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QUOTATIONS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE MANAGEMENT ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00.

ADVERTISEMENT DATE	08 April 2024
DEPARTMENT	FM
RFQ NUMBER	JCPZ/RFQ/FM171/2023
RFQ VALIDITY PERIOD	30 DAYS (COMMENCING FROM THE RFQ CLOSING DATE)
DESCRIPTION OF GOODS/SERVICES	REPAIRS TO THE OFFICE BUILDING AT FLORIDA STREET TREES
CIDB GRADING	2GB
DOCUMENTS ARE OBTAINABLE AT NO COST FROM:	The JCPZ's website- <a href="http://www.jhbcityparksandzoo.com">www.jhbcityparksandzoo.com</a>
SUBMISSION OF QUOTES: Due to the COVID-19 restrictions, Service Providers are to submit quotations in the boxes provided at the entrance of JCPZ House office, any day after the advert <b>between 8am-15:00pm</b>	<b>Quotation Box, 40 De Korte Street, JCP House Braamfontein. Telegraphic, telephonic, telex, facsimile and late quotations will not be accepted. City Parks does not take responsibility for any quotations submitted in the wrong box.</b>
CLOSING DATE & TIME	15 April 2024 @ 12:00pm
COMPULSORY SITE MEETING	Wednesday 10 April 2024 at 10:00am @ 33 Golf Club Terrace, Florida North
ENQUIRIES	Dineo Lekhutle- 073 264 3564 <a href="mailto:dlekhutle@jhbcityparks.com">dlekhutle@jhbcityparks.com</a>
Name of Bidder: .....	
Total Amount excl. VAT: .....	
VAT Amount: .....	
Total Amount Incl. VAT: .....	
VAT VENDOR: <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>NB: ATTACH FORMAL QUOTATION IMMEDIATELY AFTER FIRST PAGE</b>	
For more information on Tenders and Quotations visit our website <a href="http://www.jhbcityparksandzoo.com">www.jhbcityparksandzoo.com</a>	
COMPILED BY	TSHEPO NKOPANE

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "RFQ FOR - JCPZ/RFQ/FM171/2023"

## **Mandatory Requirements**

Completion of the Bill of Quantities (BOQ)/ Specification (where applicable)

Attendance of compulsory site briefing (where applicable)

## **Administrative Requirements:**

- Provide valid Companies' proof of address and/ or Director's proof of residence (Only latest municipal statement not older than three (3) months (not in arrears for more than 90 days) or valid lease agreement in their area of jurisdiction;
- Provide Valid COIDA Certificate from Department of Labor (Letter of good standing);
- Provide a valid Joint Venture (JV) agreement signed by all parties with all individual parties' mandatory documents submitted; if applicable
- Provide Proof of registration with CSD (Central Supplier Database) at National Treasury compliant with all regulatory requirements;
- The use of correction fluid is strictly prohibited and shall lead to disqualification;
- All corrections must be initialed by the bidder; and
- 

## **Special Conditions**

- *RFQ's would state the evaluation criteria that would among others:*
    - a) State out clearly all mandatory as well as administrative requirements specific to that bid;*
    - b) Special conditions that apply to that bid if there are any;*
    - c) Evaluation process to be followed either functionality and/or price*
    - d) That compliance documents should only be requested from qualifying, shortlisted or recommended service providers that passed the previous stages mentioned above;*
    - e) Clause 5(d) should be implemented by giving service providers within seven (7) days from a day when a letter of request was issued to respond, of which failure to adhere to that timeline should result to elimination*
  - Accepted RFQ's will be communicated by way of an official order. Accordingly, no goods, work or service must be prepared or delivered before an official order is received by the respondent
  - The process of closing and opening of RFQ's is open for all service providers who submitted quotations
  - The lowest, or any tender will not necessarily be accepted and Johannesburg City Parks and Zoo reserves the right to accept any tender either in whole or in part.
  - Evaluation Criteria: 80/20 Preference point system as presented in the preferential procurement regulations 2022, for this purpose MBD 1, MBD 3,1, MBD 4, MBD6.1, MBD 8 and MBD 9 forms should be scrutinized, completed and submitted together with your quotation.
1. All prices quoted must be firm and be inclusive of Value Added Tax (VAT).
  2. The lowest, or any, offer will not necessarily be accepted and Johannesburg City Parks and Zoo reserves the right to accept any offer either in whole or in part.
  3. No offer shall be considered unless it has been signed and accompanied by sufficient information to show whether or not the goods offered comply with the specifications.
  4. The offer herein shall remain binding and open for acceptance by Johannesburg City Parks and Zoo during the validity period indicated and calculated from the closing time of the RFQ.

