


Turbine Hall 65 Ntengi Pilliso Newtown P O Box 61542 Marshalltown 2107 Tel : (011) 688-1400 Fax : (011) 688-1556	INITIATING DEPARTMENT Cydna Lab	INITIATOR Kippie Ncube	COLLECTIVE NO.	RFQJW58SN25 QUOTATION REQUESTED FROM	 Johannesburg Water	QUOTATION DATE 60 DAYS	VALIDITY 7 DAYS	PAGE NO. CLOSING DATE AND TIME 4-Jun-25 16:00:00 PM Date of Issue 17 May 2025
QUOTATIONS WILL BE EVALUATED ON THE 80/20 POINT SCORING SYSTEM. 80 POINTS WILL BE ALLOCATED TO PRICE AND THE REMAINING 20 POINTS WILL BE ALLOCATED FOR SPECIFIC GOALS AS PER PPFFA 2022 ALL SUPPLIERS RESPONDING TO QUOTATIONS SHOULD BE REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) JW Contact Person : Nandipha Sikambule- Email Address : nandipha.sikambule@jwater.co.za Telephone Number : 011 688 1421								
ITEM NO.	DESCRIPTION	DESCRIPTION OF ITEM OFFERED	Volume	UOM	QTY REQUIRED	PRICE QUOTED EXCL. OF	DISCOUNT	PRICE QUOTED INCL. OF V.A.T
SUPPLY AND DELIVERY								
	Suitable qualified firms are invited to the compulsory briefing meeting and site visit to supply and install Anchor points at the roof of the building;							
	The anchor installer should hold a valid Level 3 IWH or IRATA Level 3 qualification							
1	Supply and Install Anchor point according to 50795 & EN 795:2012							
2	Each of the main Anchor Point to have a compliance tag and a certificate issued							
3	Load Test Certificates and QA documentation to be handed over to client on completion of project							
	The size of the two rooftops of the building are estimated to measure 14 x 15m and 71 x 15m							
5	Safety File is a mandatory requirement as a Once Off Service. (TENDERERS ARE REQUESTED TO INCLUDE A SAFETY FILE ON THEIR QUOTE REGARDLESS OF WHETHER THEY CHARGE FOR IT OR NOT - FAILING OF WHICH THE TENDERER WILL BE DISQUALIFIED.SAFETY FILE SHOULD BE INDICATED AS A LINE ITEM ON THE QUOTE e.g WITH R0,00 AMOUNT IF NOT CHARGING FOR IT).TENDERERS ARE ALSO REQUESTED NOT TO SUBMIT THE ACTUAL SAFETY FILE DOCUMENT DURING THE TENDERING ONLY THE SUCCESSFUL BIDDER WILL BE REQUIRED TO SUBMIT THE SAFETY FILE DOCUMENTATION. CIDB Grading to be confirmed in the briefing							
	For More info contact Kippie Ncube: 011 483 9515							
	A compulsory site briefing shall be held on 28 May 2025 at the below address at 11am Cydna Laboratories, 75 4th Street, Houghton 2198							
	EME's OR QSE's- Businesses owned by people who are black- 51% or more	20						
QUOTATION REF AS ABOVE: RFQJW .....& COMPANY NAME NB: All suppliers responding to RFQs should use their own company letter head not JW RFQ Template AND MAKE SURE THEIR EMAIL ADDRESS IS VISIBLE ON THEIR QUOTATION. NB: A copy of valid lease agreement or municipal account(not older than 3 months)should be submitted with a quote NB: MBD forms attached should be completed and submitted with the quote NB: All Quotes should be on PDF (MS WORD, MS EXCEL, PICTURES ARE NOT ALLOWED) NB: Copy of valid BBBEE CERTIFICATE or SWORN AFFIDAVIT to be submitted with the quote Quotation should be valid for 60 days PLEASE NOTE THAT SUBMISSIONS MUST BE MADE ON E-tender								
OFFICIAL STAMP AUTHORIZED BY: ..... SIGNATURE:..... DATE:.....								
1. QUOTATIONS RECEIVED AFTER CLOSE OF BUSINESS ON THE CLOSING DATE WILL NOT BE ACCEPTED. 2. QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED 3. PRICES QUOTED MUST BE AS PER THE UNIT INDICATED AND BE EXCLUDED OF VAT 4. QUOTATIONS WITHOUT THE SUPPLIER'S AUTHORISED SIGNATURE WILL NOT BE ACCEPTED. (ONLY IF QUOTED ON THE JW RFQ TEMPLATE) 5. ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY 6. TOTAL QUOTATION VALUE TO INCLUDE V.A.T WHERE APPLICABLE								



## OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

PROJECT NUMBER:	RFQ Johannesburg Water
PROJECT LOCATION:	Cydna Laboratory
PROJECT DESCR:	Supply and Install a Certified Life Line system on the roof of the building

### POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequence	Rating	Controls
<b>Compliance with applicable legislation for safety, health and environment</b>	Contractor processes and/or procedures not developed according to legislation requirements.	Not complying with applicable legislation and client SHE specifications.	Litigation, multiple injuries and death.  Work stoppages	<b>E</b>	<ul style="list-style-type: none"> <li>✓ Planning, design and implementation to comply with legislative requirements, especially for Health, Safety and Environment together with Quality.</li> <li>✓ Appointment of a qualified person to assist with the development of legislative guided processes and procedures.</li> </ul>
<b>Conducting an Induction and/or SHE training</b>	Employees, contractors, suppliers and visitors not aware of applicable legislating for the project and policies.	Non-compliance to legislation.	Work stoppages  Multiple injuries and/or fatality.	<b>E</b>	<ul style="list-style-type: none"> <li>✓ Every new employee or visitor must be inducted before entering company premises or starting work.</li> <li>✓ All employees absent from work or on leave for a period of 14days must be inducted.</li> <li>✓ Inducted visitors must at all times be accompanied when walking around company premises.</li> </ul>
<b>Arrangements and submission of Notification of construction work</b>	Department of Labour not notified about construction work underway.	Violation of construction regulatory requirements for all project construction work.	Work stoppages.	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Department of Labour must be notified 7days before start of any construction work within Contractor and clients projects. No construction activity must be conducted if Department of Labour has not been notified.</li> </ul>
<b>Arranging Medical surveillance or examination</b>	Employees, contractors, subcontractors, not medically fit for work appointed for. No proof of medical fitness certificate.	Non-compliance to statutory requirements. Exposure to unidentified contagious diseases carriers.	Work stoppages.  Incidents resulting to injuries	<b>E</b>	<ul style="list-style-type: none"> <li>✓ Medical examination or assessments must be conducted prior to start of work and annually by an Occupational Medical Practitioner.</li> <li>✓ Every person must be declared medically fit for the type of work they performing and copies of employees' medical certificates to be kept on site.</li> </ul>
<b>Gate access to site premises - by people</b>	Walking on the vehicles driveways Lack of observation	Personal injuries due to vehicles driving over people.	Personal fight due to arrogant intoxicated people.	<b>H</b>	<ul style="list-style-type: none"> <li>✓ All Employees, contractors, suppliers and visitors to walk only on designated walkways in and around site/client premises.</li> </ul>

