



PIKITUP JOHANNESBURG SOC LIMITED

BID DOCUMENT FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF PROTECTIVE CLOTHING AND UNIFORM ON AN AS AND WHEN-REQUIRED BASIS FOR A PERIOD OF 36 MONTHS.

BID NO: PU 144 / 2024

CLOSING DATE: 27 June 2025

CLOSING TIME: 11:00 AM

BIDDER NAME:

Bidders must select the commodity(s) they are responding to by marking next to the relevant commodity/ies with an "X". Bidders may respond to one or more commodities.		(Mark with an X below)
PPE		
UNIFORM		
INVENTORY		
COMMODITY	BID AMOUNT (INCLUSIVE OF VAT)	
PPE	R	
UNIFORM	R	
INVENTORY	R	

TENDER DOCUMENT FOR:
 PIKITUP JOHANNESBURG SOC LTD
 JORISSEN PLACE
 66 JORISSEN STREET
 BRAAMFONTEIN, JHB

Contact person: Nomaswazi Lamola
 E-mail: nomaswazilamola@pikitup.co.za
 Enquiries relating to this bid may be e-mailed to the above-mentioned contact person.

The bid document must be deposited at:
 Pikitup Head Office, Tender Office, Ground Floor, East Wing, Jorissen Place, 66 Jorissen Street, Braamfontein, JHB, before the closing date and time.

A non-compulsory briefing session will be held online:
 DATE: 2 JUNE 2025
 TIME: 11:00 AM TO 12:00
 VENUE: ONLINE / VIRTUAL
 MEETING LINK: [JOIN THE MEETING NOW](#)

BID REFERENCE NUMBER PU144/2024 FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF PROTECTIVE CLOTHING AND UNIFORM ON AN AS AND WHEN-REQUIRED BASIS FOR A PERIOD OF 36 MONTHS.

SCAM ALERT

With an endeavor to promote transparent tender processes and to comply with the relevant legislation, bidding company names and bid values are called out at tender opening, and such details are also published on the Pikitup website. Fraudsters, however, abuse the information available from various sources on the internet with fraudulent intentions.

It came to our attention that fraudsters are posing as municipal employees, claiming that they are members of either the Bid Evaluation or Adjudication Committee, and soliciting bribes from bidders for being favored during the tender evaluation or being awarded the tender.

Bidders are requested to be vigilant pertaining to the following:

- Pikitup tender documents are available free of charge from the National Treasury e-tender portal. Thus, do not pay for tender documents.
- Pikitup is using the National Treasury Central Supplier Database (CSD), hence, Pikitup will not request bidders to pay for supplier registration forms.
- All Pikitup tenders are published on the National Treasury e-tender portal and/or the Pikitup website. Only respond to tenders that are published on these websites.
- Bid responses must be deposited in the Pikitup tender box as indicated in the respective tender documents.
- Only correspond in writing with the Pikitup contact person as indicated in the tender document. The Pikitup official and contact details are also specified in the invitation to tender as advertised on the National Treasury e-tender portal and/or Pikitup website.
- Do not entertain any request for a bribe, and never pay money for being favored or being awarded a tender.

REPORT FRAUD AND CORRUPTION

Please report fraud and corruption at the City of Johannesburg Anti-Fraud Hotline: 0800 002 587 or the National Treasury Anti-Corruption Hotline: 0800 701 701

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ANNEXURE 1.1

MBD 1

INVITATION TO BID

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	PU144/2024	CLOSING DATE:	27 June 2025	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF PROTECTIVE CLOTHING AND UNIFORM ON AN AS AND WHEN-REQUIRED BASIS 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 MUST BE DEPOSITED IN THE BID BOX SITUATED AT:					
PIKITUP TENDER BOX, SITUATED AT PIKITUP JOHANNESBURG (SOC) LIMITED, JORISSEN PLACE, TENDER OFFICE, EAST WING, GROUND FLOOR, 66 JORISSEN STREET, BRAAMFONTEIN, JOHANNESBURG, 2000					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
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 CATEGORIES RESPONDED TO	PPE <input type="checkbox"/> UNIFORM <input type="checkbox"/> INVENTORY <input type="checkbox"/>	TOTAL BID PRICE		As per bid document cover page	
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 UNIT		CONTACT PERSON	SAME	
CONTACT PERSON	NOMASWAZI LAMOLA		TELEPHONE NUMBER	SAME	
E-MAIL ADDRESS	nomaswazilamola@pikitup.co.za		E-MAIL ADDRESS	SAME	

BID REFERENCE NUMBER PU144/2024 FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF PROTECTIVE CLOTHING AND UNIFORM ON AN AS AND WHEN-REQUIRED BASIS FOR A PERIOD OF 36 MONTHS.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED)</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2022, THE PIKITUP SCM POLICY AND PROCEDURE, THE TENDER CONDITIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>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.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCC CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCC CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCC IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED, THAT WILL BE USED TO VERIFY THE CURRENT TAX COMPLIANCE STATUS.</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS (THIS SECTION B3 IS ONLY APPLICABLE FOR FOREIGN BASED SUPPLIER FOR THE GOODS / SERVICES / WORKS)
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>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.</p>

NB:

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

ANNEXURE 1.2

AUTHORITY TO SIGN A BID

The bidder must provide a resolution confirming that the person or official signing the tender documents is authorised to sign on behalf of the bidding organisation, or the bidding organisation may complete one of the following relevant templates for this purpose.

1. Sole Proprietor (Single Owner Business) and Natural Person

1.1 I,, the undersigned, hereby confirm that I am the sole owner of the business trading as

OR

1.2 I,, the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.

SIGNATURE		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

2. Companies and Close Corporations

- 2.1 If a Bidder is a Company, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid.
- 2.2 In the case of a Close Corporation (CC) submitting a bid, a resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

Date Resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated Authorised Signatory			
Capacity			
Specimen Signature			
Full name and surname of all Director(s) / Member (s)			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
Is a certified copy of the resolution attached?			YES
			NO
SIGNED ON BEHALF OF COMPANY / CC		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

3. Partnership

We the undersigned partners in the business trading as
 hereby authorise Mr/Mrs to sign
 this bid as well as any contract resulting from the bid and any other documents and correspondence in
 connection with this bid and/or contract for and on behalf of the above-mentioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner		Signature	
SIGNED ON BEHALF OF PARTNERSHIP		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

4. Consortium

We the undersigned consortium partners, hereby authorise _____ (Name of entity) to act as lead consortium partner and further authorise Mr/Ms _____ to sign this offer as well as any contract resulting from this tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and signed by each member.

Full name of Consortium Member	Role of Consortium Member	% Participation	Signature
SIGNED ON BEHALF OF CONSORTIUM		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

5. JOINT VENTURE

We, the undersigned, are submitting this bid offer in joint venture and hereby authorize Mr / Ms

.....

Authorized signatory of the Company / Close Corporation / Partnership (name)

.....

Acting in the capacity of lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

LEAD PARTNER (Whom the Pikitup shall hold liable for the purpose of the tender)			
NAME OF FIRM			
ADDRESS			
		TEL. NO.	
SIGNATURE		DESIGNATION	

2nd PARTNER			
NAME OF FIRM			
ADDRESS			
		TEL. NO.	
SIGNATURE		DESIGNATION	

3rd PARTNER			
NAME OF FIRM			
ADDRESS:			
		TEL. NO.	
SIGNATURE		DESIGNATION	

4th PARTNER			
NAME OF FIRM			
ADDRESS:			
		TEL. NO.	
SIGNATURE		DESIGNATION	

NOTE: A copy of the Joint Venture Agreement indicating clearly the percentage contribution of each partner to the Joint Venture, is to be submitted with the bid.

A board resolution, authorising each signatory who signed above to do so, is to be submitted with the bid.

ANNEXURE 1.3

CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES (OR OTHER SERVICE PROVIDER)

CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES (OR OTHER SERVICE PROVIDER)

DECLARATION IN TERMS OF MUNICIPAL SCM REGULATIONS 21(d) (ii)

I, (full name) and (ID no.), hereby acknowledge that the Pikitup may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors/members/partners to the City of Johannesburg, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The bidder acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

Further details of the bidder’s director(s) / shareholder(s) / partner(s) / member(s), etc.:

Director / partner / member	Physical residential address of the director / partner / member	Municipal account number(s)

PLEASE NOTE:

1. Copies of municipal account statements for the bidding organisation and all directors / shareholders / partners / members, etc. to be submitted with the bid. The municipal account statement must not be older than 3 months from date of tender closing and must not be in arrears for more than 90 days.
2. If the bidding entity or any of its directors/shareholders/partners/members, etc. is not the owner of the property but rents, leases or occupy the property, written confirmation is required from the landlord or the landlord’s property agent confirming that the resident’s account is not in arrears for more than 90 days and / or that the resident’s account is in good standing. The landlord or the landlord’s property agent correspondence must not be older than 3 months from date of tender closing.

Signature	Position	Date

ANNEXURE 1.4

CONDITIONS OF TENDER

CONDITIONS OF TENDER

1. GENERAL

- 1.1. Pikitup Supply Chain Management Policy and Procedure Manual (latest) will apply.
- 1.2. All bids must be submitted in **handwriting and in non-erasable black or blue ink** on the official forms supplied by the municipality.
- 1.3. Under no circumstances, whatsoever may the bid forms be retyped or redrafted.
- 1.4. No alterations / corrections to the information in the document (including pricing) may be performed by pasting another page over it with glue.
- 1.5. The use of correction fluid or correction tape is prohibited.
- 1.6. Alterations and/or corrections may only be affected as follows:
 - 1.6.1. By striking a straight line in black or blue ink through the incorrect information in such a manner that the information that has been struck through remains legible; writing, the altered or corrected information as appropriate (under, above or next to the information to be corrected), and initialling in the margin next to each and every alteration or correction.
 - 1.6.2. All corrections/alterations to the Pricing Schedule / Bill of Quantities (BoQ) and / or any pricing not effected in accordance with the aforementioned, will be rejected.
- 1.7. Wherever the tender document refers to any particular trademark, name patent, design, type, specific origin, or producer, such reference shall be deemed to be accompanied by the words "or equivalent".

2. PRICING

- 2.1. Rates and prices offered by the bidder must be written onto the pricing schedule or form of offer of this document by hand, completed in full and originally signed by the duly authorised signatory.
- 2.2. All prices shall be quoted in South African currency, and must be inclusive of all related costs, taxes and Value Added Tax (VAT).
- 2.3. Bid prices must include all expenses, disbursements and costs (e.g. transport, insurance, packaging, delivery, accommodation, etc.) which may be required for the execution of the bidder's obligations in terms of the Contract. Bid prices shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract, as well as overhead charges and profit (in the event that the bid is successful), unless otherwise specified.
- 2.4. All bid prices will be final and binding.
- 2.5. A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount; therefore, where there is a discrepancy between the amount in figures and the amount in words, the amount in words shall apply.
- 2.6. Where the value of an intended contract will exceed R1,000,000.00 (R1 million) or exceed R1,000,000.00 (R1 million) per annum it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. Pikitup will deem the price above R 1 000 000,00 (R1 million) to be VAT inclusive even if it is indicated that no VAT is charged. The bidder must ensure that provision is made for VAT in these instances, and that the bid price is an all-inclusive rate.
- 2.7. If a bidder becomes a registered VAT vendor during the contract period, the prices/rates as per the initial award will be considered to be inclusive of VAT and no price adjustment(s) will be allowed.
- 2.8. The amended Value-Added Tax Act 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.

