

Phumelela Local Municipality



APPOINTMENT OF A SERVICE PROVIDER FOR EMAIL, DOMAIN AND WEBSITE HOSTING FOR A PERIOD OF 3 YEARS

BID NUMBER: PLMT 25-26/01

Name of company	
Contact name	
Contact number	
Bid amount (INC VAT)	

BID DOCUMENT

Issued by:
Phumelela Local Municipality
52 Kuhn Street
Vrede
9835
Tel: 058 913 8300
Fax: 058 913 2317

Closing Date: 24 April 2026

Closing Time: 12h00

Crn: Kuhn & Prinsloo Street

VREDE, 9835

Tel: 058 913 8300



Private Bag x 5

VREDE, 9835

Fax: 058 913 2317

APPOINTMENT OF A SERVICE PROVIDER FOR EMAIL, DOMAIN AND WEBSITE HOSTING FOR A PERIOD OF 3 YEARS (PLMT 25-26/01)

The municipality hereby invites bids for the following

Bid number	Description	Closing date	Technical inquiries
PLMT 25-26/01	Appointment of a service provider for email, domain and website hosting for a period of 3 years	Date: 24 April 2026 Time: 12h00 Venue: 52 kuhn street Vrede	Mr M Ramba 058 913 8300

Bidders must take note of the following:

- Bids must be submitted on the original document provided herewith and remain valid for 120 days after the closing date
- No telegraphic, telefax and late bids will be accepted
- Bids documents will be available from 18 March 2026 upon a non-refundable fee of R350 or download from e-tender portal for free
- Valid company Tax Compliance Status must be attached.
- CSD registration report must be attached
- Valid professional indemnity insurance must be provided
- Bidders must submit company's proof of payment of municipal services not older than 3 months or a lease agreement
- The municipality is not bound to accept the lowest bid or part of any bid
- Bidders must obtain a minimum score 70 or more points in functionality in order to be evaluated further for price and preference
- The 80/20 evaluation criteria will be used as per the preferential procurement policy framework act 5 of 2000 and its regulations
- Fully completed bid documents must be placed in a sealed envelope and in the bid box not later than 12h00 on the closing date. The envelope must be endorsed clearly with the bid number and title of the bid
- Bids will be opened in public immediately after the closing time.

Municipal Manager
Mrs.GPNMhlongo-Ntshangase

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	PLMT 25-26/01	CLOSING DATE:	10 April 2026	CLOSING TIME:	12:00
DESCRIPTION	Appointment of a service provider for email hosting for a period of 3 years				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS					
52 Kuhn street					
Vrede					
9835					
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"/> s No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> s 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	Supply chain	CONTACT PERSON	Mr m Ramba		
CONTACT PERSON	Mrs Makhubu	TELEPHONE NUMBER	082 802 4669		
TELEPHONE NUMBER	076 765 3476	FACSIMILE NUMBER			
FACSIMILE NUMBER		E-MAIL ADDRESS	ict@phumelela.gov.za		
E-MAIL ADDRESS	scm@phumelela.gov.za				

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 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:

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:
.....

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:
.....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:
.....

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

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

3.8.1 If yes, furnish particulars.

.....
.....

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

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

(e) a member of the accounting authority of any national or provincial public entity; or
(f) an employee of Parliament or a provincial legislature.

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....
.....

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

3.11.1 If yes, furnish particulars

.....
.....

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

3.12.1 If yes, furnish particulars.

.....
.....

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

3.13.1 If yes, furnish particulars.

.....
.....

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

3.14.1 If yes, furnish particulars:

.....
.....

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

Full Name	Identity Number	State Employee Number

CERTIFICATION

I, THE UNDERSIGNED (NAME)

.....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
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	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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:

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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.

