



**PIKITUP JOHANNESBURG SOC LIMITED**

**BID DOCUMENT TO REDESIGN, MANAGE AND MAINTAIN PIKITUP WEBSITE AND INTRANET FOR A PERIOD OF 3 YEARS**

**BID NO: PU 107/ 2022**

**CLOSING DATE: 17 MARCH 2023**

**CLOSING TIME: 11:00AM**

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

**BID AMOUNT:** .....

**TENDER DOCUMENT FOR:**

**PIKITUP JOHANNESBURG SOC LTD  
JORISSEN PLACE  
66 JORISSEN STREET  
BRAAMFONTEIN, JHB**

**Contact person: Nomaswazi Lamola**

**E-mail: [nomaswazilamola@pikitup.co.za](mailto:nomaswazilamola@pikitup.co.za)**

**Enquiries relating to this bid may be e-mailed to the mentioned above contact person.**

**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.**

# Appointment of a Service Provider to redesign Pikitup's website

---

## 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 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**

# Appointment of a Service Provider to redesign Pikitup's website

---

## TABLE OF CONTENTS

MBD1 - INVITATION TO BID	ANNEXURE 1.1
CONDITIONS OF TENDER	ANNEXURE 1.2
SPECIFICATION OR TERMS OF REFERENCE	ANNEXURE 2.
MBD 3.1 PRICING SCHEDULE – FIRM PRICES	ANNEXURE 3.1
MBD 4 - DECLARATION OF INTEREST	ANNEXURE 4
MBD 6.1 – SPECIFIC GOAL / PREFERENCE POINTS CLAIM FORM	ANNEXURE 5
MBD 7.2- CONTRACT FORM: RENDERING OF SERVICES	ANNEXURE 6
MBD 8 – DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES	ANNEXURE 7
MBD 9 - CERTIFICATE OF INDEPENDENT BID DETERMINATION	ANNEXURE 8
CORPORATE GOVERNANCE BREACH CLAUSE	ANNEXURE 9
GCC AND DRAFT SERVICE LEVEL AGREEMENT	ANNEXURE 10
BIDDER'S COMPULSORY AND OTHER RETURNABLE DOCUMENTS	ANNEXURE 11

# ANNEXURE 1.1

## MBD 1

# INVITATION TO BID

# Appointment of a Service Provider to redesign Pikitup's website

**MBD 1**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>					
BID NUMBER:	PU107/2022	CLOSING DATE:	17 MARCH 2023	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO REDESIGN, MANAGE AND MAINTAIN PIKITUP WEBSITE AND INTRANET FOR A PERIOD OF 3 YEARS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
PIKITUP TENDER BOX, SITUATED AT PIKITUP JOHANNESBURG (SOC) LIMITED, JORISSEN PLACE, TENDER OFFICE, EAST WING, GROUND FLOOR, 66 JORISSEN STREET, BRAAMFONTEIN, JOHANNESBURG, 2000					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]		
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE		R
SIGNATURE OF BIDDER	..... _____		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	SUPPLY CHAIN		CONTACT PERSON	SAME	
CONTACT PERSON	NOMASWAZI LAMOLA		TELEPHONE NUMBER	SAME	
FACSIMILE NUMBER	NOT APPLICABLE		FACSIMILE NUMBER	SAME	
E-MAIL ADDRESS	<a href="mailto:nomaswazilamola@pikitup.co.za">nomaswazilamola@pikitup.co.za</a>		E-MAIL ADDRESS	SAME	

# Appointment of a Service Provider to redesign Pikitup's website

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>		
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.		
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b>		
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.		
<b>2. TAX COMPLIANCE REQUIREMENTS</b>		
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.		
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.		
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.		
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.		
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.		
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.		
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.		
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>		
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? NO	<input type="checkbox"/>	YES <input type="checkbox"/>
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? NO	<input type="checkbox"/>	YES <input type="checkbox"/>
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? NO	<input type="checkbox"/>	YES <input type="checkbox"/>
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? NO	<input type="checkbox"/>	YES <input type="checkbox"/>
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? NO	<input type="checkbox"/>	YES <input type="checkbox"/>
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.		

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

.....