3. **FORWARD EXCHANGE RATE COVER** Rates and prices offered by the bidder must be written onto the pricing schedule or form of offer of this document by hand, completed in full and originally signed by the duly authorised signatory. In the event of price(s) based on the exchange rate, the successful bidder(s) will be required to obtain exchange rate cover in order to protect the Municipality against exchange rate variations.
 - 3.2. The bidder must provide proof of forward exchange rate cover within 14 days after an order was placed.
 - 3.3. If proof that forward exchange rate cover was taken out within 14 days after the order was placed but is not submitted to the Municipality along with the invoice, the contract price adjustment will not be accepted, and the contract may be cancelled.

4. **SUBMITTING A BID** Bids may only be submitted on the tender documentation that has been issued. Printed Activity Schedules, in the same format (that is, layout, scheduled items and quantities) as those issued electronically by Pikitup upon request, may be submitted as stated in the tender document.

- 4.2. Bid document in a sealed envelope and clearly marked with the “tender reference number, the title of the tender, and the bidding company name”, must be deposited in the Pikitup tender box as indicated in the notice of the bid, on or before the closing date and time of the bid.
- 4.3. Sealed bid documents must be deposited in the Pikitup Tender box situated at the Pikitup Head Office, Ground Floor, East Wing, Pikitup Tender Office, Jorissen Place, 66 Jorissen Street, Braamfontein, unless specified differently in the invitation to tender document.
- 4.4. Any bid received without the “Bid Number and / or Title” clearly endorsed on the envelope will not be opened and read out during the bid opening session and will not be considered
- 4.5. This bid closes strictly as per the details indicated on the cover page of this tender document.No late bids will be accepted or considered for evaluation after the closing date and time. Bid documents deposited into the tender box after the closing date and time will be recorded as late bids and the bidder will be contacted to collect the bid document.Bids responses send or delivered to any other address besides the address stated in the tender document will not be considered.Telegraphic, telephonic, telex, fNeither PIKITUP nor any of its employees shall be liable in any way whatsoever for Bids that are not placed in the tender/bid box before the closing date and time.The bidder is advised to check the number of pages, ensure pages are in the correct order, and to satisfy himself that none are missing or duplicated.
- 4.11. The bidder must ensure that his/her bid document are clearly marked with the relevant subsections, that the subsections and supporting documents of the bid submission are filed in a chronological order, and that the bid document is securely bound. Pikitup will not take any responsibility for pages, sections, information or supporting documents that are unclear, not evidently labelled, incorrectly filed or out-of-place.
- 4.12. All supporting documents must be submitted by either stapling it to the relevant form in the bid document, or by submitting a bound annexure containing all supporting documents.
- 4.13. Pikitup will not take any responsibility for missing or lost pages, in cases where the bidder submits loose pages, that are not securely attached to the bid document or annexure with supporting documents. No Bid shall be considered unless it is accompanied by sufficient information to show that the goods or services offered fully comply with the specification and bid requirements.Bid documents submitted in the tender box and recorded in the tender register at the closing date may not be returned to the bidder, given that all bid documents must be kept on record for audit purposes. Bid documents may only be made available to the respective bidders where the tender was cancelled or an erratum issued by Pikitup prior to the tender closing date.Bidding documents must be completed properly in permanent black or blue ink, and no correction fluid or correction tape may be used in the bid document. If the bidder wishes to make a change, the bidder must draw a neat line through the incorrect wording, write the correct wording next to the change, and initial next to the change.Bidders must state the country of origin, and the name of the manufacturer or brand of the goods offered. Documentary proof must be produced to verify the aforementioned, if required.**BID OPENING**Bids shall be opened in public at the Pikitup Tender Offices as soon as possible subsequent to the closing time for the receipt of bids. Where practical, prices will be read out at the time of opening bids. Pikitup will record in a tender register which is open to public inspection the details of bids received by the closing date and time. The electronic version of the tender register will subsequently be published on the Pikitup website.Any bid received after the appointed time for the closing of bids **shall not be considered** but shall be filed unopened and / or the bidding company will be contacted to collect the bid.**VALIDITY PERIOD**Your bid submission must remain valid for a period of **90 days** from the closing date of this bid, unless specified differently in the tender document. It will constitute an offer which remains open for acceptance during the validity period.**BRIEFING OR INFORMATION MEETING**
- 7.1. Where the bid document specifies that a compulsory site visit, briefing, or information meeting will be held as per the details provided on the cover page of the bid document, it is a requirement of the bid that the bidder’s representative must attend the briefing session as important information pertaining to the bid will be discussed at the meeting. Bidders must attend the compulsory briefing session and ensure to sign the attendance register. Non-attendance or omitting to sign the attendance register for the compulsory briefing meeting will result in your bid being disqualified for further evaluation.
- 7.2. Where the bid document specifies that the information meeting is not compulsory, attendance of the meeting would be optional to accommodate questions relating to the bid.
- 7.3. Where the bid document specifies that no briefing or information meeting will be held. Queries or questions relating the bid must be email to the contact person as indicated in the bid document.

8. EVALUATION OF BIDS

- 8.1. Bidders must fully comply with all the minimum pre-compliance evaluation criteria and must meet the minimum functionality evaluation criteria threshold (if applicable) to be considered for further evaluation. The tenders will be evaluated on the basis of the point system as stipulated in the PPPFA. The 80/20 principle will apply for tendered prices up to R50 000 000 (fifty million rand), and the 90/10 principle will apply for tender prices with a Rand value above R 50 000 000 (fifty million rand), unless stated differently in the tender document. Subsequent to the aforementioned, objective criteria may apply.

9. EVALUATION AND ADJUDICATION CRITERIA

- 9.1. The tender will specify the applicable evaluation and adjudication criteria, which may include but not limited to the following:
 - 9.1.1. Relevant minimum administrative and legislative requirements
 - 9.1.2. Relevant specifications;
 - 9.1.3. Value for money;
 - 9.1.4. Capacity and capability of bidders to execute the contract;
 - 9.1.5. PPPFA and associated regulations (including price and preference); and
 - 9.1.6. Any other objective criteria specified in the tender.

10. REQUIREMENTS OF A VALID BID

- 10.1. The following duly completed documents and / or information must be submitted with the submission of the bid. Failure to comply with this requirement may invalidate the bid. The bid may not be considered, and no further correspondence will be entered into with regard to the following matters:
 - 10.1.1. Non-submission of pre-compliance documentation,
 - 10.1.2. The tender has not been completed in non-erasable handwritten black or blue ink,
 - 10.1.3. Incomplete Pricing Schedule or Bill of Quantities,
 - 10.1.4. A Form of Offer not signed in non-erasable black or blue ink,
 - 10.1.5. Bid submissions with material alterations or corrections not in compliance with Clause 1.6 above will be rejected.
- 10.2. Pikitup may, after the closing date, request additional information or clarification of tenders in writing in compliance with the SCM Policy and SCM Procedure Manual, which may include but not limited the following:
 - 10.2.1. To obtain an updated National Treasury Central Supplier Database registration form if information is no longer compliant or outdated
 - 10.2.2. To obtain a valid Tax Clearance Certificate and / or PIN if the certificate has expired, no longer compliant, or become inactive after the closing date of the tender;
 - 10.2.3. To clarify or verify pricing where the prices are unclear or an obvious error or mistake has been detected, e.g. a total price was given instead of a unit price or vice versa; arithmetical error detected, etc. The bidder may however not be given an opportunity to increase the total bid price.
 - 10.2.4. To give the bidder the opportunity to pay overdue municipal accounts.
 - 10.2.5. To obtain income tax number(s) from the recommended bidder;
 - 10.2.6. Where an omission on a document is purely administrative in nature, example: MBD document not initialled, fully signed, or a section not fully completed, the bidder may be given an opportunity to correct the omission that is administrative in nature.
 - 10.2.7. No clarification or communication will be entered into with the bidder and / or the bidder will not be given a second opportunity to submit documentation that were a tender requirement, if the relevant documentation was not submitted in the first instance.

11. TEST FOR RESPONSIVENESS

- 11.1. A Bid will be considered non-responsive if:
 - 11.1.1. - the bid is not in compliance with the tender specifications;
 - 11.1.2. - the bidder has not fully submitted all the returnable documents as listed in the bid document; and/or
 - 11.1.3. - the bidder has failed to clarify or return any supporting documentation within 5 business days of being requested to do so in writing.
- 11.2. Pikitup reserves the right to accept or reject:
 - 11.2.1. - any variation, deviation, bid offer, or alternative bid offer; or may cancel the bidding process and reject all bid offers at any time before the formation of a contract. Pikitup shall not accept or incur any liability to a bidder for such cancellation and/or rejection, and will only provide written reasons for such action upon receipt of a written request to do so;
 - 11.2.2. - a bid offer which does not, in Pikitup's opinion, materially and/or substantially deviate from the terms, conditions and specifications of the bid document.
 - 11.2.3. - the whole bid or part of a bid or any item or part of any item, or to accept more than one bid (in the event of a number of items being offered), and the Municipality is not obliged to accept the lowest or any bid.
- 11.3. Pikitup has the right to summarily disqualify any bidder who, either at the date of submission of a bid or at the date of its award, is indebted to Pikitup or the City of Johannesburg Municipality in respect of any municipal rates and taxes or municipal service charges for more than three months. However, an agreement signed by the bidder whereby the bidder agrees that a percentage or fixed amount at the discretion of the municipality, be deducted from payments due to him/her for this bid, until the debt is paid in full, may be considered for acceptance by Pikitup.

12. **INCORRECT BID INFORMATION**

- 12.1. 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 proven to have been incorrect, Pikitup may, in addition to any other legal remedy it has or may have, recover from the contractor all costs, losses or damages incurred or sustained by Pikitup as a result of the award of the contract.

13. **WITHDRAWAL OF BID DURING AND / OR AFTER THE SCM PROCESS**

- 13.1. When a bidder withdraws his/her bid during the SCM bidding process, it must be in writing, prior to the award of the bid, of which Pikitup holds the right to accept or reject with or without a claim for any damages.
- 13.2. When a bidder withdraws or cancels the contract after award of the bid to the particular successful bidder, the awarded bidder will be held responsible for any damages or administrative expenses incurred prior to the award of the bid.

14. **NEGOTIATIONS**

- 14.1. The award of the tender may be subject to negotiations of the final terms and conditions of the anticipated contract with the preferred bidders.
- 14.2. The negotiations may include but not limited to price negotiations and / or negotiations on any other terms and conditions of the anticipated contract(s) with the preferred bidders prior to final award.

15. **ADJUDICATION OF BIDS**

- 15.1. Bids submitted in response to this invitation will be adjudicated by PIKITUP in terms of the Supply Chain Management Policy and Procedure Manual developed in accordance with the requirements of the Municipal Finance Management Act 56 of 2003, the Preferential Procurement Policy Framework Act # 5 of 2000, and the Preferential Procurement Regulations of 2022, and related legislative requirements. Enquiries in respect of the policy should be addressed via email to PIKITUP's General Manager: Supply Chain Management, Mihloti Maluleke at mihlotim@pikitup.co.za.