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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence to be submitted by the supplier to substantiate the points claimed/allocated per specific goal (NB: any of the evidence indicated below per specific goal should be regarded as sufficient)
EME or QSE	6		<ul style="list-style-type: none"> - Sworn affidavit signed by the EME or QSE representative and attested by a Commissioner of Oaths -A certified copy of a BB-BEE certificate issued by the verification agency accredited by SANAS - Proof of B-BBEE issued by DTIC
Woman	4		<ul style="list-style-type: none"> - RSA identity document - Valid RSA drivers license issued by the relevant authority
Youth	4		<ul style="list-style-type: none"> - RSA identity document - Valid RSA driver's license issued by the relevant authority <p>(NB: Youth is defined as any south African citizen with the age between 18 and 35 years)</p>
People with disability	2		<ul style="list-style-type: none"> - Sworn affidavit signed by the company representative and attested by the Commission of oaths
Free state based company (NB : the institutions must ensure that this specific goal is aligned to the district they are situated in e.g suppliers situated in Thabo Mofutsanyane District	4		<ul style="list-style-type: none"> - Municipal Account -Lease agreement -Title deeds -Permission to occupy land signed by thetraditional authority <p>A letter of confirmation of the address signed by the ward councillor</p>

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:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.**

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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 / Municipal Entity)

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

respect: I certify, on behalf of: _____ that:

(Name of Bidder)

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

- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Objectives

The primary objective of this tender is to appoint a service provider to provide annual domain and email hosting services for Phumelela Local Municipality, including domain transfer, registration, renewal, security, and email hosting with specified features and support.

Scope of work

The scope encompasses:

- Provision of domain name services for *www.phumelela.gov.za*
- Migration of existing domain to the new provider
- Annual renewal and security management of the domain with SSL certification
- Provision of email hosting for 100 accounts with specified features such as control panel, webmail access, unlimited traffic, and security measures
- Website hosting (*www.phumelela.gov.za*)
- Technical support on a 24/7 basis

Technical Requirements

Domain Hosting

- Domain transfer and migration services
- Domain registration and renewal for a domain
- Domain security with SSL certificates for a domain
- Email hosting for 100 accounts with 10GB disk quota per account
- Access Desktop, outlook, mobile devices
- Technical support available 24/7

Email Hosting

- Email features including
 - Control panel (cPanel.Plesk or equivalent management consoles,
 - Webmail (Microsoft Outlook, Squirrelmail, Horde, Roundcube),
 - Unlimited traffic, anti-spam filters,
 - MX record control,
 - email forwarding, aliases, auto-responders,
 - POP3, IMAP, catchall,
 - SPF records
 - DNS management capability to allow A-records, CNAMEs, and mail routing changes.
 - Automated Email backup with off-site retention options
 - Technical support available 24/7

Website hosting

- Hosting support for static and dynamic websites, including WordPress and Angular-based front-end deployments.
- Backend compatibility for Java/Tomcat services running on Windows environments, with database connectivity to DB2.
- Minimum server specifications:
 - CPU: 2–4 cores for CMS-based sites; 4–8+ cores for enterprise or high-traffic environments.
 - RAM: 2–4 GB for CMS; 8–32 GB for enterprise workloads.
 - Storage: SSD-based, 50–100 GB minimum for CMS/e-commerce.

- Bandwidth: Scalable, starting from 50–100 GB/month depending on traffic and media usage.

Skills Requirements

- Experience in domain management, migration, and renewal processes
- Proficiency in SSL certificate installation and domain security
- Expertise in email hosting setup and management, including configuration of email features and security protocols
- Ability to provide round-the-clock technical support and troubleshooting
- Knowledge of webmail platforms such as Microsoft Outlook, Squirrelmail, Horde, and Roundcube
- **Compliance with ISO certification standards** (if applicable)

Security Requirements

- **Mandatory SSL certificates for all hosted websites.**
- Firewall protections, intrusion prevention, and regular system hardening.
- Automated daily backups with off-site retention options.
- Uptime guarantee of 99.9% or higher.