# Appointment of a Service Provider to redesign Pikitup's website

---

## AUTHORITY TO SIGN A BID

(Complete the relevant form of the following options)

<b>1. <u>Sole Proprietor (Single Owner Business) and Natural Person</u></b>			
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	

# Appointment of a Service Provider to redesign Pikitup's website

<b>2. <u>Companies and Close Corporations</u></b>			
<p>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.</p> <p>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.</p>			
<b>Date Resolution was taken</b>			
<b>Resolution signed by (name and surname)</b>			
<b>Capacity</b>			
<b>Name and surname of delegated Authorised Signatory</b>			
<b>Capacity</b>			
<b>Specimen Signature</b>			
<b>Full name and surname of all Director(s) / Member (s)</b>			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
<b>Is a certified copy of the resolution attached?</b>			<div style="display: flex; justify-content: space-around;"> <span><b>YES</b></span> <span><b>NO</b></span> </div>
<b>SIGNED ON BEHALF OF COMPANY / CC</b>		<b>DATE</b>	
<b>PRINT NAME</b>			
<b>WITNESS 1</b>		<b>WITNESS 2</b>	



# Appointment of a Service Provider to redesign Pikitup's website

---

<b>3. <u>Partnership</u></b>			
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	

## Appointment of a Service Provider to redesign Pikitup's website

---

### 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	

# Appointment of a Service Provider to redesign Pikitup's website

## 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.

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

<b>2<sup>nd</sup> PARTNER</b>			
NAME OF FIRM			
ADDRESS			
		TEL. NO.	
SIGNATURE		DESIGNATION	

<b>3<sup>rd</sup> PARTNER</b>			
NAME OF FIRM			
ADDRESS:			
		TEL. NO.	
SIGNATURE		DESIGNATION	

<b>4<sup>th</sup> PARTNER</b>			
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.

# Appointment of a Service Provider to redesign Pikitup's website

## CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

### 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 all municipal accounts, not older than 3 months, to be submitted with the bid.
2. If the entity or any of its directors/shareholders/partners/members, etc. rents/leases premises a copy of the rental/lease agreement is to be submitted with this bid.

Signature	Position	Date

# ANNEXURE 1.2

## CONDITIONS OF TENDER

# Appointment of a Service Provider to redesign Pikitup's website

---

## CONDITIONS OF TENDER

### RETURN OF BIDS

This BID closes as indicated on the cover page of this tender document. Late bids will not be accepted or considered and bids delivered to any other address besides the address stated above will not be considered.

Neither PIKITUP nor any of its employees shall be liable in any way whatsoever for BIDS that are not placed in the bid box by the closing date and time.

No BID shall be considered unless it is accompanied by sufficient information to show that the goods offered comply with the specification.

Bidders must state the country of origin and the name of the manufacturer of the goods offered. Documentary proof must be produced, if required.

Bidding documents must be completed properly in permanent black ink, and no correction fluid (Tippex) may be used on the bid document. If the bidder wishes to make a change, the bidder must draw a line through the incorrect wording, write the correct wording next to the change, and also initial next to the change.

### VALIDITY PERIOD

Your bid submission must remain valid for a period of **90 days** from the closing date of this bid. It will constitute an offer which remains open for acceptance during the validity period.

### BRIEFING OR INFORMATION MEETING

Where the bid document indicates that a compulsory briefing 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 to the compulsory briefing meeting will result in your bid being disqualified for further evaluation.

Where the bid document indicates that the information meeting is not compulsory, attendance of the meeting would be optional to accommodate questions relating to the bid.

Where the bid document indicates that no briefing or information meeting will be held. Questions relating the bid must be email to the contact person as indicated in the bid document.

### ADJUDICATION OF BIDS

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. Enquiries in respect of the policy should be addressed to PIKITUP's Acting General Manager: Supply Chain Management – [salomemalebye@pikitup.co.za](mailto:salomemalebye@pikitup.co.za)

### CONTRACT

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

# Appointment of a Service Provider to redesign Pikitup's website

---

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.

## **ADMINISTRATIVE JUSTICE**

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.

## **INTERNAL APPEAL PROCESS**

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.

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.

The decision of the Chair of the Board shall, subject to the review powers of any competent court, be final.

## **PROVISO**

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).

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
- 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)

## Appointment of a Service Provider to redesign Pikitup's website

---

- 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.

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.

As per section 2(1)(f) of the PPPFA, one or more of the following "objective criteria" may be considered for final selection of bid(s):

- The spread of business amongst suppliers and / or rotation of contracts amongst suppliers,
- The protection of the environment or sustainability considerations,
- 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.