16. **CONTRACT**

- 16.1. The terms of the proposed contract with PIKITUP are contained in the General Conditions of Contract, the Special Conditions of Contract and any of the sections of these bidding documents in which the bidder makes an undertaking as to its performance. You must read and understand the terms before you submit your BID as you will be bound by the Contract (as described) if your BID is successful.

17. **ADMINISTRATIVE JUSTICE**

- 17.1. In adjudicating bids, PIKITUP shall comply with the requirements of the Promotion of Administrative Justice Act 3 of 2000 and the Promotion of Access to Information Act 2 of 2000, to the extent that these Acts apply to the adjudication by a municipal entity of bids in response to a bid invitation.

18. **INTERNAL APPEAL PROCESS**

- 18.1. Following the evaluation of tender and selection of a preferred bidder, and provided that a procurement contract has not already entered into force, any bidder may submit a complaint in writing to the chairperson of the PIKITUP Board of Directors ("the Board") or the Managing Director that PIKITUP has not complied with the requirements of the PIKITUP Supply Chain Management Policy or the PIKITUP Code of Ethics, or has in any respect acted in a way that is irregular. The Chairperson of the Board or Managing Director shall not entertain a complaint unless it was submitted within 20 calendar days of when the supplier or contractor submitting it became aware of the circumstances giving rise to the complaint or of when that supplier or contractor should have become aware of those circumstances, whichever is earlier; or entertain a complaint after the procurement contract has entered into force.
- 18.2. Unless the complaint is resolved by mutual agreement of the bidder and the Chairperson of the Board or Managing Director, the Chairperson of the Board shall, within 30 calendar days after the submission of the complaint, issue a written decision. The decision shall state the reasons for the decision; and if the complaint is upheld in whole or in part, indicate the corrective measures that are to be taken.
- 18.3. The decision of the Chair of the Board shall, subject to the review powers of any competent court, be final.

19. **PROVISO**

- 19.1. In evaluating bids received and adjudicating the award of this tender, Pikitup Johannesburg (SOC) Limited will, in addition to the pre-compliance and functionality criteria included in the specifications and irrespective of the capital, pricing and black economic empowerment structures of the bidder, take into account as objective criteria (1) the desirability of rotating the work amongst service providers, (2) the past bidding practices of any bidder in relation to evidence and/or reports of combative practices including conduct reported, amongst others, in terms of the Prevention and Combatting of Corrupt Activities Act, 2004, (3) the

past contractual performance of any bidder and (4) the nature and extent of disputes involving the bidder in relation to past and/or current contracts. Note that as a result of the application of these objective criteria, the highest scoring bidder(s) will not necessarily be selected as a preferred bidder(s).

- 19.2. In line with the provisions of Supply Chain Management Policy, Pikitup reserves the right to:
- request for a validity extension, if necessary,
 - apply pre-qualification criteria to advance designated groups in terms of the PPPFA of 2000, Preferential Procurement Regulations of 2022, and the Pikitup SCM Policy,
 - award the bid in whole, or award the bid in parts, or not to award the bid at all,
 - award the bid to one or more than one bidder(s),
 - not bind itself to accept the lowest bid or any other bid in whole or in part,
 - negotiate the bid price offered and/or any other terms and conditions of this requirement with the preferred bidder(s), before the final award of the bid.
- 19.3. Pikitup further retain the right to:
- veto or conduct a due diligence on any bidder, and/or any of their sub-contractors or sub-service providers;
 - request for samples, demonstrations, site visits or further information relating to the offered goods, services or works;
 - evaluate, review, test, inspect any of the products and/or staff offered for the tender, at Pikitup's sole discretion accept or reject such;
 - apply objective criteria.
- 19.4. As per section 2(1)(f) of the PPPFA, one or more of the following "objective criteria" may be considered for the final selection of bid(s). Objective criteria may include but are not limited to the following objectives or goals:
- The spread of business amongst suppliers and/or rotation of contracts amongst suppliers,
 - The protection of the environment or sustainability considerations,
 - Geographical localisation of the bidder i.e. within City of Johannesburg, within Gauteng Province, within South Africa, etc.
 - The geographical origin of resources utilised as inputs for the execution of the proposed contract,
 - The development and/or impact on the local community,
 - Considerations of after purchase costs, such as maintenance cost, operational costs, licence costs, or life cycle cost,
 - Variants from the original scope of requirements,
 - Financial stability and commercial status of the bidder(s),
 - The receipt of an abnormally low bid amount, provided that the bidder in question is allowed an opportunity to justify its bid.

20. DECLARATION BY BIDDER

20.1. I, the undersigned, (Name and Surname), being the duly authorised undersigned representative of the Bidder and its associates hereby grant Pikitup Johannesburg (SOC) Limited the required consent in terms of the Protection of Personal Information (POPI) Act, 2013 for the use of the personal information relating to the Bidder (i.e. the company, its owner(s), employees and/or any associated persons' BEE credentials, demographic / ownership profile, location etc.) for the legitimate purposes relating to this bid submission, its evaluation and adjudication.

20.2. I FURTHER DECLARE THAT I/WE HAVE READ THE CLAUSES SET OUT IN THE CONDITIONS OF TENDER ABOVE AND ACCEPT THE CONTENTS, SUBJECT TO ANY DECLARATION, WE HEREBY OFFER TO CONTRACT WITH PIKITUP ON THE TERMS SET OUT IN THE BID DOCUMENTS SHOULD WE BE APPOINTED AS THE SUCCESSFUL BIDDER.

AUTHORISED SIGNATURE :

CAPACITY OF SIGNATORY :

DATE :

ADDRESS :

WITNESSES: 1 WITNESSES: 2

ANNEXURE 2

TERMS OF REFERENCE / SPECIFICATION OF REQUIREMENTS



**JOHANNESBURG
SOC Limited**

TENDER REFERENCE NUMBER PU144/2024

TERMS OF REFERENCE

BID REFERENCE NUMBER PU144/2024 FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF PROTECTIVE CLOTHING AND UNIFORM ON AN AS AND WHEN-REQUIRED BASIS FOR A PERIOD OF 36 MONTHS.

1. INTRODUCTION

1.1. Background of PIKITUP Johannesburg SOC Limited

Pikitup Johannesburg (SOC) Ltd (Pikitup), 100% owned by the City of Johannesburg and established on 1 November 2000 in terms of the Companies Act, No. 71 of 2008, is mandated to provide integrated waste management services to the residents of Johannesburg. In line with the establishment of Pikitup, the Council utilises the Environment, Infrastructure and Services Department (EISD) as well as the appointed Board of Directors and Group Governance Department to oversee the company's governance and regulate it.

2. PURPOSE OF THE BID

- 2.1. The purpose of this bid is to source experienced suppliers to supply and deliver Personal Protective Equipment (PPE) and Uniform to Pikitup on an as-and-when-required basis for a period of thirty-six (36) months.
- 2.2. This project aims to appoint one or more bidders who score the highest number of points during the evaluation process, in line with the objective criteria.
- 2.3. The bid comprises three (3) commodities:
 - 2.3.1 PPE,
 - 2.3.2 Uniform and
 - 2.3.3 Inventory.
- 2.4. Bidders may bid for all three (3) commodities but will be awarded **only one (1)** commodity.
- 2.5. Bidders are required to give a guarantee on all the items supplied.
- 2.6. The contract will commence upon appointment for a period of thirty-six (36) months, which will be on an as-and-when-required basis and will be based on performance. The thirty-six (36) month period will be subject to a half-yearly performance review. Failure to perform on the contract may lead to termination of the contract.
- 2.7. The successful bidders will be expected to sign a service-level agreement with Pikitup.
- 2.8. PIKITUP reserves the right to award the contract in whole or in part to one or more service providers or not to award at all.

2.9. Items are required to be delivered at the following various Pikitup sites:

Table1: Pikitup Sites

Depots

Depot	Name	Physical address	Longitude	Latitude
1	Selby Depot	Cnr Village & Usher Street, Selby	28.03585	-26.210939
2	Southdale Depot	Cnr Short & Pine Street Orchards	28.024236	-26.244953
3	Marlboro Depot	9th Street Marlboro	28.088669	-26.093211
4	Midrand Depot	Cnr Stilt Avenue & Falcon Street, Rabie Ridge Midrand	28.16871	-26.01784
5	Norwood Depot	Cnr Short & Pine Street Orchards	28.082164	-26.157544
6	Randburg Depot	Cnr Malibongwe & Hans Schoeman Street Randburg	27.981478	-26.090694
7	Waterval Depot	No 3 Albert Street, Albertsville	27.978244	-26.168947
8	Avalon Depot	Calendula Road, Klipspruit West	27.877553	-26.289331
9	Central Camp Depot	Nicolas road, Diepkloof	27.932953	-26.256375
10	Orange Farm Depot	15748 EXT 6B, Orange Farm	27.866944	-26.481667
11	Roodepoort Depot	10 Granville Road, Lea Glen, Roodepoort	27.866406	-26.182833
12	Zondi Depot	666 Koma Road Zondi	27.873317	-26.233481
13	Head Office	66 Jorrisen Sr, Braamfontein	28.0318544	-26.1931015

Landfill sites

Site	Name	Physical address	Longitude	Latitude
1	Robinson Deep Landfill Site	Corner Turffontein rd and Marlborough, Robinson Deep	28.042517	-26.231476
2	Ennerdale Landfill Site	Walter Road, Lawley	27.834064	-26.369689
3	Goudkoppies Landfill Site	156 Houthammer Road, Devland, Johannesburg	27.927157	-26.281181
4	Marie Lousie Landfill Site	Cnr Main Road & Elias Motsoaledi Street, Dobsonville, Soweto	27.883479	-26.190634

3. SPECIFIC BIDDING CONDITIONS FOR BIDS FOR TEXTILE, CLOTHING, LEATHER AND FOOTWEAR SECTOR

- 3.1.** The bidder will be expected to supply only locally produced or locally manufactured textiles, clothing, leather, and footwear from local raw materials or inputs.
- 3.2.** The stipulated minimum threshold percentage for local production and content for the textiles, clothing, leather and footwear sector is 100%.

4. SCOPE OF REQUIREMENTS

- 4.1.** This scope is for the supply and delivery of Personal Protective Equipment (PPE) and Uniform to various Pikitup sites that have been listed under Table 1 on an as-and-when-required basis over a period of 36 months.
- 4.2.** Unique markings on some of the items will be agreed upon to ensure that they can be easily identifiable for different issuances. Unique marking to include financial year, name of the entity (i.e. PIKITUP) or Logo.
- 4.3.** The styling and design of the PPE and uniform should be in accordance with the specifications.
- 4.4.** The quantities on the pricing schedule and scope are estimates given in good faith and without commitment to Pikitup.
- 4.5.** Samples of the unsuccessful bidders may be collected from the Pikitup Head Office by the unsuccessful bidders within 14 days from the contract award. The samples of the awarded suppliers may be kept by Pikitup for the duration of the contract.
- 4.6.** Clothing and shoe size ranges:
 - 4.6.1** Clothing size ranges from 28 to 60.
 - 4.6.2** Shoe size ranges from size 3 to 12. Size 13 to 14 may be required in exceptional cases.
 - 4.6.3** The reflector vest size ranges from size small to 7XL.
- 4.7.** Bidders should also note that there could be cases where the sizes fall outside the given size range, which must be accommodated if required.
- 4.8.** Bidders must note that all branding materials must not be colourfast.
- 4.9.** The bidder must indicate the guarantee period per item where applicable.

4.10. Workmanship:

- 4.10.1 The uniform should be cut and made with first-class workmanship from start to finish.
- 4.10.2 The uniform should be free from defects that affect their appearance, including marks, spots and stains incurred in the manufacturing.
- 4.10.3 All the ends of the sewing must be trimmed, and loose threads must be removed.
- 4.10.4 The uniform should be in accordance with the specifications provided and should be of acceptable quality in terms of make, colour and finish.

4.11. Packaging:

- 4.11.1 The uniform and PPE should be delivered in a clean, dry and pressed condition and shall be packed so that they will not be damaged in transit or storage.
- 4.11.2 The uniform and PPE should be packed and sealed in a plastic wrap. It must also be packed for transportation in acceptable bulk containers. The package must be marked per the official's name, depot, description of the items, sizes, and quantity.
- 4.11.3 The marking of each garment shall be as per the specification requirements provided.

4.12. Pikitup will notify the supplier of any incorrect sizes, incorrect items, inferior quality items and/or faulty workmanship within 30 working days of delivery of items. The supplier must replace the items mentioned within 14 working days.

4.13. On award of the contract, the supplier will be expected to conduct a measuring and fitting session with all staff members at various Pikitup sites.

5. PRICING SCHEDULE FOR ITEMS REQUIRED

- 5.1.** Prices must be quoted in South African Rands inclusive of Value Added Tax (VAT) and must include all costs, i.e. measuring, fitment and delivery costs.
- 5.2.** The unit price must include all branding costs, for example, embroidery and/or silk screening.
- 5.3.** Bidders must quote pricing on all items that are listed for the commodity/commodities they are bidding for. If there are any price omissions, the bidder may be eliminated.
- 5.4.** The pricing schedule for each commodity is appended as Annexure A, B & C
- 5.5.** Only firm prices will be accepted.



**JOHANNESBURG
SOC Limited**

PRE-COMPLIANCE AND FUNCTIONALITY EVALUATION

6. PRE-COMPLIANCE AND FUNCTIONALITY EVALUATION

6.1 Evaluation Criteria

- 6.1.1 PIKITUP will establish a Bid Evaluation Committee (BEC) whose responsibility is to make recommendations to the Bid Adjudication Committee (BAC). The Bid Evaluation Committee will evaluate the bids received in accordance with the evaluation criteria stipulated in the invitation document and make a recommendation to the BAC for consideration. The BAC will make a further recommendation to the Managing Director for his / her consideration.
- 6.1.2 The Bid Evaluation Committee will evaluate bids based on the information and returnable documentation submitted that form part of the respective bid documents.
- 6.1.3 The bids will be evaluated during the first stage on the pre-compliance and functionality evaluation criteria, and the second stage would be evaluated based on price and preference point allocation.
- 6.1.4 The pre-compliance evaluation criteria are mandatory requirements which must be met for a bidder to qualify for further evaluation on functionality evaluation. The functionality evaluation would be scored based on the weighted functionality evaluation criteria. The minimum cut-off points for functionality is calculated out of a total of 100 points, and any bidder scoring less than the minimum threshold does not qualify for further evaluation. Bidders that meet the minimum functionality threshold score qualify for further evaluation.

7. PRE- COMPLIANCE EVALUATION

The Bid Evaluation Committee (BEC) will evaluate bids on the pre-compliance evaluation criteria by assessing, amongst others, the list of compulsory returnable documents.

7.1. Compulsory Returnable Documents Required for Pre-compliance Evaluation:

- 7.1.1 Bidders are required to comply with all the pre-compliance evaluation criteria to qualify for further evaluation. The pre-compliance evaluation criteria stated under Table 2 below will apply.
- 7.1.2 The compulsory returnable documents are required as supporting documents. Bidders may be eliminated for not complying with pre-compliance evaluation criteria and/or not submitting compulsory returnable documents as stated below.
- 7.1.3 Only bidders that comply with all the pre-compliance criteria will qualify for further evaluation.

Table 2:

<p>Pre-compliance evaluation criteria and compulsory returnable documentation required for evaluation purposes. Submission of the below documentation are compulsory.</p>	<p>Checklist - Documents Submitted (YES or NO)</p>
<p>a) Bidders' National Treasury Central Supplier Database (CSD) registration and tax compliance status.</p> <ul style="list-style-type: none"> • The bidder must be registered on the National Treasury Central Supplier Database (CSD). • The bidder must provide a copy of the bidding company's active Central Supplier Database (CSD) registration certificate (not older than 3 months from the date of tender closing) and/or indicate the bidding company's CSD registration number (i.e. MAAA...) on the MBD 1 form. • The bidder must be tax-compliant at the date of tender closing. • The bidder must provide a copy of the bidding company's Central Supplier Database (CSD) registration with an overall tax status that specifies "<u>tax compliant</u>" or alternatively provide a copy of a valid Tax Clearance Certificate (TCC). <p>Important notes:</p> <ul style="list-style-type: none"> - Bidders must ensure compliance with their tax obligations. The bidder's tax compliance status will be confirmed during evaluation and again before the final recommendation and/or award. - The bidder's CSD registration must be in the same legal business name as the bidding organisation, and the CSD registration must be active and valid at the date of tender closing. - The CSD registration will be used to verify the bidder's current tax compliance status. - In bids where consortia / joint ventures/partners are involved, each party must submit a separate CSD registration number, and each party must provide evidence of meeting their respective compliance with tax obligations. - Foreign suppliers must complete the pre-award questionnaire in part B3. Only foreign suppliers will be exempted from the requirements of "a1" and "a2". 	
<p>b1) Confirmation that the bidding organisation's and all the bidding organisation's owners/members/directors / major shareholders account/s for municipal rates and taxes (or from another service provider) are not overdue for more than 90 days and/or in good standing.</p>	

<p>Pre-compliance evaluation criteria and compulsory returnable documentation required for evaluation purposes. Submission of the below documentation are compulsory.</p>	<p>Checklist - Documents Submitted (YES or NO)</p>
<ul style="list-style-type: none"> • The bidder must provide documented proof that the <u>bidding organisation's</u> account for municipal rates and taxes are up to date or in good standing: • Where the property is owned by the <u>bidding organisation</u>; - an original or copy of the Municipal Account Statement of the bidding organisation confirming that the account is not in arrears for more than ninety (90) days. The municipal account statement must reflect the bidding organisation name as the account holder, and the statement may not be older than 3 months from the tender closing date; or • Where the property is leased or the <u>bidding organisation</u> is a tenant on the property; - a letter of good standing or tenant account statement or sworn affidavit from landlord or the landlord's appointed property agent are required, confirming that the bidding organisation has no disputed account and / or that the account is not in arrears for more than ninety (90) days. The landlord letter of good standing, or landlord account statement, or landlord sworn affidavit must reflect the bidding organisation name. Where the physical address differs from the address indicated on the bidding organisation registration document (CIPC), the aforementioned landlord confirmation must be accompanied with a signed lease agreement, or • Where the property is not owned or leased by the <u>bidding organisation</u> and special arrangements are in place for the bidding <i>organisation</i> to operate from the landlord's premises (for example: business operating from residence of the director, working from home, operating from premises free of charge, etc);- a sworn affidavit from the landlord or the landlord agent or the account holder is required, stating the nature of the arrangement with the bidding organisation and must confirm that the bidding organisation has no disputed account and / or that the account is not in arrears for more than ninety (90) days. 	

<p>Pre-compliance evaluation criteria and compulsory returnable documentation required for evaluation purposes. Submission of the below documentation are compulsory.</p>	<p>Checklist - Documents Submitted (YES or NO)</p>
<p>b2) In addition to the above, the bidder must provide documented proof confirming that <u>all the bidding organisation's owners/members/directors / major shareholders</u> account/s for municipal rates and taxes are up to date or in good standing.</p> <ul style="list-style-type: none"> • Where an <u>owner/member / director / major shareholder</u> is not residing within South Africa; - a sworn affidavit is required from the <u>owner/member / director / major shareholder</u> confirming the aforesaid, or • Where the property is owned by the <u>owner/member / director / major shareholder</u>; - an original or copy of the Municipal Account Statement of the <u>owner/member/director / major shareholder</u> confirming that the account is not in arrears for more than ninety (90) days, or • Where the property is leased by the <u>owner/member/director / major shareholder</u>;- a letter of good standing or tenant account statement or sworn affidavit from the landlord or the landlord's appointed property agent is required, confirming that the <u>owner/member/director / major shareholder</u> has no disputed account and/or that the account is not in arrears for more than ninety (90) days. The landlord letter of good standing or landlord account statement or landlord affidavit must reflect the relevant <u>owner/member/director / major shareholder</u> name and physical address. Where the physical address differs from the address indicated on the company registration document (CIPC), the aforementioned landlord confirmation must be accompanied by a signed lease agreement, or • Where the property is not owned or leased, and special arrangements are in place for the <u>owner/member/director / major shareholder</u> to reside at the landlord's premises (for example: residing with wife, husband, partner, family member, etc);- a sworn affidavit from the landlord or the landlord agent or the account holder is required, stating the nature of the residence arrangement for the bidding company's <u>owner/member/director / major shareholder</u> and must confirm that the bidding company's <u>owner/member/director / major shareholder</u> has no disputed account and/or that the account is not in arrears for more than ninety (90) days. 	

