

ENDUMENI LOCAL MUNICIPALITY

Q 103/2025-26

SUPPLY, REPAIRS, SERVICE AND INSTALLATION OF FIRE EXTINGUISHERS FOR THE ENDUMENI MUNICIPALITY SITES

1. As per Specification in document

1. No late submission of quotation will be considered.
2. No quotations sent or submitted by facsimile, telex, telegram, or electronic mail will be accepted.
3. The procurement process will be in terms of the Endumeni Supply Chain Management policy as approved by Council.
4. The Municipality is not obliged to accept the lowest or any quotation.
5. Quotation documents can be downloaded free of charge from the municipal website as well as e-tenders at www.endumeni.gov.za and www.etenders.gov.za
6. **All bidders must sign the delivery register situated by reception or with security.**
7. As per section 38(d) (I) & (ii) of Endumeni Municipality's Supply Chain Management Policy, bidders or any of its directors who are in arrears with their rates and taxes for more than three months or who have failed to perform satisfactorily on a previous contract in the last five years, will not be considered.
8. The supplier, as reference, is required to provide the company profile about the services that had been rendered by the same company to different institutions.
9. **BIDDERS ARE TO NOTE THAT A COMPULSORY SITE MEETING WILL ON MONDAY 15 JUNE 2026 IN THE MAIN COMMITTEE ROOM AT 10H00. ATTENDANCE TO THIS MEETING IS ESSENTIAL.**
10. Documents for formal written quotation will be available from the **Finance Department –Mr S Sonpal (Sunil), Ms H. Khathi (Hlengiwe) or Ms. S. Kunene (Sma)** Room 14, Civic Centre, 64 Victoria Street, Dundee from 08h00 to 15h30, upon payment of a non – refundable deposit of R100.00 per set of documents.
For further details/enquiries regarding this project, you are welcome to contact **Mr. Thabiso Nkomonde** at the Endumeni Municipality on **034-212 2121 Ext 2258**

The following documents are to be attached to your quotation document:

LIST OF RETURNABLES	YES/NO	SIGNATURE
Company Registration Document.		
Valid Tax Compliance and Pin.		
Fully Completed MBD1, MBD1 – Part B, MBD 3.1, MBD 4, MBD 6.1, MBD 8 and MBD 9.		
ID copies of Directors and Members of Company.		
Company/Director's Statement of Municipal Rates not older than 3 Months OR Company/Director's Lease Agreement OR Proof of Residence if the company/ director resides/operates from a rural area. The attached must correspond with the preferred address on the CSD. If the attached does not correspond with preferred address on CSD, bidders will be DISQUALIFIED .		
Service Provider must be accredited with SAQCC and attach proof thereof.		
Copy of a Detailed Central Suppliers Database Report.		

- **Should the bidder not attach the abovementioned supporting documents then his/her quotation will not be considered.**

Sealed quotations outwardly marked "Quotation Number: "Q103/2025-26 SUPPLY, REPAIRS, SERVICE AND INSTALLATION OF FIRE EXTINGUISHERS FOR THE ENDUMENI MUNICIPALITY SITES" should be deposited into the quotation box on or before 14h00, THURSDAY, 18 JUNE 2026 at Endumeni Municipal Offices, Civic Centre, 64 Victoria Street, Dundee, for the attention of the undersigned. All quotations will be entered into a register and opened in public.

~~Mr. M.F. HADEBE~~
Municipal Manager
Endumeni Municipality
Private Bag 2024
Dundee
3000

Notice No: 75 /2026

Date. _____

ENDUMENI LOCAL MUNICIPALITY



Dear Sir/Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be clearly marked: **Q103/2025-26 SUPPLY, REPAIR, SERVICE AND INSTALLATION OF FIRE EXTINGUISHERS FOR THE ENDUMENI LOCAL MUNICIPALITY SITES** should be submitted in the **quotation box** on or before **14h00, on THURSDAY, 18 JUNE 2026.**

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (60) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- **The following documents are to be attached to your quotation document:**

LIST OF RETURNABLES	YES/NO	SIGNATURE
Company Registration Document.		
Valid Tax Compliance and Pin.		
Fully Completed MBD1, MBD1 – Part B, MBD 3.1, MBD 4, MBD 6.1, MBD 8 and MBD 9.		
ID copies of Directors and Members of Company.		
Company/Director's Statement of Municipal Rates not older than 3 Months OR Company/Director's Lease Agreement OR Proof of Residence if the company/ director resides/operates from a rural area. The attached must correspond with the preferred address on the CSD. If the attached does not correspond with preferred address on CSD, bidders will be DISQUALIFIED .		
Service Provider must be accredited with SAQCC and attach proof thereof.		
Copy of a Detailed Central Suppliers Database Report.		