### DECLARATION BY BIDDER:

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.

I FURTHER DECLARE THAT I/WE HAVE READ THE CLAUSES SET OUT ABOVE IN THIS OF THE TENDER DOCUMENTS AND ACCEPT THEIR 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

## SPECIFICATION OF REQUIREMENTS

**APPOINTMENT OF A SERVICE  
PROVIDER TO REDESIGN, MANAGE  
AND MAINTAIN PIKITUP WEBSITE  
AND INTRANET FOR A PERIOD OF  
3 YEARS**

**TENDER REFERENCE NUMBER  
PU107/2022**

# Appointment of a Service Provider to redesign Pikitup's website

---

## 1. INTRODUCTION

Pikitup Johannesburg (SOC) Ltd is a 100% owned entity by the City of Johannesburg and its mandate to provide waste management and refuse removal services to the residents of Johannesburg.

**Our Vision:** is to be a leading integrated waste management company in Africa and amongst the best in the world.

**Our Mission:** is to provide integrated, sustainable, and innovative waste management services that ensure waste reduction; re-use; recycling and recovery, and consider waste disposal (landfilling) as the last resort.

**Our Values:** People centric, Integrity, Knowledgeable, Innovation, Trustworthiness, Unity, Passion.

Pikitup services the entire 1 646km<sup>2</sup> that is Johannesburg, collecting and disposing of 1,4 million tons of domestic waste generated by the city's 5,7 million citizens every year. The utility cleans and sweeps approximately 9 000 kilometres of streets within Joburg's seven regions. The company owns 12 waste management depots strategically located throughout the city, 41 garden refuse sites, four landfill sites and one incinerator.

As an organisation that is tasked, amongst other things, to inform, educate and communicate correct information to the residents of the City of Johannesburg, Pikitup's website needs to be re-designed in order to align or reflect the brand, vision, mission, values and the mandate. Internet is also ever evolving, so a professionally looking and well-designed website is a must.

For this reason, Pikitup wants to change/update its website's look and feel, content, structure, format and navigation and therefore seeks to appoint an experienced and reputable bidder to submit proposals to redesign Pikitup's website. The bidder needs to be familiar with Linux (ubuntu server) and apache web hosting platforms. They should also be familiar with protocols such as SFTP (secure file transfer protocols) and SSH (secure shell).

# Appointment of a Service Provider to redesign Pikitup's website

---

## 2. SCOPE OF WORK

### 2.1. WEBSITE RE-DESIGN AND LAYOUT

- Re-design the website on by making changes to its look and feel, following Pikitup corporate identity guidelines and should be easy to navigate in terms of what customers are looking for, e.g. Human resources, supply chain management, billing, depots information, campaigns, lodging of complaints, legal, operational information etc. This must link to various social media platforms. The website can be based on an open source platform. In this regard, the service provider will be required to provide 3 x creative examples to choose from and allow for 5 reverts on the creatives.
- Website Layout – ensure professional pages' layout in terms of page margins, text, image positioning, etc. The website should be responsive on various devices (mobile/laptop). The information should be displayed in such that it fits together in a sequence, so it is easy to scan, find and use.
- The design elements must be easy to integrate or be used in Pikitup's intranet platform that operates on share point.
- The site needs to incorporate and link the City of Johannesburg's new payment app.
- The site should be in a position to enable customers to register on the site and log enquiries/complaints to be actioned by Pikitup.
  - It is expected that customers will have to register on the new site.
  - The customer registration process should be taken care of within the platform and within all the necessary security and legal requirements, and no form of integration to an existing database will be required.
  - At the end of the contract Pikitup must be in a position to extract the data and migrate all information to Pikitup.
  - Predefined list of enquiries to be discussed at time of implementation.
  - Ability for the site to redirect enquiries/complaints to the relevant Pikitup users via e-mail, the enquiry will be sent to relevant Pikitup users or Group email address which will be defined at the time of implementation.
- The site should be able to generate reference numbers for customer complaints, with an email confirmation sent to customers.
- Queries should be able to be sent to relevant department/contact persons, as they cannot call the Contact Centre with the reference number.

