NKANGALA DISTRICT MUNICIPALITY

QUOTATION NO: PED/003/10/17

APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT AND PRINTING OF 500 COPIES + 1X CD OF THE TOURISM BROCHURE AND 500 COPIES + 1X CD OF THE INVESTMENT GUIDE BROCHURES FOR NKANGALA DISTRICT MUNICIPALITY

<table>
<thead>
<tr>
<th>Name of Entity</th>
<th>Price (Excl VAT)</th>
<th>CSD M Number</th>
</tr>
</thead>
</table>

Prepared & Issued By:
Supply Chain Management Unit
Nkangala District Municipality
2A Walter Sisulu Street
MIDDELBURG
1050
Tel: 013-249-2103 / 04 / 05 / 07
Fax: 013-249-2087

Enquiries:
Mr BL Mathe
Department of Planning and Economic Development
Nkangala District Municipality
2A Walter Sisulu Street
MIDDELBURG
1050
Tel: 013-249-2209/08/10

SUBMISSION DETAILS

<table>
<thead>
<tr>
<th>TENDER BOX</th>
<th>NKANGALA DISTRICT MUNICIPALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2A WALTER SISULU STREET, GROUND FLOOR, MIDDELBURG (MPUMALANGA)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLOSING DATE AND TIME</th>
<th>Tuesday 17th October 2017 @ 12H00</th>
</tr>
</thead>
</table>
NKANGALA DISTRICT MUNICIPALITY

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   1.2 Instructions

2. Returnable Documents
   2.1 List of returnable documents

3. Agreements
   3.1 Form of Offer

4. Bill of Quantities

5. Scope of Work
NKANGALA DISTRICT MUNICIPALITY

QUOTATION NO: PED/003/10/17

APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT AND PRINTING OF 500 COPIES + 1X CD OF THE TOURISM BROCHURE AND 500 COPIES + 1X CD OF THE INVESTMENT GUIDE BROCHURES FOR NKANGALA DISTRICT MUNICIPALITY

NKANGALA DISTRICT MUNICIPALITY hereby invites quotations from suitably qualified service providers for the appointment of a service provider for the Design, Layout and Printing of 500 copies + 1x CD of Tourism Brochure for Nkangala District Municipality.

Quotations may only be submitted on the quotation document issued. Copies of the quotation document will be available at Nkangala District Municipality Office Building at reception and on the website: www.nkangaladm.gov.za

Quotations, in a sealed envelope and clearly marked “Quotation number and description of the project” must be submitted in the Tender Box, Nkangala District Municipality, 2A Walter Sisulu Street, Middelburg, Mpumalanga, not later than 12H00 on 17th of October 2017.

GENERAL:

- Quotations shall remain valid for a period of 150 days from closing date, no late, faxed or e-mailed quotations will be accepted

For technical enquiries, please contact the Planning and Economic Development Department Mr. BL Mathe at 013-249-2209/08/10 or the Supply Chain Management Office at 013 249 2107 / 6 / 5 / 3 or 2096 during office hours, Monday to Friday between 07H30-13H00 and 13H45-16H15.

-Quotations will be evaluated in terms of the Supply Chain Management policy of the Nkangala District Municipality (www.nkangaladm.gov.za). The lowest quotation will not necessarily be accepted and the right to accept the whole or part of any quotation or not to consider any quotation not suitably endorsed is fully reserved by Nkangala District Municipality.

MM SKOSANA – MUNICIPAL MANAGER

NKANGALA DISTRICT MUNICIPALITY
## INSTRUCTIONS TO QUOTATIONS:

1. Failure to complete all returnable schedules and signing thereof will result in an automatic disqualification.

2. Proposals and any other supporting documents must be attached to the back of this quotation document.

3. No quotation document will be considered unless submitted on Council’s Official quotation Document.

4. A quotation document submitted by a registered company may not be considered unless accompanied by a resolution of a Board of Directors of the Company authorizing the person to sign the quotation document on behalf of the Company.

