



a world class African city

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|--|--|
| RFQ NR | CoJ0031 – 23/24 |
| ADVERT DATE | 26 October 2023 |
| CLOSING DATE | 02 November 2023 |
| CLOSING TIME | 10:30 am |
| DESCRIPTION OF GOOD/SERVICES | REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO EXECUTE PROTOCOL, DIPLOMACY AND ETIQUETTE TRAINING SERVICES FOR THE CITY OF JOHANNESBURG IN LINE WITH THE CITY'S INTERNATIONAL RELATIONS AND INTERGOVERNMENTAL RELATIONS STRATEGIES |
| COMPULSORY REQUIREMENTS | <ul style="list-style-type: none"> Failure to submit proof of registration and accreditation with Skills Education Training Authority (SETA) or other relevant professional bodies will render your bid non-responsive. |
| ADDITIONAL COMPULSORY REQUIREMENTS | N/A |
| DEPARTMENT | GROUP COMMUNICATION AND MARKETING |
| CONTACT PERSON | Thami Dhladhla |
| CONTACT NUMBER | thamidl@joburg.org.za 081 738 5563 |
| TO BE DEPOSITED INTO QUOTATION BOX, AT A-LEVEL PARKING ENTRANCE PRIVATE ROAD METRO CENTRE 158 CIVIC BOULEVARD, BRAAMFONTEIN, JOHANNESBURG | |

1. Conditions of Quotation, Form A.
2. Specification, Form B
3. RFQ Checklist
4. Form of Quotation and Form of Acceptance, Form C
5. Statement of Authorization, Form D
6. MBD 4: Declaration of Interest, Form E
7. MBD 8: Declaration of Tenderer's past Supply Chain Management Practices, Form F
8. MBD 9: Certificate of Independent Bid Determination, Annexure G
9. Declaration on State of Municipal Account., Form H
10. Article of Agreement in terms of the Occupational Health and Safety act, 1993, Form I
11. MBD 6.1: Preference points claim forms, Form J
12. MBD 6.2: Declaration Certificate for Local Production and Content with annexures, Form K

N.B: TENDERERS ARE REMINDED THAT ALL FORMS ARE TO BE SIGNED OR THE RFQ WILL BE DISQUALIFIED.

Quotations will be received on the closing dates and times shown and must be enclosed in separate sealed envelopes, bearing the applicable quotation description and reference number as well as the closing time and due date, and must be addressed to the GROUP HEAD: STRATEGIC SUPPLY CHAIN MANAGEMENT, 15TH FLOOR METRO CENTRE, 158 CIVIC BOULEVARD STREET, BRAAMFONTEIN, and placed in the quotation box indicated above. Quotations will be opened at the latter address at the time indicated.

SUPPLIER NAME: _____

CONTACT NUMBER: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

SARS PIN CODE: _____

CENTRAL SUPPLIER DATABASE NUMBER: _____

COJ DATABASE NUMBER _____

NON-COMPULSORY BRIEFING SESSION DETAILS

Date: 30 October 2023

Time: 12h00 till 13h00

Venue: Microsoft Teams Meeting

[Click here to join the meeting](#)

Meeting Link below

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWU3YjA0N2UtMTFhYS00MjgzLWFhNDQtODdmODcwZjAwNTRI%40thread.v2/0?context=%7b%22Tid%22%3a%220824d779-ab6e-4b2f-b001-cf2995fc7db6%22%2c%22Oid%22%3a%22f147daf-fe4a-47f6-81e3-0cd407586139%22%7d

NB: IT IS OF UTMOST IMPORTANCE THAT THE TIME SET FOR THE OFFICIAL SITE INSPECTION IS STRICTLY ADHERED TO AS NO LATE ARRIVALS WILL BE ALLOWED

CHECKLIST

RFQ NR: _____

CoJ 0031 - 23/24

PLEASE USE THIS CHECKLIST TO VERIFY WHETHER ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION.

| No | Details | ✓ |
|-----|--|---|
| 1. | Original Certified Copy of Company Registration Document | |
| 2. | Rates & Taxes Invoice for Company OR Original Certified Copy of Lease Agreement OR Affidavit From the Lessor Certified by the Commissioner of Oath / SAPS | |
| 3. | Rates and Taxes Invoice for All the Directors of the Company OR Original Certified Copy of Lease Agreement OR Affidavit From the Lessor Certified by the Commissioner of Oath / SAPS | |
| 4. | Declaration on State of Municipal Account (Attached) | |
| 5. | MBD 4: Declaration of Interest (Attached) | |
| 6. | MBD 9: Certificate of Independent Bid Determination. (Attached) | |
| 7. | MBD 6.1: Preference points claim form in terms of the preferential procurement regulations 2011 | |
| 8. | MBD 6.2: Local Content for the Designated Sector (Attached) (IF REQUIRED) | |
| 9. | Conditions of Quotation, Form A | |
| 10. | Form of Quotation and Form of Acceptance, Form C | |
| 11. | Statement of Authorisation, Form D | |
| 12. | MBD 8: Declaration of Tenderer Past SCM Practices, Form F | |
| 13. | Article of Agreement in terms of the Occupational Health and Safety Act, Form I | |
| 14. | Original Certified Copy of B-BBEE certificate or Sworn Affidavit. | |
| 15. | Original Tax Clearance Certificate or SARS One-Time Pin Code | |
| 16. | Training Suppliers to be accredited with SETA (Certified Copy to be attached) | |
| 17. | Catering Suppliers to submit a Health Certificate (Certified Copy to be attached) | |
| 18. | Construction/Building Maintenance to submit CIDB Registration (Certified Copy to be attached) | |
| 19. | Have all price alterations been signed for? | |
| 20. | Has the Quotation been signed? | |

SIGNATURE _____

NAME _____

CONDITIONS OF QUOTATION:

- 1 Quotation documents must be completed in black ink.
- 2 The lowest price or any quotation will not necessarily be accepted, and the City of Johannesburg reserves the right to accept the whole or any portion of a quotation.
- 3 Quotations are to remain open for acceptance for a period of thirty (30) days effective from the date on which they are lodged and shall be accepted at any time within the said period of thirty (30) days.
- 4 Tenderers are requested to furnish the full registered name of the tendering company/supplier on the Form of Quotation and Form of Acceptance, Form B.
- 5 Tenderers are also required to sign each page of the Form of Quotation and Form of Acceptance, Form B, in the space provided at the bottom of each page.
- 6 **In the event of a mistake having been made on the price schedule it shall be crossed out in ink and be accompanied by an initial at each and every price alteration. Corrections in terms of price may not be made by means of a correction fluid such as Tipp- Ex or a similar product. If correction fluid has been used on any specific item price, such item will not be considered. No correction fluid may be used in a Bill of Quantities where prices are calculated to arrive at a total amount. If correction fluid has been used, the quotation as a whole will not be considered. The Municipality will reject the quotation if corrections are not made in accordance with the above.**
7. **NO PRICE INCREASES WILL BE CONSIDERED.**
- 8 If items are not quoted for, a line must be drawn through the space in pen
- 9 All goods or services purchased will be subject to CoJ SCM Policy and Procedures. A copy of said conditions is available on the CoJ website.
- 10 All purchases will be made through an official purchase order form. Therefore no goods must be delivered or services rendered before an official purchase order has been forwarded to and accepted by the successful bidder.
- 11 To participate in the City's Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered on the City's Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit and on the CoJ website. The City will only deal with the registered and accredited suppliers on its Database.
- 12 All prices **must** be quoted in South African currency (SA rand)
- 13 All prices quoted must be exclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non - VAT Vendors.
- 14 All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
- 15 All prices and details must be legible/readable to ensure the quotation will be considered for adjudication.

- 16 Prices quoted must be all inclusive of delivery charges and goods must be delivered **to the address indicated on the quotation page.**
- 17 The successful company must provide labor for off-loading/delivering.
- 18 Quantities are given in good faith and without commitment to the City of Johannesburg. The City reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
- 19 **The CoJ will not conduct business with an entity which does not comply with the Codes of Good Practice on BBEE as published from time to time by the Minister of Trade and Industry**
- 20 **Quotations must be deposited into the quotation box at the location indicated on the cover page. *THE CITY OF JOHANNESBURG DOES NOT TAKE RESPONSABILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.***
- 21 **FORWARD EXCHANGE RATE COVER**
- In the event of price/prices being based on the exchange rate, the successful tenderer/s will be required to obtain exchange rate cover in order to protect the Municipality against exchange rate variations.
Proof must be provided that forward Exchange Rate cover has been taken out within 14 days after an order has been placed.
If proof that cover was taken out within 14 days after the order has been placed, is not submitted to the City of Joburg, with the invoice, the contract price adjustment will not be accepted, and the contract may be cancelled.
- 22 **EXECUTION OF ORDERS**
- Tenderers are reminded that orders placed against accepted quotations are to be executed in strict accordance with the accepted specification and within the quoted delivery period. In this regard, the attention of tenderers is drawn in particular to Clause 20 of the Municipality's General Conditions Applicable to the Consideration of Written Quotations (Supply chain Management Policy), which is available on request and/or also available on the Municipality's website, www.joburg.org.za
23. **OCCUPATIONAL HEALTH AND SAFETY**
- The successful tenderer will be required to comply with the requirements of the Occupational Health and Safety Act and regulations.
24. **COPYRIGHT/PATENT RIGHTS**
- Copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed, by a consultant/trainer in the course of the consultancy service is vested in the Municipality.
25. **SUPPLIER REGISTRATION**
- Prospective tenderers are required to register as suppliers/service providers on the City of Johannesburg supplier database prior to quoting. The tenderer is required to record the vendor number in the space provided on the cover page of this quotation document.
- 26 The municipality reserves the right, to cancel and re-issue the quotation.
- 27 **A valid Tax Clearance Certificate or the SARS Pin of the Company should be submitted with this quotation document. In cases where the tenderer has not submitted a Tax Clearance Certificate/SARS Pin, the Municipality reserves the right to at any time after the closure of the tender, but before the award of the tender, request from the tenderer to provide the valid Tax Clearance Certificate or a SARS Pin within 48 hours from date**

