

ENDUMENI LOCAL MUNICIPALITY

QUOTATION NO: Q61/2022-23

CASH-IN-TRANSIT (CIT) SHORT TERM SERVICES FOR 3 MONTHS

CASH-IN-TRANSIT (CIT) SHORT TERM SERVICES

1.1 As per Specification in document

1. No late submission of quotation will be considered.
2. No quotations sent or submitted by facsimile, telex, telegram or electronic mail will be accepted.
3. The procurement process will be in terms of the Endumeni Supply Chain Management policy as approved by Council.
4. The Municipality is not obliged to accept the lowest or any quotation.
5. As per section 38(d) (i) & (ii) of Endumeni Municipality's Supply Chain Management Policy, bidders or any of its directors who are in arrears with their rates and taxes for more than three months or who have failed to perform satisfactorily on a previous contract in the last five years, will not be considered.
6. The supplier, as reference, is required to provide the company profile about the services that had been rendered by the same company to different institutions.
7. Documents for formal written quotation will be available from the **Finance Department – Mr. B.C Sibiya (Bheki) or Miss S Kunene (Sma)** Room 12, Civic Centre, 64 Victoria Street, Dundee from **08h00 to 15h30**, upon payment of a non – refundable deposit of R100.00 per set of documents or download free on website.

For further details/enquiries regarding this project, you are welcome to contact **Mbhekeni Masondo (Manager Revenue)** –at Endumeni Municipality on 034 212 2121. Ext 2231

- **The following documents are to be attached to your quotation document:**
 - **Company Registration Document;**
 - **Valid Tax Compliance Certificate with pin**
 - **Certified copies of director's identity document not older than 3 months;**
 - **Statement of municipal rates not older than 3 months, Proof of residence for those residing in rural areas or Lease agreement.**
 - **Copy of a Detailed Central Suppliers Database Report.**
 - **PSIRA accredited/ certified to do Cash-in-Transit (CIT)**
 - **Comply with COIDA**
 - **Proven previous experience of a similar contract.**
- **Should the bidder not attach the abovementioned supporting documents then his/her quotation will not be considered.**

Sealed quotations outwardly marked "**Quotation Number: Q61/2022-23 - CASH-IN-TRANSIT (CIT) SHORT TERM SERVICES**" should be deposited into the quotation box on or before **14h00, Wednesday, 26 April 2023** at Endumeni Municipal Offices, Civic Centre, 64 Victoria Street, Dundee, for the attention of the undersigned. All quotations will be entered into a register and opened in public.



Mr. S Ntombela
Municipal Manager
Endumeni Municipality
Private Bag 2024
Dundee
3000

Notice No: 48/2023

Date: 19.04.2023



Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be clearly marked **"Quotation Number Q61/2022-23 CASH-IN-TRANSIT (CIT) SHORT TERM SERVICES FOR 3 MONTHS**, should be submitted in the **quotation box** on or before **14h00, on Wednesday, 26 April 2023**.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- The following documents are to be attached to your quotation document:
 - Company Registration Document;
 - Valid Tax Compliance Certificate with pin
 - Certified copies of director's identity document not older than 3 months;
 - Statement of municipal rates not older than 3 months, Proof of residence for those residing in rural areas or Lease agreement.
 - Copy of a Detailed Central Suppliers Database Report.
 - PSIRA accredited/ certified to do Cash-in-Transit (CIT)
 - Comply with COIDA
 - Proven previous experience of a similar contract.

Should a bidder not attach the above-mentioned supporting documents then his/her quotation will not be considered.

- The successful provider will be the one scoring the highest points.

NB: No quotations will be considered from persons in the service of the state.

Failure to comply with these conditions may invalidate your offer.

BIDDER'S NAME:

ADDRESS:

.....

.....

TELEPHONE:

EMAIL ADDRESS:

TOTAL QUOTATION AMOUNT:

1. INDEX

1. Specifications
2. MBD 1 Part A & B - Tax clearance certificate requirements
3. MBD 3.1 - Pricing schedule – Firm prices
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8. Copy of Signed Notice

SPECIFICATIONS

CONTRACT SPECIFICATIONS

TERMS OF REFERENCE

1.1 Purpose of the Bid

The Endumeni Municipality seeks to appoint a service provider who will render Cash-In-Transit (CIT) services to the Municipality for a period of three (3) months from 1 May 2023 to 31 July 2023. The Endumeni Municipality invites tenders from suitable service providers (Tenderers) able to provide security personnel who are registered with the Private Security Industry Regulatory Authority (PSIRA) and can provide evidence that those personnel are in good standing with PSIRA and have the required competency certificates, to render Cash-In-Transit (CIT) services.