# Appointment of a Service Provider to redesign Pikitup's website

---

- No integration required to the existing SAP CRM system used at the City of Johannesburg. Future integration should however be possible should Pikitup wish to go this route at some point in time.
- Pikitup must have the ability to use the platform to send Broadcast messages to their registered customers/uploaded database. The intention is to make use of existing services provided by Network the operator, from where a broadcast message can be initiated from the platform to send messages to customers using the Network Operator's services. This will require integration to these Network operators.

## **2.2. SECURITY**

- Manage all aspects of website security (SSL Certificates) to protect information and existing content (data, project information, contact details, etc.) and prevent hacks, defacing, etc.
- Identifying and responding to all website security breaches.
- Ensuring that the website is protected by enabling the appropriate security measures.

## **2.3. DATA BACK-UP**

- Ensure data and the entire website is backed-up on a weekly/daily basis and that code backups are done as needed.
- In case of a serious incident, the website should be able to be restored from the most recent back-up.

## **2.4. REGULAR TECHNICAL SITES AND CODE MAINTENANCE**

- Install, upgrade or modify existing modules on site, where necessary.
- Produce analytics reports of website traffic. Responding to and troubleshooting all website issues.

# Appointment of a Service Provider to redesign Pikitup's website

---

## 2.5. CONTENT MANAGEMENT AND PHOTOGRAPHY

- Integrate relevant content to Pikitup's social media platforms (Twitter/Facebook/Youtube).
- Photo editing - Use relevant software to edit, photoshop and professionalise existing and new photographs, as and when needed. Provide a cache of industry related images for the website in the related areas. Upload content to the website, as and when needed. Content to be provided by Pikitup.
- The site should be able to expose video content that will be made available by Pikitup and link these to Pikitup's social media platforms.

## 2.6. HOSTING

- The bidder would need to provide hosting services in accordance with the requirements of the website.

## 2.7. WEB ANALYTICS, SEARCH ENGINE OPTIMISATION AND REPORTING

- The bidder must provide efficient Search Engine Optimisation for the website.
- The bidder must in a position to compile web analytics and must not require any data to be sent to any other system/s. The platform should however be able to do this in future should Pikitup decide to have this data made available to other systems.
  - Reporting will be for:
    - The customer that created the enquiry
    - Name, surname, email address and mobile (if maintained)
    - Enquiry type
    - Enquiry detail
    - Geo location
  - Data to be reported on for:
    - Number of queries logged in a defined period
    - Number of enquiry types logged as well as the geo-location of these enquiries

# Appointment of a Service Provider to redesign Pikitup's website

---

## **2.8. TRAINING AND HANDOVER**

- There must be a hand-over and training of the solution to Pikitup to ensure business continuity after the 3-year period.
- There must be a comprehensive handover (manual guideline booklet) and hosting migration to Pikitup towards the end of the 3-year engagement to ensure that Pikitup can carry on with site maintenance post rolling off the engagement.

## **2.9. INTRANET**

- The bidder must provide handover files on the creative design with the open files used for the design of the website, that can be adopted in the Pikitup intranet platform.

## **2.10. FUTURE CONSIDERATIONS**

- The building and coding of this type of website with this type of functionalities/services is what would set service providers apart in terms of the expertise that they can provide:
- The web platform must natively provide user management with user roles for user permissions.
- Must be able to email users and send updates.
- It must provide marketing functionality for broadcast messages.
- Must be able to perform service request and query management only for registered users.
- Must have the potential for future integration into SAP ERP.
- Must be able to tailor the user experience for different user types i.e., corporate vs consumer.
- If any integration has been setup, this functionality should continue to work as per normal after the 3-year period.
- Ability to provide payment gateway integration for certain services.
- Ability to book a service via an online booking tool.

# Appointment of a Service Provider to redesign Pikitup's website

---

## **3. DURATION**

The contract will be for a period of 36 months. PIKITUP reserves the right to negotiate terms and conditions of the contract, to award the contract to one or more bidders, award a portion of the scope, or not to award at all.

## **4. EXPERIENCE AND SKILL SET REQUIRED**

The bidder must possess the following qualifications:

- Proven experience in delivering projects in software development where the bidder/individuals were directly responsible for the development of software, software requirements specification, training and deployment.
- Proven experience in web development using technologies such as Square Space, Wix and/or WordPress etc.
- Proven experience in developing Information Systems.
- Experience in developing Multi-tier systems.
- Expert knowledge in technologies such as Macromedia Suite, Adobe Suite, Content Management Systems and W3C Web Standards.
- Highly proficient in HTML, XHTML, CSS design, cross-browser and cross platform compatibility, firewalls (functionality and maintenance), Access, MySQL and JavaScript.
- Expert knowledge of Search Engine Optimisation (SEO)
- Proven ability to document information systems, source code, writing user manuals and other technical documentation.
- Ability to deliver a high-quality product with the defined SLA.
- Significant experience with information technology including the identification and implementation of software features.
- Ability to produce easy to understand visual presentation of data including tables and graphs.



# Appointment of a Service Provider to redesign Pikitup's website

---

## 5. SERVICE STANDARD

- The successful bidder shall provide services required based on the agreed set timelines with Pikitup.
- The successful bidder will have a briefing with relevant officials' prior implementation.
- Continuous liaison between Pikitup and the successful bidder will take place on a weekly basis and on certain occasions on a daily basis.
- Analytics reports shall be submitted within two weeks after the month has ended.

## 6. PRICING SCHEDULE

- The bidder must provide a detailed itemised price breakdown which must be fixed prices over 3-years.
- The bidder must give the total all-inclusive prices in South African Rand inclusive of all taxes and discounts in the detailed itemised fixed pricing schedule.
- Adjustments in pricing will **NOT** be considered. Prices quoted should be fixed over 3-years.
- Hourly rates will **NOT** be considered.
- The total bid price inclusive of VAT over a 3-year period will be recorded in the tender register at the closing of tender.
- Where conflicts exist between the total bid price, the itemised pricing schedule, or any other prices quoted by the bidder elsewhere, the price quoted in the itemised pricing schedule shall prevail.

## 7. EVALUATION CRITERIA

PIKITUP will establish a Bid Evaluation Committee (BEC) whose responsibility is to make recommendations to the Bid Adjudication Committee (BAC). Companies may be required to make a presentation to PIKITUP's Bid Evaluation Committee. The Bid Evaluation Committee will evaluate the RFP in accordance with the criteria below and make recommendations to the BAC.

The bid will be evaluated based on pre-compliance requirements, functionality, price and preference in terms of the Preferential Procurement Regulations of 2022 using the 80/20 points system.

# Appointment of a Service Provider to redesign Pikitup's website

In line with bid document requirements. Bidders are required to demonstrate their ability to do the work by citing previous assignments where they performed work of a similar nature.

## 7.1. PRE- COMPLIANCE CRITERIA

The appointed Bid Evaluation Committee will validate the list of returnable documents as mentioned below for further evaluation in functionality stage. Bidders may be eliminated for not complying with submitting compulsory returnable documents as stated below:

Compulsory Returnable Documents	Submitted (YES or NO)
a) To enable Pikitup Bid Evaluation Committee to verify the bidder's tax compliance status, the bidder must provide; <ul style="list-style-type: none"><li>Valid Tax Clearance Certificate (TCC);</li><li>Or a copy of the Central Supplier Database (CSD) registration;</li><li>Or indicate the Master Registration Number/CSD Number;</li><li>Or indicate the tax compliance status PIN.</li></ul> (Note: Refer to MBD1)	
b) Confirmation that the bidding company's municipal accounts are up to date: <ul style="list-style-type: none"><li>Original or copy of Municipal Account Statement of the Bidder (<b>bidding company</b>) not older than 3 months and account must not be in arrears for more than ninety (90) days; or</li><li>Letter or Statement or Affidavit from landlord confirming that the Bidder (<b>bidding company</b>) has no disputed account(s) and the account is not in arrears for more than ninety (90) days. Where possible, the landlord letter, landlord statement or landlord affidavit should be accompanied with a signed lease agreement.</li><li>Bidders operating from home must submit affidavit to that effect.</li></ul> <p style="text-align: center;"><b>AND</b></p>	

## Appointment of a Service Provider to redesign Pikitup's website

<p>In addition to the above, confirmation that all the <b>bidding company's owners</b> / members / directors / major shareholders municipal accounts are up to date:</p> <ul style="list-style-type: none"> <li>• Original or copy of Municipal Account Statement of all the South African based owners / members / directors / major shareholders not older than 3 months and the account/s may not be in arrears for more than ninety (90) days; or</li> <li>• Letter or Statement or Affidavit (correspondence should be dated and not older than 3 months) for all the South African based owners / members / directors / major shareholders from their respective landlord/s confirming that the owners / members / directors / major shareholders of the bidding company has no disputed account(s) and the account is not in arrears for more than ninety (90) days. Where possible, the landlord letter, landlord statement or landlord affidavit should be accompanied with a signed lease agreement.</li> </ul> <p><b>NB:</b> The Same physical address must be specified on the MBD1 form. If the business is run from the domestic address, a signed letter by the owner/landlord/managing agent of the property indicating such should be provided.</p>	
<p>c) Fully completed, duly signed and Declaration forms per bid annexures <b>(MBD1, MBD4, MBD6.1, MBD8 and MBD9)</b></p> <p><b><i>Attach letter or delegation of authorization to sign the tender documents.</i></b></p>	
<p>d) Joint venture - (Only applicable if tendering as a joint venture)</p> <p>For all the companies operating as Joint Ventures, the following must be complied to:</p> <p>"A joint venture agreement signed by all parties must be submitted. This agreement must explain the roles and responsibilities of all parties including the nominated signatory on behalf of the JV.</p> <ul style="list-style-type: none"> <li>• <b>All parties to submit all relevant <u>compulsory documents listed from (a) to (e) above.</u></b></li> <li>• <b>Bidders must submit an original consolidated BEE certificate.</b></li> </ul> <p>It is the condition of this bid that the successful bidder will continue with same contractor or JV partner for the duration of the contract. In the event the JV agreement is dissolved, the contract with Pikitup becomes null and void.</p>	

# Appointment of a Service Provider to redesign Pikitup's website

---

## 7.2. Other Returnable Documents Required:

Other Returnable Documents	Submitted (YES or NO)
a) Proof of Company Registration	
<p>b) Valid Original or certified copy of BEE Certificate or Valid Original or originally certified copy sworn affidavit witnessed by a Commissioner of oath will be required to validate the BEE particulars.</p> <p><b>Specific goals</b>, in terms of the Preferential Procurement Regulations of 2022 will be used for evaluating bidders on preference points. Specific goal will be evaluated as follows:</p> <ul style="list-style-type: none"> <li>• BEE level 1 = 20 points</li> <li>• BEE Level 2 to 8 = 5 points</li> <li>• Non submission of BEE certificated =0</li> </ul>	
c) Certified Copy of ID Documents of owners/members/directors/ major shareholders	
d) Company Profile/s	
e) Attach all supporting documents as required in the Functionality Evaluation criteria included herein	
f) The bidder must provide a list of three similar projects indicating the value of the projects done in the last five years and provide three portfolio of evidence that speaks to the list of previous work of similar complexity. Failure to submit as per the requirement will result in the bidder scoring zero.	
g) The bidder must provide three (3) signed and dated reference letters as per the portfolio of from previous and current clients. The reference letters should not be more than 60 months old. The evaluation committee reserves the right to verify all letters. Unsigned and no dated letters will result in bidder scoring zero.	
h) Submit CV of Website Manager who will be working on this project, that demonstrate relevant experience.	
i) Submit certified copies of qualifications (Degree/Diploma in Computer Science, IT Systems Engineering or related qualifications.	
j) Bidder to submit company profile to demonstrate experience in web development and management	

## Appointment of a Service Provider to redesign Pikitup's website

---

k) Submit a comprehensive proposed approach and methodology covering the following points: Website redesign & layout; security; and training and handover, showing understanding of Pikitup's requirements with regards to the scope of work and how the bidder will deliver in each element of the scope of work	
l) Prepare a detailed implementation plan of the website redesign that will allow Pikitup to determine the ability of the bidder to implement the project successfully. The plan must show deliverables to be undertaken, who will be responsible for which deliverables, timelines, milestones, fixed pricing schedule for the duration of 3 years etc.	

## 8. FUNCTIONAL REQUIREMENTS

The Functional / Technical criterion that will be utilized to test the capability of service providers. The Technical / Functionality will be evaluated against the following detailed requirements.

As a risk mitigating factor, a functionality threshold of 70% will be used. Bidders that score below the threshold will not be considered for further evaluation and will therefore be disqualified. The minimum required points for functionality evaluation are 70 points calculated out of a total of 100 points. Only bidders who meet the minimum required threshold for functionality will be further evaluated on Price and Preference.

Bidders who score 70 points and above may be requested to make presentations, at the discretion of PIKITUP.

FUNCTIONALITY	REQUIREMENT	SCORE QUALIFICATION	MEASUREMENT (what must be provided/ demonstrated as minimum)	Weighted Points	Score
1. Bidders Relevant Experience	1.1 The bidder must demonstrate experience in website development and management	The bidder must provide a list of three similar projects indicating the value of the projects done in the last five years and provide three portfolio of evidence that speaks to the list of previous work of similar complexity.  Failure to submit as per the requirement will result in the bidder scoring zero.	<ul style="list-style-type: none"> <li>▪ Three (3) projects = 5pts</li> <li>▪ Two (2) projects = 3pts</li> <li>▪ One (1) project = 1pts</li> <li>▪ No projects = 0pts</li> </ul>	15 points	
	1.2 Client References	The bidder must provide three (3) signed and dated reference letters as per the portfolio of from previous and current clients. The reference letters should not be more than 60 months old. The evaluation committee reserves the right to verify all letters. Unsigned and no dated letters will result in bidder scoring zero.	<ul style="list-style-type: none"> <li>▪ Three (3) and above reference letters = 5pts</li> <li>▪ Two (2) reference letters = 3pts</li> <li>▪ One (1) reference letter = 1pts</li> <li>▪ No reference letters = 0pts.</li> </ul>	15 points	

## Appointment of a Service Provider to redesign Pikitup's website

	<b>1.3 Project team skills, qualifications and experience.</b>	Submit CV of Website Manager who will be working on this project, that demonstrate relevant experience.	5 years of experience and more = 5 points  4 years of experience = 4 points  3 years of experience = 3 points  3 years of experience = 3 points  2 years of experience = 2 points  1 year of experience = 1 point	<b>5 points</b>	
	<b>1.4 Qualifications</b>	Submit certified copies of qualifications (Degree/Diploma in Computer Science, IT Systems Engineering or related qualifications).	Submission of certified qualifications = 5 points  Not submitted/or not relevant/or not certified = 0 points	<b>5 points</b>	
	<b>1.5 Company Experience</b>	Bidder to submit company profile to demonstrate experience in web development and management	5 years' experience or more = 5 points  4 years' experience = 4 points  3 years' experience = 3 points  2 years' experience = 2 points  1-year experience or less = 1 point	<b>5 points</b>	

## Appointment of a Service Provider to redesign Pikitup's website

<b>2. Approach and methodology</b>	<b>2.1 The bidder must show understanding of the scope of work</b>	Submit a comprehensive proposed approach and methodology covering the following points: Website redesign & layout; security; and training and handover, showing understanding of Pikitup's requirements with regards to the scope of work and how the bidder will deliver in each element of the scope of work.	Submission of approach and methodology = 5 points Not submitted/or not relevant = 0 point	<b>20 points</b>	
<b>3. Implementation Plan</b>	<b>3.1 The bidder must produce an implementation plan regarding the scope of work</b>	Prepare a detailed implementation plan of the website redesign that will allow Pikitup to determine the ability of the bidder to implement the project successfully. The plan must show deliverables to be undertaken, who will be responsible for which deliverables, timelines, milestones, <b>fixed pricing schedule for the duration of 3 years etc.</b>	Submission of implementation plan = 5 points Not submitted/or not relevant = 0 point	<b>30 points</b>	
<b>4. Locality</b>	<b>4.1. Locality</b>	Proof of address where business is operating (municipal statement)	Location of offices. - Within CoJ = 5 - Within Gauteng = 4 - Outside Gauteng but in RSA = 3 - Outside South Africa = 0	<b>5 points</b>	
<b>TOTAL POINTS</b>				<b>100</b>	



# Appointment of a Service Provider to redesign Pikitup's website

---

## 9. PRICE AND PREFERENCE POINTS EVALUATION CRITERIA

Bidders that qualify functionality will be evaluated on price and preference in terms of the Preferential Procurement Regulations of 2022.

Bidders will be evaluated on the 80/20 Price and Preference Point System.

A maximum of 80 points will be allocated for **price** and

A maximum of 20 points will be allocated for **Specific goals**, which will be used to evaluate bidders on preference points as follows:

BEE level 1 = 20 points

BEE Level 2 to 8 = 5 points

Non submission of BEE certificated =0 points

The following formula 80/20 formula will be used to calculate the points:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

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

Therefore

Price Points	80
Specific goal	20
<hr/>	
Total points for Price and Preference (specific goal)	100

# ANNEXURE 3.1

## MBD 3.1

## PRICING

# Appointment of a Service Provider to redesign Pikitup's website

MBD 3.1

## PRICING SCHEDULE – FIRM PRICES

(SERVICE)

**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. INCLUDED)	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES
-----------------------	----------	-------------	---

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

# Appointment of a Service Provider to redesign Pikitup's website

## MBD 4

### DECLARATION OF INTEREST

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

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

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

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

3.8 Are you presently in the service of the state?  
(Circle the applicable answer) YES /

NO

3.8.1 If yes, furnish particulars. ....  
.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

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

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

3.9 Have you been in the service of the state for the past twelve months?  
(Circle the applicable answer)...YES  
/ NO

3.9.1 If yes, furnish particulars.....  
.....

## Appointment of a Service Provider to redesign Pikitup's website

---

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?

(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:

.....

.....

## Appointment of a Service Provider to redesign Pikitup's website

---

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

Full Name	Identity Number	State Employee Number

.....  
Signature

.....  
Date

.....  
Capacity

.....  
Name of Bidder

# ANNEXURE 5

**MBD 6.1 – SPECIFIC GOAL / PREFERENCE POINTS CLAIM  
FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT  
REGULATIONS, 2022**



# Appointment of a Service Provider to redesign Pikitup's website

## MBD 6.1

### SPECIFIC GOAL / PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

80/20

#### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
  - (b) Specific goal.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOAL	20
Total points for Price and Specific goal must not exceed	100

- 1.5 A maximum of 20 points will be allocated for **Specific goals**, which will be used to evaluate bidders on preference points as follows:
- BEE level 1 = 20 points
  - BEE Level 2 to 8 = 5 points
  - Non submission of BEE certificated = 0 points

### 2. POINTS AWARDED FOR PRICE

#### 2.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{\min}$  = Price of lowest acceptable tender

## Appointment of a Service Provider to redesign Pikitup's website

---

### 3. DECLARATION WITH REGARD TO COMPANY/FIRM

3.1 Name ..... of  
company/firm:.....

3.2 VAT ..... registration  
number:.....

3.3 Company ..... registration  
number:.....

#### 3.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

#### 3.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

#### 3.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

#### 3.7 MUNICIPAL INFORMATION

Municipality where business is situated: .....

Registered Account Number: .....

Stand Number: .....

3.8 Total number of years the company/firm has been in  
business:.....

3.9 I

WITNESSES

1. ....

2

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

# ANNEXURE 6

## CONTRACT FORM: RENDERING OF SERVICES

# Appointment of a Service Provider to redesign Pikitup's website

MBD 7.2

## CONTRACT FORM - RENDERING OF SERVICES

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

### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to **PIKITUP JOHANNESBURG SOC LTD** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **PU107/2022** 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 date of the 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);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - 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 services 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.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

#### WITNESSES

1 .....

2 .....

DATE: .....

# Appointment of a Service Provider to redesign Pikitup's website

MBD 7.2

## CONTRACT FORM - RENDERING OF SERVICES

### PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I ..... in my capacity as ..... accept your bid under reference number ..... dated ..... for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT: .....

NAME (PRINT): .....

SIGNATURE: .....

DATE: .....

Witness: 1. ....

Witness: 2. ....

# ANNEXURE 7

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

# Appointment of a Service Provider to redesign Pikitup's website

## 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	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).  <b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		



## Appointment of a Service Provider to redesign Pikitup's website

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

### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) .....  
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM 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 8

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

# Appointment of a Service Provider to redesign Pikitup's website

---

## MBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

# Appointment of a Service Provider to redesign Pikitup's website

---

## **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 consortium<sup>3</sup> will not be construed as collusive bidding.

## Appointment of a Service Provider to redesign Pikitup's website

---

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

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

# ANNEXURE 9

## **CORPORATE GOVERNANCE BREACH CLAUSE**

# Appointment of a Service Provider to redesign Pikitup's website

---

## **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.

## Appointment of a Service Provider to redesign Pikitup's website

---

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. 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.



# ANNEXURE 10

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](http://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 11

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