



BID NO: SCMU 017/2023/2024

APPOINTMENT OF A PANEL FOR ACCREDITED TRAINING & DEVELOPMENT SERVICE PROVIDERS FOR A PERIOD OF 36 MONTHS

CLOSING DATE: 22 MARCH 2024

CLOSING TIME: 12H00

Name of Tenderer: _____

ISSUED BY:

**UMKHANYAKUDE DISTRICT MUNICIPALITY
Harlingen 13433
Mkuze
Kingfisher Road
Mkuze
3965**

PROPOSAL NOTICE

UMkhanyakude District Municipality

BID NO.	PROJECT NAME	EVALUATION CRITERIA	TECHNICAL ENQUIRIES	CLOSING DATE
SCMU 017/2023/2 024	APPOINTMENT OF PANEL FOR ACCREDITED TRAINING & DEVELOPMENT SERVICE PROVIDERS FOR A PERIOD OF 36 MONTHS.	-ACCREDITATION -TECHNICAL PROPOSAL -COMPANY EXPERIENCE -TEAM SKILLS & CAPACITY	MR. M NDLOVU, TEL: (035) 573 8600	22 MARCH 2024 (FRIDAY)

No compulsory briefing, bid documents will be available from municipal website www.ukdm.gov.za as from 08 March 2023. Bids may only be submitted on the bid documentation provided by the municipality with no alterations unless otherwise stated by the Employer.

Sealed bids marked with a relevant **Contract No.** must be placed in the bid box at **UMkhanyakude District Municipality at Harlingen 13433, Kingfisher road Mkuze, 3965 on or before 12H00** on closing date and will be opened directly thereafter and the bid result will be published on municipal website within three (3) days.

The following conditions will apply:

- Prices must be valid for ninety (90) days from bid closing date;
- Prices quoted must be inclusive of VAT;
- Bids will be evaluated in accordance with the applicable Preferential Point Scoring System as set out in the Councils Supply Chain Management Policy. The following form, MBD 1, MBD 2, MBD 4, MBD 5, MBD 6.1, MBD 8 and MBD9 must be completed and submitted with the bid;
- Bids that are late or incomplete will not be considered, whilst the lowest or only bid will not necessarily be accepted. Bids per fax or E-mail will also not be considered and
- You must be registered with uMkhanyakude District Municipality's Supplier Database.

PREFERENCE / SPECIFIC GOAL POINTS WILL BE AWARDED AS FOLLOWS:

SPECIFIC GOAL	NUMBER OF POINTS FOR (80/20 PREFERENCE SYSTEM)
1. Enterprise owned by Black people	4
2. Enterprise owned by Women	4
3. Enterprise owned by Youth	4
4. Enterprise owned by Disabled persons	4
5. Enterprise owned by SMME'S – QSE and EME	4

The following compulsory documents must be accompanied with the tender and failure to provide such documents shall constitute automatic disqualification:

- A valid Tax Clearance Compliance Status PIN Certificate must accompany all bids;
- Full CSD Report (Not older than 30 days from the tender closing);
- Bids must be accompanied with CIPRO documentation to verify ownership;
- Current Municipal Account not in arrears for more than 90 days/ Valid Lease Agreement;
- Attach proof of valid LGSETA registration or any other relevant seta accreditation and any other relevant accreditations related to training services offered;
- SAQA Accreditation;
- QTCO relevant SETA;
- Company profile with traceable reference; and
- Proof of an agreement between the training provider, facilitator(s), assessor(s) and moderators(s).

Only service provider who achieve a minimum score of 70% or 70 points of the total evaluation will qualify to be included in a panel.

**MR WM NXUMALO:
MUNICIPAL MANAGER**

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TERMS OF REFERENCE

1. PURPOSE

1.1 UMKHANYAKUDE DISTRICT MUNICIPALITY desires to appoint a panel of service providers to provide training and development services to uMkhanyakude District Municipality workers in the form of a skills assessment and other internal interventions as and when required for a period of 36 months. The UKDM maintains the authority to appoint a training business for more than one training category. (Soft skills, technical skills, compliance knowledge, computer abilities). In addition, UKDM maintains the right to either appoint or not appoint training providers to the panel for the services required.

1.2 The panel will be formed using a quality-based selection method (QBS). The highest rated (bidders meeting the established threshold for functionality) bidders will be asked to provide a thorough financial proposal, and the financial offers and contracts will be negotiated before the panel is finalized.

2. BACKGROUND

2.1 The Municipality's Corporate Services Department is in charge of personnel training and development in order to improve organizational performance. The Human Resources Development Unit provides those services.

2.2 According to the Skills Development Act 97 of 1998, ongoing training and development are essential for employees to boost the production levels of the organization.

3. OBJECTIVES

3.1 The purpose of this request for proposal is to acquire the services of training providers to provide training and development interventions that are linked with workers defined Key Result Areas (KRAs) and Key Performance Areas (KPAs) in order to improve organizational performance.

4. METHODOLOGY

4.1 By establishing a panel of competent training service providers, the Municipality will be able to approach previously registered and approved Training Companies for quotations to fulfil training needs identified through skills assessments and performance agreements.

5. SCOPE OF WORK

- 5.1 All employees (contract and permanent, jobless) will benefit from the training and development services that will be provided, regardless of level or role.
- 5.2 The appointment of training and development providers will also benefit interns and learners.
- 5.3 The appointment of the panel will be for a period of 36 months.
- 5.4 The service providers shall bill/invoice the Municipality depending on the services rendered training interventions delivered to Municipality personnel.
Each invoice must include an attendance register and a training report.
- 5.5 It is expected that a minimum of five (5) intervention requests will be made each training category per quarter, but this number may vary depending on business demands and commitments.

The following training categories have been recognized for staff training and development:

LIST OF REQUIRED TRAINING SERVICES

1. Project Management/ Advance Project Management
2. SCM courses (Refresher and aligned to updates in legislative requirements; Bid Specification; Tender procurement; Evaluation; Adjudication)
3. Performance indicator development and protocolling
4. Performance management
5. Advanced performance data auditing (verification)
6. Data analyses (qualitative and quantitative analysis)
7. Human Resources Policy Development
8. Ethics Risk Assessment
9. IT Risk and Project Risk Management
10. Archiving and record keeping
11. Labour relations / Labour Law
12. GIS - Geographical Information Systems Mapping NQF level 8
13. Assessor, Moderator, and Skills Development Facilitator (SDF)
14. Firefighting learnership
15. Plumbing Skills program
16. Bricklaying and plaster Skills Programme
17. Sewing Skills Program
18. Water and wastewater process control
19. Water and sanitation
20. Construction: Roadworks programme
21. Secretary's and PA's Training
22. Councilor Development
23. Public Finance Management Act (PFMA) and Treasury Regulations
24. Risk Management
25. Electrical Distribution: Pre-Trade Test
26. Occupational Health and Safety Act
27. First Aid Training, Level 1;2;3
28. Peace Officer Training
29. Tax Research and Law

