



CITY OF TSHWANE METROPOLITAN MUNICIPALITY

**ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING
REPAIRS AND MAINTENANCE SERVICES OF STRUCTURES AND BUILDINGS AT THE
TSHWANE MUNICIPAL NURSERY, REBECCA STREET, PHILIP NEL PARK**

CIDB GRADING: LEVEL 1 GB OR HIGHER

QUOTATION NO: Q24-2024-25

NAME OF BIDDER:

CSD NUMBER:

**VENDOR NUMBER
(Compulsory)**

Prepared by:
City of Tshwane
Metropolitan Municipality
Tshwane House
320 Madiba Street
PRETORIA
0001
Tel: (012) 358 9999

CLOSING DATE

3 DECEMBER 2024

Only bidders registered on the central supplier database and with CSD Number will be considered for this tender as it is a requirement from National Treasury.



CITY OF TSHWANE
METROPOLITAN MUNICIPALITY

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

BIDS ARE HEREBY INVITED FROM SUPPLIERS FOR THE FOLLOWING BID:

Bid No	Description	Dept.	Contact Officials	Compulsory Briefing Session	Closing date
Q24-2024/25	ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING REPAIRS AND MAINTENANCE SERVICES OF STRUCTURES AND BUILDINGS AT THE TSHWANE MUNICIPAL NURSERY, REBECCA STREET, PHILLIP NEL PARK	EAM	Josia Masenya (012) 358 0658 josiasma@tshwane.gov.za Shane Paul (012) 358 6090 Shanep@tshwane.gov.za	Venue: City of Tshwane Municipal Nursery, Nic van Vuuren Place, Philip Nel Park Coordinates: - 25.740695481524874, 28.156224925040988 Date: 22 November 2024 Time: 11:00	3 December 2024 at 10:00

THE DOCUMENT IS DOWNLOADABLE ON E-TENDER

Each Quotation shall be enclosed in a sealed envelope, bearing the correct identification details and shall be placed in the tender box located at:

**TSHWANE HOUSE
320 MADIBA STREET
PRETORIA
0001**

Documents must be deposited in the bid box not later than **10:00 on the 3 December 2024** where bids will be opened in public.

Technical enquiries: Shane Paul at (012) 358 6090 or Shanep@tshwane.gov.za

Supply Chain enquiries: Josia Masenya at (012) 358 0658 or josiasma@tshwane.gov.za

Bids will remain valid for a period of 90 days after the closing date

- Received after the closing date and time will not be considered. CoT does not bind itself to accept the lowest or any other bid in whole or in part
- Bid documents must be completed using a black pen (not re-typed or scanned)
- Mistakes made on the price schedule must be crossed out in ink and each price alteration must be initialled.
- Price corrections may not be made with correction fluid, such as Tippex or a similar product.
- If correction fluid was used on any specific item price, such an item will not be considered. No correction fluid may be used on a bill of quantities where prices are calculated to arrive at a total amount. If correction fluid was used, the quotation as a whole will be repudiated.
- The Municipality will reject the quotation if corrections are not made in accordance with the above.

INDEX

No	Details	Document	Page
1.	Scope of Work		Pg. 5 – 23
2.	Pricing Schedule		Pg. 23 – 32
3.	Invitation to Bids	MBD 1	Pg. 33 – 34
4.	Declaration of Interest	MBD 4	Pg. 35 – 37
5.	Preference points claimed form	MBD 6.1	Pg. 38 – 43
6.	Contract form – Rendering of services	MBD 7.2	Pg. 44 – 45
7.	Declaration of Past Supply Chain Management practice	MBD 8	Pg. 46 – 47
8.	Certificate of independent bid determination	MBD 9	Pg. 48 – 51
LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF BID DOCUMENT			
9	Company Registration Certificate		
10.	Tax Clearance Certificate or Unique Pin		
11.	BBBEE Certificate		
12.	Rates and Taxes		
13.	CSD summary report		



ENVIRONMENT AND AGRICULTURE MANAGEMENT DEPARTMENT

BID NAME

APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING REPAIRS AND MAINTENANCE SERVICES OF STRUCTURES AND BUILDINGS AT THE TSHWANE MUNICIPAL NURSERY, REBECCA STREET, PHILLIP NEL PARK

BID NUMBER

(Q24-2024-25)

1. INTRODUCTION AND PURPOSE

Quotation for repairs and maintenance of structures and buildings at the Tshwane Nursery, Nic van Vuuren Place, Phillip Nel Park
The bidder is expected to start with the repair work within 15 days after receiving the purchase order and is expected to be completed within 20 working days with the installation, repairs and maintenance.

2. BACKGROUND

The buildings require some repairs and maintenance to comply with basic Occupational Health and Safety.

The external structures require maintenance so that the propagation tunnel can function properly. It is against this background that the department is presenting the specifications for the repairs and maintenance of various buildings and structures at the new Tshwane Municipal Nursery, Nic Van Vuuren Place, Phillip Nel Park as outlined below.

3. PROJECT SCOPE

All the work is to be carried out at the new Tshwane Municipal Nursery in Nic Van Vuuren Place, Phillip Nel Park.

This is a once-off quote specific to the site and may not be used for other municipal sites or buildings.

