

MAQUASSI HILLS LOCAL MUNICIPALITY



CONTRACT No MHLM/SCM/26/2023/2024 – RE-ADVERT

**PROPOSAL FOR INSTALLATION AND MAINTENANCE OF
TIME AND ATTENDANCE WITH BIOMETRICS ACCESS CONTROL, HR LIFE
CYCLE MANAGEMENT SYSTEM, STRATEGIC CCTV AND ALARM
INSTALLATION FOR ONE (1) YEAR SIX (6) MONTHS**

NAME OF TENDERER _____

MAAA NUMBER _____

TOTAL BID PRICE
(Inclusive of VAT) _____

<p>PREPARED AND ISSUED BY:</p> <p>Head: Supply Chain Management Maqwassi Hills Local Municipality 19 Kruger Street Wolmaransstad 2630</p>	<p>BIDDING ENQUIRIES</p> <p>Acting SMC Manager: Mrs R Kgobe Contact no: 018 065 0010 Email: rosinahm@maquassihills.org</p> <p>TECHNICAL ENQUIRIES</p> <p>Divisional Head Corporate: Mr J Molutsi Contact no: 018 065 0010 Email: jerry@maquassihills.org</p>
--	---

MAQWASSI HILLS LOCAL MUNICIPALITY 19 Kruger Street Wolmaransstad 2630 Phone: +27 18 065 0010		Municipal Offices	
TENDER DETAILS			
TENDER NUMBER:	MHLM/SCM/26/2023/2024 – RE-ADVERT		
TENDER TITLE:	PROPOSAL FOR INSTALLATION AND MAINTENANCE OF TIME AND ATTENDANCE WITH BIOMETRICS ACCESS CONTROL, HR LIFE-CYCLE MANAGEMENT SYSTEM, STRATEGIC CCTV AND ALARM INSTALLATION FOR ONE (1) YEAR SIX (6) MONTHS		
CLOSING DATE	27/05/2024	CLOSING TIME:	12H00
SITE MEETING:	DATE: N/A	TIME: 12H00	COMPULSORY: NO
SITE MEETING ADDRESS:	19 Kruger Street, Wolmaransstad, 2630		
CIDB GRADING REQUIRED:	NO	LEVEL AND CATEGORY:	N/A
BID BOX NO:	SITUATED AT: 19 Kruger Street, Wolmaransstad, 2630 The bid box is generally open 24 hours a day, 5 days a week		
OFFER TO BE VALID FOR:	90	DAYS FROM THE CLOSING DATE OF BID.	
TENDERER DETAILS (Please indicate postal address for all correspondence relevant to this specific tender)			
NAME OF TENDERER:			
NAME OF CONTACT			
PHYSICAL ADDRESS:		POSTAL ADDRESS:	
TELEPHONE		FAX NO.	
E-MAIL ADDRESS:			
DATE:			
SIGNATURE OF TENDERER:			
CAPACITY UNDER WHICH THIS BID IS SIGNED:			
PLEASE NOTE: 1. Tenders that are deposited in the incorrect box will not be considered. 2. Tender box deposit in the foyer 3. Mailed, telegraphic or faxed tenders will not be accepted. 4. If the bid is late, it will not be accepted for consideration. 5. Bids may only be submitted on the Bid Documentation provided by the Municipality.			
ENQUIRIES MAY BE DIRECTED TO:	CONTACT PERSON		TEL. NUMBER
ENQUIRIES REGARDING BID PROCEDURES COMPLETION OF	Mr J Molutsi		018 065 0010

CONTENTS

PART A– ADMINISTRATIVE REQUIREMENTS IN.....	6
CHECKLIST	7
TENDER NOTICE & INVITATION TO TENDER	8
CLARIFICATION MEETING CERTIFICATE	11
SCOPE OF WORK.....	12
1. Introduction.....	12
2. Proposal.....	12
3. Facilities.....	12
MANDATORY REQUIREMENTS	24
FUNCTIONALITY CRITERIA	Error! Bookmark not defined.
PROTECTION OF PERSONAL INFORMATION.....	24
PRICING SCHEDULE	26
Biometrics access Control	26
Time and Attendance Price	27
Human Resource Life-cycle Management system Price.....	28
<i>System should Reduce paper and manage your HR function electronically</i>	28
CCTV	29
Alarm System Price.....	30
Equipment Power Backup	31
TOTAL BID PRICE.....	31
GENERAL CONDITIONS OF TENDER	32
1. GENERAL	32
2. PRICING.....	32
3. FORWARD EXCHANGE RATE COVER	33
4. SUBMITTING A BID:.....	33
5. BID OPENING.....	33
6. EVALUATION AND ADJUDICATION CRITERIA:	33
7. REQUIREMENTS OF A VALID BID:.....	34
8. TEST FOR RESPONSIVENESS:.....	34
9. INCORRECT INFORMATION.....	35
10. WITHDRAWAL OF BID DURING AND AFTER THE SCM PROCESS:.....	35
11. INVOICES.....	35
12. PAYMENT TERMS.....	36
13. PRECEDENCE OF TERMS AND CONDITIONS.....	36
MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS	40
MBD 4 – DECLARATION OF INTEREST	46

4. DECLARATION	48
MBD 6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS	Error! Bookmark not defined.
1. GENERAL CONDITIONS.....	Error! Bookmark not defined.
2. DEFINITIONS	Error! Bookmark not defined.
3. POINTS AWARDED FOR PRICE.....	Error! Bookmark not defined.
4. POINTS AWARDED FOR SPECIFIC GOALS STATUS LEVEL OF CONTRIBUTION	Error! Bookmark not defined.
7. DECLARATION WITH REGARD TO COMPANY/FIRM	Error! Bookmark not defined.
REQUIREMENTS REGARDING VALIDATION OF SPECIFIC GOALS POINTS	Error! Bookmark not defined.
13. MBD 8 – DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES.....	64
5. CERTIFICATION	65
14. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION.....	66
CERTIFICATE OF INDEPENDENT BID	67
BIDDER’S DISCLOSURE: MBD 4	Error! Bookmark not defined.
PURPOSE OF THE FORM.....	Error! Bookmark not defined.
1. BIDDER’S DECLARATION.....	Error! Bookmark not defined.
2. DECLARATION.....	Error! Bookmark not defined.
MBD 6.1	Error! Bookmark not defined.
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022.....	Error! Bookmark not defined.
1. GENERAL CONDITIONS	Error! Bookmark not defined.
2. DEFINITIONS	Error! Bookmark not defined.
POINTS AWARDED FOR PRICE	Error! Bookmark not defined.
THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS	Error! Bookmark not defined.
1. POINTS AWARDED FOR SPECIFIC GOALS STATUS LEVEL OF CONTRIBUTOR	Error! Bookmark not defined.
3. SPECEIFIC GOALS STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1.....	Error! Bookmark not defined.
4. SUB-CONTRACTING	Error! Bookmark not defined.
4. DECLARATION WITH REGARD TO COMPANY/FIRM	Error! Bookmark not defined.