1. Functionality scoring

Bidders **MUST** score a minimum of **70 points** or more, failure will result in the bidder not competent to proceed to the following stage of being evaluated on 80/20 point scoring as per PPPFA

Only bidders who score a minimum of 70 points or more in respect of the following criteria are eligible for further evaluation.

Criteria	Points allocated	Total max points
Previous experience of email	<ul style="list-style-type: none"> ❖ 1 Appointment letter=5 ❖ 2 Appointment letter=10 ❖ 3 Appointment letter=15 ❖ 4 Appointment letter=20 	20
Previous experience of domain hosting	<ul style="list-style-type: none"> ❖ 1 Appointment letter=5 ❖ 2 Appointment letter=10 ❖ 3 Appointment letter=15 ❖ 4 Appointment letter=20 	20
Previous experience of website hosting	<ul style="list-style-type: none"> ❖ 1 Appointment letter=5 ❖ 2 Appointment letter=10 ❖ 3 Appointment letter=15 ❖ 4 Appointment letter=20 	20
Bank rating letter	20 Points	20
Methodology	20 Points	20
		100

PRICING

Item	Description	Unit	Quantity	Rate per month	Amount
1	Email hosting		100		
2	Domain hosting		1		
3	Website hosting		1		

Item	Year pricing	Year 1	Year 2	Year 3	Total
1	Email hosting				
2	Domain hosting				
3	Website hosting				

GENERAL BID CONDITIONS

GENERAL BID CONDITIONS AND INFORMATION

1. Cost of Bid Documents

Payment for bid document, if specified, must be made to the Phumelela Local Municipality. These costs are non-refundable.

2. Completion of Bid Documents

- a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so will result in the disqualification of the tender.
- b) Bid documents may not be retyped or altered in any way. The complete bid document must be returned.
- c) Missing pages will result in disqualification of the bid.
- d) Any bid document received with correction fluid (Tippex) corrections shall be disqualified.

3. Alteration or Qualification of Bid

No unauthorised alteration of this set of bid documents will be allowed. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity must be cleared with the contact person for the bid before the closure date.

4. Submission of Bid

- a) By hand: Bid documents and supporting documents must be sealed and externally endorsed with the Bid Name, Bid Number and Bid Description and placed in a bid box, on the Ground Floor, Municipal Building, 52 Kuhn Street, Vrede.
- b) If the bid is late, it will not be accepted for consideration.

5. Opening, Recording and Publications of Bids Received

- a) Bids will be opened immediately after the bid closure date and time as specified in the bid documents. If requested by any bidder present, the names of the bidders, and if practical the total amount of each bid and of any alternative bids⁴ will be read out aloud.

- b) Details of bids received in time will be recorded in a register which is open to public inspection.
- c) Faxed and late bids will not be accepted.

6. Company Registration Document

- a) A copy of company registration (CIPC-CK) documents that reflect company name, registration number, date of registration and active directors or members. If no such proof is attached the bid will be disqualified.

7. Identity Documents

- a) ID (preferably certified) copies not older than six (6) months (180 days) of the company's directors must also be attached. If no ID's are attached the bid will be disqualified.

8. Tax Clearance Certificate (TCC) / Tax Compliance Status Pin Issued (TCS)

- a) A valid original Tax Clearance Certificate or TCS Pin must accompany the bid documents. The onus is on the bidder to ensure that the Municipality has an original Tax Clearance Certificate on record. If the South African Revenue Services (SARS) cannot provide a valid original Tax Clearance Certificate; the bidder must submit a letter from SARS on an original SARS letterhead that their tax matters are in order.
- b) In the case of a Consortium/Joint Venture every member must submit a separate Tax Clearance Certificate or TCS Pin with the bid documents.
- c) If a bid is not supported by a valid original Tax Clearance Certificate or TCS Pin, either as an attachment to the bid documents, the municipality reserves the right to obtain such document after the closing date to verify that the bidder's tax matters are in order. If no such document can be obtained within a period as specified by the Municipality the bid will be disqualified.