1.2 Background

The Endumeni Municipal Area includes the towns of Dundee, Glencoe, Wasbank and certain rural areas.

The Cash-In-Transit (CIT) services needed must be provided in both towns (premises), as listed in the pricing structure, within the jurisdiction of the Endumeni Municipality.

The purpose of this bid is to provide the Municipality with effective and efficient Cash-In-Transit (CIT) services.

For the purpose of mitigating risks, the Municipality may perform background verification on information provided by the bidder(s).

Companies may be invited to give presentation as and when required. The Municipality reserves the right to increase or decrease the scope of the service required as determined by the prevailing circumstances at the time. For example, adding and removing collection points

1.3 Eligibility Criteria

Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders:

- a) Comply with PSIRA regulations;
- b) The service provider must be PSIRA accredited/ certified to do Cash-In-Transit (CIT) – (proof to be attached)
- c) Comply with COIDA;
- d) Who, according to the employer, *do not present any commercial risk and can demonstrate that he or she possesses the professional and technical competence, financial resources, equipment and other physical facilities, reliability, and expertise to perform the contract*
- e) proven previous experience on contracts of a similar value and nature; such as Cash-In-Transit (CIT) services, pertaining to transportation of cash from various institutions to banks on a daily basis

1.4 Scope of works

1.4.1 The SERVICE PROVIDER contracted shall employ every lawful means to prevent loss of life, property, equipment, etc. through damage, theft, explosion and fire, sabotage, espionage when performing the duty of CIT service and providing the following security services:

- (a) **Patrolling duties:** shall include but not limited to the continuous physical

patrolling around the entrance and exit points of Municipality's premises, while CIT is in progress.

- (b) **Guarding duties:** shall include but not limited to physical guarding of the Municipality's cash while CIT is progress.
- (c) **Protection duties:** shall include but not limited to escorting the bank marshal and other related municipal staff as and when required, while CIT is progress.
- (d) **Key Control:** shall include but not limited to safekeeping of cash while in transit. Municipality shall hold the Contractor responsible for losses that occur because of lack of key control by the security officers. The contractor shall provide a permanent contract manager/supervisor who will be responsible for ensuring the quality of work carried out by the security officer/s for the full contract period.
- (e) **Registers & documents management:** The service provider shall at all times ensure that a log and receipt book for monies received is in place and shall issue to the municipal staff documentary proof of receipt of moneys. The service provider must at all times be able to provide information about the status of the money bag.
- (f) **Incidents Management:** Conduct investigations within 24 hours and submit a preliminary report within 5 days and final report within 7 days. This includes theft/ loss/ damages.
- (g) **Compliance:** valid PSIRA identification cards, firearm competency certificates, firearm permits must be carried whilst on duty and comply with all approved security related legislation, code of conduct and procedures.

The prospective service provider will provide CIT services and should adhere to the following, namely:

1.4.2 CIT Services (Work Methodology)

- (a) Collection of money must be done before 12:00 noon each day and deposited on the **same day** at the relevant banks.
- (b) Rendering of CIT Services for the Endumeni Municipality from the mentioned sites to FNB Dundee on a daily basis in Dundee and Glencoe.
- (c) The bank marshal must at all times be present at the bank when the money is counted and deposited.
- (d) The CIT services should under no circumstances disrupt the routine activities of the municipality.
- (e) The service provider must ensure that a specialised vehicle (armoured) adapted for the transport of Cash is used when the service is rendered. The vehicle must be equipped with a safe for the safeguarding of monies.
- (f) Security personnel to monitor the entrance and exit of the Municipality's premises (building) while CIT is in progress

1.4.3 Management

- (a) The contractor shall provide a contract manager/supervisor who will be responsible for ensuring the quality of work carried out by the security officer for the full contract period.
- (b) The service provider must ensure that security personnel have relevant training and qualifications as per PSIRA grading requirements (refer to clause 1.4.6)
- (c) The service provider must ensure that regular meetings with the Municipal Representative for CIT services are conducted (Work Methodology) and relevant

reports produced and submitted on time. Address complaints raised by municipality within 12 hours or as agreed.

