed by the supervisor/ manager as per specific emergency.

- 2) Assist in executing the evacuation procedures as applicable to the site.
- 3) Ensure that all persons, employees, information and assets are protected.
- 4) Emergency contact numbers will be made available by supervisor/ site manager and can be found in control room

Responsibilities of security service provider representative

The assigned person is responsible for, but not limited to:

- 1) Company liaison on site with all aspects of the contract.
- 2) Ensure that shift complement is motivated.
- 3) Ensure that shift times are adhered to, including appropriate shift and overtime.
- 4) Ensure that all personnel are fully equipped.
- 5) Attend to company human resources problems
- 6) Address operational grievances with employer supervisors
- 7) Ensure that safe and reliable home-work-home transport is available for all shifts
- 8) Liaise with employer supervisors to schedule staff for on job training.
- 9) Address complaints raised by employer within 12 hours.
- 10) Daily interference with employer with respect to operational contractual issues/ performance.
- 11) Attend contract safety forums.
- 12) To inspect shifts during shifts parade and submit a shift list to the employer and PSIRA registration numbers of all staff on duty

Control room/ office

Structure must operate a properly equipped control room 24 hours per day.

- Located on in immovable structure
- 24/7 operational
- Fire arm safe
- Lockable doors
- Key cabinet
- Ablution facility
- Electrified (must have backup of generator)

Equipment expected in the control room but not limited to

- Computers
- Printer/fax
- Landline
- Communication (radios)
- Panic button
- First aid kit box

Procedures and register

- Occurrence book
- Incident register
- Equipment register
- Duty sheet on wall
- Emergency preparedness on wall
- Emergency contact list

All the list registers and Occurrence book are to be purchased by the Contractor. All registers and Occurrence books shall remain the property of the Municipality. All complete registers and books shall be kept by the Municipality for a period of five (5) years. All registers required are to be made available at all security post all the time. The required information must be completed legibly and accurately. The contractor must ensure that the security officer adheres to these requirements at all times. Under no circumstances are pages to be torn out of the register and Occurrence book.

Shift relief/ Hand over Procedure

- A formal Shift relief handover will be done daily as prescribed below:
- A Security Officer shall not leave his/her post of duty unless his/her relief has arrived.
- The Security Officer taking over must satisfy himself/herself that all is in order before accepting full responsibility.
- He/she must check that any equipment, torches, two- way radios, telephones, firearms, etc. are on hand and in operational order. He/she must also ensure that all required registers are up to date and on hand.
- Should there be any keys on hand, these must also be checked. The Security Officer taking over duty must make an appropriate entry in the OB thereby verifying that all is in order at shift take-over.
- Any shortcomings must be reported to the security supervisor and Employer. It must also be recorded in the OB.
- On sites where SECURITY perform patrol duties, the Security Officer going off duty and the one reporting for duty will do one patrol together to ensure that all is in order before duty is handed over.
- The Security Officer going off duty must stay and witness the Security Officer taking over. He/she must make an entry in the OB stating his/her name and that he/she has handed over duty and full responsibilities to the new officer, stating his/her name. He/she must also state everything is in order and all equipment used is operational.
- The new Security Officer must make an OB entry confirming that duty and responsibility have been taken over. He/she must also confirm that everything is in order and all equipment is on hand and operational.

Armory compliance

- Fire arm safe

- Fire arm register
- Fire arm discharge register
- Fire arm safe work procedure
- Fire arm competency training certificates to be produced to the Employer every six months.
- Physically and mentally fit for the job.

Vehicle site inspections

- Vehicles in good condition
- Fire extinguisher/first aid kit
- Tracking system
- Branded with company logo
- Identification light (should emit white light).
- Company should have vehicle contingency plan in place to react immediately to any emergency request.
 - Vehicle breakdowns
 - Vehicle accidents

Loss/damages incurred at guard points by contractor

- Responsibility of the contractor is to incur all the loss/damage that are being guarded by their company.
- Any loss or damage in the points/stations that are guarded by the contractor is purely their responsibility.
- If the incident occur in points guarded by contractor the reporting is done by the contractor and report back to the management about it. With a case number and detailed information.

