

" The City of Heritage "



ULUNDI LOCAL MUNICIPALITY

BID NO. 03/2024/2025

BID DESCRIPTION:
TELECOMMUNICATIONS

Name of bidder	
Contact person	
Telephone/ Cell phone No.	
Address:	
CSD Number	MAAA
Tender sum in rands:	
Tender sum in words:	

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INVITATION TO BID

**UMASIPALA
WASOLUNDI**

Private Bag 17
Ulundi
3838

" The City of Heritage "



ULUNDI MUNICIPALITY

Tel: 035 874 5100
Fax: 035 874 5206

ULUNDI LOCAL MUNICIPALITY BID NOTICE AND INVITATION TO TENDER

Bids are hereby invited from suitable service providers of the following Ulundi Municipality projects:

Project/Bid No.	Project Description	Specific Goals	Closing Date	Functionality	Technical enquiries	Contact Number
03/2024/2025	Telecommunications	Black>7 Women>2 Youth>3 Disability>3 Local providers>5 Total =20 Points	26/08/2024	Experience> 60 points Expertise> 20 points Methology> 20 points Total=100 points	Miss N G Gumede	035 874 5100

Only service providers registered in the Ulundi Municipality suppliers' database and registered with Central Supplier Database (CSD) will be considered.

Bid documents may be obtained on the **Ulundi Municipal Website at www.ulundi.gov.za**. Bid documents must be submitted in a sealed envelope clearly marked with the bid number, closing date and, dropped off in the tender box at SCMU, Ulundi Municipality, Corner of Princess Magogo and King Zwelithini Street, Ulundi, 3838 by no later **12H00 of the above stated closing dates**. The bid box is generally open from 07h30 to 16h30 Monday to Thursday and 07h30 to 15h15 Friday. All quotes must be submitted on the official forms – (Not to be retyped). This bid is subject to the general conditions of contract (GCC) and any other special conditions of contract.

THE FOLLOWING ARE MANDATORY: CSD summary report, valid tax clearance or SARS login pin, a certified copy of the most recent municipal account in which the business is registered, copies of ID of members of the entity, CIPRO, and relevant Business certificates. Bidders are requested to sign where necessary and initial each page on the Bid Documents. **The tender is valid for 90 days.**

The Bids will be evaluated using 80/20 Preferential Procurement Point system where 80 points are for the price, and 20 are for specific goals according to the PPPFA 2000 Act no. 5 of 2000 and SCM Regulation 2022.

Where there's functionality two stage evaluation process will be followed, first evaluate functionality and only tenders that score the minimum threshold for functionality will be advancing to the second stage of evaluation on point for price and specific goal.

Late tenders will not be accepted, and the Ulundi Municipality reserved the right not to make an award. Failure to comply with the above conditions will invalidate your offer.

Kindly note that the successful bidder will be subjected to a screening process prior to the bid being awarded, should it be discovered that a successful bidder provided misleading information he/she will be disqualified with immediate effect.

SCM related enquires: Mrs N Luzipho (035 874 5100)

Mr. S.M. KHOMO

MUNICIPAL MANAGER

EVALUATION CRITERIA

The bid will be evaluated in two stages, namely:

Stage 1: Functionality

Stage 2: Price and Preferential Procurement Goals

Functionality scoring

Only Bidders who score a **minimum of 70 points** on stage 1 would be evaluated further and therefore considered for the next stage.