- (d) All CIT related breach incidents e.g. theft, fraud, loss of money must be investigated by the service provider timeously and a preliminary report must be submitted to the Municipality within 5 days of the breach. A final report must be submitted within 7 working days unless the service provider obtains written permission from a duly authorised municipal official for an extension. The service provider will be liable for any loss due to negligence or due to failure by its personnel to carry out their assigned duties and/or implement standard operating procedures.

1.4.5 Minimum Security Aid Requirements

- (a) Service aids to be used by the security officers at all times are as follows:
 - Reliable communication system.
 - Relevant fire arm (9mm Pistol, assault rifle, etc)
 - Relevant equipment needed for Cash-in-Transit services e.g. receipt book, secured cases, tags, barcoded money bags.
 - Any other additional items/aids required by statutory legislation must be provided in addition to those mentioned above.

1.4.6 Security Guards/Personnel: Minimum Qualifications

- (a) Security guards must have at least Grade C (PSIRA certificate), with competency certificates, to render Cash-In-Transit (CIT) services
- (b) Supervisors must have at least Grade B (PSIRA certificate); relevant qualifications and experience for supervision.
- (c) Security guards must be able to communicate, read and write at least in English.
- (d) Security guards may not be younger than 21 years of age.

1.4.7 Hours of Service

- (a) Services will be required 5 days a week, excluding weekends and public holidays.

1.4.8 Service Level Agreement

- (a) The relationship between the municipality and the successful service provider must be managed through a Service Level Agreement (SLA) and proper procedures must be in place to manage, monitor and report as to the adherence thereto.

1.4.9 Municipality's Requirements

- (a) Please provide three (3) references with full details (contact, contact person & email address) of references where you rendered service for the last three years. (References)
- (b) The guards on site must at all times be able to contact their supervisor/control room via the base station or cellular phone for assistance if and when required.
- (c) Service Providers project manager must always be on standby for emergency matters. The contact numbers must be made available to the municipality.

1.4.10 Security Clearances

- (a) The bidders shall supply and maintain a list of personnel involved on the project indicating their clearance status. The preferred service provider may be vetted by the Municipality for security clearance.

1.5 Period of Assignment

The duration of this project will run for three (3) months from date of award. All work is to be carried out in accordance with the time schedule as agreed with the Municipality.

1.6 Performance Measures

The performance measures for the CIT services will be closely monitored by the Municipality.

1.7 Special Conditions

- (a) The Security Company and all its Security Officers must be registered with the Private Security Industry Regulatory Authority (PSIRA). Certificates to that effect must be submitted.
- (b) Shortlisted companies may be vetted for security clearance.
- (c) The duration of the contract is three (3) months from date of award and the Municipality reserves the right to terminate the contract at any stage before the expiry of the contract.
- (d) Employees and sub-contractors of the bidders may be required to be in possession of valid security clearances to the level determined by Private Security Industry Regulatory Authority (PSIRA) / Municipality, commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders. The bidders shall supply and maintain a list of personnel involved on the project indicating their clearance status.
- (e) The security industry must be regulated by a wage order / determination or agreement in terms of the Labour Relations Act.
- (f) The successful contractor shall at all times practice safe working habits and create safe working conditions for his/ her workers. The municipality shall be indemnified against any loss, injury to employees or another person and damage to own property or third party, while executing the contracted service on behalf of the municipality.
- (g) The successful contractor will be held responsible for any damage, loss or thefts that may be caused, to the premises or contents, by him or his employees or be due to their neglect, whether in the normal execution of their duties or otherwise, and a claim for indemnification can accordingly be imposed by the Municipality against the contractor.
- (h) The successful contractor must obtain Public Liability Insurance at his own costs commensurate with the risk to which he is exposed. Such insurance must also make provision for all vicarious losses and claims for which the contractor or his staff may be responsible. It is a condition of this bid that the successful contractor must submit proof of its Public Liability Insurance within two (2) weeks upon the award of the contract. Any non-compliance with these conditions will render the contract award null and void.
- (i) Without prejudice to the successful contractor's responsibility to select his personnel before employment, the Municipality will at all times have the right to point out staff members of the Contractor who is considered a safety, health or security risk or undesirable in which case the contractor will be requested not to utilize such person/s any longer to honour his obligations in terms of his agreement. In such a case the contractor will immediately comply with the request and the contractor will not (as

result or such request) be entitled to bring a claim for loss or damages against the Municipality and the contractor indemnifies the municipality against any claim from the employee concerned.

- (j) The personnel of the contractor MUST at all times be dressed in corporate clothing (with the company's name and logo on) and all other safety equipment as required by the Safety Health and Environment Management Act. All personnel must be furnished with an identification card, must have a communication system/device which is connected to their office or police station as well as an armed reaction vehicle on standby and a receipt book for issuing receipt for proof of monies received.
- (k) A sample of the identification cards and photo of the company's uniform must be submitted with the bid. This must be submitted as per clearly marked attached annexure.
- (l) Payments will be made monthly within 30 days on submission of an invoice for the services rendered. The invoice must indicate for which month's services payment is claimed and must reflect the order number. Invoices cannot be certified as correct before the work has been properly performed. That certificate can only take place after the last working day of the month during which the services was rendered, if the service was rendered satisfactorily and the invoice is correct.
- (m) In case of any failure to comply with any of the conditions of the contract or unsatisfactory rendering of services, the stipulation of the Government Procurement General Conditions of Contract which is part of this contract will be applicable.
- (n) A Security Service Provider means a current valid paid-up unimpaired registration to conduct a security service in terms of the Private Security Industry Regulations Act, Code of Conduct and Regulations.
- (o) All security guards must have full weapon training according to section 21, Act on weapons.

2. Evaluation Criteria

Bids will be evaluated on a 80/20 preferential points principle.

Tenders will be evaluated and awarded as a whole. The sum of the prices for each item shall be totalled.

3. Price Instruction

3.1 The pricing structure or schedule has been designed for bidders to cast their prices per cluster. Bidders must/ shall indicate their prices for each and every item, failure to adhere to this requirement shall lead to automatic disqualification.

3.2 Tenders will be evaluated and awarded as a whole. The sum of the prices for each item shall be totalled.

3.3 Service providers are urged to take into account all the necessary costs of bringing the services to the client when casting their prices ie (wages, transport, telephone, etc). The municipality shall at any given stage during the evaluation of tenders, conduct verification checks in order to ensure that unrealistically low tenders are eliminated not to participate further on price. Service providers are also urged to use historical trends as well as liaising with PSIRA for possible future wage increases in order to make realistic forecasting, for the purposes of making informed financial decisions. No further price adjustments shall be accommodated, other than the ones agreed upon according this tender.

3.4 Should it be established during the course of the contract that Security Officers of lower grade have been provided; a penalty shall be incurred in addition to a price/rate adjustment. In any instance of the use of Officers with no training, no payment shall be made. Any overpayments already made shall forthwith be recovered from the time a lower graded or untrained Security Officer is supplied. Additionally, the Breach/Default clause

may be applied.

3.5 Tenderers must ensure that at all times they comply with any legislation which in any manner whatsoever impacts upon the employment, conditions of service and pay rates of Security Officers.

3.7 The municipality reserves the right to award this tender in whole or part thereof (per line). The municipality reserves to right to increase or decrease the number of items due at the tendered prices or to operational and financial reasons. The municipality also reserves the right to terminate the contract of the successful bidder at any time prior to expiry of the contract period, due to operational, financial, under-performance, or any material reason that can be justified by the municipality.

3.8 All prices shall be quoted in South African currency and be **EXCLUSIVE** of VAT. However, those bidders who are registered for VAT shall account for VAT at 15% in order to obtain the Grand Total. Those bidders who are NOT registered for VAT may NOT impose VAT to the municipality.

3.9 Payment shall commence monthly within 30 days on submission of an invoice for the services rendered. The invoice must indicate for which month's services payment is claimed and must reflect the order number. Invoices cannot be certified correct before the work has been properly performed. That certificate can only take place after the last working day of the month during which the services was rendered, if the service was rendered satisfactorily and the invoice is correct. The tender rate shall include full compensation for the CIT services rendered to the Endumeni Municipality, complete as specified

3.11 Signature of the bidder.....

3. The Price schedule - Rates

Rendering of CIT Services for the Endumeni Municipality from the under mentioned sites to FNB Dundee Branch for three months, as per attached specification and conditions.

Below is a schedule indicating the location at which CIT service is required. The rate shall remain fixed for the duration of contract period.

1. Bidders are also to note that the quantity can be increase or decrease depends on our budget.
2. For further details/enquiries regarding this event, you are most welcome to contact **Mbhekeni Masondo** at the Endumeni Municipality on **034 212 2121 Ext.2231**
3. Bidders are note that his/her quotation must include delivery cost.
4. Should the successful bidder decline the award of the bid, the bidder will be held responsible of all additional costs that will be incurred by Endumeni Municipality.

ENDUMENI MUNICIPALITY

INVITATION TO BID

MBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	Q61/2022-23	CLOSING DATE:	26 APRIL 2023	CLOSING TIME:	14H00
DESCRIPTION	CASH-IN-TRANSIT (CIT) SHORT TERM SERVICES FOR 3 MONTHS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE QUOTATION BOX SITUATED AT (STREET ADDRESS)					
ENDUMENI MUNICIPALITY					
CIVIC CENTRE					
64 VICTORIA STREET					
DUNDEE					
3000					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (TICK APPLICABLE BOX)	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [(IF YES ENCLOSE PROOF)]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [(IF YES, ANSWER PART B:3)]
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE		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		CONTACT PERSON	Mbhekeni Masondo	
CONTACT PERSON	SCM		TELEPHONE NUMBER	034 212 2121 Ext 2231	
TELEPHONE NUMBER	034 212 2121		FACSIMILE NUMBER	N/A	
FACSIMILE NUMBER	0865689640		E-MAIL ADDRESS	MasondoM@endumeni.gov.za	
E-MAIL ADDRESS	scm@endumeni.gov.za				

ENDUMENI MUNICIPALITY

INVITATION TO BID

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, 2017, 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:

ENDUMENI MUNICIPALITY
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..... Quotation Number: Q61/2022-23

Closing Time: 14h00

Closing Date 26/04/2023

OFFER TO BE VALID FOR 7 DAYS FROM THE CLOSING DATE OF BID

Collection point	Description	Unit Price	Total	VAT	Price Including Vat
Dundee office	Collection and banking of cash 5 working days a week for 3 months.				
Dundee Testing station	Collection and banking of cash 5 working days a week for 3 months				
Glencoe main office	Collection and banking of cash 5 working days a week for 3 months				
				TOTAL PRICE	

- Required by:
- At:
- Brand and model
- Does offer comply with specification? ***YES/NO**
- If not to specification, indicate deviation(s)
- Period required for delivery
- ***Delivery: Firm/not firm**
- Delivery basis (all delivery costs must be included in the bid price)

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

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 positioning 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 or any Directors/trustees/shareholders/ members presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.....

.....

¹MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....
.....

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

3.11.1 If yes, furnish particulars

.....
.....

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

3.12.1 If yes, furnish particulars.

.....
.....

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

3.13.1 If yes, furnish particulars.

.....
.....

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

3.14.1 If yes, furnish particulars:

.....
.....

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

Full Name	Identity Number	Are you employed by National/ Provincial/ Local Government? YES/NO	If YES, please give details

5. I duly confirm that the above information is correct until otherwise advised in writing AND the company undertakes to immediately, in writing on same day of appointment, advise the Endumeni Municipality immediately if any of its directors/trustees/ members/shareholders assumes appointment as an employee in national, provincial and/or local government AND the company will deregister from the Endumeni Municipality Supplier Database and cease forthwith from doing business with the Endumeni Municipality AND the company shall be subject to a penalty of forfeiting all payments for services rendered or products delivered or installed if it fails to immediately disclose in writing the employment of any of its directors/trustees/ members/shareholders in national, provincial and/or local government.

.....
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
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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:

.....

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

Js367bW

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)

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

MBD 9

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.

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Signature

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Date

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Position

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Name of Bidder