	Intoxicated pedestrian employee or visitor entering security gate Employees, visitors or subcontractors entering with firearm Unauthorized entry	Personal fight due to arrogant intoxicated people. Theft due to unauthorized entry.	Work stoppages resulting in delay to production  Theft due to unauthorized entry.		✓ All Employees, subcontractors, suppliers and visitors to observe for mobile machineries when they walk from one point to another within site/client premises operational area.
<b>Gate access to site / client premises – by motorists</b>	Speeding Intoxicated drivers. Unlicensed drivers Inexperienced drivers Vehicles not roadworthy Not familiar with the water pump station traffic management plan	Vehicle accidents.	Fatalities and Injuries Death	<b>E</b>	<ul style="list-style-type: none"> <li>✓ Security guards at the gate to explain the access control procedure to all motorists entering site /client premises.</li> <li>✓ All motorists to adhere to all access control procedures explained to them at the gate.</li> <li>✓ Only roadworthy and licensed vehicles are allowed to drive into site/client premises.</li> <li>✓ All motorists to be sober</li> <li>✓ All vehicles must be searched when entering and leaving the premises.</li> <li>✓ Indemnity declaration to be used for all items/equipment entering with the vehicle in the premises (laptops, ladders, drills etc.)</li> </ul>
<b>Driving from home to work</b>	Driving under the influence of alcohol	Vehicle accident	Fatalities and Injuries Death	<b>E</b>	<ul style="list-style-type: none"> <li>✓ Terminate - Stop any distractions such as cell phone usage while driving. Stop anyone that has consumed alcohol or taken non-prescription drugs from driving and working on site</li> </ul>
<b>Obtain necessary JW documentation and JW approvals</b>	Working without authorization from JW	JW removing Contractor from site	Delay in production	<b>H</b>	<ul style="list-style-type: none"> <li>✓ No construction work is allowed to start without the necessary documentation and approvals in place.</li> <li>✓ Occupational notices must be available on site kept on site in the Health and Safety File</li> </ul>
<b>Transportation of material to site</b>	Driving risk factors relate to the roadworthiness of the vehicles, licensed driver, distance travelled, road traffic volumes, competence of drivers, adherence	Vehicle colliding with other vehicles or driver losing control of vehicle Breakdown due to unroadworthy vehicle	Fatalities and Injuries Death  Delay in production due to investigations	<b>E</b>	<ul style="list-style-type: none"> <li>✓ Terminate - Stop any distractions such as cell phone usage while driving. Stop anyone that has consumed alcohol or taken non-prescription drugs from driving and working on site.</li> <li>✓ Transfer - Ensure that drivers have the required competence and the required skills for driving</li> <li>✓ Regular vehicle maintenance</li> </ul>

<b>Lone working</b>	Ineffective emergency response	Employees falling from heights which could result in a fatality ✓ Personal injuries	Fatality, disability ✓ injuries	<b>E</b>	<ul style="list-style-type: none"> <li>✓ Lone working not permitted.</li> <li>✓ Adhere to correct safe work procedure.</li> <li>✓ Provide proper training for employees working at heights</li> <li>✓ Only employees that are fit to work at heights are permitted to conduct this task</li> <li>✓ Review / Assess with Supervisor how the work will be performed prior to commencing</li> <li>✓ Work to be in accordance with Unit's SOP for working at height</li> <li>✓ Ensure buddy system / two workers available for the job</li> <li>✓ Second person provides supervision and look-out role</li> </ul>
<b>Adverse weather</b>	Risk of falling	Employees falling from heights which could result in a fatality ✓ Personal injuries	Death Serious injuries	<b>E</b>	<ul style="list-style-type: none"> <li>✓ Do not work at height in storms or strong winds.</li> <li>✓ Managers granting permission for roof access are to consider the implications the weather could have on the safety of operatives</li> </ul>
<b>Employees use of hand tools</b>	Hand tools	Unserviceable tools, Broken or modified tools without manufacturer specification The use of wrong tool for the job Hand tools not identified or pre-used inspected.	Hand injuries	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Hand tools will be assessed before the project/construction commences and at frequent intervals thereafter. All hand tools must be identified and entered on a register/checklist. All hand tools must be inspected. Records of such inspections must be kept on site in the Health &amp; Safety File.</li> </ul>
<b>Installing a Lifeline system on the building roof (Roof work)</b>	<b>Human Factors</b>  May occur through inexperience, user error, complacency, lack of supervision.  Poses a risk of a fall resulting in serious Injury	Fall from height due to inexperience in this work task.  Performing an ad hoc task without due diligence and planning.	Death Serious Injuries	<b>E</b>	Appropriate training and instruction for those required to Work at height. This includes Competency Based Training such as: <ul style="list-style-type: none"> <li>✓ Work to be performed by competent and mentally alert staff</li> <li>✓ Supervision of work by responsible line manager</li> <li>✓ Established SOPs based upon Code of Practice used to perform the work</li> <li>✓ Review and discuss with a colleague how the work will be performed prior to commencing</li> <li>✓ Availability of appropriate PPE</li> <li>✓ Training records showing competency and currency</li> </ul>

