

ADDENDUM

COMPLAINT REQUIREMENTS

KINDLY TAKE NOTE THAT THE ACCEPTABLE MONTHS FOR RATES & TAXES MUST BE FEBRUARY 2025 OR MARCH 2025

NO	RETURNABLE	NOTES
1	A copy of a CSD summary report OR CSD number.	• CSD full report or summary report OR CSD number. • Municipality may not make any award to a person whose tax matters are not complaint with SARS, please note that tax compliance will be verified before any award.
2	Proof of company registration documents with the Director's details must be attached.	• The company registration documents must indicate the company and director's details.
3	Fully completed MBD forms	• Fully Completed and signed in handwriting and in black ink pen.
4	Joint Venture Agreement	• If applicable submit a complete and signed JV agreement.
	• NB! The following documents will not be accepted on ITEM 5; 6 AND 7: Affidavits; Address confirmation letter; invoices from the body corporates or agents, rates, and taxes of the lessor (without a lease agreement) and municipal tender / rates clearance letter	
5	Latest Municipal rates and taxes account for the COMPANY AND DIRECTORS/TRUSTEES/ MEMBERS/SHAREHOLDERS. • NB! Strictly submit FEB 2025 OR MARCH 2025 municipal rates & taxes statement.	• Strictly submit FEB 2025 OR MARCH 2025 municipal rates & taxes statement • The submitted account must not be in arrears for more than 3 months. • In a case of Rates & Taxes Account being in a family member's name, ONLY MUNICIPAL Account where the address of the Account matches the address on the company registration documents will be accepted) if not in arrears for more than 3 months.
6	In the event of a tenant renting a lease agreement MUST be attached for the COMPANY AND DIRECTORS/TRUSTEES/ MEMBERS/SHAREHOLDERS.	The lease agreement must include the following: • A valid copy of the lease agreement must be signed by (both Lessor and lessee). • The lease agreement must indicate dates of commencement and expiry or duration. • In a case where the lease agreement has expired and there is a clause indicating an automatic renewal, the original lease agreement and a confirmation letter signed by Lessor must be attached. • In the occasion where the lease agreement has expired the original lease agreement AND extension must be attached with commencement and expiry dates or duration.
	Note: If the company registration document's physical address on lease agreement or the municipal rates and taxes statement is the same as the Director's physical address, we will accept for both Company & Director.	
7	Municipal rates and taxes for bidders who are from the rural areas for the	• If the bidder is from the rural area a letter from the municipality that the area is not liable to

	COMPANY AND DIRECTORS/TRUSTEES/MEMBERS /SHAREHOLDERS.	pay municipal rates and taxes OR a signed letter from the chief indicating that the bidder is from that rural/tribal area.
8	Fully completed Pricing Schedule	Fully completed in handwriting and in black ink pen.
9	ICASA Registration as the system must be ICASA registered	A Valid ICASA registration in the name of the bidder. If the bidder outsourced their ICASA, a valid agreement must be attached
10	Network coverage all over South Africa <i>(No map will be accepted without the signed confirmation letter)</i>	Proof of network coverage all over South Africa (submit the signed confirmation letter on your company letterhead)

Failure to comply with the above-mentioned terms and conditions will deem your bid to be disqualified.

Specific Goals (Locality)	The following must be submitted for proof of locality: - Municipal account in the name of the bidder not older than 90 days or - A valid copy of lease agreement signed by both parties, where the bidder is the lessee, or - SARS tax pin document - An official letter from the bank or bank statement indicating the registered business address of the bidder - Bidders from rural area a letter from the municipality that the area is not liable to pay municipal rates and taxes OR a signed letter from the chief indicating that the bidder is from that particular rural/tribal area.
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NB: 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.