

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

Quote Number:	Q270/2021	Placement Date: 15/03/2021
----------------------	------------------	-----------------------------------

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):
26/03/2021 @12H00	14 days after official order have been submitted

Contact Person	Mobile No	Telephone No	Email Address
Mr Virgil Bester		(022) 701 6912	Virgil. Bester @sbm.gov.za

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

Requisition Number	Segment Description

Invitation to Quote Form
Full Description of Job / Item and Purpose Required:
APPOINTMENT OF A SERVICE PROVIDER TO REVIEW THE CURRENT SALDANHA BAY SAFETY PLAN (DRIVING COMMUNITY SAFETY THROUGH PARTNERSHIP) 2017-2021 AND THE SUBMISSION OF A FINAL REVIEWED SAFETY PLAN BY 30 APRIL 2021
Evaluation criteria: on total price

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):
Buller Centre (Investment Centre), Ground Floor 15 Main Road (Private Bag x12)	Municipality Stores Floryn Street, Marias Industrial Vredenburg, 7380

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

Vredenburg (7380)	
-------------------	--

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:

1. 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.
2. **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.**
3. The use of correction fluid (TIPPEX) on the price schedule is prohibited and quotations will be found non-responsive.
4. 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.
5. Delivery charges MUST be included in the price for “Supply and Delivery of Goods”.
6. 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.
7. 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 > Tenders / Quotations > Supply Chain Documents.
8. The municipality may accept the whole or a part of the quote where the quote comprises of more than one item.
9. The municipality does not bind itself to accept the lowest or any bid.
10. The acceptance of the quote and the subsequent issuing of an official order constitute a legal binding document and may not be cancelled.
11. Goods and services may only be provided after and according to the official order issued.
12. 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.
13. **“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.”**

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!!!

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

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 INVOICE" 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

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

Compulsory checklist

Compulsory documents to be submitted by suppliers	Comply Please mark/tick 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 www.csd.gov.za		
MBD 4 – Declaration of Interest	YES	NO
MBD 6.1 - Preference Points Claim form in terms of Preferential procurement Regulation 2017	YES	NO
<u>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.</u>		
MBD 8 - Declaration of Bidder's Past Supply Chain Management Practises	YES	NO
<u>NOTE: Municipal account/ lease agreement of the bidding entity and its Directors must be attached.</u>		
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

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

Invitation to Quote Form

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

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

Detailed Specifications

APPOINTMENT OF A SERVICE PROVIDER TO REVIEW THE CURRENT SALDANHA BAY SAFETY PLAN (DRIVING COMMUNITY SAFETY THROUGH PARTNERSHIP) 2017-2021 AND THE SUBMISSION OF A FINAL REVIEWED SAFETY PLAN BY 30 APRIL 2021

1. Background

The Saldanha Bay Safety initiative concept was designed to take service delivery to the lowest level of Government closest to the needs of the Community. Henceforth, the Municipality is seen as the primary agent to drive the coordination of safety and security issues in the area with Department of Community Safety supporting and guiding the development and implementation of the Saldanha Bay Safety Initiative. This makes the municipality the ideal structure to deal with community issues supported by various role-players from government and civil society. Local government as indicated in the Constitution of the Republic of South Africa presents a dynamic instrument for service delivery.

The SBSI is led by Saldanha Bay Municipality but its strength and success are depended on the Saldanha Bay Safety Forum to guide the collaboration. Partnering with area community leaders, businesses, other law enforcement agencies and local organisation is critical for influencing broader community support and identifying common concerns/issues regarding crime. It will also help facilitated communication and engage partners in shared solutions. Each partner plays a key role in ensuring SBSI's successes.

Based on the introduction the Saldanha Bay Municipality requires professional assistance to review its current Saldanha Bay Safety Plan

2. AREA OF IMPACT OF THE CURRENT PLAN

Saldanha Bay Municipality (WC014) is a local municipality located on the WestCoast of South Africa, approximately 140 kilometers north of Cape Town. It forms part of the West Coast District Municipality (DC1), situated in the Western Cape Province. The Swartland Municipality borders the municipality in the west by the Atlantic Ocean, in the north by the Bergrivier Municipality and the east.

