

RFQ NR	COJ0085-23/24
ADVERT DATE	28 MAY 2024
CLOSING DATE	05 JUNE 2024
CLOSING TIME	10H30
DESCRIPTION OF GOOD/SERVICES	TERMS OF REFERENCE (ToR) FOR THE PROCUREMENT OF A SUITABLE SERVICE PROVIDER THAT WILL PROVIDE EVENT MANAGEMENT SERVICES TO ORGANIZE, EXECUTE THE EVENT AS WELL AS PROCURING INFRASTRUCTURE AND OTHER RELATED REQUIREMENTS FOR THE CITY OF JOHANNESBURG'S JUNE 16 YOUTH DAY COMMEMORATION AND WREATH LAYING CEREMONY 2024.
COMPULSORY DOCUMENT	HEALTH CERTIFICATE
DEPARTMENT	GROUP COMMUNICATION
CONTACT PERSON	CLIFFORD RANTAO
CONTACT NUMBER	Cliffordr@joburg.org.za 082 886 3666
TO BE DEPOSITED INTO QUOTATION BOX, AT A-LEVEL PARKING ENTRANCE PRIVATE ROAD METRO CENTRE 158 CIVIC BOULEVARD, BRAAMFONTEIN, JOHANNESBURG	

1. Conditions of Quotation, Form A.
2. Specification, Form B
3. RFQ Checklist
4. Form of Quotation and Form of Acceptance, Form C
5. Statement of Authorization, Form D
6. MBD 4: Declaration of Interest, Form E
7. MBD 8: Declaration of Tenderer's past Supply Chain Management Practices, Form F
8. MBD 9: Certificate of Independent Bid Determination, Annexure G
9. Declaration on State of Municipal Account., Form H
10. Article of Agreement in terms of the Occupational Health and Safety act, 1993, Form I
11. MD1 6.1: Preference points claim form in terms of the preferential procurement regulations 2022, Form J

N.B: TENDERERS ARE REMINDED THAT ALL FORMS ARE TO BE SIGNED OR THE RFQ WILL BE DISQUALIFIED.

Quotations will be received on the closing dates and times shown and must be enclosed in separate sealed envelopes, bearing the applicable quotation description and reference number as well as the closing time and due date, and must be addressed to the GROUP HEAD: STRATEGIC SUPPLY CHAIN MANAGEMENT, 15TH FLOOR METRO CENTRE, 158 CIVIC BOULEVARD STREET, BRAAMFONTEIN, and placed in the quotation box indicated above. Quotations will be opened at the latter address at the time indicated.

SUPPLIER NAME: _____

SUPPLIER NUMBER: _____

EMAIL ADDRESS: _____

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CONTACT PERSON: _____

SARS PIN CODE: _____

CENTRAL SUPPLIER DATABASE NUMBER: _____

COJ DATABASE NUMBER _____

COMPULSORY BRIEFING SESSION DETAILS:

DATE:		TIME:	
VENUE:			
NB: IT IS OF UTMOST IMPORTANCE THAT THE TIME SET FOR THE OFFICIAL SITE INSPECTION IS STRICTLY ADHERED TO AS <u>NO LATE ARRIVALS</u> WILL BE ALLOWED			

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CHECKLIST
RFQ NR: COJ0085-23/24

PLEASE USE THIS CHECKLIST TO VERIFY WHETHER ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION.

No	Details	✓
1.	Certified Copy of Company Registration Document	
2.	Rates & Taxes Invoice for Company OR Certified Copy of Lease Agreement OR Affidavit from the Lessor Certified by the Commissioner of Oath / SAPS	
3.	Rates and Taxes Invoice for All the Directors of the Company OR Certified Copy of Lease Agreement OR Affidavit from the Lessor Certified by the Commissioner of Oath / SAPS	
4.	Declaration on State of Municipal Account (Attached)	
5.	MBD 4: Declaration of Interest (Attached)	
6.	MD1 6.1: Preference points claim form in terms of the preferential procurement regulations 2022, Form J (Attached)	
7.	MBD 8: Declaration of Tenderer Past SCM Practices, Form F	
8.	MBD 9: Certificate of Independent Bid Determination. (Attached)	
9.	Conditions of Quotation, Form A	
10.	Form of Quotation and Form of Acceptance, Form C	
11.	Statement of Authorisation, Form D	
12.	Article of Agreement in terms of the Occupational Health and Safety Act, Form I	
13.	Certified Copy of B-BBEE certificate or Sworn Affidavit.	
14.	Original Tax Clearance Certificate or SARS One-Time Pin Code	
15.	Training Suppliers to be accredited with SETA (Certified Copy to be attached) (IF REQUIRED)	
16.	Catering Suppliers to submit a Health Certificate (Certified Copy to be attached) (IF REQUIRED)	
17.	Construction/Building Maintenance to submit CIDB Registration (Certified Copy to be attached) (IF REQUIRED)	
18.	Have all price alterations been signed for?	
19.	Has the Quotation been signed?	

SIGNATURE _____

NAME _____

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CONDITIONS OF QUOTATION:

- 1 Quotation documents must be completed in black ink.
- 2 The lowest price or any quotation will not necessarily be accepted, and the City of Johannesburg reserves the right to accept the whole or any portion of a quotation.
- 3 Quotations are to remain open for acceptance for a period of thirty (30) days effective from the date on which they are lodged and shall be accepted at any time within the said period of thirty (30) days.
- 4 Tenderers are requested to furnish the full registered name of the tendering company/supplier on the Form of Quotation and Form of Acceptance, Form B.
- 5 Tenderers are also required to sign each page of the Form of Quotation and Form of Acceptance, Form B, in the space provided at the bottom of each page.
- 6 **In the event of a mistake having been made on the price schedule it shall be crossed out in ink and be accompanied by an initial at each and every price alteration. Corrections in terms of price may not be made by means of a correction fluid such as Tipp- Ex or a similar product. If correction fluid has been used on any specific item price, such item will not be considered. No correction fluid may be used in a Bill of Quantities where prices are calculated to arrive at a total amount. If correction fluid has been used, the quotation as a whole will not be considered. The Municipality will reject the quotation if corrections are not made in accordance with the above.**
7. **NO PRICE INCREASES WILL BE CONSIDERED.**
- 8 If items are not quoted for, a line must be drawn through the space in pen.
- 9 All goods or services purchased will be subject to CoJ SCM Policy and Procedures. A copy of said conditions is available on the CoJ website.
- 10 All purchases will be made through an official purchase order form. Therefore, no goods must be delivered or services rendered before an official purchase order has been forwarded to and accepted by the successful bidder.
- 11 To participate in the City's Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered on the City's Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit and on the CoJ website. The City will only deal with the registered and accredited suppliers on its Database.
- 12 All prices **must** be quoted in South African currency (SA rand)
- 13 All prices quoted must be exclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non - VAT Vendors.
- 14 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.
- 15 All prices and details must be legible/readable to ensure the quotation will be considered for adjudication.

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- 16 Prices quoted must be all inclusive of delivery charges and goods must be delivered **to the address indicated on the quotation page.**
- 17 The successful company must provide labor for off-loading/delivering.
- 18 Quantities are given in good faith and without commitment to the City of Johannesburg. The City reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
- 19 **The CoJ will conduct business with an entity which complies with the Codes of Good Practice on BBBEE as published from time to time by the Minister of Trade and Industry**
- 20 **Quotations must be deposited into the quotation box at the location indicated on the cover page. *THE CITY OF JOHANNESBURG DOES NOT TAKE RESPONSABILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.***
- 21 **FORWARD EXCHANGE RATE COVER**
- In the event of price/prices being based on the exchange rate, the successful tenderer/s will be required to obtain exchange rate cover in order to protect the Municipality against exchange rate variations.
Proof must be provided that forward Exchange Rate cover has been taken out within 14 days after an order has been placed.
If proof that cover was taken out within 14 days after the order has been placed, is not submitted to the City of Joburg, with the invoice, the contract price adjustment will not be accepted and the contract may be cancelled.
- 22 **EXECUTION OF ORDERS**
- Tenderers are reminded that orders placed against accepted quotations are to be executed in strict accordance with the accepted specification and within the quoted delivery period. In this regard, the attention of tenderers is drawn in particular to Clause 20 of the Municipality's General Conditions Applicable to the Consideration of Written Quotations (Supply chain Management Policy), which is available on request and/or also available on the Municipality's website, www.joburg.org.za
23. **OCCUPATIONAL HEALTH AND SAFETY**
- The successful tenderer will be required to comply with the requirements of the Occupational Health and Safety Act and regulations.
24. **COPYRIGHT/PATENT RIGHTS**
- Copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed, by a consultant/trainer in the course of the consultancy service is vested in the Municipality.
25. **SUPPLIER REGISTRATION**
- Prospective tenderers are required to register as suppliers/service providers on the City of Johannesburg supplier database prior to quoting. The tenderer is required to record the vendor number in the space provided on the cover page of this quotation document.
- 26 The municipality reserves the right, to cancel and re-issue the quotation.

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- 27 A valid Tax Clearance Certificate or the SARS Pin of the Company should be submitted with this quotation document. In cases where the tenderer has not submitted a Tax Clearance Certificate/SARS Pin, the Municipality reserves the right to at any time after the closure of the tender, but before the award of the tender, request from the tenderer to provide the valid Tax Clearance Certificate or a SARS Pin within seven (07) days from date of notification. Bidders should note, that in accordance with legislation, no contract may be awarded to a/an person/entity who/which has failed to submit a Valid Tax Clearance Certificate issued by the South African Revenue Service (SARS), certifying that the taxes of that person/entity are in order, or that suitable arrangements have been made with SARS/SARS pin to enable the City of Johannesburg to verify that the Company is tax compliant.
Each party to a consortium/joint venture should submit a separate tax clearance certificate or SARS Pins.
- 28 Quotations must be enclosed in separate sealed envelopes, bearing the RFQ Number, closing time and due date.
- 29 **PLEASE NOTE THAT NO PRICE CHANGES WILL BE ALLOWED AFTER THE CLOSING DATE AND TIME OF THE QUOTATION.**
- 30 **FALSE DECLARATION ON MUNICIPAL BIDDING DOCUMENTS FORM (MBD) MAY LEAD TO AUTOMATIC DISQUALIFICATION.**
- 31 **NB! RECOMMENDED BIDDER WILL BE SUBJECTED TO VETTING PROCESS**
- 32 **ALL PAGES MUST BE INITIALED**
- 33 **EVALUATION CRITERIA:**

VALIDITY OF RFQ: 30 DAYS

<u>OFFICE USE ONLY:</u> <u>PRICE/S TO BE VAT EXCLUSIVE</u>	
RFQ'S above R30 000,00 to a maximum of R750 000,00 VAT Inclusive will be evaluated on the basis of the 80:20-point system as stipulated in the Preferential Procurement Policy Framework Act (Act No. 5 of 2000), Preferential Procurement Regulations, 2022 and SCM practice note: 02/2023 and 01/2024	
Points will be allocated as follows:	
Points for price:	80
Preferential Goals (Max of 20):	20
Preferential Goals	Allocated Points (80/20 system)
Business owned by 51% or more Women	10
Enterprise located within the City of Johannesburg Metropolitan Municipality	10

I HEREWITH CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED CONDITIONS.

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SIGNATURE_____

NAME_____

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CENTRAL SUPPLIER DATABASE

The Central Supplier Database maintains a database of organisations, institutions and individuals who can provide goods and services to government. The CSD will serve as the single source of key supplier information for organs of state from 01 April 2016 providing consolidated, accurate, up-to-date, complete and verified supplier information to procuring organs of state.

Prospective suppliers interested in pursuing opportunities within the South African government are encouraged to self-register on the Central Supplier Database. This self-registration application represents an expression of interest from the supplier to conduct business with the South African government. Once submitted, your details will be assessed for inclusion on the Central Supplier Database.

NB: Suppliers are still required to register on the City of Johannesburg Supplier Database or keep up- to- date their registration profiles on the City of Johannesburg Supplier Database.

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RFQ NR: COJ0085-23/24

DESCRIPTION:

SPECIFICATION

TERMS OF REFERENCE (ToR) FOR THE PROCUREMENT OF A SUITABLE SERVICE PROVIDER THAT WILL PROVIDE EVENT MANAGEMENT SERVICES TO ORGANIZE, EXECUTE THE EVENT AS WELL AS PROCURING INFRASTRUCTURE AND OTHER RELATED REQUIREMENTS FOR THE CITY OF JOHANNESBURG'S JUNE 16 YOUTH DAY COMMEMORATION AND WREATH LAYING CEREMONY 2024.

SPECIAL REQUIREMENTS:

BACKGROUND

The City of Johannesburg Executive Mayor, Councilor Kabelo Gwamanda will be hosting the June 16 Youth Day Commemoration and Wreath Laying Ceremony on Sunday, 16 June 2024 at the Hector Pieterse Memorial in Orlando West, Soweto.

2 OBJECTIVE OF TERMS OF REFERENCE

To procure a suitable service provider that will provide event management services to organize, execute the event as well as procuring infrastructure and other event related requirements for the City of Johannesburg's June 16 Youth Day Commemoration and Wreath Laying Ceremony.

3 EVENT DETAILS

Venue: Hector Pieterse Memorial
Khumalo Street
Orlando West
Soweto
Date: Sunday, 16 June 2024

Set up time: Saturday, 15 June 2024

4 SCOPE OF WORK

The City reserves the right to award a tender in full or not at all. Successful service provider is expected to: -

Provide project management and logistical services in the planning and implementation of an event;

Adhere to turn-around-times as stipulated in the relevant request for quotations (RFQ).

4.1 Uphold the quality of the event as per the standard(s) set by the City of Johannesburg and the requirements of the City's corporate identity (CI); and

4.2 Ensure the timely payment of third parties.

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5 DELIVERABLES

Bidders will also be expected to provide a comprehensive event management solution, which covers all aspects of an event.

5.1.1 Audio services

The successful service provider shall be expected to ensure that all required equipment is available and that it is set-up at the venue before the event starts. It is expected that the equipment will be in good working condition for the entire duration of the event, and that the output(s) will be of high quality without any external interferences and/or echo. The successful service provider may also be required to provide editing services on the material produced.

This service category includes the following:

5.1.1.1 P.A systems

5.1.2 Catering services

Service providers must be able to cater for all dietary requirements, including but not limited to religious and cultural preferences, as stipulated in this request for quotation (RFQ). In this regard, the City has issued a variety of menus with the RFQ and it covers the following dietary requirements:

- Vegetarian;
- Strictly Halaal;
- Kosher; and
- Diabetic.

Bidders will be expected to provide assurance in their proposals that religious and cultural factors/needs/restrictions have been considered. This may include entering into business contracts with accredited suppliers of such catering requirements.

Service providers must have an industry-recognised certification, where applicable.

Service providers are expected to meet the City's catering standards and requirements. This means ensuring that food is prepared in accordance with food industry standards, in a clean and hygienic environment, and in compliance with all health and safety regulations. It is expected that bidders will ensure the availability and provision of the necessary catering supplies and equipment as required.

Bidders are expected to prepare proposals for normal day-to-day catering as well as high-end events (which includes providing waiters and waitresses where applicable). Proposals must include a time schedule for standard functions, covering the setup to service to breakdown. Cleanup is also a major concern and reference should be made to it.

5.1.3 Hiring services

Bidders in respect of this service category must be able to demonstrate a high level of customer service in the administration, delivery and installation of quality equipment for this high-end event. The following equipment and event accessories required for this event are as follows:

5.1.3.1 Marquee.

5.1.3.2 Heaters,

5.1.3.3 Fire-extinguishers.

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- 5.1.3.4 Mobile toilets/trailers, urinals, janitors.
- 5.1.3.5 Speed fencing
- 5.1.3.6 Furniture, tables, chairs
- 5.1.3.7 Chair covers
- 5.1.3.8 Tablecloths
- 5.1.3.9 Back-up generator for P.A system
- 5.1.3.10 Crockery and cutlery

5.1.4 Floral Services

The City is required supply ceremonial wreaths for the event and Bidders are expected to therefore put together a proposal that will demonstrate the delivery ability, indicating its own footprint or strategic partners that will facilitate the delivery.

The following are the actual items that may be required:

- 5.1.4.1 Ceremonial wreaths
- 5.1.4.2 Single stem roses
- 5.1.4.3 Centrepieces.

5.1.5 Staging.

The successful bidder must provide equipment and setting-up services for events of various sizes. Bidders are thus expected to have the know-how of setting up for small to large public meetings/summits, indoor and outdoor events while also observing compliance requirements related to events.

The successful bidder is furthermore expected to provide adequately trained and skilled labour to set-up and de-rig in accordance with all safety and compliance requirements and/or considerations.

This service category includes the following:

- 5.1.6.1 Raised platforms.

List of Deliverables

- Ceremonial wreaths
- Single stem white roses
- Marquee (cinema style seated)
- Chairs
- Mushroom heaters
- Bottled water (still 80% and sparkling 20%)
- Stanchions with black/white ropes
- Portable toilets
- P A System
- Raised platform.
- Double Seater couches
- Single seater
- Coffee tables
- Ottoman
- Centre rugs
- Cocktail tables and tablecloths
- Trestle tables
- Crockery and cutlery

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- Rectangle black stretch tablecloths
- Vegetable soup
- Bread rolls
- Butter mini pats
- Tea and coffee sachets
- Brown and white sugar sachets
- Honey sealed (500ml bottle)
- Fresh lemon slices
- 100% canned fruit juice (330ml)
- Meat platter
- Variety of pastries
- Julien fruit slices
- Cutlery
- Crockery
- Napkins
- Chair covers
- Speed fencing
- 10m carpet runner
- Ambulance services with personnel
- Security services with personnel
- Cleaning services with personnel and materials
- Fire extinguishers

6 PRICING AND PROPOSAL SUBMISSION

It should however, be noted that bidders define a business model that suits their operations, quality, cost-efficiency and cost-effectiveness should be at the centre of service delivery. Bidders are therefore cautioned to be mindful of costing in relation to their business models and successful bidder will be expected to negotiate terms and conditions with their strategic partners and transfer part of the benefits to the City.

Bidders are expected to as far as possible, demonstrate proof of their business relations and alliances in order to give the City comfort that they will honour turnaround times and meet service delivery standards.

The City pays service providers on presentation of valid invoices, and only after the successful completion of the event. Bidders are therefore expected to have sufficient funds to cover an event as no requests for upfront payment shall be entertained.

Prices must be fixed, must be VAT inclusive and should be quoted in South African currency. The prices should be fixed for 2024; otherwise, the possible escalation should be clearly stated. A detailed schedule of the cost including an explanation of the services included as well as excluded should be provided.

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SPECIAL CONDITIONS

The following special conditions are applicable, namely:

7.1 Service providers are expected to be Joint Operations Committee (JOC) compliant, where applicable. Failure to comply will result in a non-responsive bid proposal.

7.2 A service provider should be able to hire / recruit its own security, cleaners and emergency/Ambulance company, as required.

8 EVALUATION CRITERIA

Proposals shall be evaluated in phases, as follows:

8.1 Phase 1 (one) – Compliance with bid requirements

This entails compliance with the bid conditions as outlined in the bid document; the submission of the required returnable documents; the full and proper completion of the RFP document and submission of the proposal document in line with the conditions set out in the bid document.

8.2 Phase 2 (two) – Functionality

Proposals shall be evaluated in terms of the Preferential Procurement Policy Framework Act No. 5 of 2000, using the 80/20 points system in the Preferential Procurement Regulations of 2017.

Proposals will initially be evaluated in terms of functionality and then in respect of the Preferential Procurement Policy Framework Act of 2000, using the 80/20 points system.

Only bidders scoring seventy (70) points or more out of one hundred (100) points for functionality shall be considered for appointment.

Bidders that score below this threshold shall be deemed to have submitted non-responsive bids.

CRITERIA	GUIDELINES FOR APPLICATION OF CRITERIA	POINTS
Methodology and Approach	Methodology and Approach - 40 Points Project management plan outlining the processes, activities and deliverables, in order to meet the timelines including a risk management plan/strategy and risk mitigation plan in compliance with the Safety at Sports and Recreational Events Act 2 of 2010 (where applicable); and with all other Health and Safety requirements. No project implementation/management plan = 0 points Project plan without outlining processes, activities detailed deliverables to meet the timelines including a risk management plan/strategy and risk mitigation plan in compliance with the City's Bylaws. = 10 points	40

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CRITERIA	GUIDELINES FOR APPLICATION OF CRITERIA	POINTS
	Project management plan outlining processes and activities to meet the timelines without a risk management plan/strategy and risk mitigation plan in compliance with the City's Bylaws. = 20 points Project management plan outlining processes and activities to meet the timelines including a risk management plan/strategy and risk mitigation plan in compliance with the City's Bylaws. = 30 points Project implementation plan outlining full processes, activities and deliverables aligned to the timelines including a risk management plan/strategy and risk mitigation plan in compliance with the City's Bylaws. = 40 points Categories bidding for: • Category 1: Technical and audio-visual services. • Category 2: Staging. • Category 3: Catering services • Category 4: Hiring services. • Category 5: Floral services.	
Company Profile	Company Experience – 10 Points Industry-related experience: Attach proof of Company Registration More than 9 years -10 points More than 6 years up to 9 years – 8 points More than 3 years up to 6 years – 6 points More than 12 months up to 3 years – 4 points 12 months and less –2 points	40
	Project Manager Experience – 10 Points Industry-related experience: Attach Curriculum Vitae. More than 9 years -10 points More than 6 years up to 9 years – 8 points More than 3 years up to 6 years – 6 points More than 12 months up to 3 years – 4 points 12 months and less – 2 points	

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CRITERIA	GUIDELINES FOR APPLICATION OF CRITERIA	POINTS
	Team Experience Excluding Project Manager– 20 Points Combined team members - Industry-related experience: Attach Curriculum Vitae. More than 9 years -20 points More than 6 years up to 9 years – 15 points More than 3 years up to 6 years – 10 points More than 12 months up to 3 years – 5 points 12 months and less – 2 points	
Track-record	Number of previous similar work undertaken – 20 Points Duly signed testimonials on client letterhead outlining the scope of work, value of the contract and the duration thereof of and the contact person the similar projects previously undertaken, not more than 3 years old. 5 x Company references – 20 points 4 x Company references – 15 points 3 x Company references – 10 points 2 x Company references – 5 points 1 x Company reference – 2 points	20
TOTAL:		100

DISQUALIFICATION CRITERIA

Failure to meet the requirements below shall result in the exclusion of the bid based on the fact that it is a non-responsive bid proposal.

- Incomplete or unsigned / partially signed Form of Bid; and
- For all bidders under *Catering Services* Category: Submission of a Certificate of Acceptability (CoA) in the name of the bidder and where a business agreement is in place with a third party, CoA must be in the name of that third party.

GENERAL CONDITIONS

- The City reserves the right to ask any clarification questions to any Bidder including but not limited to requesting third party agreements in support of the bid, list of resources to be used for the project including a key account manager and all relevant equipment.

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INFORMATION AND QUERIES

All queries to be submitted in writing only, not later than 72 hours before close of the bid.

Contact Person: Clifford Rantao

Group Communication and Marketing

Email: Cliffordr@joburg.org.za

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RFQ NR: _____

FORM B: FORM OF QUOTATION AND FORM OF ACCEPTANCE

Will the quoted price remain firm for a period of 30 days? (YES/NO)

If not: State the validity period _____

Is/Are the price/s quoted subject to the 2,5% settlement discount (YES/NO) _____

Is/Are the tender price firm until completion of order/work? (YES/NO)

If not:

- (a) Submit the cost factors which will be taken into account in the event of price increase/decrease, as well as the compilation of the tender price/s, i.e. cost price, transport cost, margin of profit, etc (clause of the Specification and Additional Conditions of Tender, Form A, refers)

	%	INDEX FIGURE AND BASE DATE (EG. SEIFSA TABLE E1 JUNE 1992)
Material		
Labour		
Transport		
Profit		
OTHER		
1		
2		
3		
TOTAL	100	

NB. If prices are variable due to fluctuation in the exchange rate, the acceptance of any order will be subject to forward cover taken out by yourselves.

SIGNATURE OF TENDERER:.....

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FORM OF QUOTATION AND FORM OF ACCEPTANCE (contd)

Group Head: SSCM City
of Johannesburg

Sir/Mam,

I/We the undersigned, having examined the specification, hereby offer to supply and deliver the items in accordance therewith, at the following price:

Items	Units	Unit Price	Unit sub-Total (Excl. VAT)
Ceremonial Wreaths • With ribbons of RSA flag • Include stands. • Sizes ○ 1.2 metres high ○ 1.00 metres high ○ 0.90 metres high ○ 0.80 metres high ○ 0.70 metres high	5		
Single stem white roses	100		
Marquee 10mx 30m (cinema style seated 300 pax)	1		
500ml Bottled Still Water	120		
500ml Bottled Sparkling Water	30		
Mushroom heaters	2		
Stanchions with black or white ropes	10 metres		
Plastic chairs and white chair covers	300		
Mobile toilets as follows: • 1 x paraplegic • 2 x VIP toilets	3		
PA System for 200 people (with 2 microphones and backup generator)	1		
Speed fence (include set up) 1.8m height	300 metres		
Carpet green (runner 10 metres)	1		
UNCLE TOMS HALL			

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Items	Units	Unit Price	Unit sub- Total (Excl. VAT)
MAYORAL HOLDING ROOM x 50 pax			
2-Seater couches	2		
Single seater couches	4		
Coffee table	2		
Ottoman (single seater)	6		
Cocktail tables	5		
Cocktail stretch tablecloth (beige)	5		
Centre rug	2		
Mushroom heaters	1		
Centre piece for coffee table	2		
Trestle tables (serving stations)	6		
Black stretch tablecloths for trestle tables	6		
Vegetable soup	50		
Bread rolls	50		
Butter mini pats	50		
Tea (green tea, rooibos and Ceylon) and Coffee sachets	75		
Brown and white sugar sachets	75		
Honey (Sealed 500ml bottle)	2		
Fresh lemon slices for 50 Pax			
100% canned fruit juice (330ml)	80		
500ml Bottled Still Water	40		
500ml Bottled Sparkling Water	10		
Warm Platters: 40 Pax Variety of pastries (make provision for a regular diet, assorted filled croissants and fresh fruit slices)	40 x regular diet		
Warm Platter: 5 Pax	5 x Halaal		

Initials

Items	Units	Unit Price	Unit sub-Total (Excl. VAT)
Variety of pastries (make provision for Halaal), assorted filled croissants and fresh fruit slices			
Warm Platter: 5 Pax Variety of pastries (make provision for Kosher), assorted filled croissants and fresh fruit slices	5 x Kosher		
Crockery	50		
Cutlery	50		
Napkins	100		
STAKEHOLDER VIP HOLDING ROOM X 50 Pax			
2-Seater Couches	2		
Single seater couch	4		
Coffee tables	2		
Ottoman	6		
Cocktail tables	5		
Cocktail Stretch tablecloth (beige)	5		
Centre rugs	2		
Mushroom heaters	1		
Centre Pieces for coffee tables	2		
Trestle tables (serving stations)	6		
Black stretch tablecloths for trestle tables	6		
Vegetables soup	50		
Bread Rolls	50		
Butter mini pats	50		
Tea (green tea, rooibos and Ceylon) and Coffee sachets	75		
Brown and white sugar sachets for 75 Pax	75		

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Items	Units	Unit Price	Unit sub-Total (Excl. VAT)
Honey (Sealed 500ml bottle)	2		
Fresh lemon slices for 75 Pax			
100 % canned fruit juice (330ml)	30		
500ml Bottled Still Water	40		
500ml Bottled Sparkling Water	10		
Warm Platters: 40 Pax Variety of pastries (make provision for a regular diet, assorted filled croissants and fresh fruit slices)	40 x regular diet		
Warm Platter: 5 Pax Variety of pastries (make provision for Halaal), assorted filled croissants and fresh fruit slices	5 x Halaal		
Warm Platter: 5 Pax Variety of pastries (make provision for Kosher), assorted filled croissants and fresh fruit slices	5 x Kosher		
Cutlery	50		
Crockery	50		
Paper napkins	50		
VIP Hall x 100 pax			
Mushroom heaters	1		
Trestle tables	10		
Black stretch tablecloths	10		
Vegetable soup	100		
Plain read rolls	100		
Butter mini pats	100		
Tea (green, rooibos and Ceylon) Coffee sachets for 100 Pax	100		

Initials

Items	Units	Unit Price	Unit sub-Total (Excl. VAT)
Brown and white sugar sachets for 100 Pax	100		
Honey (Sealed 500ml bottles)	2		
Fresh lemon slices for 100 Pax			
100 % fruit juice	100		
500ml Bottled Still Water	60		
500ml Bottled Sparkling Water	20		
Warm platters: 100 Pax Variety of pastries (make provision for a regular diet, assorted filled croissants and fresh fruit slices)	100		
Disposable crockery and cutlery	100		
Paper napkins	100		
Compliance			
Ambulance Services (2 x ALS and 2 x BLS personnel) including with back-up ambulance.	2		
Security Services (2 x night shift; 2 x day shift)	4		
Cleaning Services (4 x Setup Day and 4 x Event Day with cleaning equipment)	8		
Fire extinguishers	8		
Delivery			
		GRAND TOTAL AMOUNT (EXCL.VAT) R	

PLEASE QUOTE FOR ALL ITEMS

Initials

The CoJ reserves the right to increase or decrease the quantity.

Is the Company VAT Registered? (YES/NO): _____

VAT Number: _____

VENDOR NUMBER _____

VENDOR SIGNATURE: _____

DATE: _____

Initials

FORM OF QUOTATION AND FORM OF ACCEPTANCE (contd)
SIGNATURE OF PERSON/S AUTHORISED TO SIGN QUOTATIONS:

NAME	ID NUMBER	CAPACITY	SIGNATURE

DATED THIS _____ DAY OF _____ 2023.

REGISTERED NAME OF TENDERING COMPANY/SUPPLIER: - (IN BLOCK LETTERS)

COMPANY REGISTRATION NUMBER: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER:

AS WITNESSES:

1_____

(NAME & SURNAME IN BLOCK LETTERS)

2_____

(NAME & SURNAME IN BLOCK LETTERS)

Initials

STATEMENT OF AUTHORISATION

IF THE TENDERER IS A COMPANY OR FIRM, STATE ON WHAT AUTHORITY THE UNDERSIGNED HAS THE AUTHORIZATION TO SIGN THE TENDER DOCUMENTS, FOR EXAMPLE: COMPANY'S RESOLUTION OR PROCURATION OR STATUTES OF PARTNERSHIP, ETC.

I/We the undersigned is/are authorized to enter into this contract on behalf of

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

..... by authority of

dated a certified copy of which may be attached to this tender.

SIGNATURE:

1. _____ ID NR _____ DATE: _____

2 _____ ID NR _____ DATE: _____

WITNESSES:

1. _____ ID NR _____ DATE: _____

2 _____ ID NR _____ DATE: _____

NB:

PROOF IS REQUIRED THAT THE COMPANY HAS BEEN REGISTERED AND DOES IN FACT EXIST, AND THAT THE PERSONS WHO HAVE SIGNED THE TENDER DOCUMENT HAVE INDEED BEEN SO AUTHORIZED

Initials

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MBD 4: 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, shareholder²):.....

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.

Initials

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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:

.....
.....

Initials

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

Initials

**MBD 8: DECLARATION OF TENDERER PAST SUPPLY
CHAIN 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? (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> (listen to the other side) rule was applied).	Yes ☐	No ☐
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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, 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)	Yes ☐	No ☐
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 ☐	No ☐
4.3.1	If so, furnish particulars:		

2/...

Initials

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 ☐	No ☐
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 ☐	No ☐
4.5.1	If so, furnish particulars:		

CERTIFICATION

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 BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF TENDERER

Initials

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MBD9: 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.

Initials

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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.

Initials

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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.

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

Initials

CITY OF JOHANNESBURG
FINANCE DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT

DECLARATION 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

1. 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.
3.
4.
5.
6.
7.

C Documents to be attached.

1. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
2. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
3. 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

Initials

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ARTICLE OF AGREEMENT IN TERMS OF THE OCCUPATIONAL SAFETY ACT, 1993
BETWEEN

The CITY OF JOHANNESBURG
(Hereinafter referred to as the
"EMPLOYER")

AND

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

Herein represented by in his/her capacity as

duly authorised as per Form D , Attached hereto,(herein after referred to as the (CONTRACTOR")
WHEREAS the CONTRACTOR is the mandatory of the EMPLOYER as contemplated in an

agreement in respect of

.....
.....(RFQ Description)

RFQ number.....

AND WHEREAS the Occupational Health and Safety act, 1993 (Act 85 of 1993, hereinafter referred to as the "ACT"), imposes certain powers and duties upon the EMPLOYER.

AND WHEREAS the parties have agreed to enter into an agreement in terms of the ACT. NOW THEREFORE the parties agree as follows:

- (a) The CONTRACTOR undertakes to acquaint the appropriate officials and employees of the CONTRACTOR with all relevant provisions of the ACT and the regulations promulgated in terms thereof.
- (b) The CONTRACTOR undertakes that all relevant duties, obligations and prohibitions imposed in terms of the ACT and Regulations will be fully complied with. Provided that should the EMPLOYER prescribe certain arrangements and procedures, that same shall be observed and adhered to by the CONTRACTOR, his officials and employees. The CONTRACTOR shall bear the onus of acquainting himself/herself/itself with such arrangements and procedures.
- (c) The CONTRACTOR hereby accepts sole liability for such due compliance with the relevant duties, obligations, prohibitions, arrangements and procedure, if any, imposed by the ACT and Regulations and the EMPLOYER expressly absolves the EMPLOYER from itself being obliged to comply with any of the aforesaid duties, obligations, prohibitions, arrangements and procedure as the case may be.
- (d) The CONTRACTOR agrees that any duly authorised officials of the EMPLOYER shall be entitled, although not obliged, to take such steps as may be necessary to ensure that the CONTRACTOR has complied with the undertakings as more fully set out in paragraphs (a) and (b) above, which steps may include, but shall not be limited to, the right to inspect any appropriate site or premises occupied by the CONTRACTOR, or to inspect any appropriate records held by the CONTRACTOR or to take such steps it may deem necessary to remedy the default of the CONTRACTOR at the cost of the CONTRACTOR.

Initials

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- (e) The CONTRACTOR shall be obliged to report forthwith to the EMPLOYER any investigations, complaint or criminal charge which may arise as a consequence of the provisions of the ACT and Regulations, pursuant to work performed in terms of this agreement, and shall, on written demand, provide full details in writing of such an investigation, complaint or criminal charge as the case may be.

Thus signed at JOHANNESBURG for and on behalf of the EMPLOYER on this the

..... day of20.....

AS WITNESSES:

1.

2.

SIGNATURE

NAME AND SURNAME.....

CAPACITY.....

Thus signed at for and on the behalf of the CONTRACTOR on this
the..... day of.....2023

AS WITNESSES:

1.

2.

SIGNATURE.....

NAME AND SURNAME.....

CAPACITY.....

Initials

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**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

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

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 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

Initials

- 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

6.1. POINTS AWARDED FOR PRICE

6.1.1. THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Initials

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

6.2.1. POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

7. POINTS AWARDED FOR SPECIFIC GOALS

7.1. 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:

7.2. 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

Initials

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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.

THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER	MEANS OF VERIFICATION DOCUMENTS REQUIRED	NUMBER OF POINTS ALLOCATED (80/20 SYSTEM)	NUMBER OF POINTS CLAIMED (80/20 SYSTEM) (TO BE COMPLETED BY THE TENDERER)
GOAL 1: DESIGNATED GROUP			
Business owned by 51% or more Women	CSD report, ID copy of owner/s of the business or Shareholder's certificate	10	
GOAL 2: SPECIFIC GOAL			
Enterprise located within the City of Johannesburg Metropolitan Municipality	CSD report and proof of municipal account	10	

DECLARATION WITH REGARD TO COMPANY/FIRM

7.3. Name of company / firm

7.4. Company registration number:

7.5. 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]

7.6. 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:

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

Initials

as indicated in paragraph 1 of this form;

- c) 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;
- d) 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 –
 - (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:
.....
.....

Initials

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