



**RICHTERSVELD MUNICIPALITY**

SUPPLIER NAME: \_\_\_\_\_

**REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR THE  
RICHTERSVELD MUNICIPALITY**

**Procurement from R 30 000.00 to R 299 999.99 (Including Vat)**

**(For publication on Richtersveld Municipalities Notice Board/ Website & E-tenders)**

Richtersveld Municipality requests your quotation on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

|                                                               |                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ADVERTISEMENT DATE                                            | 29 APRIL 2024                                                                                                                                                                                                                                                                                  |
| RFQ NUMBER:                                                   | PPE03/NC061/04/2024                                                                                                                                                                                                                                                                            |
| DESCRIPTION OF GOODS/SERVICES                                 | SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE / CLOTHING FOR MUNICIPAL WORKERS FOR A CONTRACT PERIOD OF (1) YEAR TO BE DELIVERED TO RICHTERSVELD MUNICIPALITY FORMAL WRITTEN PRICE QUOTATION PROCUREMENT.                                                                                         |
| RFQ SPECIFICATION FORMS/<br>DOCUMENTS ARE OBTAINABLE<br>FROM: | Richtersveld Municipality Website<br><a href="http://www.richtersveld.gov.za">www.richtersveld.gov.za</a><br><br>E-tender<br><a href="https://etenders.treasury.gov.za/">https://etenders.treasury.gov.za/</a><br><br>OR<br><br>FROM INFORMATION DESK 169 Main<br>Road<br>Port Nolloth<br>8280 |
| COMPULSORY REQUIREMENTS                                       | None                                                                                                                                                                                                                                                                                           |
| <u>SUBMISSION OF QUOTES:</u>                                  | <u>TENDER BOX</u> , 169 Main road, Port Nolloth, 8280                                                                                                                                                                                                                                          |
| TIME:<br>CLOSING DATE                                         | 12h00<br>7 MAY 2024                                                                                                                                                                                                                                                                            |
| ENQUIRIES:                                                    | SERAH-MARI VAN<br>NIEL<br>027 851 1139<br>FABIOLA YOUNG<br>027 851 1106                                                                                                                                                                                                                        |

Quotations above R 30 000.00 will be evaluated on the basis on price and specific goals, 80 points for price and 20 points for specific goals as stipulated in the Preferential Procurement Policy Framework & Richtersveld Municipality Supply Chain Management Policies and Procedures Revised and adopted by Council on the 27<sup>th</sup> of February 2024.

## CHECKLIST

RFQ NO: PPE03/NC061/04/2024

**PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION. PLEASE NOTE THAT IF THESE DOCUMENTS ARE NOT ATTACHED COMPLETED AND SIGNED THE QUOTATION WILL BE DISQUALIFIED.**

| No | Details                                                                                                                                                          |  |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. | A Copy of Company Registration documents (CK1) must be submitted                                                                                                 |  |
| 2  | Original Certified ID copy of all shareholders / owners/ partners / manager of bidding companies                                                                 |  |
| 3  | Please attach Rates & Taxes Invoice of your Company OR Signed Copy of Lease Agreement.                                                                           |  |
| 4  | MBD 2: SARS Valid Tax Pin must be attached                                                                                                                       |  |
| 5  | Declaration on State of Municipal Account (Attached)                                                                                                             |  |
| 6  | MBD 4: Declaration of Interest (Attached)                                                                                                                        |  |
| 7  | MBD 9: Certificate of Independent Bid Determination. (Attached)                                                                                                  |  |
| 8  | MBD 6.1 Preference Points Claim Form In Terms Of The Revised Preferential Procurement Framework 2023 adopted by Council on the 27 <sup>th</sup> of February 2024 |  |
| 9  | MBD 8: Declaration Of Tenderer Past Supply Chain Management Practices                                                                                            |  |
| 10 | All alterations have been signed.                                                                                                                                |  |
| 11 | Quotation is signed.                                                                                                                                             |  |
| 12 | Registration report on Central Supplier Database (or supplied CSD Supplier number )                                                                              |  |
| 13 | Sample of overall is compulsory SABS stamp / tag must be attached to garment                                                                                     |  |
|    |                                                                                                                                                                  |  |

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

**PLEASE NOTE THAT NOT SUBMITTING  
THE COMPULSORY DOCUMENTS MAY  
LEAD TO DISQUALIFICATION  
COMPULSORY REQUIREMENTS**

**1. Tax clearance**

Richtersveld Municipality requires all prospective bidders to attach a valid Sars tax Pin attached to the Tender document.

**2. Latest copy of rates and taxes together with a completed “Declaration on State of Municipal Accounts” form. (Attached)**

Please note the following:

If the business is operated from the residence of one of the directors, an affidavit, certified, must be submitted stating the address of the business premises.

- a)** If the premises from where business is conducted or where a director is residing, is leased a copy of the lease agreement or an affidavit must be submitted.

- 3.** The quotation page must be signed. If you are using your own format on your Company's letterhead to quote please ensure that the quotation is signed.
- 4.** The attached MBD 9 form (Certificate of Independent Bid Determination) must be completed and submitted with the quotation. If the MBD 9 is incomplete or not attached the quotation may be disqualified.
- 5.** The attached MBD 6.1 form (Preference Points Claim Form In Terms Of The Preferential Procurement Regulations Revised and adopted by Council on the 27<sup>th</sup> of February 2024) must be completed and submitted with the quotation. If the MBD 6 is incomplete or not attached the quotation may be disqualified.
- 6.** The attached MBD 4 form (Declaration of Interest) must be completed and submitted with the quotation. If the MBD 4 is incomplete or not attached the quotation may be disqualified.
- 7.** The attached MBD 8 form (Declaration Of Tenderer Past Supply Chain Management Practices) must be completed and submitted with the quotation. If the MBD 8 is incomplete or not attached the quotation may be disqualified.
- 8.** Both the MBD 6.1 & 9 forms must be original for each quotation. No copies will be accepted. Both the MBD 4 & 9 forms must be dated within the quotation period.
- 9.** Proof of Directors: A certified copy of your Company Registration Documents
- 10.** All price alterations must be signed for by the Bidder confirming that such changes were made by the Bidder. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION SUBMITTED.

I HEREBY CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVE MENTIONED REQUIREMENTS

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

## CONDITIONS

1. All goods or services purchased will be subject to Richtersveld Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered VAT will be treated as Non VAT Vendors.
4. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
5. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
6. Quantities are given in good faith and without commitment to Richtersveld Municipality. Richtersveld Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
7. ***RICHTERSVELD MUNICIPALITY DOES NOT TAKE RESPONSABILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.***

**I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVE MENTIONED REQUIREMENTS**

**SIGNATURE** \_\_\_\_\_

**NAME** \_\_\_\_\_

**ADDITIONAL**

**REQUIREMENTS**

**DECLARATION**

I certify that the information supplied is correct and I have read and understood the General Conditions and Policies and Procedures and accept same

I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the quotation.

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**CAPACITY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

SUPPLY CHAIN MANAGEMENT  
UNITPRIVATE BAG X113  
PORT  
NOLLOTH8280

VAT. NO: 4220194239

.....  
.....  
.....  
.....  
CSD NR.:  
.....

***PLEASE NOTE THAT YOU MUST BE REGISTERED CENTRAL SUPPLIER DATABASE***

**Submission Deadline:** 07 May 2024  
**Submission Time:** 12H00

**VALIDITY OF RFQ: 90 DAYS**

**OFFICE USE ONLY:**  
**PRICE/S TO BE VAT**  
**EXCLUSIVE**

RFQ'S above R30 000.00 to a maximum of R299 999.99 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) revised and adopted by council on the 27<sup>th</sup> of February 2024

**1.1. A bid will be disqualified if –**

- (a) This Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) The bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

**1.2 Final Proposal will be evaluated on the basis of the PPPFA 80/20 point system. The 80/20 point system will be as follows:**

**Price Assessment** 80

**Specific Goals as per PPPF Policy of RVM** 20

**The promotion of SMME'S Maximum 5 Points**

**Mico enterprise full -5**

**Small enterprise -3**

**Meduim enterprise -2**

**Advancement of HDI'S**

**Race- 5 Points**

**Gender -5 Points**

**Promotion of enterprises located in a specific Municipal area for work to be done or services to rendered in that Region ( Richtersveld Area -5 Points) Namaqua Region -3 Points**

**Within the boundaries of the Northern Cape 2 –Points**

**TOTAL**

**100**

The **Formulae** to be utilized in calculating points scored for Price are as follows:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for comparative price of bid or offer under consideration  $P_t$

= Comparative price of bid or offer under consideration

$P_{min}$  = Comparative price of lowest acceptable bid or offer. Points scored

must be rounded off to the nearest 2 decimal places

**I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS**

**SIGNATURE** \_\_\_\_\_

**NAME** \_\_\_\_\_

|                     |  |
|---------------------|--|
| SIGNATURE OF BIDDER |  |
|---------------------|--|

|          |  |
|----------|--|
| CAPACITY |  |
|----------|--|

**PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.**

**REQUEST FOR QUOTATION (RFQ) NUMBER: PPE03/NC061/04/2024**

**Delivery Address: 169 Main Road  
Port Nolloth  
8280**

| ITEM NO. | SPECIFICATIONS                                                                               | Unit of Measure | Date required | Delivery Period / Lead time | Price per Unit of Measure (Excluding Vat) | Total (Excluding Vat) |
|----------|----------------------------------------------------------------------------------------------|-----------------|---------------|-----------------------------|-------------------------------------------|-----------------------|
| 1.       | OVERALL JACKET WITH REFLECTOR STRIP AND MUNICIPAL LOGO. SABS TAG OF APPROVAL MUST BE PRESENT | PRICE PER ITEM  |               |                             |                                           |                       |
| 2.       | MENS CHELSEA SAFETY BOOT WITH STEEL COMFORT INNER SOLE. SABS TAG OF APPROVAL MUST BE PRESENT | PRICE PER ITEM  |               |                             |                                           |                       |
| 3        | OVERALL PANTS 2 POCKETS WITH REFLECTOR STRIP. SABS TAG OF APPROVAL BE MUST PRESENT           | PRICE PER ITEM  |               |                             |                                           |                       |
| 4        | ELECTRICAL SHOCK RESISTENT BOOT. SABS MUST TAG OF APPROVAL BE PRESENT                        | PRICE PER ITEM  |               |                             |                                           |                       |
| 5        | 1 BOX EARPLUGS                                                                               | PRICE PER ITEM  |               |                             |                                           |                       |
| 6        | 1 BOX TINTED SAFETY GLASSES                                                                  | PRICE PER ITEM  |               |                             |                                           |                       |

|    |                                                                                                                                             |                |  |  |  |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------|----------------|--|--|--|--|
| 7  | MAINTENANCE GLOVES NINJA GLOVES<br>                        | PRICE PER ITEM |  |  |  |  |
| 8  | PVC ELBOW GLOVES RED<br>                                   | PRICE PER ITEM |  |  |  |  |
| 9  | GUMBOOTS. SABS TAG OF APPROVAL MUST BE PRESENT                                                                                              | PRICE PER ITEM |  |  |  |  |
| 10 | WELDING HELMET – WORKSHOP. SABS TAG OF APPROVAL MUST BE PRESENT                                                                             | PRICE PER ITEM |  |  |  |  |
| 11 | WELDING GLOVES. SABS TAG OF APPROVAL MUST BE PRESENT<br> | PRICE PER ITEM |  |  |  |  |
|    |                                                                                                                                             |                |  |  |  |  |

|    |                                                                                                                                                                                                     |                |  |  |  |  |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--|--|--|--|
| 12 | <div>SECURITY SAFETY BOOT WITH STEEL TIP AND CONFORT INNER SOLE. SABS TAG OF APPROVAL BE PRESENT</div> <div></div> | PRICE PER ITEM |  |  |  |  |
| 13 | <div>COMBAT TROUSERS FOR SECURITIES NAVY. SABS TAG OF APPROVAL MUST BE PRESENT</div> <div></div>                  | PRICE PER ITEM |  |  |  |  |

|    |                                                                                        |                |  |  |  |  |
|----|----------------------------------------------------------------------------------------|----------------|--|--|--|--|
|    |                                                                                        |                |  |  |  |  |
| 14 | NAVY PUFFER JACKET WITH LOGO AND REFLECTOR STRIP- SABS TAG OF APPROVAL MUST BE PRESENT | PRICE PER ITEM |  |  |  |  |
|    |       |                |  |  |  |  |
| 15 | NAVY PULL OVER WITH LOGO                                                               | PRICE PER ITEM |  |  |  |  |
| 16 | COMBAT SHIRTS NAVY - LONG SLEEVE SABS TAG OF APPROVAL MUST BE PRESENT                  | PRICE PER ITEM |  |  |  |  |
|    |     |                |  |  |  |  |