9. B-BBEE Certificate / Sworn Affidavit

Only SANAS Accredited B-BBEE Certificate and the Sworn B-BBEE Affidavit- B-BBEE Exempted Micro Enterprise which is signed by the commissioner of oaths will be accepted. The requirement for these certificates are set out in the MBD6.1 (Preference Points claim form in terms of the Preferential Procurement Regulations 2022).

FAILURE TO COMPLY WITH THE ABOVEMENTIONED WILL RESULT IN NO bidder not scoring some of the points on specific goal.

10. Evaluation of Bids

Bids will be evaluated in terms the bid specifications and requirements as well as the 80/20 points system as stipulated in the Preferential Procurement Regulations of 2022 that was promulgated by the Minister of Finance on 04 November 2022 in Government Gazette No 47452 such additional criteria as set out in this bid document.

11. Acceptance or Rejection of a Bid

The Phumelela Local Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept any quotation in whole or a part of it. The Phumelela Local Municipality does not bind itself to accepting the lowest bid or the bid scoring the highest points. The Municipality reserves the right to accept more than one bid (in the event of a number of items being offered).

12. Registration on the Central Supplier Database (CSD)

- a) It is expected of all prospective service providers who are not yet registered on the Central Supplier Database CSD Website at www.csd.gov.za to register without delay.
- b) The municipality is not allowed to do any business with suppliers who are not registered on the CSD.

13. Site / Information Meetings (If applicable)

- a) Site or information meetings, if specified, are compulsory. Bids will not be accepted from bidders who have not attended compulsory site or information meetings. Bidders that arrive 15 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting or to sign the attendance register. If a bidder is delayed, he must inform the contact person before the meeting commence and will only be allowed to attend the meeting if the chairperson of the meeting as well as all the other bidders attending the meeting, give permission to do so.
- b) All partners or the leading partner of a Joint Venture must attend the compulsory site or information meeting.

14. Stamp and Other Duties

The successful bidder will be liable for all duties and costs on legal documents resulting in the establishment of a contract and for the surety and retentions.

15. Language of Contract

The contract documents will be compiled in English and the English versions of all referred

documents will be taken as applicable.

16. Procurement Policy

Bids will be evaluated in terms the bid specifications and requirements as well as the 80/20 points system as stipulated in the Preferential Procurement Regulations of 2022 that was promulgated by the Minister of Finance on 04 February 2022 in Government Gazette No 47452 such additional criteria as set out in this bid document.

17. Expenses Incurred in Preparation of Bid

The Phumelela Local Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.

18. Wrong Information Furnished

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Phumelela Local Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

19. Validity Period

Bids shall remain valid and available for one hundred and twenty (120) days calculating from the closing date as advertised for the bid, for acceptance, or non-acceptance by the Municipality. The bidder undertakes not to withdraw, or alter, the bid during this period.

20. Municipal Rates, Taxes and Charges

- a) The bidding company MUST submit their municipal rates and taxes statement, which is not older than three (3) months (90 days) in arrears or VALID lease agreement which is in the name of the company;
 - If the business operates from the different address as per the CIPC document an affidavit certified by the commissioner of oaths must be attached;
 - If the municipal rates and taxes statement is in the Landlord's or Director's name an affidavit certified by the commissioner of oaths must be attached indicating is the Director is the property owner or not;
- b) No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

4

21. Contact with Municipality after Bid Closure Date

Bidders shall not contact the Phumelela Local Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded. Any effort by the firm to influence the Phumelela Local Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

22. Extension of Contract

The contract with the successful bidder may be extended should additional funds become available.

23. Past Practices

- a) The bid of any bidder may be rejected if that bidder or any of its directors have abused the municipality's supply chain management system or committed any improper conduct in relation to such system.
- b) The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors influenced or tried to influence any official or councillor with this or any past bid.
- c) The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors offered, promised or granted any official or any of his/her close family members, partners or associates any reward, gift, favours, hospitality or any other benefit in any improper way, with this or any past quotation.