The work must comply with the following Specifications:

ITEM 1	Repairs and maintenance to the main office blocks
ITEM 2	Instillation, repairs and maintenance to the propagation tunnel
ITEM 3	Instillation, repairs and maintenance of the carport shade net structures
ITEM 4	Repairs and maintenance to kitchen and bathroom
ITEM 5	Repairs and maintenance to the water pipes on the grounds
ITEM 6	Repairs and maintenance to the veranda areas

ITEM 1: REPAIRS TO MAIN OFFICE BLOCKS BUILDINGS

The bidder must confirm the measurements before the bidder submits the bid to endure that they bid correctly. All miscellaneous items require for complete the work must be taken into consideration by the bidder, for example screws, nuts, putty, glue, pipe elbows and joints etc.

The following repairs and maintenance are required to the main office blocks of the nursery.

These items have been identified so that the repairs are properly identified and quantified for quotation purposes.

Please note that the bidder is expected to re-measure the work repair items as described below to ensure that measurements are correct so that there are no discrepancies when the work is required to be carried out.

All broken glass must be removed on all windows listed before work starts, in order to prevent injury.

Windows where currently there is plain glass and must be replaced by frosted glass, the pain must be removed and the entire window frame treated before replacing with new frosted glass is installed.

Place		Description of specifications	Quantity	Measurements
Kitchen	Preparation	Door frames: sandpaper the door frame and remove rust	1	Standard (2m x 0,8m)
	Preparation	Windows: remove putty, sandpaper the window frames.	4	0,9x 0,53m
	Work task	Paint window frames with anti-rust primer.	4	0,9x 0,53m
	Work task	Paint window frames – brown enamel paint.	4	0,9x 0,53m
	Work task	Door frame: Paint Door frame with rust block primer. Paint over with brown enamel paint.	1	Standard (2m x 0,8m)
	Supply/ and install	Supply and install frosted glass for windows where	4	0,9x 0,53m

Place		Description of specifications	Quantity	Measurements
		glass is required and install new putty. Replace the putty on the windows where the glass was not removed		
	Supply/ and install	Replace window catches – brass /metal.	4	0,2m long
	Supply/ and install	Install new wooden door for external use. Install new door handles with 4 lever locks. Varnish wooden door.	1	See sample in photo
	Supply/ and install	Plaster holes in the wall above the sink– Install white tiles to match existing or similar.	1	1 m ² of white tiles. (supply tile adhesive and grout
Men's Change rooms	Preparation	Door frames: sandpaper the door frame and remove rust.	1	Standard (2m x 0,8m)
	Preparation	Windows: remove putty, and glass, sandpaper the window frames and remove rust.	4 opening 4 closed	1.96m x 0,92m
	Work task	Paint 4 window frames with anti-rust primer. Replace the putty on the windows	4	1.96m x 0,92m
	Work task	Paint window frames – brown enamel paint.	4	1.96m x 0,92m
	Work task	Door frame: Paint Door frame with rust block primer. Paint over with brown enamel paint.	1	Standard (2m x 0,8m)
	Supply/ and install	Supply and install frosted glass for windows where glass is required and install new putty.	4 4	0.93m x 0.80m 0.93m x 0.30m Supply/ and install
	Supply/ and install	Replace window catches – brass /metal.	4	0.2m long
	Supply/ and install	Install new wooden door for external use. Install new door handles with 4 lever locks. Varnish wooden door.	1	Supply/ and install
	Work task	Remove bricks and cupboards in the middle of the floor.	1	
	Work task	Repair ceiling where cupboard was and paint white	1	

Place		Description of specifications	Quantity	Measurements
	Supply/ and install	A face brick wall at the entrance next to the door		1m wide and 2 m high.
Men's bathrooms	Preparation	Door frames: sandpaper the door frame and remove rust	1	Standard (2m x 0,8m)
	Preparation	Windows: remove putty, glass a sandpaper the window frames and remove rust.	3	0,9x 0,53m
	Work task	Paint window frames with anti-rust primer. Replace the putty on the windows	3	0,9x 0,53m
	Work task	Paint window frames – brown enamel paint.	3	0,9x 0,53m
	Work task	Door frame: Paint Door frame with rust block primer. Paint over with brown enamel paint.	1	Standard (2m x 0,8m)
	Supply/ and install	Supply and install frosted glass for windows where glass is required and install new putty. Replace the putty on the windows where the glass was not removed	3 3	0.65m x 0,30m 0.27m x 0,30m Supply/ and install
	Supply/ and install	Replace window catches – brass /metal.	3	0.2m long
	Supply/ and install	Install new wooden door for external use. Install new door handles with 4 lever locks. Varnish wooden door.	1	Standard (2m x 0,8m)
	Supply/ and install	Plaster holes in the wall in the shower – Install white tiles to match existing or similar.	1	2 m ² of white tiles. (Supply tile adhesive and grout
	Supply/ and install	Replace door handles with locks on toilet cubicle with a 2 lever lock.	1	
	Supply/ and install	Install a rod for a shower curtain. Install Shower curtain	1	0.56 x 2.4m
		Paint door frame – brown enamel paint.	1	2,0 x 0,88m
Ladies' toilet	Preparation	Door frames: sandpaper the door frame and remove rust	1	Standard (2m x 0,8m)
	Preparation	Windows: remove putty, sandpaper the window frame to remove rust.	1	0,9x 0,53m