Should a bidder not attach the above-mentioned supporting documents then his/her quotation will not be considered.

- The successful service provider will be the one scoring the highest points.

NB: No quotations will be considered from persons in the service of the state.
Failure to comply with these conditions may invalidate your offer.

BIDDER'S NAME:

ADDRESS:

.....

TELEPHONE:

EMAIL ADDRESS:

TOTAL QUOTATION AMOUNT:

1. INDEX

1. Specifications
2. Site Meeting Register.
3. MBD 1 - Tax Compliance Status Pin Certificate requirements
4. MBD 3.1 - Pricing schedule – Firm prices
5. MBD 4 - Declaration of interest
6. MBD 6.1 - Preference points claim form.
7. MBD 8 - Declaration of bidder's past Supply Chain Management practices
8. MBD 9 - Certificate of Independent Bid Determination
9. Signed Advert

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SPECIFICATION

2026/27 Fire extinguishers for
Endumeni local municipality buildings that are due for servicing

Qty	Description / building	Servicing / repairing	Supply / Installation and signage
DUNDEE MAIN BUILDING			
17	9 kg	x	
4	2kg	x	
6	Fire hose reel	x	
7	5 kg CO2	x	
GLENCOE MAIN BUILDING			
3	9 kg	x	
1	2.5kg	x	
2	5 kg	x	
1	5kg CO2	x	
2	Hose reel	x	
GLENCOE LIBRARY			
1	9 kg	x	
1	4,5 kg	x	
1	2.5 kg	x	
2	Fire hose reels	x	
1	5kg CO2	x	
SIBONGILE LIBRARY			
2	2KG	x	
2	5KG CO2	x	
1	Fire hose reel not connected to water supply	x	
WASBANK LIBRARY			
4	5kg	x	
1	Fire hose reel	x	
STHEMBILE MEDIA CENTRE			
4	5 kg Co2	x	
4	Fire hose reels supply, installation	x	
2	9 kg Dcp		x
DUNDEE LIBRARY			
2	17 kg	x	
1	9 kg	x	
4	5 KG	x	
2	Fire hose reel not connected to water supply	x	
GLENCOE WORKSHOP			
2	4.5 kg		x

CIVIL WORKSHOP			
1	Fire hose reel needs repairing	x	
2	9 KG		x
MECHANICAL WORKSHOP			
6	5kg	x	
1	9 kg DCP	x	
1	Fire hose reel	x	
ELECTRICAL WORKSHOP			
28	9 kg supply installation and signage		x
25	9 kg	x	
6	12 kg	x	
2	12 kg supply installation and signage		x
3	4.5 kg		x
1	Fire hose reel supply installation and signage		x
DUNDEE STORES			
5	9 KG	x	
1	4.5 KG		x
FIRE STATION			
5	4.5 kg DCP fire extinguishers	x	
2	5 CO2 extinguishers	x	
1	Fire hose reel supply, installation and signage		x
2	9kg CO2 servicing	x	
1	4,5KG DCP (servicing)	x	
WASBANK BUILDING			
2	5 kg	x	
1	Fire hose reel	x	
1	9 kg DCP	x	
TRAFFIC DEPARTMENT			
2	4.5 KG DCP	x	
4	5 KG CO2	x	
1	Fire hose reel needs repairing	x	
TALANA MUSEUM			
3	9 kg nitrogen	x	
1	4.5 kg	x	
2	5kg CO2	x	
24	5 KG	x	
1	Fire blanket	-	-
5	Fire hose reels	x	
MOTH HALL			
5	4,5 KG DCP	x	
4	5 KG	x	