	Roof anchors / man-safe systems	Site hazards not identified	Death Serious Injuries	E	<ul style="list-style-type: none"> <li>✓ Task planning is done prior commencement of work</li> <li>✓ Conduct DSTI daily</li> <li>✓ Use only competent person to perform the task.</li> <li>✓ All anchor devices and lateral man-safe systems are tagged to indicate they have been tested. The tag will show the next test due date. Do not use any equipment which is not in-date. Only use lanyards and harnesses which comply with the specification of equipment and method statement</li> </ul>
	No or limited edge protection	Fall from heights	Death Serious Injuries	E	<p>Where fully compliant collective edge protection does not exist access will only be permitted by adherence to the following :</p> <ul style="list-style-type: none"> <li>✓ Temporary lifeline should be installed prior to commencement of work</li> <li>✓ Hook up at heights</li> <li>✓ A safe system of work which sets out the precautions to be taken by operatives.</li> <li>✓ No person to be within 2 metres of an unprotected roof edge unless they are using fall arrest / restraint apparatus and working in compliance with a permit to work.</li> <li>✓ Operatives to give full regard to weather conditions when planning works on unprotected roofs</li> </ul>
	Slopping roof	Fall from heights	Death Serious Injuries	E	<ul style="list-style-type: none"> <li>✓ Sloping roofs are not to be walked on by staff /contractors ensure that access arrangements are included in a safe working procedures</li> <li>✓ Training of workers</li> <li>✓ Hookup at heights</li> </ul>
	Access to roof by unauthorised persons	Injury to passers-by, workers, trespassers,	Serious Injuries	H	<ul style="list-style-type: none"> <li>✓ Only Authorised persons are permitted access, via their access cards</li> <li>✓ Roof (and plant room) access doors are colour coded and signed to indicate restricted access and/or hazards</li> </ul>

	Fragile roof/skylights	Roof collapsing and falling from heights	Death Serious Injuries	E	✓ Fragile roof / skylights are to be covered, signed as hazardous or have physical barriers around them
	Slippery roof	Fall from heights	Death Serious Injuries	E	✓ Wear appropriate footwear when accessing roofs and exercise caution where roofs are wet or icy. ✓ Training of workers ✓ Hookup at heights ✓ Full time supervision
<b>Portable electrical power tools use</b>	Extension cords joined and poorly insulated. Stop-start mechanism faulty. Guarding removed Broken or damaged plugs or socket. Electrical tool not inspected Equipment not tagged	Electric shock due to contact with live electricity on exposed electric cable Hand and bodily injuries resulting from the use of portable electrical tool.	Bodily injuries	L	✓ All portable electrical tools must be identified, and a unique number allocated and entered on a register. ✓ Portable electrical tools identified must be inspected before use. ✓ Records of such inspections must be kept in the working file and master file after shift. ✓ All damaged parts of the tools must be repaired or a replacement arranged promptly.
	Working at a fall risk position	Falling	Death, multiple injuries	E	✓ Fall protection plan ✓ Develop safe working procedure for working at a fall risk position
	openings	Fall into an openings / hole	injuries	H	✓ All opening must be barricaded
	Ergonomics	Lack of knowledge	Back pain	M	✓ Reduce work exposure to ergonomics, rotate and take regular breaks
	Poor housekeeping	Trip and fall	Fall injuries	L	✓ Remove all equipment/ tools that will not be needed for the tasks ✓ Clean all the areas after each task
	Fire hazard - gas, fire and extreme heat	Site hazards not identified by not complying with the conditions required by the hot work permit	Personal injury Property damage	H	✓ Wear fire resistance PPE ✓ No Hot Works are to be undertaken without a Hot Work Permit ✓ Keep flammable material, gases and/or liquids well away from the heat source. ✓ Know the roof's escape routes
	Dehydration	Heat stress	Ill health (kidney failures, headaches, dry mouth, tiredness, etc)	H	✓ Dehydrate by drinking lot of water
	Coldness	Prolonged exposure to cold	Ill health (hypothermia, low body temperatures, etc)	H	✓ Dress warm for winter season