Place		Description of specifications	Quantity	Measurements
	Work task	Door frame: Paint Door frame with rust block primer. Paint over with brown enamel paint.	1	Standard (2m x 0,8m)
	Work task	Paint window frames with anti-rust primer. Replace the putty on the windows	1	0,9x 0,53m
	Work task	Replace the putty on the windows. Paint window frames – brown enamel paint.	1	0,9x 0,53m
	Supply/ and install	Replace window catches – brass /metal.	1	0.2 m long
	Supply/ and install	Install new wooden door for external use. Install new door handles with 4 lever locks. Varnish wooden door.	1	Supply/ and install
Ladies' Changeroom	Preparation	Windows: remove putty, glass and sandpaper the window frames.	1	1,2m x 0,5m
	Work task	Paint window frames with anti-rust primer.	1	1,2m x 0,5m
	Work task	Paint window frames – brown enamel paint.	1	1,2m x 0,5m
	Supply/ and install	Supply and install frosted glass for windows where glass is required and install new putty. Replace the putty on the windows where the glass was not removed	1	1,2m x 0,5m Supply/ and install
Admin office	Supply/ and install	Repair/Replace cracked window glass in the aluminium window frame	1	0,85 x 0,85m
	Supply/ and install	Repair/replace cracked glass in entrance sliding door aluminium frame.	1	1,97 x 1.20m
Bottom Office Block bathroom	Preparation	Windows: remove putty, broken glass and sandpaper the window frames.	1	0,92x 0.97m
	Work task	Paint window frames with anti-rust primer.	1	0,92x 0.97m
	Work task	Replace the putty on the windows. Paint window frames – white enamel paint.	1	0,92x 0.97m
	Supply/ and install	Supply and install frosted glass for windows where	1	0,2 x 0,25m Supply/ and install

Place		Description of specifications	Quantity	Measurements
		glass is required and install new putty. Replace the putty on the windows where the glass was not removed		
Bottom Office Block kitchen	Preparation	Windows: remove putty, sandpaper the window frames.	1	1,46mx 2.2m
	Work task	Paint window frames with anti-rust primer.	1	1,46mx 2.2m
	Work task	Replace the putty on the windows Paint window frames – white enamel paint.	1	1,46mx 2.2m
Bathrooms	Supply/ and install	Metal soap dispenser	3	As per sample
	Supply/ and install	Metal 2 roll toilet paper holder – lockable.	3	As per sample
Storeroom	Supply and install tool brackets	6 foot ladder bracket	1	Standard – source from supplier
		12 extension ladder	1	
		Various tools	10	
Labor	Supply/ and install			
Transport				

Examples of the work required on bathrooms and kitchen windows.



Mens Changing room



Bottom office Bathroom



Bottom Office Kitchen



Sample specification



Toilet Roll
Holder TR2

Sample specification



1200ml Golden
Touch Soap
Dispenser -
Stainless Steel

Sample specification	Door specification	
	 Exterior Door Pine Framed & Lugged Open Back Stained- w813xh2032mm	Sample to provide an idea of the type of brackets 

ITEM 2: INSTILLATION, REPAIRS AND MAINTENANCE TO THE PROPAGATION TUNNEL

The propagation tunnel is on site at the nursery.

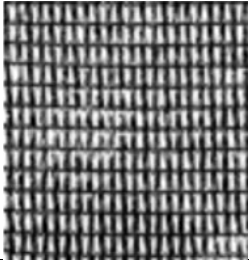
The following work is required on the structure.

Please note that it is the responsibility of the bidder to make precise measurements of the materials to be purchased and installed on site.

Size (dimensions) - 10m long x 7,4m wide x 3,1m high

NB! Contractor to affirm exact measurement for purchase of cladding



Item no	Item Description	Quantity	Size (dimensions)
2.1	Install cladding Polycarbonate sheeting to the metal structure	3	10 x 1m wide sheets. Supply new frosted greenhouse polycarbonate. UV protected on both sides. Use new roofing screws and washers
2.2	Install a cable with tension on the base of the walls on the outside of the tunnel	2	2 x 10m long Include tension clamps, eye-Raul bolts and other sundries required.
2.3	Install 30% black shade net 	1 unit	+ - 10m long Measure the arch. Stitched to the structure with shade net lacing twine
2.4	Site clean-up to the satisfaction of the Project Manager	1	
2.5	Labor		
2.6	Transport		

ITEM 3: INSTILLATION OF THE SHADE NET STRUCTURES

Installation of Carport shade nets at the Tshwane Nursery. The bidder is to familiarize themselves with structure design and all measurements.

All cement must comply with SANS ENV 197-1, strength class 32,5 or higher. Type, composition, and strength of cement must be shown on the bag or delivery slips of bulk cement. Bags must bear the SABS mark.

All materials mentioned in the specification must be supplied by the bidder.

Installation, shade net structure at the Tshwane Municipal Nursery			
Item no	Item Description	Quantity	Size (dimensions)
3.1	Measure the area		21m x 3 m
3.2	Supply treated wooden poles	16	20cm diameter x 3 m
3.3	Dig holes for poles	16	500 mm deep- 40cm diameter
3.4	Dig holes for anchors –with 2 metal droppers knocked in and the eye bolt anchor cemented in.	4	1 metre deep 0,5m wide
3.5	Cement – poles and anchors	20 holes	
3.6	Drill holes for cables		
3.7	Supply cables/ Crosbys/ tension / eye		
3.8	Sundries – various items not mentioned		
3.9	Shadenet – 80% green.		60m x 3m
3.10	Labor		For the complete job
3.11	transport		

Example of the saw tooth concept



ITEM 4: REPAIR BATHROOM AND KITCHEN

The bidder must confirm the measurements before the bidder submits the bid to ensure that they bid correctly. All miscellaneous items required for complete the work must be taken into consideration by the bidder, for example screws, nuts, putty, glue, pipe elbows and joints etc.

	Repairs to the bathroom	Quantity
Place	Description of specifications	Measurements
The bathroom	Remove the bath and wall around the bath, seal off pipes in the wall	1
	Replaster the walls where plaster is damaged	
	Remove broken tiles on the walls	BOQ
	Strip walls of paint	+ - 25m ²
	Re-seal the cornice at the ceiling	BOQ
	Re paint the walls with paster key and paint	+ - 25m ²
	Stripp, sandpaper the door and the door frame and repaint	1
	Find a similar tile to replace the broken tiles	BOQ
	Replace the basins and install new taps and connect to the drainpipes	1 basin. Two taps
	Connect toilet to the cold water.	BOQ
	Replace the toilet seat	1
	Replace the flushing mechanism as it has been standing for 5 years unused.	1
	Ensure that the toilet drain is connected and seal any leaks	1

The Bathroom



The Kitchen



		Quantity
Place	Description of specifications	Measurements
Kitchen	Replace hot /cold water mixer at sink with separate cold and hot water taps	1 each
	Install a new sink in the cupboard	1
	Install two new trap and connect to drainpipes next to the sink for the washing machines with drain	2
	Repair drawers and doors of the cupboard and reuse the handles.	4 drawers, 3 doors

ITEM 5 REPAIRS AND MAINTENANCE TO THE WATER PIPES ON THE GROUNDS

The bidder must confirm the measurements before the bidder submits the bid to ensure that they bid correctly. All miscellaneous items required for complete the work must be taken into consideration by the bidder, for example screws, nuts, putty, glue, pipe elbows and joints etc.



Place	Description of specifications	Quantity Measurements
Drain and water pipes	Install and connect under ground water pipe from hole in the ground to the house bathroom and kitchen and the geyser	30 metres – include joints elbows and ball valves
	Install new cold water pipes from the ground up the wall to the kitchen sink.	+ - 6m
	Install a pipe for a double tap next to the sink for the washing machines	BOQ
	install new pipes from the ground to the basin and toilet in the bathroom.	With isolation valves
	Install new hot water pipes from the geyser to the kitchen sink and the basin in the bathroom.	
	Install new plastic drain pipes to the drains from the sink in the kitchen and the basin	+ - 5m
	Install two new drains in the kitchen for the washing machines	
	Replace the cement drain cover	47cm c 47cm in size

ITEM 6 REPAIRS AND MAINTENANCE TO THE VERANDA AREAS

The bidder must confirm the measurements before the bidder submits the bid to endure that they bid correctly. All miscellaneous items require for complete the work must be taken into consideration by the bidder, for example screws, nuts, putty, glue, pipe elbows and joints etc.

Repair the pillars, wooden beam and replace the rusted gutters of the north and south veranda.



Place	Description of specifications	Quantity Measurements
Veranda south Jack up the roof while working on this section	Replace the pillars holding up the roof and cement to the veranda	4 x +- 2.6m
	Replace the wooden beam above the pillars in the front and side	8m and 2 m 140mm x 6.5mm thick
	Treat and paint the wooded beam white enamel	8m and 2m
	Replace the gutters and the down pipes	8 m gutter 2.6 m down pipe
	Replace a section of the side roof ceiling panel	2m wide
	Paint the pillars white	4
	Fix the roof to the wooden beam	

Veranda North



Place	Description of specifications	Quantity
Veranda North	Replace the pillars holding up the roof and cement to the veranda	4 x +- 2.6m
Jack up the roof while working on this section	Replace the wooden beam above the pillars in the front and side	8m and 2 m 140mm x 6.5mm thick
	Treat and paint the wooded beam	8m and 2m
	Replace the gutters and the down pipes	8 m gutter 2.6 m down pipe
	Replace a section of the side roof ceiling panel	2m wide
	Paint the pillars white	4

Cement pillar sample



Fibre Cement Fluted
Building Column 260mm

4. DELIVERABLES.

Within 15 working days of receiving the official Purchase Order the bidder must start with the installation and repair work at the nursery. The, repairs and maintenance are expected to be completed by within 30 working days after appointment.