DEPARTMENT	CORPORATE SERVICES
DIVISION	HUMAN RESOURCE DIRECTORATE
TENDER REFERENCE NO	MHLM/SCM/26/2023/2024 – RE-ADVERT
DESCRIPTION	PROPOSAL FOR INSTALLATION AND MAINTENANCE OF TIME AND ATTENDANCE WITH BIOMETRICS ACCESS CONTROL, HR LIFE-CYCLE MANAGEMENT SYSTEM, STRATEGIC CCTV AND ALARM INSTALLATION FOR ONE (1) YEAR SIX (6) MONTHS
CONTRACT DURATION	1 YEAR 6 MONTHS



PART A – ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY

CHECKLIST

PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:

Authority to Sign a Bid - Is the form duly completed and is a certified copy of the resolution attached?	Yes	No	
Authority to sign for a Joint venture - Bid - Is the form duly completed and is a certified copy of the resolution attached?	Yes	No	
Tax Clearance Certificate - Is an ORIGINAL and VALID Tax Clearance Certificate attached?	Yes	No	
MBD 4 (Declaration of Interest) - Is the form duly completed and signed?	Yes	No	
MBD 6.1 (Preference Points claim form for purchases/services) - Is the form duly completed and signed?	Yes	No	
MBD 8 (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed?	Yes	No	
MBD 9 (Certificate of Independent Bid Determination) - Is the form duly completed and signed?	Yes	No	
	Yes	No	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

TENDER NOTICE & INVITATION TO TENDER

TENDER NO. MHLM/SCM/26/2023/2024

PROPOSAL FOR INSTALLATION AND MAINTENANCE OF TIME AND ATTENDANCE WITH BIOMETRICS ACCESS CONTROL, HR LIFE-CYCLE MANAGEMENT SYSTEM, STRATEGIC CCTV AND ALARM INSTALLATION FOR ONE (1) YEAR SIX (6) MONTHS

Tenders are hereby invited for the **PROPOSAL FOR INSTALLATION AND MAINTENANCE OF TIME AND ATTENDANCE WITH BIOMETRICS ACCESS CONTROL, HR LIFE-CYCLE MANAGEMENT SYSTEM, STRATEGIC CCTV AND ALARM INSTALLATION FOR ONE (1) YEAR SIX (6) MONTHS**

Tender documents, in English, are obtainable from the **10 APRIL 2024**, at the offices of the **SCM Office Maquassi Hills Local Municipality, 19 Kruger Street Wolmaransstad 2630, 018 065 0010**

OR

Tender document downloadable for free on eTenders Website (no payment required)

Sealed tenders, with "**Tender No: MHLM/SCM/26/2023/2024 – RE-ADVERT: PROPOSAL FOR INSTALLATION AND MAINTENANCE OF TIME AND ATTENDANCE WITH BIOMETRICS ACCESS CONTROL ONE (1) YEAR SIX (6) MONTHS**

Sealed tenders with "Tender No: MHLM/SCM/26/2023/2024

clearly endorsed on the envelope, must be deposited in the **Tender Box at Finance Office (Cashier section) Maquassi Hills Local Municipality, 19 Kruger Street Wolmaransstad +27 18 065 0010** Bids may only be submitted on the official bid documentation issued by Maquassi Hills Local Municipality.

The closing date and time of the tender is **27 MAY 2024 at 12h00** and tenders will be opened in public immediately after time of closing date and time.

Please refer enquiries to **Mr Jerry Molutsi** at telephone number: **018 065 0010**

EVALUATION CRITERIA

8. Functionality Evaluation

Functionality will be scored against the following criteria. Please note that bidder will be disqualified where the minimum score of 70 points is not achieved.

Focus Area	Max Points	Criteria	Points
Company Experience	20	Company profile provided spanning more than five (5) years' industry experience	20
		Company profile provided spanning between three (3) to five (5) years' industry experience	15
		Company profile provided spanning less than three (3) years' industry experience	10
Written references	10	5 or more positive reference letters attached	10
		Between 3 and 4 positive reference letters attached	6
		Between 1 and 2 positive reference letters attached	2
Quality of project leader	10	Certified Project Leader with ND or degree in IT (related field) with 5 or more years' experience in similar projects	10
		Certified Project Leader with ND or degree in IT (related field) with less than 5 years' experience in similar projects	8
		Project Leader without qualification but with 10 or more years' experience in similar projects	6
		Project Leader without qualification but less than 10 years' experience in similar projects	2
Quality of project technical team	10	More than 5 certified technical resources with more than five (5) years' experience on similar projects	10

		4 - 5 certified technical resources with more than five (5) years' experience on similar projects	8
		2 - 3 certified technical resources with more than five (5) years' experience on similar projects	6
		Less than 2 certified technical resources with less than five (5) years' experience on similar projects	2
Project Implementation Plan	15	Project management methodology and a well presented detailed project implementation plan	15
		Project management methodology and an average project implementation plan	10
		Poor or no project management methodology and sub-standard project implementation plan	0
Locality	25	Municipality wide = 25 Points	25
		District wide = 20 Points	
		Province = 10 Points	
		National = 5 Points	
After sales support spares for maintenance)	10	SLA complies with the minimum specification	10
		SLA partially complies with the minimum specification	5
		SLA does not comply with minimum requirements	0
TOTAL	100		

Total Functionality Points	100
Threshold to Qualify for Second Stage	70

Maquassi Hills Local Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender. Each tenderer will be informed of the tender result. The municipality seeks to advance micro businesses and small businesses which are at most risk in the current markets.

CLARIFICATION MEETING CERTIFICATE

I / We*, the undersigned, certify that I / we* have attended the briefing session for which I / we* am / are* submitting this bid and have, as far as practicable possible, familiarized myself / ourselves* with all information, risks, contingencies and other circumstances which may influence or affect my / our* bid.

