

“ The City of Heritage ”



BID NO.04/2020/2021

**REQUEST FOR PROPOSALS FOR TELEPHONE SYSTEM FOR A
PERIOD OF 36 MONTHS**

Name of bidder	
Telephone/Cellphone No.:	
Fax No:	
Address:	
Tender sum in rands:	
Tender sum in words:	

ULUNDI LOCAL MUNICIPALITY

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INVITATION TO BID



**INVITATION TO BID
REQUEST FOR PROPOSALS FOR TELEPHONE SYSTEM FOR A PERIOD OF 36
MONTHS
BID No: 04/2020/2021**

Proposals are hereby invited from legitimately registered companies in the field of telecommunication; including indoor and outdoor extensions, internet and email and all other telecommunication facets normally required by a Local Municipality. Only service providers registered on the Ulundi Municipality supplier's database will be considered. Service providers not yet registered may register before the closing of bids.

Bid documents can be downloaded from Ulundi Municipality official website at www.ulundi.gov.za. Bidders are required to attend a **compulsory briefing meeting and a site inspection to be held on 06 October 2020 at 10h00 at Finance Boardroom at Cnr. Princess Magogo and King Zwelithini Street**. All shortlisted bidders will be afforded the opportunity to give **presentation** on their service offering on **03 November 2020 10h00**.

Interested entities are to submit written proposals by no later than 12h00 **Tuesday, 20 October 2020** which will be evaluated and short listed. Short listed entities will be invited for presentations. The written Priced Proposals must be submitted in a sealed envelope clearly marked with the bid number and closing date and dropped off in the tender box at SCMU, Ulundi Municipality, Corner Princess Magogo and King Zwelithini Street, Ulundi, 3838 OR posted to P/bag X17, ULUNDI 3838. Late proposals will not be accepted. The bid box is generally open 7h30 to 16h30 hours Monday to Thursday and 07h30 to 15h15 Friday. **THE FOLLOWING ARE MANDATORY.** Valid tax clearance, a certified copy of the most recent municipal account in which the business is registered. This bid will be evaluated in terms of the 80/20 Preferential Procurement Point system and the points will be allocated as follows. 80 – Price 20 – BB-BEE. The minimum Local Threshold production must be 90%.

Late tenders will not be accepted and the Ulundi Municipality reserved the right not to make a short listing. Telegraphic, telefaxed or posted proposals will not be accepted. Failure to comply with the above conditions will invalidate your offer.

Kindly note that the successful bidder will be subjected to a screening prior to bidder awarded a bid, should it be discovered that a successful bidder provided a misleading information he/she will be disqualified with immediate effect.

NB: Please provide an itemized breakdown (on a separated sheet) of the total “tender sum” shown on the bid document.

Procedure related enquires: Nokwazi Hlabe (035 874 5220)
Technical enquiries. Ntombizethu Mathe (035 874 5108)

N.G. Zulu
Municipal Manager

SPECIFICATION AND PRICING SCHEDULE

General Information

The intent of this RFP is to provide the potential vendor with enough information to enable them to prepare an acceptable response

Introduction

Ulundi Municipality is looking for a VoIP service. This document constitutes a Request for Proposal from qualified vendors to provide Ulundi Municipality with a requested solution. Currently, Ulundi Municipality has the following locations:

Site	Address
Civic Centre	BA81 Prince Mangosuthu, Ulundi
TLC	BA181 Princess Magogo and King Zwelithini Street, Ulundi
C Section	C1142 Udlothovu Street, Ulundi
Library	BA181 Princess Magogo and King Zwelithini Street, Ulundi
Licensing	164 King Mpande Street, Ulundi

Current Telephone System:

- Analog telephone
- IP Phones on LAN network

Current Network:

- 10 GB LAN
- 200 Mbps Internet Bandwidth (Fibre line)

Ulundi Municipality seeks a vendor that can provide a Voice over Internet Protocol (VoIP) telephone system. The system will replace the current analog telephone system and must be capable of meeting future needs. The project requires the **design, implementation** and **support** of VoIP telephone system. Preference will be given to vendor that provides comprehensive, cost-effective solution for current specifications, future capability requirements, and ongoing service and support. Each respondent should include in their proposal the benefits that their system will provide including, but not limited to, the increased efficiencies and potential cost savings the Municipality will realise. Below is the breakdown by location of Ulundi Municipality's number of extensions needed. These numbers could vary per location.

Site Name	General Use Units	Reception Units	Total Units
TLC	95	1	96
Civic Centre	36	1	37
C Section	18	0	18
Library	4	0	4
Licensing	3	0	3
Total	156	2	158

General Use – units are intended to have most basic features such as dialing outgoing calls, receiving incoming calls, internal calls, voicemail with PIN pass code, speakerphone, place calls on hold, caller ID, and call forwarding.

Receptionist – units are intended to have all the above features plus the ability to transfer calls to any extension within the site, as well as transfer/forward calls from site to another, etc.

NOTE: If any of these features will incur additional charges, they will need to be specified on the proposal.

Admin Panel – the system must have a feature to allow Ulundi Municipality to set budget limits for all extensions.

Phones replacement – all existing phones should be replaced with IP phones that provide the required features

Integration with Microsoft Teams – the municipality is running the Microsoft Office O365 with Teams. The system must integrate with the MS Teams to allow employees to make and receive calls from Teams using their allocated extensions.

The winning bidder will be expected to work directly with the Ulundi Municipality Information Technology Division Staff and their network providers to ensure compatibility, call quality, and reliability.

If vendor utilises any subcontractors for any part of the system architecture, design, planning, installation or support, it should be understood that the successful respondent will be the sole responsible party for all activities.

It is the intent of this Request for Proposal that the responder shall provide a complete solution for all aspects of the project. Vendor shall provide all **design, planning, system architecture, installation, network analysis, training, and post-installation** support for the project. Ulundi Municipality staff will act in oversight and advisory positions only.

Vendor is expected to plan and conduct the installation of the project with minimal impact on daily operations and staff through close coordination with Ulundi Municipality staff.

Proposal Submission Requirements and Evaluation

1. All proposals shall be prepared in strict compliance with the Proposal Format outlined below. Failure to comply with all provisions of this RFP may result in the proposal being disqualified.
2. Vendors shall submit proposals that are complete, thorough, and accurate.
3. All proposals must be written within a single document and must include the following items (in order). This is the main proposal. It does not include any later listed required attachments and optional appendices.

3.1. Title Page: The title page should include the subject of the proposal: the proposing company's name and postal address; the name, email address, and telephone number of a contact person; and the date of the proposal.

3.2. Table of Contents

3.3. Executive Summary: This summary, limited to three (3) single-spaced pages, should provide a high-level description of Vendor's ability to meet the requirements of the RFP and a statement describing why Vendor believes itself to be the best qualified to provide the specified services. The summary must also include:

- 3.3.1.** Names, titles, and background of the officers and operating personnel who would work on the project with Ulundi Municipality (i.e. CVs).
- 3.3.2.** Location and current staff size of the servicing office.
- 3.3.3.** An approximate breakdown of the type of clients served by your firm over the past five years.

- 3.4.** A statement of whether or not your Vendor, in the event of an award, would be able to provide insurance meeting or exceeding the requirements.
- 3.5.** Project experience and References:
- 3.5.1.** Provide (3) three references from organizations that Vendor has worked to provide similar telecommunication systems. Each reference should include the organization name, postal address, phone number, contact person's email address, number of employees, and contact person's name. Also, give the title and brief scope of the project.
- 3.5.2.** Provide up to five examples of relevant project experience, in progress or completed by your proposed team members during the past five years. Vendor, including any subcontractor, shall have a proven record in telecommunication projects. Include:
- 3.5.2.1.** Size of project, cost, budget, start and completion dates of design and implementation.
- 3.5.2.2.** Identify similarities to this project and any unique lessons learned that would be applied.
- 3.5.3.** Scope of services (Implementation Plan):
- 3.5.3.1.** Identify the specific team members from your firm that will be assigned to this project and include a description of their roles and responsibilities on this project. Ulundi Municipality will expect the submitted staff to be involved in the roles proposed throughout the duration of the project including punch list resolutions that occur within a year of building occupancy. Any changes must be reviewed and approved by the Municipality.
- 3.5.3.2.** Identify any proposed subcontractors/consultants and their key staff members that will be involved with the project.
- 3.5.3.3.** Describe your implementation plan and include a project timeline and sequential tasks chart. Make sure you have addressed the questions in section QUESTIONS TO VENDOR
- 3.5.3.4.** Based on the preliminary assessment of the project, please list any equipment, hardware, software, service, wiring/cabling, etc. Vendor proposes to acquire, configure, and install as part of VoIP project. List all equipment by make, model, and quantity.
- 3.5.3.5.** Be sure to clearly outline Municipal manpower that would need to be allocated to work with Vendor and at which stages of the project.
- 3.5.3.6.** Describe how you will keep the project within budget and on schedule.
- 3.5.3.7.** Include any unique capabilities or qualities of your firm that would make your approach stand out.
- 3.5.4.** Recommended system requirements: Please indicate the minimum and recommended system requirements for all configured and installed technology.
- 3.5.4.1.** Support services: Please indicate the level and nature of support you are prepared to provide in the following areas:
- 3.5.4.2.** Installation
- 3.5.4.3.** Testing
- 3.5.4.4.** Documentation
- 3.5.4.5.** Training/Professional Development
- 3.5.4.6.** Ongoing technical support
- 3.5.4.7.** Ongoing maintenance plans after warranty expiration (optional)
- 3.5.4.8.** Other (specify)
- 3.5.5.** Required Attachments:

- 3.5.5.1.** (Attachment A) Requirements and Warranties: Vendor shall include with the RFP response a detailed overview of all applicable warranties, including exclusions. Detail the responsibilities Ulundi Municipality will assume during the warranty contract period. Describe services provided during the warranty period.
- 3.5.5.2.** (Attachment B) Cost proposal: Provide a pricing matrix similar to the ones found in the section **PRICING SCHEDULE** of this RFP for all equipment and services, including hardware, software licenses, labour, and etc. All prices on equipment must be itemized by device. The pricing must also reflect the cost of shipping and handling or any other costs of implementation. Costs should not include taxes.
- 3.5.6.** Appendices: The content of the appendices is left to Vendor's discretion but should be limited to material that will be helpful in describing the services proposed. Products and services which are not specifically requested in this RFP, but which are necessary to provide the functional capabilities offered by Vendor, should be included in this section and referred to in the main proposal.
- 3.5.7.** Items to Include with the Proposal – An email must be sent with the proposal attachments. This email should briefly state Vendor's understanding of the work to be done and to provide a commitment to perform the work included in the proposal attachments. It should also identify all materials and enclosures included in response to the RFP.
- 3.5.8.** Exceptions to Format – It is intended that this RFP describe the requirements and response format in sufficient detail to secure comparable proposals, recognizing that various proponent approaches may vary widely. Proposals that differ from the described format may be rejected. All information requested must be submitted, or alternatively, a statement giving the rationale of Vendor for not submitting the requested information. Ulundi Municipality may, if it deems it to be in the best interest, take such statements into consideration in determining the responsiveness of the proposal.

Scope of Services Required

The new Voice over Internet Protocol (VoIP) Telephone system design should provide a uniform communication system for all Ulundi Municipality facilities and shall be expandable at the convenience of the Ulundi Municipality. The new system must provide a single system in terms of dialing, feature access, and administration.

Required Services

Call Accounting System - A Call Accounting System (CAS) is required and must be part of the base proposal for this system. The CAS must include Call Dialing Report (CDR) for inbound, outbound and internal calls and usage reports for all types of inbound, outbound and internal calls. Specifically, Ulundi Municipality is very concerned about the metrics for call length, the number of calls unanswered going to voicemail, and dropped calls.

Feature Set and Technical Requirements

The list below is a partial list of features that have been requested. It is provided as a baseline and as a starting point for the expected operations of the system. Ulundi Municipality expects the successful vendor will have had experience with corporations and other school districts of Ulundi Municipality size and will be able to provide consulting advice, input and insight into what other organizations are using and to provide suggestions that will enhance the useability and functionality

of the system. Please identify which features are included, not included or available at an added cost.

Handsets:

- Automatic call back
- Call Forward Busy / No Answer / All Calls
- Call Redirect
- Call Hold / Release
- Call Park / Pickup
- Call Transfer
- Call Recording
- Calling Line ID Name and Number
- Caller ID Name and Number
- Speaker Phone Capable
- Auto / Speed Dial (directory and user-entered)
- Programmable Buttons w/ paperless labels
- Intercom/Paging & Group Paging
- Extension Dialing between Locations
- Automatic Call Distribution (ACD)
- Workgroups (Groups)
- Custom Call Routing (CCR) Four-digit dialing to all sites on the network
- Conference calls (Include maximum number of participants)
- Temporary call relocation to another extension
- Compatibility with Remote Handsets
- Built-in 1 GB switch to provide connectivity to the computer
- Flexible support for PoE or local power
- Shared Extension on Multiple Phones
- Wall-Mount Option
- Bridged Call Appearances
- Music on hold

Voicemail:

- Access to all voicemail features from multiple locations
- Voicemail options for users without an assigned phone
- Password/Pin required for login
- Voicemail message easily set by the user from any location
- Voicemail forward as an audio attachment to Email and Selection of Message Storage Location (on a handset, etc.)
- Voicemail Light Indicator
- Automated attendant features

Management:

- Remote management through a web interface with the ability to make internal changes such as the renaming of extensions, voicemail configurations and changes to the auto attendant, reset password, etc.
- Allow various levels of calling privileges such as long-distance and international calling to be programmable by extension.
- Ability to reroute to an alternative phone backup system on the failure of the system.

- Multiple levels of administrators with each having different capabilities of system access and each with a unique password.
- Administrator activity logging.
- Ability to run detailed reports on system utilization by date, time, extensions, etc.

Vendor must provide a complete system design showing the integration of the voice network into the data network. Further, Vendor must provide a methodology for assuring voice quality throughout the system.

System Administration

Ulundi Municipality staff will administer the system. Installation of the new VoIP system will be accomplished through a web interface and include training for staff in system administration. Remote administration of the system must be available to technical and operations staff. Respondent is to supply all additional equipment and software needed for system programming and operation.

Security

The system should have security set features built-in that allows the administrator to remotely administer security levels of users. It should fully integrate with Ulundi Municipality's Active Directory and should allow the administrator to control class of service and class of restriction.

Project Management

Vendor is expected to provide a project manager for this installation that will interface and become the main contact with Vendor for the duration of the project. This project manager will be assigned to Ulundi Municipality throughout the life of the project.

Ulundi Municipality reserves the right to request a change in project management based on performance. Vendor is required to present a proposed schedule that includes projected completion dates for various phases of the project.

Maintenance and Support

Vendor shall provide Ulundi Municipality with a complete listing of available service and support plans.

These shall include the range of offered services including all levels of support plus the escalation plan. As follows:

- An itemized list of services for each site
- Ongoing Maintenance cost
- Forecast any cost increases for the next (3) years for hardware, software maintenance, licensing needs
- Details of local support, hours or limits of coverage for service and repairs
- Maintenance plan options with one hour or less response times
- Software upgrade plans inclusive in maintenance

Transition Plan

Ulundi Municipality expects the installation of the new system to have little or no impact on ongoing operations. Vendor is expected to have experience in this area and to provide Ulundi Municipality with a detailed plan to accomplish the transition from the old system to the new system with minimized disruption to staff.

All documentation, installation, reports, and materials must be provided to Ulundi Municipality prior to commencement of installation, followed by submission of any Moves,

Adds, Changes (MAC). Respondent will be expected to interface as needed with the Internet provider for any necessary changes during the transition.

PRICING SCHEDULE

Provide a pricing matrix including information found below for all equipment, labour, licensing, and services. All prices on equipment must be itemized by device. The pricing must also reflect the cost of shipping and handling or any other costs of implementation. The respondent must list any and all charges, expenses, and/or costs to be incurred by Ulundi Municipality. Failure to specifically and thoroughly enumerate such items may be a cause for disqualification.

- Ulundi Municipality wishes to ascertain any/all maintenance costs and the length of the warranty on the system. The maintenance cost should include the all-inclusive hourly charge rates (during specified hours), any travel expenses to be reimbursed, and any other anticipated charges.

Equipment (Hardware & Software)

- Provide a detailed list of costs for all equipment that will be part of your proposed solution. Present the training options that are available. Optional equipment should be clearly identified in the form.
- Item Description, Quantity, Unit Price, and Total (Include all charges)
- (Vendor add additional lines as needed)

Labour

- Provide the costs for all labour involved with your proposed implementation plan. Present the training options that are available.
- Task Description, # of Hours, Hourly Rate, and Total (Include all charges)
- (Vendor add additional lines as needed)

Training

Provide the costs for training, if available, also indicate training that will be at no additional charge. If discounts are available for multi-year support agreements, please provide this information regarding the length of term and the net discount percentage.

- Item Description, # of Sessions, Cost per Session
- Total (include all charges)
- Admin training Advanced training for Admin users
- End-User Training “Train the Trainer” sessions for end-users
- (Vendor add additional lines as needed)

Maintenance

- Provide Annual Maintenance costs. If discounts are available for multi-year support agreements, please
- provide this information regarding the length of term and the net discount percentage.
- Description Length of Term Total (Include all charges)
- Full maintenance: supporting hardware and software 8 am-5 pm Mon-Fri with onsite response
- Full maintenance: supporting hardware and software seven (7) days a week, 24 hours a day, with four (4) hour onsite response
- Emergency response in case of critical failure to include response times.
- Software Upgrade cost
- (Vendor add additional lines as needed)

QUESTIONS TO VENDORS

In addition to the aforementioned requirements, please include responses to these critical questions below in your proposal. Most of these questions should be addressed in your implementation plan.

1. Introduction
 - a) What is your methodology to test and certify the installed system for overall performance?
2. Required Services
 - a) What is your solution to the Call Accounting System? Attach samples of various reports that can be generated.
3. Training
 - a) What is your comprehensive training solution for Ulundi Municipality employees? Provide a summary of online and in-house training for end-users.
 - b) How many hours are dedicated to administrative training?
4. Feature Set
 - a) A list of features was provided in SCOPE OF SERVICES AND REQUIREMENTS that outlined the "Feature Set." What is the availability of each feature? Indicate by noting "included," "optional" or "not included."
 - b) How many handsets do you offer? Can you provide it with multiple options?
5. Single Point of Responsibility / Accountability
 - a) Ulundi Municipality's expectation is to have a single point of contact, i.e. a single point of authority and a single contracting entity for this project. This is of a critical nature for this RFP; a contract will NOT be awarded to a vendor who does not have this single point of accountability. Indicate your understanding and compliance with this requirement. Who will be this person?
6. Technical Requirements
 - a) Are there any required/recommended improvements to connectivity to implement the proposed solution? Do you recommend additional equipment not included in your plan that will/may need to be installed by Ulundi Municipality? Include pricing if appropriate.
 - b) What are your system design and methodology for ensuring system-wide reliability and voice quality? Are there any performance guarantees for future years?
 - c) What is your solution to redundancy/failover in case of system-wide failure?
 - d) How would you describe the features of your management system? How many virtual machines, if any, will be needed to implement the system proposed?
 - e) What is your plan for delivering an initial equipment inventory for each location including model/serial numbers, for phones and other relevant equipment?
 - f) What maintenance and support services are available and what range of services are offered, including software updates/upgrades? Do you offer remote diagnostic services beyond what is included in the management package?
 - g) What are the warranty coverages of each component of the system?
 - h) How will your implementation plan and schedule provide for a "minimally disruptive" transition from the existing system to the new system?

PRICING

TOTAL COST (RANDS): _____

** Please attach your pricing schedule.

COMPANY STAMP

Bidders Signature

NB: Price fluctuation rate must be state if necessary _____%

CERTIFICATE OF ATTENDANCE AT BRIEFING MEETING

This is to certify that I _____

Representing _____

In the company of a representative of Ulundi Municipality visited the site on 06 October 2020. I carefully examined the site and, have made myself familiar with all local conditions likely to influence the work and the cost thereof.

I further certify that I am satisfied with all the descriptions of the work and explanations given by the said representative and that I understand clearly the work to be done, as specified and implied, in the execution of this contract.

BIDDERS SIGNATURE

REPRESENTATIVE OF THE ULUNDI MUNICIPALITY

DATE STAMP

TAX CLEARANCE CERTIFICATE

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

- 1 In order to meet this requirement bidders are required to complete in full form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 3 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
- 4 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 5 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 6 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 7 Copies of the TCC 001 "Application for a Tax Clearance" form are available from any SARS branch office nationally or on the website: www.sars.gov.za.
- 8 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

MBD 4

DECLARATION OF INTEREST

1.	No bid will be accepted from persons in the service of the state*.
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 the 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 / her representative:
3.2	Identity number:
3.3	Position occupied in the Company (director, trustee, shareholder ²):
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 (where applicable) must be indicated in paragraph 4 below.

3.8	<p>Are you presently in the service of the state?*</p> <p>3.8.1 If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder member:</p> <p>.....</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>.....</p> <p>Position occupied in the state institution:</p> <p>.....</p> <p>Any other particulars:</p> <p>.....</p>	YES / NO
3.9	Have you been in the service of the state for the past twelve	YES / NO
3.9.1	<p>months?</p> <p>If so, furnish particulars.</p> <p>.....</p> <p>.....</p>	

<p>3.10</p> <p>3.10.1</p>	<p>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?</p> <p>If yes, furnish the following particulars:</p> <p>Name of person:</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>.....</p> <p>Position occupied in the state institution:</p> <p>.....</p> <p>Any other particulars:</p> <p>.....</p>	<p>YES / NO</p>
<p>3.11</p> <p>3.11.1</p>	<p>Are you aware of any relationship (family, friend, other) between the bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid?</p> <p>If yes, furnish the following particulars:</p> <p>Name of person:</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>.....</p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p> <p>.....</p>	<p>YES / NO</p>
<p>3.12</p> <p>3.12.1</p>	<p>Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?</p> <p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member:</p>	<p>YES / NO</p>

	<p>.....</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>.....</p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p> <p>.....</p>	
<p>3.13</p> <p>3.13.1</p>	<p>Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?</p> <p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member:</p> <p>.....</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>.....</p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p> <p>.....</p>	<p>YES / NO</p>

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:

THE FOLLOWING INFORMATION IS COMPULSORY TO COMPLETE:

Full Name	Identity Number	Individual Tax Number for each Director	State Employee Number (where applicable)

5. The contract will be automatically cancelled if there is a conflict of interest which is not disclosed by the bidder.

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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 or 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 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 exercise control over the company.

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, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 The maximum points for this bid are allocated as follows:
 - (i). Phase 1: Functionality
 - A minimum of 80 points is required to move to phase 2
 - (ii). Phase 2: Point System

Table 1 Functionality – Phase 1

No	Description	Evaluation		Points
1	Relevant Qualification and experience of team members with the same or similar equipment/services	No relevant qualification	0	30
		All qualified with 1 – 3 experience	15	
		All qualified with at least 4 years exp.	30	
2	System Design and Implementation	No design	0	40
		Design and or implementation lack required details	20	
		Design and implementation strategy and plan well-articulated.	40	
	Comprehensiveness of proposal and adherence to format	Poor format and incomprehensive	0	10
		Enough details and follows the format	10	
	Past work history with other Municipalities or government department.	No work history	0	10
		Work history with non-government organisation	6	
		Work history with municipalities and or government departments	10	
	Reference from 3 customers with same or similar service	No reference	0	10
		Less than 3 references	5	
		At least 3 references	10	
Total Points				100

Table 2 Point System - Phase 2

No	Factor	Weight
1	Price	80 points
2	BBBEE	20 Points
Total		100 Points

- 1.4 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE 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

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“black designated groups”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“black people”** has the meaning assigned to it in section 1 of the BroadBased Black Economic Empowerment Act;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the BroadBased Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“co-operative”** means a co-operative registered in terms of section 7 of the Cooperatives Act, 2005 (Act No. 14 of 2005);
- (g) **“designated group”** means:
 1. black designated groups;
 2. black people;
 3. women;
 4. people with disabilities; or
 5. small enterprises, as defined in section 1 of the National Small Enterprise Act, 1996 (Act No. 102 of 1996);
- (h) **“designated sector”** means a sector, sub-sector or industry or product designated in terms of regulation 8(1)(a);
- (i) **“EME”** means an exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- (k) **“military veteran”** has the meaning assigned to it in section 1 of the Military Veterans Act, 2011 (Act No. 18 of 2011);
- (l) **“National Treasury”** has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (m) **“people with disabilities”** has the meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act No. 55 of 1998);
- (n) **“price”** includes all applicable taxes less all unconditional discounts;
- (o) **“proof of B-BBEE status level of contributor”** means:

- (i) the B-BBEE status level certificate issued by an authorised body or person;
- (ii) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
- (iii) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;
- (p) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (q) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;
- (r) **“rural area”** means:
 - (i) a sparsely populated area in which people farm or depend on natural resources, including villages and small towns that are dispersed through the area; or
 - (ii) an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system;
- (s) **“stipulated minimum threshold”** means the minimum threshold stipulated in terms of regulation 8(1)(b);
- (t) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- (u) **“township”** means an urban living area that any time from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994;
- (v) **“treasury”** has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999); and
- (w) **“youth”** has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008).

3. ADJUDICATION USING A POINT SYSTEM

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

- 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 BBEE Codes of Good Practice.
- 5.7 A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.
- 5.7 The points scored by a tenderer for B-BBEE in terms of subregulation (2) must be added to the points scored for price under subregulation (1).
- 5.8 The points scored must be rounded off to the nearest two decimal places.
- 5.9 Subject to subregulation (9) and regulation 11, the contract must be awarded to the tenderer scoring the highest points.
- 5.10 (a) If the price offered by a tenderer scoring the highest points is not market related, the organ of state may not award the contract to that tenderer.
- (b) The organs of state may
 - (i) negotiate a market-related price with the tenderer scoring the highest points or cancel the tender;
 - (ii) if the tenderer does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender;
 - (iii) if the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.
- (c) If a market-related price is not agreed as envisaged in paragraph (b)(iii), the organ of state must cancel the tender.

6. **BID DECLARATION**

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

7. **B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1**

- 7.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 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 BBEE certificate issued by a Verification Agency accredited by SANAS or a sworn affidavit.

8. **SUB-CONTRACTING**

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

(Tick applicable box)

YES		NO	
-----	--	----	--

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.

(Tick applicable box)

YES		NO	
-----	--	----	--

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/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-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- 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 PERFORM;
 - (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 *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p>
<p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>

MBD 6.1(a)

SWORN AFFIDAVIT – BBBEE EXEMPTED MICRO ENTERPRISE

See the next page

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:
 - The enterprise is _____ % black owned;
 - The enterprise is _____ % black woman owned;
 - Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

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	<p>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?</p> <p>(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).</p> <p>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.</p>	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"/>
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM IS TRUE AND CORRECT.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD9) 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:

ULUNDI LOCAL MUNICIPALITY

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

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

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

DECLARATION OF INTEREST

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

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

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Cell Number:

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

3.6.1 If so, furnish particulars.

.....

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

3.7.1 If so, furnish particulars.

.....

3.8 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

3.8.1 If so, furnish particulars.

.....
.....

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

3.9.1 If so, furnish particulars

.....
.....

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

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?

3.11.1 *If so, furnish particulars.*

.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

9. CHECKLIST

CHECK LIST

No	Description	Ticked by Bidder	Ticked by Municipal Representative
1	Initial/ Sign of all pages		
2	Form of bid completed		
3	Original Tax Clearance Certificate attached		
4	Preferential Points Claimed		
5	Preferential % Calculated and claimed		
6	All witnesses signed where it required		
7	Bid Declaration with regard to Equity completed		
8	Particulars of Bidders Completed		
9	Bid Declaration of interest Completed		
10	Contract Form MBD Form 7.2 completed		
11	Declaration of Bidders Past SCM Practice MBD Form 8 completed		
12	Certificate of Independent Bid Determination MBD Form 9 completed		
13	Pricing Schedule		