Access control: After hours, Weekends and Public holidays

- All persons (employees and non-employees) wanting access are required to record all relevant information in the afterhours register to be completed by security officer. This include all pedestrians and vehicle access.
- The security officer must personally complete all the details in the after-hours register and ensure that all information is legible and accurate.
- All persons inside the vehicle accompanying the employee must be recorded in the register.
- Under no circumstances must guards accept any office, cabinet or vehicle keys at the request of any Employee unless prior arrangements and approval has been conveyed by the Employer, Visitor or Contractor
- Access Control All attempts' of unauthorized access must immediately be reported to the control room, the Employer and person responsible for the site. In the event of a person being caught attempting to gain unauthorized access, the person must be

detained and the Employer must be immediately informed of the situation. The assistance of the SAPS may be called upon to assist if deemed necessary

Skills transfer

The employer has its own security officials which are supervised by Management appointed by employer. The security officer are less in number compared to scope of work given by employer with less security staff and resources. The employer need to appoint security service provider to beef up employer security. Show skill and transfer it to the stuff of municipality.

The municipal staff should be included in the day to day operations in order to impart skill that may be lacking. The skill may include:

- Physical fitness
- Conflict resolution
- Communication skills
- Tactical response
- Leadership skills
- Teamwork

Penalties

- No – compliance to specific legislative requirements as per schedule attached.
- Non – provision of the full compliment.
- Non - compliance to the acceptable turnover rate.
- No – compliance of duties and negligence by guard.

Functions done beyond contractual agreement

- Any additional functions beyond contractual agreement, should be motivated and recommended by the director responsible and approved by the accounting officer.

Pricing schedule

Day shift		Price per month	Price per annum	Price for 3 years
	Price per armed guard			
Grade C (56 guards for day shift)				
Grade B (33 guards for Shift)				
Grade A (10 supervisors per shift)				
Total number of Security (99 security Officials per shift)				
Tactical Response vehicle	Price per vehicle			
Total cost =				

Night shift		Price per month	Price per annum	Price for 3 years
	Price per armed guard			
Grade C (56 guards for day shift)				
Grade B (33 guards for Shift)				
Grade A (10 supervisors per shift)				
Total number of Security (99 security Officials per shift)				
Tactical Response vehicle	Price per vehicle			
Total cost =				

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF MALUTI-A-PHOFUNG LOCAL MUNICIPALITY					
BID NUMBER:	SCM/BID12/2024/2025	CLOSING DATE:	08 MAY 2025	CLOSING TIME:	10H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER: PROVISION OF PRIVATE SECURITY SERVICE TO MALUTI-A-PHOFUNG LOCAL MUNICIPALITY FOR A PERIOD OF THREE (03) YEARS				
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:

MALUTI-A-PHOFUNG LOCAL MUNICIPALITY
CNR MOREMOHOLO & MOTLOUNG STREETS
SETSING BUSINESS CENTRE
PHUTHADITJHABA
9870
BID BOX "A"

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:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	[IF YES ENCLOSE PROOF]				[IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM	TECHNICAL ENQUIRY	INFRASTRUCTURE
CONTACT PERSON	MISS M. MOTSAU OR MISS P. LITSIBANE	CONTACT PERSON	Mr LA Mofokeng
TELEPHONE NUMBER	058 718 3878/70	TELEPHONE NUMBER	058 718 3788
E-MAIL ADDRESS	mastoki@map.fs.gov.za palesal@map.fs.gov.za	E-MAIL ADDRESS	april@mmap.fs.gov.za

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF BIDDING THAT -

1. The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her tax obligations.
2. The attached form “Application for Tax Clearance Certificate (in respect of bidders)”, must be completed in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes. The Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of twelve (12) months from date of issue. This Tax Clearance Certificate must be submitted in the original together with the bid. Failure to submit the original and valid Tax Clearance Certificate may invalidate the bid.
3. In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificates are available at any Receiver’s Office.

MBD2/ Application for tax Certificate...

**APPLICATION FOR TAX CLEARANCE CERTIFICATE
(IN RESPECT OF BIDDERS)**

1. Name of taxpayer / bidder:

2. Trade name:

3. Identification number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Company / Close Corporation registration number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5. Income tax reference number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6. VAT registration number (if applicable):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7. PAYE employer's registration number (if applicable):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature of contact person requiring Tax Clearance Certificate:
.....
.....

Name:

Telephone number: Code:..... Number:

Address:

.....

.....

DATE: 20____ / ____ / ____

PLEASE NOTE THAT THE COMMISSIONER FOR THE SOUTH AFRICAN REVENUE SERVICE (SARS) WILL NOT EXERCISE HIS DISCRETIONARY POWERS IN FAVOUR OF ANY PERSON WITH REGARD TO ANY INTEREST, PENALTIES AND / OR ADDITIONAL TAX LEVIABLE DUE TO THE LATE- OR UNDERPAYMENT OF TAXES, DUTIES OR LEVIES OR THE RENDITION RETURNS BY ANY PERSON AS A RESULT OF ANY SYSTEM NOT BEING YEAR 2000 COMPLIANT.