24. Persons in the service of the state

Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer 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 and/or take an oath declaring his/her interest.

25. Standards

The goods supplied or the services rendered shall conform to the standards mentioned in the bidding document and specifications.

26. Prices

- a) Prices charged by the service provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the service provider in this quotation.

- b) The Bidder will be liable to take out forward cover to barricade him/her against fluctuation of the exchange rate in the event of importing any component, related to the quotation, from a country dealing in currency other than that of South Africa.

27. Termination for default

The Phumelela Local Municipality, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, may terminate this agreement in whole or in part:

- a) If the service provider fails to deliver any or all of the goods within the period(s) specified in the agreement;
- b) If the service provider fails to perform any obligation(s) under the contract; or
- c) If the service provider in the judgment of the Phumelela Local Municipality, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

In the event that the Phumelela Local Municipality terminates the contract in whole or in part, the Phumelela Local Municipality may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the service provider shall be liable to the Phumelela Local Municipality for any excess costs for such similar goods, works or services. However, the service provider shall continue performance of the contract to the extent not terminated.

Where the Phumelela Local Municipality terminates the contract in whole or in part, the Phumelela Local Municipality may decide to impose a restriction penalty on the service provider by prohibiting such service provider from doing business with the public sector for a period not exceeding 10 years.

If the Phumelela Local Municipality intends imposing a restriction on a service provider or any person associated with the service provider, the service provider will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the service provider fail to respond within the stipulated fourteen (14) days the Phumelela Local Municipality may regard the service provider as having no objection and proceed with the restriction.

Any restriction imposed on any person by the Phumelela Local Municipality will, at the discretion of the Phumelela Local Municipality, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Phumelela Local Municipality actively associated.

If a restriction is imposed, the Phumelela Local Municipality must, within five (5) working

days of such imposition, furnish the National Treasury, with the following information:

- The name and address of the supplier and / or person restricted by the Phumelela Local Municipality;
- The date of commencement of the restriction;
- The period of restriction; and
- The reasons for the restriction

These details will be loaded in the National Treasury's central database of service provider or persons prohibited from doing business with the public sector.

If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

28. Termination for Insolvency

The Phumelela Local Municipality may at any time terminate the contract by giving written notice to the service provider if the service provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the service provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Phumelela Local Municipality.

29. Settlement of Disputes

- a) If any dispute or difference of any kind whatsoever arises between the Phumelela Local Municipality and the service provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- b) If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Phumelela Local Municipality or the service provider may give notice to the other party of their intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- c) Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- d) Notwithstanding any reference to mediation and/or court proceedings herein, the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and The Phumelela Local Municipality shall pay the⁴

service provider any monies due for goods delivered and/or services rendered according to the prescripts of the contract.

30. Applicable Law

The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

31. Notices

- a) Every written acceptance of a bid and any other notices shall be sent to the service provider concerned by ordinary e-mail to the address furnished in his bid or to the address notified later by him in writing and such e-mail shall be deemed to be proper service of such notice.
- b) The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of e-mailing of such notice.

32. Taxes and duties

- a) A service provider shall be entirely responsible for all taxes, duties, license fees, etc., of the contracted goods to the Phumelela Local Municipality.
- b) No contract shall be concluded with any bidder whose tax matters are not in order.

33. Value-added tax (VAT) on invoices

Tax invoices are to comply with the requirements as contained in the Value Added Tax Act, 1991 (Act No 89 of 1991). The content of the invoice must contain information as prescribed by the Act. It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice. The amended Value Added Tax Act, 1991 (Act No 89 of 1991) requires that a Tax Invoice for supplies in excess of R3,000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005. The VAT registration number of the Phumelela Local Municipality is **4720193293**

34. Construction Industry Development Board (CIDB) (If applicable)

When applicable, the bidder's CIDB registration number as well as CIDB grading must be included with the tender. If no such proof is attached the bid will be disqualified.