5. Quotations completed in ink shall be submitted in a sealed envelope, clearly marked with the relevant Project number and / or project description, to Tender Box, Nkangala District Municipality 2A Walter Sisulu Street, and Middelburg.

6. Quotations received after the closing date and time shall not be considered.

7. The Council retains the right to call for any additional information that it may deem necessary.

8. The Council will not be held responsible for any expenses incurred by the company in preparing and submitting the quotations.

9. If quoting as a Joint Venture, the Joint Venture Agreement must be submitted with the quotation documents detailing the split of responsibilities in terms of the tender specifications, i.e. percentage of work to be done by each partner.

10. Check the quotation documents on receipt for completeness and notify the employer of any discrepancy or omission.

11. Treat as confidential all matters arising in connection with the quotation. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a quotation offer in response to the invitation.

12. Obtain, as necessary for submitting a quotation, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the quotation documents by reference.

13. Pricing the tender
   State the rates and prices in South African currency (ZAR) Rand.

14. Quotation communicated on paper shall be submitted as an original.

15. **Telephonic, telegraphic, telex, facsimile or e-mailed quotations will not be accepted.**

16. Accept that quotations, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.
17. The quotation validity period is **150** Days.

18. The company quoting, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the Labour Intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.

19. **Eligibility**
   - Individuals involved in the project to have relevant experience - Provide CV’s of project team related to editorial and proof-reading: Company profile
   - Demonstrated capacity of the firm for similar project – Three (3) Examples of similar work / or mock-up of part of document
   - Proposed work plan to meet time and deliverables - Responsiveness to the terms of reference

20. The following is required to be submitted with the quotation:
   1. a valid Tax Clearance Certificate issued by the South African Revenue Services;
   2. A copy of the Company / CC Registration. In case of Joint Venture – both companies / cc to submit registration documentation.
   3. In case of Joint Venture – the Joint Venture Agreement.
   4. Duly Signed and dated of Authority of Signatory on company Letterhead.
   5. B-BBEE Certificate (issued by accredited agencies) in terms of the provisions of the Preferential procurement Regulations, 2017

21. **Evaluation of Quotations**

   Notice is drawn to the fact that the awarding of this quotation will be in terms of the Supply Chain Management Policy of the Nkangala District Municipality and prescribed evaluation criteria in terms of the Supply Chain Management Regulations, 2005

22. **Evaluation points**

   Preference points for this bid shall be awarded for:
   - (a) Price; and
   - (b) B-BBEE Status Level of Contribution.

   The maximum points for this quotation are allocated as follows:
<table>
<thead>
<tr>
<th>POINTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
<td>80</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTION</td>
<td>20</td>
</tr>
<tr>
<td>Total points for Price and B-BBEE must not exceed</td>
<td>100</td>
</tr>
</tbody>
</table>

23 The number of paper copies of the signed contract to be provided by the Employer is one.

24 The additional conditions of quotation are:

1. Nkangala District Municipality may also request that the company quoting provide written evidence that his financial, labour and resources are adequate for carrying out the project.

2. The Nkangala District Municipality reserves the right to appoint a firm of chartered accountants and auditors and/or execute any other financial investigations on the financial resources of any entity quoting. The entity quoting shall provide all reasonable assistance in such investigations.

3. The Nkangala District Municipality reserves the right to appoint a different Contractor for each project. The entity quoting shall be required to complete the form of offer.

4. That the issuing by the contractor of cessions is expressly prohibited except if and when prior written approval of the Nkangala District Municipality under the signature of the Municipal Manager for the issue of a cession has been requested and obtained.

5. That the Council reserves the right not to appoint contractor whose contract was terminated due to non-performance by this Council in the past 5 years.
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T2.1 LIST OF RETURNABLE DOCUMENTS

The following returnable Schedules MUST be completed:

Returnable Schedules required for evaluation purposes

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form A</td>
<td>COMPULSORY ENTERPRISE QUESTIONARE</td>
</tr>
<tr>
<td>Form B</td>
<td>DECLARATION OF GOOD STANDING REGARDING TAX</td>
</tr>
<tr>
<td>Form C</td>
<td>DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES</td>
</tr>
<tr>
<td>Form D</td>
<td>AUTHORITY OF SIGNATORY</td>
</tr>
<tr>
<td>Form E</td>
<td>PREFERENCE SCHEDULE</td>
</tr>
<tr>
<td>Form F</td>
<td>DECLARATION OF INTEREST</td>
</tr>
<tr>
<td>Form G</td>
<td>FINANCIAL REFERENCES /BIDDER’S CREDIT RATING AND BANK DETAILS</td>
</tr>
<tr>
<td>Form H</td>
<td>CERTIFICATE OF INDEPENDENT BID DETERMINATION</td>
</tr>
<tr>
<td>Form I</td>
<td>DECLARATION OF MUNICIPAL ACCOUNT</td>
</tr>
<tr>
<td>Form J</td>
<td>SCHEDULE OF PREVIOUS EXPERIENCE</td>
</tr>
<tr>
<td>Form K</td>
<td>SCHEDULE OF CURRENT PROJECTS</td>
</tr>
<tr>
<td>Form L</td>
<td>SCHEDULE OF PROPOSED SUB- CONTRACTORS</td>
</tr>
<tr>
<td>Form M</td>
<td>DECLARATION OF TENDERER’S LITIGATION HISTORY</td>
</tr>
</tbody>
</table>
FORM A: COMPULSORY ENTERPRISE QUESTIONARE

1. NAME OF ENTERPRISE

2. CONTACT PERSON

3. CONTACT NUMBER

4. FAX NUMBER

5. E-MAIL ADDRESS

6. POSTAL ADDRESS

7. PHYSICAL ADDRESS

8. VAT REGISTRATION NUMBER

9. TAX REFERENCE NUMBER

10. HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED

   YES ☐  NO ☐

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) ☐
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS) ☐
A REGISTERED AUDITOR ☐
(Tick applicable box)

PED/003/10/17
11 (A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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?

If Yes enclose Proof

............................................. .............................................
Signature Date

............................................. .............................................
Signature Date
ATTACH THE FOLLOWING DOCUMENTS HERETO

1. **For Closed Corporations**
   - CK1 or CK2 as applicable (Founding Statement)
   - Copy(s) of ID(s) of Director(s)

2. **For Companies**
   - A copy of the Certificate of Incorporation
   - Copy(s) of ID(s) of Director(s) and
   - the shareholders register

3. **For Joint Venture Agreements**
   - Copy of the Joint Venture Agreement between all the parties,
   - as well as the documents in (1) or (2) of each Joint Venture member.

4. **For Partnership**
   - Copy(s) of ID(s) of Director(s) of the partners

5. **One person Business / Sole trader**
   - Copy of ID

6. **Details Of Tax Compliance Status from South African Revenue Service**

7. **Duly Signed and dated original or copy of Authority of Signatory on company Letterhead**

8. **B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE**(original or a certified copy issued by an approved body / accredited verification agency as prescribed by the National Treasury and the Department of Trade and Industry)
**FORM B: DECLARATION OF GOOD STANDING REGARDING TAX (MBD 2)**

**DETAILS OF TAX COMPLIANCE STATUS:**

<table>
<thead>
<tr>
<th>TAXPAYER NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TRADING NAME</td>
<td></td>
</tr>
<tr>
<td>TAX REFERENCE NUMBER (S)</td>
<td></td>
</tr>
<tr>
<td>VAT</td>
<td></td>
</tr>
<tr>
<td>PIN</td>
<td></td>
</tr>
<tr>
<td>EXPIRY DATE</td>
<td></td>
</tr>
</tbody>
</table>

**TAX CLEARANCE CERTIFICATE REQUIREMENTS**

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder’s tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001"Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3. A valid Tax Clearance Certificate must be submitted together with the bid. Failure to submit the valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website www.sars.gov.za. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za
NOTE THE FOLLOWING IN RESPECT OF B-BBEE CERTIFICATES:

1. Certificates attached hereto should be those issued by approved verification agencies as directed by the National Treasury and the DTI (Department of Trade and Industry)
2. Verification agencies should be approved by SANAS and Accounting Officers and Auditors should be approved in terms of the IRBA (Independent Regulatory Body for Auditors), and as prescribed by the Close Corporations Act for designation as an Accounting Officer
3. Certified copies of the B-BBEE certificate should be within the financial year of the issued bid or quotation.