30. Effective evaluation of policies, programs, and projects
31. Operations Management
32. Financial management for non-financial managers
33. Corporate Governance
34. Accounting and Budget skills
35. Municipal Transformation and Institutional Development
36. Advanced Archives and Records Management
37. Information Systems Security Professional (CISSP)
38. POPI Act
39. MS Excel (Introduction, Intermediate, and Advanced)
40. Document and version control
41. MS PowerPoint (Introduction, Intermediate, and Advanced)
42. MS Word (Introduction, Intermediate, and Advanced)
43. Disaster Management
44. Water Process Control NQF Level 3 Learnership
45. Water & Wastewater Treatment NQF Level 4 Learnership
46. Project Management NQF Level 5 Learnership
47. Plumbing Apprenticeship Skills Programme
48. Plumbing Trade RPL Skills Programme
49. SHE Rep NQF Level 2 Skills programme
50. Management & Leadership NQF Level 6 Skills Programme;
51. Local Governance & Management NQF Level 6;
52. ICT Programmes, ICT Business & Systems Analysis and Comp Cloud Admin. NQF Level 6 Learnership
53. Network Infrastructure Professional Career Pathway NQF Level 6 Learnership;
54. Municipal Governance NQF Level 5 Learnership;
55. Plumbing-Trade Test NQF Level 4 Learnership;
56. Call Centre Operation NQF Level 5 Learnership;
57. Examiner of driver's license Skills Programme;
58. Driving license examiners Grade F Skills Programme;
59. Vehicle Damage Quantifier
60. SHE Representatives Skills Programme;
61. Leadership Development Skills Programme;
62. Local Economic Development Learnership;
63. Agriculture, forestry and fishing
64. Strategic Planning Skills Programme;
65. Health & Wellness Programme;
66. Municipal Finance Management Programme
67. Environmental Management NQF level 2 – 5
68. Environmental Science Technician NQF level 6 (QCTO)
69. Khosi – Traditional Leaders
70. Ward Committee
71. Community House Building

Disclaimer: Because demand for training interventions changes over time, the municipality may not have identified all of them. In cases when training interventions other than those indicated are required, the municipality shall discuss with the appointed training providers.

6. DELIVERABLES

The appointed service provider will be required to deliver to the Municipality.

- a. Provide excellent quality training and development interventions specified by the Municipality on behalf of Municipality workers, as agreed upon in the Service Level Agreement (SLA) put into by both parties (Municipality and training service provider).
- b. To deliver training and development efforts at the expected level, as well as to ensure that post-training assistance is available if required.
- c. Create a training and development environment that encourages and supports learning in order to ensure the success of training and development interventions. The training location must allow for effective training delivery.
- d. Submission of training and development reports outlining the progress of learners who were having difficulty following as well as recommendations for further development.

7. CONDITIONS OF PROPOSAL

The Professional Services Providers should have the following;

- 7.1. Experience and qualification in providing the identified training and development initiatives, providing necessary assistance, and generating detailed and quality reports;
- 7.2. A proven track record of offering extremely effective training with accredited trainers/facilitators;
- 7.3. A proven technique and approach for performing successful training and development activities;
- 7.4. In-depth understanding of and experience as an assessor and moderator;
- 7.5. Have a track record of providing competency outcomes in a timely manner (within 6 to 12 months);
- 7.6. The courses offered should be aligned with the National Qualifications Framework (NQF) and, in some cases, with international standards.
- 7.7. Team members who have the relevant abilities and expertise to carry out the duties outlined in the terms of reference.

8. PRICE

- 8.1. The highest-ranking proposals will be asked to submit detailed financial proposals.
- 8.2 Standard prices will be agreed with winning bidders.

9. PROPOSED SLA SERVICE PROVIDER OBLIGATIONS

The appointed service provider undertakes to:

- Act as an independent contractor for work;
- Attend meetings with officials as needed to get information or advice about the work and assignments, or any matters arising from or in connection with them.
- Execute the task with all reasonable skill, care, and effort, and carry out their obligations in accordance with professional standards. The service provider shall perform as a true counsel to the Municipality in all professional areas while also obeying the laws and customs of the country, including the following minimum mandatory and regulatory requirements:
- The Republic of South Africa's Constitution of 1996, the Labour Relations Act of 1995, and the

Employment Equity Act of 1998, as well as municipal Employment Equity Plans and objectives.