ITEM	FUNCTIONALITY	MAXIMUM POINTS
1. Experience	Completed projects on telecommunication projects conducted in a public sector. (Attach a reference letter signed off by the client for each completed project) 0 projects = 0 points 1 successfully completed project = 20 points 2 successfully completed project = 40 points 3 successfully completed project = 60 points	60
2. Expertise	Project team comprising of skilled officials with relevant qualifications (Attach CVs and qualifications for each team member) No team member's qualification = 0 points Account manager: 2 points for each year as an Account Manager up to a maximum of 5 years' experience.= 10 points Customer care/support: 2 points for each year in a Customer Care / Support role up to a maximum of 5 years' experience =10 points	20
3. Methodology	Full compliance with Specification = 5 points Detailed work plan with time frames = 5 points Clearly explaining how the project will be implemented = 5 points Detailed support turnaround time on repairs and commence work within 7 working days of appointment = 5 points	20
TOTAL		100

Price and specific goals (80/20)

Specific goals allocated as per MBD 6.1 (Table 1)

SPECIFICATION AND SCOPE OF WORK

GENERAL INFORMATION

The intent of this RFP is to provide the potential vendor with enough information to enable them to prepare an acceptable response.

INTRODUCTION

Ulundi Municipality is looking for a VoIP service from qualified vendors to provide Ulundi Municipality with a requested solution for **a period of three years**.

Currently ULM has the following locations:

SITE	ADDRESS
CIIVIC CENTER	BA 81 PRINCE MANGOSUTHU, ULUNDI
TLC	BA181 PRINCESS MAGOGO AND KING ZWELITHINI STREET, ULUNDI
C- SECTION	C- 1142 UDLOTHOVU STREET, ULUNDI
LIBRARY	BA181 PRINCESS MAGOGO AND KING ZWELITHINI
LICENSING	164 KING MPANDE STREET, ULUNDI
INTERMODAL FACILITY	BA 495 GQIKAZI STREET ULUNDI

CURRENT TELEPHONE SYSTEM

- IP Phones on LAN network

CURRENT NETWORK

- 10 GB LAN
- 300Mbps internet Bandwidth (Fibre line)

ULM seeks a vendor that can provide a voice over internet protocol (VoIP) telephone system. The system must be capable of meeting the future needs. The project requires the **design, implementation, and support** of VoIP telephone system. Preference will be given to vendor that provides comprehensive, cost-effective solution for current specifications, future capability requirements, and on-going service and support. Each responded should include in their proposal the benefits that their system will provide including, but not limited to, the increased efficiencies and potential cost savings the Municipality will realize. Below is the breakdown by location of ULM's number of extensions needed. These numbers could vary per location.

SITE NAME	GENERAL UNIT	USE	RECEPTION UNIT	TOTAL UNIT
TLC	77		01	101
CIVIC CENTER	44		0	50
C-SECTION	28		0	31
LIBRARY	04		0	07
LICENSING	03		0	5
INTERMODAL	01		0	2
Mpimpa (Hotline)	1		1	1
Toll free Number	1		1	1
TOTAL	158		0	197

GENERAL USE – Units are intended to have most basic features such as dialling outgoing calls, receiving incoming calls, internet calls, voicemail note, speakerphone, place calls on hold, caller ID, and call forwarding and conference call,

TOLLFREE NUMBER - Ulundi Municipality intends to have the Tollfree number to be included

RECEPTIONIST – Units are intended to have all the above features plus the ability to transfer calls to any extensions with the site, as well as transfer / forwarding calls from site to another, etc.

EXECUTIVE HANDSETS - Out of 197 handsets, Ulundi Municipality will require 19 Executive Handsets for Snr Management and Political Leadership.

NOTE: If any of these features will incur additional changes, they will need to be specified on the proposal.

Admin Panel – the system must have a feature to allow ULM to set budget limit for all extensions.

Phones replacement: All existing phones should be replaced with IP phones that provides the required features.

Integration with Microsoft Teams: ULM is running the Microsoft Office 365 with Teams. The system must integrate with the MS Teams to allow employees to make and to receive calls from using their allocated extension.

The winning bidder will be expected to work directly with the Ulundi Municipality Information Technology Division Staff and their network providers to ensure compatibility, call quality, and reliability.

If vendor utilises any subcontractor for any part of the system architecture, design, planning, Installation, or support, the successful responded will be sole responsible party for all activities.

It is the intent of this Request for Proposal that the responder shall provide a complete solution for all aspects of the project. Vendor shall provide all **design, Planning, System architecture, installation, network analysis, training, and post-installation support** for the project with turnaround time of a minimum of two days after a call has been logged. Ulundi Municipality staff will act in oversight and advisory positions only.

Vendor is expected to plan and conduct the installation of the project with minimal impact on daily operations and staff through close coordination with Ulundi Municipality

Proposal Submission Requirement and Evaluation

1. All proposal shall be prepared in strict compliance with the Proposal Format outlined below. Failure to comply with all provisions of this RFP may result in the proposal being disqualified.
2. Vendors shall submit proposals that are complete, though, and accurate.
3. All proposals must be written within a single document and must include the following items (in order). This is the main proposal. It's does not include any later listed required attachments and optional appendices.

- 3.1 **Title Page:** The title page should the subject of the proposal: the proposing company's name and postal address; the name, email address, and telephone number of a contact person; and the date of proposal.

3.2 Table of Contents

3.3 **Executive Summary:** This summary, limited to three (3) single -spaced pages, should provide a **high-level description of vendors ability to meet the requirements of the RFP** and a statement describing why Vendor believes itself to be the best qualified to provide the specified services. The summary must also include:

- 3.3.1 Names, titles and background of the officers and operating personnel who would work on the project with Ulundi Municipality (i.e. CVs)
- 3.3.2 Location and current staff size of servicing office.
- 3.3.3 Any approximate breakdown of the type of client served by your firm over past five years.
- 3.4 A statement of whether or not your Vendor, in the event of an award, would be able to provide insurance meeting or exceeding the requirements.
- 3.5 Project experience and references:
 - 3.5.1 Provide (30) three references from organizations that Vendor has worked to provide similar telecommunication system. Each reference should include the organization name, postal address, contact person 's, email address, number of employees, and contact person's name. Also, give the tittle and brief scope of the project.
 - 3.5.2 Provide up to five examples of relevant project experience, in progress or completed by your proposed team members during the past five years. Vendor, including any subcontractor, shall have a proven track record in telecommunication projects. Include
 - 3.5.2.1 Size of project, cost, budget, start and completion dates of design and implementation.
 - 3.5.2.2 Identify similarities to this project and any unique lessons learned that would be applied.
 - 3.5.3 Scope service (implementation)
 - 3.5.3.1 Identify the specific team members from your firm that will be assigned to this project and include a description of their roles and responsibilities on this project. Ulundi Municipality will expect the submitted staff to be involved in the roles proposed throughout the duration of the project including punch list resolutions that occur within a year of building occupancy. Any changes must be reviewed and approved by the Municipality.
 - 3.5.3.2 Identify any proposed subcontractors /consultants and their key staff members that will be involved with the projects.
 - 3.5.3.3 Describe your implementation plan and include a project timeline and sequential tasks chart. Make sure you have addressed the questions in section.

QUESTIONS TO VENDOR.

- 3.5.3.4 Based on the preliminary assessment of the project, please list any equipment, hardware, software, service, installing/wiring, etc. Vendor proposes to acquire, configure, and install as part of VoIP project. List (all equipment by make, model and quantity.
- 3.5.3.5 Be sure to clearly outline Municipal manpower that would need to be allocated to work with vendor and at which stages of the project.
- 3.5.3.6 Describe how you will keep the project within budget and on schedule.
- 3.5.3.7 Include any unique capabilities or qualities of your firm that would make your approach stand out.
- 3.5.4 Recommended system requirements: Please indicate the minimum and recommend system requirements for all configured an installed technology.
 - 3.5.4.1 Support services: Please indicate the level and nature of support you are prepared to provide in the following areas:
 - 3.5.4.2 Installation
 - 3.5.4.3 Testing
 - 3.5.4.4 Documentation
 - 3.5.4.5 Training/Professional Development
 - 3.5.4.6 Ongoing technical support
 - 3.5.4.7 Ongoing maintenance plans after warranty expiration(optional)
 - 3.5.4.8 Other (specify)

3.5.5. Requirements Attachments:

3.5.5.1 (Attachment A) Requirements and Warranties: Vendor shall include with the RFP response a detailed overview of all applicable warranties, including exclusions. Detail the responsibilities Ulundi Municipality will assume during the warranty contract period. Describe services provided during the warranty period.

3.5.5.2 (Attachment B) Cost proposal: Provide a pricing matrix similar to the ones found in the section **PRICING SCHEDULE** of this RFP for all equipment and services, including computer hardware, software licences, labour, etc. All prices on the equipment must be itemized by device. The pricing must also reflect the cost of shipping and handling or any other cost of implementation. Cost should be not including taxes.

3.5.6 Appendices: The content of the appendices is left to Vendor's discretion but should be limited to material that will be helpful in describing the services proposed. Products and services which are not especially requested in this RFP, but which are necessary to provide the functional capabilities offered by Vendor, should be included in this section, and referred to in the main proposal.

3.5.7 Items to include with the proposal -an email must be sent with the proposal attachments. This email should briefly state Vendors understanding of the work to be done and to provide a commitment to perform the work included in the proposal attachments. It should also identify all materials and enclosure included in the response to the RFP.

3.5.8 Exceptions to Format – It is intended that this RFP describe the requirements and response format in sufficient detail to secure comparable proposals, recognizing that various proponent approaches may vary widely. Proposals that differ from the described format maybe rejected. All information requested must be submitted, or alternatively, a statement giving the rationale of Vendor for not submitting the requested information. Ulundi Municipality may, if it deems it to be in the best interest, take such statement into consideration in determining the responsiveness of the proposal.

SCOPE OF SERVICES REQUIRED

The new Voice over Internet Protocol (VoIP) Telephone system design should provide a uniform communication system for all Ulundi Municipality facilities and shall be expandable at the convenience of the Ulundi Municipality. The new system must provide a single system in terms of dialling, feature access and administration.

REQUIRED SERVICES

Call Accounting System – A Call Accounting System (CAS) is required and must be part of the base proposal for this system. The CAS must include Call Dialling Report (CDR) for inbound, outbound, and internal calls and usage reports for all types of inbound, outbound and internal calls. Specially, Ulundi Municipality is very concerned about the metrics for call length, the number of calls unanswered going to voicemail, and dropped calls.

Feature Set and Technical Requirements

The list below is a particular list of features that have been requested. It is provided as a baseline and as a starting point for the expected operations of the system. Ulundi Municipality expect the successful Vendor will have had experience with corporations and other school districts of Ulundi Municipality size and will be able to provide consulting advice, input and insight into what other organizations are using and to provide suggestions that will enhance the useability of and functionality of the system. Please identify which features are included or available at an added cost.

Headsets:

- Automatic call back
- Call Forward Busy /No answer / All calls.
- Call Redirect
- Call Hold / Release
- Call Park / Pickup
- Call Transfer
- Call Recording
- Call Line ID Name and Number
- Caller ID Name and Number
- Speaker Phone Capable
- Auto / Speed Dial (Directory and user-entered)
- Programmable Buttons w/ paperless labels
- Intercom /Paging & Group Paging
- Extension Dialling between Locations
- Automatic Call Distribution (ACD)
- Workgroup (Groups)
- Custom Call Routing (CCR) Four-Digit dialling to all sites on the network.
- Conference Calls (Include maximum number of participants)
- Temporary call relocation to another site extension
- Compatibility with Remote Handsets
- Build -in 1 GB switch to provide connectivity to the computer.
- Flexible support for POE or local power
- Shared Extension on Multiple Phones
- Wall -Mount Option
- Bridged call Appearances
- Music on hold

Voicemail:

- Access to all voicemail features from multiple locations
- Voicemail options for users without an assigned phone
- Password /Pin required for login.
- Voicemail messages easily set by the user from any location.
- Voicemail forward as an audio attachment to Email and Selection of Message Storage location (on handset, Etc)
- Voicemail Light Indicator
- Automated attendant features
- Bulk SMS to Consumers

Management:

- Remote management through a web interface with the ability to make internal changes such as the remaining of extensions, voicemail configurations and changes to the auto attendant, reset password, etc.
- Allow various levels of calling privileges such as long -distance and international calling to be programmable by extension.
- Ability to reroute to an alternative phone backup system on the failure of the system.
- Multiple levels of administrators with each having different capabilities of systems access each with a unique password.
- Administrator activity login.
- Ability to run detailed report on system utilization by the date, time, extension, etc.

Vendor must provide a complete design showing the integration of the voice network into the data network. Further, Vender must provide a methodology for assuring voice quality throughout the system.

System Administration

Ulundi Municipality 4 personnel will administer the system. Installation of the new VoIP system will be accomplished through a web interface and include training of 4 personnel twice a year in system administration and printing of monthly. Remote administration of the system must be available to technical and operations staff. Respondent is to supply all divisional equipment and software needed for system programming and operation.

Security

The system should have security set features build -in that allows the administrator to remotely administer security levels of users. It should fully integrate with Ulundi Municipality's Active Directory and should allow the administrator to control class of service or restriction.

Project Management

Vendor is expected to provide a project manager for this installation that will interface and become the main contact with Vendor for the duration of the project. The project manager will be assigned to Ulundi Municipality throughout the life of the project.

Ulundi Municipality reserves the right to request a change in project management based on performance. Vendor is required to present a proposed schedule that includes projected completion dates for various projects.

Maintenance and Support

Vendor shall provide Ulundi Municipality with a complete listing of available service and support plans.

These shall include the range offered services including all levels of support plus the escalation plans as follows:

- An itemized list of services for each site
- Ongoing Maintenance cost
- Forecast any cost increases for the next (3) years for hardware, software maintenance, licensing needs.
- Details of local support, hours or limits of coverage for service and repairs
- Maintenance plan options with one hour or less response times
- Software upgrade plans inclusive in maintenance

Transition Plan

Ulundi Municipality expects the installation of the new system to have little or no impact on ongoing operations. Vendor is expected to have experience in this area and to provide Ulundi Municipality with detailed plan to accomplish the transition from the old system to the new system with minimized disruption to staff.

All documentation, installation, reports, and materials must be provided to Ulundi Municipality prior to commencement of installation, followed by submission followed by submission of any Moves, Adds, Changes (MAC). Respondent will be expected to interface as needed with Internet provider for any necessary changes during the transition.

PRICING SCHEDULE

Provide a pricing matrix including information found below for all equipment, labour, licensing, and services. All prices on equipment must be itemized by device. The pricing must also reflect the cost of shipping and handling or any other costs of implementation. The respondent must list all charges, expenses, and/or costs to be incurred by Ulundi Municipality. Failure to enumerate such items specifically and thoroughly may be a cause for disqualification.

- Ulundi Municipality wishes to ascertain any/all maintenance costs and the length warranty on the system. The maintenance cost should be the all-inclusive hourly charged rate (during specified hours) , any travel expenses to be reimbursed ,and any other anticipated charges.

EQUIPMENT (HARDWARE AND SOFTWARE)

- Provide a detailed list of cost for all equipment that will be part of your proposed solution.
- Present the training options that are available. Optional equipment should be clearly identified in the form.
- Item description, Quantity, Unit Price, and the Total (include all charges).
- (Vendors add additional lines as needed).
- Provide the cost for all labour involved with your proposed implementation plan. Present the training options that are available.

- Task description # of hours, Hourly Rates, and Total (include all charges)
- (Vendors add additional lines as needed)

TRAINING

Provide the cost for training, if available, also indicates training that will be at no additional charges. If discounts are available for multi-Year support agreements, please provide this information regarding the length of term and the net discounted percentage.

- Item Description, of Session, Cost Session
- Total (include all charges).
- Admin training Advanced training for Admin users.
- End-User Training "Train the Trainer" session for end-users
- (Vendors add additional lines as needed)

MAINTENANCE

- Provide Annual Maintenance costs. If discounts are available for multi-year support agreements, please.
- Provide this information regarding the length of term and the net discount percentage.
- Description Length of Term Total (Include all charges)
- Full maintenance: supporting hardware and software 8am-5pm, Mon-Fri with onsite response.
- Full maintenance: supporting hardware and software seven (7) days a week, 24 hours a day, with four (4) hours on site response.
- Emergency response in case of critical failure to include response times.
- Software Upgrade cost.
- (Vendors add additional lines as needed)

QUESTIONS TO VENDORS

In addition to the requirements, please include responses to these critical questions below in your proposal. Most of these questions should be addressed in your implementation plan.

1. Introduction

- (a) What is your methodology to test and certify the installed system for overall performance.

2. Required Services

- (a) What is your solution to the Call Account System? Attach samples of various reports that can be generated.

3. Training

- (a) What is your comprehensive training solution for Ulundi Municipality employees? Provide a summary of online and in-house training for end-users.
- (b) How many hours are dedicated to administrative training?

4. Feature Set

- a) A list of features was provided in SCOPE OF SERVICES AND REQUIREMENTS that **outlined the "feature Set"**. What is the availability of each feature? Indicate by noting **"included"**, **"optional"**, **"not included"**.
- b) How many handsets do you offer? Can you provide it with multiple options?

5. Single Point of Responsibility / Accountability.

- (a) **Ulundi Municipality's expectations is to** have a single point of contact, i.e. a single point of authority and single contracting entity for this project. This is of a critical nature for this RFP: a contract will NOT

be awarded to a vendor who does not have this single point of accountability. Indicate your understanding and compliance with this requirement. Who will be this person?

6. Technical Requirements

- (a) Are there any required/recommended improvements to connectivity to implement the proposed solution? Do you recommend additional equipment not included in your plan that will/ may need to be installed by Ulundi Municipality? Include pricing if appropriate.
- (b) What are your system design and methodology for ensuring system-wide reliability and voice quality? Are there any performance guarantees for future years?
- (c) What is your solution to redundancy / fail over in case of system -wide failure.
- (d) How would you describe the features of your management system? How many virtual machines, if any, will be needed to implement the system proposed?
- (e) What is your plan for delivering an initial equipment inventory for each location including mode/serial numbers, for phones and other relevant equipment?
- (f) What maintenance and support services are available and what range of services are offered, including software updates /upgrades? Do you offer remote diagnostic services beyond what is included in the management package?
- (g) What are the warranty coverages of each component of the system?

How will implementation plan and schedule provide for a minimally disruptive transition from the existing system to the new system.

" The City of Heritage "



PRICING SCHEDULE	
DESCRIPTION	Amount (R)
Please attach pricing schedule as required in the specification and complete the totals below. Indicate annual amount and total for three years.	
Year 1	
Year 2	
Year 3	
SUBTOTAL (3 years)	
VAT (Only if registered as a VAT vendor)	
TOTAL (3 years)	

Escalation %:

Special note:

Tender is valid for 90 days from the advert closing date.

COMPANY STAMP

Bidder's Signature

MBD 2: TAX CLEARANCE CERTIFICATE

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

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

MBD 4: DECLARATION OF INTEREST

1.	No bid will be accepted from persons in the service of the state*.	
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 the 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.	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 / her representative:	
3.2	Identity number:	
3.3	Position occupied in the Company (director, trustee, shareholder ²):	
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 (where applicable) 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 the following particulars: Name of person / director / trustee / shareholder member: Name of state institution at which you or the person connected to the bidder is employed: Position occupied in the state institution: Any other particulars:	

3.9	Have you been in the service of the state for the past twelve months?	YES / NO
3.9.1	If so, 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 the following particulars: Name of person: Name of state institution at which you or the person connected to the bidder is employed: Position occupied in the state institution: Any other particulars:	
3.11	Are you aware of any relationship (family, friend, other) between the bidder and any person 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 the following particulars: Name of person: Name of state institution at which you or the person connected to the bidder is employed: Position occupied in the state institution: Any other particulars:	
3.12	Are any of the company's directors, managers, principal shareholders, or stakeholders in the service of the state?	YES / NO
3.12.1	If yes, furnish the following particulars:	

	Name of person / director / trustee / shareholder / member: Name of state institution at which you or the person connected to the bidder is employed: Position occupied in the state institution: Any other particulars:	
3.13 3.13.1	Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders, or stakeholders in the service of the state? If yes, furnish the following particulars: Name of person / director / trustee / shareholder / member: Name of state institution at which you or the person connected to the bidder is employed: Position occupied in the state institution: Any other particulars:	YES / NO
3.14 3.14.1	Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether they are bidding for this contract? If yes, furnish particulars: 	YES / NO

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

THE FOLLOWING INFORMATION IS COMPULSORY TO COMPLETE:

Full Name	Identity Number	Individual Tax Number for each Director	State Employee Number (where applicable)

5. The contract will be automatically cancelled if there is a conflict of interest which is not disclosed by the bidder.

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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 or 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 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 exercise control over the company.

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

1.2 To be completed by the municipality

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
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 regarding 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

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ \\ P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black ownership with at least 51%	7	
Disabilities as defined by Empowerment Equity Act (attach certificate)	3	
Women	2	
Youth	3	
Local provider (office and team based in Ulundi – attach proof of address)	5	
Total points for specific goals	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

MBD 7.1 CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) in accordance with the requirements and specifications stipulated in bid. number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz - Invitation to bid; - Tax clearance certificate; - Pricing schedule(s); - Technical Specification(s); - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011; - Declaration of interest; - Declaration of bidder's past SCM practices; - Certificate of Independent Bid Determination; - Special Conditions of Contract; (ii) General Conditions of Contract; and (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

DATE:

2.

DATE:

MBD 7.1

**CONTRACT FORM - PURCHASE OF GOODS/WORKS
PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity
as..... accept your bid under reference
numberdated.....for the supply of goods/works
indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and
conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by
the delivery note.

ITEM NO.

PRICE (ALL APPLICABLE TAXES INCLUDED)

BRAND

DELIVERY PERIOD

B-BBEE STATUS LEVEL OF CONTRIBUTION

MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

WITNESSES

1.

2.

DATE

OFFICIAL STAMP

A large, empty rectangular box with a thin black border, intended for an official stamp.

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 / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz - Invitation to bid; - Tax clearance certificate; - Pricing schedule(s); - Filled in task directive/proposal; - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011; - Declaration of interest; - Declaration of Bidder's past SCM practices; - Certificate of Independent Bid Determination; - Special Conditions of Contract; (ii) General Conditions of Contract; and (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilments of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) SIGNATURE

CAPACITY

NAME OF FIRM

DATE

MBD 8 : DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system.
 - b. been convicted for fraud or corruption during the past five years.
 - c. wilfully 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 **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 as a company or person 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 National Treasury 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 Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	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 ☐
4.5.1	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

MBD 9 : CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *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 To give effect to the above, the attached Certificate of Bid Determination (MBD9) 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: **ULUNDI LOCAL MUNICIPALITY**

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 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. 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 bids invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. 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

CHECKLIST

No	Description	Ticked by Bidder	Ticked by Municipal Representative
1	Initialled/ Signed all pages		
2	Form of bid completed		
3	Functionality documents attached, where applicable		
4	Original Tax Clearance Certificate attached		
5	MBD 6.1 Preferential Points Claimed including required supporting documents		
6	All witnesses signed where required		
7	Particulars of Bidders Completed		
8	Bid Declaration of interest MBD 4 Completed		
9	MBD 7.1 contract form completed		
10	Declaration of Bidders Past SCM Practice MBD Form 8 completed		
11	Certificate of Independent Bid Determination MBD Form 9 completed		