



**BID NO: COM77/2026**

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE PRODUCTION OF A DOCUMENTARY AND THE PROVISION OF VIDEOGRAPHY SERVICES FOR THE CITY OF MBOMBELA STATE OF THE CITY ADDRESS**

**CLOSING DATE: 18 JUNE 2026 AT 11:00am**

**NAME OF BIDDER: \_\_\_\_\_**

**CSD REG NO: MAAA \_\_\_\_\_**



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**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF MBOMBELA</b>					
BID NUMBER:	COM77/2026	CLOSING DATE:	18 JUNE 2026	CLOSING TIME:	11:00
DESCRIPTION	<b>APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE PRODUCTION OF A DOCUMENTARY AND THE PROVISION OF VIDEOGRAPHY SERVICES FOR THE CITY OF MBOMBELA STATE OF THE CITY ADDRESS</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
<b>BID RESPONSE DOCUMENTS MUST BE SUBMITTED IN THE TENDER BOX LOCATED @ NO: 1 NEL STREET; MBOMBELA; 1200; MBOMBELA CIVIC CENTRE NEXT TO THE MAIN ENTRANCE.</b>					
<b>SUPPLIER INFORMATION</b>					
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	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
Financial Management Supply Chain Management Christopher Nkambule Telephone Number: 013 759 2358 Email Address: <a href="mailto:christopher.nkambule@mbombela.gov.za">christopher.nkambule@mbombela.gov.za</a>			Strategic Management Services Strategic Communication Bongji Dlamini Telephone Number: 013 759 9172 Email Address: <a href="mailto:bongji.dlamini@mbombela.gov.za">bongji.dlamini@mbombela.gov.za</a>		

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE SUBMITTED AT THE ADDRESS REFLECTED AND AS PER INSTRUCTIONS ON THE TENDER INVITATION. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b>
1.3.	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.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<b>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.</b>	

**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: .....



**BID NO: COM77/2026**  
**CLOSING DATE: 18 JUNE 2026 AT 11:00**

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE PRODUCTION OF  
A DOCUMENTARY AND THE PROVISION OF VIDEOGRAPHY SERVICES FOR THE CITY  
OF MBOMBELA STATE OF THE CITY ADDRESS**

Bids are hereby invited from highly experienced and capable professional service provider for the production of a documentary and the provision of videography services for the City of Mbombela State of the City Address.

It is compulsory that service providers download a copy of the bid document that will ONLY be available as from 10 June 2026 on the City's website: [www.mbombela.gov.za](http://www.mbombela.gov.za) on the tenders and notices' folder and National e-Tender Portal: [www.etenders.gov.za](http://www.etenders.gov.za), free of charge.

Duly completed bid documents and supporting documents which are, COPY OF TAX COMPLIANCE STATUS, CERTIFIED COPY OF B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE, CURRENT MUNICIPAL RATES AND TAXES STATEMENTS FROM RELEVANT LOCAL AUTHORITY OR PROOF OF RES FROM A TRIBAL AUTHORITY OR LEASE AGREEMENT ACCOMPANIED BY THE LESSOR'S UP-TO-DATE RATES AND TAXES STATEMENTS FOR BOTH THE BUSINESS AND ACTIVE DIRECTORS INCLUDING JV/CONSORTIUM MEMBERS, CSD REGISTRATION FULL REPORT (Summary Report will not be considered) and a copy of the COMPANY REGISTRATION CERTIFICATE, together with the bid document must be sealed in an envelope clearly marked: "**BID NUMBER, FULL PROJECT DESCRIPTION AND CLOSING DATE**" with the name of the bidder shall be placed in the bid box at MBOMBELA CIVIC CENTRE at 1 NEL STREET, MBOMBELA, before 11:00 on the closing date.

Bids received by telegram, fax or e-mail will not be considered. Late bids shall not be accepted or considered.

No briefing session shall be conducted for this tender. Technical enquiries may be directed to the project manager on the below contact details.

**Bidders are advised not to commit fraudulent activities or forge documents. All abusers of the SCM system, including forging or faking of returnable documents, may be reported to SAPS and restricted from doing business with any Public Institutions for a period NOT exceeding 10 years which is in line with section 28 and 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004.**

A preferential point system shall apply whereby this contract will be allocated to a bidder in accordance with the Preferential Procurement Policy Framework Act, No 5 of 2000 and as defined in the conditions of bid in the bid document, read in conjunction with the Preferential Procurement Regulations, 2022, where 80 points will be allocated in respect of price and 20 points in respect of targeted goals.

Supply Chain Management	:	Christopher Nkambule	(013) 759 2358
Project Manager	:	Bongi Dlamini	(013) 759 9172
Employer	:	City Manager: Mr W. Khumalo	
		City of Mbombela	
		Po Box 45; Mbombela; 1200	

***NB: The results of this bid will be published on council website as prescribed on the MFMA sec 75 (1) (g) and SCM regulations, sec. 23 (c).***

## **SPECIAL CONDITIONS OF THE BID**

### **1. SUBMISSION OF TENDERS**

The tender must be completed on the attached tender form, which shall not be detached from this document. The completed submission must be fully priced, extended, and totalled, completed in all respects, and duly signed. It shall be sealed in an envelope and submitted in accordance with the instructions provided in the Invitation to Tender.

Proof of posting will not be accepted as proof of delivery to the designated tender receipt location.

Tenders will be opened in public immediately after the advertised closing date and time.