1	Fire hose reel not connected to water supply	x	
McKENZIE HALL			
4	5kg	x	
2	9 kg	x	
1	Fire hose reel	x	
LIVANGELI HALL			
1	Fire hose reel needs repairing	x	
2	4.5 kg supply, installation and signage		x
CORONATION PARK			
2	5kg supply, installation and signage		x
GLENCOE TOWN HALL			
2	9 KG	x	
1	4.5 KG		x
1	Fire hose reel needs repairing	x	
LANDFILL SITE			
1	4,5 KG DCP	x	
1	Fire hose reel needs to be repaired	x	
1	9 kg		x
	Total	207 extinguishers for servicing 33 Fire hose reels	43 extinguishers for supply, installation and including signage 2 fire hose reel for supply, installation including signage

Service Providers must ensure that the Fire Extinguishers are Supplied, Serviced, Repaired and Installed in accordance with SANS1475 and SABS standards.

Service Providers accredited with SAQCC will be considered.

Bidders are to not that a Site Clarifications Meeting is to be held on Monday, 15 June 2026 @10h00 in the Main Committee Room, 64 Victoria Street, Dundee.

Should the successful bidder decline the award of the bid, the bidder will be held responsible for all additional costs that will be incurred by Endumeni Municipality.

NB: All bidders must sign the delivery register situated by reception or with security.

A: CERTIFICATE OF ATTENDANCE AT CLARIFICATION MEETING

This is to certify that (*Tenderer*)

of (*address*).....

..... was represented by the person(s) named below at the compulsory meeting held for all tenderers for **Quotation No: Q103/2025-26 SUPPLY, REPAIR, SERVICE AND INSTALLATION OF FIRE EXTINGUISHERS FOR THE ENDUMENI LOCAL MUNICIPALITY SITES.**

We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the site of the works and / or matters incidental to doing the work specified in the tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the tender.

Particulars of person(s) attending the meeting:

Name: Signature:

Capacity:

Name: Signature:

Capacity:

Attendance of the above person(s) at the meeting is confirmed by the Employer's representative, namely:

Name: Signature:

Capacity: Date and Time:

ENDUMENI MUNICIPALITY

INVITATION TO BID

MBD 1

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

ENDUMENI MUNICIPALITY

INVITATION TO BID

MBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)			
QUOTATION NUMBER:	Q103/2025-26	CLOSING DATE:	18 JUNE 2026
		CLOSING TIME:	14H00
DESCRIPTION	SUPPLY, REPAIRS, SERVICE AND INSTALLATION OF FIRE EXTINGUISHERS FOR THE ENDUMENI MUNICIPAL SITES		
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).			

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE QUOTATION BOX SITUATED AT (STREET ADDRESS)

ENDUMENI MUNICIPALITY
CIVIC CENTRE
64 VICTORIA STREET
DUNDEE
3000

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM	CONTACT PERSON	Mr. T Nkomonde
CONTACT PERSON	SCM	TELEPHONE NUMBER	034 212 212 EXT 2258
TELEPHONE NUMBER	034 212 2121	FACSIMILE NUMBER	n/a
FACSIMILE NUMBER	0865689640	E-MAIL ADDRESS	nkomondet@endumeni.gov.za
E-MAIL ADDRESS	scm@endumeni.gov.za		

MBD 3.1

ENDUMENI MUNICIPALITY

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.....	Quotation Number: Q103/2025-26
Closing Time: 14H00	Closing Date: 18 JUNE 2026

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID

FIRE EXTINGUISHERS TO BE SERVICED

QUANTITY	DEPARTMENT AND TYPE	UNIT PRICE	VAT	TOTAL
17	Dundee Main Building – 9KG			
04	Dundee Main Building – 2KG			
06	Dundee Main Building – FIRE HOSE REELS			
07	Dundee Main Building – 5kg CO2			
03	Glencoe Main Building – 9KG			
01	Glencoe Main Building – 2.5KG			
02	Glencoe Main Building – 5KG			
01	Glencoe Main Building – 5KG CO2			
01	Glencoe Main Building – HOSE REEL			
01	Glencoe Library – 9KG			
01	Glencoe Library – 4.5KG			
01	Glencoe Library – 2.5KG			
02	Glencoe Library - Fire Hose Reels			
01	Glencoe Library – 5KG CO2			
02	Sibongile Library – 2KG			
02	Sibongile Library – 5KG CO2			
01	Sibongile Library – FIRE HOSE REEL (not connected to Water Supply)			