All Service Providers that are currently not on the Central Supplier Database of National Treasury [www.csd.gov.za](http://www.csd.gov.za) are required to register and provide the CSD vendor number when submitting quotations/tenders. For more information on Tenders and Quotations visit our website [www.jhbcityparks.com](http://www.jhbcityparks.com) as well as on [www.etenders.gov.za](http://www.etenders.gov.za)

JOHANNESBURG CITY PARKS AND ZOO is committed to combat fronting. Insofar as it is legally permitted to do so, and provided that service delivery will not be severely influenced, contracts executed by fronting enterprises will be cancelled, the service provider in question will be blacklisted on its database of service providers and reported to the applicable authorities.

**SUBMISSIONS MUST BE IN SEALED ENVELOPES CLEARLY MARKED WITH REFERENCE NUMBER AND DESCRIPTION "JCPZ/SCM....."**

**REQUEST FOR QUOTATION FORM**

**DESCRIPTION: Repairs to the office building at Florida Street Trees**

**SPECIFICATION OR TERMS OF REFERENCE (below)**

<b>Item Description</b>	<b>Quantities</b>	<b>Unit Price</b>	<b>Total Including Vat</b>
SEE ATTACHED BOQ			
<b>Grand Total Incl. Vat</b>			

	Repairs to office building at Florida Street Trees			
<b>TENDER BILL OF QUANTITIES</b>				
-	<b>NOTES TO TENDERERS</b>			
	THE CONTRACTOR SHALL FULLY COMPLY WITH THE PROVISION OF THE OCCUPATIONAL HEALTH & SAFETY ACT , THE OCCUPATIONAL INJURIES & DISEASES ACT & INSURANCE COVERAGE. APPLICABLE FOR THE WORKS			
	<b>SCOPE OF WORK:</b>			
	<u>The scope of work measured in this tender document in broad terms comprises of the following:</u>			
	General building, electrical , glazing, plumbing, carpentry, civil, mechanical, fire systems ETC			
	The anticipated contract period is one (1) months but the contractor must indicate and plan on the period he anticipates to complete all work			
	<b>GENERAL</b>			
1	It is recommended that Contractor's inspect the site before pricing this document.			
2	Quantities of all items are measured net, and tenderers shall allow in their rates for all necessary cutting & waste & laps etc.			
3	The Contractor must fully comply with the Insured Safety Plan and must ensure that his rates allow for the requirements contained therein.			
4	The Physical address of the property is: Cnr Golf Club Terrace and Ontdekkers, Florida  SITE Information address etc.			
5	The Contractor must note that on signing the Agreement, his builder's lien on the site will be waived . No payment guarantee's will be issued by the Employer. Retention will be held on all payments in lieu of a Contractor's performance Guarantee.			
6	Due to the brevity of descriptions used below, it does not indemnify the Contractor from supplying & installing the relevant items in strict accordance to SANS/Trade specifications and manufacturer's instructions. Any claims in this regard will not be entertained.			
7	All damaged materials removed are to be carted off site to and deposited at a dumping site located and negotiated by the Contractor at his own cost.			
8	Where "cart away" (ca) is referred to this will be deemed to include for loading, carting off and dumping on the site as described above			
9	The Model Preambles For Trades 2008 Edition as published by the Association of South African Quantity Surveyors will apply to this contract.			
10	The "FORM OF CONTRACT FOR HOUSING AND MINOR WORKS" will be used for this project, JBCC or GCC			
11	All Prime Cost amounts and Provisional Sums are net. No discount will be allowed to the Contractor. Note: All sub-contractors are direct contractors to the main contractor.			
12	Where applicable and unless otherwise described, all rates must include for the necessary scaffolding not exceeding 5m high above bearing level AND also for dust screens & tarpaulins etc. where required			
13	All rates must include for the necessary cutting & waste.			
14	Profit and Attendance will be adjusted in direct proportion to the final amounts.			
15	Public liability insurance effected by the Contractor = The Contract Sum + 50% with a deductible amount of Nil. Contract's Works insurance = The Contract Sum Plus 20%			
16	<b>WATER:</b> Water must be provided by the contractor where unavailable at JCPZ sites			
16	<b>TOILETS:</b> The Contractor must provide his own toilets where unavailable at JCPZ sites			
	<b>ELECTRICITY:</b> Electricity used for the work must be metered & paid for by the Contractor but in most cases must be provided by the contractor			