All information submitted by prospective bidders will be used solely for tender evaluation purposes and will be handled in accordance with the Protection of Personal Information Act (POPIA).

### **2. TENDER DEPOSIT**

Tender documents may be downloaded free of charge from the following platforms: the City of Mbombela website at [www.mbombela.gov.za](http://www.mbombela.gov.za) under the Tenders and Notices section, as well as the National e-Tender Portal at [www.etenders.gov.za](http://www.etenders.gov.za)

### **3. ADJUDICATION OF TENDER**

The City of Mbombela shall not be obliged to accept the lowest or any tender submitted and reserves the right to cancel the tender process at any stage should it be deemed necessary.

The tender shall be adjudicated by the City of Mbombela in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, read together with the Preferential Procurement Regulations, 2022, the City's Preferential Procurement Policy, and the conditions of bid contained in the bid document. Evaluation will be conducted on the basis of an 80/20 preference point system, where 80 points will be allocated for price and 20 points for specific goals.

Prospective service providers shall not make any alterations or additions to the bid document, except where such amendments are in accordance with written instructions issued by the Employer. The bid document must be completed in non-erasable black ink. All corrections must be initialled and dated by the authorised signatory. The use of correction fluid, masking fluid, pencil, erasable ink, or any form of alteration is strictly prohibited, and non-compliance will render the bid non-responsive.

A bid that does not comply with the mandatory requirements set out in the bid document shall be regarded as non-responsive and will be rejected. Where a bid is not properly signed by a person duly authorised to do so, in accordance with the "Authority for Signatory" requirements, it will be rejected. This requirement shall not apply to sole proprietors or entities with a single director/member.

A bid shall be rejected where any municipal rates and taxes or municipal service charges owed by the bidder (including its business entity or directors) to any municipality or municipal entity are in arrears for more than three (3) months. Failure to submit valid and up-to-date proof of municipal rates and taxes will also render the bid non-responsive.

Bids shall further be rejected if the bidder or any of its directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004, as a

person prohibited from conducting business with the public sector. Bids will also be rejected where the bidder has abused the City of Mbombela's Supply Chain Management System or any other state institution's SCM processes.

The MBD 1 form shall be regarded as the Form of Offer and must be fully completed and duly signed by the authorised signatory; failure to do so will render the bid non-responsive.

#### **4. COMPLETION OF TENDER DOCUMENTS**

Tenders shall only be considered if this tender document is fully and correctly completed, with all required information inserted in black ink and duly signed.

##### **4.1. Compulsory documentation to be submitted**

The following compulsory documents must be attached to ensure that the bid is considered:

- A valid Tax Compliance Status (TCS) Pin.
- Proof of company registration.
- Certified copies of the Business Director(s)' identity documents.
- A full Central Supplier Database (CSD) registration report not older than 30 days from the closing date. Summary reports will not be accepted.
- Company Profile: A brief overview of the bidding company, its mission, legal status, years in operation, physical address and core areas of expertise in video production.
- Business / Company Organogram
- A comprehensive implementation plan designed to undertake the assignment, detailing key phases, activities within each phase and an indicative project timeline from inception to final delivery in line with the scope of works.
- Reference Letters: At least 3 certified copies of reference letters from clients whose similar video production work was performed. These letters must not be older than 3 years from the closing date.
  - At least two (2) reference letters from Public Sector: one from National and one from Provincial Level.
  - At least one (1) reference letter from any Private Sector.
- At least one key personnel with a National Certificate in film / television and video production Operations or equivalent. Certified copy of qualification and CV of key personnel must be attached. Higher qualification (NQF 6 >) will be an added advantage.

##### **4.2. Municipal rates and taxes requirements**

- The bidder must submit a valid and current municipal rates and taxes statement from the relevant local authority, or proof of residence from a recognised tribal authority (where applicable), or a valid lease agreement accompanied by the lessor's up-to-date municipal rates and taxes statement for the business premises.
- Bidders must ensure that the physical address details reflected on the Central Supplier Database (CSD) correspond with those on the company registration certificate.
- The Municipality reserves the right to verify municipal rates and taxes information linked to both CSD and company registration details.
- It remains the responsibility of bidders to ensure that municipal accounts are fully compliant and not in arrears.

#### 4.3. Director(s) municipal compliance

- The bidder must submit valid and current municipal rates and taxes statements for all director(s), including consortium or joint venture partners or proof of residence from a recognised tribal authority (where applicable), or lease agreements accompanied by up-to-date municipal rates and taxes statements.
- The Municipality may verify, using directors' identity numbers, whether any municipal rates and taxes are outstanding.
- It is the responsibility of bidders to ensure that all directors are fully compliant with municipal rates and taxes obligations.

#### 4.4. General note

- For all key personnel whose CV is submitted, certified copies of qualifications and certified copies of identity documents must be submitted with the bid (if applicable).
- Certified copies must not be older than three (3) months to be considered valid.
- Copies of certified copies will not be accepted; only certified copies of original documents will be recognised.
- Failure to comply with the above requirements will result in immediate disqualification.

### **5. TAXES AND DUTIES PAYABLE**

Bidders shall include in their tender prices all applicable taxes, duties, and levies. No claims for additional payment in respect thereof will be entertained.

All prices and rates quoted shall be inclusive of Value-Added Tax (VAT). VAT shall be reflected as a separate lump sum in the tender summary, and the total amount inclusive of VAT shall be carried forward to the Form of Tender.