5 QUOTATION EVALUATION

The Quotation will be evaluated in 3 phases:

- **Stage 1:** Administrative compliance
- **Stage 2:** Mandatory Requirements
- **Stage 3:** Preference Points System

6 STAGE 1: ADMINISTRATIVE COMPLIANCE

All the bids will be evaluated against the administrative responsiveness requirements as set out in the list of returnable documents.

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
a) To enable The City to verify the bidder's tax compliance status, the bidder must provide; ☐ A copy of their Tax Clearance Certificate (TCS); or ☐ Indicate their tax compliance status PIN.		TCS must be in the same business name as the bidding company. TCS must be valid. Tax status must be compliant before the award.
b) a copy of their Central Supplier Database (CSD) registration; or indicate their Master Registration Number / CSD Number;		CSD must be valid. Tax status must be compliant before the award.
c) Confirmation that the bidding company's rates and taxes are up to date: • Original or copy of Municipal Account Statement of the Bidder (bidding company) not older than 3 months and account must not be in arrears for more than ninety (90) days; or signed lease agreement. In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councilors confirming they are residing in that area		Was a Municipal Account Statement or landlord letter provided for the bidding company? The name and / or addresses of the bidder's statement correspond with CIPC document, address on the CSD or company profile? Are all payment(s) up to date (i.e. not in arrears for more than 90 days)?
d) Duly Signed and completed MBD forms (MBD 1, 4,8 and 9) The person signing the bid documentation must be authorised to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an		All documents fully completed (i.e. no blank spaces)? All documents fully signed? Signature authorised (any director / member / trustee as

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
official letter of authorization or delegation of authority should be submitted with the bid document. NB: Bidders must ensure that the directors, trustees, managers, principle shareholders, or stakeholders of this company declare any interest in any other related companies or business whether or not they are bidding for this contract. <u>See Question 3.14 of MBD 4. Failure to declare interest will result in a disqualification</u>		indicated on the CIPC document, alternatively a delegation of authority would be required? Documents completed in black ink (i.e. no "Tippex" corrections, no pencil, no other colour ink, or none submission of the above, will be considered)?
e) Joint Ventures (JV) – (Only applicable when the bidder tender as a joint venture) • Where the bidder bid as a Joint Ventures (JV), the required or relevant documents as per (a) to l above must be provided for all JV parties. • In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties. • Note: It is a condition of this bid that the successful bidder will continue with same Joint Venture (JV) for the duration of the contract, unless prior approval is obtained from The City.		If applicable. JV agreement provided? JV agreement complete and relevant? Agreement signed by all parties? All required documents as per (i.e. a to e) must be provided for all partners of the JV.
Bidder attended a compulsory briefing session where applicable		A compulsory briefing register must be signed by the bidder. Bidders will be disqualified should they fail to attend compulsory briefing session
Pricing schedule (All items must be quoted for in pricing schedule and if not all items are quoted the bidder will be disqualified). Unless the tender is awarded per item or per section where the bidder only quoted the items or sections they are interested in.		Incomplete pricing schedule results in totals being incomparable. Bidder must be disqualified. Bidder will be disqualified should they make corrections on the price schedule without attaching a signature thereto. Bidder will be disqualified should they use tippex/ correction ink, on the price schedule.

7. STAGE 2: Mandatory Compliance

Failure to attend the compulsory briefing session will lead to the bid being disqualified.

Prior experience in work related to the building maintenance and or repairs and maintenance of Agriculture structures or Building Maintenance: Two completion certificates must be submitted and must indicate the contract start and end dates. It must be signed and dated and may not be more than 2 years old (no older than 1 January 2022).

8. STAGE: Preferential Scoring Points

The preferential points to be used will be the 80/20 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2022.

- 80 points for price
- 20 points for specific goals
 - Bidders are required to submit supporting documents for their bids to claim the specific goal points.
 - Non-compliance with specific goals will not lead to disqualification but bidders will not be allocated specific goal points. Bidders will score points out of 80 for price only and zero (0) points out of 20 for specific goals.
 - Cot shall act against any bidder or person when it detects that the specific goals were claimed or obtained on a fraudulent basis.

The specific goal for this bid is outlined below. Bidders are to submit supporting documents as outlined below to be eligible for points.

Specific goals	80/20 preference point system	Proof of specific goals to be submitted
BB-BEE score of companies • Level 1 • Level 2 • Level 3 • Level 4 • Level 5 • Level 6 • Level 7 • Level 8 • Non-compliant	• 8 Points • 7 Points • 6 Points • 5 Points • 4 Points • 3 Points • 2 Points • 1 Point • 0 Points	Valid Certified copy of BBBEE certificate. Sworn Affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate.
EME and/ or QSE	2 Points	Valid Sworn affidavit for B-BBEE qualifying small enterprise or Exempt

Specific goals	80/20 preference point system	Proof of specific goals to be submitted
		Micro Enterprises or CIPC BBEE certificate
At least 51% of Women-owned companies	2 Points	Certified copy of Identity Document/s and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
At least 51% owned companies by People with disability	2 Points	Medical Certificate with doctor's details (Practice Number, Physical Address, and contact numbers) and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
At least 51% owned companies by Youth	2 Point	Certified copy of Identity Document/s and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
Local Economic Participation - City of Tshwane - Gauteng - National	4 Points 2 Points 1 Point	Municipal Account statement/Lease agreement.

9. VALIDITY PERIOD

The validity period for the quotation after closure is 90 days.

10. PRICING SCHEDULE

The COT reserves the right to accept all items or only selected ones as determined by the available budget.

PRICING SCHEDULE

- The price must include supply, delivery and off-loading of the materials required and the carrying out of the repair works.
- Prices must include the preparation works and removal of existing broken infrastructure.
- Prices must be exact according to conditions specified in this specification document.
- Pricing must be done according to Pricing unit.
- The repair works must be complete within 30 working days of receiving a purchase order.
- Items not completed will not be paid before they are complete.
- The site clearing must be done before an item is completed and an invoice is submitted.
- The appointed service provider can invoice the per item completed on condition the removal, relocation, installation, repairs and maintenance had been completed to the satisfaction of the Project Manager.
- The City of Tshwane reserves the right to accept an offer on some or all the items based on the available budget.

ITEM 1

All process must include materials and labor for instillation.

Place		Description of specifications	Quantity	Unit Price (VAT EX)
Kitchen	Preparation	Door frames: sandpaper the door frame and remove rust	1	
	Preparation	Windows: remove putty, sandpaper the window frames.	4	
	Work task	Paint window frames with anti-rust primer.	4	
	Work task	Paint window frames – brown enamel paint.	4	
	Work task	Door frame: Paint Door frame with rust block primer. Paint over with brown enamel paint.	1	
	Supply/ and install	Supply and install frosted glass for windows where glass is required and install new putty. Replace the putty on the windows where the glass was not removed	4	
	Supply/ and install	Replace window catches – brass /metal.	4	
	Supply/ and install	Install new wooden door for external use. Install new door handles with 4 lever locks. Varnish wooden door.	1	
	Supply/ and install	Plaster holes in the wall above the sink– Install white tiles to match existing or similar.	1	
Men's Change rooms	Preparation	Door frames: sandpaper the door frame and remove rust.	1	
	Preparation	Windows: remove putty, and glass, sandpaper the window frames and remove rust.	4 opening 4 closed	

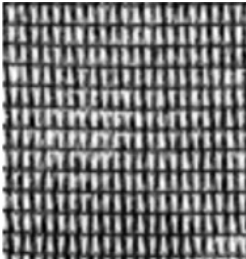
Place		Description of specifications	Quantity	Unit Price (VAT EX)
	Work task	Paint 4 window frames with anti-rust primer. Replace the putty on the windows	4	
	Work task	Paint window frames – brown enamel paint.	4	
	Work task	Door frame: Paint Door frame with rust block primer. Paint over with brown enamel paint.	1	
	Supply/ and install	Supply and install frosted glass for windows where glass is required and install new putty.	4 4	
	Supply/ and install	Replace window catches – brass /metal.	4	
	Supply/ and install	Install new wooden door for external use. Install new door handles with 4 lever locks. Varnish wooden door.	1	
	Work task	Remove bricks and cupboards in the middle of the floor.	1	
	Work task	Repair ceiling where cupboard was and paint white	1	
	Supply/ and install	A face brick wall at the entrance next to the door		
Men's bathrooms	Preparation	Door frames: sandpaper the door frame and remove rust	1	
	Preparation	Windows: remove putty, glass a sandpaper the window frames and remove rust.	3	
	Work task	Paint window frames with anti-rust primer. Replace the putty on the windows	3	
	Work task	Paint window frames – brown enamel paint.	3	
	Work task	Door frame: Paint Door frame with rust block primer.	1	

Place		Description of specifications	Quantity	Unit Price (VAT EX)
		Paint over with brown enamel paint.		
	Supply/ and install	Supply and install frosted glass for windows where glass is required and install new putty. Replace the putty on the windows where the glass was not removed	3 3	
	Supply/ and install	Replace window catches – brass /metal.	3	
	Supply/ and install	Install new wooden door for external use. Install new door handles with 4 lever locks. Varnish wooden door.	1	
	Supply/ and install	Plaster holes in the wall in the shower – Install white tiles to match existing or similar.	1	
	Supply/ and install	Replace door handles with locks on toilet cubicle with a 2 lever lock.	1	
	Supply/ and install	Install a rod for a shower curtain. Install Shower curtain	1	
		Paint door frame – brown enamel paint.	1	
Ladies' toilet	Preparation	Door frames: sandpaper the door frame and remove rust	1	
	Preparation	Windows: remove putty, sandpaper the window frame to remove rust.	1	
	Work task	Door frame: Paint Door frame with rust block primer. Paint over with brown enamel paint.	1	
	Work task	Paint window frames with anti-rust primer. Replace the putty on the windows	1	
	Work task	Replace the putty on the windows. Paint window	1	