Further information in respect of the above is obtainable from the National treasury and DTI websites and the Preferential Procurement Regulations, 2017
FORM C: 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 2005).

4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
| 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 audialterampartem rule was applied).  
The Database of Restricted Suppliers now resides on the National Treasury’s website ([www.treasury.gov.za](http://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 2005)?  
The Register for Tender Defaulters can be accessed on the National Treasury’s website ([www.treasury.gov.za](http://www.treasury.gov.za)) by clicking on its link at the bottom of the home page. | Yes | No |
<table>
<thead>
<tr>
<th>4.2.1</th>
<th>If so, furnish particulars:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3</td>
<td>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?</td>
</tr>
<tr>
<td>4.3.1</td>
<td>If so, furnish particulars:</td>
</tr>
<tr>
<td>4.4</td>
<td>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?</td>
</tr>
<tr>
<td>4.4.1</td>
<td>If so, furnish particulars:</td>
</tr>
<tr>
<td>4.5</td>
<td>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?</td>
</tr>
<tr>
<td>4.7.1</td>
<td>If so, furnish particulars:</td>
</tr>
</tbody>
</table>

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME)………………………………………………………………………………………………………………

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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
FORM D: AUTHORITY OF SIGNATORY

Details of person responsible for tender process:

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact number</td>
<td></td>
</tr>
<tr>
<td>Office address</td>
<td></td>
</tr>
</tbody>
</table>

Signatories for close corporations and companies shall confirm their authority by attaching to this form a duly signed and dated original or certified copy on the Company Letterhead of the relevant resolution of their members or their board of directors, as the case may be.

PRO-FORMA FOR COMPANIES AND CLOSE CORPORATIONS:

"By resolution of the board of directors passed on (date) ........................................

Mr ........................................................................................................................................

has been duly authorized to sign all documents in connection with the Tender for Contract Number .......................................................... and any Contract which may arise therefrom on behalf of ..........................................................

(BLOCK CAPTIALS)

SIGNED ON BEHALF OF THE COMPANY ..........................................................

IN HIS CAPACITY AS ..........................................................................................

DATE ..........................................................................................................

FULL NAMES OF SIGNATORY .............................................................................

AS WITNESSES: 1. .............................................

2. .............................................

PED/003/10/17
ATTACH HERETO THE DULY SIGNED AND DATED ORIGINAL OR A COPY OF AN AUTHORITY OF SIGNATORY ON COMPANY LETTERHEAD
PRO-FORMA FOR JOINT VENTURES:

Certificate of Authority for Joint Ventures

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms …………………………………….., authorised signatory of the company …………………………………….., acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

<table>
<thead>
<tr>
<th>NAME OF FIRM</th>
<th>ADDRESS</th>
<th>DULY AUTHORISED SIGNATORY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Signature: ....................</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Name: .........................</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Designation: ..................</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Signature: ....................</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Name: .........................</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Designation: ..................</td>
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<td></td>
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<td>Signature: ....................</td>
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<tr>
<td></td>
<td></td>
<td>Name: .........................</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Designation: ..................</td>
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<td></td>
<td></td>
<td>Signature: ....................</td>
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<tr>
<td></td>
<td></td>
<td>Name: .........................</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Designation: ..................</td>
</tr>
</tbody>
</table>
FORM E: PREFERENCE SCHEDULE

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution


1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 System shall be applicable.

1.3 Preference points for this bid shall be awarded for:

(c) Price; and
(d) B-BBEE Status Level of Contribution.

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

<table>
<thead>
<tr>
<th></th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
<td>80</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTION</td>
<td>20</td>
</tr>
<tr>
<td>Total points for Price and B-BBEE must not exceed</td>
<td>100</td>
</tr>
</tbody>
</table>

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2.1 “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

2.7 “consortium or joint venture” 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;

2.8 “contract” means the agreement that results from the acceptance of a bid by an organ of state;

2.9 “EME” means any enterprise with an annual total revenue of R5 million or less.

2.10 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 “non-firm prices” means all prices other than “firm” prices;

2.13 “person” includes a juristic person;

2.14 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.15 “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

2.16 “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
2.17 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

\[ P_s = 80 \left( 1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right) \]

Where

\[ P_s \] = Points scored for comparative price of bid under consideration

\[ P_t \] = Comparative price of bid under consideration

\[ P_{\text{min}} \] = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution
5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person.
concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. **BID DECLARATION**

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

7. **B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution: …………… = ……………(maximum of 10 or 20 points)

7. (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8. **SUB-CONTRACTING**

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

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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</table>

8.1.1 If yes, indicate:

1 what percentage of the contract will be subcontracted? %

2 the name of the sub-contractor?

3 the B-BBEE status level of the sub-contractor?

4 whether the sub-contractor is an EME? Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of the Preferential Procurement Regulations, 2017

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

Designated Group: An EME or QSE which is at last 51% owned by:

<table>
<thead>
<tr>
<th></th>
<th>EME</th>
<th>QSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black people</td>
<td></td>
<td></td>
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<tr>
<td>Black people who are youth</td>
<td></td>
<td></td>
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<tr>
<td>Black people who are women</td>
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<td></td>
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<tr>
<td>Black people with disabilities</td>
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<td></td>
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<tr>
<td>Black people living in rural or underdeveloped areas or townships</td>
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<tr>
<td>Cooperative owned by black people</td>
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<td></td>
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</tbody>
</table>
9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of firm:

9.2 VAT registration number

9.3 Company registration number

9.4 TYPE OF FIRM (Tick Applicable Box)

- Partnership/ Joint Venture/ Consortium
- One Person business/ sole propriety
- Close Corporation
- Company
- (Pty) Ltd
- Other: Specify

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

9.6 COMPANY CLASSIFICATION

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

9.7 MUNICIPAL INFORMATION:

Municipality where business is situated

Registered Account Number
Stand Number

9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

(iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audialterampartem (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution

WITNESSES:

1. ................................................

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

SIGNATURE(S) OF BIDDER(S)
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……………………………………………………………………

³MSCM 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.

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, principal 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, Principal 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:

……………………………………………………………………………………

……………………………………………………………………………………


<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>State Employee Number</th>
</tr>
</thead>
<tbody>
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**DECLARATION**

I, the undersigned (name): ……………………………………………………………………… certify that the information furnished is correct. I accept that the state may act against me in terms of paragraph 23 of the General Conditions of Contract should this declaration prove to be false.

……………………………………………………………

Signature Date

……………………………………………………………

Capacity Name of Bidder
### FORM G: FINANCIAL REFERENCES

**DETAILS OF TENDERERS BANKING INFORMATION**

**Notes to tenderer:**
1. The tenderer shall attach to this form an original letter from the bank not older than three (3) months confirming the bank account and details. Failure to provide the required letter with the tender submission shall render the tenderer’s offer unresponsive.
2. The tenderer’s banking details as they appear below shall be completed.
3. In the event that the tenderer is a joint venture enterprise, details of all the members of the joint venture shall be similarly provided and attached to this form.

<table>
<thead>
<tr>
<th>BANK NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNT NAME: <em>(e.g. ABC Civil Construction cc)</em></td>
</tr>
<tr>
<td>ACCOUNT TYPE: <em>(e.g. Savings, Cheque etc)</em></td>
</tr>
<tr>
<td>ACCOUNT NO:</td>
</tr>
<tr>
<td>ADDRESS OF BANK:</td>
</tr>
<tr>
<td>CONTACT PERSON:</td>
</tr>
<tr>
<td>TEL. NO. OF BANK / CONTACT:</td>
</tr>
</tbody>
</table>

How long has this account been in existence:  
- [ ] 0-6 months  
- [ ] 7-12 months  
- [ ] 13-24 months  
- [ ] More than 24 months  

Name of Tenderer: ..................................................  
Date: ............................................

Signature: ..................................................

Full name of signatory: ...........................................
ATTACH HERETO A STAMPED COPY OF A LETTER FROM BANK TO THIS PAGE NOT OLDER THAN THREE (3) MONTHS
FORM H:  CERTIFICATE OF INDEPENDENT BID DETERMINATION

. 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 consortium\(^3\) 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 2005 or any other applicable legislation.

....................................................... .....................................................
Signature                                                                 Date

....................................................... .....................................................
Position                                                                 Name of Bidder

Js9141w 4
FORM I: MUNICIPAL UTILITY ACCOUNT

DECLARATION BY THE TENDERER

I the undersigned _______________________________________________________, has been duly authorized to sign all documents with the Tender for Contract Number _______________ on behalf of _______________________________________________________.

(REFERRED TO HEREIN AS "THE BIDDER")

1. I declare that the bidder and /or any of its director(s) / member(s) does not owe the municipality, or any other municipality and/or municipal entity any amount which is in arrears in respect of any municipal rates and taxes or municipal service charges.

2. I understand and accept that in the event that this declaration is proved to be false, the bid shall be rejected forthwith. All other rights of the municipality (including but not limited to the right to claim damages where applicable) shall remain reserved in full.

SIGNED ON BEHALF OF THE COMPANY

______________________________

IN HIS CAPACITY AS

______________________________

DATE

______________________________

FULL NAMES OF SIGNATORY

______________________________

<table>
<thead>
<tr>
<th>UTILITY ACCOUNT NUMBER</th>
<th>NAME OF MUNICIPALITY</th>
<th>NAME OF OWNER</th>
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</thead>
<tbody>
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</tbody>
</table>
ATTACH AN ORIGINAL OR A COPY OF A MUNICIPAL UTILITY ACCOUNT (NOT OLDER THAN THREE (3) MONTHS)

Important: Note the following

- List Account(s) registered all in the name(s) of the Director(s) and the Company on the declaration form attached hereto; or

- Attach a copy lease agreement. Attached affidavit in instances where the bidder or any of its director’s do not have a municipality utility account with any municipality
The procedure for the evaluation of responsive Bids will be on the average of the previous projects where the firm was involved. Reference of clients MUST be provided. Evaluation of the Quotation’s position in terms of his previous experience. Emphasis will be placed on the following:

- Experience of contracts of similar size
- At least three of the references will be contacted to obtain their input.

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work. This information is material to the award of the Contract.

<table>
<thead>
<tr>
<th>Description</th>
<th>Value (R) VAT excluded</th>
<th>Period work executed</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Appointment Date</td>
<td>Completion Date</td>
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</table>
FORM K:  SCHEDULE OF CURRENT PROJECTS

Provide the following information on current projects

**This information is material to the award of the Contract.**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value (R) VAT excluded</th>
<th>Appointment Date</th>
<th>Expected Completion Date</th>
<th>Reference</th>
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<tr>
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<td>Name</td>
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<td>Organisation</td>
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<td>Tel no</td>
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</tbody>
</table>
FORM L: SCHEDULE OF PROPOSED SUB-CONSULTANT

Are / Do you have sub-contractors?  

<table>
<thead>
<tr>
<th>NAME OF SUB-CONTRACTOR</th>
<th>FULL DESCRIPTION OF WORK TO BE PERFORMED BY SUB-CONTRACTOR</th>
</tr>
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**FORM M: DECLARATION OF TENDERER’S LITIGATION HISTORY**

Does the tenderer have any litigation with which tenderer (including its directors, shareholders or other senior members in previous companies) have been involved with any organ of state or state department within the last ten years?

[YES] [NO]

If yes, furnish your details in the table below.