<p>Pre-compliance evaluation criteria and compulsory returnable documentation required for evaluation purposes. Submission of the below documentation are compulsory.</p>	<p>Checklist - Documents Submitted (YES or NO)</p>
<p>Important notes:</p> <ul style="list-style-type: none"> - The above correspondence may not be older than 3 months from the date of tender closing. - The bidding organisation and its owner/member/director / major shareholders details will be verified by means of the CIPC registration and/or CSD report. - The “landlord letter” is a document that originates from the landlord or the landlord’s property agent confirming that the tenant is in good standing or not in arrears for more than 90 days. The landlord's letter must be dated and signed by the landlord. - The “landlord affidavit” is a document that originates from the landlord or the landlord’s property agent confirming that the tenant is in good standing or not in arrears for more than 90 days. The affidavit from the landlord must be signed by the landlord or the landlord’s property agent, and must also be stamped, signed and dated by a commissioner of oath. - The “landlord statement” is a document that originates from the landlord or the landlord’s property agent addressed to the tenant confirming that the tenant’s account is in good standing or not in arrears for more than 90 days. The landlord statement required is not the municipal account statement of that of the landlord. The “landlord statement” must be addressed to the tenant and must be on the landlord’s or the landlord property agent’s letterhead and dated. 	
<p>c) Duly signed and completed declaration forms MBD 1, MBD 4, MBD 5, MBD 8 and MBD 9.</p> <p>Important notes:</p> <ul style="list-style-type: none"> - All MBD forms, declarations or documents must be fully completed, signed, dated, and all questions must be answered. - Questions or sections in the MBD forms must not be left open or blank. Where a question or section does not apply the bidder must indicate “not applicable” for the particular question or section. - The person signing the bid documentation must be authorised to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the bidding company as indicated on the CIPC and/or CSD document, an official letter of authorization or delegation of authority should be 	

<p>Pre-compliance evaluation criteria and compulsory returnable documentation required for evaluation purposes. Submission of the below documentation are compulsory.</p>	<p>Checklist - Documents Submitted (YES or NO)</p>
<p>submitted with the bid document confirming that the person or official has the delegated authority to sign the tender documents.</p> <ul style="list-style-type: none"> - The tender document and related documents (i.e. MBD forms, schedules, forms, etc) must be completed in black or dark blue ink. No correction fluid, pencil, or other colour ink may be used. 	
<p>d) The bidder must provide Audited Annual Financial Statements for the most recent consecutive 3 (three) financial years or audited annual financial statements from the date of existence for a bidding company that it has been operational for less than three financial years.</p> <p style="text-align: center;">OR</p> <p>Where the bidder is not obliged by law to prepare Audited Annual Financial Statements, the bidder must submit their Public Interest Score (PIS) declaration to determine if the Annual Financial Statement must be independently reviewed or not. The bidder must submit the corresponding Annual Financial Statements for the most recent 3 (three) consecutive financial years.</p> <p>Important notes:</p> <ul style="list-style-type: none"> - All sets of Annual Financial Statements must be signed by an authorised director of the bidding company (i.e. Managing Director, Chief Executive Officer, etc.). - Audited Annual Financial Statements or independently reviewed Annual Financial Statements must be accompanied by an audit or independent review report for the respective sets of AFS. The audit and/or independent review reports must be fully signed by an auditor and/or accredited professional. - Where a bidder is established or operational for less than 3 (three) financial years, documented proof must be submitted in the form of the company registration document (i.e. copy of CIPC registration document) confirming the date of establishment, or if operational commencement started on a later date an original sworn affidavit from the company representative must be submitted to confirm the date of operational commencement. - The Public Interest Score (PIS) declaration must be completed by all bidders who did not submit audited AFS. All sets of AFS that are not audited must be 	

Pre-compliance evaluation criteria and compulsory returnable documentation required for evaluation purposes. Submission of the below documentation are compulsory.	Checklist - Documents Submitted (YES or NO)
<p>accompanied by a Public Interest Score (PIS) to determine if the AFS ought to be independently reviewed or not.</p> <p>The Public Interest Score (PIS) requirements are as follows:</p> <ul style="list-style-type: none"> - Public Interest Score (PIS) of 350 and above, the Annual Financial Statement must be audited. All sets of the AFS must be signed by an authorised director of the bidding company (i.e. Managing Director, Chief Executive Officer, etc.), and accompanied by signed audit reports for the respective sets of AFS. - Public Interest Score (PIS) of 100 to 349, the Annual Financial Statement must be independently reviewed. All sets of the AFS must be signed by an authorised director of the bidding company (i.e. Managing Director, Chief Executive Officer, etc.), and accompanied by signed, independently reviewed reports for the respective AFS. - Public Interest Score (PIS) of less than 100, all sets of the Annual Financial Statement must be signed by an authorised director of the bidding company (i.e. Managing Director, Chief Executive Officer, etc.), however, AFS do not have to be audited or independently reviewed. 	
<p>e) Joint Ventures (JV) – This criterion is only applicable when the bidder tendered as a joint venture.</p> <ul style="list-style-type: none"> • Where the bidder bids as a Joint Venture (JV), the required or relevant documents as per compulsory returnable documents subsections (a) to (d) above must be provided for all JV parties. • In addition to the above, the bidder must submit a Joint Venture (JV) agreement signed by all relevant parties. <p>Additional Notes: It is a condition of this bid that the successful bidder will continue with the same Joint Venture (JV) arrangements for the duration of the contract unless prior written approval is obtained from Pikitup.</p>	

7.2. Other Returnable Documentation Required for Functionality or Technical Evaluation:

7.2.1 The Bid Evaluation Committee (BEC) will further evaluate qualifying bids on functionality evaluation criteria by assessing, amongst others, the list of other returnable documents. The BEC will score the bidder as per the functionality evaluation criteria.

7.2.2 The following other returnable documents are required.

Table 3: Other Returnable Documents

Other returnable Documents	Submitted (Yes or No)
Company registration documents for supplier(s)	
Copies of owners' Identity Documents	
Valid sworn affidavit, or original or originally certified copy of SANAS accredited B-BBEE Certificate.	
Pricing Schedule, ANNEXURE A, B & C	
Reference letters relating to recent similar work with contactable references. The reference letters must not be older than five years from the date of closing of the Bid.	
List of projects with contract values, contract start and end date and also the name of the client supported by the appointment letter/s or purchase orders for each project	
<p>A business contingency plan must stipulate how the bidder will address the following issues to ensure that continuity of supply is not disrupted:</p> <ol style="list-style-type: none"> 1. Industry-related strikes 2. Vehicle breakdowns 3. Discontinued items 4. Material shortage 5. Incorrect deliveries 	
Delivery lead time commitment letter signed by the company's accounting officer or authorised signatory	
Company profile	

8. EVALUATION CRITERIA

- 8.1.** PIKITUP will establish a Bid Evaluation Committee (BEC) whose responsibility is to make recommendations to the Bid Adjudication Committee (BAC).
- 8.2.** The Bid Evaluation Committee will evaluate the tender proposals in accordance with the criteria below and make recommendations to the BAC.
- 8.3.** The bid will be evaluated based on functionality, price and preference in terms of the PPPFA and Preferential Procurement Regulations of 2022 using either the 80/20 or 90/10 points system.
- 8.4.** In line with the requirements on the bid document. Bidders are required to demonstrate their ability to do the work by citing previous assignments where they performed work of a similar nature.
- 8.5.** The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final score.
- 8.6.** Only supplier(s) who meet the minimum required threshold of 70% for functionality will be evaluated on Price and Preference points.

NOTE: For comparison and to ensure a meaningful evaluation, supplier(s) must submit detailed information substantiating compliance to the evaluation criteria mentioned (e.g. details of relevant previous work undertaken, letters from previous /current clients etc.)

8.7. Points awarded for functionality

Points will be awarded to the supplier(s) who can demonstrate their ability to fulfil PIKITUP requirements in line with the criteria set out below.

Table 5:

Criterion	Scoring (out of 5)	Weighting
1. <u>References of the clients</u>		
<p>Bidder(s) must provide written, signed and contactable reference letters on a client's letterhead, stating the contract value(s) for similar work (i.e. supply and delivery of PPE, uniform or inventory).</p> <p>The reference letters must not be older than five years from the date of tender closure.</p> <p>Award letters and purchase orders will not be accepted as substitutes for reference letters.</p>	Scoring	25
<p>Five or more reference letters indicating whether a company has completed projects (i.e. supply and delivery of PPE, uniform and inventory) to the minimum total value of R 2 000 000.00</p>	5	
<p>Four reference letters indicating whether a company has completed projects (i.e. supply and delivery of PPE, uniform and inventory) to the minimum total value of R 1 500 000.00</p>	4	
<p>Three reference letters indicating whether a company has completed projects (i.e. supply and delivery of PPE, uniform and inventory) to the minimum value of R 1 000 000.00</p>	3	
<p>Two reference letters indicating whether a company has completed projects (i.e. supply and delivery of PPE, uniform and inventory) to the minimum value of R 750 000.00</p>	2	
<p>One reference letter indicating whether a company has completed projects (i.e. supply and delivery of PPE, uniform and inventory) to the minimum value of R 500 000.00</p>	1	
<p>No reference letters, reference letters below the total value of R500 000.00, award letters, purchase orders, or other documentation submitted</p>	0	

Criterion	Scoring (out of 5)	Weighting
2. <u>Experience of the Bidder(s)</u>		
<ul style="list-style-type: none"> Bidder(s) must provide proof of completed projects by submitting copies of signed appointment letter/s or purchase orders for the supply and delivery of PPE, uniform or inventory. Appointment letters or purchase orders which are unsigned and/or not dated will not qualify for scoring points. The listed projects relating to the supply and delivery of PPE, uniform or inventory must align with the reference letters submitted under criteria #1. Evaluation points will not be attained if the project listed is not supported by the reference letter. In addition, bidders must also provide a table with a list of projects, the value of the contract, start and delivery dates and the name of the client. 	Scoring	25
No of years		
5 projects or more in the supply and delivery of PPE, uniform or inventory	5	
4 projects in the supply and delivery of PPE, uniform or inventory	4	
3 projects in the supply and delivery of PPE, uniform or inventory	3	
2 projects in the supply and delivery of PPE, uniform or inventory	2	
1 project in the supply and delivery of PPE, uniform or inventory	1	
No submission or no relevant projects	0	
3. <u>Delivery Lead Time</u>		
Delivery lead-time from receipt of the Purchase Order to be indicated in the form of the commitment letter , signed by the company's accounting officer.	Scoring	
Delivery lead time of 1 to 7 business days	5	
Delivery lead time of 8 to 14 business days	4	15
Delivery lead time of 15 to 21 business days	3	
Delivery lead time of 22 to 28 business days	2	
Delivery lead time of 29 to 35 business days	1	
Delivery lead time of more than 35 business days or no commitment letter submitted	0	

Criterion	Scoring (out of 5)	Weighting
4. <u>Capacity to deliver</u>		
<p>The bidder(s) must provide a detailed business contingency plan within the supplier industry relating to the proposed Pikitup contract.</p> <p>The Contingency Plan must stipulate how the bidder will address the following issues to ensure that continuity of supply is not disrupted:</p> <ul style="list-style-type: none"> • Industry-related strikes • Vehicle breakdowns • Discontinued items • Material shortage • Incorrect deliveries 	Scoring	20
Plan Comprehensive and covers all 5 issues	5	
The contingency plan does not cover all five listed issues, is not relevant or was not provided	0	
5. <u>Financial Capability</u>		
<p>Financial Capability</p> <p>The financial ratio calculations will be based on the average ratio calculation over the past 3 financial years as per the information contained in the most recent annual financial statements provided unless stated differently in the tender document.</p> <p>Note: If the bidder is operational for less than three consecutive financial years, the average ratio calculation will be based on the average of the annual financial statements submitted from inception.</p> <p>If the input information for a ratio (i.e. either the numerator or denominator) is zero, the outcome will be undefined; in such an instance, the “zero” on the input data will be replaced with a “1” to calculate the ratio to avoid an undefined ratio outcome.</p>		

Criterion	Scoring (out of 5)	Weighting
Liquidity Ratio Current Assets divided by Current Liability If assets are greater than liabilities by:	Scoring	
- Liquidity ratio above 2	5	
- Liquidity ratio above 1.5 but less than or equal to 2	4	
- Liquidity ratio above 1 but less than or equal to 1.5	3	
- Liquidity ratio of 1 or less	0	
TOTAL		100

The functionality points are calculated out of a total of 100 points, and any bidder scoring less than the minimum threshold score of 70 out of 100 will not qualify for further evaluation. Bidder(s) that meet the minimum functionality threshold will be further evaluated in terms of price and preference point system.

