

# RICHMOND LOCAL MUNICIPALITY



DIRECTORATE: TECHNICAL SERVICES DEPARTMENT

**TENDER NUMBER: RLM-15/2025/2026**

**NAME OF THE PROJECT: SUPPLY OF ASPHALT HOT MIX FOR A PERIOD OF 36 MONTHS – RICHMOND LM**

**CLOSING DATE AND TIME: 01 June 2026 @10h00**

**NAME OF BIDDER** : .....

**ADDRESS** : .....

.....

**CONTACT NUMBER** : .....

**FAX NUMBER** : .....

**TOTAL BID PRICE (INCL.VAT):**

**Numeric** : .....

**In Words:** : .....

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1. **TENDER NOTICE  
RICHMOND LOCAL MUNICIPALITY  
INVITATION TO TENDER  
SUPPLY OF ASPHALT HOT MIX FOR A PERIOD OF 36 MONTHS – RICHMOND  
LM  
TENDER NUMBER 15/2025/2026**

Bids are hereby invited from the suitable experience service providers for the Supply of 1500 Tons of Asphalt Hot Mix for a period of 36 months.

**Only bidders who are registered with National Treasury Suppliers Database (CSD) will be eligible to bid.**

Bid documents must be reserved in writing, through the office of the Supply Chain Management (SCM) email: [sandile.sithole@richmond.gov.za](mailto:sandile.sithole@richmond.gov.za). by **21 May 2026 before 16h00**.

**A compulsory briefing session** will be held on **Friday, 22 May 2026 at 10h00 am** and will be held at the Council Chamber, Richmond.

**A non-refundable fee of R611.50** is payable for each bid document of which only cash will be accepted, bid document may be obtained from the Budget & Treasury Office during normal workings hours (08h00 – 16h00) Monday to Friday at Municipal Offices, 57 Shepstone Street Richmond as from the date of an advert.

The tender will be adjudicated via two stages of which the first stage will be functionality, and the second stage will be 80:20 preference points system (80 for price:20 for specific goals). Each bidder must score a minimum of 70 points for functionality to be considered for the second stage of evaluation.

The completed tender documents complying with the conditions of tender must be sealed and endorsed **“SUPPLY OF ASPHALT HOT MIX FOR A PERIOD OF 36 MONTHS– RICHMOND, TENDER NUMBER 15/2025/2026”** and must be hand delivered and deposited in the official tender box located at the reception area of the Richmond Municipality at 57 Shepstone Street during the office hours from 08h00 to 16h00 Monday to Friday.

The closing date for the tender is **01 June 2026 at 10h00 am** which will be followed by a public opening. Facsimile, electronic and late bids will not be accepted. Documents received post-closing date and time will be returned unopened.

Enquiries are to be directed as follows: (a) Technical Enquiries Mr M. Thabethe on Tel: (033) 212 2155 or e-mail: [mbongeni.thabethe@richmond.gov.za](mailto:mbongeni.thabethe@richmond.gov.za) (b) SCM/ Bid Document Enquiries Mr Sandile Sithole on Tel: (033) 212 2155, or e-mail [sandile.sithole@richmond.gov.za](mailto:sandile.sithole@richmond.gov.za).

The Richmond Municipality is not obliged to accept the lowest bid or any part thereof and in addition reserves the right not to accept any bid and therefore retains the right not to proceed herein.

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**BE MSWANE  
MUNICIPAL MANAGER**

## **2. TERMS OF REFERENCE**

### **2.1 DOCUMENTS**

This document comprises the Condition of Tender, Specification and Tender Form.

### **2.2 SUBMISSION OF TENDER**

Tenders must be completed on the Tender Form which is annexed hereto. Tenderers are advised that both the Tender form and all priced tender documents must be completed and submitted in their entirety.

Sealed tenders addressed to the **Municipal Manager**, and endorsed with the appropriate contract name, must reach the addressee not later than the date stated in the public advertisement inviting tenders. Under no circumstances will any extension of time be allowed for tendering. Tenders shall remain open for one calendar month from the date of opening, except for the initial five working days grace period within which period a tenderer may be permitted to withdraw a tender, subject to the an application with sufficient reasons, being submitted in writing for the approval of the Municipal Manager.

In the case of a tenderer withdrawing his/her tender after the expiry of the grace period, the Municipality may refuse to receive or consider for such as it may see fit, any further tenders from that tenderer.

