

# **“ The City of Heritage ”**



## **BID NO. 22/2022/2023**

**SUPPLY AND DELIVERY OF STATIONERY MATERIAL FOR THE  
FINANCIAL YEARS:  
2022/2023 TO 2024/2025.**

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

# ULUNDI LOCAL MUNICIPALITY

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# INVITATION TO BID



**ULUNDI LOCAL MUNICIPALITY  
INVITATION TO TENDER**

Proposals are hereby invited from suitable service providers of the following Ulundi Municipality projects:

<b>Project/Bid No.</b>	<b>Project Description</b>	<b>Minimum threshold for local content</b>	<b>Closing Date</b>	<b>Technical enquiries</b>	<b>Contact number</b>
23/2022/2023	Appointment of Service Provider to Supply and Delivery of Stationery Items for a period of 36 months.		10/11/2022	Mr. L. Buthelezi	035 874 5100

Only service providers registered in the Ulundi Municipality suppliers' database and registered with Central Supplier Database (CSD) will be considered.

Bid documents may be obtained on the **Ulundi Municipal Website at [www.ulundi.gov.za](http://www.ulundi.gov.za)**. Bid documents must be submitted in a sealed envelope clearly marked with the bid number, closing date and, dropped off in the tender box at SCMU, Ulundi Municipality, Corner of Princess Magogo and King Zwelithini Street, Ulundi, 3838 by no later **12H00 of the above stated closing dates**. The bid box is generally open from 07h30 to 16h30 Monday to Thursday and 07h30 to 15h15 Friday. All quotes must be submitted on the official forms – (Not to be retyped). This bid is subject to the general conditions of contract (GCC) and any other special conditions of contract.

**THE FOLLOWING ARE MANDATORY:** CSD summary report, valid tax clearance or SARS login pin, a certified copy of the most recent municipal account in which the business is registered, copies of ID of members of the entity, B-BBEE Certificate, Certified copy of partnership agreement (if tender is in a partnership/ joint venture) CIPRO and relevant Business certificates. Invalid or non-submission will immediately disqualify the proposal. Bidders are requested to sign where necessary and initial each page on the Bid Documents and also the form of offer must be completed and signed. **The tender is valid for 90 days.**

The Bids will be evaluated using the 80/20 Preferential Procurement Point system where 80 points are for the price, and 20 points are for BBEE according to the PPPFA 2000 Act no. 5 of 2000 and SCM Regulation 2017.

Late tenders will not be accepted, and the Ulundi Municipality reserved the right not to make an award. Failure to comply with the above conditions will invalidate your offer.

***Pre-qualification conditions for a tenderer (PPPFA) Act 2000: Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people living in rural or underdeveloped areas or Townships.***

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

SCM related enquires: Miss N.V.D Hlabe (035 874 5100)

**Mr. S.M. KHOMO  
ACTING MUNICIPAL MANAGER**

**“ The City of Heritage ”**



**SPECIFICATION AND SCOPE OF WORK FOR SUPPLY AND DELIVERY OF STATIONERY**

<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>MEASURE</b>	<b>TENDER PRICE</b>
ENVELOPES A4 BROWN 324x229M	1	each	
BINDERS COMB 36MM	1	each	
ENVELOPES WHITE WINDOW 110x220MM	1	each	
ENVELOPES BROWN A3 458x324MM	1	each	
CHALK WHITE SOFT	1	each	
STANDS COPY NIFTY	1	each	
STO-AWAY FILLING 6COMPARTMENTS	1	each	
BINDERS COMBO 19MM	1	each	
BINDER A3 COMPUTER 370x280	1	each	
ENVELOPES BROWN NO WINDOW 110x220MM	1	each	
BOOKS COUNTER 2QUIRE	1	each	
COMBO BINDERS 22MM	1	each	
PRESTIK/ BOSTIK	1	each	
ENVELOPES WHITE NO WINDOW 110x220MM	1	each	
CHALK COLOURED SOFT	1	each	
BINDERS COMPUTERS A4 RIGID	1	each	
BOOKS NIP	1	each	
BINDERS COMBO 30MM	1	each	
BOOKS COUNTER 1QUIRE	1	each	
BANDS RUBBERS SIZE 77	1	each	
BANDS RUBBER SIZE 64	1	each	
CARTRIDGES HPC 1823D	1	each	
CUBE REFILLS RAINBOW COLOURS	1	each	
RUBBER BANDS SIZE 32	1	each	

CLIPS PAPER GEMGIANT 50MM	1	each	
CRYON WAX TWISTERS	1	each	
RUBBER BANDS SIZE 38	1	each	
CARTIDGES HP 51641A	1	each	
CARTRIDGE HP 51649A	1	each	
BANDS RUBBER SIZE 14	1	each	
BANDS RUBBER SIZE 8	1	each	
BANDS RUBBER 12	1	each	

BANDS RUBBER SIZE 10	1	each	
ENVELOPES BROWN WINDOW S/ SEAL 110x220MM	1	each	
CLIPS PAPER LARGE	1	each	
CARTRIDGE 901 BLACK HP JET4500	1	each	
CARTRIDGE TRI COLOUR CC 653A	1	each	
SAMSUNG ML2525 MLT TONER	1	each	
SAMSUNG ML1910 TONER	1	each	
CARTRIDGE 940 STANDARD	1	each	
CARTRIDGE CANON 511 COLOUR	1	each	
CATRIDGE CANON 510 BLACK	1	each	
SEALS NOTARIAL RED 40MM	1	each	
CLIPBOARD MASONITE A4	1	each	
CARTRIDGE COLOUR HP 6657A	1	each	
CARTRIDGE HPC6615A BLACK	1	each	
CARBON PAPER A4	1	each	
CARTRIDGE HPC6625A COLOUR	1	each	
NOTARIAL SEALS SILVER 40MM	1	each	
LATERAL INSERTS 2130W	1	each	
CANON INK CARTRIDGE BCIO21 BLACK	1	each	
FASTENERS BRASS PAPER 38MM	1	each	
SPIKE FILE	1	each	
CARTRIDGE BLACK HP 6656A	1	each	
CARTRIDGE BLACK HP 130 (HPC8767HE) K7103	1	each	
PAD REPLACEMENT 60 COLOP	1	each	
PAD REPLACEMENT 30 COLOP	1	each	
CARTRIDGE YELLOW HP 920	1	each	

CARTRIDGE 920 BLACK	1	each	
CARTRIDGE 920 MAGENTA HP	1	each	
CARTRIDGE 920 BLUE HP OFFICE JET	1	each	
CARTRIDGE COLOR HP 121	1	each	
SUMSUNG BLACK TONER INK MLTD 104S	1	each	
FILE A3 SUSPENSION TWINLOCK	1	each	
BOSTIC CLEAR 25ML	1	each	
DESK TIDY	1	each	
FILE FLIP 20PKT	1	each	
FASTNERS FILE 8CM	1	each	
STAPLER FULL STRIP	1	each	
CALCULATOR 8 DIGIT	1	each	
INSERTS WHITE	1	each	
TABS TWINLOCK 7122	1	each	
CARTRIDGE HP 51604A/92261A BLACK	1	each	
FASTERNERS PAPER NO.8	1	each	
FILES A4 TWINLOCK	1	each	

MOUNTING SQUARE	1	each	
CALCULATOR EL 387R 12DIGIT	1	each	
FASTERNERS PAPER NO.5	1	each	
FILES FLIP A4/30 POCKETS	1	each	
FASTERNERS PAPER 51MM	1	each	
PAD REPLACEMENT 68X50MM	1	each	
INK BOTTLE GREEN 30ML	1	each	
CARTRIDGE BLACK HP 121 CC 639 H	1	each	
PAD REPLACEMENT E/54	1	each	
MARKERS WHITE BOARD PINK	1	each	
TALLY ROLLS 1PLY 76X76MM	1	each	
SUPERGLUE	1	each	
ERASER RUBBER STAEDTLER	1	each	
MARKERS WHITEBOARD BLUE	1	each	
DIVIDERS PVC PLAIN A4	1	each	
LABEL STICK ON	1	each	
INK ROLLERS	1	each	

CRAYON BRILLIANT COLOURED	1	each	
MARKERS WHITEBOARD GREEN	1	each	
MARKERS WHITEBOARD RED	1	each	
SEALING WAX	1	each	
MARKERS WHITEBOARD YELLOW/ORANGE	1	each	
MARKERS WHITEBOARD BLACK	1	each	
ROLLS TALLY 57X76MM	1	each	
LABEL SPINE	1	each	
HIGHLIGHTER ASS COLOURS	1	each	
SHEETS CLEAR PLASTIC A4	1	each	
MESSAGE CROXLEY	1	each	
INK STAMP PAD RED 30ML	1	each	
DIVIDERS A4 PAPER 10 TAB	1	each	
PADS REPLACEMENT COLOP 25 BLACK	1	each	
PAD REPLACEMENT E/55	1	each	
FLIP FILES A4 POCKETS	1	each	
BLACK PERMANENT MARKER	1	each	
PENCIL HB	1	each	
MESSAGE CROXLEY DUPLICATION	1	each	
POST IT NOTES 75X70MM	1	each	
PEN CORRECTION FLUID 18ML	1	each	
NOTES STICK ON 38X50MM	1	each	
PADS DESK EXAMINATION 100 SHEETS	1	each	
PAD REPLACEMENT 4750	1	each	
PAD REPLACEMENT 4926	1	each	
PAD REPLACEMENT 3913	1	each	
PAD REPLACEMENT BLACK 09330	1	each	
PAPER TRACING	1	each	
LEADS PENCIL RED 0.7MM	1	each	
PENCIL LEADS 0.7HB	1	each	
LEADS PENCIL 0.5MM	1	each	
PAD REPLACEMENT	1	each	
PENCIL CARPENTER M148-30H	1	each	
PENCIL CARPENTER 148-30MM	1	each	



NOTES STICK ON 75X105MM	1	each	
PAD REPLACEMENT 5460	1	each	
POST IT FLAGS 683-4	1	each	
PAD REPLACEMENT E/10-GREEN	1	each	
MARKERS BLACK ARTLINE 700	1	each	
NOTES STICK ON 75X130MM	1	each	
BOOKS PURCHASE REQUISITION	1	each	
RULERS PLASTIC 30CM	1	each	
SELLOTAPE 12MMX6M	1	each	
BOOKS STORES REQUISITION	1	each	
REMOVER STAPLES	1	each	
TABS LATERAL PLASTICS & INSERTS	1	each	
CLUTCH PENCIL	1	each	
PAD INK STAMP 4914	1	each	
RULER STENCIL 16.5X4.5CM	1	each	
REGISTER HISTORY 2409	1	each	
ROLLS TALLY 75X86MM	1	each	
POST IT FLAGS SIGN HERE	1	each	
STAPLES 26/6	1	each	
MARKER PERMANENT FINE 1.5MM RED	1	each	
SHARPNERS PENCIL	1	each	
BOOKS NOTES A5 S/HAND NO CETRELINE JD 14	1	each	
SCISSORS 21CM	1	each	
PADS POST IT FAX	1	each	
STAPLES GIANT 66/11	1	each	
SELLOTAPE DOUBLE SIDED 12MM	1	each	
STAPLES 1000	1	each	
SELLOTAPE DOUBLE SIDED 24MM	1	each	
TAPE SPINE REPAIR 48MM X 25M RED	1	each	
TAPE SPINE GREEN 48X25MM	1	each	
TAPE SPINE REPAIR BLACK 48MMX25M	1	each	
TAPE BOOMENDING 24MMX15M	1	each	
PRITT STICK 40G	1	each	
STAPLES REFILL R5	1	each	
TRANSPARENCY FILM PAPER FOIL TENAKA	1	each	

PAPER FOIL TENAKA	1	each	
STAPLES 66/8	1	each	
DESK PEN BLACK	1	each	
STAPLES 23/8	1	each	
COVERS BOOK A4	1	each	
COVERS BOOK PVC A5 SLIP ON	1	each	
STAPLES 23/10	1	each	
RINGS RE-INFORCEMENT P.V.C	1	each	
RE INFORCEMENT RINGS PAPER	1	each	
TAPE MASKING 12X50M	1	each	
PAD REPLACEMENT E/10 BLACK	1	each	
RISERS SET	1	each	
BOOK - OVERTIME	1	each	
BOOK - S & T	1	each	
PUNCHER I HOLE HEAVY DUTY	1	each	
CARTRIDGE HP C8727A BLACK	1	each	
CARTRIDGE HP C8728A COLOUR	1	each	
TAPE MAGIC 24MX 50M	1	each	
BOOKS SUMMONS HEALTHER	1	each	
PAPER ORANGE A4 80G	1	each	
PAPER YELLOW A4 80 GM	1	each	
BOOKS PETTY CASH	1	each	
PADS MOUSE	1	each	
SHARPENERS PENCIL METAL	1	each	
TAPE MASKING 40CM	1	each	
RIBBONS IBM 0500	1	each	
TAPE MASKING 24X40M	1	each	
INK CARTRIDGE QUINK BLACK	1	each	
PUNCHES H/DUTY 2 HOLE	1	each	
TAPE PACKAGING CLEAR 48MMX100M	1	each	
TAPE PACKING CLEAR/PVC	1	each	
TONER LASERJET 3906A	1	each	
RIBBON IBM 6400 BLACK	1	each	
RIBBONS EPSOM 8750 LX-300	1	each	

RING BINDERS A5	1	each	
BOOKS A5 INDEX	1	each	
PAPER ROTABRIGHT A4 YELLOW	1	each	
TWINE COTTON 500G	1	each	
BOOKS A4 INDEX 2 QUIRE	1	each	
TAPE MASKING CREPE 24X50M	1	each	
TAPE SECURE RED	1	each	
ERASERS WHITE BOARD	1	each	
TONER MICRO 5	1	each	
CLIP PAPER GIANT WAVY	1	each	
RIBBONS SEIKOSHA 5780 SBP 1051	1	each	
MARKERS YOKEN NO 100 RED	1	each	
BOOKS NOTE JD 374	1	each	
TONER RICOH BLACK 20 DE	1	each	
TONER KIT TI 201	1	each	
TONER BROTHER HL 1260	1	each	
RIBBONS SWIFT 24X240	1	each	
PAPER IVORY A4	1	each	
PAPER RED A4 80g	1	each	
RIBBONS 120D 80/90C	1	each	
RIBBONS SEIKOSHA 5P 1000	1	each	
POUCHES LAMINATOR	1	each	
POUCHES LAMINATING A4	1	each	
BOOKS GRV	1	each	
FILES LEVER ARCH OBLONG	1	each	
POUCHES SMALL IBM 7CP	1	each	
FILES LATERAL SUSPENSION	1	each	
CARTRIDGES YELLOW HP51644 YE	1	each	
CARTRIDGES LYAN HP51644 LE	1	each	
CARTRIDGES MAGENTA HP51644 ME	1	each	
CARTRIDGES HP51640 A BLACK	1	each	
ENVELOPES BROWN PLAIN 229X162	1	each	
SHEET BOARD SUBJECT FILE	1	each	
BOOKS HANDING OVER CERTIFICATE	1	each	

WALLETS DOCUMENT FILES BUFF	1	each	
CARTRIDGE HPC 4821A CYAN	1	each	
CARTRIDGE HPC 4822A	1	each	
CARTRIDGE HPC 48220A BLACK	1	each	
CARTRIDGE HPC 4823A YELLOW	1	each	
FILE CONCERTINA W72/JD 1613 A-Z SEQUENCE	1	each	
CARTRIDGE HP C4871A BLACK	1	each	
CARTRIDGE HP C4872A CYAN	1	each	
CARTRIDGE HP C4873A YELLOW	1	each	
CARTRIDGE HP C4874A MAGENTA	1	each	
BOOKS GPV	1	each	
BOOKS PROSECUTION HEALTH	1	each	
BOOKS ITINERARY	1	each	
SHEETS BOARD ASS COLOUR	1	each	
RIBBON EPSOM LX 1170-8755	1	each	
SHEETS PHOTO GLASS PAPER A4	1	each	
BOOKS RECIEPT LIBRABRY	1	each	
SHEET BOARD WHITE A4	1	each	

BOOKS SUMMONS	1	each	
BOOKS STOCK ADJUSTMENT FORM	1	each	
RIBBONS EPSON 890	1	each	
STAPLER H/D 240 SHEETS	1	each	
RECONNECTION BOOK	1	each	
CARTRIDGE BLACK CANON BC13-B	1	each	
CARTRIDGE LYAN CANON BCIB-C	1	each	
CARTRIDGES YELLOW CANON B43-Y	1	each	
CARTRIDGES MAGENTA CANON BC13-M	1	each	
BOOKS COMMUNITY HALLS	1	each	
CARTRIDGES HP C6578D	1	each	
FLIP CHARTS NEWSPRINT	1	each	
SIGNS CLOSED/OPEN	1	each	
RIBBONS SEIKO SP 2400	1	each	
ENVELOPES YELLOWA3	1	each	
BOOKS SPORT FACILITIES	1	each	

RIBBONS SM-2B	1	each	
BOOKS TELEPHONEA	1	each	
BOOKS JOURNAL GE BILLING	1	each	
BOOKS JOURNAL GE LEDGER	1	each	
COMPLAINTS CUSTOMER CARE	1	each	
CONTROL CUSTOMER CARE	1	each	
BOOKS COMMUNITY HALLS (NEW)	1	each	
CORES SPARE PRODUCT 92129400	1	each	
COVERS JACKET A4 80 MIC PVC	1	each	
COVERS JACKET A5 80 MIC PVC	1	each	
CARTRIDGE HP L/J 1100 C40920	1	each	
INR BLACK RISO12018 TR	1	each	
PAPER SKY BLUE A4	1	each	
TONER HP 92274A 4L	1	each	
RIBBONS OKI 320T	1	each	
BOOKS MANUAL RECIEPTS	1	each	
SLEEVES PLASTICS	1	each	
BOOKS MINUTES	1	each	
LETTER TRAYS PLASTICS	1	each	
PAPER CANARY A4	1	each	
BOOKS SUMMONS FIRE	1	each	
PAPER BLUE A4	1	each	
BOX FILES	1	each	
CASSETTES MOCRO MC-60	1	each	
BOOKS COMPLAINANT RECORD	1	each	
PERMIT BOOKS ELECTRICITY	1	each	
BOOKS SPORTS FACILITIES (NEW)	1	each	
FILES PERSONAL 360X460MM	1	each	
FILES MOVEMENT CONTROL FORMS	1	each	
STRAWBOARDS BACKING BOARDS	1	each	
INK CARTRIDGE 625/2 FRANKING MACHINE	1	each	
BOOKS SUSPENSION	1	each	
BOOKS SUSPENSION	1	each	
PETTY CASH BOOK	1	each	

TONER 3100 PHASER	1	each	
DEVIATION BOOK	1	each	
BOOKS APPLICATION FOR LEAVE	1	each	
CHIPBOARDS A3	1	each	
BOX FILES JD 1601	1	each	
RIBBONS LIFT-OFF 8MM	1	each	
RIBBONS LIFT-OFF 9MM	1	each	
ENVELOPES WHITE A3	1	each	
BOOKS NOTICE FIRE	1	each	
BOOKS RATE CERTIFICATE	1	each	
BOOKS TAX INVOICE	1	each	
TONER Q6511A HP LASER JET (11A)	1	each	
SHEETS PAPER A4 REAM LIME	1	each	
SHEET PAPER A4 PINK	1	each	
SHEET PAPER A4 SKY BLUE	1	each	
SHEETS PAPER A4 REAM MINT	1	each	
TONER CARTRIDGE HP Q7553A BLACK	1	each	
RIBBON BP9000 SEIKO PRECISION	1	each	
CARTRIDGES SAMSUNG SF5100 DE	1	each	
BOOKS PETROL	1	each	
BOOKS LOG	1	each	
BINDERS COMBO 10MM	1	each	
TONER SAMSUNG 1210	1	each	
BOOKS COUNCIL PROPERTY	1	each	
TONER BLACK HP2298A 1260	1	each	
ENVELOPES YELLOW A4	1	each	
CRIMINAL RECORD BOOK	1	each	
METER AUDIT REGISTER	1	each	
DISCONNECTION OF ELECTRICAL	1	each	
TEMPORARY ELECTRICITY SUPPLY	1	each	
REGISTERS ATTENDANCE	1	each	
TONER HP1300 BLACK	1	each	
PAPER WHITE 594MMX150M	1	each	
PAPER WHITE 841MMX150M	1	each	
TONER DWC 385 113 R00296	1	each	

PAPER WHITE 914X45M	1	each	
TONER HP Q5942 A BLACK	1	each	
TONER HP Q2612 A BLACK	1	each	
FILES FLAP FOLDERS	1	each	
TONER PE 220 XEROX	1	each	
TONER T1230D/2015	1	each	
TONER SAGEM 5461	1	each	
TONER P1005-CB435A	1	each	
TONER BROTHER TN3130 GENIUNE	1	each	
TONER JET 505A	1	each	
FILES FOLDERS OVERLAPPING ASS	1	each	
TONER BLACK HP Q7553A	1	each	
TONER HP LASERJET CE285A/85A	1	each	
BINDERS COMBO 45MM	1	each	
CARTRIDGE HP CB436A/36A	1	each	
AFIC10 TONER MP3350	1	each	
STATEMENT 305X250MM	1	each	
FILES LEVER ARCH A4X70MM	1	each	
RECIEPTS 102X240MM	1	each	
BOXES STORAGE	1	each	
PAPER CHERRY A4	1	each	
PAYSLIPS P9	1	each	
PAPER WHITE A3	1	each	
ORDERS PURCHASE 203X240MM	1	each	
PAPER MNT A4	1	each	
PAPER GREEN A4	1	each	
PAPER MUMSTARD A4	1	Each	
PAPER COMPUTER EYELINE	1	Each	
HOLDERS MAGAZINE	1	Each	
LETTERHEADS 305X250MM	1	Each	
PAPER CONTINUOUS	1	Each	
PAPERS CONTINOUS IPART 216X370MM	1	Each	
PAPER A4 WHITE REAMS	1	each	
DRAWER BUDDI SYSTEM A4X6 410X305MM	1	each	
BINDERS RING A4 PVC	1	each	
FILES EC 20	1	each	
BOOKS AGREEMENT CONSUMER: RATES & ELECTRICAL SERVI	1	each	
TONER LASER JET 4112 XEROX	1	each	

THERMAL ROLL (80 x 80)	1	each	
TONER HP LASER JET CE (278A)	1	each	
TONER HP LASERJET CE255A	1	each	
ACCESSABLE FILE ASSORTED	1	each	
COLOP 50 CERTIFIED A TRUE COPY OF ORIGINAL STAMP	1	each	
ULUNDI BUSINESS LICENSING AUTHORITY	1	each	
PROFESSIONAL DRIVING PERMIT	1	each	
CARTRIDGE CYAN HP 951(CN050S)	1	each	
CARTRIDGE YELLOW HP 951 (CN052S)	1	each	
CARTRIDGE MAGENTA HP 951 (CN051S)	1	each	
CARTRIDGE BLACK HP 950 (CN051S)	1	each	
TONER MLT D111S	1	each	
MACHINE BINDING	1	each	
THERMAL ROLLS 57X40MM	1	each	
INK BLACK BOTTLE FOR STAMPS	1	each	
EPSON LX350 S015631	1	each	
INDIGENT BOOK	1	each	
RECRUITMENT BOOK	1	each	
DEBTORS MASTERFILE INPUT FORM	1	each	
ACKNOWLEDGEMENT OF DEBTORS	1	each	

<b>Subtotal</b>	
<b>Vat</b>	
<b>Total</b>	





## 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](http://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](http://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](http://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 <sup>2</sup> ): .....
3.4	Company Registration Number: .....
3.5	Tax Reference Number: .....
3.6	VAT Registration Number: .....
3.7	The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers (where applicable) must be indicated in paragraph 4 below.

<p>3.8</p> <p>3.8.1</p>	<p>Are you presently 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>.....</p> <p>Any other particulars: .....</p> <p>.....</p>	<p><b>YES / NO</b></p>
<p>3.9</p>	<p>Have you been in the service of the state for the past twelve</p>	<p><b>YES / NO</b></p>
<p>3.9.1</p>	<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><b>YES / NO</b></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><b>YES / NO</b></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><b>YES / NO</b></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><b>YES / NO</b></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?	<b>YES / NO</b>
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

<sup>1</sup>MSCM Regulations: “in the service of the state” means to be -

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the National Assembly or the National Council of Provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official 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.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and 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 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

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

	POINTS
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 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.

1.6 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 Broad-Based Black Economic Empowerment Act;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based 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;



Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

## 5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

5.1 In terms of Regulation 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A bidder who qualifies as an EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 5.3 A Bidder other than EME or QSE 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 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 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 sub regulation (2) must be added to the points scored for price under sub regulation (1).
  - 5.8 The points scored must be rounded off to the nearest two decimal places.
  - 5.9 Subject to sub regulation (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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

**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**

**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

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

<b>Enterprise Name</b>	
<b>Trading Name</b>	
<b>Registration Number</b>	
<b>Enterprise Address</b>	

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

- The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
- 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.
- 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



**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 fulfillment of this contract.

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

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES

1 .....

2 .....

DATE: .....

2

**MBD 7.1**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS      PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity  
as..... accept your bid under reference  
number .....dated.....for the supply of goods/works indicated  
hereunder and/or further specified in the annexure(s).

2. An official order indicating delivery instructions is forthcoming.

3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.

PRICE (ALL APPLICABLE TAXES INCLUDED)

BRAND

DELIVERY PERIOD

B-BBEE STATUS LEVEL OF CONTRIBUTION

MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP WITNESSES

1. ....

2. ....

DATE .....

## **MBD 7.2**

### **CONTRACT FORM - RENDERING OF SERVICES**

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

#### **PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

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); - Filled in task directive/proposal; - 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 services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

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

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

## 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. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
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 bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD9) must be completed and submitted with the bid:

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

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

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

**MBD 9**

**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:

**ULINDI 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 consortium<sup>3</sup> will not be construed as collusive bidding.

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

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

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

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

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

## 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.

.....

**YES/ NO**

.....

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?

3.8.1 If so, furnish particulars.

.....

**YES /NO**

.....

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

.....

**YES /NO**

.....

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

YES / NO

**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	Declaration of Bidders Past SCM Practice MBD Form 8 completed		
11	Certificate of Independent Bid Determination MBD Form 9 completed		