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, hareholder²):.....

3.4 Company Registration Number:
.....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:
.....

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

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

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

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.

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

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?

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

* Delete if not applicable

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

***YES / NO**

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

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**

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?

3.1 If yes, furnish particulars

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

***YES / NO**

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?

4.1 If yes, furnish particulars

.....
.....

***YES / NO**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- **the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and**
- **the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).**

1.2

a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific goals

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

1.5

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

- 1.6 Failure on the part of a bidder to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.7 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

The words in this policy shall bear a meaning as prescribed and/or ascribed by applicable legislation, and in the event of a conflict, the meaning attached thereto by National Legislation shall prevail:

- (a) “Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (b) “Black people” as defined in the Broad-Based Black Economic Empowerment Act, 2003 (Act No 53 of 2003), is a generic term which means Africans, Coloured and Indians.
- (c) “Tender” means a written offer or bid in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services or goods.
- (d) “price” means an amount of money tendered for good or services, and includes all applicable taxes less all unconditional discounts;
- (e) “rand value” means the total estimated value of a contract in rand, calculated at the time of bid tender invitation, and includes all applicable taxes and
- (f) “tender for income generating contracts” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auction.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR SPECIFICATION GOALS

4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points allocated (90/10 system) (To be completed by the tenderer)	Number of points allocated (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged = 05 Points		05		
Locality =05 Points <ul style="list-style-type: none"> • Maluti a Phofung = 05 points • Thabo Mofutsanyana = 03 points • Free State = 02 points • Other Provinces = 01 points 		05		
Total Points Allocated		10		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.1 Name of company/firm:.....

4.2 VAT registration number:.....

4.3 Company registration
number:.....

4.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a

fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and (e) forward the matter for criminal prosecution, if deemed necessary.

Signature(s) of Tenderer(s): _____ Date: _____

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>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.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	<p>If so, furnish particulars:</p>		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>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.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
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 TRUE AND CORRECT.**

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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.

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

Maluti-a-Phofung Municipality



Setsing Business Centre
C/o Moremoholo & Motlounng Streets
Phuthaditjhaba
9866
Enquiries: Supply Chain Management Unit

Private Bag X805
Witsieshoek
9870
Tel: 058 718 3700
Fax: 058 713 0459

MUNICIPAL SERVICES, RATES AND TAXES CLEARANCE CERTIFICATE FOR SUPPLY CHAIN MANAGEMENT PURPOSE

The purpose of this form is to obtain prove that municipal services, rates and taxes of the service provider are not more than three months in arrears with the relevant municipality / landlord in the municipal area where the service provider conduct his / her business. **This form is to be completed only if the service provider's rates and taxes are not in arrears for more than three months.**

PART A – to be completed by the relevant municipality in the case where the service provider is the registered owner of the site / owner pays for municipal services / tenant pays for municipal services

OR

PART B – to be completed by the landlord in the case where the service provider is renting the premises / rental paid by tenant include municipal services.

PART A (TO BE COMPLETED BY THE RELEVANT MUNICIPALITY)

Name of the Municipality:

Property Physical Address:

Registered Name:

Official's Name: _____

Municipality Stamp Here

Signature : _____

Date: _____

Please tick whether in arrears or up-to-date

Rates and taxes :	Up-to-date	/	in arrears for more than 3 months
Water:	Up-to-date	/	in arrears for more than 3 months
Electricity:	Up-to-date	/	in arrears for more than 3 months
Refuse :	Up-to-date	/	in arrears for more than 3 months
Other services:	Up-to-date	/	in arrears for more than 3 months

PART B (TO BE COMPLETED BY THE LANDLORD)

Name of the Landlord:

Property Physical Address:

Landlord Signature:

Date: _____

**Landlord's business stamp here Or an Affidavit
from SAPS**

Lease Agreement (Compulsory)

Please tick whether up-to-date or in arrears

Rental: Up-to-date / in arrears for more than 3 months

Municipal services: Up-to-date / in arrears for more than 3 months

NB: In the event that company is operating on leased premises and the address is not the same as the Company registration both lease agreement and landlord statement of account (not in arrears for more than three months) must be attached.

: If the company address or operate in rural settlement the service provider should attach their electricity purchase pattern. Electricity purchase pattern can be validated once the company purchase electricity in three (03) consecutive months.

: In the event the landlord does not have a business stamp an affidavit from SAPS AND lease Agreement must be attached.