* Delete whichever is inapplicable

NAME & SURNAME			
CAPACITY			
NAME OF FIRM			
ADDRESS			
TELEPHONE NO		FAX NO:	
E-MAIL		SIGNATURE	

SIGNED FOR AND ON BEHALF OF MAQUASSI HILLS LOCAL MUNICIPALITY	
NAME AND SURNAME	
DATE	

SCOPE OF WORK

PROPOSAL FOR INSTALLATION AND MAINTENANCE OF TIME AND ATTENDANCE WITH BIOMETRICS ACCESS CONTROL, HR LIFE-CYCLE MANAGEMENT SYSTEM, STRATEGIC CCTV AND ALARM INSTALLATION FOR ONE (1) YEAR SIX (6) MONTHS

1. Introduction

Maquassi Hills Local Municipality acknowledges the importance of appointing a reputable service provider to provide proposal for installation and maintenance of time and attendance with biometrics access control, HR life-cycle management system and strategic cctv installation. The tender will be awarded to a service provider who meets the requirements of the stated scope of work.

2. Proposal

Proposal must clearly demonstrate in details how this request will be executed

- a. Biometrics Access Control
- b. Time and Attendance System
- c. Human Resource Life-cycle Management system
- d. Strategic CCTV installation
- e. Alarm System installation
- f. Equipment Power Backup

2. Facilities

For the following municipal facilities:

- Main Building
- Unit U Extension
- Traffic Department
- Makwassie Offices (Next to Clinic)
- Water Treatment Plant
- Youth Centre
- Leeudoringstad Offices

**Proposal for Installation and Maintenance of Time and Attendance with Biometrics Access Control,
HR Life-Cycle Management System, Strategic CCTV AND Alarm**

Main Building

CCTV

QTY	SPECIFICATIONS
7 X 55	Inch Monitors and control room set-up
4	Poe switch
	CCTV control room 24 hour management
1	4 channel NVR with 4TB HDD
10	infrared IP bullet cameras 30metre day and night
5	350 metre of cat6 cable
1	packet of RJ45 connectors
1	Packet of RJ45 connectors
1	Power Backup to last about 8 hours loadshadding
1	NVR safety cabinet
1	360 Degrees Rotating day and night bird view PTZ

Alarm system

1	Radio Transmitter	
1	One channel receiver	
1	Alarm panel	
1	12 volts battery	
6	Indoor Passives	
3	Rolls of 6 core cables	
1	sirens	
1	8 zone lcd keypad	
1	Transformer	

Access Control

QTY	SPECIFICATIONS
10	Time and Attendance readers
6	Rain Covers
6	Power Supply with battery backup
6	12 volts batteries
2	6 meter Robotic in and out boomgates with spikes
2	Goosenecks
2	Gooseneck Mounts
1	Visitor Management Access with ID and number plate reader

Time and Attendance system

System should include geo-clocking

Full networking capability (single or multiple-user access); Full user profiling (Allows users only into certain areas of the system); Audit trails of changes made to the system; Live data on system as long as you require. Schedule a maximum of 9999 schedules; Manual adjustments of incorrect clocking; Single or global adjustments; Standard Time reports including Trend reporting; Creates ASC11 file exporting facility; Archiving and restoring of data; Screens with multimedia training; Clocking; Employee master screen; Mibco report; Rostering; Scheduling; Shift; Clock card; Clock exception report; Employee scheduling report.

	Positive identification / authentication when your staff clock in
	Hours worked, overtime, leave, absenteeism
	Late comers or absentees should be identified
	Should export hours worked to payroll
	Integrate with other systems

HR Life-Cycle Management System

System with ESS, remote and mobile APP

System should Reduce paper and manage your HR function electronically

HR applications should enable to manage the entire HR function electronically and in a highly efficient manner. This solution should be a system which incorporates the tools to slash administration, ensure compliance and manage people proactively. It should also provide managers with a tool to manage their people strategically and enhance productivity

The system should facilitate administrative burden of HR staff which end up double or triple handling, ad-hoc enquiries, and collation of information. It should bring together all the information from spreadsheets, one or more payrolls, paper forms, photos, databases and people's memories to consolidate staff data.

	People and Organisational Management
	Leave Management
	Accident Management
	Training Management and history
	Legislative and Policy Compliance
	Employee Asset Management
	Project assignment
	Timesheets
	Occupational Health and Safety
	Expense Claims
	Recruitment Basics
	Skills Audit
	Employment Equity Reports

Unit U Extension 20**CCTV**

1	PTZ bird-view
16	IP Cameras day and night bullet outdoor infrared cameras
1	Poe switch
500	Meters cat cable
1	Packet RJ Boots
16	Enclosure service boxes
1	Small safety cabinet
1	Power backup to last more than 8 hours loadshadding

Access Control

QTY	SPECIFICATION
2	6 Meter Boom
4	Gooseneck Mount
1	Turnstile
10	Time and Attendance Readers
10	Rain shield covers
6	Power Supply with Battery Backup
6	Batteries 12 volts
9	0.5 Ripcord Cable
1	100 meters roll power cables
2	Maglock
2	Door closure
1	Resettable key switch
1	Override key switch

1	No touch exit button
---	----------------------

Alarm System

1	Radio Transmitter	
1	One channel receiver	
1	Alarm panel	
1	12 volts battery	
6	Indoor Passives	
3	Rolls of 6 core cables	
1	sirens	
1	8 zone lcd keypad	
1	Transformer	

Time and Attendance system

	Positive identification / authentication when your staff clock in
	Hours worked, overtime, leave, absenteeism
	Late comers or absentees should be identified
	Should export hours worked to payroll
	Integrate with other systems

Traffic Department

CCTV

1	PTZ Bird view Camera
3	IP cameras day and night
1	UPS

Access Control

1	6 meter boomgate with spikes and robot
4	Time and Attendance Readers
4	Rain Shields
2	Power Supply with battery backup
2	12 volts battery

Alarm system

1	Radio Transmitter	
1	One channel receiver	
1	Alarm panel	
1	12 volts battery	
6	Indoor Passives	
3	Rolls of 6 core cables	
1	sirens	
1	8 zone lcd keypad	
1	Transformer	

Time and Attendance system

	Positive identification / authentication when your staff clock in
	Hours worked, overtime, leave, absenteeism
	Late comers or absentees should be identified
	Should export hours worked to payroll
	Integrate with other systems

Makwassie Offices (next to clinic)

CCTV

1	PTZ Bird view Camera
3	IP cameras day and night bullet cameras
1	4 channel NVR with 4TB HDD
1	Roll cat6
10	RJ45 connectors
10	RJ45 Boots
1	UPS for 4 hours backup
1	NVR