of notification. Bidders should note, that in accordance with legislation, no contract may be awarded to a/an person/entity who/which has failed to submit a Valid Tax Clearance Certificate issued by the South African Revenue Service (SARS), certifying that the taxes of that person/entity are in order, or that suitable arrangements have been made with SARS/SARS pin to enable the City of Johannesburg to verify that the Company is tax compliant.

Each party to a consortium/joint venture should submit a separate tax clearance certificate or SARS Pins.

28 Quotations must be enclosed in separate sealed envelopes, bearing the RFQ Number, closing time and due date.

29 **PLEASE NOTE THAT NO PRICE CHANGES WILL BE ALLOWED AFTER THE CLOSING DATE AND TIME OF THE QUOTATION.**

30 **EVALUATION CRITERIA:**

VALIDITY OF RFQ: 30 DAYS

OFFICE USE ONLY:
PRICE/S TO BE VAT EXCLUSIVE

Quotations will be evaluated on the basis of the 80:20-point system as stipulated in the Preferential Procurement Policy Framework Act (Act No. 5 of 2000), Preferential Procurement Regulations, 2022 and SCM practice note: 02/2023

The evaluation of bids shall be based firstly on compliance and FUNCTIONALITY. Only those bidders that score **60 points and more** on functionality shall proceed to be further evaluated in terms of price competitiveness. A bid that scores less than **60 points** for functionality shall be regarded as **non-responsive** and shall not be considered for further evaluation.

Points will be allocated as follows:

| | | |
|---|---|---------------------------------|
| Points for price: | | 80 |
| Preferential Goals (Max of 20): | | 20 |
| Preferential Goals | Means of verification documents required | Allocated Points (80/20 system) |
| Business owned by 51% or more Black people | CSD and BBBEE certificate / Sworn affidavit under oath issued in terms of the prescribed CIPC BBBEE certificate template. | 10 |
| Enterprise located in the City of Johannesburg municipality | CSD and proof of municipal account / or lease agreement / proof of resident from local municipal council | 5 |
| EME or QSE | CSD and BBBEE certificate / Sworn affidavit under oath issued in terms of the prescribed CIPC BBBEE certificate template. | 5 |

I HEREWITH CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED CONDITIONS.

SIGNATURE_____

NAME_____

CENTRAL SUPPLIER DATABASE

The Central Supplier Database maintains a database of organisations, institutions and individuals who can provide goods and services to government. The CSD will serve as the single source of key supplier information for organs of state from 01 April 2016 providing consolidated, accurate, up-to-date, complete and verified supplier information to procuring organs of state.

Prospective suppliers interested in pursuing opportunities within the South African government are encouraged to self-register on the Central Supplier Database. This self-registration application represents an expression of interest from the supplier to conduct business with the South African government. Once submitted, your details will be assessed for inclusion on the Central Supplier Database.

NB: Suppliers are still required to register on the City of Johannesburg Supplier Database or keep up- to- date their registration profiles on the City of Johannesburg Supplier Database.

DESCRIPTION: REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO EXECUTE PROTOCOL, DIPLOMACY AND ETIQUETTE TRAINING SERVICES FOR THE CITY OF JOHANNESBURG IN LINE WITH THE CITY'S INTERNATIONAL RELATIONS AND INTERGOVERNMENTAL RELATIONS STRATEGIES

SPECIFICATION

1. BACKGROUND

The City of Johannesburg (CoJ) in terms of Regulation 20 of the Municipal Supply Chain Management Regulations, wishes to appoint an experienced and qualified protocol, diplomacy, and etiquette trainer to provide protocol, diplomacy and etiquette training to political and administrative leadership and officials between November 2023 and February 2024.