### **2.3 COMMUNICATION WITH MEMBERS OF THE RICHMOND MUNICIPALITY OR MUNICIPAL EMPLOYEES**

No tenders shall offer, promise or give a person or persons connected with the tender or the awarding of a contract, any gratuity, bonuses, discount or consideration of any kind in connection with the obtainment of the tender. No communication with any member of the Municipality or Municipal employee on a question affecting the awarding of a contract - which is the subject of a tender, during the period between the date of the notification of the successful tenderer: provided always that the municipal representative may obtain additional information from a tenderer to enable him to formulate his recommendation to the Richmond Municipality. Any attempt to contravene this condition, which is brought to the notice of municipality, may result in the disqualification of the tender.

### **2.4 PRICES AND VALIDITY PERIOD**

Prices offered shall be quoted on the bid documents in South African currency and must indicate whether or not they are inclusive of vat. The validity period for this tender is 90 days. Bidders are invited to indicate the percentage discount to be afforded to the Municipality should the purchase price be settled within a given time frame.

### **2.5 INCOMPLETE TENDERERS**

Tenders may be rejected if they show any additional, conditional or incomplete information offers, irregularities of any kind in either the Form of Tender or the price schedule of Unit price or if the prices tendered in the schedule are obviously unbalanced.

### **2.6 ACCEPTANCE OF ANY TENDER**

The Richmond Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or part of a tender. The Richmond

Municipality further reserves the right not to proceed with the consideration or award of this tender.

The procedure which will be followed with the acceptance of a tender is follows:

- Formal agreement will be signed.

## **2.7 DATA SHEET**

The tenderer document shall complete all the data sheets provided. Failure to comply with this provision may render the offer unresponsive (invalid).

## **3. NAME OF THE PROJECT: SUPPLY OF ASPHALT HOT MIX FOR A PERIOD OF 36 MONTHS – RICHMOND LM**

## SCOPE OF WORK

This section sets out the requirement for supply of asphalt hot mix for Richmond Municipality as per the following specification:

- **SUPPLY OF 1500 TONS OF HOT PREMIX (TAR) ASPHALTING FOR A PERIOD OF 36 MONTHS**
  - Supply of premix-tar at maximum of 500 ton per year
  - Supply of premix-tar at maximum of 5 ton per day
  - DC type a min of 9.5mm stones mixture
  - Bidders must clearly break down the quotation.
  - Bidders must attach the address of the location of where the municipality will collect the material.
  - Bidders who are not manufacturers must attach the name of the manufacture.
  - The distance of collection point must not be more than 100km radius.

ITEMS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	Year 1 - Supply of 500 tons of hot premix (TAR) asphalt as per the above specification	Tone	500		
2	Year 2 - Supply of 500 tons of hot premix (TAR) asphalt as per the above specification	Tone	500		
3	Year 3 - Supply of 500 tons of hot premix (TAR) asphalt as per the above specification	Tone	500		
4	15% VAT				
5	GRAND TOTAL AMOUNT				

The following compulsory returnable documents contained in the tender documents must be completed and submitted by tenders:

**List of Compulsory Returnable Documentation**

Compulsory documents to be submitted:

- MBD 1: Invitation to Tender
- MBD 2: Valid Original Tax Clearance Certificate in the name of the tenderer
- MBD 4: Declaration of Interest
- MBD 6.1: Preferential Procurement Claim Form
- MBD 8: Declaration of past Supply Chain Management Practice
- MBD 9: Certificate of Independent Bid
- Company profile
- Proof of enterprise ownership
- Letter of good standing
- Recent Statement of Rate Accounts (Municipal Utility Bill) or Lease Agreement.
- Reference letters as per functionality
- Proof of registration with CSD (Central Supplier Database)
- Bidders must attach the address of the location and the name of the manufacture where the municipality will collect the material which must be within a radius of 100 km

**NB: Failure to complete and submit any of the above-mentioned documents will render a bid as non-responsive.**

**VERY IMPORTANT:**

**IF ANY OF THE ABOVEMENTIONED DOCUMENTS ARE NOT SUBMITTED, IN THEIR ENTIRETY, THE BIDDER WILL BE DEEMED TO BE NON-RESPONSIVE AND DISQUALIFIED**

#### 4. EVALUATION OF TENDER

The tender will be adjudicated into two stages of which the first stage will be functionality, and the second stage will be 80/20 preference point system. Each bidder must score **70 points** for functionality to be considered for the second stage of evaluation.

#### EVALUATION SCORE:

ITEM	DESCRIPTION	POINTS
1	<p><b>Company must have a minimum of 2 years' experience in supplying of hot premix (tar) asphalt in the government sector</b> (Appointment and Reference letters on a company letterhead must be attached) <b>(letters of Sub-contract work will not be considered)</b></p> <p>Minimum of 3 appointment letters for the work <b>NOT</b> less than <b>R 300 000.00</b></p> <p>3 Appointment letters (20 points each) 2 Appointment letters (20 points each) 1 Appointment letter</p>	<p>= 60 = 40 = 20</p>
2	<p><b>Bidders must submit Original Bank rating letter from a registered Financial Institution (Bank) with a rating not older than 3 months.</b></p> <ul style="list-style-type: none"> <li>• Bank Letter with A rating</li> <li>• Bank Letter with B rating</li> <li>• Bank Letter with C rating</li> <li>• Bank Letter with D rating</li> </ul>	<p>= 40 = 30 = 20 = 10</p>

**Note:** The minimum Points that must be scored by a prospective Bidder to proceed in the next stage is **70**

The following preference point systems are applicable to all bids:

The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included);

#### 5. PREFERENCE POINT SYSTEM 80/20

NO	DESCRIPTION	POINTS
1	Price	80
2	Specific goals	20
	<b>TOTAL</b>	<b>100</b>

## 6. SPECIAL CONDITIONS IN RELATION TO SUPPLY CHAIN MANAGEMENT REGULATIONS

- i. The Richmond Municipality reserves the right to return late bid submissions unopened and reserves the right to reject bids that are not submitted in the format specified in the bid documentation or if the information is illegible, incomplete or ambiguous.
- ii. Bidders shall not contact the Richmond Municipality on any matter pertaining to their bid from the time that the bids are submitted to the time the panel has been finalised. Any effort by a bidder to influence the bid evaluation, bid comparisons or bid award decisions in any manner, may result in the rejection of the bid concerned.
- iii. The Richmond Municipality is not bound to accept any of the bids submitted with a lowest quote and reserves the right to withdraw or amend these special conditions of contract and terms of reference by notice in writing to all parties concerned.
- iv. It is also herewith confirmed that a positive result of the short-listing process resulting in inclusion on the Richmond Municipality panel, will not necessarily lead to any appointment or assignment for work to be done and therefore does not constitute a commitment, contract for assignments from the Richmond Municipality.
- v. Bid documents submitted by bidders shall not be returned and shall remain the property of the Richmond Municipality. All bids duly lodged will be evaluated in accordance with the evaluation criteria provided in the terms of reference.
- vi. RLM does not require any presentations as part of the bid process but reserves the right to call short-listed bidders for interviews before final selection for the panel.
- vii. RLM reserves the right to negotiate with the successful bidder on price.
- viii. Government Procurement General Conditions of Contract (GCC) as issued by National Treasury will be applicable on all instances. Any contradictions between the GCC and the Special Conditions then the Special Conditions will be applied. The GCC is available on the National Treasury website ([www.treasury.gov.za](http://www.treasury.gov.za)).
- ix. No advance payment will be made. Payment would be made in terms of the deliverables or other unless otherwise agreed upon by Richmond Municipality in terms of the deliverables or other unless otherwise agreed upon by Richmond Municipality and the successful bidder. RLM will pay within the prescribed period according to MFMA and its applicable policies and procedures.
- x. Richmond Municipality will not be held responsible for any costs incurred by the service provider in the preparation and submission of the Bid.
- xi. Richmond Municipality reserves the right to not award the tender to any bidder.
- xii. Bidders failing to meet all the mandatory requirements will be disqualified.

## 7. GENERAL BID ADMINISTRATIVE INFORMATION

- i. The completed response and submissions must be returned to –  
The Reception Area (placed directly into tender box)  
57 Shepstone Street  
**RICHMOND (KZN), 3780**  
During working hours (08h00 to 16h00) Monday to Friday - Emailed or faxed proposals are not acceptable.
- ii. All documentation and responses will be supplied and exchanged utilising standard Microsoft Office Word, Excel and PowerPoint) products.
- iii. Any attempt to gain information in a manner deemed to be fraudulent or disadvantageous to other respondents or any attempt to influence the outcome of the response evaluation will result in immediate disqualification from the bid process.
- iv. The MBD 1 “Invitation to Bid” must be completed and attached as the front sheet to the response and any other separate submissions.
- v. Documents must be submitted in the following order:  
Bidding documents, viz
  - Invitation to bid; (MBD 1)
  - Tax clearance certificate; (MBD 2)
  - a. Technical Specification(s)/ Technical proposal based on TOR. The technical proposal should address the following content and if applicable the proposal must adhere to the sequence indicated below:  
**Information and evidence to address the evaluation criteria set in the particular bid documents:**
    - Declaration of interest; (MBD 4)
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011; (MBD 6.1)
    - Declaration of bidder’s past SCM practices;(MBD 8)
    - Certificate of Independent Bid Determination (MBD 9)
    - Other documents such as: Résumés of key project personnel.
- vi. If the bidder suggests certain changes to the general conditions of contract or the special conditions of contract, the proposed changes will be evaluated and if acceptable by Richmond Municipality such suggested changes may be included into the contract as special conditions of contract. If the suggested changes are unacceptable the general conditions of contract and the special conditions of contract will stand. The potential bidder will then have to decide to abide by the decision or to withdraw its bid proposal.
- vii. If any clarity needs to be obtained for evaluation purposes, Richmond Municipality may require the potential service provider to substantiate certain information, or to allow officials to undertake a financial/ physical inspection to assure that capacity and ability is proven.
- viii. Supporting documentation should be attached as annexures and cross-referenced to the appropriate section of the bid.

- ix. Please note that the scope of services as indicated in this TOR reflects Richmond Municipality's true requirements and once the contract is signed amendments to the contract will only be allowed in exceptional circumstances.
  
- x. The Municipality reserves the right not to appoint a service provider and is also not obliged to provide reasons for the rejection of any and further reserves the right to:
  - a) Award contract or any part thereof to one or more service provider;
  - b) Reject all bids;
  - c) Consider any bids that may not conform to any aspect of the bidding requirements;
  - d) Decline to consider any bids that do not conform to any aspect of the bidding requirements;
  - e) Request further information from any service provider after the closing date;
  - f) Cancel this tender or any part thereof at any time.
  
- xi. Please ensure that your costing is based on the scope of services to be rendered.

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/  
MUNICIPAL ENTITY)**

BID NUMBER:	RLM- 15/2025/2026	CLOSING DATE:	01 JUNE 2026	CLOSING TIME:	10:00AM
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**DESCRIPTION** **SUPPLY OF 1500 TONS OF HOT PREMIX (TAR) ASPHALTING FOR A PERIOD OF 36  
MONTHS**

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT  
FORM (MBD7).**

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

**57 SHEPSTONE STREET**

**RICHMOND**

**3780**

**SUPPLIER INFORMATION**

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER	CODE		NUMBER	
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CELLPHONE NUMBER

FACSIMILE NUMBER	CODE		NUMBER	
------------------	------	--	--------	--

E-MAIL ADDRESS

VAT REGISTRATION  
NUMBER

TAX COMPLIANCE STATUS	TCS PIN:		<b>OR</b>	CSD No:	
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B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs)  
MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

<b><u>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</u></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b><u>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</u></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
<b><u>TOTAL NUMBER OF ITEMS OFFERED</u></b>		<b><u>TOTAL BID PRICE</u></b>	R
<b><u>SIGNATURE OF BIDDER</u></b>	.....	<b><u>DATE</u></b>	
<b><u>CAPACITY UNDER WHICH THIS BID IS SIGNED</u></b>			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	Finance	CONTACT PERSON	M.Thabethe
CONTACT PERSON	Sandile Sithole	TELEPHONE NUMBER	033 212 2155
TELEPHONE NUMBER	033 212 2155	FACSIMILE NUMBER	033 212 4668
FACSIMILE NUMBER	033 212 4668	E-MAIL ADDRESS	
E-MAIL ADDRESS	Sandile.sithole@richmond.gov.za		Mbongeni.thabethe@richmond.gov.za

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.

- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

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

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

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

SIGNATURE OF BIDDER:  
 .....

CAPACITY UNDER WHICH THIS BID IS SIGNED:  
 .....

DATE:  
 .....

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

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.

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

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>



### 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:

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

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
An EME or QSE which is at least 51% owned by black people (x5 points)				
An EME or QSE which is at least 51% owned by black people who are women (x5 points)				
An EME or QSE which is at least 51% owned by black people who are youth (x5 points)				
An EME or QSE which is at least 51% owned by black people residing within the jurisdiction: Within Richmond Municipality (5 points) Within the District (3 points) Within KZN Province (2 points) Outside KZN Province (0 point )				

**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.

	..... <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
- 4 The bid of any bidder may be rejected if that bidder, or any of its directors have:
- 5
  - 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).
- 6 **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>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <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>	<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:		
<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

**RICHMOND LOCAL MUNICIPALITY**

**T 1.1 NOTICE OF COMPULSORY SITE INSPECTION**

A **compulsory briefing session will** be held on **22 May 2026 at 10h00** and will be held at the Council Chamber, 57 Shepstone Street, Richmond 3780. The briefing session will then be followed by a site visit which forms part of the compulsory briefing.

**Compulsory Briefing Session**

It is hereby certified that I have attended the Compulsory Briefing Session and have satisfied myself of the conditions and circumstances.

NAME OF REPRESENTATIVE:

\_\_\_\_\_

(Please Print)

ON BEHALF OF TENDERER:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER:

\_\_\_\_\_

SIGNATURE (FOR TENDERER):

\_\_\_\_\_

SIGNATURE (FOR CLIENT):

\_\_\_\_\_