|    |                                                                                                                                                                        |                              |  |  |  |  |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--|--|--|--|
|    |                                                                                                                                                                        |                              |  |  |  |  |
| 17 | <p>COMBAT SHIRTS NAVY – SHORT SLEEVE <b>SABS TAG OF APPROVAL MUST BE PRESENT</b></p>  | <p><b>PRICE PER ITEM</b></p> |  |  |  |  |
| 18 | <p>LADIES SAFETY WATER RESISTENT CLOG SHOE.<br/><b>SABS TAG OF APPROVAL MSUT BE PRESENT</b></p>                                                                        | <p><b>PRICE PER ITEM</b></p> |  |  |  |  |

|    |                                                                                   |                   |  |  |  |  |
|----|-----------------------------------------------------------------------------------|-------------------|--|--|--|--|
|    |  |                   |  |  |  |  |
| 19 | RAIN COATS WITH HOOD                                                              | PRICE PER<br>ITEM |  |  |  |  |
| 20 | REFLECTOR BIBS LIME COLOUR WITH<br>MUNICIPAL LOGO                                 | PRICE PER<br>ITEM |  |  |  |  |
| 21 | REFLECTOR BIBS LIME COLOUR WITHOUT LOGO                                           | PRICE PER<br>ITEM |  |  |  |  |
| 22 | ROADSIDE Hi - Viz REFLECTIVE HAT                                                  | PRICE PER<br>ITEM |  |  |  |  |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |  |  |  |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|--|--|--|
| 24 | BEANIES WITH MUNICIPAL LOGO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | PRICE PER<br>ITEM |  |  |  |  |
| 25 | <p>FIRE FIGHTING GLOVES</p> <p>The gloves must comply with NFPA 1971-2013 editions and meet or Exceed the following requirements 1- sueded leather 2 advance multi-Layer design providing thermal protection and cut / puncture resistance Flexible six layer knuckle guard's price per item</p> <p><b><u>Fire Suite price per item</u></b></p> <p>The design, the suit consist of a tunic and trousers. Each garment Consists of a composite of an outer shell, moisture barrier, and thermal Barrier. The garment has no metal clips or rivets.</p> <p><b><u>Material composition</u></b></p> <p>Outer material the shell 240 gsm – nomex –stop fibre composition:<br/>60% Kevlar 39% nomex 1% carbon meets Bs. EN 469: 2005/2020 and EN 533:1997 level3 ask for ricotest report dark navy / black in colour</p> <p>The fabric shall with stand at least 3000 cycles (200 N X 200 N) on the Taber abrasion machine without the material holding 90 % of material Weight retained.</p> <p>Only yarns guaranteed by the manufacturer to 360 C and SABS Shall be used. Yarns to be of same colour as outer material</p> <p>All raw edges and seams shall be over locked by using atleast five Standards of yarns</p> | PRICE PER<br>ITEM |  |  |  |  |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                              |  |  |  |  |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--|--|--|--|
|    | <p><b><u>The fabric shall be</u></b></p> <ul style="list-style-type: none"> <li>• <b>Flame resistant</b></li> <li>• <b>Breathable</b></li> <li>• <b>Heat Resistant</b></li> <li>• <b>Water proof</b></li> <li>• <b>Liquid Resistant</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                              |  |  |  |  |
| 26 | <p>FIRE BOOT</p> <p>Height of boot - (381mm)<br/>(Internal) Colour -<br/>Black/Yellow</p> <p>Type of construction - Vulcanized Rubber Upper and sole Air pressure applied for water leakage testing 50 kPa Upper Cut Resistance –meets both NFPA and 345-2 Lining Material – Leg lining : Kevlar</p> <p>Weight (min) 160/m, Thickness (min)1.50 mm</p> <p>Rubber Components –Upper : Black in colour, 65% Natural Rubber, 30% styrene</p> <p>Height of boot - 15` (381mm)<br/>(Internal) Colour - Black/Yellow</p> <p>Butadiene Rubber and 5% Chloroprene Rubber Foxing : Yellow in colour 65% Natural Rubber, 30% Styrene</p> <p>Buitadiene Rubber and 5% Chloroprene Rubber</p> <p>Thickness of Upper and Fabric Combined – 1.88mm (Minimum)</p> <p>Sole/Heel – Black in colour preferential ,60% Chloropene Rubber, 30% Nitrile Rubber &amp; 10% Natural Rubber</p> <p>Sole Protection - Electric Shock Resistant – Meets CSA-Z195-M92</p> <p>Resistant to Hot Contact – Meets both NFPA and EN345-2 Energy absorption – Meets EN345-2</p> <p>Insole – Sponge Insole and removable high density polyurethane insole</p> | <p><b>PRICE PER ITEM</b></p> |  |  |  |  |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                              |                |  |  |  |  |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--|--|--|--|
|    | <p>Steel Toe - Meets EN345 Impact and Compression Steel Shank - Thickness – 1.20mm. Tripple Ribbed Chemical Resistant – Upper – Resistant towards mild acids and alkaline Sole – Resistant towards mild acids</p> <p>DISPOSABLE MASKS 50 PER BOX</p>                                                                                                                                                                         |                |  |  |  |  |
| 27 | RESPIRTATOR MASKS 2 BREATHABLE FILTERS                                                                                                                                                                                                                                                                                                                                                                                       | PRICE PER ITEM |  |  |  |  |
| 28 | LADIES SCRUBS BLOUSE AND PANTS WITH MUNICIPAL LOGO ON BLOUSE. SABS TAG OF APPROVAL MUST BE PRESENT                                                                                                                                                                                                                                                                                                                           | PRICE PER ITEM |  |  |  |  |
| 30 | FLASH LIGHT FOR SECURITIES                                                                                                                                                                                                                                                                                                                                                                                                   | PRICE PER ITEM |  |  |  |  |
| 31 | SELF – DEFENCE SHOCK STICK SECURITIES                                                                                                                                                                                                                                                                                                                                                                                        | PRICE PER ITEM |  |  |  |  |
| 32 | PEPPER SPRAY 150 ML                                                                                                                                                                                                                                                                                                                                                                                                          | PRICE PER ITEM |  |  |  |  |
| 33 | <p>PLEASE NOTE: Prospective Suppliers must provide a sample of the overall that they will supply. All items listed on this Formal Quotation are important, the Infrastructure workers work in extreme conditions hence a sample of the quality of overall is required.</p> <p>Please submit 1 Sample of both Jacket and Pants as per description in Colum 1 and 3. The SABS stamp / tag must be visible on the garments.</p> |                |  |  |  |  |

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|  |  |                    |  |
|--|--|--------------------|--|
|  |  | <i>Grand Total</i> |  |
|--|--|--------------------|--|

**ALL BIDDERS MUST PLEASE MAKE SURE THAT THEY KNOW WHAT THEY ARE QUOTING FOR.**

## Conditions

1. All prices quoted must be exclusive of Value Added Tax (VAT).
2. Prices quoted must include delivery charges and goods must be delivered to the address indicated.
3. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
4. Quantities are given in good faith and without commitment to Richtersveld Municipality
5. Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors.

## **TAX CLEARANCE CERTIFICATE REQUIREMENTS**

**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. In order to meet this requirement bidders are required to complete in full the attached 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. 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.
3. 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.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. 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](http://www.sars.gov.za).

Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za)

## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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, shareholder<sup>2</sup>):.....

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. ....

.....  
.....

<sup>1</sup>MSCM 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.

<sup>2</sup> 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 |
|-----------|-----------------|-----------------------|
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
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|           |                 |                       |
|           |                 |                       |

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF PRICE AND SPECIFIC GOALS AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, REVISED AND ADOPTED BY COUNCIL ON THE 27<sup>TH</sup> FEBRUARY 2024**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | POINTS     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>PRICE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>80</b>  |
| <b>Specific Goals as per PPPF</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>20</b>  |
| <b>The promotion of SMME's maximum 5 points</b><br><b>Micro enterprises – 5</b><br><b>Small enterprise- 3</b><br><b>Medium enterprise – 2</b><br><br><b>Advancement of HDI's maximum 10 points</b><br><b>Race -5 points</b><br><b>Gender 5 points</b><br><br><b>The promotion of enterprises located in a specific region for work to be done or services to be rendered in that region- Richtersveld Area ( 5-points ) Namaqua region (3) points within the boundaries of the Northern Cape (2) Points.</b> |            |
| <b>Total points for Price and Specific Goals must not exceed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>100</b> |