1 7	Where material of a hazardous nature has to be removed from site it has to be deposited at a GLB Secure dumpsite, located and negotiated by the contractor and a Safe Disposal Certificate is to be obtained. All related fees for this are to be included in the rates.				
1 8	Contract period 1 MONTHS FROM SITE HAND OVER, EXCLUDING BUILDERS HOLIDAYS				
1 9	Penalties for non-completion - R 1 000.00/day until practical completion is met.				
2 0	The quantities in this document have been measured based on information obtained on site as well as notes provided by the Project managers. Should the tenderer think that circumstances have changed since then or if he is of the opinion that items have not been included in this document, he can draw up a specification and submit to the project manager for approval on appointment or during the project, contractors are to not undertake any works outside the scope without written approval by the PM.				
2 1	The Successful Contractor must provide a breakdown of his Preliminary & General Cost prior to signing the Agreement and prior to occupying the site. The contractor must indicate his costs for : Hire & Maintenance of Portable toilets, Site Establishment, Transport, Telephones, Insurance , Safety & OSH act compliance, Security, Clearing, Cleaning and Handover.				
2 2	The Electrical fixtures in the buildings are in place and is on the onus of the appointed service provider to ensure compliance prior to handover				
2 3	The plumbing fixtures in the buildings are in place and is on the onus of the appointed service provider to ensure compliance prior to handover				
2 4	Contractor to provide all COC's on completion including but not limited to roofing, electrical and plumbing, glazing ETC.				
2 5	MATERIALS: Should the work require additional material that are not specified in the schedule of quantities the Contractor must obtain approval from the project manager prior to carrying out the works. The Contractor shall attach to his accounts original supplier's tax invoices for new parts, components and materials to be used or that were used for repair work requiring non-scheduled items, the full description similar to that required to order an item from a supplier, i.e. Make: model, serial number, size, capacity, etc. shall be listed on the account.				
2 6	The Project Manager reserves the right to: (a) Supply to the Contractor new parts, components and materials required to undertake repairs, or (b) The above applies to new parts, components and materials which are to be used for both maintenances, repairs and development works (c) Unless stated otherwise in writing by the Project Manager, all proprietary materials are to be used, mixed, applied, fixed, etc., strictly in accordance with the manufacturer's recommendations.				

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<b>SECTION A: PRELIMINARY AND GENERAL</b>				
A1	<b>FIXED CHARGES</b>				
A1.1	Contractual Requirements	SUM	1		
A1.2	Facilities required by Contractor	SUM	1		
A1.3	Site Establishment	SUM	1		
	- GENERAL RESPONSIBILITIES AND OTHER FIXED CHARGES				
A1.3	<b>OCCUPATIONAL HEALTH AND SAFETY</b>				
A1.3.1	Make provision to provide all items as per Health & Safety checklist as specified in the document all complete	SUM	1		
	-				
A1.3.2	Removal of site establishment on completion and making good off site	SUM	1		
A2	<b>TIME RELATED CHARGES</b>				
	-				
A2.1.1	(For duration of contract, unless otherwise stated) Contractual requirements	SUM	1		
A2.1.2	Facility for contractor	SUM	1		
A2.1.3	General Responsibilities and other time related Obligations	SUM	1		
A2.2	<b>ENVIRONMENTAL MANAGEMENT</b>				
A2.2.1	Make provision for all items as per Environmental Management checklist as indicated in the document and submit electronically	SUM	1		

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<b>Brought Forward</b>				
	<b><u>SECTION B BUILDING WORKS</u></b>				
	<b><u>DEMOLISHING WORKS</u></b>				
B1.1	Remove steel burglars' windows at the Managers office 1.2m x 1.1m	no	3		
B1.2	Remove window with frame and glass at the Managers office 1mx930mm	no	3		
B1.3	Remove steel burglar windows at the Managers office 1.8m x 1.4m	no	2		
B1.4	Remove window with frame and glass at the Managers office 1.5m x 1230m	no	2		
B1.5	Remove steel burglar door complete 1420mmx2150mm	no	1		
B1.6	Remove steel burglar door with frame complete 2m x 800m	no	1		
B1.7	Remove wooden door with frame 2.1m x 900mm	no	2		
B1.8	Remove window glass 220mm x 600mm	no	1		
B1.9	Remove damaged ceiling with cornice in the open plan area, and RM office at the regional building	m <sup>2</sup>	60		
B1.10	Remove Luminaire light fittings with tubes at regional office	no	10		
B1.11	Remove damaged and fallen steel palisade fence bordering Florida Street Trees and Len Rutter park, 50m x 2.4m high	m <sup>2</sup>	120		
B1.12	Scrape off peeling /bubbling paint from the wall with mould in the RM office	m <sup>2</sup>	50		
B1.13	Remove all rubble and dump at a registered dump site	SUM	1		
	-				

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<b><u>SECTION B CIVIL WORKS</u></b>				
	<b><u>BUILDING WORKS</u></b>				
C1.1	Supply and install high gloss PVC ceiling with cornices and trap door complete in the open area and Regional Managers office	m <sup>2</sup>	60		
C1.2	Supply and install bronze aluminium windows with frame, glass and window lock complete, 1m (width) x 930mm (height)	no	3		
C1.3	Supply and install bronze aluminium windows with frame, glass and window lock complete, 1.5m (width) x 1230mm (height)	no	2		
C1.4	Supply and install expandable window burglar 12mmx12mmx0.9mm gauge steel, 1m x 930mm	no	3		
C1.5	Supply and install expandable window burglar 12mmx12mmx0.9mm gauge steel, 1.5m x 1230mm	no	2		
C1.6	Supply and install sandblasted bronze aluminium glass hinged door with locking mechanism complete 2.1m x 800mm	no	1		
C1.7	Brick up wall at the back-office door (2.1m x 900mm) and (220mm x 600mm), then leave opening for window, 220mm x 600mm	m <sup>2</sup>	2		
C1.8	Supply, prepare and plaster bricked up wall complete to finish	m <sup>2</sup>	2		
C1.9	Repair damp wall and apply two coats of damp seal/waterproof plaster, seal cracks and joints	m <sup>2</sup>	50		
C1.10	Make provision to plaster around the window area	m <sup>2</sup>	5		
C1.11	Supply and paint interior wall with two coats of waterproof acrylic paint in the RM office 6.5mx3m and 4mx3m	m <sup>2</sup>	63		
C1.12	Supply and install high gloss PVC ceiling with cornices and trap door complete in the open area and RM office	m <sup>2</sup>	60		
C1.13	Supply and install Led 12watts downlight fittings with globes complete with wiring not exceeding 20m, in the open area and the RM office	no	20		
C1.14	Supply a double layer dry walling at the kitchen area to partition for the storeroom	m <sup>2</sup>	14		
C1.15	Supply and install skirting for the dry partitioning wall	m <sup>2</sup>	6		
C1.16	Supply and install aluminium door with frame and locking mechanism to newly converted storeroom	m <sup>2</sup>	11		
C1.17	Supply, prep and paint two coats with acrylic pva paint	m <sup>2</sup>	6		
C1.18	Provided a COC all for electrical work	no	1		
C2	<b>STEEL PALISADE FENCE</b>				
C2.1	Supply and pour 20mpa 19mm graded concrete mix	m <sup>2</sup>	3		
C2.2	Supply and install 76mmX76mmX2mm square tubing with 150mm base plates by 2500mm high 500mm into ground	no	14		
C2.3	Supply and weld steel palisade fence with 3 spoke spikes, 42m x 2m high	m <sup>2</sup>	84		
C2.4	Sand, prime and paint two coats enamel paint to steel frames and fencing	m <sup>2</sup>	81		
C3	<b>AIRCONDITIONING</b>				
C3.1	Service, maintain and re-gas air-conditioning units 9000/12000btu, 1x Regional Managers Office 1x Boardroom 1x Regional Office Open Area 1x Manager's Office	no	4		



Company Registered Name: \_\_\_\_\_

Company registration no: \_\_\_\_\_ VAT Reg. No: \_\_\_\_\_

Tax Reg. No: \_\_\_\_\_ CIDB No (If Applicable). \_\_\_\_\_

Central Supplier Database Vendor No (CSD): \_\_\_\_\_

**For Office use only:**

**Evaluation criteria: Preferential Procurement Regulations 2022.**

	POINTS	POINTS CLAIMED
PRICE:	80	_____
25% and Above for women Owned Companies:	20	_____
TOTAL POINTS FOR THE PRICE AND GOALS:	100	_____