Place		Description of specifications	Quantity	Unit Price (VAT EX)
		frames – brown enamel paint.		
	Supply/ and install	Replace window catches – brass /metal.	1	
	Supply/ and install	Install new wooden door for external use. Install new door handles with 4 lever locks. Varnish wooden door.	1	
Ladies' Changeroom	Preparation	Windows: remove putty, glass and sandpaper the window frames.	1	
	Work task	Paint window frames with anti-rust primer.	1	
	Work task	Paint window frames – brown enamel paint.	1	
	Supply/ and install	Supply and install frosted glass for windows where glass is required and install new putty. Replace the putty on the windows where the glass was not removed	1	
Admin office	Supply/ and install	Repair/Replace cracked window glass in the aluminium window frame	1	
	Supply/ and install	Repair/replace cracked glass in entrance sliding door aluminium frame.	1	
Bottom Office Block bathroom	Preparation	Windows: remove putty, broken glass and sandpaper the window frames.	1	
	Work task	Paint window frames with anti-rust primer.	1	
	Work task	Replace the putty on the windows. Paint window frames – white enamel paint.	1	
	Supply/ and install	Supply and install frosted glass for windows where glass is required and install new putty.	1	

Place		Description of specifications	Quantity	Unit Price (VAT EX)
		Replace the putty on the windows where the glass was not removed		
Bottom Office Block kitchen	Preparation	Windows: remove putty, sandpaper the window frames.	1	
	Work task	Paint window frames with anti-rust primer.	1	
	Work task	Replace the putty on the windows Paint window frames – white enamel paint.	1	
Bathrooms	Supply/ and install	Metal soap dispenser	3	
	Supply/ and install	Metal 2 roll toilet paper holder – lockable.	3	
Storeroom	Supply and install tool brackets	Brackets	12	
		Labor		
		Transport		
		TOTAL PRICE		

ITEM 2

Item no	Item Description	Quantity	Unit Price (VAT EX)
2.1	Install cladding Polycarbonate sheeting to the metal structure	3	
2.2	Install a cable with tension on the base of the walls on the outside of the tunnel	2	
2.3	Install 30% black shade net 	1 unit	
2.4	Site clean-up to the satisfaction of the Project Manager		
2.5	Labor		
2.6	Transport		
	TOTAL PRICE		

ITEM 3

Installation, shade net structure at the Tshwane Municipal Nursery			
Item no	Item Description	Quantity	Unit Price (VAT EX)
3.1	Measure the area		
3.2	Supply treated wooden poles	16	
3.3	Dig holes for poles	16	
3.4	Dig holes for anchors –with 2 metal droppers knocked in and the eye bolt anchor cemented in.	4	
3.5	Cement – poles and anchors	20 holes	
3.6	Drill holes for cables		
3.7	Supply cables/ Crosbys/ tension / eye		
3.8	Sundries		
3.9	Shadenet – 80% green.	60m x 3m	
3.10	Labor		
3.11	Transport		
	TOTAL PRICE		

ITEM 4 Repairs and maintenance to the kitchen and bathroom

Repairs and maintenance to the bathroom			
Item no	Item Description	Quantity	Unit Price (VAT EX)
4.1	Remove the bath and wall around the bath. , seal off pipes in the wall		
4.2	Replaster the walls where plaster is damaged		
4.3	Remove broken tiles on the walls		
4.4	Strip walls of paint		
4.5	Re-seal the cornis at the ceiling		
4.6	Re paint the walls with paster key and paint		
4.7	Find a similar tile to replace the broken tiles		
4.8	Replace the basins and install new taps and connect to the drainpipes		
4.10	Connect toilet to the cold water.		
4.11	Replace the toilet seat	1	

4.12	Replace the flushing mechanism as it has been standing for 5 years unused.		
4.13	Ensure that the drain is connected and seal any leaks		

Repairs and maintenance to the Kitchen			
Item no	Item Description	Quantity	Unit Price (VAT EX)
4.14	Replace hot /cold water mixer at sink		
4.15	Install a new sink in the cupboard		
4.16	Install new trap and connect to drainpipes		
4.17	Repair drawers and doors of the cupboard and reuse the handles.		
4.18	Labor and transport		
	TOTAL PRICE	1	

ITEM 5 Repairs and maintenance to the water pipes on the grounds

Repairs and maintenance to the water pipes and drain			
Item no	Item Description	Quantity	Unit Price (VAT EX)
5.1	Install and connect under ground water pipe from hole in the ground to the house bathroom and kitchen and the geyser		
5.2	Install new cold water pipes from to the ground up the wall to the kitchen sink.		
5.3	Install a double tap next to the sink for the washing machines		
5.4	install new pipes from the ground to the basin and toilet in the bathroom.		
5.5	Install new hot water pipes from the geyser to the kitchen sink and the basin in the bathroom.		
5.6	Install new plastic drain pipes to the drains from the sink in the kitchen and the basin		
5.7	Install two new drains in the kitchen for the washing machines		
5.8	Replace the cement drain cover		
5.9	Labor		
5.10	Transport		
	TOTAL PRICE	1	

ITEM 6 Repairs and maintenance to the veranda areas

Repairs and maintenance to the Veranda North			
Item no	Item Description	Quantity	Unit Price (VAT EX)
6.1	Replace the pillars holding up the roof		
6.2	Replace the wooden beam above the pillars in the front and side		
6.3	Treat and paint the wooded beam		
6.4	Replace the gutters and the down pipes		
6.5	Replace a section of the side roof ceiling panel		
6.6	Paint the pillars white		