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

- (a) code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (b) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (c) **“prices”** includes all applicable taxes less all unconditional discounts;
- (d) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (e) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (f) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;

## 2. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration  
 $P_t$  = Price of bid under consideration  
 $P_{\min}$  = Price of lowest acceptable bid

## 3. POINTS AWARDED FOR SPECIFIC GOALS

#### 4. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

#### 5. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted. .... %
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

| Designated Group: An EME or QSE which is at least 51% owned by:   | EME<br>√ | QSE<br>√ |
|-------------------------------------------------------------------|----------|----------|
| Black people                                                      |          |          |
| Black people who are youth                                        |          |          |
| Black people who are women                                        |          |          |
| Black people with disabilities                                    |          |          |
| Black people living in rural or underdeveloped areas or townships |          |          |
| Cooperative owned by black people                                 |          |          |
| Black people who are military veterans                            |          |          |
| OR                                                                |          |          |
| Any EME                                                           |          |          |
| Any QSE                                                           |          |          |

#### 6. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company/firm:.....

- 8.2 VAT registration number:.....

- 8.3 Company registration number:.....

- 8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety

- ☐ Close corporation
  - ☐ Company
  - ☐ (Pty) Limited
- [TICK APPLICABLE  
BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

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

**8.7 MUNICIPAL INFORMATION**

**Municipality where business is situated:** .....

**Registered Account Number:** .....

**Stand Number:**.....

**8.8** Total number of years the company/firm has been in business:.....

**8.9** I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as

indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES

- 1. ....
- 2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 consortium<sup>3</sup> 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.

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

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

|           |                |
|-----------|----------------|
| .....     | .....          |
| ...       |                |
| Signature | Date           |
| .....     | .....          |
| ...       |                |
| Position  | Name of Bidder |

**MBD 8: DECLARATION OF TENDERER PAST  
SUPPLYCHAIN MANAGEMENT  
PRACTICES**

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

| Item  | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes                             | No                             |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.1   | Is the tenderer any of its directors listed on the National Treasury's database as a company or persons prohibited from doing business with the public sector?<br><b>(Companies for persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>                                                                                                                      | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                 |                                |
| 4.2   | Is the tenderer or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br><b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012)3265445)</b> | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                 |                                |
| 4.3   | Was the tenderer or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?                                                                                                                                                                                                                                                                                           | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |

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

2/...

|       |                                                                                                                                                                                                                                          |                                 |                                |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
|       |                                                                                                                                                                                                                                          |                                 |                                |
| 4.4   | Does the tenderer or any of its directors owe any Municipal rates and taxes or Municipal charges to the Municipality / Municipal entity, or to any other Municipality / Municipal entity, that is in arrears for more than three months? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars:                                                                                                                                                                                                              |                                 |                                |
| 4.5   | Was any contract between the tenderer and the Municipality / Municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or to comply with the contract?                      | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.5.1 | If so, furnish particulars:                                                                                                                                                                                                              |                                 |                                |

CERTIFICATION  
N

**I, THE UNDERSIGNED (FULL NAME) .....CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE TRUE AND CORRECT.**

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

.....  
**SIGNATURE**

.....  
**DATE**

.....  
.....**POSITION**

.....  
**NAME OF TENDERER**

**RICHTERSVELD  
MUNICIPALITY  
FINANCE DEPARTMENT: SUPPLY CHAIN**

**MANAGEMENT UNITDECLARATION ON STATE OF  
MUNICIPAL ACCOUNTS**

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

B Bid Information

i. Name of bidder

.....

ii. Registration Number

.....

iii. Municipality where business is situated

.....

iv. Municipal account number for rates

.....

v. Municipal account number for water and electricity

.....

vi. Names of all directors, their ID numbers and municipal account number.

1.

.....

...

2.

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3.

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4.

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5.

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6.

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7.

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C Documents to be attached.

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

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

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

