

“ The City of Heritage ”



BID NO. 24/2022/2023

**APPOINTMENT OF SERVICE PROVIDER TO REVIEW AND UPDATE OF
THE EXISTING INTERGRATED WASTE MANAGEMENT PLAN (IWMP)
FOR A PERIOD OF 6 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

**UMASIPALA
WASOLUNDI**

Private Bag 17
Ulundi
3838

“ The City of Heritage ”



ULUNDI MUNICIPALITY

Tel: 035 874 5100

**ULUNDI LOCAL MUNICIPALITY
INVITATION TO TENDER**

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

Project/Bid No.	Project Description	Minimum threshold for local content	Closing Date	Technical enquiries	Contact number
25/2022/2023	Appointment of Service Provider to Review and update of the existing Integrated Waste Management Plan (IWMP) for a period of six (6) months.		10/11/2022	Mrs. Z Khumalo	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**. 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. **The tender is valid for 90 days.**

The Bids will be evaluated using functionality **whenever it is deemed necessary to evaluate bids based on functionality** which only bidder who score a minimum of 70 percent will advance to 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.

CRITERIA FOR EVALUATING FUNCTIONALITY:

Key aspects of criterion	Basis for the points allocation	Score	Max points	Verification
Relevant experience of the bidder	Three completed contracts	Good	20	List of contact
	Two completed contracts as per scope of work	Fair	10	List of contact
	One completed contract as per scope of work	Poor	05	List of contact
Qualification and experience of the project manager	Relevant project management certificate with three years relevant experience	Good	20	Certified copy of qualification
	Relevant project management certificate with two years relevant experience	Fair	10	Certified copy of qualification
	Relevant project management certificate with one year relevant experience	Poor	05	Certified copy of qualification
Methodology in relation to proposal execution. The method statement must include the following sub- headings: Approach method, Activities time frames, staff and equipment.	Method statement met all the requirements	Good	20	Brief summary
	Acceptable method statement. Only provided limited information	Fair	10	Brief summary
	No submission	Poor	0	Brief summary

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

REVIEW OF AN INTEGRATED WASTE MANAGEMENT PLAN (IWMP)

1. INTRODUCTION

1.1 Invitation to submit proposals

1.1.1 Proposals are invited from suitably qualified and experienced Professional Consultants and Service Providers to review the Integrated Waste Management Plan (IWMP) for the Ulundi Local Municipality (ULM) in terms of the National Environment: Waste Act, No. 59 of 2008. The IWMP optimises general waste management by, inter alia, maximising efficiency in waste sorting and separation at source and/or at disposal facility, collection, recycling and reuse, and minimising environmental impacts, social impacts and financial costs of waste.

1.1.2 It is important that service providers familiarise themselves with local conditions within Ulundi Local Municipality and take them into account in preparing the proposal.

1.1.3 Please note that (i) the costs of preparing the proposal and of negotiating the contract are not reimbursable as a direct cost of the Evaluation; (ii) Ulundi Municipality is not bound to accept any of the Proposals submitted; (iii) the decision to award a contract is based on the requirements contained in the Procurement Policy of Ulundi Local Municipality. Again, service providers must familiarise themselves with the content of the Procurement Policy.

1.1.4 Service providers may request a clarification of any part of the Terms of Reference (TOR) documents up to close of business on proposal submission date. A request for clarification must be sent in writing by mail, facsimile, or electronic mail to the Ulundi Local Municipality.

1.1.5 Ulundi Municipality will respond by facsimile or electronic mail to such requests and will send copies of all responses to all service providers who registered to obtain copies of this TOR.

1.1.6 At any time before the submission of Proposals, Ulundi Municipality may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, modify the TOR documents by amendment. The amendment will be sent in writing by facsimile or electronic mail to all registered consultants and will be binding on them. Ulundi Municipality may at its discretion extend the deadline for the submission of Proposals.

1.1.7 The proposal should provide the following:

- I. A brief description of the firm's methodology to performing the tasks set forth in the Terms of Reference including a proposed work plan with clear deliverables and timeframes.
- II. A brief description of the firm's organization and an outline of recent experience on assignments of similar nature. For each assignment the outline should indicate inter alia the profiles and names of the staff provided, their qualifications and duration of the assignment contract amount and firms involvement.
- III. Any comments or suggestions on the Terms of Reference and on the data, services, and facilities to be provided by Ulundi Municipality.
- IV. CVs of the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity, and degree of responsibility held in various assignments during the last (10) years.
- V. The firms current make-up in terms of Previously Disadvantaged Individuals and its black empowerment goals and objectives in general and those specific to this project to be clearly spelt out.

2. FINANCIAL PROPOSAL

2.1 In preparing the financial proposal, services providers are expected to take account the requirements and conditions of the Terms of Reference documents. The financial proposal should list all costs associated with the project.

2.2 Proposals must remain valid for 90-days after the submission date. During this period, service providers are expected to keep available the professional staff proposed for the project. Ulundi Local Municipality will make its best effort to complete negotiations within this period.

3. TIME FRAME OF THE PROJECT

All work associated with this project in terms of the TOR requirements must be completed within a period of six (6) months from the date of contract acceptance or earlier. Proposals must include a work program implementation to ensure that project closure is ensured by this date.

4. NEGOTIATIONS

4.1 Negotiations to reach agreement on all points and signs a contract will be held at a time and place to be determined by the Ulundi Local Municipality.

4.2 Negotiations will include a discussion of the technical proposal the proposed work plan, staffing and any suggestions made by the firm to improve the Terms of Reference. The Ulundi Local Municipality and the firm will then negotiate agreed final Terms of Reference will then be incorporated into the "Description of Services" and form part of the contract.

4.3 Special attention will be paid to optimizing the required outputs from the firm within the available budget and to clearly defining the inputs required from the Ulundi Local Municipality to ensure satisfactory implementation of the project.

4.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Ulundi Local Municipality expects that a contract is signed and a letter of acceptance is received within 14 working days. It is also expected that the experts named in the Proposal will actually provide services. In their Proposal, firms should provide assurances that the experts named will be available.

5. PURPOSE AND AIMS OF THE PROJECT

Integrated Waste Management Plan (IWMP) is a recognised tool in terms of national policy and legislation for the management of waste in order to protect human health and the environment.

The main aims requiring to be met by on-going IWMP development, implementation, review and revision are outlined in the Act as including:

- To regulate waste management in order to protect health and the environment by providing reasonable measures for the prevention of pollution and ecological degradation and for securing ecologically sustainable development;
- To provide for institutional arrangements and planning matters;
- To provide for norms and standards for regulating the management of waste within the Local Municipality
- To provide for specific waste management measures applicable to the Local Municipality;
- To provide for the remediation of contaminated land;
- To provide for the Local Municipality waste information system; and
- To provide for waste management compliance and enforcement measures.

6. OBJECTIVES OF THE PROJECT

- The objective of this project is to review an Integrated Waste Management Plan for the Ulundi Local Municipality and the implementation plan to ensure provision of sustainable integrated waste management.
- The Integrated Waste Management Plan will include inter alia, provide for a waste management status quo and gap assessment, review of alternative waste management scenarios, a feasibility analysis, the development of a strategy, implementation plan, monitoring and evaluation framework and communication plan

7. OUTCOMES AND DELIVERABLES

Upon completion of the project, deliverables will comprise of:

- Review of Integrated Waste Management Plan for Ulundi Local Municipality.
- Review of waste by-laws
- Waste Management status quo baseline information report.
- The different options that can be followed by the Municipality to effect efficient waste management within the Local Municipality.
- Specific waste management guidelines, norms and standards for Local Municipality.
- The service provider shall deliver the four products stated above in (Microsoft) MS Word version, in Arial font, size 12 and with single line text spacing.
- The final Integrated Waste Management Plan document shall be in hard copies (3 bound copies) as well as in an electronic format.
- In addition to the following outcomes of the IWMP initiative.
- Best positioning of landfills, transfer stations depots etc.
- Optimal allocation and application of resources
- Co-ordination and integration of the various solid waste management functions of the various role players.
- Waste separation initiatives reclamation, recycling and composting possibilities.
- Community program for waste commercialization and awareness.
- Applicable by-laws and policies
- Capital expenditure, operation and maintenance requirements.
- Recommendations for implementation and monitoring.

The final document will be endorsed and accepted by the Ulundi Local Municipality and it shall be approved according to the relevant municipal management approval process including council approval.

8. GUIDELINES/ MAIN ACTIVITIES

The IWMP development process will comprise of five main components of work.

- 1) Project inception
- 2) Status Quo Assessment Study
- 3) Feasibility analysis
- 4) Integrated Waste Management Plan Review
- 5) Implementation strategy and reporting protocol.

8.1 PROJECT INCEPTION

Upon written acceptance of the appointment, the successful service provider shall meet with the relevant officials of the Ulundi Local Municipality as soon as possible to inter alia.

- Confirm administrative and contractual aspects of the appointment;
- Confirm the scope of work methodologies;
- Confirm itemized costing of the work;
- Agree on the time frames for the deliverables ;
- Establish a project steering committee (PSC);
- Agree on stakeholders groupings to be included in the consultation process; and
- Confirm communication channels between the service provider and Municipality, as well as with other internal and external stakeholders.
- Plan for road shows and workshops with stakeholders.

To this end, the service provider must compile and submit for approval by the Municipality, a Project Inception Report entailing aspects including those listed above.

8.2 STATUS QUO ASSESSMENT STUDY

This Study will comprise:

- Report on current situation in terms of waste generation sources, concentrations and characterisation within the District and each Local Municipality,
- Waste management service levels (including relevant waste types and statistics)
- Available Infrastructure and capacity (e.g. waste disposal sites and licensing thereof,
- Identification of existing (operational and non-operational) waste recycling and other Sustainable development initiatives;
- Socio – economic baseline considerations and environmental considerations (geographic area, demographics);
- It will also be useful to elaborate on the impacts of current waste management practices on society, on the environment, and implications of such impacts for the municipality operational and capital expenditure, revenue, etc.
- The status quo Gap Analysis shall then conclude with a prioritisation of the issues, gaps and needs, the setting of goals and objectives for the IWMP. It must take

cognizance of, amongst other things, the short, medium and long-term objectives and principles of pertinent national, provincial and local policies, plans and relevant legislation.

8.3 FEASIBILITY STUDY ANALYSIS

- The study should outline the different waste management options that the municipality can follow and recommend the most feasible for the municipality (with motivation).
- The recommended option should then form the basis for modelling and development of the final IWMP.

8.4 INTEGRATED WASTE MANAGEMENT PLAN DEVELOPMENT

The IWMP review for the Local Municipality must be in line with the requirements in terms of the National Environment: Waste Act, No. 59 of 2008, and must seek to:

- Advise on the Ulundi Local Municipalities responsibilities and related consequences in terms of applicable legislation;
- Identify and analyse key sources of waste in the Local Municipality, its characteristics and impacts focusing on each Local Municipality, including past, on-going and planned activities;
- Waste characterization in respect of the types and amounts of waste streams generated ,collected, recycled, beneficiated (e.g. composting) and disposed of;
- Identification of waste classes and sources for which the implementation of waste reduction measures in the short-term is justified
- Identify measures and different options to improve waste management within the Local Municipality
- Develop innovative refuse collection programmes (low income and rural communities)
- Address the effects of industrial, domestic and waste from any other source
- Waste minimisation and recycling strategies.
- Infrastructure (e.g. landfills, transfer stations and depots, roads, etc.)
- Disposal issues (e.g. landfill practices, available airspace and estimated remaining lifespan based on rate of disposal statistics)
- Strategy to deal with e-waste, hazardous waste , condemned meat, health care risk waste and animal waste.
- Waste management service provision (including storage, collection vehicles/fleet, etc.)

- Current waste service levels per service area (per settlement) including areas not currently serviced.
-Tariff structures, revenue collection and payment for services.
- Determine the cost and financial viability of suggested / proposed waste collection, waste transportation, waste disposal and waste recycling or waste minimization proposals over a period of five (5) years.
- Environmental and social impact (occurring and potential), impact mitigation measures; and sustainable development initiatives.
- To provide for waste management compliance and enforcement measures. Give effect to best practice in waste management within the context of the Local Municipality
- In general, the Local Municipality shall be advised on training requirements, by- law and policy development.
- Develop and implement waste information system.

8.5 IMPLEMENTATION AND REPORTING

- Describe how the Ulundi Local Municipality will give effect to its IWWP (development of objectives, goals, strategies, actions plan and reporting) and comply with such other requirements as may be prescribed by the relevant MEC / Minister.
- The implementation strategy should describe:
 - I. Who will be responsible for the organisation, planning and implementation of the IWMP.
 - II. How the IWMP will be integrated into the IDP.
 - III. The IWMP project implementation programme.
 - IV. The introduction of partnerships
 - V. The Public participation programme
 - VI. The financing of the various projects within the IWMP (Financial management) and funding mechanisms.
 - VII. Legal aspects, such as the revision and development of new by-laws.
 - VIII. How the tariff structures will be developed.
 - IX. Estimate financial costs for implementation
 - X. A monitoring and review programme for the IWMP.

6. REPORTING REQUIREMENT

6.1 The service provider will act in close co-operation with Ulundi Local Municipality and will report to the Ulundi Local Municipality through the Community Services Director. The

Department will assess and approve progress reports and related payments in terms of the contract.

6.2 The service provider will provide regular progress reports and sometimes at intervals determined by the Ulundi Local Municipality.

6.3 The service provider will report to the Municipal Manager of Ulundi Local Municipality when operating within their area of jurisdiction on this project.

6.4 An attendance register and minutes must be kept of all meetings and interactions with stakeholders and submitted to the Ulundi Local Municipality as part of the progress reports.

6.5 The service provider shall hold regular meetings, the frequency of which will be determined at the project inception meeting and may be on the basis of project milestones. However, meetings between the service provider and Municipality's project manager may be requested from time to time at venues determined by Ulundi Local Municipality.

The service provider shall provide the secretariat for all the meetings and workshop proceedings and minutes will be circulated.

7. COMPETENCY / EXPERTISE REQUIREMENTS

In order to complete the local Municipalities Integrated Waste Management Plan, the following expertise and competencies will be required from service providers submitting proposals:

- Waste/Environmental Management specialist
- Relevant post graduate qualifications from a recognised tertiary institution
- Understanding and knowledge of the legislative and policy framework relating to waste management on an international, national, provincial and local level
- Knowledge and experience in undertaking similar projects
- Communication and facilitation skills
- Research and analytical skills
- Strategic planning skills
- Ensure that the product developed is innovative and has practical applicability in the Local Municipality context
- Ability to work as part of a team and manage the complex integration of information
- Availability to start immediately and carry out the project on a sustained basis until completion, within the stipulated time
- Manage the project to achieve results described in this Terms of Reference document and the approved proposal within the specified time frames
- Prepare regular progress reports
- Ensure maximum stakeholders participation

8. PROJECT COST AND PAYMENT MILESTONES

The proposal must contain a recommendation for payment in accordance with certain milestones. The submitted proposal should detail expected cost per achievement of milestone together with the estimated time, with the final agreement on the percentage to be finalised on appointment.

9. PROPOSAL FORMAT

Proposals should entail aspects including the following:

- Understanding of project brief;
- Proposed methodology;
- Proposed project team (incl. their CVs);
- Work plan and project workflow diagram (e.g. Gantt Chart);
- Budget – a financial proposal with time based costing of activities/outputs, anticipated monthly cash flows, including disbursements and contingencies.
- Company profile, list of partners, proprietors and shareholders by name, identity number, citizenship and ownership (%) including supporting documentation.

Completion of documents

- a. The form of offer must be completed and signed.
- b. Tenders will make provision for all necessary equipment, staff and all non-incidents needed for the execution and completion of the contract in accordance with the specifications document.

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.

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.

<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>YES / NO</p>
<p>3.9</p>	<p>Have you been in the service of the state for the past twelve</p>	<p>YES / NO</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>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 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
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

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-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
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,

Full name & Surname	
Identity number	

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:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

- 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)	

- 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
numberdated.....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 ATON.....

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). The Database of Restricted Suppliers now resides on the National Treasury’s website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	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.

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.

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 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

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		