## RISK ASSESSMENT MATRIX

Likelihood	Consequences				
	Insignificant (minor problem easily handled by normal day to day processes)	Minor (Some disruption possible e.g., damage equal to R150k)	Moderate (significant time / resources required. E.g., damage equal to R500k)	Major (Operations severely damaged. E.g., damages equal to R1m)	Catastrophic (business survival is at risk. Damage equal to R5m – 10m)
Almost certain (90% chance)	High	High	Extreme	Extreme	Extreme
Likely (between 50-90%)	Moderate	High	High	Extreme	Extreme
Moderate (between 10-50%)	Low	Moderate	High	Extreme	Extreme
Unlikely (between 3-10%)	Low	Low	Moderate	High	Extreme
Rare (<3%)	Low	Low	Moderate	High	High

LEGENDS							
LOW	L	MODERATE	M	HIGH	H	EXTREME	E

## **Guide: How to submit a response on the E-tender Portal**

- Submit on E tender portal, following the below:
  1. (<https://www.etenders.gov.za/>)
  2. Search/Click Browse Opportunities by organ of state (Johannesburg Water)/search by RFQ reference number .
  3. Click the **+ sign** to expand the tender/ RFQ information.
  4. start the e submission process.
  5. Supplier login
  6. Use your CSD Credentials to Login. Contact CSD on ([csd@treasury.gov.za](mailto:csd@treasury.gov.za)) in case you forgot your login credentials. “My profile should show if you have logged in successfully”.
  7. select supplier.
  8. check the submission checklist and attached the compulsory documents.
  9. confirm and proceed .

### **If the application is not going through on the E-tender portal Contact:**

eTenders Contact Centre

+27(0)12 406 9222 / 012 406-9229 / 012 312-5000

[etenders@treasury.gov.za](mailto:etenders@treasury.gov.za)

<https://etenders.treasury.gov.za>



# POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

In terms of the Protection of Personal Information Act, 213 (Act 4 of 2013), also called the POPI Act or POPIA, Johannesburg Water SOC Limited, undertakes all reasonable measures to protect personal information and to keep it private and confidential.

## 1. Privacy Notice applies to:

Suppliers, vendors, contractors, service providers, etc whether appointed or prospective.

## 2. Definitions of personal information

According to the Act “personal information” means information relating to an identifiable living, natural person, and where it is applicable, an identifiable, existing juristic person. All addresses including residential, postal and email addresses.

## 3. About the Public Entity

Johannesburg Water (SOC) Limited, registration number 2000/029271/30

### 3.1 The information we collect

We collect information directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.

### 3.2 How Johannesburg Water use your information

We will use your personal information only for the purposes for which it was collected and agreed with you. For example: to gather contact information, to confirm and verify your identity, for the evaluation and adjudication of bids and quotations for tenders, request for quotations, and other personal information for the procurement of goods and services by the Entity.