Repairs and maintenance to the Veranda South			
Item no	Item Description	Quantity	Unit Price (VAT EX)
6.7	Replace the pillars holding up the roof		
6.8	Replace the wooden beam above the pillars in the front and side		
6.9	Treat and paint the wooded beam		
6.10	Replace the gutters and the down pipes		
6.11	Replace a section of the side roof ceiling panel		
6.12	Paint the pillars white		
6.13	Fix the roof to the wooden beam		
6.14	Labor	BOQ	
6.15	Transport		
	TOTAL PRICE		

SUMMARY:

Item	Description	SAP Service No	Unit	Price per unit (VAT Exclusive)
ITEM 1	Repairs and maintenance to the main office blocks		BOQ	
ITEM 2	Instillation, repairs and maintenance to the propagation tunnel		BOQ	
ITEM 3	Instillation, repairs and maintenance of the carport shade net structures		BOQ	
ITEM 4	Repairs and maintenance to kitchen and bathroom		BOQ	
ITEM 5	Repairs and maintenance to the water pipes on the grounds		BOQ	
ITEM 6	Repairs and maintenance to the veranda areas		BOQ	
Total EXCL				
Vat 15%				
Total Incl				

5 MARKET ANALYSIS

The city of Tshwane reserves the right to conduct market analysis. Should the city exercise this option, where a tenderer offers a price that is deemed not to be viable to supply goods or services as required, written confirmation will be made with the tenderer if they will be able to deliver on the price, if a tenderer confirm that they cannot, the tenderer will be disqualified on the basis of being non-responsive. If they confirm that they can deliver, a tight contract to mitigate the risk of non-performance will be entered into with the service provider. Further action on failures by the supplier to deliver will be handled in terms of the contract including performance warnings and listing on the database of restricted suppliers.

The city further reserves the right to negotiate a market related price with a tenderer scoring the highest points. If the tenderer does not agree to a market-related price, the city reserves the right to negotiate a market-related price with the tenderer scoring the second highest points, if the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points. If a market-related price is not agreed, the city reserves the right to cancel the quotation.

**MBD1
COMPULSORY
PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
QUOTATION NUMBER:	Q24-2024/25	CLOSING DATE:	3 December 2024	CLOSING TIME:	10:00
DESCRIPTION	ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING REPAIRS AND MAINTENANCE SERVICES OF STRUCTURES AND BUILDINGS AT THE TSHWANE MUNICIPAL NURSERY, REBECCA STREET, PHILIP NEL PARK				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Tshwane House					
Supply Chain Management					
320 Madiba Street					
Pretoria					
GPS coordinates: 25.74431°S, 28.19464°E					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? ☐ Yes ☐ No [IF YES, ANSWER PART B:3]		
SIGNATURE OF BIDDER	 _____		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	Supply Chain Management		CONTACT PERSON	Shane Paul	
CONTACT PERSON	Josia Masenya				
TELEPHONE NUMBER	(012) 358 0658		TELEPHONE NUMBER	(012) 358 6090	
			E-MAIL ADDRESS	Shanep@tshwane.gov.za	
E-MAIL ADDRESS	josiasma@tshwane.gov.za				

**MBD1
COMPULSORY
PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:										
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.										
2. TAX COMPLIANCE REQUIREMENTS										
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3. 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.										
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS										
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="width: 30%; text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> </table> IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO	3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO	3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO	3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO	3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO									
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO									
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO									
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO									
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO									

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

**MBD 4
COMPULSORY**

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.

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

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

.....

.....

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

3.11.1 If yes, furnish particulars

.....

.....

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

3.12.1 If yes, furnish particulars.

.....

.....

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

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) 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 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

P_s = Points scored for price of tender under
consideration P_t = Price of tender under
consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

Specific goals	80/20 preference point system	Number of points claimed (80/20 system) (To be completed by the tenderer)
BB-BEE score of companies • Level 1 • Level 2 • Level 3 • Level 4 • Level 5 • Level 6 • Level 7 • Level 8 • Non-compliant	• 8 Points • 7 Points • 6 Points • 5 Points • 4 Points • 3 Points • 2 Points • 1 Point • 0 Points	
EME and/ or QSE	2 Points	
At least 51% of Women-owned companies	2 Points	
At least 51% owned companies by People with disability	2 Points	
At least 51% owned companies by Youth	2 Point	
Local Economic Participation • City of Tshwane • Gauteng • National	4 Points 2 Points 1 Point	

N.B For points to be allocated as per above the tenderers will be required to submit proof of documentation as evidence for claims made. Any tenderer that does not submit evidence as stated in the bid document to claim applicable points will be allocated zero points.

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

☐ State Owned
Company [TICK
APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

CONTRACT FORM - RENDERING OF SERVICES

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

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid.
 - Tax clearance certificate.
 - Pricing schedule(s).
 - Filled in task directive/proposal.
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022.
 - Declaration of interest.
 - Declaration of Bidder's past SCM practices.
 - Certificate of Independent Bid Determination.
 - Special Conditions of Contract.
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

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

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

**COMPULSORY
DECLARATION OF BIDDER'S PAST SUPPLY CHAIN
MANAGEMENT PRACTICES**

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

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

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

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

Js9141w 4