8.8. PRICE AND PREFERENCE POINTS EVALUATION AND CRITERIA

- 8.8.1 The bidder shall give the total all-inclusive prices in South African Rand, inclusive of all taxes and discounts in the pricing schedule. The total bid price will be recorded at the tender closing date in the Pikitup Tender Register. Where conflicts exist between the price quoted in the pricing schedule and the other prices quoted by the bidder elsewhere, the price quoted in the pricing schedule shall prevail. Where applicable, the bidder must provide a price breakdown.
- 8.8.2 The final proposal will be evaluated in terms of the Pikitup Supply Chain Management Policy by using either the 90/10 or 80/20 preference point system. The 90/10 preference point system applies to bids with a Rand value above R50 million (all applicable taxes included). The 80/20 applies to bids with a Rand value below R50 million (all applicable taxes included)
- 8.8.3 A maximum number of 10 or 20 preference points may be allocated to a bidder, depending on the contract value, by achieving the specified goals stipulated in the invitation to bid document. The maximum preference points that may be claimed for each specific goal is indicated in the tender document.
- 8.8.4 Where a two-stage procurement process is utilised, the 90/10 or 80/20 price and preference point system may apply in the second stage of the tender process.

8.8.5 The price submitted by the lowest acceptable bidder will be used in the formula below as the basis (Pmin) when calculating the points for price. The bidder who scored the highest points for price will score either 90 or 80 points, while other bidders will score lower points out of 90 or 80 on a pro-rata basis.

8.8.6 The 90/10 Preference Point Systems will be calculated as indicated in the section below:

8.8.6.1 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.

8.8.6.2 The maximum points for this tender are allocated as follows:

	POINTS	POINTS
PRICE	90	80
SPECIFIC GOALS	10	20
Total points for Price and SPECIFIC GOALS	100	100

8.8.7 POINTS AWARDED FOR PRICE

8.8.7.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 **or** **90/10**

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

Where;

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

Should, during any stage of the evaluation and/or adjudication process, it becomes evident that the bidder who scored the highest number of points is unacceptable or non-responsive and this bidder also scored the highest points for price, the price and preference points scored by each bidder will be recalculated using the new lowest acceptable bidder's price as the basis (Pmin) for calculation purposes.

9. PREFERENCE POINTS CLAIMED FOR SPECIFIC GOALS

- 9.1.** Preference points may be claimed by the bidders for specific goals as stated in this tender. The preference points claimed for specific goals must be supported by documented proof as per the means of verification stated in this tender document.
- 9.2.** The lowest acceptable bidder's total bid price will be used to determine the applicable preference point system.
- 9.3.** The specific goals are determined by Pikitup for this tender with the intent to promote HDI and the local economy. Refer to MBD 6.1 for preference points to be claimed for specific goals.

10. OBJECTIVE CRITERIA

The Pikitup reserves the right to award this tender to a bidder that did not score the highest total number of points in accordance with Section (2) (1) (f) of the PPPFA (Act 5 of 2000), under the following conditions:

- 10.1.** Pikitup reserves the right to award the tender to one (1) or more bidder/s per category (or group of items) of the tender separately.
- 10.2.** If a bidder/s qualifies as the highest scoring bidder for multiple categories in accordance with the preference point scores, the bidder/s will be considered and recommended for award only on one category with the higher value, the following highest scoring bidder/s will be considered and recommended for the lower value categories.
- 10.3.** Pikitup reserves the right to negotiate the rates with the recommended bidders before or post-award.
- 10.4.** Appointment of multiple suppliers/s per category shall be subjected to negotiations with the recommended bidders using the rates of the highest scoring bidder/s as a basis of negotiations.
- 10.5.** Appointment as successful suppliers/s shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such an agreement, Pikitup reserves the right to appoint the next highest scoring bidder/s as an alternative supplier/s.
- 10.6.** Shortlisted bidders will be required to provide samples of each of the items (PPE, uniform, or inventory) to the Pikitup Bid Evaluation Committee for quality and specification compliance:

10.7. If a bidder's sample/s submitted does not comply with the prescribed tender specifications, the bid item/s will be considered non-compliant with the tender specifications, and the following highest scoring bidder/s will be considered.

Note: The National Treasury General Conditions of Contract 2010 as well as specific conditions of contract for this bid. This is available on www.nationaltreasury.gov.za. Any additional terms and conditions will form part of special conditions of the contract to be agreed upon and signed upon award of the bid. This will have to be signed by the successful bidder before the project begins. Further, a service-level agreement must be entered into by the awarded bidder/s.

ANNEXURE 3.1

MBD 3.1

PRICING SCHEDULE

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

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

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

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

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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Details to be completed on the attached pricing schedule

- Required by Pikitup Johannesburg SOC Limited
- At various sites in and around the City of Johannesburg area as specified in the
- Brand and Model To be completed in a separate schedule
- Country of Origin To be completed in a separate schedule
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery As specified in the TOR
*Delivery: Firm/Not firm
- Delivery basis As specified in the TOR

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

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

*Delete if not applicable

Except if indicated differently in the pricing schedule, the bid price will remain fixed for the proposed contract period.

ANNEXURE 4

MBD 4

DECLARATION OF INTEREST

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?
(Circle the applicable answer) 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?
(Circle the applicable answer)...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?

BID REFERENCE NUMBER PU144/2024 FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF PROTECTIVE CLOTHING AND UNIFORM ON AN AS AND WHEN-REQUIRED BASIS FOR A PERIOD OF 36 MONTHS.

(Circle the applicable answer) 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?

(Circle the applicable answer)...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?

(Circle the applicable answer)...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?

(Circle the applicable answer)...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?

(Circle the applicable answer)...YES / NO

3.14.1 If yes, furnish particulars:

.....
.....

ANNEXURE 5.1

MBD 5

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION

MBD 5

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

- 1 Are you by law required to prepare annual financial statements for auditing?
 - 1.1 If yes, submit audited annual financial statements (signed and / or stamped by the relevant auditor) for the past three years or since the date of establishment if established during the past three years. **YES / NO ***
(* Delete if not applicable)
 - 1.2 If no, please complete the public interest scores (PIS) for each of the financial years for which you provided financial statements, to determine if the statements required to be independently reviewed or not.

- 2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? **YES / NO ***
(* Delete if not applicable)
 - 2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.
 - 2.2 If yes, provide particulars.

.....
.....

- 3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract? **YES / NO ***
(* Delete if not applicable)
 - 3.1 If yes, furnish particulars.

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

YES / NO *
(* Delete if not applicable)

4.1 If yes, furnish particulars

.....
.....

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

ANNEXURE 5.2

PIS SCORE

DECLARATION OF PUBLIC INTEREST SCORE (PIS) SCORE

Further to MBD 5 Question 1; where it was declared that your company is not required by law to prepare annual financial statements for auditing, please declare your company’s PIS score below:

PIS SCORE FOR EACH SET OF ANNUAL FINANCIAL STATEMENTS (AS REQUIRED BY THE COMPANIES ACT OF 2008)

Latest set of annual financial statements, public interest score (PIS) :
Previous set of annual financial statements, public interest score (PIS) :
Prior set of annual financial statements, public interest score (PIS) :

Indicate which Financial Statement classification apply to your company	PIS Score	Latest set of financial statements	Previous set of financial statements	Prior set of financial statements
		Tick relevant box below with an “X”	Tick relevant box below with an “X”	Tick relevant box below with an “X”
- Annual Financial Statement submitted <u>must be audited</u> (Where the bidder did not provide a PIS score or if the PIS score provided is 350 points and above; audited financial statements must be provided)	Above 350			
- Annual Financial Statement submitted <u>must have an independent review</u> (Where the bidder’s PIS score is between 100 and 350; financial statements that are independent reviewed by a registered auditor or a chartered accountant must be provided)	Between 100 and 350			
- Annual Financial Statement submitted <u>do not require to be audited neither independent reviewed</u> (Where the bidder’s PIS score is below 100, financial statements must be submitted but don’t have to be audited or independently reviewed)	Below 100			

IMPORTANT NOTE:

BIDDERS WHO DO NOT PROVIDE AUDITED ANNUAL FINANCIAL STATEMENTS MUST PROVIDE A PUBLIC INTEREST SCORE (PIS) TO CONFIRM IF THE BIDDER SHOULD PROVIDE INDEPENDENTLY REVIEWED FINANCIAL STATEMENTS OR NOT. NON-COMPLIANCE TO THE AFOREMENTIONED WILL RESULT INTO DISQUALIFICATION FOR FURTHER EVALUATION.

CERTIFICATION

I, THE UNDERSIGNED (NAME)
 CERTIFY THAT THE PIS SCORE ABOVE IS CORRECT.
 PIKITUP MAY REQUEST FOR SUPPORTING DOCUMENTS TO CONFIRM THE ABOVE SCORE.
 I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature Date
 Position Bidder Name

BID REFERENCE NUMBER PU143/2024 FOR THE APPOINTMENT OF A PANEL OF A MAXIMUM 30 MULTI-DISCIPLINARY CONSULTANTS TO SUPPORT PIKITUP (SOC) LTD ON VARIOUS PROJECTS ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF 36 MONTHS FROM THE DATE OF APPOINTMENT

THE FOLLOWING INFORMATION IS PROVIDED BY PIKITUP FOR THE BIDDER'S INFORMATION ONLY AND THE INFORMATION MIGHT ASSIST THE BIDDERS RELATING TO THE COMPANIES AND INTELLECTUAL PROPERTY COMMISSION REQUIREMENTS IN TERMS OF THE FINANCIAL STATEMENT REQUIREMENTS OF THE COMPANIES ACT (2008) AND THE CLOSED CORPORATIONS ACT (1984).

Financial Statements and Independent Reviews

Private or personal liability companies that are required to be audited by the Companies Act, 2008 or regulation 28, must file a copy of the latest approved Audited Financial Statements on the date that they file their annual return with the CIPC.

The following private companies are required to have their annual financial statements audited:

- Any private or personal liability company if, in the ordinary course of its primary activities, it holds assets in a fiduciary capacity for persons who are not related to the company, and the aggregate value of such assets held at any time during the financial year exceeds R5 million;
- Any private or personal liability company that compiles its financial statements internally (for example, by its financial director or one of the owners) and that has a Public Interest Score (PIS) of 100 or more;
- Any private or personal liability company that has its financial statements compiled by an independent party (such as an external accountant) and that has a Public Interest Score (PIS) of 350 or more;

Unless the company has opted to have its annual financial statements audited or is required by its Memorandum of Incorporation (MOI) to do so, a private or personal liability company that is not managed by its owners may be subject to independent review if:

- It compiles its financial statements internally and its Public Interest Score is less than 100;
- It has its financial statements compiled independently at its Public Interest Score is between 100 and 349;

Private or personal liability companies that are not required to have their financial statements audited, may elect to voluntarily file their audited or reviewed statements with their annual returns. If such companies choose not to file a full set of financial statements, they must file a financial accountability supplement with their annual return.

How to calculate the Public Interest Score (PIS) of a company or close corporation

- a number of points equal to the average number of employees of the company during the financial year;
- one point for every R1 million (or portion thereof) in third party liability of the company, at the financial year end;
- one point for every R1 million (or portion thereof) in turnover during the financial year; and
- one point for every individual who, at the end of the financial year, is known by the company-
- in the case of a profit company, to directly or indirectly have a beneficial interest in any of the company's issued securities; or
- in the case of a non-profit company, to be a member of the company, or a member of an association that is a member of the company.

Source Companies and Intellectual Property Commission website: <http://www.cipc.co.za>

BID REFERENCE NUMBER PU143/2024 FOR THE APPOINTMENT OF A PANEL OF A MAXIMUM 30 MULTI-DISCIPLINARY CONSULTANTS TO SUPPORT PIKITUP (SOC) LTD ON VARIOUS PROJECTS ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF 36 MONTHS FROM THE DATE OF APPOINTMENT

Does your CC follow the CC Act or the Companies Act?

If you're not 100% compliant with legislation for accounting officer duties, you'll face penalties. When the Companies Act (2008) came into effect, the Closed Corporations Act (1984) didn't fall away. The Companies Act didn't replace it either, thus both Acts apply.

According to the Close Corporations Act, you don't need an audit. You can use general accounting principles. For companies, you have to follow IFRS and the Companies Act. But if your CC grows the Companies Act kicks in and a full audit and IFRS or IFRS for SMEs is required.

Source: FSP Business Website: <http://fspbusiness.co.za/articles/accounting/do-you-know-when-and-why-you-need-to-create-financial-statements-7151.html>

Do you know when and why you need to create financial statements?

Here's what to do to calculate your PIS score:

The company gets 1 point for every:

- Number of shareholders and / or partners; and
 - Average number of staff members over the entire year (You need to look at the average of all the staff members for the entire year. So, if you have a high staff turnover, don't worry about having a high PIS score!)
 - Every R1 million rand of turnover or part thereof;
- and
- Every R1 million of outside debt / liabilities or part thereof, as at the end of the year.

Source: <http://practicalaccountancylooseleaf.co.za/content/aadppc2013b-does-your-cc-follow-cc-act-or-companies-act>

The following links might assist the bidder to calculate the Public Interest Score (PIS)

<http://statucor.co.za/public-interest-score>

<https://www.casewarefrica.co.za/interesting-reads/articles/calculate-your-business-s-public-interest-score/>

<http://www.ithembaonline.co.za/wp-content/uploads/2016/10/Public-Interest-Score-Calculator.xlsx>

https://www.exceedinc.co.za/assets/dynamic/70/files/79/6/6_public-interest-score-1--nuutste-weergawe.xlsx

The following links might assist the bidder to get a better understanding of legislative requirements and the Public Interest Score (PIS)

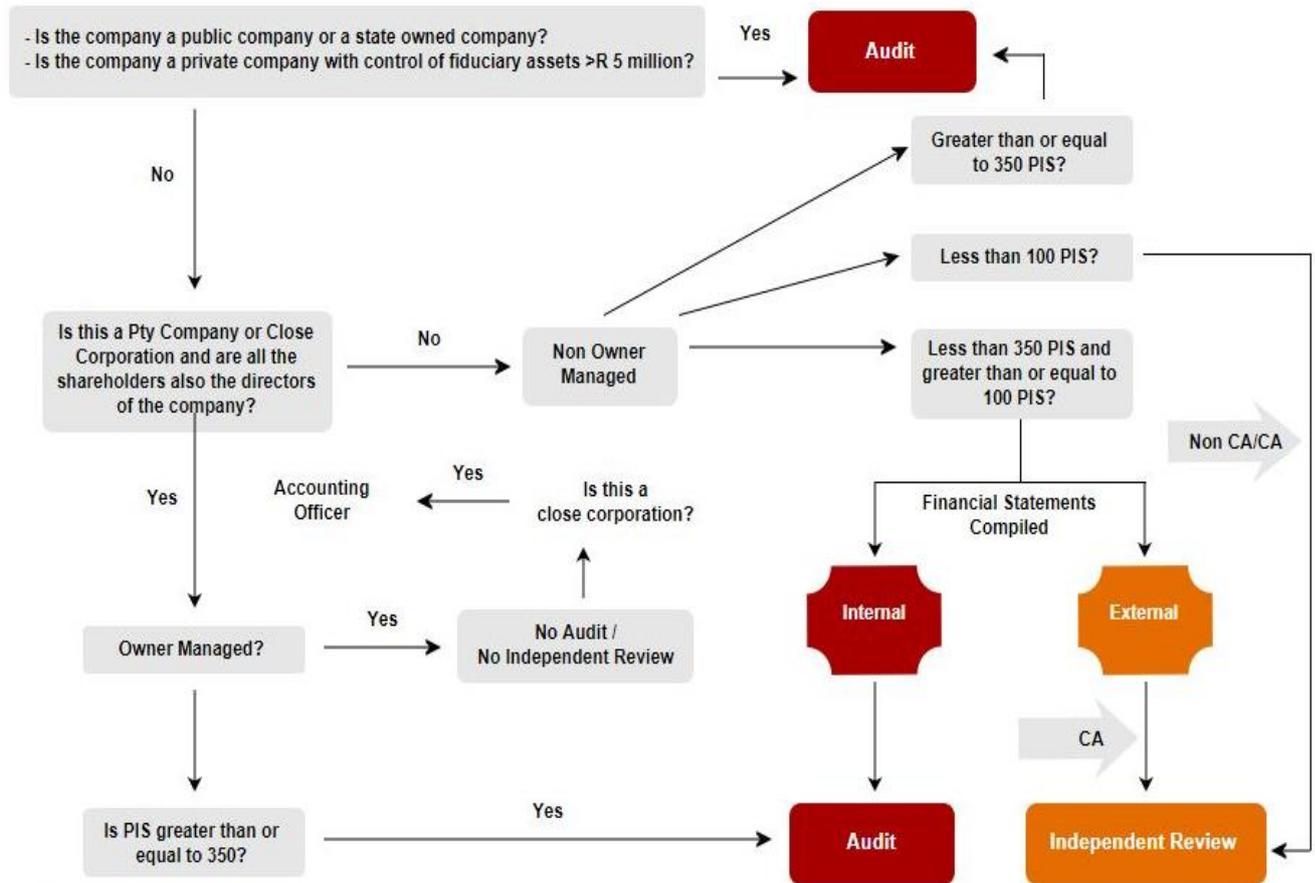
<http://www.cipc.co.za/index.php/manage-your-business/manage-your-company/private-company/compliance-obligations/financial-statements/>

<http://www.cipc.co.za/index.php/manage-your-business/compliance-and-recourse>

https://www2.deloitte.com/content/dam/Deloitte/za/Documents/governance-risk-compliance/ZA_AuditRequirementsAndOtherMattersRelatedToTheAudit_24032014.pdf

<http://www.mdacc.co.za/index.php/companies-act-and-annual-financial-statement-requirements/>

Example of PIS flow chart:



Example of PIS calculation (i.e. during a particular financial year):

Category	Points	Example company	Example score
Annual average Number of employees	1 pt per employee	45	45
Third party liabilities	1 pt per R 1m	R 2,500,000	3
Revenue Sales	1 pt per R 1m	R 5,600,000	6
Shareholders	1 pt per shareholder	3	3
Public interest score:			57

ANNEXURE 6.1

**MBD 6.1 - PREFERENCE POINTS CLAIM FORM AMENDED IN
TERMS OF THE PREFERENTIAL PROCUREMENT
REGULATIONS OF 2022, AND SPECIFIC GOALS AS PER THE
PIKITUP SCM POLICY**

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022, AND THE PIKITUP SCM POLICY

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 The applicable preference point system for this tender is the **80/20 or 90/10** preference point system.
- 1.3 Points for this tender (*even in the case of a tender for income-generating contracts*) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.
- 1.4 The maximum points for this tender are allocated as follows: (

POINTS	Tenders R50m and below in value	Tenders above R50m in value
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and Specific Goals	100	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) “acceptable tender” means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.
- (b) “affidavit” is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings.
- (c) “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (d) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (e) “B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (f) “bid” means a written offer on the official bid documents or invitation of price quotations and “tender” is the act of bidding /tendering;
- (g) “Code of Good Practice” means the generic codes or the sector codes as the case may be;
- (h) “consortium or joint venture” 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; “contract” means the agreement that results from the acceptance of a bid by an organ of state;
- (i) “Disability” means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being;
- (j) “Exempted Micro Enterprise” (EME) with an annual total revenue of R10 million or less.
- (k) “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (l) “Historically Disadvantaged Individual (HDI)” means a South African citizen – (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No 200 of 1993) (“the Interim Constitution”); and / or (2) who is a female; and / or (3) who has a disability: Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI;
- (m) “Integrated Development Plan” (IDP) means a five-year strategic plan required in terms of the Municipal Systems Act, 2000 (Act no 32 of 2000), guiding the City in executing its constitutional mandate.
- (n) “Large Enterprise” is any enterprise with an annual total revenue above R50 million;
- (o) “Locality” means that tenderer or bidder must have business enterprise located within the boundaries of City of Johannesburg (CoJ) Municipal Metropolitan Municipality or Gauteng Province to score points for locality.
- (p) “Lowest acceptable tender” means the tender that complies with all specifications and conditions of the tender and that has the lowest price compared to other tenders
- (q) “non-firm prices” means all prices other than “firm” prices;

- (r) “People with disabilities” has the meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act no 55 of 1998)
- (s) “person” includes a juristic person;
- (t) “price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (u) “Qualifying Small Enterprise” (QSE) with an annual total revenue between R10 million and R50 million;
- (v) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (w) “Small, Medium and Micro Enterprises” SMME that bears the same meaning assigned to this expression in the National Small Business Act 1996 (Act 102 of 1996)
- (x) “Specific goals” means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender, and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994.
- (y) “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.
- (z) “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;
- (aa) “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
- (bb) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- (cc) “the Regulations” means the Preferential Procurement Regulations, 2022 (as amended)
- (dd) “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 11 October 2013;

3. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

3.1. POINTS AWARDED FOR PRICE

3.1.1 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

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

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. PREFERENCE 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 or 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,
- (c) then the organ of state must indicate the points allocated for specific goals for both the 80/20 and 90/10 preference point system.

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- 4.3. The following specific goals are determined by Pikitup for this tender with the intent to promote HDI and the local economy.

80/20 preference point system				
Specific goals	The specific goals points allocated by Pikitup for this tender	Means of verification	Points allocated for each goal (80/20 system) (Maximum # of points for each goal to be specified by Pikitup)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Goal 1	Enterprises owned by black people with at least 51% shareholding	CSD, Valid BBBEE certificate, Affidavit sworn under oath, copy of owner's ID, or shareholder's certificate	4	
	Enterprise owned by women with at least 51% shareholding	CSD, Valid BBBEE certificate, Affidavit sworn under oath, copy of owner's ID, or shareholder's certificate	4	
Goal 2	SMMEs (An EME or QSE)	CSD, Valid BBBEE certificate, Affidavit sworn under oath	4	
	Enterprises located within the City of Johannesburg Metropolitan Municipality	CSD certificate, bidding company municipal account statement, letter or statement from the landlord confirming company address	8	
Total (Maximum number of preference points)			20	

90/10 preference point system				
Specific goals	The specific goals points allocated by Pikitup for this tender	Means of verification	Points allocated for each goal (90/10 system) (Maximum # of points for each goal to be specified by Pikitup)	Number of points claimed (90/10 system) (To be completed by the tenderer)
Goal 1	Enterprises owned by black people with at least 51% shareholding	CSD, Valid BBBEE certificate, Affidavit sworn under oath, copy of owners ID, or shareholders certificate	2	
	Enterprise owned by women with at least 51% shareholding	CSD, Valid BBBEE certificate, Affidavit sworn under oath, copy of owners ID, or shareholders certificate	2	
Goal 2	SMME's (An EME or QSE)	CSD, Valid BBBEE certificate, Affidavit sworn under oath	2	
	Enterprises located within the City of Johannesburg Metropolitan Municipality	CSD, proof of municipal account, letter or statement from the landlord	4	
Total (Maximum number of preference points)			10	

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

Note to tenderers: The tenderer must indicate in the table the points claimed against each goal where provisions are made for preference points to be claimed. Points claimed will be verified with supporting documents submitted. Where preference points are not claimed by the bidder, or in the case where the points claimed differ from the evidence as per the supporting documents submitted, the bidder will not be allocated points for the goal.

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm:

5.2. Company registration number:

5.3. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

5.4. 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 OF TENDERER:	DATE:
NAME AND SURNAME:	
ADDRESS:	

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ANNEXURE 7

CONTRACT FORM

MBD 7.1 – PURCHASE OF GOODS

CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Specific Goals;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2.
---	---

ANNEXURE 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

BID REFERENCE NUMBER PU143/2024 FOR THE APPOINTMENT OF A PANEL OF A MAXIMUM 30 MULTI-DISCIPLINARY CONSULTANTS TO SUPPORT PIKITUP (SOC) LTD ON VARIOUS PROJECTS ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF 36 MONTHS FROM THE DATE OF APPOINTMENT

MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

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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 ARE
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

ANNEXURE 9

BID REFERENCE NUMBER PU143/2024 FOR THE APPOINTMENT OF A PANEL OF A MAXIMUM 30 MULTI-DISCIPLINARY CONSULTANTS TO SUPPORT PIKITUP (SOC) LTD ON VARIOUS PROJECTS ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF 36 MONTHS FROM THE DATE OF APPOINTMENT

MBD 9

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 *per 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.

**MBD 9
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 _____ (Name of Bidder)
that:

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.
10. 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

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

ANNEXURE 10

CORPORATE GOVERNANCE BREACH CLAUSE

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CORPORATE GOVERNANCE BREACH CLAUSE

1. PIKITUP Johannesburg (SOC) LTD (“PIKITUP”) requires (“the Company”) to comply, *mutatis mutandis* with the Code contained in the King II Report and Code of Good Corporate Governance (below “the Code”) for the term of this Agreement and any extension thereof.
2. The Company irrevocably undertakes and agrees that it will, *mutatis mutandis*, comply with the Code for the term of this Agreement and any extensions thereof.
3. The Company acknowledges and agrees that:
 - 3.1 It is essential that the Company complies with the Code, in order to discharge all of its obligations under and in terms of the Agreement in a proper, efficient and professional manner, and
 - 3.2 PIKITUP will be prejudiced and may suffer damages in the event of the Company failing to comply with the Code.
4. The Company shall be required, within seven (7) days of the end of each calendar month during the term of this Agreement (and any extensions thereof), to furnish PIKITUP with a written certificate, signed by the directors of the Company **[alternatively members of the Close Corporation]**, certifying that the Company has complied with the provisions of the Code during the preceding months.
5. PIKITUP shall have the right, without assigning any reason therefore and at any time, to appoint either the Institute of Directors of South Africa or a firm of chartered accountants or attorneys, to conduct an audit of the business and affairs of the Company in order to ascertain whether the Company is indeed complying with the terms of the Code. To this end, the Company irrevocably undertakes and agrees to co-operate fully with the party conducting such investigation for and on behalf of PIKITUP and to make available to such party all such documentation and all such information as the investigation party may require to fully discharge its obligations under and in terms hereof and to report fully to PIKITUP.

In the event of it being found that the Company is not complying with the Code, then PIKITUP shall be entitled to (a) regard this as a breach of the agreement and (b) recover the costs of the investigation, on an attorney and client basis, from the Company. In the event of it being found that the Company is, in fact, discharging its obligations under and in terms of the Code, then PIKITUP shall bear the costs incurred in such investigation.

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In either of the foregoing events, the Company shall be entitled to receive a copy of the written report once same has been concluded by the investigating party.

6. In the event of the Code being replaced with another Code (or similar document), then such replacement document shall replace the Code and a reference to the Code shall be deemed to be a reference to such replacement document. The reference to the Code shall be deemed to include any statutory codification of directors' obligations and duties which may be enacted in the Republic of South Africa at any time in the future.
7. In entering into this Agreement, the Company represents and warrants to PIKITUP that it is familiar with the Code, that it fully understands and appreciates the rights, obligations and recommendations therein contained and agrees to be bound thereby as herein recorded.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

ANNEXURE 11

The National Treasury General Conditions of Contract 2010 as well as specific conditions of contract for this bid will apply. The GCC is available on www.nationaltreasury.gov.za. Any additional terms and conditions will form part of special conditions of contract to be agreed and signed upon award of the bid. The contract will have to be signed by the successful bidder before the project commence. A service level agreement must be entered into by the awarded bidder and PIKITUP within 30 days of award of contract.

The following agreement is a draft agreement (indicating the specific conditions of contract) and will be concluded at bid award with the successful bidder/s.

ANNEXURE 12

PRICING SCHEDULE:

The bidder may price for one or all commodities. However, only one commodity will be awarded per bidder.

The bidder must also provide pricing for all items listed under the commodity the bidder is bidding for; any price omissions in the pricing schedule may result in the disqualification of the bidder.

PERSONAL PROTECTIVE CLOTHING – ANNEXURE A
UNIFORM– ANNEXURE B
INVENTORY– ANNEXURE C

ANNEXURE 13

**ALL COMPULSORY RETURNABLE DOCUMENTS
AND OTHER RETURNABLE DOCUMENTS TO BE
ATTACHED**

The bid response format must be as follows:

- Fully completed and signed bid document including but not limited to all MBD documents (i.e. MBD1, MBD4, MBD5, MBD7.1, MBD8 and MBD9), authority to sign the bid, certificate for payment of municipal services or other service provider, conditions of tender, Public Interest Score (PIS) for each financial year, corporate governance breach clause, etc.
- Central Supplier Database (CSD) registration and Tax Pin
- Bidding Company's CIPC document
- Bidding Company's owners/members / directors / major shareholders copy of ID's
- Bidding company's payment of municipal services or other service provider
- Bidding company's owners/members / directors / major shareholders payment of municipal services or other service provider
- Annual Financial Statements for the most recent past three (3) years or financial statements from the date of existence for companies less than three years.
- Joint venture agreement (if applicable)
- Original SANAS accredited B-BBEE Scorecard or sworn affidavit
- Fully completed pricing schedule
- List of projects with values
- Company Profile
- Other supporting documents that may be deemed necessary for evaluation purposes
- Other returnable documents used for functionality evaluation

CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION AND TAX COMPLIANCE STATUS

BID REFERENCE NUMBER PU143/2024 FOR THE APPOINTMENT OF A PANEL OF A MAXIMUM 30 MULTI-DISCIPLINARY CONSULTANTS TO SUPPORT PIKITUP (SOC) LTD ON VARIOUS PROJECTS ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF 36 MONTHS FROM THE DATE OF APPOINTMENT

BIDDER COMPANY REGISTRATION (CIPC) DOCUMENT

BID REFERENCE NUMBER PU143/2024 FOR THE APPOINTMENT OF A PANEL OF A MAXIMUM 30 MULTI-DISCIPLINARY CONSULTANTS TO SUPPORT PIKITUP (SOC) LTD ON VARIOUS PROJECTS ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF 36 MONTHS FROM THE DATE OF APPOINTMENT

**BIDDING COMPANY'S OWNERS / MEMBERS / DIRECTORS
/ MAJOR SHAREHOLDERS COPY OF ID'S**

BID REFERENCE NUMBER PU143/2024 FOR THE APPOINTMENT OF A PANEL OF A MAXIMUM 30 MULTI-DISCIPLINARY CONSULTANTS TO SUPPORT PIKITUP (SOC) LTD ON VARIOUS PROJECTS ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF 36 MONTHS FROM THE DATE OF APPOINTMENT

**BIDDING COMPANY'S PAYMENT OF MUNICIPAL
SERVICES (OR OTHER SERVICE PROVIDER)**

BID REFERENCE NUMBER PU143/2024 FOR THE APPOINTMENT OF A PANEL OF A MAXIMUM 30 MULTI-DISCIPLINARY CONSULTANTS TO SUPPORT PIKITUP (SOC) LTD ON VARIOUS PROJECTS ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF 36 MONTHS FROM THE DATE OF APPOINTMENT

**BIDDING COMPANY'S OWNERS / MEMBERS / DIRECTORS
/ MAJOR SHAREHOLDERS PAYMENT OF MUNICIPAL
SERVICES (OR OTHER SERVICE PROVIDER)**

BID REFERENCE NUMBER PU143/2024 FOR THE APPOINTMENT OF A PANEL OF A MAXIMUM 30 MULTI-DISCIPLINARY CONSULTANTS TO SUPPORT PIKITUP (SOC) LTD ON VARIOUS PROJECTS ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF 36 MONTHS FROM THE DATE OF APPOINTMENT

**ANNUAL FINANCIAL STATEMENTS FOR THE MOST
RECENT PAST THREE (3) YEARS OR ANNUAL FINANCIAL
STATEMENTS FROM DATE OF EXISTENCE.**

JOINT VENTURE AGREEMENT (IF APPLICABLE)

BID REFERENCE NUMBER PU143/2024 FOR THE APPOINTMENT OF A PANEL OF A MAXIMUM 30 MULTI-DISCIPLINARY CONSULTANTS TO SUPPORT PIKITUP (SOC) LTD ON VARIOUS PROJECTS ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF 36 MONTHS FROM THE DATE OF APPOINTMENT

BBBEE SCORECARD OR SWORN AFFIDAVIT

BID REFERENCE NUMBER PU143/2024 FOR THE APPOINTMENT OF A PANEL OF A MAXIMUM 30 MULTI-DISCIPLINARY CONSULTANTS TO SUPPORT PIKITUP (SOC) LTD ON VARIOUS PROJECTS ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF 36 MONTHS FROM THE DATE OF APPOINTMENT

COMPANY PROFILE

BID REFERENCE NUMBER PU143/2024 FOR THE APPOINTMENT OF A PANEL OF A MAXIMUM 30 MULTI-DISCIPLINARY CONSULTANTS TO SUPPORT PIKITUP (SOC) LTD ON VARIOUS PROJECTS ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF 36 MONTHS FROM THE DATE OF APPOINTMENT

**OTHER SUPPORTING DOCUMENTS THAT MAY BE
DEEMED NECESSARY FOR EVALUATION PURPOSES**

BID REFERENCE NUMBER PU143/2024 FOR THE APPOINTMENT OF A PANEL OF A MAXIMUM 30 MULTI-DISCIPLINARY CONSULTANTS TO SUPPORT PIKITUP (SOC) LTD ON VARIOUS PROJECTS ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF 36 MONTHS FROM THE DATE OF APPOINTMENT