35. Subcontracting

- a) The Contractor shall not subcontract the whole of the Contract.
- b) Except where otherwise provided by the Contract, the Contractor shall not subcontract any part of the Contract without the prior written consent of the Municipality, which consent shall not be unreasonably withheld.
- c) The contractual relationship between the Contractor and any subcontractors selected by the Contractor in consultation with the Municipality in accordance with the requirements of and a procedure contained within the Scope of Work, shall be the same as if the Contractor had appointed the subcontractor in terms of paragraph (b) above.
- d) Any consent granted in accordance with paragraph (b) or appointment of a subcontractor in accordance with paragraph (c) shall not imply a contract between the Municipality and the subcontractor, or a responsibility or liability on the part of the Municipality to the subcontractor and shall not relieve the Contractor from any liability or obligation under the Contract and he shall be liable for the acts, defaults and neglects of any subcontractor, his agents or employees as fully as if they were the acts, defaults or neglects of the Contractor, his agents or employees.
- e) The Contractor shall not be required to obtain such consent for –
 - (i) the provision of labour, or
 - (ii) the purchase of materials which are in accordance with the Contract, or
 - (iii) the purchase or hire of Construction Equipment.

36. Local Content (If applicable)

- a) If local content is stipulated in the MBD6.2 (Declaration Certificate for Local Production and Content for Designated Sectors), The service provider must complete the MBD6.2 as well as Annexure C for submission to the Department of Trade, Industry and Competition (DTI) to verify the local content as declared.

A bid will be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.

JOINT VENTURE FORM

The following legal business entities agree to deliver the services and/or goods as required under this Contract as a Joint Venture as follows:

Name and Addresses of Joint Venture:

.....

.....

.....

Consisting of the following businesses (Joining Entities)

NAME JOINING ENTITY	TAX NO.	PROPORTIONAL PAYMENT THAT WILL BE RECEIVED UNDER THIS CONTRACT
..... %
..... %
..... %
..... %

The above-mentioned Joint venture will execute the Contract under the management of (Full Name)

.....
.....

Who is an employee of (Name of Joining Entity)

.....;

And in accordance with any further agreements as attached to this document, titled

.....

.....

and

dated

.....

(if applicable). Bank guarantees and retention money (where required) will be provided or paid by (Name of Joining Entity)

.....

..... who will be responsible for the fulfilment of the retention obligations (where required) asset out in the Contract Document.

Signed by the duly authorized representatives of the above-mentioned Joint Entities:

**JOINING ENTITY
AND POSITION**

FULL NAME (Position)

SIGNATURE

DATE

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

WITNESSES

1.

.....

2.

.....

AFFIDAVIT

Affidavit to be completed by every member of a company, closed corporation, trust, partnership or other business entity, claiming preference points regarding their HDI-status:

1. I, _____ the _____ undersigned
_____, hereby
(Full name and surname)

Certify that I am a
_____ of the
tenderer.
(Member, Director, Partner, Owner)

2. I furthermore certify that I personally hold% (percent) equity shares in the
above mentioned business venture and are actively involved in the management and
control of the business.

Signed at on this day of
.....20.....

.....
Signature

I certify that the deponent has acknowledge that he/she knows and understands the contents
of this declaration.

This declaration has been sworn / affirmed before me at
.....

On this day of
.....20.....

STAMP:

.....
COMMISSIONER OF OATHS

I, THE UNDERSIGNED, ACTING IN MY CAPACITY AS THE COMPANY/CORPORATION/BUSINESS VENTURE:

.....
.....
Hereby gives Phumelela Local Municipality and its delegates the right to inspect any documents in our possession pertaining to the verification of information reflecting the equity held in our company / corporation / business venture.

Signed at on this
..... day

of20.....

.....
Signature