### **6. WITHDRAWAL OF TENDER**

In the event that the successful bidder fails to perform the services in accordance with the terms of this tender, the City shall be entitled to terminate the contract summarily. In such circumstances, the bidder shall be liable for any additional costs incurred by the Municipality as a result of re-advertising the tender or awarding the contract to a less favourable bidder.

### **7. NOTICE OF BIDDERS**

Should any amendments, additions, or alterations to the tender documents be deemed necessary prior to the closing date for the submission of tenders, such amendments shall be communicated to bidders through Notices to Bidders, which shall form an integral part of the tender documents.

Where applicable, bidders shall complete, sign, and date the Notices to Bidders and submit them together with their tender submissions.

### **8. PERIOD OF VALIDITY OF TENDERS**

The tender shall remain valid for a period of thirty (30) days from the closing date for the submission of tenders, as specified in the Tender Form.

## **9. BID PRICE**

All prices quoted shall be inclusive of the delivery of the required services as specified in the bid specifications, Value-Added Tax (VAT) where applicable, and all disbursements and associated costs.

All prices must be quoted in South African Rand (ZAR) and shall be deemed firm and fixed for the duration of the contract, unless otherwise stated in the bid documents.

## **10. CESSION OF ASSIGNMENT**

Neither the Council nor the successful bidder shall cede, assign, transfer, or otherwise dispose of any rights, obligations, benefits, interests, or any part of the contract to a third party without the prior written consent of the Council.

Any cession or assignment shall only be permitted where it is made in favour of a duly registered financial institution and subject to the prior written approval of the Council.

## **11. DELIVERABLES**

The successful bidder will be required to deliver services in accordance with the schedule outlined in the bid specifications, following appointment and acceptance of the contract. Failure to deliver as required may result in termination of the contract, and the City shall not be liable for any costs incurred by the bidder in preparation for the event.

Late delivery will not be accepted or tolerated. It is essential that the successful bidder adheres strictly to the agreed timelines and report punctually at the time scheduled with the Project Manager.

**NOTES / CHECKLIST FOR RETURNABLE DOCUMENTS STIPULATED UNDER SPECIAL CONDITIONS OF TENDER DOCUMENTS AS MANDATORY REQUIREMENTS. THIS DOCUMENT SHALL BE APPLICABLE TO ALL TENDER DOCUMENTS OF THE CITY.**

**Preamble**

The objective of this checklist is aimed at ensuring that interpretation and application of the special conditions and other mandatory requirements at Bid Evaluation Committee (BEC) & Bid Adjudication Committee (BAC) are aligned as envisaged by the Bid Specification Committee (BSC). This will enhance consistency and uniformity in the entire bid committee system whilst promoting “user friendly” principles by simplifying tender requirements to all interested prospective bidders.

ITEM NO:	DESCRIPTION / RETURNABLE DOCUMENTS	NOTES	FOR OFFICE USE ONLY	
			CHECKLIST	YES or NO or N/A
1.	Company Registration Certificate	<p>a) It's a certificate issued by the Companies and Intellectual Property Commission in line with section 14 of the Companies Act 78 of 2008</p> <p>b) A Certificate issued by CIPRO in line with section 2 of the Close Corporation Act 69 of 1984</p> <p>NB: The registration of Close Corporations (CCs) was replaced by introduction of the New Companies Act which came to effect in April 2011. CCs to be recognized as valid registration certificate will be up to 2010.</p>	Has the bidders attached a valid company registration document in line with the applicable legislation?	YES
2.	Company Profile	<p>a) A Company Profile is a professional introduction of your Business that aims to inform Clients about its purpose, vision, trustworthiness, products and services, and experience of your Company. It is basically a “CV for your Business/Company”</p>	Has the bidder attached a company profile and its experience is relevant to add value on this project?	YES



<p>4.</p>	<p>Central Supplier Database (CSD) Full report, (Summary report will <b>NOT</b> be acceptable).</p> <p><b>N/B CSD Report date should not be more than 30 days before Bid closing date.</b></p>	<p>a) The City requires that all prospective bidders should be registered on CSD. This is aimed at verification of email addresses, phone numbers, banking details, company registration numbers, tax status with SARS, state employees, etc.</p>	<p>Has the bidder attached a full CSD report, are tax matters in good order, are the directors not in the employment of any state and the CSD report is not older than 30 days from the closing date?</p>	<p>YES</p>
<p>5.</p>	<p>Tax Compliant Status (TCS)</p>	<p>a) Prospective bidders are required to attach a valid TCS together with the tender document.</p>	<p>Has the bidder attached a valid (not expired) TCS?</p> <p>The designated official should verify the bidder's tax compliance status prior to finalization of the award of a bid or prize quotation. Where the recommended bidder is not tax compliant, the bidders should be notified of their non-compliant status and the bidder must be requested to submit to the City within 7 working days, written proof from SARS of their tax compliance status or proof from SARS that they have made arrangements to meet their outstanding tax obligations. The proof of tax compliance status submitted by the bidder to</p>	<p>YES</p>

			the City must be verified via the CSD report or e-Filing. The City should reject a bid submitted by the bidder if such a bidder fails to provide proof of tax compliance status within the timeframe stated above <b>(See MFMA Circular No: 90)</b> .	
6.	Certified copy of B-BBEE Certificate / affidavit for B-BBEE status level of contributor <b>(to claim points only)</b> .	<p>a) EMEs in terms of the B-BBEE Act 53 of 2002 JUNE submit a sworn affidavit confirming annual total revenue and level of black ownership or Certified Copy of B-BBEE Certificate.</p> <p>b) Bidders other than EMEs and QSEs <b>MUST</b> submit their certified copies of valid B-BBEE status level verification certificate, substantiating their B-BBEE rating issued by a registered auditor approved by IRBA or a verification agency accredited by SANAS.</p> <p>c) A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</p> <p>NB: There is NO consolidated affidavit for B-BBEE status level of contributor. Only consolidated B-BBEE certificate will be considered for JVs / Consortium &amp; large companies</p>	<p>Is the copy B-BBEE Certificate valid?</p> <p>Is the sworn affidavit for EME / QSE in line with the threshold for EME and EME and valid?</p> <p>If the tendering entity is a JV / Consortium / Large company, has the bidder attached a certified copy of a valid and consolidated B-BBEE certificate in order to claim points as prescribed by the MSCM Regulations?</p> <p>Is the copy of B-BEE certificate certified by the Commissioner of Oaths reflects as prescribe on the regulations of the Act?</p> <p>Is the affidavit for B-BBEE</p>	YES

		that are making an annual turnover in excess of R50 million including value added tax (VAT). <i>This is not a disqualifying factor, non-adherence will lead to no allocation of B-BBEE points.</i>	stamped and signed by commissioner of oaths?  I.e. full names and signature, force/practice number, designation / rank, date and address.  Is the certification date not older than 3 months and original ink is clear on the document to confirm if it is originally certified?	
7.	Formal agreement must be attached in case of a joint venture (JV) or consortium.	a) The JV/consortium must amongst others, reflect clear profit and losses sharing percentages. It is compulsory that the lead partner must have at least 51% majority shares in the JV/consortium.	If the tendering entity / bidder is a JV/Consortium, has the bidder attached a detailed JV/Consortium agreement with all critical information?	YES
8.	In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit separate required returnable documents.	a) This will not be applicable to functionality and B-BBEE requirements.	If the tendering entity / bidder is a JV/Consortium, have the parties involved attached all individual required documents as per special condition of bid?	YES
9.	Latest municipal rates and taxes certificates from relevant local authority for the business and all business directors  OR	a) If the business is operated and its director(s) are residing within a municipal area, bidders are expected to attach latest municipal rate and taxes certificates for the business and ALL its directors.  b) If the business is operated and its director(s) are residing within a tribal authority. Bidders are	Has the bidder attached latest municipal rates and taxes from relevant local authority for the company / business and all company directors / owners?	YES

	<p>Proof of resident from tribal authority for the business and all business directors</p> <p style="text-align: center;">OR</p> <p>Lease agreement with the Lessor's latest municipal rates and taxes certificates from relevant local authority.</p> <p>NB: All accounts owing any municipality for more than 90 days will be disqualified as prescribed on the MSCM Regulations.</p>	<p>expected to attach proof of resident for the business and ALL its directors.</p> <p>c) If the business directors are leasing a facility for residential purposes, they are required to attach individual lease agreement with lessor's latest municipal rates and taxes for a facility is within a Municipal boundary and if the business is renting office / business facility, the bidders are required to attach lease agreement for the business with lessor's latest municipal rates and taxes for a facility within a municipal boundary. If the facility leased is in a rural area, lease agreement will be accompanied with the lessor's proof of residential from a tribal authority.</p> <p>NB: <i>Domicilium citandi at executandi</i>: Domicilium citandi et executandi is a Latin legal term meaning the address nominated by a bidder in a legal contract where legal notices may be sent.</p> <p>Bidders are encouraged to update their addresses when they relocate their businesses and the preferred address on the CSD should be in line with the address on the Company Registration Document. It is the responsibility of the bidder to ensure that all physical addresses reflected either on the company registration document and CSD are not owing any municipal rates and taxes for more than three months including the Lessor's municipal account in case of lease. The rationale behind this requirement is the enhance revenue in RSA municipalities as enshrined on the Municipal Systems Act 32, 2000. Failure to attach is an immediate disqualification. Alignment of business address must be in line with the special conditions of the bid.</p>	<p>In case of lease, has the bidders attached lease agreements and lessor's proof of res from a tribal authority or latest municipal rates and taxes certificate?</p> <p>Is the account not in areas for more than 90 days (3 months)?</p>	
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<p><b>10.</b></p>	<p><b><u>Forging of documents/certificates</u></b></p> <p>The City has noted that prospective bidders are allegedly submitting fraudulent and forged documents when bidding for tenders.</p> <p>Bidders are advised not to commit fraudulent activities and forge documents. The City will ensure that this Act is adhered to by reporting all abusers of the SCM system to SAPS and enlist them on the Register of Tender Defaulters as prescribed on section 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004.</p> <p>Abusers of the SCM system, amongst other penalties, may be restricted to do business with any Public Institutions for a period NOT exceeding 10 years (<b>see section 28 of this Act</b>).</p>	<p>Section 34(1)(b) of the Prevention and Combating of Corrupt Activities Act 12 of 2004, stipulates that: <i>“any person who holds a position of authority and who knows or ought reasonably to have known or suspected that any other person has committed the offence of theft, fraud, extortion, <b>forgery</b> or uttering a forged document involving an amount of R100 000 or more, must report such knowledge or suspicion or cause such knowledge or suspicion to be reported to any police official”.</i></p> <p>Section 34(2) of the same Act stipulates that: <i>“subject to the provision of section 37(2), any person who fails to comply with subsection (1), is guilty of an offence”.</i></p>	<p>Are there any suspicious / alleged fraudulent or forged documents?</p> <p>If yes, has the matter been reported to the nearest SAPS following correct institutional protocol?</p> <p>Has the matter been registered with the Registrar to enable due processes and per the Act?</p> <p>NB: The minutes of the BEC / BAC should detail all the elements of alleged fraud and forged documents.</p>	<p>YES</p>
<p><b>11.</b></p>	<p>Copy of Public Liability insurance. Only insurance covers from registered and authorized financial service providers will be accepted.</p>	<p>a) Public liability insurance may vary from one project to another on the basis of the level of risk and complexity of the project. Minimum cover to be determined by the BSC prior consultation with the project manager if deemed necessary.</p>	<p>If applicable, is the bidder compliant with the minimum cover stipulated in the bid document? Is the public liability insurance from a registered financial institution?</p>	<p>N/A</p>
<p><b>12.</b></p>	<p>Recent audited / independently reviewed financial statements for three consecutive years.</p>	<p>a) Applicable to private companies that are not managed by its owners, if:</p>	<p>Has the bidder furnished MBD 5 as mandatory for all projects estimated to be in</p>	<p>N/A</p>

	NB: if a company provides any financial statements in terms of section 29 of the Companies Act, such statements must comply with the provision of the Act.	<ul style="list-style-type: none"> <li>- It compiles its financial statement internally and its public interest score is less than 100.</li> <li>- It has its financial statements compiled independently and its public interest score is between 100 and 349.</li> <li>- the public interest score is 350 points or more, is required for an audit to be conducted.</li> </ul>	excess of R10 million? Has the bidder attached the relevant AFS as required by law and is it aligned with his/her declaration on MBD 5? False / mismatched / inconsistent declaration may lead to immediate disqualification.	
<b>13.</b>	Recent annual financial statement (AFS) for three consecutive years (unaudited AFS). NB: if a company provides any financial statements in terms of section 29 of the Companies Act, such statements must comply with the provision of the Act.	<ul style="list-style-type: none"> <li>a) Applicable to private companies with a public interest score of less than 100.</li> <li>b) If, with respect to a particular company, every person who is a holder of, or has a beneficial interest in, any securities issued by that company is also a director of the company, that company is exempt from the requirements in this section to have its annual financial statements audited or independently reviewed.</li> </ul> <p>NB: An independent review will suffice if the company has opted to have its financial statement audited or is required by its Memorandum of Incorporation (MOI) to do so.</p>	Has the bidders furnished MBD 5 as mandatory? Has the bidder attached the relevant AFS as required by law in line with his/her declaration on MBD 5?	N/A
<b>14.</b>	Functionality / Quality for evaluation of complex projects	<ul style="list-style-type: none"> <li>a) Functionality test refers to evaluation of bidders on various aspects of the contract to establish if the bidders has the capabilities to execute the contract or not. The various aspect may include but not limited to: track record and experience on similar projects, human resource and their individual experience, financial capabilities, relevant technology, etc.</li> </ul>	Has the bidder met the minimum threshold on functionality in order to qualify for further evaluation on price and B-BBEE? Has the bidders been scored in line with the evaluation criteria set on the tender document? All portfolio of evidence attached and certified as stated on the bid	N/A

		NB: Functionality will not be compulsory for all projects but for complex projects. Functionality criteria will vary from one project to another.	document?	
<b>15.</b>	The Compensation for Occupation Injuries and Diseases Act 130 of 1993 (COIDA)	a) The COIDA provides for compensation for disablement caused by occupational injuries or diseases sustained or contracted by employees in the course of their employment, or for death resulting from such injuries or diseases, hence bidders are expected to attach COIDA certificates in line with their specialize area aligned to the type/nature of business.	If applicable, is the COIDA certification / letter of good standing attached, valid and reflects the nature of work in line with the scope of works?	N/A

# **TERMS OF REFERENCE FOR VIDEO PRODUCTION SERVICES: PROFILING MUNICIPAL PROJECTS FOR THE STATE OF THE MUNICIPAL ADDRESS EVENT**

## **1. INTRODUCTION AND BACKGROUND**

### **1.1. Overview**

The City of Mbombela (the City) serves a defined geographical area within South Africa and is committed to its core mandate, which includes effective service delivery, fostering local economic development and promoting community advancement. The projects undertaken by the Municipality are essential to achieving these strategic objectives and improving the quality of life for its residents. An understanding of this operational context and the significance of the City's work is crucial for service providers wishing to effectively communicate the impact of these initiatives.

### **1.2. Purpose of the Video Production**

The primary purpose of this assignment is to procure the services of an experienced video production company to professionally capture, produce, and showcase key projects and initiatives undertaken by the City. The overarching goal is to create engaging, informative, and high-quality video content that effectively highlights the City's successes, demonstrates tangible community impact and illustrates the prudent use of public resources. Such visual storytelling is intended to make the City's achievements more accessible and relatable to a diverse audience. The video productions are envisioned for multiple communication purposes, including but not limited to public information campaigns, stakeholder engagement forums, official reporting mechanisms, content for the City's website and social media platforms, presentations at community meetings, materials for investment promotion activities and a video montage to be played at the State of the City Address (SOCA) scheduled to take place on 26 June 2026.

### **1.3. Target Audience**

The video content produced under this assignment will be directed at a range of primary and secondary audiences. These include amongst others, local residents and community groups, businesses operating within the municipal area, potential investors, and other spheres of government, non-governmental organizations, and internal municipal staff. The composition of the target audience necessitates clarity in messaging and a style that is broadly accessible. Consideration must also be given to the linguistic diversity within the City's jurisdiction. While the primary language for narration and on-screen text will be English, the potential need for subtitles in other prevalent local languages should be anticipated by prospective service providers, as this may be a requirement for specific video outputs to ensure inclusivity and broad comprehension. Defining the audience accurately is critical, as it directly influences the tone, style, complexity of information presented, and overall narrative strategy of the videos. For instance, content aimed at residents may prioritize relatable human-interest stories, while materials for investors might focus more on strategic advantages and economic impact.

## **2. OBJECTIVES OF THE ASSIGNMENT**

The successful service provider will be tasked with producing a series of high-quality, professional videos that achieve the following key objectives:

- To effectively communicate the scope, progress, outcomes and impact of selected City's projects to the intended target audiences.
- To tell compelling human-interest stories connected to the projects, where appropriate, thereby showcasing the tangible benefits and positive changes experienced by community members and beneficiaries. This approach aimed at personalizing municipal achievements and foster a stronger connection with the audience.
- To enhance transparency and accountability by visually demonstrating project delivery and the effective utilization of municipal resources.
- To foster a sense of civic pride and increase community awareness regarding the City's achievements and ongoing development efforts.
- To provide versatile and engaging video content that is suitable for dissemination across various municipal communication channels, both online and offline. Focusing on these outcome-oriented objectives allows experienced service providers the latitude to propose innovative and effective creative solutions, rather than being constrained by overly prescriptive technical instructions.

## **3. SCOPE OF SERVICES REQUIRED**

The successful service provider will be responsible for the complete end-to-end production of the video(s) and live event coverage (SOCA), encompassing all phases from initial conceptualization through to the delivery of final, approved products and the execution of the live event. This turnkey service expectation is directed at experienced service providers capable of managing all facets of video production and live event broadcasting.

### **3.1. Project Profiling Video Production Services**

The successful bidder will be required to deliver comprehensive production of videos showcasing fifteen (20) key City's projects. The key service components required include, but are not limited to, the following:

#### **3.1.1. Pre-Production**

- Concept Development & Storyboarding
- Scriptwriting / Narrative Development
- Location Scouting & Logistics

#### **3.1.2. Production**

- Professional Videography
- Lighting & Audio
- Directing & On-site Management

### **3.1.3. Audio Services**

The successful bidder shall be responsible for the supply, installation, and operation of a public address (PA) system at the following locations:

- Civic Centre Amphitheatre (outdoor): Four (4) medium-to-high-powered speakers mounted on stands and two (2) wireless lapel microphones for the drill and parade preceding the formal event.
- Civic Centre Theatre (indoor): Two (2) medium-to-high-powered speakers mounted on stands.
- Council Chambers (indoor): Four (4) medium-to-high-powered speakers mounted on stands.

The PA system must be configured to distribute audio simultaneously to all three locations listed above, ensuring that attendees at each venue can clearly hear the audio associated with the visual content displayed on screens supplied by a separate service provider.

### **3.1.4. Post-Production**

- Video Editing
- Graphics & Animation
- Music & Sound Design
- Colour Correction & Grading
- Subtitling
- Review & Revisions: The service provider must accommodate a structured review process, allowing designated Municipal officials to provide feedback and inputs on draft versions of the videos for consideration.

## **4. KEY DELIVERABLES**

The successful service provider will be required to deliver the following:

### **4.1. Final Video Products**

A series of professionally produced and edited videos profiling the City's projects. The specific number and types of videos will be confirmed upon appointment but are anticipated to include:

- One (1) main overview video with an approximate duration of 60 minutes, designed to showcase a portfolio of key municipal projects and their collective impact.
- Twenty (20) individual project profile videos, each with an approximate duration of 60 minutes, focusing on specific projects in more detail.
- A set of shorter video clips (e.g. 30-60 seconds each) adapted from the main videos, optimized for use on social media platforms.
- One (1) video montage (duration to be confirmed) compiling highlights from at least five (5) of the project profiling videos, specifically prepared for playback at the State of the City Address (SOCA). This montage must be delivered strictly within two (2) weeks of project commencement.

## **4.2. Video Formats**

All final video products must be delivered in high-resolution digital formats suitable for seamless playback and distribution across various platforms, including web (City's website, video hosting sites), social media, public presentations, and potentially broadcast channels.

- Specific formats required will include, at a minimum, H.264 MP4 and MOV files. The optimal standard for delivery is 1080p (Full HD). Proposals considering 4K acquisition and delivery may be considered if the associated benefits are clearly justified and align with the City's dissemination capabilities and budget.

## **4.3. Raw Footage and Project Files**

Upon completion of the project, the service provider must deliver all original, unedited (raw) video footage and all associated audio recordings captured during the production phase. Furthermore, all project files from the editing software used. These materials are to be delivered on a new, high-capacity external Hard Disk Drive (HDD), which will be supplied by the service provider and will become the exclusive property of the Municipality upon handover.

## **5. TECHNICAL SPECIFICATIONS**

### **5.1. Video Quality**

- All footage must be acquired and delivered in Full High Definition (HD), specifically 1920×1080 pixels (1080p), at a standard frame rate suitable for online and broadcast use (e.g., 25fps or 30fps).
- If 4K acquisition is proposed, the rationale and benefits must be clearly articulated by the bidder.
- All material must be shot and delivered in a 16:9 aspect ratio.

### **5.2. Audio Quality**

- Audio must be clean, clear, and professionally recorded, free from excessive background noise, hum, distortion, or other artefacts.
- Audio levels must be professionally mixed and balanced to industry standards, ensuring consistency across all delivered videos and suitability for various playback environments.

### **5.3. Branding**

- All video productions must consistently and accurately incorporate the official City's branding elements. This includes the correct usage of logos, specified institutional fonts, and official colour palettes. Detailed branding guidelines will be provided to the successful service provider.

### **5.4. General**

- All final video products must be of "broadcast quality" or meet the "highest market quality standards" in terms of both technical execution (image clarity, sound quality, editing precision) and creative production value (storytelling, visual appeal, engagement). The videos must professionally represent the City and its work. Specifying minimum technical standards like 1080p and adherence to broadcast quality norms ensures a baseline of excellence and provides a clear benchmark for experienced providers.

## **6. PROJECT TIMELINES**

The overall project, from contract award to the delivery of all final products and completion of the SOCA event, is expected to be completed within an indicative timeframe of 5 days. This timeframe is subject to adjustment based on the final scope of work and mutual agreement with the successful service provider.

## **7. QUALIFICATIONS AND EXPERIENCE OF SERVICE PROVIDER**

The Municipality seeks to engage a service provider with a proven ability to deliver high-quality video production services. The following qualifications and experience are required:

### **7.1. Proven Track Record**

- A strong and diverse portfolio showcasing a range of high-quality video productions. Particular emphasis will be placed on projects relevant to public sector communication, corporate storytelling, social impact initiatives, or community-focused projects. The ability to demonstrate "storytelling for purpose-driven brands" will be highly valued.

### **7.2. Relevant Experience**

- Prior experience working with South African government entities, public sector organizations, or non-governmental organizations (NGOs) is highly desirable and will be considered an asset. Such experience often indicates an understanding of public sector communication protocols and sensitivities.
- Demonstrated ability to effectively translate complex project information, data, and key messages into clear, engaging, and compelling visual narratives suitable for diverse audiences.

### **7.3. Technical Capacity**

- Access to, and proven proficiency with, professional-grade video production equipment, including high-definition (or 4K, if proposed) cameras, comprehensive lighting kits, professional audio recording gear, and industry-standard editing software.
- Sufficient in-house or readily available of a high capacity formidable team, including experienced videographers, editors, sound technicians, and potentially scriptwriters, to deliver the project to a high standard and within the specified timelines. The availability of key personnel, such as an experienced scriptwriter, is an important consideration.

### **7.4. Understanding of Ethical Considerations**

- A demonstrable awareness of, and commitment to ethical considerations in filming and interviewing, particularly when involving community members, vulnerable individuals or children. This includes obtaining informed consent and ensuring respectful representations. Focusing on a strong portfolio and directly relevant experience, especially within the public or social sectors, allows the City to assess the service provider's suitability more effectively than relying solely on years in operation. A company's past work is a strong indicator of its ability to meet the specific stylistic and communication needs of the City.

## 8. Pricing Structure

SERVICE COMPONENT	ITEM DESCRIPTION	QUANTITY	UNIT PRICE EXCL.	TOTAL EXCL.
<b>Project Profiling Video Production</b>				
Pre-Production	Concept, Scripting, Storyboarding, Planning	20 Projects	R	R
Production	Filming (Crew, Equipment, Travel, Accommodation)	20 Projects	R	R
Audio services	PA Systems as per 3.1.3 on the ToR.	3 Sets	R	R
Post-Production	Editing, Graphics, Animation, Music, Voice-Over, Subtitling	20 Projects	R	R
Final Output Delivery	1x Main Video, 15x Project Videos, 5x Short Clips, 1x Montage	1	R	R
External HDD with Raw Footage	Raw Footage and Project Files	1	R	R
TOTAL EXCLUDING VAT				R
15% OF VAT				R
TOTAL BID PRICE INCLUDING VAT				R

**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 CASE WHERE DIFFERENT DELIVERY POINTS INFLUENCES THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder..... Bid number: COM77/2026
Closing Time 11:00 on 18 JUNE 2026

OFFER TO BE VALID FOR **30** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QTY	DESCRIPTION	BID PRICE IN RSA CURRENTLY (INCLUDING VAT)
-	Required by	.....	.....
-	At:	.....	.....
-	Brand and model	.....	.....
-	Country of origin	.....	.....
-	Does the offer comply with specification?		<b>*YES/NO</b>
-	If not to specification, indicate deviation(s)	.....	.....
-	Period 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.

Procurement Related Enquiries:  
 Christopher Nkambule  
 Supply Chain Management  
 Tel No: 013 759 2358  
 Email address:  
[Christopher.nkambule@mbombela.gov.za](mailto:Christopher.nkambule@mbombela.gov.za)

Technical Enquiries:  
 Bongji Dlamini  
 Strategic Management Services  
 Tel No: 013 759 9172  
 Email address:  
[Bongji.Dlamini@mbombela.gov.za](mailto:Bongji.Dlamini@mbombela.gov.za)

**DECLARATION OF INTEREST**

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

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

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>):...

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity Numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? .....**YES / NO**

3.8.1 If yes, furnish particulars.....

<sup>1</sup>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.

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

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

3.10.1 If yes, furnish particulars.

.....  
.....

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

3.11.1 If yes, furnish particulars

.....  
.....

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

3.12.1 If yes, furnish particulars.

.....  
.....

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

3.13.1 If yes, furnish particulars.

.....  
.....

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

3.14.1 If yes, furnish particulars:

.....  
.....

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

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

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

**1. GENERAL CONDITIONS**

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

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

**1.2 To be completed by the organ of state**

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

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

**3.2.1. POINTS AWARDED FOR PRICE**

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

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

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>max</sub> = 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 tenderers: The tenderer must indicate how they claim points for each preference point system.**

Item no.	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
A total of 15 preference points shall be allocated on a proportional or pro rata basis for contracting an enterprise owned by historically disadvantaged persons or individuals who meet the following requirements -			
1.	for 100% black person or people owned enterprise	5 points	
2.	for at least 30% woman or women shareholding or owned enterprise	5 points	
3.	For at least 30% youth shareholding or owned enterprise	2.5 points	
4.	for at least 30% people living with disability shareholding or owned enterprise	2.5 points	
A total of 5 preference points shall be allocated on a proportional or pro rata basis for implementing of programmes for RDP -			
7.	for enterprise regarded as EME located within the City of Mbombela	5 points	
<b>The City will utilize the CSD report for the above-mentioned information.</b>			

**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.

**WITNESSES:**

- 1. ....
- 4. ....

.....  
SIGNATURE(S) OF BIDDER(S)

DATE:.....

ADDRESS:.....

.....

.....

**THIS MBD FORM MUST NOT BE COMPLETED PRIOR TO APPOINTMENT. IT WILL BE ONLY BE FURNISHED AND SIGNED BY THE SUCCESSFUL BIDDER/SERVICE PROVIDER**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

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

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

<b>WITNESSES</b>	
1	.....
2.	.....
DATE: .....	

(BIDDERS / SERVICE PROVIDERS MUST NOT FILL THIS PART TWO OF THIS MBD 7)

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER /CITY OF MBOMBELA)

- 1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
- 2. An official order indicating delivery instructions is forthcoming.
- 3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

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

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

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. ....

2. ....

DATE .....

**2.2 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 as a company or person prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	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)? <b>(To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, 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).</b>	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 (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.**

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Municipality / Municipal Entity)

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

I certify, on behalf of:

\_\_\_\_\_ that:  
(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> 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.

**<sup>3</sup> 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

<b>AUTHORITY TO SIGN A BID</b>
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**1. COMPANIES AND CLOSE CORPORATIONS**

- a. **If a Bidder is a COMPANY, a certified copy of the resolution by the board of directors**, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company **must be submitted with this bid**, that is, before the closing time and date of the bid
  
- b. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, **a resolution by its members**, authorizing a member or other official of the corporation to sign the documents on their behalf, **shall be included with the bid**.

**PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY / MEMBERS OF THE CC**

<b>Date Resolution was taken</b>					
<b>Resolution signed by (name and surname)</b>					
<b>Capacity</b>					
<b>Name and surname of delegated Authorized Signatory</b>					
<b>Capacity</b>					
<b>Specimen Signature</b>					
<b>Full name and surname of ALL Director(s) / Member (s)</b>					
<b>Is a CERTIFIED COPY of the resolution attached?</b>		<b>YES</b>		<b>NO</b>	
<b>SIGNED ON BEHALF OF COMPANY / CC:</b>		<b>DATE:</b>			
<b>PRINT NAME:</b>					
<b>WITNESS 1:</b>		<b>WITNESS 2:</b>			

**2. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)**

I, \_\_\_\_\_, the undersigned, hereby confirm

that I am the sole owner of the business trading as \_\_\_\_\_

**3. PARTNERSHIP**

We, the undersigned partners in the business trading as \_\_\_\_\_

hereby authorize Mr/Ms \_\_\_\_\_ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Signature

SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

<b>CERTIFICATE OF AUTHORITY FOR JOINT VENTURES</b>
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**This returnable schedule is to be completed by JOINT VENTURES**

We, the undersigned, are submitting this tender offer in joint venture and hereby authorize Mr/Ms \_\_\_\_\_  
 \_\_\_\_\_ authorized signatory of the Company/Close  
 Corporation/Partnership (name) \_\_\_\_\_, acting in the capacity  
 of lead partner, to sign all documents in connection with the tender offer and any contract resulting  
 from it on our behalf.

<b>1. Name of firm (Lead partner)</b>			
Address			
		Tel. No.	
Signature		Designation	

<b>2. Name of firm</b>			
Address			
		Tel. No.	
Signature		Designation	

<b>3. Name of firm</b>			
Address:			
		Tel. No.	
Signature		Designation	

<b>4. Name of firm</b>			
Address			
		Tel. No.	
Signature		Designation	

**NOTE: A copy of the Joint Venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture, shall be appended to this Schedule.**

**SUPPLY CHAIN POLICY USING 80/20 SPECIFIC GOALS**

		MAXIMUM POINTS TO BE ALLOCATED	POINTS CLAIMED BY BIDDER	ALLOCATED POINTS
PRICE AND COMPETENCE GOALS (80 POINTS)	PRICE	80		
	SUB TOTAL	80		
EQUITY PROMOTION GOALS (20 POINTS)				
	SPECIFIC GOALS	20		
	SUB TOTAL	20		
	TOTAL	100		