Alarm System

1	Radio Transmitter	
1	One channel receiver	
1	Alarm panel	
1	12 volts battery	
6	Indoor Passives	

3	Rolls of 6 core cables	
1	sirens	
1	8 zone lcd keypad	
1	Transformer	

Water Treatment Plant

CCTV

1	PTZ Bird View	
3	Bullet IP cameras day and night with infrared	
3	Service boxes for connection	
1	4 Channel NVR 4TB HDD	
10	RJ45 connectors	
10	RJ45 boots	
1	Cat6 cable	
1	NVR cabinet	
1	UPS	

Access Control

2	Readers	
2	Rain shield	
1	Power supply	
1	12 volts battery	
2	0,5 ripcord cable	
1	Maglock	
1	Door closure	
1	Key switch	

1	Resettable break glass
---	------------------------

Alarm System

1	Radio Transmitter	
1	One channel receiver	
1	Alarm panel	
1	12 volts battery	
6	Indoor Passives	
3	Rolls of 6 core cables	
1	sirens	
1	8 zone lcd keypad	
1	Transformer	

Youth Centre

CCTV

1	PTZ bird View
---	---------------

Access Control

1	Remove existing turnstile and reposition to main gate
4	Readers
4	Rain covers
2	Power supply
2	12 volts battery
300	Meters power cable
2	Goosenecks readers mount
4	ripcord

Alarm System

1	Radio Transmitter	
1	One channel receiver	
1	Alarm panel	
1	12 volts battery	
6	Indoor Passives	
3	Rolls of 6 core cables	
1	sirens	
1	8 zone lcd keypad	
1	Transformer	

Leeudoringstad Offices

CCTV

1	PTZ Bird View	
3	Bullet IP cameras day and night with infrared	
4	Service boxes for connection	
1	4 Channel NVR 4TB HDD	
10	RJ45 connectors	
10	RJ45 boots	
1	Cat6 cable	
1	NVR cabinet	
1	Ups for up to 8 hours backup	
1	Cabinet	

Access Control

2	Time and Attendance reader
2	Rain shield
1	Maglock
1	Door closure
1	Override key switch
1	Break glass resettable
1	12bolts battery
2	0,5 Ripcord

Alarm System

1	Radio Transmitter	
1	One channel receiver	
1	Alarm panel	
1	12 volts battery	
6	Indoor Passives	
3	Rolls of 6 core cables	
1	sirens	
1	8 zone lcd keypad	
1	Transformer	

MANDATORY REQUIREMENTS

A Comprehensive company profile detailing all previous experience specifically mentioning contracts with municipalities if any, and any other organisations. The profile should include a list of contactable references clearly showing: **Name of the Institution, name of contact persons, contact persons' telephone numbers, cell phone numbers, email and physical addresses.**

NB!!!! PHASE ONE Documentation for tender responsiveness:

- Municipal account for the business / directors not owing for more than 90 days or municipal account from private provider or statement of account from landlord with valid lease agreement.
- Tax Clearance Certificate and PIN issued by SARS
- Certified copies of Documents of Incorporation and Original or Certified copies of Mandatory documents for scoring Specific Goals
- Certificate of Attendance at Clarification Meeting
- Certified ID Copies of Owners/Directors/Shareholders
- CSD summary report not later than one month at the time of closing of tender.
- Complete supplier information form (Declaration Form Attached)
- Joint venture agreement where applicable
- Signed Declaration forms as attached in document

PROTECTION OF PERSONAL INFORMATION

- 1.1. "Personal Information" means personal information as defined in the Protection of Personal Information Act, 2013 (Act No. 4 of 2013), as amended from time to time.
- 1.2. All information collected and submitted by the bidders will be used by the OPFA for the evaluation and adjudication of this bid to determine the bidders' suitability and compliance to deliver the goods/services required. By submitting this bid the bidder gives consent for the OPFA to process the personal information provided by the bidder accordingly.
- 1.3. "Personal Information" (PI) shall mean the race, gender, sex, pregnancy, marital status, national or ethnic origin, colour, sexual orientation, age, physical or mental health, disability, religion, conscience, belief, culture, language and birth of a person; information relating to the education or the medical, financial, criminal or employment history of the person; any identifying number, symbol, email address, physical address, telephone

number, location information, online identifier or other particular assignment to the person; the biometric information of the person; the personal opinions, views or preferences of the person; correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence; the views or opinions of another individual about the person whether the information is recorded electronically or otherwise.

- 1.4. The parties acknowledge that for the purposes of this bid and agreement the parties may come into contact with, or have access to PI and other information that may be classified, or deemed as private or confidential and for which the other party is responsible. Such PI may also be deemed or considered as private and confidential as it relates to any third party who may be directly or indirectly associated with this agreement. Further, it is acknowledged and agreed by the parties that they have the necessary consent to share or disclose the PI and that the information may have value.
- 1.5. The parties agree that they will at all times comply with POPIA's Regulations and Codes of Conduct and that it shall only collect, use and process PI it comes into contact with pursuant to this agreement in a lawful manner, and only to the extent required to execute the services, or to provide the goods and to perform their respective obligations in terms of this agreement.
- 1.6. The parties agree that it shall put in place, and at all times maintain, appropriate physical, technological, and contractual security measures to ensure the protection and confidentiality of PI that it, or its employees, its contractors or other authorised individuals comes into contact with pursuant to this agreement.
- 1.7. Notify each other immediately where it has reasonable grounds to believe that the Personal Information in respect of this agreement, which has been provided to it including any Personal Information which it has processed, has been lost, destroyed, or accessed or acquired by any unauthorised person.
- 1.8. Unless so required by law, the parties agree that it shall not disclose any PI as defined in POPIA to any third party without the prior written consent of the other party, and notwithstanding anything to the contrary contained herein, shall any party in no manner whatsoever transfer any PI out of the Republic of South Africa

PRICING SCHEDULE

Biometrics access Control

Quantity	Service	PRICE
	Time And Attendance Readers	
	Time and Attendance System	
	Rain Covers	
	Power Supply with battery backup	
	12 volts batteries	
	6 meter Robotic in and out boomgates with spikes	
	Goosenecks	
	Gooseneck Mounts	
	Visitor Management System with ID and Number Plate Reader	
	TOTAL EXCL VAT	
	VAT	
	TOTAL BID PRICE INCL VAT	

Time and Attendance Price

Quantity	Service	PRICE
	<p><i>System should include geo-clocking</i></p> <p><i>Full networking capability (single or multiple-user access); Full user profiling (Allows users only into certain areas of the system); Audit trails of changes made to the system; Live data on system as long as you require. Schedule a maximum of 9999 schedules; Manual adjustments of incorrect clocking; Single or global adjustments; Standard Time reports including Trend reporting; Creates ASC11 file exporting facility; Archiving and restoring of date; Screens with multimedia training; Clocking; Employee master screen; Mibco report; Rostering; Scheduling; Shift; Clock card; Clock exception report; Employee scheduling report.</i></p>	
	TOTAL EXCL VAT	
	VAT	
	TOTAL BID PRICE INCL VAT	

Human Resource Life-cycle Management system Price

Quantity	Service	PRICE
	<p><i>System with ESS, remote and mobile APP</i></p> <p><i>System should Reduce paper and manage your HR function electronically</i></p> <p><i>HR applications should enable to manage the entire HR function electronically and in a highly efficient manner. This solution should be a system which incorporates the tools to slash administration, ensure compliance and manage people proactively. It should also provide managers with a tool to manage their people strategically and enhance productivity</i></p> <p><i>The system should facilitate administrative burden of HR staff which end up double or triple handling, ad-hoc enquiries, and collation of information. It should bring together all the information from spreadsheets, one or more payrolls, paper forms, photos, databases and people's memories to consolidate staff data.</i></p>	
	TOTAL EXCL VAT	
	VAT	
	TOTAL BID PRICE INCL VAT	

CCTV

Quantity	Service	PRICE
	Time And Attendance Readers	
	Poe switch	
	CCTV Control Room 24hour Management	
	4 channel NVR with 4TB HDD	
	Infrared IP bullet cameras 30metre day and night	
	350 metre of cat6 cable	
	Packet of RJ45 connectors	
	Power Backup to last about 8 hours loadshadding	
	NVR safety cabinet	
	360 Degrees Rotating day and night bird view PTZ	
	TOTAL EXCL VAT	
	VAT	
	TOTAL BID PRICE INCL VAT	

Alarm System Price

Quantity	Service	PRICE
	Radio Transmitter	
	One channel receiver	
	Alarm panel	
	12 volts battery	
	Indoor Passives	
	Rolls of 6 core cables	
	Sires	
	8 zone lcs	
	Transformer	
	TOTAL EXCL VAT	
	VAT	
	TOTAL BID PRICE INCL VAT	

Equipment Power Backup

Quantity	Service	PRICE
	Propose power backup for the equipment to avoid downtime	
	TOTAL EXCL VAT	
	VAT	
	TOTAL BID PRICE INCL VAT	

TOTAL BID PRICE

Quantity	Service	PRICE
	TOTAL EXCL VAT	
	VAT	
	TOTAL BID PRICE INCL VAT	

GENERAL CONDITIONS OF TENDER

1. GENERAL

- 1.1. All bids must be submitted in **handwriting and in non-erasable (black or blue) ink** on the official forms supplied by the municipality.
 - 1.1.1. Under no circumstances, whatsoever may the bid forms be retyped or redrafted.
- 1.2. Subject to the provisions of clause 1.3 of this document, no alterations / corrections to the information in the document (including pricing) may be performed by erasing or using masking fluid / tape (Tipp-Ex or similar) on any submitted page or by pasting another page over it with glue.
- 1.3. Notwithstanding the provisions of clause 1.2 of this document, alterations and/or corrections may only be effected as follows:
 - 1.3.1. By striking a straight line in black ink through the incorrect information in such a manner that the information that has been struck through remains legible; writing, the altered or corrected information as appropriate (under, above or next to the information to be corrected), and initialling, preferable in the margin next to the alteration/alterations or correction/corrections.
 - 1.3.2. All corrections/alterations to the Pricing Schedule / Bill of Quantities (BoQ) and / or any pricing not effected in accordance with clause 1.3.1 above, will be rejected.
- 1.4. Bids submitted must be complete in all respects.
 - 1.4.1. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.

2. PRICING

- 2.1. Rates and prices offered by the bidder must be written onto the pricing schedule or form of offer of this document by hand, completed in full and originally signed by the duly authorised signatory.
- 2.2. All prices shall be quoted in South African currency and be **INCLUSIVE of Value Added Tax (VAT)**.
- 2.3. Bid prices must include all expenses, disbursements and costs (e.g., transport, accommodation etc.) which may be required for the execution of the bidder's obligations in terms of the Contract. Bid prices shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract, as well as overhead charges and profit (in the event that the bid is successful), unless otherwise specified.
- 2.4. All bid prices will be final and binding.

A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount; therefore, where there is a discrepancy between the amount in figures and the amount in words, the amount in words shall apply
- 2.5. Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. The municipality will deem the price above R 1 000 000, 00 (R1 million) to be VAT inclusive even if it is indicated that no VAT is charged. Please ensure that provision is made for VAT in these instances.
 - 2.5.1. The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3, 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from

1 March 2005. The VAT registration number of the MAQUASSI HILLS LOCAL MUNICIPALITY is **4520108517**

3. FORWARD EXCHANGE RATE COVER

- 3.1. In the event of price(s) based on the exchange rate, the successful bidder(s) will be required to obtain exchange rate cover in order to protect the Municipality against exchange rate variations.
- 3.2. The bidder must provide proof of forward exchange rate cover within 14 days after an order was placed.
- 3.3. If proof that forward exchange rate cover was taken out within 14 days after the order was placed but is not submitted to the Municipality along with the invoice, the contract price adjustment will not be accepted and the contract may be cancelled.

4. SUBMITTING A BID:

- 4.1. Sealed bids, with the **“Bid Number and Title”** clearly endorsed on the envelope, must be deposited in the relevant **bid box** as indicated in the notice of the bid, **on or before the closing date and time** of the bid.
 - 4.1.1. Any bid received without the **“Bid Number and / or Title”** clearly endorsed on the envelope will not be opened and read out during the bid opening session and will not be considered.
- 4.2. The bid boxes are at the entrance of the Maquassi Hills Local Municipality, Municipal Offices,
19 Kruger Street Wolmaransstad 2630.
- 4.3. A specific bid box is provided for each bid to be deposited into and no bid will be considered which, after the closing date and time for that specific bid, is found in another box.
- 4.4. The bid box deposit slot is
28cm x 2.5cm.
- 4.5. Mailed, telegraphic, e-mailed, or faxed bids **will not be accepted**.

5. BID OPENING

- 5.1. Bids shall be opened in public at Maquassi Hills Local Municipality, Municipal Offices, 19 Kruger Street Wolmaransstad 2630, as soon as possible subsequent to the closing time for the receipt of bids.
- 5.2. Where practical, prices will be read out at the time of opening bids.
- 5.3. The Municipality will record in a register (which is open to public inspection) and publish on its website, the details of bids received by the closing date and time.
- 5.4. Any bid received after the appointed time for the closing of bids **shall not be considered** but shall be filed unopened with the other bids received, which bid(s) can be returned to the bidder at his request and cost.

6. EVALUATION AND ADJUDICATION CRITERIA:

- 6.1. Relevant specifications;
- 6.2. Value for money;
- 6.3. Capacity and capability of bidders to execute the contract; and

6.4. PPPFA & associated regulations.

7. REQUIREMENTS OF A VALID BID:

The following duly completed documents and / or information must be submitted with the submission of the bid. Failure to comply with this requirement will invalidate the bid. The bid will not be considered and no further correspondence will be entered into with regard to the following matters:

- 7.1.1. The tender has not been completed in non-erasable handwritten ink,
 - 7.1.2. Non-submission of a valid Tax Clearance Certificate and / or PIN,
 - 7.1.3. A partially completed and/or defective MBD 6.2 and relevant Annexures (if applicable),
 - 7.1.4. Incomplete Pricing Schedule or Bill of Quantities,
 - 7.1.5. A Form of Offer not signed in non-erasable ink,
 - 7.1.6. Bid submissions with material alterations / corrections not in compliance with Clause 1.2 and 1.3 above will be rejected.
- 7.2. The Municipality may, after the closing date, request additional information or clarification of tenders in writing, which will include the following;
- 7.2.1. To obtain a copy of the most recent municipal account(s) from the recommended bidder;
 - 7.2.2. To obtain the personal income tax number(s) from the recommended bidder;
 - 7.2.3. To obtain a valid Tax Clearance Certificate and / or PIN if the certificate has expired or become inactive after the closing date of the tender;
 - 7.2.4. To obtain a valid letter of good standing from the Workmen's Compensation Commissioner, the latest assessment and proof of payment thereof;

8. TEST FOR RESPONSIVENESS:

- 8.1. A Bid will be considered non-responsive if:
- 8.1.1. the bid is not in compliance with the specifications;
 - 8.1.2. the bidder has not fully completed and signed where required, all the returnable documents as listed in the bid document; and/or
 - 8.1.3. the bidder has failed to clarify or submit any supporting documentation within 3 business days of being requested to do so in writing.
- 8.2. The Municipality reserves the right to accept or reject:
- 8.2.1. any variation, deviation, bid offer, or alternative bid offer; may cancel the bidding process and reject all bid offers at any time before the formation of a contract. The MUNICIPALITY shall not accept or incur any liability to a bidder for such cancellation and/or rejection, and will only provide written reasons for such action upon receipt of a written request to do so;
 - 8.2.2. a bid offer which does not, in the Municipality's opinion, materially and/or substantially deviate from the terms, conditions and specifications of the bid document.
 - 8.2.3. the whole bid or part of a bid or any item or part of any item, or to accept more than one bid (in the event of a number of items being offered), and the Municipality is not obliged to accept the lowest or any bid.
- 8.3. The Municipality has the right to summarily disqualify any bidder who, either at the date of submission of a bid or at the date of its award, is indebted to the

Municipality in respect of any municipal rates and taxes or municipal service charges for more than three months. However, an agreement signed by the bidder whereby the bidder agrees that a percentage or fixed amount at the discretion of the municipality, be deducted from payments due to him/her for this bid, until the debt is paid in full, will also be accepted by the Municipality.

9. INCORRECT INFORMATION

Where a contract has been awarded on the strength of the information furnished by the bidder which after the conclusion of the relevant agreement, is proven to have been incorrect, the municipality may, in addition to any other legal remedy it has or may have, recover from the contractor all costs, losses or damages incurred or sustained by the municipality as a result of the award of the contract.

10. WITHDRAWAL OF BID DURING AND AFTER THE SCM PROCESS:

- 10.1. When a bidder withdraws his/her bid during the SCM bidding process, it must be in writing, prior to the award of the bid, of which Maquassi Hills Local Municipality holds the right to accept or reject with or without a claim for any damages.
- 10.2. When a bidder withdraws or cancels the contract after award of the bid to the particular winner of the bid, the awarded bidder will be held responsible for any damages or administrative expenses incurred prior to the award of the bid.

11. INVOICES

11.1. All invoices must be forwarded to the following address:

Maquassi Hills Local Municipality
19 Kruger Street
Wolmaransstad
2630

11.2. Legal requirements for invoices

11.2.1. Please ensure that your tax invoices complies with the requirements as stipulated by

SARS (VAT Act No 89 of 1991), i.e.:

11.2.1.1. Ordinary invoice (not VAT Registered)

- a) The word '**INVOICE**' to be displayed in a prominent place
- b) Official invoice number and date of transaction
- c) Trade name, legal name, registration number (if any) and address of supplier
- d) The Official order number of Maquassi Hills Local Municipality is compulsory – non-compliance will result in non-payment
- e) The Municipality's name and postal address Maquassi Hills Local Municipality 19 Kruger Street Wolmaransstad 2630
- f) Accurate description of goods and / or services supplied / provided.
- g) Unit of measurement of goods or services supplied
- h) Price

11.2.1.2. **VAT/Tax invoice (VAT registered)** an example of a valid Tax Invoice is attached as **Annexure C**.

- a) Word '**TAX INVOICE**' to be displayed in a prominent place
- b) Trade, legal name and registration number (if any) of supplier
- c) Address and VAT number of supplier
- d) The official invoice number and date of invoice
- e) The Official order number of Maquassi Hills Local Municipality is

- compulsory – non-compliance will result in non-payment
- f) The Municipality's name and postal address 19 Kruger Street, Wolmaransstad, 2630 VAT registration number **4520108517**.
 - g) Accurate description of goods and / or services supplied / provided.
 - h) Unit of measurement of goods or services supplied
 - l) Price and VAT amount

12. PAYMENT TERMS

- 12.1. It is the policy of the Maquassi Hills Local MUNICIPALITY to pay all creditors by means of electronic bank transfers.
- 12.2. Creditors will be paid within 30 days after receipt of an invoice and statement for the month in question, detailing all invoices during that month and reflecting the total amount due by the Municipality. In exceptional circumstances, the Municipality may, at its discretion, deviate from the above.
- 12.3. In order to qualify for a weekly payment, a supplier must be registered as a Survivalist **Enterprise / Micro Enterprise**¹ on the Municipality's supplier database. It must however be noted, that a weekly payment is not a right in terms of this Policy. Survivalist and Micro enterprises may request such payments which may then be made at the discretion of the Municipality. These weekly payments will be reviewed after a period of 12 months of doing business with the Municipality, as it may be assumed that the enterprise will, by that stage be self-sustainable. It is the obligation of the supplier to arrange earlier payments with the creditors department.

13. PRECEDENCE OF TERMS AND CONDITIONS

- 13.1. Precedence of terms and conditions in documentation during the bidding process and after award, resulting in an formal agreement:
 - 13.1.1. The following legislative and legal precedence will apply to documentation during the bidding process subsequent to the award of a bid to a bidder:
 - 13.1.1.1. Municipal Financial Management Act 56 of 2003
 - 13.1.1.2. Municipal Supply Chain Management Regulations
 - 13.1.1.3. Supply Chain Management policy
 - 13.1.1.4. Specifications of the bid document
 - 13.1.1.5. Special Conditions of Contract
 - 13.1.1.6. General Conditions of Contract
 - 13.1.1.7. Service Level Agreements/ Service Delivery Agreements
 - 13.1.1.8. Memorandum of Understanding/ Memorandum of Agreements

¹ **SURVIVALIST ENTERPRISES / MICRO ENTERPRISES ARE DEFINED AS FOLLOWS:**

Survivalist enterprises are generally defined as businesses set up by people unable to find a paid job or get into an economic sector of their choice. Income generated from these activities usually falls far short of even a minimum income standard, with very little capital invested, virtually no skills training in the particular field and only limited opportunities for growth into a viable business. This category is characterized by poverty and the attempt to survive.

Micro enterprises are very small businesses, often involving only the owner, some family members and at the most one or two paid employees. They usually lack 'formality' in terms of business licenses, value-added tax (VAT) registration, formal business premises, operating permits and accounting procedures. Most of them have a limited capital base and only rudimentary technical or business skills among their operators. However, many micro enterprises advance into viable small businesses. Earning levels of micro enterprises differ widely, depending on the particular sector, the growth phase of the business and access to relevant support.

INVITATION TO BID

MBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ENTITY)

BID NUMBER:
.....

CLOSING DATE:

CLOSING TIME:

DESCRIPTION.....
.....

The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).

BID DOCUMENTS MAY BE POSTED TO:

.....

.....

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

.....

.....

.....

.....

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER
.....

POSTAL ADDRESS
.....

STREET ADDRESS
.....

TELEPHONE NUMBER
CODE.....NUMBER.....

CELLPHONE NUMBER
.....

FACSIMILE NUMBER:
CODENUMBER.....

E-MAIL ADDRESS
.....

VAT REGISTRATION NUMBER
.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED? (MBD 2) YES/NO

HAS SPECIFIC GOALS STATUS LEVEL BEEN INDICATED? (MBD 6.1)
YES/NO

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A REGISTERED AUDITOR

(Tick applicable box)

(REQUIRED DOCUMENTS AS A MEANS OF VERIFICATION MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOALS)

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?

PROOF) **YES/NO** (IF YES ENCLOSE

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED
.....

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED
.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Municipality / Municipal Entity: Maquassi Hills Local Municipality

Department: Finance (SCM)

Contact Person: Mrs Rosinah Kgobe

Tel: 018 596 3025

Fax: N/A

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Mr Jerry Molutsi

Tel: 018 065 0010

Fax: N/A

MBD 2 – 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 Services (SARS) to meet the bidder’s tax obligations.

1. In order to meet this requirement, bidders are required to complete in full the TCC 0001 form, “Application for a Tax Clearance Certificate” and submit it to any SARS branch office nationally or on the website www.sars.gov.za. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. Applications for the Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Fileers through the website www.sars.gov.za
3. 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.
4. In bids where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Tax Compliance Status (TCS) Pin as of 18 April 2016
 - a. In terms of the new Tax Compliance Status System implemented by SARS on 18 April 2016, taxpayers are now able to issue the municipality with a TCS Pin which can be used to verify a bidder’s tax status online via SARS E-filing.
 - b. The taxpayer must issue the municipality with the following:

BIDDERS WHO ARE NOT IN POSSESSION OF AN ORIGINAL TAX CLEARANCE CERTIFICATE MUST PROVIDE AT LEAST 2 OF THE 3 NUMBERS LISTED BELOW IN ORDER TO VERIFY THE TAX CLEARANCE CERTIFICATE VIA SARS E-FILING

1	Tax Reference Number:	
2	Tax Compliance Status Pin:	
3	Tax Clearance Certificate Number:	

- c. If a bidder is registered on the Maquassi Hills Local Municipality Municipality Supplier’s Database and the Municipality is already in possession of an original tax clearance certificate which is valid on closing date of bid, it **MUST** be indicated as such on this page, whereby the attaching of a new tax clearance certificate to this page will not be needed.
6. Should a Tax Clearance Certificate not be verifiable on the SARS e-filing system, the bidder will be afforded an opportunity to submit a valid, verifiable Tax Clearance Certificate. It will result in the invalidation of the bid, should the bidder fail to provide a valid, verifiable Tax Clearance Certificate.

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	Bid Number.....
Closing Time	Closing Date

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	--

The proposal must include must rate per hour i.e. hourly rate of the ca (sa), hourly rate of the registered professional accountant, Assistant Manager and any other professional within the team.

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

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	Bid number.....
Closing Time	Closing Date

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	--

Required by:

- At:

Brand and model

Country of origin

- Does the offer comply with the specification(s)? *YES/NO

If not to specification, indicate deviation(s)

Period required for delivery

- Delivery: *Firm/Not firm

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON-FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON-FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V) Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2. = Each factor of the bid price e.g. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index..... Dated.....

Index..... Dated..... Index..... Dated..... Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. e.g. Labour, transport etc.)	PERCENTAGE OF BID PRICE

MBD 3.2

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

PRICING SCHEDULE
(Professional Services)

Name of Bidder:..... Bid Number:

Closing Time: Closing Date

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	R.....
	R.....
	R.....
	R.....
	R.....
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	R..... days
	R..... days
	R..... days
	R..... days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
 R.....
 R.....
 R.....
 R.....

***"all applicable taxes" includes value-added taxes, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state².
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 and/or take an oath declaring his/her interest.
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, shareholder³ etc.)												
3.4.	Company registration number												
3.5.	Tax reference number												
3.6.	VAT registration number												
3.7.	Are you presently in the service of the state?	YES		NO									
3.7.1.	If so, furnish particulars:												
3.8.	Have you been in the service of the state for the past twelve months?	YES		NO									
3.8.1.	If so, furnish particulars:												

² MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - i. any municipal council;
 - ii. any provincial legislature; or
 - iii. the National Assembly or the National Council of Provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

³ "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.	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation	YES		NO	
3.9.1.	If so, furnish particulars:				
3.10.	Are you aware of any relationship (family, friend, other) between a 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	
3.10.1.	If so, furnish particulars:				
3.11.	Are any of the company's directors, managers, principal shareholders or stakeholders	YES		NO	
3.11.1.	If so, furnish particulars:				
3.12.	Is any spouse, child or parent of the company's directors, managers, principal	YES		NO	
3.12.1.	If so, furnish particulars:				
3.13.	Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for	YES		NO	
3.13.1.	If so, furnish particulars:				

--	--

3.14.	Please provide the following information on ALL directors / shareholders / trustees /members below:		
full name and surname	identity number	personal income tax number	Provide State ⁴ employee number <u>(Only to be completed if in the service of the State)</u>

NB:

- PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)
- PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC

4. DECLARATION

I, the undersigned (name) _____,

certify that the information furnished in paragraph 3 above is correct.

I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

⁴ MSCM Regulations: “in the service of the state” means to be –

1. a member of –
 - i. any municipal council;
 - ii. any provincial legislature; or
 - iii. the National Assembly or the National Council of Provinces;
2. a member of the board of directors of any municipal entity;
3. an official of any municipality or municipal entity;
4. 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);
5. a member of the accounting authority of any national or provincial public entity; or
6. an employee of Parliament or a provincial legislature.

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

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

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

1. GENERAL CONDITIONS

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

1.2 To be completed by the organ of state
(delete whichever is not applicable for this tender).

The applicable preference point system for this tender is the 90/10 preference point system.

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

Either the 90/10 or **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

$P_t - P_{min}$ $P_t - P_{min}$

$P_s = 80 (1 - \frac{P_t - P_{min}}{P_t - P_{min}})$ $P_s = 90 (1 - \frac{P_t - P_{min}}{P_t - P_{min}})$ or

P_{min} P_{min}

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 or 90/10

$$\frac{Pt - P_{max}}{P_{max}} \quad \frac{Pt - P_{max}}{P_{max}}$$

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

$$P_{max} \quad P_{max}$$

or

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Means of Verification	Number of points claimed (80/20 system) (To be completed by the tenderer)
Locality (within Maquassi Hills Local Municipal)	5	Statement of Municipal Rates and Taxes of not more than Three Months	
Women	5	Identification Document	
People with Disability	5	Medical Report confirming disability	
Youth (18 to 35 Years of age)	5	Identification Document	

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:

1.Points awarded for Specific Goals

1.1

Specific Goals	Number of points (80/20 system)
Female	5
Youth	5
Disability	5
Locally	5
Non-compliant contributor	0

CONTRACT FORM - PURCHASE OF GOODS/SERVICES

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 services 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:

3.
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of Tax Compliance Status;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - 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)

4. 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.

5. 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.

6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

7. 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 - PURCHASE OF GOODS/SERVICES

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/services 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/services 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.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

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)

8. 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.

9. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (iv) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (v) General Conditions of Contract; and
 - (vi) Other (specify)

10. 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.

11. 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.

12. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

13. 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)

4. 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).
5. An official order indicating service delivery instructions is forthcoming.
6. 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	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

CONTRACT FORM - TENDER FOR INCOME-GENERATING CONTRACTS1

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

14. I hereby undertake to lease property/ purchase all or any of the goods and/or services described in the attached bidding documents from (name of institution)..... in accordance with the requirements stipulated in (bid number)..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the seller during the validity period indicated and calculated from the closing time of bid.

15. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (vii) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Declaration of interest;
 - Declaration of Bidder’s past SCM practices;
 - Special Conditions of Contract;
 - (viii) General Conditions of Contract; and
 - (ix) Other (specify)

16. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) quoted covers the leased property/ all the goods and/or services specified in the bidding documents; that the price(s) cover all my obligations and I accept that any mistakes regarding price(s) and calculations will be at my own risk.

17. 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.

18. I undertake to make payment for the leased property/ goods/services as specified in the bidding documents.

19. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

20. 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 - TENDER FOR INCOME-GENERATING CONTRACTS

PART 2 (TO BE FILLED IN BY THE LESSOR/ SELLER)

- 7. I..... in my capacity as..... accept your bid under reference numberdated.....for the leasing of property/ purchase of goods/services indicated hereunder and/or further specified in the annexure(s).
- 8. I undertake to make the leased property/ goods/services available in accordance with the terms and conditions of the contract.

ITEM NO.	DESCRIPTION	PRICE (ALL APPLICABLE TAXES INCLUDED)	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

3.

4.

DATE.....

13. MBD 8 – 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:
 - 3.1. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
 - 3.2. been convicted for fraud or corruption during the past five years;
 - 3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4. 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.

4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? <i>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</i>	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)? <i>(To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</i>	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:		

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
4.5.1	If so, furnish particulars:		

5. 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:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			

14. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids 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).⁵ Collusive bidding is a *per 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:
 - 3.1. take all reasonable steps to prevent such abuse;
 - 3.2. 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
 - 3.3. 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:

CERTIFICATE OF INDEPENDENT BID

DETERMINATION: In response to the invitation for the bid made by:

MAQUASSI HILLS LOCAL MUNICIPALITY

I, the undersigned, in submitting the accompanying bid, hereby make the following statements that I certify to be true and complete in every respect:

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:
 - 5.1. has been requested to submit a bid in response to this bid invitation;
 - 5.2. ~~could potentially submit a bid~~ could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - 5.3. 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 consortium⁶ 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:
 - 7.1. prices;
 - 7.2. geographical area where product or service will be rendered (market allocation)
 - 7.3. methods, factors or formulas used to calculate prices;
 - 7.4. the intention or decision to submit or not to submit, a bid;
 - 7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
 - 7.6. 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.
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		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

The general conditions of Contract are available here and must be submitted as part of the submission

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