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

The Saldanha Bay Municipality covers an area of 2 015 km² (approximately 166 565,48 hectares) and has a coastline of 238km. In total 6.5% of the geographical land are urban land and 93.5% rural land. Overall Saldanha Bay municipality constitutes 6.4% of the entire West Coast geographical land making it the smallest municipal area in the district. The area includes the following towns:

- Vredenburg
- Saldanha
- Langebaan
- St Helena Bay
- Hopefield
- Jacobsbaai
- Paternoster

The head office is in Vredenburg, with satellite offices in Hopefield, St Helena Bay, Paternoster, Saldanha and Langebaan. Saldanha Bay has the largest natural port in Africa and the area is earmarked as a regional engine for the development of the Western Cape Province.

3. OBJECTIVE

The primary objective of this request is to invite suitably qualified and experienced service providers to submit a proposal for the revision of the existing Saldanha Bay Safety Plan.

4. SCOPE OF WORK

The successful service provider with required expertise will be expected to review the existing Saldanha Bay Safety Plan and submit the reviewed plan by 30 April 2021

5. DELIVERABLES

- Detailed analysis to the existing Safety Plan with the objective to give valuable inputs to the revised plan
- Interview key stakeholders to promote partner development and support
- Comparing the current Safety plan with National and International norms and standards
- Analyse to test relevance of the Process Strategy for Local Government Security Strategy
- Analyse and test the relevance of the Saldanha Bay Safety Initiative (SBSI)
- Highlight and outlined the Strategic Components which is subjected to the following:
 - Integrated Operational Safety and Security
 - Community Involvement in Safety
 - Research and Crime Mapping and Analysis
 - Urban Safety and Management of Built Environment

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

➤ Social Crime Prevention

- The submission of a preliminary revised Safety Plan
- Workshop the preliminary plan with Management and Council
- Submission of the final reviewed Saldanha Bay Safety Plan

6. TIMELINES

- A preliminary revised Safety Plan, must be submitted by not later than 15 April 2021
- The plan must be Workshop by 23 April 2021
- Final plan must be submitted by on or before 30 April 2021

7. QUALITY ASSURANCE

The appointed service provider/s shall enter into an agreement with Saldanha Bay Municipality on the delivery of quality work, within agreed timelines for each section of this proposal.

The appointed service provider/s will take responsibility for ensuring that all work conforms to the highest professional standards. Such work may be subjected further to external quality assurance by Saldanha Bay Municipality, if considered necessary.

Saldanha Bay Municipality reserves the right to request a site visit to the premises/offices of the preferred service provider.

8. COMPANY EXPERIENCE

- Minimum of three (3) years' experience in the field of Safety & Security Analysis or similar projects
- Companies are required to provide proof that they have facilitated/performed similar projects, accompanied by correspondence from references that such project was executed as well as their contactable references.
- Failure to submit correspondence from references will invalidate the points allocated in this category.

9. REQUIRED COMPETENCIES

- Has conducted previous revision of Safety Plans or similar projects
- The preferred candidate must have a Masters or Diploma or Honours degree in Safety or equivalent to this qualification

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

- The service provider should provide proof of qualifications and a portfolio of evidence to support the required competencies
- Must provide a detailed Curriculum Vitae (CV)
- Must be able to submit a final product of high standard

9. TECHNICAL EVALUATION CRITERIA AND WEIGHTING

5.1 Technical Evaluation

The following criteria and the weighting will be applicable:

	CRITERIA	WEIGHT
1.	Proof of experience in analysing plans of such nature	40%
2.	Contactable references of conducting previous work of such nature	30%
3.	Proof of qualifications in Safety & Security Management	20%
4.	Proof of project management in this field	10%
TOTAL		100%

Only bidders that receive 80 % or more will proceed to the financial evaluation.

Functionality criteria are further divided as follows and points will be awarded as indicated below:

Criterion 1: Relevant Experience and Proven track record in the area of expertise. **(Company's Experience)**

A maximum of 40 points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided and will be split as follows:

- In order to claim points for the above, bidders must submit the following information and documentary proof of it:
 - Information of how long the business is in existence supported by Company or Business registrations documents and relevant records.

Description	Maximum points	Points scored by evaluator
0 – up to 3 years relevant experience in analysing and reviewing plans of such nature	5 points	
More than 3 years – up to 5 years relevant experience in analysing and reviewing plans of such nature	10 points	
More than 5 years – up to 10 years relevant experience in analysing and reviewing plans of	20 points	

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

such nature		
More than 10 years relevant experience relevant experience in analysing and reviewing plans of such nature	30 points	

Criterion 2: At least 6 Contactable references of such projects that was executed.

A maximum of 30 points will be awarded at the sole discretion of the Municipality based on the information provided and will be split as follows:

- In order to claim points, bidders must complete the Table below and submit letters of reference from the listed organisations together with the completed tender document
- If the references are unable to provide information on past performance regarding the revision of a Safety Plan, **no points will be awarded** for that reference.
- A maximum of five points will be awarded per reference (up to maximum of 6 references).

Contact Information of Organisations from which Reference Letters have been obtained:

Name of Organisation	Contact Person	Telephone Number	Email Address	Support Letter	Points
1				Y/N	5
2				Y/N	10
3				Y/N	15
4				Y/N	20
5				Y/N	25
6				Y/N	30
Total					

Criterion 3. Proof of qualifications in Safety & Security Management

A maximum of 20 points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided and will be split as follows

- In order to claim points, **bidders must submit proof** of qualification together with the completed document

Description	Maximum points	Points scored by evaluator
-------------	----------------	----------------------------

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

Diploma in Safety & Security Management or Equivalent	5 points	
B Tech Degree Safety & Security Management or Equivalent	10 points	
Honours degree in Safety & Security Management or Equivalent	15 points	
Master's Degree in Safety & Security Management or Equivalent	20 points	

Criterion 4: Proof of project Management in this field

A maximum of 10 points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided.

- In order to claim points, **bidders must submit proof of similar projects managed in the last three (3) years** and submit references

SIGNED ON BEHALF OF BIDDER:

* To be filled in by bidder

SIGNED ON BEHALF OF BIDDER:

SIGNED ON BEHALF OF BIDDER:

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

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.

Pricing Schedule

	DELIVERABLE	DUE DATE	COST PER DELIVERABLE
1	Analyse existing Safety Plan	15 March 2021	
2	Develop preliminary Safety Plan	15 April 2021	
3	Workshop preliminary plan	23 April 2021	
3	Submission of final reviewed Safety Plan	30 April 2021	
Total excluding VAT			
VAT 15%			
Total including VAT			

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

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

(To be completed by Supplier)

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 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>MSCM Regulations: “in the service of the state” means to be –</p> <p>(a) a member of-</p> <p>(i) any municipal council;</p> <p>(ii) any provincial legislature, or</p> <p>(iii) the national Assembly of the national Council of provinces</p> <p>(b) a member of the board of directors of any municipal entity;</p> <p>(c) an official of any municipality or municipal entity;</p> <p>(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);</p> <p>(e) a member of the accounting authority of any national or provincial public entity, or</p> <p>(f) an employee of parliament or a provincial legislature</p>		
<p>“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</p>		
3. PERSONAL DETAILS		
3.1. Name of bidder/representative:		
3.2. ID Number:		
3.3. Position in Company:		
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 must be indicated in paragraph 4 below.		
QUESTIONNAIRE		
3.8. Are you presently in service of the state?	YES	NO
3.8.1. If YES, please furnish particulars:		
3.9. Have you been in service of the state for the past 12 months?	YES	NO
3.9.1. If YES, please furnish particulars:		

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

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:		
4. DETAILS OF DIRECTORS/TRUSTEES/MEMBERS/SHAREHOLDERS		
FULL NAME	ID NUMBER	STATE EMPLOYEE NUMBER
Signature	Date	
Position:	Name of Bidder:	

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

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

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

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) **“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 (

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

Act No. 53 of 2003);

- (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

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

P_{min} = Comparative price of lowest acceptable bid

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

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

☐ (Pty) Limited

[TICK APPLICABLE BOX]

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;

FORMAL QUOTATIONS

Total Value of Items / Services more than R 30 000.00

- (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.

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? (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).	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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, 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).	Yes <input type="checkbox"/>	No <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 <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 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 <input type="checkbox"/>	No <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:

Director 2 Address:

Director 3 Address:

Director 4 Address:

Director 5 Address:

Director 6 Address:

Director 7 Address:

Director 8 Address:

Director 9 Address:

Director 10 Address:

Director 11 Address:

Director 12 Address:

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

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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

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:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

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 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.

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.

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