**Conditions:**

1. Submit a formal quotation on your company letter head
2. Return all MBD Forms and signed
3. All prices quoted must be firm and be inclusive of Value Added Tax (VAT).
4. The lowest, or any, offer will not necessarily be accepted and Johannesburg City Parks and Zoo reserves the right to accept any offer either in whole or in part.
5. No offer shall be considered unless it has been signed and accompanied by sufficient information to show whether or not the goods offered comply with the specifications.
6. The offer herein shall remain binding and open for acceptance by Johannesburg City Parks and Zoo during the validity period indicated and calculated from the closing time of the RFQ.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

CAPACITY: \_\_\_\_\_

DATE: \_\_\_\_\_

**OFFICE USE ONLY**

**FUNCTIONALITY (Complete Applicable or Not Applicable)**

**PRE-QUALIFICATION CRITERIA Functionality Tables (100 Points)**

<b>Description of Evaluation and Evidence Required</b>	<b>Weights</b>	<b>Total Weight</b>	<b>Points</b>
<b>Total</b>		<b>100</b>	

## INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>			
BID NUMBER:		CLOSING DATE:	
		CLOSING TIME:	
DESCRIPTION			
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>			

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE  
BID BOX SITUATED AT (STREET ADDRESS

<b>SUPPLIER INFORMATION</b>			
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
<b>[A VALID CK DOCUMENT AND SHARE CERTIFICATE AS WELL AS RATES AND TAXES OR LEASE AGREEMENT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS]</b>			

<p><i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p><i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER PART B:3 ]</p>
<p><i>TOTAL NUMBER OF ITEMS OFFERED</i></p>		<p><i>TOTAL BID PRICE</i></p>	<p><b>R</b></p>
<p><i>SIGNATURE OF BIDDER</i></p>	<p>.....</p>	<p><i>DATE</i></p>	
<p><i>CAPACITY UNDER WHICH THIS BID IS SIGNED</i></p>			
<p><b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b></p>		<p><b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b></p>	
<p>DEPARTMENT</p>		<p>CONTACT PERSON</p>	
<p>CONTACT PERSON</p>		<p>TELEPHONE NUMBER</p>	
<p>TELEPHONE NUMBER</p>		<p>FACSIMILE NUMBER</p>	
<p>FACSIMILE NUMBER</p>		<p>E-MAIL ADDRESS</p>	
<p>E-MAIL ADDRESS</p>			

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
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.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>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.</b></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: .....

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING,  
A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY  
POINT**

Name of Bidder.....	Bid Number.....
Closing Time .....	Closing Date .....
.....	

OFFER TO BE VALID FOR **30 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY (QTY)	DESCRIPTION	UNIT PRICE (P)	TOTAL PRICE (QTY*P)
<b>SUB-TOTAL</b>				R
<b>VAT AT 15%</b>				R
<b>GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)</b>				R
I (full name) _____, in my capacity as _____, the duly authorized representative of _____ (company name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/ clauses contained in the said documents.				
Signature of duly authorized representative			Date:	

- 
- Required by: .....
  - At: .....
  - .....
  - Brand and Model .....
  - Country of Origin .....
  - Does the offer comply with the specification(s)? \*YES/NO
  - If not to specification, indicate deviation(s) .....
  - Period required for delivery .....
  - \*Delivery: Firm/Not firm
  - Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

**DECLARATION OF INTEREST**

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

3.1 Full Name of bidder or his or her representative

.....

3.2 Identity Number:

.....

3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>)

.....

3.4 Company Registration Number:

.....

3.5 Tax Reference number

.....

3.6 VAT Registration Number:

.....

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

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

3.8.1 If yes, furnish particulars. ....

.....

.....

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

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

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.....

8

.....

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:

.....

.....

9

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

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

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

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

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

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

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

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS: 25% OR MORE WOMEN OWNED</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:



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 claimed (90/10 system)  (To be completed by the tenderer)	Number of points claimed (80/20 system)  (To be completed by the tenderer)
Price	N/A	80	N/A	
25% and above women Owned	N/A	20	N/A	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

**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	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	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:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS  
DECLARATION FORM TRUE AND CORRECT.**

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

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

\_\_\_\_\_

(Name of Municipality / Municipal Entity)

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

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

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

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

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

**MBD 9**

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder