

Sedibeng District Municipality



BID DOCUMENT

Tender No.	8/2/2/8-2022
Closing Date and Time	Friday, 09 December 2022@12H00
Description	Network Cabling Peripherals and Repairs
Contractor / Bidder	
Bid amount	R
Physical address	
Contact person	
Telephone no.	
Fax no.	
Cell no.	
Email address	
Central Supplier Database No.	

CONDITIONS OF TENDER

1. The prospective bidder's attention is drawn to the following list of forms, attached to this document and other documents that **shall** be completed and submitted with his/her bid documents:
 - a) Tender Form
 - b) Form of Offer
 - c) Declaration of interest
 - d) Certificate of independent Bid Determination
 - e) Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order.
 - f) A current account or proof that utilities account (municipal rates and taxes, water and lights account) of the bidder is up to date. (Not in arrears for more than 3 months).
 - g) Proof of registration for VAT (if applicable).
 - h) Valid B-BBEE Certificate Certified copy
 - i) Central Supplier Database (CSD) Registration Number.

In terms of Section 112 (1)I of the Local Government Municipal Finance Management Act, (Act 56 of 2003), persons who were convicted of fraud or corruption or who willfully neglected, reneged on or failed to comply with a government tender during the past 5 years, or whose tax matters are not cleared by the South African Revenue Services may not participate in the tendering process and the Tenderer shall submit a sworn statement to this effect.

2. **The official tender form shall be completed in BLACK ink and any corrections to the official tender form must also be made in BLACK ink and signed by the bidder. Any tender documents received with correction fluid (Tippex) corrections shall be disqualified.**
3. Bids shall be sealed and endorsed (with bid number and bid description) and must be deposited at Sedibeng District Municipality's tender box (Ground Floor, outside the main building).
4. Sedibeng District Municipality's Supply Chain Management Policy shall apply.
5. Late, Telexed, faxed or emailed tenders will not be accepted.
6. The Council does not bind itself to accept the lowest or any tender and reserves the right to accept any tender in whole or in part.
7. Persons in the service of the state are not allowed to bid.
8. In the event that you are awarded a tender the strict compliance with terms have to observed and in so doing within a period (3 days) (*after an order is issued) a confirmation letter must be forwarded by you in terms of which you need to indicate whether or not you will be in a position to source the items per the tender and deliver same by the due date.
9. In the event that you do not furnish us with the said letter as requested and fail to comply as per the tender the Sedibeng District Municipality reserves in terms of rights to cancel this tender automatically after 3 days on the basis of your non-compliance and furthermore should you fail to deliver said goods which may



necessitate the allocation of a new supplier the Sedibeng District Municipality may impose any further penalty or charges against you.

10. **In the case where all MBD Documents are not completely filled and returned, your quotation will be disqualified.**
11. **The 80/20 Preferential Procurement System will be used to evaluate all the Formal Written Quotations.**
12. Bidders must ensure that, the company status is “**in business**” with the **Company and Intellectual Property Commission (CIPC)**.
13. Bidders who are not registered on the Central Supplier Database are requested to contact National Treasury at csd@treasury.gov.za or 012 406 9222 for any assistance.
14. Exempted Micro Enterprises can submit a letter from the accounting officer; and
15. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.
16. **Bidder must have Woodwork / Carpentry Certificate or Equivalent**
17. Safety plan must comply OHSA
18. Compulsory site inspection

Sedibeng District Municipality
RFQ Number: 8/2/2/8-2022

DOCUMENT	
INVITATION TO BID	MBD 1
CLEARANCE CERTIFICATE FOR WATER & LIGHTS	
TERMS OF REFERENCE/SPECIFICATIONS	
PRICING SCHEDULE – FIRM PRICES (PURCHASES)	MBD 3.1
DECLARATION OF INTEREST	MBD 4
PREFERENCE POINTS CLAIM FORM	MBD 6.1
CONTRACT FORM – PURCHASE OF GOODS	MBD 7
DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	MBD 8
CERTIFICATE OF INDEPENDENT BID DETERMINATION	MBD 9
FORM OF OFFER AND ACCEPTANCE	
CREDIT ORDER INSTRUCTION	



**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SEDIBENG DISTRICT MUNICIPALITY

BID NUMBER:	8/2/2/8-2022	CLOSING DATE:	FRIDAY, 09 DECEMBER, 2022	CLOSING TIME:	12:00AM
DESCRIPTION	NETWORK CABLING PERIPHERALS AND REPAIRS				

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

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

**MUNICIPAL BUILDING
GROUND FLOOR
CORNER BEACONSFIELD AND LESLIE
VEREENIGING**

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
TAX COMPLIANCE STATUS	TCS PIN:		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	

[AN ORIGINAL B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR



EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER PART B:3]</p>
<p>TOTAL NUMBER OF ITEMS OFFERED</p>		<p>TOTAL BID PRICE</p>	<p>R</p>
<p>SIGNATURE OF BIDDER</p>	<p>.....</p>	<p>DATE</p>	
<p>CAPACITY UNDER WHICH THIS BID IS SIGNED</p>			
<p>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</p>		<p>TECHNICAL INFORMATION MAY BE DIRECTED TO:</p>	
<p>DEPARTMENT</p>	<p>Supply Chain Management</p>	<p>DEPARTMENT</p>	<p>Corporate Services ITC</p>
<p>CONTACT PERSON</p>	<p>Madikgomo Ramonana</p>	<p>CONTACT PERSON</p>	<p>Mr. Thato Xaba</p>
<p>TELEPHONE NUMBER</p>	<p>066 742 7253</p>	<p>TELEPHONE NUMBER</p>	<p>082 354 1270 / 066 472 7106</p>
<p>E-MAIL ADDRESS</p>	<p>madikgomor@sedibeng.gov.za</p>	<p>E-MAIL ADDRESS</p>	<p>Thato@sedibeng.gov.za</p>



**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:.....



ATTACH SARS TAX CLEARANCE CERTIFICATE/PIN HERE

MIBD2:
DISCONTINUED
MIFMA CIRCULAR
NO.90



**DEPARTMENT: SUPPLY CHAIN
MANAGEMENT**

Sedibeng District Municipality
P.O. Box 471
Vereeniging, 1930
Republic of South Africa
Tel: +27 16 450 3110
Fax: +27 86 682 9820

CLEARANCE CERTIFICATE FOR WATER & LIGHTS

Section 38 (d) (i) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder whose municipal rates and taxes are in arrears for more than three months.

The purpose of this form is to obtain prove that municipal services, rates and taxes of the service provider are not more than three months in arrears with the relevant municipality / landlord in the municipal area where the service provider conduct his / her business. **This form is to be completed only if the service provider's rates and taxes are not in arrears for more than three months.**

EACH BIDDER MUST COMPLETE THE BELOW CHECKLIST (Please tick with X where appropriate):

QUESTIONS	YES	NO
1. Is your municipal rates and taxes account up to date/current (not in arrears for more than three months)?		
2. If yes, please submit proof in the form of the original or certified copy of the bidder's municipal rates and taxes account.		
3. Does the bidder lease/rent the property where the business is situated?		
4. If yes provide the contact name and contact number of the lessor/landlord:		
Contact Name:	Contact Number:	
5. Please attach the copy of the lease agreement signed by the Landlord/ lessor and the tenant/lessee as proof.		

I (FULL NAMES), _____ OF (PHYSICAL ADDRESS) _____ being a Director / principal shareholder, owner of company¹ (COMPANY NAME):

Hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge.

Signature

NB: IF YOU FAIL TO COMPLETE THIS FORM, PLEASE REGARD YOUR BID AS NON RESPONSIVE!



ATTACH UTILITIES ACCOUNT HERE



NETWORK CABLING PERIPHERALS AND REPAIRS.

BID NO: 8/2/28-2022

Sedibeng District Municipality is requesting bidders to submit tenders for the installation of network cabling and general repair and maintenance of the existing CAT6 network environment within the Sedibeng District on an ad hoc basis required at all existing and new sites by the successful bidder. The contract will run for a period of three years, renewed yearly. This contract will not be exclusive and will not bind the council to a sole supplier for the term.

1. EXPERIENCE

Companies wishing to tender for this project must have demonstrable experience of the following:

- Familiarity with the role and responsibility of Local Government;
- Supply and delivery of the required services; and
- A record of accomplishment in supplying the services as specified in this document.

A complete portfolio including references should be included, demonstrating the ability to deliver, maintain and support the required products in a timely manner.

2. BACKGROUND

The Sedibeng District Council currently operates a large Wide Area Network that covers the geographical Municipal areas of Emfuleni, Lesedi and Midvaal. Various offices are located in this area, with the main office situated at corner Beaconsfield and Leslie Avenue's, Vereeniging.

Offices are cabled with either Cat5E or Cat6 network cabling and UTP points. Points are linked to manageable switches with a 10/100/1000 configuration. Brush panels, patch panels, patch and fly leads, cabinetry and labelling forms part of a standard installation.

Additional fibre cabling and connections are found in various buildings, linking to the main fibre network running throughout the District.

3. SPECIFICATION

3.1 The following list of items will be used as a benchmark for awarding the tender in terms of the Supply Chain Management Procurement Policy. An ad hoc selection of items is identified in the specification matrix. Items procured under this tender may not be limited to these items.

The quantity for each unit is one (single) in order to do comparative pricing.



Vendors are requested to quote on the items below, matching the specifications as stipulated.

ITEM	DESCRIPTION
3.1.1	Installation of a single Cat6 network point of 50 meter in length from network switch to UTP box, inclusive of labour, Cat6 cable and connection boxes, crimping of cable ends and RSJ45 jacks, 2 meter fly lead, patch lead (cabinet), labelling and testing
3.1.2	Cost of additional Cat6 cabling after the initial 50m installation, inclusive of labour and cabling (cost per meter)
3.1.3	Rack mount 24 x RJ45 autosensing 10/100/1000 port manageable switch, 4 x SFP 1000 ports, managed Layer 2 feature set, 256MB flash 128MB SDRAM with 3MB packet buffer provides 16K MAC Table 512 VLANS and 4096 VLAN IDs, fully Managed with CLI Console & Web Interface & Serial / USB Out of Band Management, lifetime warranty, equivalent to HP Aruba E2530-24G (J9776A)
3.1.4	Rack mount 48 x RJ45 autosensing 10/100/1000 port manageable switch, SFP 100Mbps/1000Mbps Ethernet, 256MB flash 128MB SDRAM with 1.5MB packet buffer, fully managed with CLI Console and Web interface, serial / USB out of band management, lifetime warranty, equivalent to HP Aruba E2530-48G (J9775A)
3.1.5	Supply and deliver 200m fibre optic HD multimode 4-core cable
3.1.6	Commissioning of 8 fibre splices, fibre management box, fibre couplers and fibre patch leads
3.1.7	1gig GBIC (compatible with the manageable switch quoted on in ITEM 3.3 and 3.4 (similar to J4858D - HP 1g sfp gbic)
3.1.8	Brush panel
3.1.9	24 port CAT 6 Patch panel
3.1.10	8 Port USB/PS2 rack mountable KVM switch
3.1.11	Hourly maintenance on existing cables and infrastructure
3.1.12	After hours maintenance and emergency call-out rate per hour
3.1.13	Traveling cost per kilometre. Estimated traveling distance will be 18,000km per year. Provide total cost
3.1.14	Varifocal AHD 3.6 – 12mm 50m IR bullet/dome camera
3.1.15	Fixed lens 3.6mm AHD 40m IR bullet/dome camera
3.1.16	8 channel AHD DVR including Skyhawk 2TB HDD
3.1.17	16 channel AHD DVR including Skyhawk 4TB HDD
3.1.18	Powerex cable (pure copper) quote at price per meter
3.1.19	30A regulated power supply

3.2 The network maintenance work may be required in the following SDM sites:

- SDM Head Office (3 buildings on site)- Cnr Leslie and Beaconsfield avenues, Vereeniging
- Vaal Technorama – 1 Beethoven street Duncanville, Vereeniging
- Langerand (Vaalridge)
- Pokie delport (meyerton)
- Vereeniging License Department - 5 Newton Street, Vereeniging
- Meyerton License Department – 1 Arrie Norval Street Ext 3 Meyerton



- Meyerton Testing Station - 1 Arrie Norval Street Ext 3 Meyerton (next to license Department)
- Heidelberg License Department (Cnr HS Verwoerd and Louw Street, Heidelberg)
- Heidelberg Testing station
- Vanderbijlpark License Department - 1 Frikkie Meyer Boulevard Vanderbijlpark
- Sharpeville Exhibition Center – 3890 Zwane Street Sharpeville
- Sharpeville Old Police station – 3890 Zwane Street Sharpeville (across Exhibition center)
- Vereeniging Market – 1 Poinsettia Avenue, Leeuwkuil, Vereeniging
- Vereeniging Airport – Iqbal street, Roshnee Vereeniging
- Vereeniging Fire Department – 34 De Villiers Avenue, Vereeniging

Products quoted on should comply with the following minimum requirements:

- The minimum acceptable cable to be installed is Cat6 as per specification list
- All installed components shall be new, complete, in good condition and unused
- All cables are to be visually inspected for damage prior to installation

All items quoted on will be subject to the general installation practice requirements and special conditions of contract as stipulated in the tender document.

4. PRICING SCHEDULE AND ADDITION REQUIREMENTS

- 4.1. Prices are firm as per bidding documents;
- 4.2. The Sedibeng District Municipality reserves the right to routinely compare prices quoted for items delivered with the current market prices of other vendors;
- 4.3. Quantities will differ per item and will be requested on an ad hoc basis during the contract;
- 4.4. Requests for delivery might not be limited to the above stated items only, but the service provider may be required to deliver printing related equipment other than the items included in the list;
- 4.5. During the duration of the contract, additional items may be added to the contract. New items will be quoted on, a market related benchmark will be performed and a recommendation will be made to the Supply Chain Management (SCM) Department to include the item in the current contract.
- 4.6. A full service level agreement must be included in the pricing;
- 4.7. All quantities are for calculation purposes only and may vary from actual final agreement;
- 4.8. The following general installation practice requirements apply:
 - 4.8.1. It is expected that installed products be capable of supporting voice and data communication applications and protocols from baseline 56Kbps to ISDN PRI for analogue and digital voice and 10BaseT to 1000BaseT for data;
 - 4.8.2. The new cable will be pulled into the outlets and terminated at the floor UTP point;
 - 4.8.3. All outlets will be tested and labelled clearly and to the satisfaction of the project manager;
 - 4.8.4. Cable is not to be pulled in under excessive load;
 - 4.8.5. Cable should be handled in such a way as not to damage the cable by means of kinks, twisting along its own axis, snagged etc.;
 - 4.8.6. Whenever possible cable should be placed into pathways as opposed to pulled in under tension;
 - 4.8.7. Care should be taken not to score conductors during the removal of the outer insulating sleeve of the cable when preparing to terminate pairs;
 - 4.8.8. Cable bends are to be kept to a 25mm at minimum at all times;
 - 4.8.9. During the installation process, the installer is required to visually inspect cable for damage. If such damage is found, cable needs to be replaced immediately;
 - 4.8.10. All cabling must be clearly labelled at both ends;
 - 4.8.11. All patch and workstation outlet cables shall be clearly labelled by means of an appropriately secured printed label;
 - 4.8.12. Cable shall under no circumstance be strapped to PVC electrical conduit or any structures belonging to an unrelated functional unit such as an air conditioning drain pipe;



- 4.8.13. Conduit are to be used for structured cabling where ducting is unavailable or inappropriate;
- 4.8.14. All cables are to be made neat and fasted securely by means of appropriate fasteners, ducting or trays so as to ensure a sound and durable installation;
- 4.8.15. Care must be taken not to install cable near excessive heat sources as to avoid damage to the structure of the cable; and
- 4.8.16. Acceptance of these requirements are mandatory, no variation will be tolerated nor accepted and would lead to the immediately cancellation of the contract.

5. GUARANTEES

- 5.1. All products quoted on should carry a full original manufacturer's guarantee. **Please indicate your compliance with this item clearly.** Failure to comply with the guarantee specification will lead to disqualification of the bid and or contract;
- 5.2. The bidder warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and incorporates all recent improvements in design and materials. The bidder further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material are specifically required by the Sedibeng District Municipality's specifications);
- 5.3. The Sedibeng District Municipality shall promptly notify the bidder in writing of any claims arising under warranty of the product. The bidder shall bear the costs of any such claims, unless such claims arise as a result of any negligent act or omission on the part of the Sedibeng District Municipality; and
- 5.4. Upon receipt of such notice, the bidder shall, within five (5) working days after notification, and with all reasonable speed, repair or replace the defective goods or parts thereof, without cost to the Sedibeng District Municipality.



6. DELIVERY

- 6.1. All delivery charges should be included in the price specified in the bid document;
- 6.2. Installation and setup should be included in the price specified in the bid document; and
- 6.3. Delivery, installation and setup will be at the usage site.

7. DELIVERY TIME-FRAME

Upon the receipt of an official order from Sedibeng District Municipality, delivery and installation of the required products should be within 72 hours from the issue of the order.

Repairs orders will be issued via either an official order or an emergency order – depending on the importance of the connection and repairs should be affected within eight (8) working hours to ensure continuance of service delivery to end users.

In the event that delivery cannot take place within the specified period, the vendor is obliged to inform the Director: Information Technology in writing of the possible delay and on his discretion an extension will be granted or the order may be cancelled.

8. ADJUDICATION

It is anticipated that the tender amount will not exceed R 50,000,000.00; therefore, it is advertised for adjudication on an 80/20 preferential pointing system.

Full compliance with the required information requested in the matrix is (section 9) is required to enable tenderers to score points during the technical evaluation process. Failure to do so will lead to a low score in this process and could possibly lead to the dismissal of the proposal before the price evaluation process starts.

The evaluation criteria will consist of three sections, namely technical evaluation, financial evaluation and equity evaluation. In order for a service provider to be scored in the financial and equity sections the proposal must at least score 70 points during the technical evaluation process.



SCORING MATRIX

Compliance with specification requirements of tender	5=Excellent; 4=Very good; 3=Good; 2=Average; 1=Poor
Contactable references (to which similar products were supplied to)	Rand value of competed projects
5 points for 5 or more contactable references	5 points for over R300,000
4 points for 4 contactable references	4 points for over R200,000
3 points for 3 contactable references	3 points for over R100,000
2 points for 2 contactable references	2 points for over R50,000
1 point for less than 2 contactable references	1 point for less than R50,000
Quality of proposal	5=Excellent; 4=Very good; 3=Good; 2=Average; 1=Poor

TECHNICAL AREA(S)	POINTS	SCORE (1=Poor .. 5=Excellent)	Comments
Compliance with specification requirements of tender	70		
Contactable references as per scoring matrix 5 points for 5 or more contactable references 4 points for 4, 3 points for 3, 2 points for 2, and 1 point for less than 2 contactable references	10		
Vendor Rand value of completed projects as per scoring matrix 5 points for over R300,000, 4 points for over R200,000 3 points for over R100,000, 2 points for over R50,000 1 point for less than R50,000	10		
Quality of the proposal: A detailed company profile where clear reference is made to the company's core business, relevant support staff, technical abilities and credentials. Is the presentation neat, readable and clear without obvious mistakes and inclusive of all the required information? Is the proposal innovative and creative and does the proposal possess a quality philosophy to achieve the desired outcome?	10		
Compliance with 72 hour installation requirement	Yes / No		Automatic disqualification
Compliance with 8 hour emergency installation/repair requirement	Yes / No		Automatic disqualification
Acceptance of the general installation requirements	Yes / No		Automatic disqualification



9. SUBMISSION REQUIREMENTS

In submission of the proposal, service providers are required to include the following:

- 9.1. **Pricing schedule** as per items specified in section 3 - SPECIFICATION;
- 9.2. **Company/Consortium profile** with clear reference to the company’s core business, relevant support staff within the company servicing technical delivery contracts and indicate if and for which companies your company is a registered redistributor and/or reseller;
- 9.3. **Evidence of years of experience in providing the required services** (relevant years of experience). Points are awarded in terms of this specification – please indicate this item clearly (years of experience must be applicable to the supply of printer cartridges);
- 9.4. **Evidence of completed contracts** (Rand value of contracts/orders/deliveries completed by the company in the last two years). Points are awarded in terms of the contract value of previous orders/bid successfully delivered – please indicate the contract values clearly;
- 9.5. Up to date utilities account or signed lease agreement, Valid tax certificate or tax pin, Company registration, CSD summary report.
- 9.6. List up to **five contactable references** of previous contracts in which **similar items** as requested in this tender was delivered. Contact numbers of references should be clearly stated; and
- 9.7. **Complete the matrix below as part of your submission**

ITEM		COMPLIANCE / PRICE
9.7.1	Formal quote/price schedule attached as per items stipulated in section 3 and the full make and model number is indicate for each item	Yes / No
9.7.2	Company profile attached	Yes / No
9.7.3	Years of experience	years
9.7.4	Rand value of completed contracts in the last two years	R
9.7.5	Listed up to 5 contactable references	Yes / No
9.7.6	Locality of vendor (distance to Sedibeng District Municipality)	km
9.7.7	All products quoted carry a full original manufacturer’s guarantee	Yes / No
9.7.8	Kindly indicate if you are prepared to offer discount should payment be made within 30 days of delivery	%
9.7.9	Acceptance of the general installation practice and special conditions of contract	Yes / No

Failure to complete the matrix in Section 9 will lead to disqualification of the proposal during the verification process.

10. SPECIAL CONDITIONS OF CONTRACT

- 10.1. Failure to complete the submission matrix will lead to disqualification of the proposal during the verification process;
- 10.2. All logistics must be catered for in the proposal;
- 10.3. Quantities will differ per item and will be requested on an ad hoc basis during the contract period;
- 10.4. Please indicate the make and model number of the product you are quoting on clearly to allow for verification. Failure to do this will lead to disqualification during the technical compliance evaluation;
- 10.5. Requests for delivery might not be limited to the above stated items only, but the successful bidder may be required to deliver printing equipment other than the items included in the list above; and
- 10.6. Goods must be delivered within the specified time-frame after an official order was issued.

11. STANDARD CONDITIONS OF CONTRACT

- 11.1. Quotations, which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted;
- 11.2. Sedibeng District Municipality Procurement Policy will apply;
- 11.3. The lowest or any quote will not necessarily be accepted and the Municipality reserves the right to accept where applicable a portion of any quotation;
- 11.4. The Sedibeng District Municipality reserves the right to enter into a maintenance agreement with the appointed company;
- 11.5. All persons in the service of the state are not allowed to bid; and
- 11.6. 80/20 preferential pointing system will be used to evaluate the quotes.

12. CONTACT DETAILS

<u>Contact Person:</u>	
<u>Technical Enquiries</u>	Mr. Thato Xaba Cell: 083 354 1270 / 066 472 7106 Thato@sedibeng.gov.za
<u>Supply Chain Enquiries</u>	Ms. Madikgomo Ramonana cell: 066 472 7253 madikgomor@sedibeng.gov.za



NAME OF BIDDER		
ITEM		COMPLIANCE / PRICE
1.1	Formal quote/price schedule attached as per items stipulated in section 2	Yes / No
1.2	Company profile attached	Yes / No
1.3	Years of experience	years
1.4	Rand value of completed contracts in the last two years	R
1.5	Listed up to 5 contactable references	Yes / No
1.6	Locality of vendor (distance to Sedibeng District Municipality)	km
1.7	All products quoted carry a full original manufacturer's guarantee	Yes / No
1.8	Compliance with 72 hour installation requirement and 8 hour emergency installation/repair requirement	Yes / No
1.9	Acceptance of the general installation practice and special conditions of contract	Yes / No

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED
 IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	Bid Number: 8/2/2/8-2022
Closing Time: 12H00 Closing Date: Friday, 09 December 2022	

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

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

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

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

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

*Delete if not applicable



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 / shareholder members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

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

3.8.1 If yes, furnish particulars.

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

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

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

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

3.9.1 If yes, furnish particulars.....

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

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



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

3.11.1 If yes, furnish particulars

.....
.....

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

3.12.1 If yes, furnish particulars.

.....
.....

3.13 Are any spouse, child or parent of the company's director's 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 2017

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

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, 2011.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contribution.

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

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

- 1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or Bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.



3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

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

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4



8	2
Non-compliant contributor	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

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

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

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

8 SUB-CONTRACTING



8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) What percentage of the contract will be subcontracted?
- (ii) The name of the sub-contractor?
- (iii) The B-BBEE status level of the sub-contractor?
- (iv) Whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of firm :

9.2 VAT registration number :

9.3 Company registration number :

:

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated
.....
Registered Account Number

Stand Number

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

.....

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify



that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) Disqualify the person from the bidding process;
 - (b) Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audialteram'partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution

WITNESSES:

- 1.
- 2.

SIGNATURE(S) OF BIDDER(S)

DATE:.....

ADDRESS:.....

.....
.....

**ATTACH BBB-EE CERTIFICATE / SWORN AFFIDAVIT
HERE**

CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2.



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>audialterampartem</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 (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

Js367bW





**DEPARTMENT: SUPPLY CHAIN
MANAGEMENT**

Sedibeng District Municipality
P.O. Box 471
Vereeniging, 1930
Republic of South Africa
Tel: +27 16 450 3110
Fax: +27 86 682 9892

Please provide at least 3 references

1. Name:.....
Company:.....
Position Held:.....
Contact Number (s) work.....
Mobile.....
2. Name:.....
Company:.....
Position Held:.....
Contact Number (s) work.....
Mobile.....
3. Name:.....
Company:.....
Position Held:.....
Contact Number (s) work.....
Mobile.....
4. Name:.....
Company:.....
Position Held:.....
Contact Number (s) work.....
Mobile.....
5. Name:.....
Company:.....
Position Held:.....
Contact Number (s) work.....
Mobile.....

PLEASE NOTE THAT THIS IS COMPULSORY***

ATTACH ADDITIONAL
LETTERS OF REFERENCE
(IF APPLICABLE)
HERE

DESCRIPTION	YES (√)	NO (X)
1. All pages are completely filled and signed by the authorized person:		
2. Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order.		
3. Original BBBEE Certificate or Sworn Affidavit for exempted micro enterprise signed and stamped by Commissioner of Oaths. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.		
4. Original current account of water and lights/Rates and Taxes obtainable from any Local or Metropolitan Municipality has been attached		
5. In a case of Joint Ventures (JV)/Consortium, the JV agreement has been attached		
6. The bidder has provided at least three contactable references		
7. Company registration documents e.g. CK document has been attached, in a case of a Private/Public company, shareholding information e.g. share certificate, has been attached		
8. Central Supplier Database summary report.		
9. CIDB Grading 1GB		
10. Submitted 2 copies		



**ATTACH COMPANY
REGISTRATION DOCUMENTS
HERE**

**ATTACH CENTAL SUPPLIER DATABASE
REGISTRATION
HERE**

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.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js9141w 4



FORM OF OFFER AND ACCEPTANCE

OFFER

The Employer, identified in the acceptance signature block, has solicited offer to enter into a Contract in respect of the following service:

TENDER No: 8/2/9-2022

The tenderer, identified in the offer signature block has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offer to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount of R..... be determined in accordance with the conditions of contract identified in the Conditions of Contract.

THE OFFERED PRICE IS R..... (INCLUSIVE OF VAT)

This offer may be accepted by the Employer by signing the Acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Conditions of Tender, whereupon the Tenderer becomes the party named as the Service Provider in the Condition of Contract.

Signature(s):.....
.....

Name(s):.....
.....

Capacity for the Tenderer:
.....

Name and address of organization).....

Name and Signature of Witness:.....

Date:.....



ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer’s offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the Conditions of Contract identified in the contract that is the subject of this agreement.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender scheduled as well as any changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to, and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorized representative(s) of both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer’s agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement shall constitute a binding between the parties.

Signature(s):

.....

Name(s):

.....
.....

Capacity for the Employer:

.....

(Name and address of organization).....

.....

Name and Signature of

Witness:.....

Date:.....



CREDIT ORDER INSTRUCTION

It is the policy of the Sedibeng District Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker’s confirmation.

Name of Firm Account Holder

.....

Address:.....

.....
.....

Name of Bank:

Name of Branch:.....

Branch Code:.....

Account Number:.....

Type of Account:.....

I/we hereby requested and authorize the Sedibeng District Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.

I/we understand that a payment advice will be supplied by the Sedibeng District Municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.

I/we further undertake the inform the Sedibeng District Municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days’ notice by prepaid registered post.

.....
Initials and Surname

.....
Authorized Signature

Date:.....

FOR BANK USE ONLY

I/We hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct:

.....
AUTHORISED SIGNATURE(S)

OFFICIAL DATE STAMP