*NB: It is compulsory for all bidders to sign this form*

The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

<table>
<thead>
<tr>
<th>CLIENT</th>
<th>OTHER LITIGATING PARTY</th>
<th>DISPUTE</th>
<th>AWARD VALUE</th>
<th>DATE RESOLVED</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Signature

Date

Position

Name of Bidder
MBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.

1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

\[ LC = \left\lfloor 1 - \frac{x}{y} \right\rfloor \times 100 \]

Where

\( x \) is the imported content in Rand
\( y \) is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of \( x \) must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<table>
<thead>
<tr>
<th>Description of services, works or goods</th>
<th>Stipulated minimum threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________________________________</td>
<td>_______%</td>
</tr>
<tr>
<td>_________________________________</td>
<td>_______%</td>
</tr>
<tr>
<td>_________________________________</td>
<td>_______%</td>
</tr>
</tbody>
</table>

3. Does any portion of the goods or services offered have any imported content?
   
   (Tick applicable box)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

<table>
<thead>
<tr>
<th>Currency</th>
<th>Rates of exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Dollar</td>
<td></td>
</tr>
<tr>
<td>Pound Sterling</td>
<td></td>
</tr>
<tr>
<td>Euro</td>
<td></td>
</tr>
<tr>
<td>Yen</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

NB: Bidders must submit proof of the SARB rate(s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.
LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER
LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF
EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY
(CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO. ...............................................................

ISSUED BY: (Procurement Authority / Name of Institution):
..........................................................................................................................

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred
to an external authorized representative, auditor or any other third party acting on
behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration
Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial
development/ip.jsp. Bidders should first complete Declaration D. After completing
Declaration D, bidders should complete Declaration E and then consolidate the
information on Declaration C. Declaration C should be submitted with the bid
documentation at the closing date and time of the bid in order to substantiate
the declaration made in paragraph (c) below. Declarations D and E should be kept
by the bidders for verification purposes for a period of at least 5 years. The successful
bidder is required to continuously update Declarations C, D and E with the actual
values for the duration of the contract.

I, the undersigned, …............................(full names),
do hereby declare, in my capacity as ….............................................
of ….................................................................(name of bidder
entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

   (i) the goods/services/works to be delivered in terms of the above-specified bid
   comply with the minimum local content requirements as specified in the bid, and
   as measured in terms of SATS 1286:2011; and

(c) The local content percentage (%) indicated below has been calculated using the
   formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in
   paragraph 4.1 above and the information contained in Declaration D and E which has
   been consolidated in Declaration C:

<table>
<thead>
<tr>
<th>Bid price, excluding VAT (y)</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imported content (x), as calculated in terms of SATS 1286:2011</td>
<td>R</td>
</tr>
<tr>
<td>Stipulated minimum threshold for local content (paragraph 3 above)</td>
<td></td>
</tr>
<tr>
<td>Local content %, as calculated in terms of SATS 1286:2011</td>
<td></td>
</tr>
</tbody>
</table>
If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: ___________________________ DATE: ____________

WITNESS No. 1 ___________________________ DATE: ____________

WITNESS No. 2 ___________________________ DATE: ____________
MBD 7.1

CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)………………………… in accordance with the requirements and 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 time of 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);
       - Technical Specification(s);
       - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
       - 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 goods and/or works 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.
<table>
<thead>
<tr>
<th>NAME (PRINT)</th>
<th>....................................................................</th>
<th>WITNESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPACITY</td>
<td>....................................................................</td>
<td>1</td>
</tr>
<tr>
<td>SIGNATURE</td>
<td>....................................................................</td>
<td>2</td>
</tr>
<tr>
<td>NAME OF FIRM</td>
<td>....................................................................</td>
<td>DATE:</td>
</tr>
<tr>
<td>DATE</td>
<td>....................................................................</td>
<td></td>
</tr>
</tbody>
</table>
CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I………………………………………………… in my capacity as………………………………………………….. accept your bid under reference number ……………….dated……………………….for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating delivery instructions is forthcoming.

3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>PRICE (ALL APPLICABLE TAXES INCLUDED)</th>
<th>BRAND</th>
<th>DELIVERY PERIOD</th>
<th>B-BBEE STATUS LEVEL OF CONTRIBUTION</th>
<th>MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)</th>
</tr>
</thead>
</table>

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

SIGNED AT ..............................................ON..............................................

NAME (PRINT) ..............................................

SIGNATURE ..............................................

OFFICIAL STAMP ..............................................

WITNESSES
1. ..............................................
2. ..............................................

DATE ..............................................
FORM OF OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

**QUOTATION PED/003/10/17: APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT AND PRINTING OF 500 COPIES + 1X CD OF THE TOURISM BROCHURE AND 500 COPIES + 1X CD OF THE INVESTMENT GUIDE FOR NKANGALA DISTRICT MUNICIPALITY**

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

**THE SUB-TOTAL OF THE PRICES EXCLUSIVE OF VALUE ADDED TAX IS**

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

........................................................................................................................ Rand (in words); R ........................................... (In figures).

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS**

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

........................................................................................................................ Rand (in words); R ........................................... (In figures).

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature(s): __________________________________________  __________________________________________

Name(s): __________________________________________  __________________________________________

Capacity: __________________________________________  __________________________________________

For the tenderer __________________________________________

(Name and address of Organisation)

Name & Signature Of Witness __________________________________________  __________________________________________

Name  Date
## BILL OF QUANTITIES

<table>
<thead>
<tr>
<th>NO</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>Unit Price (R)</th>
<th>Total (R)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proof-reading and Editing</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Design, Layout and Printing of Tourism Brochure</td>
<td>500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Design, Layout and Printing of Investment Guide</td>
<td>500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Soft Copies on Branded CDs</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUB-TOTAL**

**VAT @ 14%**

**TOTAL**

- Delivery Period: Estimated delivery period will be _____________ days.
SCOPE OF WORKS

Nkangala District Municipality hereby invites quotations from suitably qualified service providers for the appointment of a service provider for the Design, Layout and Printing of 500 copies + 1x CD of the Tourism Brochure and 500 copies + 1x CD of the Investment Guide for Nkangala District Municipality.

1. Tourism Brochure

The document in its present on the pdf and word-based format is approximately 50 pages Tourism Brochure.

Final deliverable will be:

Final document ready for printing for the following specifications:

PRINTING OF 500 TOURISM AND 1 CD AND PRESENTATION OF COVER, CONTENTS PAGE AND TEXT SPREAD.

The specifications of the work are as follows:
- Graphic layout of 50 pages A5 pages plus cover
- Front and back covers on hard board Gloss Art 200gsm
- Text on 135gsm Magno satin
- Material cost Inclusive of colours proof for approval
- Editing and proof reading of text in accordance with original submission
- Sourcing of photographic images
- Reproduction and preparation of material for print
- Printing of copies be double sided
- Section sewn and perfect bound with matt laminated cover
- Digital: printable high resolution pdf(s) to be uploaded to NDM website
- 1x soft copies on branded CDs
2. INVESTMENT GUIDE

The document in its present on the pdf and word-based format is approximately 72 pages
Nkangala District Investment Guide

Final deliverable will be:

Final document ready for printing for the following specifications:

PRINTING OF 500 NKANGALA DISTRICT INVESTMENT GUIDE AND 1 CD AND PRESENTATION OF COVER, CONTENTS PAGE AND TEXT SPREAD.

The specifications of the work are as follows:
- Graphic layout of 72 pages A5 pages plus cover
- Front and back covers on hard board Gloss Art 200gsm
- Text on 135gsm Magno satin
- Material cost Inclusive of colours proof for approval
- Editing and proof reading of text in accordance with original submission
- Sourcing of photographic images
- Reproduction and preparation of material for print
- Printing of copies be double sided
- Section sewn and perfect bound with matt laminated cover
- Digital: printable high resolution pdf(s) to be uploaded to NDM website
- 1x soft copies on branded CDs