04	Wasbank Library – 5KG			
01	Wasbank Library – Fire Hose Reel			
04	Sithembile Media Centre – 5 KG CO2			
04	Sithembile Media Centre – Fire Hose Reel (Supply and Installation)			
02	Sithembile Media Centre – 9 KG DCP			
02	Dundee Library – 17KG			
01	Dundee Library – 9KG			
04	Dundee Library – 5KG			
02	Dundee Library – Fire Hose Reels (Not connected to Water Supply)			
02	Glencoe Workshop – 4.5KG			
01	Civils Workshop – Fire Hose Reel – (Needs Repairs)			
02	Civils Workshop – 9KG			
06	Mechanical Workshop – 5KG			
01	Mechanical Workshop – 9KG DCP			
01	Mechanical Workshop – FIRE HOSE REEL			
28	Electrical Department – 9KG (Supply Installation and Signage)			
25	Electrical Department – 9KG			
06	Electrical Department – 12KG			
02	Electrical Department – 12KG (Supply Installation and Signage)			
03	Electrical Department – 4.5 KG			
01	Electrical Department – Hose Reel (Supply Installation and Signage)			
05	Dundee Stores – 9KG			
01	Dundee Stores – 4.5KG			
05	Fire Station – 4.5 KG (DCP) Fire Extinguishers			
02	Fire Station – 5KG CO2 extinguishers			
01	Fire Station – Fire Hose Reel – (Supply, Installation and Signage)			
02	Fire Station – 9 KG CO2 – (Servicing)			
01	Fire Station – 4,5 KG DCP – (Servicing)			
02	Wasbank Building – 5KG			
01	Wasbank Library – HOSE REEL			
01	Wasbank Building – 9KG DCP			
02	Traffic Department – 4.5KG DCP			
04	Traffic Department – 5KG CO2			
01	Traffic Department – HOSE REEL (Needs Repairing)			

03	Talana Museum – 9 KG - Nitrogen			
01	Talana Museum – 4.5 KG			
02	Talana Museum – 5 kg CO2			
24	Talana Museum – 5 KG			
01	Talana Museum – Fire Blanket			
05	Talana Museum – Fire Hose Reels			
05	Moth Hall – 4.5KG DCP			
04	Moth Hall –5KG			
01	Moth Hall – Fire Hose Reel (Not connected to Water Supply)			
04	McKenzie Hall – 5 KG			
02	McKenzie Hall – 9 KG			
01	McKenzie Hall – HOSE REEL			
01	Livangeli Hall – (Fire Hose Reel Needs Repairing)			
02	Livangeli Hall – 4.5KG (Supply, Installation and Signage)			
02	Coronation Park – 5KG - (Supply, Installation and Signage)			
02	Glencoe Town Hall – 9KG			
01	Glencoe Town Hall – 4.5KG			
01	Glencoe Town Hall – (Fire Hose Reel Needs Repairing)			
01	Landfill Site – 4.5kg DCP			
01	Landfill Site – (Fire Hose Reel Needs Repairing)			
01	Landfill Site – 9KG			
			TOTAL	
			TOTAL VAT	
			TOTAL AMOUNT (INCLUDING VAT)	

Required by:

- At:

- Does offer comply with specification? - *YES/NO

- If not to specification, indicate deviation(s)

- Period required for delivery

*Delivery: Firm/not firm

- Delivery basis (all delivery costs must be included in the bid price)

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

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their positioning 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, hareholder²):.....

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 or any Directors/trustees/shareholders/ members presently in the service of the state?
YES / NO

3.8.1 If yes, furnish particulars.....

.....

¹MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....
.....

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

3.10.1 If yes, furnish particulars.
.....
.....

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

3.11.1 If yes, furnish particulars
.....
.....

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

3.12.1 If yes, furnish particulars.
.....
.....

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

3.13.1 If yes, furnish particulars.
.....
.....

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

3.14.1 If yes, furnish particulars:
.....
.....

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest 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
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$		
		$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

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

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or}$$
$$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Locality (Under KZN province CSD Report/Proof of address or Utility bill of the company or Company registration to be attached in order to get Specific Goals point		15		
Locality (Out of KZN province CSD Report/Proof of address or Utility bill of the company or Company registration to be attached in order to get Specific Goals point		05		

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:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:
(Name of Bidder)

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

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder