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QUOTATIONS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE MANAGEMENT ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00.

ADVERTISEMENT DATE	02 July 2024
DEPARTMENT	ECD
RFQ NUMBER	JCPZ/RFQ/ECD01/2024
RFQ VALIDITY PERIOD	30 DAYS (COMMENCING FROM THE RFQ CLOSING DATE)
DESCRIPTION OF GOODS/SERVICES	Unlocking resources for urban forests and green spaces in African Cities, research, roundtable and masterclass
CIDB GRADING	N/A
DOCUMENTS ARE OBTAINABLE AT NO COST FROM:	The JCPZ's website- www.jhbcityparksandzoo.com
SUBMISSION OF QUOTES: Due to the COVID-19 restrictions, Service Providers are to submit quotations in the boxes provided at the entrance of JCPZ House office, any day after the advert <u>between 8am-15:00pm</u>	Quotation Box, 40 De Korte Street, JCP House Braamfontein. Telegraphic, telephonic, telex, facsimile and late quotations will not be accepted. City Parks does not take responsibility for any quotations submitted in the wrong box.
CLOSING DATE & TIME	09 July 2024 @ 12:00pm
COMPULSORY SITE MEETING	N/A
ENQUIRIES	Ayanda Roji – 011 712 6665/076 950 5139 aroji@jhbcityparks.com

Name of Bidder:

Total Amount excl. VAT:

VAT Amount:

Total Amount Incl. VAT:

VAT VENDOR: ☐ YES ☐ NO

NB: ATTACH FORMAL QUOTATION IMMEDIATELY AFTER FIRST PAGE

For more information on Tenders and Quotations visit our website www.jhbcityparksandzoo.com

COMPILED BY	TSHEPO NKOPANE
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QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "RFQ FOR - JCPZ/RFQ/ECD01/2024"

Mandatory Requirements

Completion of the Bill of Quantities (BOQ)/ Specification (where applicable)

Attendance of compulsory site briefing (where applicable)

Administrative Requirements:

- Provide valid Companies' proof of address and/ or Director's proof of residence (Only latest municipal statement not older than three (3) months (not in arrears for more than 90 days) or valid lease agreement in their area of jurisdiction;
- Provide Valid COIDA Certificate from Department of Labor (Letter of good standing);
- Provide a valid Joint Venture (JV) agreement signed by all parties with all individual parties' mandatory documents submitted; if applicable
- Provide Proof of registration with CSD (Central Supplier Database) at National Treasury compliant with all regulatory requirements;
- The use of correction fluid is strictly prohibited and shall lead to disqualification;
- All corrections must be initialed by the bidder; and
-

Special Conditions

- *RFQ's would state the evaluation criteria that would among others:*
 - a) State out clearly all mandatory as well as administrative requirements specific to that bid;*
 - b) Special conditions that apply to that bid if there are any;*
 - c) Evaluation process to be followed either functionality and/or price*
 - d) That compliance documents should only be requested from qualifying, shortlisted or recommended service providers that passed the previous stages mentioned above;*
 - e) Clause 5(d) should be implemented by giving service providers within seven (7) days from a day when a letter of request was issued to respond, of which failure to adhere to that timeline should result to elimination*
 - Accepted RFQ's will be communicated by way of an official order. Accordingly, no goods, work or service must be prepared or delivered before an official order is received by the respondent
 - The process of closing and opening of RFQ's is open for all service providers who submitted quotations
 - The lowest, or any tender will not necessarily be accepted and Johannesburg City Parks and Zoo reserves the right to accept any tender either in whole or in part.
 - Evaluation Criteria: 80/20 Preference point system as presented in the preferential procurement regulations 2022, for this purpose MBD 1, MBD 3,1, MBD 4, MBD6.1, MBD 8 and MBD 9 forms should be scrutinized, completed and submitted together with your quotation.
1. All prices quoted must be firm and be inclusive of Value Added Tax (VAT).
 2. The lowest, or any, offer will not necessarily be accepted and Johannesburg City Parks and Zoo reserves the right to accept any offer either in whole or in part.
 3. No offer shall be considered unless it has been signed and accompanied by sufficient information to show whether or not the goods offered comply with the specifications.
 4. The offer herein shall remain binding and open for acceptance by Johannesburg City Parks and Zoo during the validity period indicated and calculated from the closing time of the RFQ.

All Service Providers that are currently not on the Central Supplier Database of National Treasury www.csd.gov.za are required to register and provide the CSD vendor number when submitting quotations/tenders. For more information on Tenders and Quotations visit our website www.jhbcityparks.com as well as on www.etenders.gov.za

JOHANNESBURG CITY PARKS AND ZOO is committed to combat fronting. Insofar as it is legally permitted to do so, and provided that service delivery will not be severely influenced, contracts executed by fronting enterprises will be cancelled, the service provider in question will be blacklisted on its database of service providers and reported to the applicable authorities.

SUBMISSIONS MUST BE IN SEALED ENVELOPES CLEARLY MARKED WITH REFERENCE NUMBER AND DESCRIPTION "JCPZ/SCM....."

REQUEST FOR QUOTATION FORM

DESCRIPTION: UNLOCKING RESOURCES FOR URBAN FORESTS AND GREEN SPACES IN AFRICAN CITIES, ENVIRONMENTAL SCAN, ROUNDTABLE DISCUSSION AND A MASTERCLASS

SPECIFICATION OR TERMS OF REFERENCE (below)

Background;

The rapid urbanization of African cities presents both challenges and opportunities for sustainable development. Urban forests and green spaces play a crucial role in mitigating climate change impacts, improving air quality, enhancing biodiversity, and promoting public health and well-being. These initiatives are integral to achieving multiple Sustainable Development Goals (SDGs), particularly SDG 11 (Sustainable Cities and Communities), SDG 13 (Climate Action), and SDG 15 (Life on Land). Furthermore, they align closely with the aspirations of Africa Agenda 2063, specifically Aspiration 1 (A prosperous Africa based on inclusive growth and sustainable development) and Aspiration 7 (Africa as a strong, united, resilient and influential global player and partner). However, despite these recognized benefits and their alignment with global and continental goals, many African cities struggle to secure adequate funding for urban forestry and other greening initiatives. The upcoming African Forum on Urban Forests taking place in Johannesburg in March 2025 seeks to address this critical gap by prominently featuring a cross-cutting theme on resource mobilization for urban greening in African cities.

This theme aims to bring together key stakeholders, including development finance institutions, private sector entities, and philanthropic foundations, to explore innovative financing models and empower African cities to access and implement diverse funding mechanisms that support the realization of SDGs and Africa Agenda 2063 objectives. One of the key outcomes of the African Forum on Urban Forests will be the creation of a community of practice for urban foresters in African cities. The City's Centre on African Public Spaces (CAPS), which is an online knowledge exchange platform, will serve as the hosting entity for this community. The environmental scan should also identify ways in which CAPS could be funded as a convening platform to advance sustainable urban forests in Africa. This will include providing initial ideas for potential funding streams for CAPS to be explored.

Objective:

The objective of the environmental scan is to provide a thorough overview of current trends, challenges, and stakeholders involved in financing urban forests and green spaces in African cities. Findings will be presented at the Africa Forum on Urban Forests to stimulate discussions on innovative financing models on urban greening. Additionally, a Masterclass will be organized for JCPZ leaders to enhance their capacity in resource mobilization, focusing on strategies like fundraising, grant writing, and private sector engagement.

Scope of Work:

In collaboration with Johannesburg City Parks and Zoo (JCPZ), the service provider will be required to conduct research and analysis on the following areas:

- Identify and analyse global trends in urban greening financing sources and quantify the proportion of global urban greening finance directed to Africa;
- Determine the percentage of funds allocated to city councils and identify which city departments are primarily targeted for urban greening finance;
- Analyze and document the main constraints African cities face in accessing and obtaining urban greening finance, including regulatory, institutional, and capacity-related barriers;
- Identify skills gaps and training needs within city administrations;
- Map out the key actors who should be involved in mobilizing and implementing urban greening finance, and define the roles and responsibilities of each identified actor;

- Determine policy and regulatory barriers that inadvertently hinder access to urban greening finance and recommend necessary reforms;
- Identify ways in which urban greening finance can be better aligned with climate resilience goals;
- Examine global best practices in urban greening finance that can provide valuable insights for adaptation to the African context;
- Ensure that the environmental scan is not just a research exercise but a catalyst for action and capacity building, directly contributing to the forum's goals of securing commitments and empowering African cities.

B. Roundtable discussion at the African Forum on Urban Forests: The environmental scan will not be conducted in isolation but will actively involve key stakeholders throughout the process. This engagement will culminate in a roundtable discussion at the African Forum on Urban Forests, co-curated by the winning bidder. This roundtable will bring together speakers from government, development finance institutions, and philanthropy organizations to validate the scan's findings and, crucially, to seek concrete commitments for investing in urban greening across Africa.

C. Masterclass for city leaders: Recognizing the critical role of local leadership in driving urban greening initiatives, the Service Provider will also be responsible for arranging and facilitating a masterclass for city leaders. This masterclass will focus on the importance of developing resource mobilization strategies (key components and actors) and the pivotal role of entity boards in securing and managing urban greening finance. This component aims to empower city leaders with practical knowledge and skills to drive urban greening initiatives in their localities.

Deliverables and time frames:

MILESTONES	DESCRIPTION	TIMEFRAMES
Inception Report:	Detailing the proposed methodology and work plan	August 2024
Interim Report:	Presenting initial findings and seeking feedback	December 2024
Draft Final Report:	Comprehensive report covering all aspects of the scope of work	February 2024
Roundtable discussion	Presentation: Summary of findings for stakeholders	March 2025
Final Report:	Incorporating feedback and revisions	April 2025
Masterclass	Providing specialized and intensive training on developing resource mobilisation strategies and the role of City leaders	May 2025

Qualifications and Experience:

The Service provider should possess a combination of technical expertise, regional knowledge, and strong communication skills. Specifically, they should demonstrate:

- **Language Proficiency:** Fluency in both English and French is essential, and Portuguese is an added advantage to effectively engage with stakeholders across different African regions and international organizations.
- **Expertise in Resource Mobilization:** Proven experience in resource mobilization, particularly focused on green infrastructure and sustainable development.

- Experience in facilitating high-level discussions on resource mobilization: This should include experience in facilitating high-level discussions and negotiations.
- Research and Analysis Skills: Strong capability in conducting comprehensive environmental scans, including data collection, trends analysis, and synthesis of complex information from various sources.
- Event Organization and Facilitation: Demonstrated ability to organize and facilitate engaging roundtable discussions and masterclasses, particularly those involving senior officials and executives.
- Network and Connections: Established networks within relevant sectors, including government agencies, international development organizations, Corporate Social Investment (CSI) initiatives, and financial institutions focused on urban development in Africa.
- Understanding of African Urban Contexts: In-depth knowledge of the challenges and opportunities facing African cities in terms of urban greening and sustainable development.
- Financial Expertise: Strong understanding of various financing mechanisms and models, including public-private partnerships, climate finance, and blended finance models.
- Project Management: Proven ability to manage complex projects with multiple stakeholders and deliverables within specified timeframes.
- Communication Skills: Excellent written and verbal communication skills, with the ability to present complex information in accessible formats for diverse audiences.
- Sustainability Focus: A demonstrated commitment to sustainable urban development and an understanding of global sustainability development goals and their application in African contexts.

This combination of qualifications and experience will ensure that the Service Provider can not only conduct a thorough and insightful environmental scan but also effectively engage stakeholders across the globe, facilitate meaningful discussions, and contribute to capacity building efforts. Their work will be instrumental in advancing the forum's goals of unlocking finance for urban forests and green spaces in African cities.

FUNCTIONALITY (Complete Applicable or Not Applicable)**PRE-QUALIFICATION CRITERIA Functionality Tables (100 Points)**

Description of Evaluation and Evidence Required	Weights	Total Weight	Points
Organization profile and experience 1 (The Service Provider should provide a list of proposed personnel with their areas of expertise that will be utilized for the execution of the contract. Please attach CV and Proof of qualifications Post graduate studies in resource mobilization, fundraising, philanthropy or grant making fields Please ensure that relevant proof of qualifications is attached, as failure to do so will result in zero points allocated.	10	10	
Experience in conducting research on resource mobilization *attach a report	10	10	
Experience in organizing events that bring together donors, philanthropy foundations, private sector companies and development banks 1 event 2 or more *Submit proof	05/10 10/10	10	
Well established network of contacts in fundraising/grantmaking fields across Africa * Provide evidence such as a proven track record of successful collaborations, achievements in fundraising campaigns, or active membership in professional networks. Continental networks Continental and global	05/10 10/10	10	
Experience in delivering training sessions on resource mobilization, whether in the form of masterclasses, workshops, or training sessions.	10	10	
Provide references from institutions where the service provider has conducted training or masterclasses on resource mobilization. (attach letters with contact details of institutions); Number of references 1 to 2 References 3 or more	10/20 20/20	20	

*Please ensure that submitted letters pertain to resource mobilization or the relevant field, as failure to do so will result in zero points allocated.			
<i>A bidder that scores less than 60 out of 70 on the above services will not be evaluated further</i>			
Methodology -Describe in detail your proposed plan, methodology or approach, including the: • Background or rationale, objectives; • Methodology, project activities/ milestones, time frames • Price breakdown must include the organisation of the venue for the Masterclass for City leaders (except for meals) *See rating below	10/30 20/30 30/30	30	
Total		100	

Company Registered Name: _____

Company registration no: _____ VAT Reg. No: _____

Tax Reg. No: _____ CIDB No (If Applicable). _____

Central Supplier Database Vendor No (CSD): _____

For Office use only:

Evaluation criteria: Preferential Procurement Regulations 2022.

	POINTS	POINTS CLAIMED
PRICE:	80	_____
25% and Above for women Owned Companies:	20	_____
TOTAL POINTS FOR THE PRICE AND GOALS:	100	_____

Conditions:

1. Submit a formal quotation on your company letter head
2. Return all MBD Forms and signed
3. All prices quoted must be firm and be inclusive of Value Added Tax (VAT).
4. The lowest, or any, offer will not necessarily be accepted and Johannesburg City Parks and Zoo reserves the right to accept any offer either in whole or in part.
5. No offer shall be considered unless it has been signed and accompanied by sufficient information to show whether or not the goods offered comply with the specifications.
6. The offer herein shall remain binding and open for acceptance by Johannesburg City Parks and Zoo during the validity period indicated and calculated from the closing time of the RFQ.

NAME: _____

SIGNATURE: _____

CAPACITY: _____

DATE: _____

OFFICE USE ONLY

FUNCTIONALITY (Complete Applicable or Not Applicable)

PRE-QUALIFICATION CRITERIA Functionality Tables (100 Points)

Description of Evaluation and Evidence Required	Weights	Total Weight	Points
Total		100	

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)				
BID NUMBER:		CLOSING DATE:		CLOSING TIME:
DESCRIPTION				
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 (STREET ADDRESS

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:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No
[A VALID CK DOCUMENT AND SHARE CERTIFICATE AS WELL AS RATES AND TAXES OR LEASE AGREEMENT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS]					

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:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

TERMS AND CONDITIONS FOR BIDDING

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 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.										
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										
<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="width: 20%; text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> </table> 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.	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
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									

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:

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 **30 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY (QTY)	DESCRIPTION	UNIT PRICE (P)	TOTAL PRICE (QTY*P)
SUB-TOTAL				R
VAT AT 15%				R
GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)				R
I (full name) _____, in my capacity as _____, the duly authorized representative of _____ (company name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/ clauses contained in the said documents.				
Signature of duly authorized representative			Date:	

-
- Required by:
 - At:
.....
 - Brand and Model
 - Country of Origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/Not firm
 - Delivery basis

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.

DECLARATION OF INTEREST

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

3.1 Full Name of bidder or his or her representative

.....

3.2 Identity Number:

.....

3.3 Position occupied in the Company (director, trustee, hareholder²)

.....

3.4 Company Registration Number:

.....

3.5 Tax Reference number

.....

3.6 VAT Registration Number:

.....

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

3.8 Are you presently in the service of the state?

YES / NO

3.8.1 If yes, furnish particulars.

.....

.....

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

(a) a member of –

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

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

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

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

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

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

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

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

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons

in the service of the state and who may be involved with

the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.....

.....

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

3.11.1 If yes, furnish particulars

.....

.....

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

3.12.1 If yes, furnish particulars.

.....

.....

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

3.13.1 If yes, furnish particulars.

.....

.....

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

YES / NO

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....

Signature

.....

Date

.....

Capacity

.....

Name of Bidder

MBD 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 organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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: 25% OR MORE WOMEN OWNED	20
Total points for Price and SPECIFIC GOALS	100

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

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:

80/20 or 90/10

21

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Price	N/A	80	N/A	
25% and above women Owned	N/A	20	N/A	

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:

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
------	----------	-----	----

4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). 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 ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM 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

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

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

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.

MBD 9

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