

## FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

|               |                  |                            |
|---------------|------------------|----------------------------|
| Quote Number: | <b>Q229/2021</b> | Placement Date: 17/02/2021 |
|---------------|------------------|----------------------------|

To be completed by SCM

|   |  |
|---|--|
| Closing Date and Time of Quotation (12h00): | Delivery Date of Items (If items are not delivered on date specified, the order will be cancelled if no arrangements were made by the supplier): |
| <b>05/03/2021 @ 12H00</b>                   | <b>7 days after official order has been received</b>   |

| Contact Person | Mobile No | Telephone No | Email Address          |
|----------------|-----------|--------------|------------------------|
| Mark Lyners    |           | 022 701 6819 | mark.lyners@sbm.gov.za |

|                               |                 |
|-------------------------------|-----------------|
| Validity period of Quotation: | Minimum 60 days |
|-------------------------------|-----------------|

| Requisition Number | Vote Number               |
|--------------------|---------------------------|
|                    | 330-Outsourced-Secur Serv |

| Invitation to Quote Form   |
|--|
| <b>Description of Job / Item and Purpose Required:</b>   |
| SUPPLY AND INSTALL ADDITIONAL ALARM COMPONENTS AT THE DIAZVILLE MUNICIPAL COMMUNITY HALL AND 24-HOUR MONITORING AND ARMED RESPONSE FROM DATE OF APPOINTMENT TO 31 DECEMBER 2021.   |
| <p><b>Evaluation criteria: <u>on total amount</u></b></p> <p><b>Registration Required: PSIRA</b></p> <p><b>Letter of Good Standing (WCA)</b></p> <p><b>BIDDERS ARE REQUIRED TO ATTEND THE COMPULSORY SITE MEETING AT THE STIPULATED TIME, ON 19 FEBRUARY 2021 AT 12H00 AM IN DIAZVILLE COMMUNITY HALL, CNR DIAZ &amp; GOODHOPE STREET, DIAZVILLE, SALDANHA. FAILURE TO DO SO WILL RESULT IN THE BIDDER BEING DISQUALIFIED FOR FURTHER EVALUATION. PLEASE NOTE THAT NO GRACE PERIOD WILL BE ALLOWED FOR ANY BIDDER WHO ARRIVE LATE.</b></p> |

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| Quotations must be placed in the relevant Q number at the Quotation Return Address below  |   |
|---|---|
| Quotation Return Address (Postal)   | Delivery Address (Address where items / goods need to be delivered after receipt of order): |
| <b>Buller Centre (Investment Centre), Ground Floor (Quotation Box)</b><br><b>15 Main Road (Private Bag x12)</b><br><b>Vredenburg (7380)</b> | Diazville Community Hall<br>Cnr Diaz & Goodhope Street<br>Diazville, Saldanha               |

## Instructions to Tenderers:

### DATABASE REGISTRATION (Compulsory):

**It is compulsory for all suppliers to be registered on the Central Supplier Database (CSD). NO AWARD WILL BE MADE TO A SUPPLIER WHO IS NOT REGISTERED ON THE CSD. Please ensure that your registration on the CSD remains active. The General Conditions of Contract (July 2010) is applicable to this Quotation. In addition to the GCC the following Special Conditions to quote will apply:**

- The quotation, sealed in an envelope and **externally endorsed with the relevant quotation number**, must be submitted to the abovementioned "Quotation Return" address and can either be **hand-delivered or couriered**. It is the supplier's responsibility to make sure that the quote with all relevant documents reach this office before the closing date and time and is placed in the correct quotation box or handed in at the Supply Chain Management office (Second Floor, 15 Main Road, Buller Centre (Investment Centre) Vredenburg, 7380). Late Quotations will not be accepted.
- The quotation originally completed in ink MUST be done on the attached "Invitation to Quote" form and suppliers may additionally add a quotation on their business' letterhead. Copies of Quotation documents will be disregarded.**
- The use of correction fluid (TIPPEX) on the price schedule is prohibited and quotations will be found non-responsive.
- The quotation must be on items that strictly conform to the specifications as requested (mentioned). **Quotations must be submitted in line with specifications stipulated – pricing must be done per item or per bill of quantities.** In the event of any items not conforming to the specifications, additional costs may be recovered from the tenderer.
- Delivery charges MUST be included in the price for "Supply and Delivery of Goods".
- Calculation errors will be corrected; where the quote is based on items or quantities, tariffs (unit rates) will be regarded as correct. In the case of a construction work quote the total amount will be regarded as correct.
- Tenderers must submit a **Certificate of Independent Bid Determination (MBD 9), Preference Points Claim Form (MBD 6.1) and original or originally certified B-BBEE certificate or Affidavit** with the quotation. **NO BUSINESS MAY BE CONDUCTED WITH PERSONS IN SERVICE OF THE STATE.** All relevant documents can be downloaded at [www.sbm.gov.za](http://www.sbm.gov.za) > Tenders / Quotations > Supply Chain Documents.
- The municipality may accept the whole or a part of the quote where the quote comprises of more than one item.
- The municipality does not bind itself to accept the lowest or any bid.
- The acceptance of the quote and the subsequent issuing of an official order constitute a legal binding document and may not be cancelled.
- Goods and services may only be provided after and according to the official order issued.
- All contractors to ensure that waste generated during a construction period of a building project is appropriately contained on site and correctly disposed of at a registered landfill site or drop-off facility. The management of waste is continuous, and waste is not allowed to accumulate to a point where it is unsightly, creates windblown litter or any form of nuisance. Upon completion of the project safe disposal certificates need to be submitted to the project manager as proof that all waste was disposed of in the correct manner. The submission of safe disposal certificates will be a pre-requisite for the processing of payment certificates. Construction and demolition waste (Bricks, mortar, concrete, sand, tiles, etc.) should be stored in a container (Skip or similar) or must be covered with netting if stock-piled on site. All other waste generated on site such as, plastics, paper, cement bags, etc. must be stored in a dedicated mesh cage/enclosure to avoid windblown litter. No waste may be placed on the side walk or surrounding properties. Law Enforcement will conduct regular inspections and non-compliant contractors will be fined.**
- "All documents and / packaging of courier must be clearly marked RFQ/Q or Tender with the number. It remains the responsibility of the service provider/contractor to ensure that his quotation or bid is clearly marked."**

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QUOTATIONS WILL BE EVALUATED IN TERMS OF THE AMENDED PREFERENTIAL PROCUREMENT REGULATIONS, 2017 AND NEW BEE CODES WHEN BIDDERS CLAIM POINTS IN TERMS OF THEIR B-BBEE STATUS LEVEL.

**NB!! FAILURE TO COMPLY WITH THE ABOVEMENTIONED CONDITIONS WILL INVALIDATE YOUR QUOTE!!!**

## **Submission of Invoices:**

The successful bidder(s) to ensure compliance with Section 20(4) of the Value Added Tax (VAT) Act, 89 of 1991.

In terms of Section 20(4) of the Act, the TAX INVOICE(S) received from registered Vat vendors MUST bear the following information:

- The words "TAX INVOCIE" in a prominent place;
- Name, address and VAT registration number of the supplier;
- The name and address: Saldanha Bay Municipality, Private Bag X12, Vredenburg, 7380;
- The Saldanha Bay Municipality VAT registration number: 4100113150;
- Unique VAT invoice number and date of issue;
- Accurate description of goods and/or services;
- Quantity or volume of goods or services supplied; and
- Price and VAT amount and percentage (%).

Failure to comply with abovementioned will result in payments not been made timeously.

Also take note that Saldanha Bay Municipality will not be liable for any late payments as a result of invalid Tax Invoice submitted by suppliers

I hereby declare compliance with Section 20(4) of the Value Added Tax (VAT) Act, 89 of 1991 and that I am duly authorised to sign on behalf of the company

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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## Compulsory checklist

| Compulsory documents to be submitted by suppliers   | Comply<br>Please mark/tick<br>where applicable |    |
|---|--|----|
| Are you registered on the Central Supplier Database (CSD)? If "YES", please provide your CSD registration nr: MAAA_____   | YES  | NO |
| If "NO", please complete the online registration process on Central supplier database <a href="http://www.csd.gov.za">www.csd.gov.za</a>  |  |    |
| MBD 4 – Declaration of Interest   | YES  | NO |
| MBD 6.1 - Preference Points Claim form in terms of Preferential procurement Regulation 2017   | YES  | NO |
| <b>NOTE: BOTH the MBD 6.1 and B-BBEE certificate or affidavit must be attached to the document to claim preference points. If BOTH DOCUMENTS are not attached, 0 points will be given for preference.</b> |  |    |
| MBD 8 - Declaration of Bidder's Past Supply Chain Management Practises  | YES  | NO |
| <b>NOTE: Municipal account/ lease agreement of the bidding entity and its Directors must be attached.</b>   |  |    |
| MBD 9 - Certificate of Independent Bid Determination  | YES  | NO |
| Original or originally certified B-BBEE certificate or affidavit  | YES  | NO |
| Company registration documents- CIPC  | YES  | NO |

COMPANY NAME: .....

I hereby declare that I am duly authorised to sign on behalf of the abovementioned company

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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## Invitation to Quote Form

(Price quotation to be completed by the supplier on this form)

|  |   |
|--|---|
| <b><u>NAME AND ADDRESS OF SUPPLIER</u></b> | <b><u>SUPPLIER CONTACT DETAIL</u></b>     |
|  | Tel:<br>Fax:<br>Email:<br>Contact Person: |

### 1. Bidders Obligations:

#### 1.1 Eligibility Criteria

Only bidders who satisfy the following criteria are eligible to submit an offer: **(This is a requirement on submission).**

##### 1.1.1 Registered with PSIRA

In order to be considered for a contract in terms of this quotation, the bidder must be registered as a Security Company as contemplated in terms of Section 21 of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001). Please submit a valid PSIRA certificate in this regard.

##### 1.1.2 Valid Letter of Good Standing

In order to be considered for a contract in terms of this quotation, the bidder must be registered at the Department of Labour for Compensation for Occupational Injuries and Diseases. A Valid Letter of Good Standing must accompany your Quotation.

##### 1.1.3 Special Conditions of Quotation

In order to be considered for a contract in terms of this quotation, the bidder must be fully complete the special conditions of quotation sheet and indicate whether the bidder complies or not.

### **VALIDITY PERIOD**

**Regulation 23 (1)(g)(i)(ii) and (iii) of the Supply Chain Management Policy will apply:**

1) The procedures for the handling, opening and recording of bids, are as follows: -

#### g) Validity Periods

- i) A minimum bid validity period will apply to all bids and will be calculated from the bid closure date. Bids shall remain in force and binding for the minimum bid validity period as indicated in the invitation to bid and the bid documents, subject to any other applicable legislation and instructions from the National Treasury for specific types of procurement.
- ii) Unless otherwise indicated in writing by the bidder, the validity of bids submitted will automatically extend beyond the minimum bid validity period as set out in sub-paragraph (g)(i) above and will remain valid for acceptance until the bid award process, including the consideration of any appeals, objections or complaints, has been concluded.

Any bidder may at any time withdraw their bid in writing in which case the bid will not be further considered.

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## SPECIAL CONDITIONS OF QUOTATION

Please indicate **YES / NO** in the columns to ensure your company complies with the special conditions of quotation or not. If the bidder fails to clearly indicate **YES / NO**, it will be interpreted that the bidder does not comply with the technical specifications.

| <b>SPECIAL CONDITIONS OF QUOTATION</b>                                      | <b>Comply<br/>Please mark/tick<br/>where applicable</b> |    |
|---|---|----|
| Security company must have an office or branch in Saldanha Bay Municipality | YES   | NO |
| 24/7 active response vehicle available to respond to alarms in Saldanha Bay | YES   | NO |

## SPECIAL CONDITIONS OF QUOTATION

Please indicate **YES / NO** in the columns to ensure your company complies with the special conditions of quotation or not. If the bidder fails to clearly indicate **YES / NO**, it will be interpreted that the bidder does not comply with the technical specifications.

| <b>SPECIAL CONDITIONS OF CONTRACT</b>   | <b>Comply<br/>Please mark/tick<br/>where applicable</b> |    |
|---|---|----|
| Monitor the municipal allocated site as stated in the tender document by monitoring all activities on a 24/7 basis at a computerized base station   | YES   | NO |
| Respond rapidly to any security situation that may occur in allocated area by responding to alarms and panic signals immediately.   | YES   | NO |
| The service provider shall be responsible to manage any security threatening situation until the area is safe and shall protect the designated area until client is ready to take control of the area again | YES   | NO |
| The service provider shall provide detailed monthly reports on all security threatening activities on the stipulated site.  | YES   | NO |
| The service provider shall be responsible to inform the municipality if an alarm was not closed properly thus monitoring the open and close functionality of any of the doors at alarm systems.             | YES   | NO |
| Service provider to ensure that alarms are activated outside of office hours.   | YES   | NO |
| When alarms go off and are not de-activated by an authorised code, the municipality must be informed  | YES   | NO |
| "Open and close" functionality of any of the doors at the alarm systems.  | YES   | NO |

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| Item                                 | Description   | Unit    | Quantity                           | Rate (vat excluded) | Amount    |
|--------------------------------------|---|---------|------------------------------------|---------------------|-----------|
|                                      |   |         |                                    |                     |           |
| 1                                    | <b><u>PRELIMINARY AND GENERAL</u></b>   |         |                                    |                     |           |
| 1.1                                  | Preliminary and General   | Sum     | 1                                  |                     |           |
|                                      |   |         |                                    |                     |           |
| 2                                    | <b><u>SUPPLY AND INSTALL ALARM COMPONENTS TO EXISTING ALARM SYSTEM</u></b>  |         |                                    |                     |           |
|                                      |   |         |                                    |                     |           |
| 2.1                                  | Internal Motion Sensors/Detectors   | No      | 10                                 |                     |           |
| 2.2                                  | External Motion Sensors \ Beams   | No      | 1                                  |                     | Rate Only |
| 2.3                                  | Magnetic Contacts   | No      | 10                                 |                     |           |
| 2.4                                  | Fixed Panic Buttons   | No      | 5                                  |                     |           |
| 2.5                                  | Mobile Panic Buttons  | No      | 5                                  |                     |           |
| 2.6                                  | LED Light   | No      | 3                                  |                     |           |
| 2.7                                  | Siren   | No      | 2                                  |                     |           |
| 2.8                                  | Radio Transmitter (Radio GPRS)  | No      | 5                                  |                     |           |
|                                      |   |         |                                    |                     |           |
| 3                                    | <b><u>MONITORING AND ARMED RESPONSE</u></b>   |         |                                    |                     |           |
|                                      | <b><u>CONNECTION TO 24HR MONITORED CONTROL ROOM AND ARMED RESPONSE 24/7 FOR 5 ALARMS</u></b>  |         |                                    |                     |           |
|                                      | Monitoring/Armed Response Services to be Included:<br>•24-hour monitoring and armed response through locally available infrastructure<br>•SMS notification of any alarm activity<br>•Automated activation.<br>•Transmission of zone descriptions when the alarm activates so individuals know whether the interior or exterior devices have activated |         |                                    |                     |           |
| 3.1                                  | Monitoring and Armed response   | Monthly | 12                                 |                     |           |
| 3.2                                  | SMS Notification x 3 numbers  | Monthly | 12                                 |                     |           |
|                                      |   |         |                                    |                     |           |
|                                      |   |         |                                    |                     |           |
|                                      | <b>TOTAL (EXCLUDING VAT)</b>  |         |                                    |                     |           |
|                                      |   |         |                                    |                     |           |
| 4                                    | <b>CONTINGENCY COST</b>   | 10%     |                                    |                     |           |
|                                      |   |         |                                    |                     |           |
|                                      | <b>TOTAL (EXCLUDING VAT)</b>  |         |                                    |                     |           |
|                                      |   |         |                                    |                     |           |
|                                      | <b>15% VAT(if applicable)</b>   |         | <b>VAT registration nr: 4.....</b> |                     |           |
| <b>TOTAL COST (Inclusive of VAT)</b> |   |         |                                    |                     |           |

**NB!!! QUOTATIONS MUST BE VALID FOR AT LEAST 60 DAYS FROM CLOSING DATE**

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(To be completed by Supplier)

| MBD 4   |                            |                               |
|---|----------------------------|-------------------------------|
| DECLARATION OF INTEREST   |                            |                               |
| <p>1. No bid will be accepted from persons in the service of the state</p>  |                            |                               |
| <p>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 favoritism, 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 authorized representative declare their position in relation to the evaluating/adjudicating authority.</p>   |                            |                               |
| <p><b>MSCM Regulations: “in the service of the state” means to be –</b></p> <p><b>(a) a member of-</b></p> <p style="padding-left: 40px;">(i) any municipal council;</p> <p style="padding-left: 40px;">(ii) any provincial legislature, or</p> <p style="padding-left: 40px;">(iii) the national Assembly of the national Council of provinces</p> <p><b>(b) a member of the board of directors of any municipal entity;</b></p> <p><b>(c) an official of any municipality or municipal entity;</b></p> <p><b>(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);</b></p> <p><b>(e) a member of the accounting authority of any national or provincial public entity, or</b></p> <p><b>(f) an employee of parliament or a provincial legislature</b></p> |                            |                               |
| <p><b>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company</b></p>  |                            |                               |
| <p><b>3. PERSONAL DETAILS</b></p>   |                            |                               |
| <p>3.1. Name of bidder/representative:</p>  |                            |                               |
| <p>3.2. ID Number:</p>  |                            |                               |
| <p>3.3. Position in Company:</p>  |                            |                               |
| 3.4. Company Registration Number:   | 3.5. Tax Reference Number: | 3.6. VAT Registration Number: |
|   |                            |                               |
| <p>3.7. The names of all directors/ trustees/ shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.</p>  |                            |                               |
| <p><b>QUESTIONNAIRE</b></p>   |                            |                               |
| 3.8. Are you presently in service of the state?   | YES                        | NO                            |
| <p>3.8.1. If YES, please furnish particulars:</p>   |                            |                               |
|   |                            |                               |
| <p>3.9. Have you been in service of the state for the past 12 months?</p>   |                            |                               |
|   | YES                        | NO                            |
| <p>3.9.1. If YES, please furnish particulars:</p>   |                            |                               |
|   |                            |                               |

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|   |  |                 |                       |    |
|---|--|-----------------|-----------------------|----|
| 3.10. Do you have any relationship (family, friend, other) with persons in service of the state, who may be involved with the evaluation/adjudication of this bid?  |  |                 | YES                   | NO |
| 3.10.1. If YES, please furnish particulars:   |  |                 |                       |    |
|   |  |                 |                       |    |
|   |  |                 |                       |    |
| 3.11. Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation /adjudication of this bid?                        |  |                 | YES                   | NO |
| 3.11.1. If YES, please furnish particulars:   |  |                 |                       |    |
|   |  |                 |                       |    |
|   |  |                 |                       |    |
| 3.12. Any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?   |  |                 | YES                   | NO |
| 3.12.1. If YES, please furnish particulars:   |  |                 |                       |    |
|   |  |                 |                       |    |
|   |  |                 |                       |    |
| 3.13. Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?   |  |                 | YES                   | NO |
| 3.13.1. If YES, please furnish particulars:   |  |                 |                       |    |
|   |  |                 |                       |    |
|   |  |                 |                       |    |
| 3.14. Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for his contract? |  |                 | YES                   | NO |
| 3.14.1. If YES, please furnish particulars:   |  |                 |                       |    |
|   |  |                 |                       |    |
|   |  |                 |                       |    |
| <b>4. DETAILS OF DIRECTORS/TRUSTEES/MEMBERS/SHAREHOLDERS</b>  |  |                 |                       |    |
| FULL NAME   |  | ID NUMBER       | STATE EMPLOYEE NUMBER |    |
|   |  |                 |                       |    |
|   |  |                 |                       |    |
|   |  |                 |                       |    |
| Signature   |  | Date            |                       |    |
|   |  |                 |                       |    |
| Position:   |  | Name of Bidder: |                       |    |

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MBD 6.1

## 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 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 Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) 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.

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- 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) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) as amended by Act No 46 of 2013;
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

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- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

## ADJUDICATION USING A POINT SYSTEM

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

## 3. POINTS AWARDED FOR PRICE

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

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

**80/20**

**or**

**90/10**

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

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

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

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (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                               |

- 4.2 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.
- 4.3 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 Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 4.4 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.
- 4.5 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.
- 4.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

## 5. BID DECLARATION

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

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

6.1 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 B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

## 7. SUB-CONTRACTING

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

(*Tick applicable box*)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME.

(*Tick applicable box*)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

## 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

## 8.6 COMPANY CLASSIFICATION

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

[*TICK APPLICABLE BOX*]

## 8.7 MUNICIPAL INFORMATION

**Municipality where business is situated:** .....

**Registered Account Number:** .....

**Stand Number:**.....

8.8 Total number of years the company/firm has been in business:.....

8.9 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 conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

- (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.

WITNESSES

1. ....

2. ....

.....

SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

MBD 8

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

| Item  | Question   | Yes                             | No                             |
|-------|--|---------------------------------|--------------------------------|
| 4.1   | Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?<br><br><b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>   | Yes<br><input type="checkbox"/> | No<br><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)?<br><b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b> | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:  |                                 |                                |

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

|             |  |                                 |                                |
|-------------|--|---------------------------------|--------------------------------|
| 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<br><input type="checkbox"/> | No<br><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<br><input type="checkbox"/> | No<br><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<br><input type="checkbox"/> | No<br><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 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 Tenderer

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

## DECLARATION OF MUNICIPAL ACCOUNTS OF COMPANY AND DIRECTORS

|  |                                 |                                |
|--|---------------------------------|--------------------------------|
| 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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
|--|---------------------------------|--------------------------------|

The Tenderer must affix proof of Municipal Accounts or valid lease agreements of the company as well as Directors and also complete the addresses of Directors below. If the Bidder has more than 12 Directors, a schedule with addresses must also be attached to the tender document.

**Director 1 Address:**

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**Director 2 Address:**

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**Director 3 Address:**

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**Director 4 Address:**

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**Director 5 Address:**

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**Director 6 Address:**

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**Director 7 Address:**

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**Director 8 Address:**

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**Director 9 Address:**

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**Director 10 Address:**

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**Director 11 Address:**

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**Director 12 Address:**

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# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

**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 (MBD 9) must be completed and submitted with the bid:

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

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

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

**MBD 9**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

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

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

**MBD 9**

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

# FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

**MBD 9**

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