The City of Johannesburg's Department of Group Communication and Marketing is responsible for developing and delivering highly targeted, well-planned, coordinated, and integrated communication to its internal and external stakeholders.

In this regard, the political and administrative leadership, protocol; international relations (IR); intergovernmental relations (IGR); stakeholder management; and event management practitioners as well as CoJ spokespersons and councillors play an important role within the international, continental, regional, intergovernmental, and inter-departmental arenas. Therefore, they need to be empowered through protocol, diplomacy, and etiquette training to be able to interact with their diverse stakeholders and carry out their responsibilities.

2. OBJECTIVES

The City of Johannesburg invites suitably qualified and experienced service providers to facilitate protocol, diplomacy and etiquette training. It is envisaged that the training duration will be **eight (8) hours per group**. The City intends to train **sixty (60) people**, made of political and administrative leadership and officials.

3. SCOPE OF TRAINING AND DELIVERABLES / EXPECTED OUTCOMES

4.1 Scope of training:

- Official orders of precedence regionally and internationally.
- International, national, regional (provincial) and local protocol.
- State visits, credential signing ceremonies, honorary consuls.
- Guesthouses, State Protocol Lounge, *note verbales*.
- Conferences.
- Invitations, forms of address and introductions.
- Dress code for all occasions.
- Table placements for official occasions.
- General etiquette and diplomatic environment.
- New Diplomatic Immunities and Privileges Act, Act No 37 of 2001
- Diplomatic Security.
- Convention on the privileges and immunities of the United Nations and special agencies.
- Diplomatic appointments, listings, passports, visas, and identity documents.
- Use of the South African flag and National anthem.
- Official Protocol and Diplomacy.

- Official Protocol for all spheres of government with more emphasis on Municipalities.
- Official Protocol for Stakeholders.
- Official Etiquette.
- Official Function Coordination.
- Communication Protocol.
- Provision of Completion Certificate.

4.2 Outcomes:

The training to be provided must, *inter alia*, increase the skills of the trainees in the performance of their job, so that they are able to:

- Position and promote the City of Johannesburg to its residents and stakeholders locally, nationally, and internationally.
- Create positive perceptions about the City of Johannesburg, its strategies, programmes and activities.
- Build the City of Johannesburg brand.
- Promote and create awareness of the City of Johannesburg strategic direction.
- Support staff in staging and hosting world class events.
- Must understand recent protocol training trends and best practice in the protocol industry.
- Must have the ability to work under consistent and continuous pressure yet be able to maintain a supportive approach.

5. TRAINING VENUE

Suppliers are advised to **exclude venue and catering costs.**

The training sessions will be held at a Council-owned facility between the months of November 2023 and February 2024. The City's facilities are purpose-built, with the required in-house infrastructure to host the training.

6. MINIMUM REQUIREMENTS

Suppliers will be required to demonstrate the following in their proposals, and to have in their teams:

6.1 Trainer:

- 6.1.1 A qualified protocol trainer with a Degree as a minimum (NQF Level 7) in Protocol, Diplomacy, International Relations, Political Science or an equivalent relevant qualification.
- 6.1.2 Protocol trainer must have the required minimum experience, i.e., at least three (3) years, or more experience in the field of protocol training and must have in-depth knowledge of facilitating high profile protocol training. They must submit their CVs demonstrating that they indeed have three years or more experience in protocol training.
- 6.1.3 Must understand recent protocol training and trends and good practice in the industry.
- 6.1.4 Must have experience in international relations/affairs, protocol, diplomacy, and etiquette.
- 6.1.5 Must have good facilitation, strategic thinking and problem-solving skills.
- 6.1.6 Must submit reference letters on company letterhead that ***clearly indicate whether they are for the company, individual, and / or both.***

6.2 Company experience:

- 6.2.1 At least three (3) years experience in protocol, diplomacy and etiquette training.
- 6.2.2 A valid industry accreditation with the Skills Education Training Authorities (SETA) or equivalent related industry accreditation.

6.3 Track-record:

- 6.3.1 Must have a proven track-record in the protocol industry and in protocol, diplomacy, and etiquette training.
- 6.3.2 Must have at least three (3) successfully completed mainstream protocol training sessions from different companies with contactable references.
- 6.3.3 Must submit reference letters that clearly indicate whether they are for the company, individual, and/or both.

7. SUBMISSION OF PROPOSALS

Suppliers are expected to put together a team that will be most responsive to this RFQ. In as much as bidders are at liberty to define and opt for a business model that suits their operations, it is critical to note that at the core of this RFQ lies quality and cost effectiveness in the delivery of services. Bidders are therefore required to be mindful of their business models in relation to costing of their offers.

In as far as possible, bidders are therefore expected to demonstrate proof of any business relations and alliances that will give the City comfort that the required services will be delivered in accordance with the specified service levels within the expected turn-around-times.

The City of Johannesburg pays service providers on presentation of invoices at the successful completion of the required services and bidders are therefore expected to have sufficient capital to cover the specified service levels **excluding catering and venue hire**. The successful service provider is therefore not expected to make requests for any upfront payments and/or deposits from the City.

8. EVALUATION CRITERIA

Proposals shall be evaluated in phases, as follows:

8.1 Phase 1 (one) – Compliance with bid requirements

This entails compliance with the bid conditions as outlined in the bid document; the submission of the required returnable documents; the full and proper completion of the RFP document and submission of the proposal document in line with the conditions set out in the bid document.

8.2 Phase 2 (two) – Functionality

Proposals shall be evaluated in terms of the Preferential Procurement Policy Framework Act No. 5 of 2000, using the 80/20 points system in the Preferential Procurement Regulations of 2017. Proposals will initially be evaluated in terms of functionality and then in respect of the Preferential Procurement Policy Framework Act of 2000, using the 80/20 points system.

Only bidders scoring sixty (60) points or more out of one hundred (100) points for functionality shall be considered for further pricing evaluation.

Bidders that score below this threshold shall be deemed to have submitted non-responsive bids.

| CRITERIA APPLICABLE | GUIDELINES | POINTS |
|---------------------------------|--|--------|
| Methodology and Approach | A clear project proposal covering key areas on how the company will execute high profile protocol, diplomacy and etiquette training services for the City, detailing the following: <ul style="list-style-type: none">• State Protocol = 10 Points• Diplomacy = 10 Points | 30 |

| | | |
|--------------------------------------|---|------------|
| | <ul style="list-style-type: none"> Official Etiquette = 10 Points | |
| Company Experience | <p>Company experience: Attach a detailed company profile demonstrating at least three (3) years company experience in the protocol and diplomacy and etiquette training industry.</p> <ul style="list-style-type: none"> Less than 3 years = 0 Points 3 to 4 years = 10 Points More than 4 years = 15 Points | 15 |
| Company track-record | <p>Attach company track-record with three (3) contactable references on client's letterhead to be verified by the committee; and</p> <p>At least three (3) successfully completed mainstream protocol, diplomacy, and etiquette training sessions from different companies with at least three (3) or more contactable references.</p> <ul style="list-style-type: none"> Less than 3 references = 0 Points 3 references = 10 Points More than 3 references = 15 Points | 15 |
| Trainer experience | <p>Experienced overall protocol trainer and attach detailed CV outlining achieved experience as proof.</p> <ul style="list-style-type: none"> Less than 3 years experience = 0 Points 3 years experience = 15 Points More than 3 years = 20 points | 20 |
| Qualifications of key Trainer | <p>Qualified protocol trainer with at least a Degree in Protocol, Diplomacy, International Relations, Political Studies, or relevant qualification – attach documents as proof.</p> <ul style="list-style-type: none"> Diploma = 5 Points Degree = 15 Points Honour's = 20 Points | 20 |
| Total: | | 100 |

8.3 Phase 3 (three) – Pricing and Proposal Submission

The City pays service providers on presentation of **valid invoices**, and **only** after the successful completion of the training. Bidders are therefore expected to have sufficient funds to cover the training as no requests for upfront payment shall be expected.

| NO. | ITEM(S) | QUANTITY | UNIT PRICE | TOTAL PRICE |
|-----------------------------------|---|----------|------------|-------------|
| | Diplomacy, Protocol and Etiquette training services | 60 | | |
| Sub-total (excluding VAT): | | | | |

| | |
|----------------------------------|--|
| | |
| Total (inclusive of VAT): | |

| | GOAL 1: DESIGNATED GROUP | MEANS OF VERIFICATION | POINTS 10 |
|--|---|---|------------------|
| | Business owned by 51% or more Black people | CSD and BBBEE certificate / Sworn affidavit under oath issued in terms of the prescribed CIPC BBBEE certificate template. | 10 |
| | GOALS 2: SPECIFIC GOAL | MEANS OF VERIFICATIONS | POINTS 10 |
| | Enterprise located in the City of Johannesburg municipality | CSD and proof of municipal account / or lease agreement / proof of resident from local municipal council | 5 |
| | EME or QSE | CSD and BBBEE certificate / Sworn affidavit under oath issued in terms of the prescribed CIPC BBBEE certificate template. | 5 |

9. MINIMUM REQUIREMENTS

- Bidders are expected to demonstrate a high level of professionalism and meet all necessary compliance requirements relating to the bid.

10. RETURNABLE DOCUMENTS

- 10.1.1. Valid original or certified copy of B-BBEE accreditation certificate issued by verification agencies accredited by SANAS; or an affidavit for B-BBEE exemption commissioned by SAPS or a Commissioner of Oaths.
- 10.1.2. Valid one-time pin (OTP) for tender issued by the South African Revenue Services (SARS).
- 10.1.3. Municipal rates and taxes for the **company and all directors** not in arrears for more than 90 days and not older than three (3) months or an affidavit or valid lease agreement. If in arrears, bidder must provide proof of acknowledgement of debt and arrangement to make to payment with the relevant municipality.
- 10.1.4. Fully completed and signed MBD forms **1, 3.2, 4, 6.1, 8 and 9**.
- 10.1.5. Fully completed and signed form of bid.
- 10.1.6. Fully completed and signed City of Johannesburg pricing schedule.
- 10.1.7. Fully completed and signed declaration on State of Municipal Accounts.
- 10.1.8. Proof of registration on the National Treasury Central Supplier Database (CSD) or copy of CSD report or M-AAA number.
- 10.1.9. Company registration documents (CK).

- 10.1.10 Valid Certificate of Acceptability (CoA) in the name of the bidder. Where there is a business agreement with a third party, the CoA must be in the name of the relevant third party.
- 10.1.11 Validly executed Joint Venture Agreement (if the bidder is a joint venture).
- 10.1.12 List of similar projects/contracts and letters with contactable references on a company letterhead awarded the contract. Reference letters should clearly indicate whether they are for the company, individual, and or both.
- 10.1.13 A clear project proposal covering key areas on how the company will execute high profile protocol, diplomacy, and etiquette training services.
- 10.1.14 Attach a detailed company profile demonstrating years of experience in the protocol, diplomacy and etiquette training industry.
- 10.1.15 Submit CVs and qualifications of the entire team allocated to the project.
- 10.1.16 Submit proof of registration and accreditation with Skills Education Training Authority (SETA) or other relevant professional bodies.
- 10.1.17 All alterations to the proposal documents must be signed in full by the proposal's authorised signatory and be accompanied by a letter from the service provider on an official letterhead indicating such alterations. Failure to observe this shall disqualify the proposal.

11. DISQUALIFICATION CRITERIA

The following will disqualify the bid and will not be evaluated any further:

- Failure to complete and sign the form of Proposal/bid.
- Failure to complete the City of Joburg pricing schedule in full.
- Failure to attach a letter with a company letterhead confirming errors or alteration in the price schedule.
- Failure to submit proof of registration and accreditation with Skills Education Training Authority (SETA) or other relevant professional bodies.

12. GENERAL CONDITIONS

- The City reserves the right to ask any clarification questions to any Bidder including but not limited to requesting third party agreements in support of the bid, list of resources to be used for the project including a key account manager and all relevant equipment.

13. INFORMATION TO BIDDERS

For further details or clarity on any aspects under this request for proposal, please use the contact details below.

Enquiries should be forwarded in writing to Thami Dhladhla via email at thamidh@joburg.org.za.

14. NON-COMPULSORY BRIEFING SESSION

Platform: Microsoft Teams

Date: 30 October 2023

Time: 12h00 – 13h00

RFQ NR: **CoJ0031 – 23/24**

FORM B: FORM OF QUOTATION AND FORM OF ACCEPTANCE

Will the quoted price remain firm for a period of 30 days? (YES/NO)

If not: State the validity period _____

Is/Are the price/s quoted subject to the 2,5% settlement discount (YES/NO) _____

Is/Are the tender price firm until completion of order/work? (YES/NO)

If not:

- (a) Submit the cost factors which will be taken into account in the event of price increase/decrease, as well as the compilation of the tender price/s, i.e. cost price, transport cost, margin of profit, etc (clause of the Specification and Additional Conditions of Tender, Form A, refers)

| | % | INDEX FIGURE AND BASE DATE (EG. SEIFSA TABLE E1 JUNE 1992) |
|-----------|-----|--|
| Material | | |
| Labour | | |
| Transport | | |
| Profit | | |
| OTHER | | |
| 1 | | |
| 2 | | |
| 3 | | |
| TOTAL | 100 | |

NB. If prices are variable due to fluctuation in the exchange rate, the acceptance of any order will be subject to forward cover taken out by yourselves.

SIGNATURE OF TENDERER:.....

FORM OF QUOTATION AND FORM OF ACCEPTANCE (contd)

Group Head: SSCM City
of Johannesburg

Sir/Mam,

I/We the undersigned, having examined the specification, hereby offer to supply the items in accordance therewith, at the following price:

| NO. | ITEM(S) | QUANTITY | UNIT PRICE (EXCL.VAT) | TOTAL PRICE (EXCL.VAT) |
|-----------------------------------|---|----------|--------------------------|------------------------------|
| | Diplomacy, Protocol and Etiquette training services | 60 | | |
| Sub-total (excluding VAT): | | | | |

Is the Company VAT Registered? (YES/NO): _____

VAT Number: _____

VENDOR NUMBER _____

VENDOR SIGNATURE: _____

DATE: _____

SIGNATURE OF PERSON/S AUTHORISED TO SIGN QUOTATIONS:

| NAME | ID NUMBER | CAPACITY | SIGNATURE |
|------|-----------|----------|-----------|
| | | | |
| | | | |

DATED THIS _____ DAY OF _____ 2022.

REGISTERED NAME OF TENDERING COMPANY/SUPPLIER: - (IN BLOCK LETTERS)

COMPANY REGISTRATION NUMBER: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

AS WITNESSES:

| | |
|---------|--|
| 1 _____ | _____ (NAME & SURNAME IN BLOCK LETTERS) |
| 2 _____ | _____ (NAME & SURNAME IN BLOCK LETTERS) |

STATEMENT OF AUTHORISATION

IF THE TENDERER IS A COMPANY OR FIRM, STATE ON WHAT AUTHORITY THE UNDERSIGNED HAS THE AUTHORIZATION TO SIGN THE TENDER DOCUMENTS, FOR EXAMPLE: COMPANY'S RESOLUTION OR PROCURATION OR STATUTES OF PARTNERSHIP, ETC.

I/We the undersigned is/are authorized to enter into this contract on behalf of

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

by authority of

dated a certified copy of which may be attached to this tender.

SIGNATURE:

1. _____ ID NR _____ DATE: _____

2 _____ ID NR _____ DATE: _____

WITNESSES:

1. _____ ID NR _____ DATE: _____

2 _____ ID NR _____ DATE: _____

NB:

PROOF IS REQUIRED THAT THE COMPANY HAS BEEN REGISTERED AND DOES IN FACT EXIST, AND THAT THE PERSONS WHO HAVE SIGNED THE TENDER DOCUMENT HAVE INDEED BEEN SO AUTHORIZED

MBD 4: DECLARATION OF INTEREST

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

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

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.

.....

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

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....
.....

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

3.11.1 If yes, furnish particulars

.....
.....

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

3.12.1 If yes, furnish particulars.

.....
.....

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

3.13.1 If yes, furnish particulars.

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES /**

NO

3.14.1 If yes, furnish particulars:

.....
.....

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

| Full Name | Identity Number | State Employee Number |
|-----------|-----------------|-----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

**MBD 8: DECLARATION OF TENDERER PAST SUPPLY
CHAIN MANAGEMENT PRACTICES**

1. This Municipal Tender Document must form part of all tenders/quotations 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 tender of any tenderer may be rejected if that tenderer, 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 tender:**

| Item | Question | Yes | No |
|-------|--|---------------------------------|--------------------------------|
| 4.1 | Is the tenderer any of its directors listed on the National Treasury's database as a company or persons prohibited from doing business with the public sector? (Companies for persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> (listen to the other side) rule was applied). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | Is the tenderer 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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012)3265445) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the tenderer 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: | | |

2/...

| | | | |
|-------|--|---------------------------------|--------------------------------|
| | | | |
| 4.4 | Does the tenderer 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 tenderer 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 to comply with the contract? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.5.1 | If so, furnish particulars: | | |

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE 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 TENDERER

MBD9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
- a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

**CITY OF JOHANNESBURG
FINANCE DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT**

DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

- A Any bid will be rejected if:
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

1. Name of bidder ii.
Registration Number
- iii. Municipality where business is situated
.....
- iv. Municipal account number for rates
- v. Municipal account number for water and electricity
- vi. Names of all directors, their ID numbers and municipal account number.
 1.
 2.
 3.
 4.
 5.
 6.
 7.

C Documents to be attached.

1. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
2. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
3. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....
.....

Signature

Date

ARTICLE OF AGREEMENT IN TERMS OF THE OCCUPATIONAL SAFETY ACT, 1993
BETWEEN

The CITY OF JOHANNESBURG
(Hereinafter referred to as the
"EMPLOYER")

AND

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

Herein represented by in his/her capacity as

duly authorised as per Form D , Attached hereto,(herein after referred to as the (CONTRACTOR")
WHEREAS the CONTRACTOR is the mandatory of the EMPLOYER as contemplated in an

agreement in respect of

.....
.....(RFQ Description)

RFQ number.....

AND WHEREAS the Occupational Health and Safety act, 1993 (Act 85 of 1993, hereinafter referred to as the "ACT"), imposes certain powers and duties upon the EMPLOYER.

AND WHEREAS the parties have agreed to enter into an agreement in terms of the ACT. NOW THEREFORE the parties agree as follows:

- (a) The CONTRACTOR undertakes to acquaint the appropriate officials and employees of the CONTRACTOR with all relevant provisions of the ACT and the regulations promulgated in terms thereof.
- (b) The CONTRACTOR undertakes that all relevant duties, obligations and prohibitions imposed in terms of the ACT and Regulations will be fully complied with. Provided that should the EMPLOYER prescribe certain arrangements and procedures, that same shall be observed and adhered to by the CONTRACTOR, his officials and employees. The CONTRACTOR shall bear the onus of acquainting himself/herself/itself with such arrangements and procedures.
- (c) The CONTRACTOR hereby accepts sole liability for such due compliance with the relevant duties, obligations, prohibitions, arrangements and procedure, if any, imposed by the ACT and Regulations and the EMPLOYER expressly absolves the EMPLOYER from itself being obliged to comply with any of the aforesaid duties, obligations, prohibitions, arrangements and procedure as the case may be.
- (d) The CONTRACTOR agrees that any duly authorised officials of the EMPLOYER shall be entitled, although not obliged, to take such steps as may be necessary to ensure that the CONTRACTOR has complied with the undertakings as more fully set out in paragraphs (a) and (b) above, which steps may include, but shall not be limited to, the right to inspect any appropriate site or premises occupied by the CONTRACTOR, or to inspect any appropriate records held by the CONTRACTOR or to take such steps it may deem necessary to remedy the default of the CONTRACTOR at the cost of the CONTRACTOR.

- (e) The CONTRACTOR shall be obliged to report forthwith to the EMPLOYER any investigations, complaint or criminal charge which may arise as a consequence of the provisions of the ACT and Regulations, pursuant to work performed in terms of this agreement, and shall, on written demand, provide full details in writing of such an investigation, complaint or criminal charge as the case may be.

Thus signed at JOHANNESBURG for and on behalf of the EMPLOYER on this the

..... day of20.....

AS WITNESSES:

1.

2.

SIGNATURE

NAME AND SURNAME.....

CAPACITY.....

Thus signed at for and on the behalf of the CONTRACTOR on this
the..... day of.....2022

AS WITNESSES:

1.

2.

SIGNATURE.....

NAME AND SURNAME.....

CAPACITY.....

MBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The applicable preference point system for this tender is the 80/20 preference point system.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.
- 1.4 The maximum points for this tender are allocated as follows:

| | POINTS |
|---|--------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and SPECIFIC GOALS | 100 |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

6.1. POINTS AWARDED FOR PRICE

6.1.1. THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

6.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

7. POINTS AWARDED FOR SPECIFIC GOALS

7.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

7.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

| THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER | MEANS OF VERIFICATION DOCUMENTS REQUIRED | NUMBER OF POINTS ALLOCATED (80/20 SYSTEM) | NUMBER OF POINTS CLAIMED (80/20 SYSTEM) (TO BE COMPLETED BY THE TENDERER) |
|---|---|---|---|
| GOAL 1: DESIGNATED GROUP | | | |
| Cooperative which is at least 51% owned by Black People | CSD, Valid BBBEE certificate / Sworn affidavit under oath, ID copy of owner/s of the business and CIPC registration document | 10 | |
| GOAL 2: SPECIFIC GOAL | | | |
| Enterprise located in the City of Johannesburg municipality | CSD and proof of municipal account / or lease agreement / proof of resident from local municipal council | 5 | |

| | | | |
|------------|---|---|--|
| EME or QSE | CSD and BBBEE certificate / Sworn affidavit under oath issued in terms of the prescribed CIPC BBBEE certificate template. | 5 | |
|------------|---|---|--|

DECLARATION WITH REGARD TO COMPANY/FIRM

7.3. Name of company / firm

7.4. Company registration number:

7.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

7.6. I, the undersigned, who is duly authorised to do so on behalf of the company / firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company / firm for the preference(s) shown and I acknowledge that:

- a) The information furnished is true and correct;
- b) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- c) 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;
- d) 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 –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

| | |
|------------------------------------|-------|
| | |
| SIGNATURE(S) OF TENDERER(S) | |
| SURNAME AND NAME: | |
| DATE: | |
| ADDRESS: | |
| | |
| | |