### 3.3 Disclosure of information

We may disclose your personal information to our Shareholder, the City of Johannesburg, and other Government agencies such as National Treasury, and the Auditor-General of South Africa. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law;
- Where we believe it is necessary to protect our rights.

### 3.4 Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorised access and use of personal information. We will, on an ongoing basis, continue to review our security

# POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

controls and related processes to ensure that your personal information remains secure.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure. We will ensure that anyone whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

## **3.5 Your rights: Access to Information**

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at [informationofficer@jwater.co.za](mailto:informationofficer@jwater.co.za), and specify what information you require.

## **3.6 Correction of your personal information**

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your identification document to confirm your identity before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information accurate and up to date.

## **3.7 How to contact us**

If you have any queries about this document; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers listed on our website or send an email to [informationofficer@jwater.co.za](mailto:informationofficer@jwater.co.za).



a world class African city



City of Johannesburg

Johannesburg Water SOC Ltd

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Newtown  
Johannesburg

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Marshalltown  
2107

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[www.johannesburgwater.co.za](http://www.johannesburgwater.co.za)

**PLEASE SUPPLY THE FOLLOWING DOCUMENTS TO ENABLE US TO EVALUATE YOUR SUBMISSION :**

Returnable Documents	Description	Yes/No	
1	Original Valid Tax Clearance Certificate /valid SARS PIN		<b>COMPULSORY</b>
2	A, certified /original/valid, BBBEE certificate /sworn affidavit (Please note that the Sworn Affidavit must be compliant as per B-BBEE Practice Guide 01 of 2018 , NON COMPLIANT AFFIDAVIT WILL BE SCORED ZERO)		<b>COMPULSORY</b>
3	Municipal rates and taxes (Must not be older than 90 days in arrears in line with regulation 38.		<b>COMPULSORY</b>
4	Signed Declaration of Interest form (MBD 4)		<b>COMPULSORY</b>
5	Declaration of Bidders past supply chain management practices (MBD 8)		<b>COMPULSORY</b>
6	Certificate of Independent Proposal Determination (MBD 9)		<b>COMPULSORY</b>
7	Proof of CSD registration /MAAA Supplier Number		<b>COMPULSORY</b>
8	Preference points claim form in terms of the preferential procurement regulations 2022 (MBD 6.1)		<b>COMPULSORY</b>
9	Company registration documents with ID copies of directors / shareholders.		<b>COMPULSORY</b>

**Directors:**

Ms Gugulethu Phakathi (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),  
Mr Johan Koekemoer (Financial Director and Executive Director), Mr Phetole Modika, Mr Siphamandla Mnyani, Mr Siyabonga Mthembu,  
Mrs Zandile Meeleso, Mr Pholoso Matjele, Mr Kgaile Mogoye, Mr Sandiso Mgengwana, Mr Molate Mashifane, Ms Pamela Mabece,  
Mr Lunga Bernard

Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd

Registration Number: 2000/029271/30

## MBD 4

## 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.

.....

.....

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

3.11.1 If yes, furnish particulars

.....

.....

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

3.12.1 If yes, furnish particulars.

.....

.....

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

3.13.1 If yes, furnish particulars.

.....

.....

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

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

## 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.

### 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

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

- a) The applicable preference point system for this tender is the 80/20 preference point system.

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	80
SPECIFIC GOALS	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 PREFERENCE POINT SYSTEMS

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

##### 3.1.1. POINTS AWARDED FOR PRICE

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

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ o}$$

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:

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

***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 (80/20 system)	Number of points claimed (80/20 system)	Proof of documents per specific goals
EME's OR QSE's- Businesses owned by people who are black- 51% or more	20		Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI/CIPC BBBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under oath for Qualifying Small Enterprises/Exempted Micro Enterprises

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.2. Name of company/firm.....

4.3. Company registration number: .....

4.4. 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]

- 4.5. 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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

## 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.

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

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