- Chapter 10 of the Constitution demands, among other things, that sound human resource practices be used, with employment and personnel management procedures based on ability, objectivity, fairness, and the need to address historical inequalities. These principles should be strongly supported in proposals and citations.
- The Skills Development Act 97 of 1998
- The Public Service Act and Regulations
- The Municipality's training and development policies and procedures. • Minimum Information Security Standards (MISS).
- Ascertain the validity and sufficiency of the rates and prices specified in the quotation for the task to be performed.
- Plan for and account for all potential hazards to the timely completion of a high-quality project.
- Ensure that the information presented in training and development reports is accurate and of high quality in accordance with the degree of detail necessary.
- Actively collaborate with Municipality HRD employees throughout each project and
- Be available to assume work within reasonable times (14 days).

10. EVALUATION CRITERIA

10.1 PROPOSAL SUBMISSION FORMAT AND EVALUATION CRITERIA

Service providers must structure their responses as shown in the table below.

The table also shows the functionality evaluation criteria (Phase 1 evaluation) and related weighting for each of the elements:

Evaluation Criteria	Description/Requirements	Weight	Verification Method
Accreditation	• Proof of Accreditation certificate or application process by LGSETA and QTCO Relevant SETAs and listed SAQA of the training provider for all unit standards. SAQA UNIT STANDARDS = 15 QTCO = 5 LGSETA = 5 OTHER RELEVANT SETA ACCREDITATION = 5 NO ACCREDITATION = 0	30	1. Proof of certified accreditation certificate 2. The Accreditation certificate must be valid.

Evaluation Criteria	Description/Requirements	Weight	Verification Method
Technical Proposal Weighting	The Service Provider should: • Provide a detailed outline of the project deliverables. • Approach, methodology and tools - (Demonstrate their understanding of the requirements and expectations of UMkhanyakude District Municipality as outlined in the scope of work) • Project deliverables - Should include an example of a standard report for a training intervention conducted. ✓ If your proposal excellent 30 ✓ If your proposal is good 20 ✓ If your proposal if fare 10 ✓ If your proposal is poor 0	30	1. Sound proposal
Company Experience	The Service Provider should: • Demonstrate their experience in offering accredited and non-accredited training interventions – Contactable references through reference letters should be provided. • Demonstrate their experience of large-scale training interventions done in an organization similar in employee size to UKDM/financial institutions. • Demonstrate knowledge of content and experience in facilitating the content. • Demonstrate the number of years of providing training.	10	1. Appointment Letter 2. Completion letter./Referral Letters 3. Certificates of completion/appreciation
Team Skills and Capability Registered Facilitator, Assessor, Moderators	• Provide a list of registered Facilitators, Assessors, and Moderators linked to their respective organization	10	1. CVs & certified qualifications of All Facilitators, Moderators & Assessors for all qualifications/unit standards offered
References	Must provide a SETA/ client reference letter/s from a training program provided on a similar Unit Standards • 1 (one) reference letter = 5	20	1. Reference sattached 2. All references MUST be contactable

Evaluation Criteria	Description/Requirements	Weight	Verification Method
	2 (two) reference letters = 10 3 (three) reference letters = 15 4 (Four) reference letters =20 The letters should not be older than 3 years		

MAXIMUM POINTS 100

In order to be awarded points for the Experience competency listed above, please submit the following:

- A list of contactable references for similar projects undertaken in the following format:

CLIENT NAME	NATURE OF WORK	START DATE	AMOUNT	CLIENT CONTACT NAME	CLIENT CONTACT NO

At its discretion, the municipality will conduct a due diligence evaluation on contracted companies / service providers as well as training venues and facilities.

This bid will be evaluated in two stages, the first of which will be an evaluation of functionality based on the criteria listed in the table above. The second step of review will include price negotiations with qualifying companies (those that fulfill the minimal functionality criteria) and the computation of the Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution, using the 80/20 system.

1. SUBMISSION REQUIREMENTS

1. The potential bidder must be registered with the national treasury central supplier database (CSD).
2. The potential bidder must be tax compliant on the national treasury Central Supplier Database (CSD) prior to award.
3. Bid documents must be signed and duly completed, together with all declaration of interest/ standard bidding documents (MBDs 1, 4, 7)
4. Provide and attach a copy of the company registration certificate.
5. Attach proof of valid LGSETA registration, any other relevant seta accreditation, and any other relevant accreditations related to training service/s offered
6. Training intervention your company is applying for.
7. Attach proof of qualifications for facilitators (CVs and certificates).
8. The tenderer must submit proof of the B-BBEE status level of the contributor.
9. For Tax Clearance Certificate Verification purposes, the potential bidder must indicate PIN number.
10. Attach proof of an agreement between the training provider and facilitator(s), assessor(s) and moderator(s).
11. Company profile with traceable references.

2. CONTRACTUAL PERIOD

The panel will be appointed for a period of 36 months, starting on the effective date of the SLA's signed with the successful service providers.

INVITATION TO BID

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE UMKHANYAKUDE DISTRICT MUNICIPALITY

BID NUMBER: SCMU 017/2023/2024 CLOSING DATE: 22 MARCH 2024 CLOSING TIME: 12:00

DESCRIPTION **APPOINTMENT OF A PANEL FOR ACCREDITED TRAINING & DEVELOPMENT SERVICE PROVIDERS FOR A PERIOD OF 36 MONTHS.**

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

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE
BID BOX SITUATED AT THE RECEPTION

King Fisher road,

UMkhanyakude District Municipality

Mkuze

3965

SUPPLIER INFORMATION

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER

CODE

NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER

CODE

NUMBER

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

TAX COMPLIANCE STATUS

TCS PIN:

OR

CSD No:

ARE YOU THE ACCREDITED
REPRESENTATIVE IN SOUTH
AFRICA FOR THE GOODS
/SERVICES /WORKS OFFERED?

Yes / No

[IF YES ENCLOSE PROOF]

ARE YOU A
FOREIGN BASED
SUPPLIER FOR
THE GOODS
/SERVICES
/WORKS
OFFERED?

Yes / No
[IF YES, ANSWER
PART B:3]

TOTAL NUMBER OF
ITEMS OFFERED

TOTAL BID PRICE

R

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS
BID IS SIGNED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:

INFORMATION MAY BE DIRECTED TO:

DEPARTMENT

FINANCE SERVICE: SCM
UNIT

CORPORATE
SERVICES

CONTACT PERSON

Mr. S. Mavundla

Mr. M. Ndlovu

TELEPHONE NUMBER

(035) 573 8600

(035) 573 8600

FACSIMILE NUMBER

N/A

N/A

E-MAIL ADDRESS

Siphamandla.mavundla6@gmail.com

briankhondlo@gmail.com

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES / NO

- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES / NO

- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES / NO

- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES / NO

- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES / NO

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

**UMKHANYAKUDE DISTRICT
MUNICIPALITY FORM OF OFFER**

FORM OF ACCEPTANCE

DEPARTMENT: _____

FORM OF BID: _____

**To: Municipal
 Manager

 PO BOX 449
 MKUZE
 3965**

1. I/we hereby bid to supply and deliver the goods as and when ordered by the Head of Department at prices quoted and/or to render all of any of the services described in the attached documents to the UMkhanyakude District Municipality on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of, and incorporated into, this bid) at prices and on the terms regarding time for delivery and/or execution inserted therein.
 2. I/we agree that: the offer herein shall remain binding upon me/us and open for acceptance by the UMkhanyakude District Municipality during the validity period of 120 days indicated and calculated from the closing time of bid;
 - 2.1. this bid and its acceptance shall be subject to the terms and conditions contained in the Preference Points Claim Form;
 - 2.2. if I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Council may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the Council and I/we will then pay to the Council any additional expense incurred by the Council having either to accept any less favorable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favorable bid. The Council shall also have the right to recover such additional expenditure by set-off against monies which may be due to become due to me/us under this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Council may sustain by reasons of my/our default;
 - 2.3. If my/our bid is accepted, the acceptance may be communicated to me/us by letter or order by ordinary post or registered post and that the SA Post Office Ltd shall be regarded as my/our agent, and delivery of such acceptance to SA Post Office Ltd shall be treated as delivery to me/us;
 - 2.4. I/we understand that the Council is not bound to accept the lowest or any bid and also reserves the right to divide the contract between one or more bids;
 - 2.5. this bid, together with Council's written acceptance thereof, shall constitute a binding contract between us;
 - 2.6. That this contract or part thereof shall not be ceded;
 - 2.7. the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid and that I/we choose Dom cilium citandi et executandi in the Republic at (full address of this place):
-

3. I/we furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under the agreement as the Principal(s) liable for the due fulfilment of this contract.

I/we agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence of judgment which may be pronounced against me/us as a result of such action.

5.1 Are you duly authorized to sign the bid?

5.2 Has the Declaration of Interest been duly completed and included with the other bid forms?

*Delete whichever is not applicable

SIGNATURE: _____

DATE: _____

CAPACITY AND PARTICULARS OF THE AUTHORITY UNDER WHICH THIS BID IS
SIGNED: NAME OF BIDDER: _____

POSTAL ADDRESS: _____

TELEPHONE NUMBERS: _____

FACSIMILE NUMBERS: _____

BID NUMBER: _____

NAME OF CONTACT PERSON: _____

Refer to the under-mentioned important Conditions:

IMPORTANT CONDITIONS

1. Failure on the part of the bidder to sign this bid form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaire and specifications in all respects, may invalidate the bid.
2. Bids should be submitted on the official forms and should not be qualified by the bidders own conditions of bid. Failure to comply with these requirements or to renounce specifically the bidders own conditions of bid, when called upon to do so, may invalidate the bid.
3. If any of the conditions of this bid form are in conflict with any special conditions, stipulations or provisions incorporated in the bid, such special conditions, stipulations or provisions shall apply.

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

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

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

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

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
-------------	----------	-------------	---

1. Required by: _____

At: _____

2. Brand and Model: _____

3. Country of Origin: _____

Does the offer comply with the specification(s)? *YES/NO

4. If not to specification, indicate deviation(s)

5. Period required for delivery

6. Delivery basis *Delivery: Firm/Not firm

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

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 favoritism, 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 / shareholder 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

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (VAT INCLUDED)

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

- 1 Are you by law required to prepare annual financial statements for auditing?
 - 1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

- 2 Do you have any outstanding undisputed commitments for municipal services towards a municipality or any other service provider in respect of which payment is overdue for more than 30 days?
 - 2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.
 - 2.2 If yes, provide particulars.

3. Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

YES / NO

 - 3.1 If yes, furnish particulars

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

YES / NO

 If yes, furnish particulars

CERTIFICATION

I, THE UNDERSIGNED (NAME) _____

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

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

Signature

Date

Position

Name of Bidder

SPECIFIC GOALS

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS AND DEFINITIONS

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.21.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the.....preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

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

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	
Total points for Price and Specific goals must not exceed	100

1.5 Failure on the part of a bidder to submit the required documents to substantiate the points claimed with the bid, will be interpreted to mean that points for specific goals are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to specific goals in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.
- (b) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in *Government Gazette* No. 16085 dated 23 November 1994
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals.
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE (the 80/20 or 90/10 preference point systems)

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

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

3.2.1 POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 3 (1) an organ of state must, in the tender documents, stipulate the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal.

SPECIFIC GOAL	NUMBER OF POINTS FOR (80/20 PREFERENCE SYSTEM)	NUMBER OF POINTS (90/10 PREFERENCE SYSTEM)
1.Enterprise owned by Black people	4	2
2.Enterprise owned by Women	4	2
3. Enterprise owned by Youth	4	2
4.Enterprise owned by Disabled persons	4	2
5. Enterprise owned by SMME`S – QSE and EME	4	2

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of specific goals must complete the following:

SPECIFIC GOAL	NUMBER OF POINTS FOR (80/20 PREFERENCE SYSTEM)	NUMBER OF POINTS (90/10 PREFERENCE SYSTEM)
1.Enterprise owned by Black people		
2.Enterprise owned by Women		
3. Enterprise owned by Youth		
4.Enterprise owned by Disabled persons		
5. Enterprise owned by SMME`S – QSE and EME		

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 3.1

- 6.1 Specific goals: = (maximum of 10 or 20 points)
(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 3.1 and must be substantiated by submitting the required documents.)

7. DECLARATION WITH REGARD TO COMPANY/FIRM

- 7.1 Name of company/firm:
7.2 VAT registration number:
7.3 Company registration number:

7.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One-person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited [Tick
APPLICABLE BOX]

7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

7.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.[Tick
APPLICABLE BOX]

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

- 7.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals indicated in paragraphs 1.4 and 5.1 of the foregoing certificates, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
 - iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDER(S)

DATE:

ADDRESS

.....

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 (name of the institution) in accordance with the requirements and task directives /proposal specifications stipulated in Bid Number... at the price/s quoted. My offer/s remains 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:
 - Bidding documents;
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for PPPFA of Contribution in terms of the Preferential Procurement Regulations 2022;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - General Conditions of Contract; and
 - 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.
2. 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 fulfilment of this contract.
3. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT):
 CAPACITY:
 SIGNATURE:
 NAME OF FIRM:
 DATE:

WITNESSES

1.....

2.....

DATE:

**CONTRACT FORM - RENDERING OF
SERVICESPART 2 (TO BE FILLED IN BY
THE PURCHASER)**

I..... in my capacity as.....
accept your bid under reference numberdated.....for the rendering of
servicesindicated hereunder and/or further specified in the annexure(s).

An official order indicating service delivery instructions is forthcoming.

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 OFSERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAMED FOR EACH SPECIFIC GOAL

I confirm that I am duly authorized to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

.....

.....

DATE:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- (i) This Municipal Bidding Document must form part of all bids invited.
- (ii) 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.
- (iii) The bid of any bidder may be rejected if that bidder, or any of its directors have:
- abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - been convicted for fraud or corruption during the past five years;
 - willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - been listed in the Register for BID Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- (iv) 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). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for BID Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for BID Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page. (v)	Yes	No

4.2.1	If so, furnish particulars:
-------	-----------------------------

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
-----	--	-----	----

4.3.1	If so, furnish particulars:
-------	-----------------------------

Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No

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	No
-----	--	-----	----

4.7.1	If so, furnish particulars:
-------	-----------------------------

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

1. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
2. 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.
3. 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.
4. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

In response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) Prices;
 - (b) Geographical area where product or service will be rendered (market allocation)
 - (c) Methods, factors or formulas used to calculate prices;
 - (d) The intention or decision to submit or not to submit, a bid;
 - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

PARTICULARS OF BIDDER

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

Name of Bidder: _____

Postal Address _____

Street Address _____

Telephone Number

Code _____ Number _____

Cell phone Number _____

Facsimile Number Code: _____ Number _____

E-mail Address _____

Contact Person _____

Company / Enterprise Income Tax

Reference Number: _____

Has an original Tax Clearance Certificate been attached? (MBD2) (Tick one box)

☐ YES

☐ NO

Vat Registration Number _____

Company Registration No _____

Is the Firm registered or does it have a Business License (s): (Tick one box)?

YES

NO

If YES, give details and quote relevant Reference numbers and dates

Are you the accredited Representative in South Africa for the Goods / services offered by you? YES / NO
(If YES enclose proof)

A VALID TAX CLEARANCE CERTIFICATE MUST BE ATTACHED TO YOUR BID.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, affirms that the information furnished is true and correct.

Signature:

Date:

Duly authorised to sign on behalf of:

Address:

Telephone Number:

Banking Details:

Name of Bank:

Account Number:

Branch Code:
