



**CITY OF TSHWANE METROPOLITAN MUNICIPALITY**

**ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER TO RENDER  
COMPREHENSIVE EQUINE (HORSE) CARE TO THE TSHWANE METRO POLICE  
DEPARTMENT FOR A PERIOD NOT EXCEEDING THREE MONTHS**

**QUOTATION NO: Q92-2025-26**

**NAME OF BIDDER:** .....

**CSD NUMBER:** .....

**VENDOR NUMBER** .....  
**(Compulsory)**

Prepared by:  
City of Tshwane  
Metropolitan Municipality  
Tshwane House  
320 Madiba Street  
PRETORIA  
0001  
Tel: (012) 358 9999

**CLOSING DATE**

**5 JUNE 2026**

**Only bidders registered on the central supplier database and with CSD Number will be considered for this tender as it is a requirement from National Treasury.**



CITY OF TSHWANE  
METROPOLITAN MUNICIPALITY  
DEPARTMENT: TSHWANE METRO POLICE DEPARTMENT

**BIDS ARE HEREBY INVITED FROM SUPPLIERS FOR THE FOLLOWING BID:**

Bid No	Description	Dept.	Contact Officials	Compulsory Briefing Session	Closing date
Q92-2025-26	<b>ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER TO RENDER COMPREHENSIVE EQUINE (HORSE) CARE TO THE TSHWANE METRO POLICE DEPARTMENT FOR A PERIOD NOT EXCEEDING THREE MONTHS</b>	TMPD	Josia Masenya (012) 358 0658 <a href="mailto:josiasma@tshwane.gov.za">josiasma@tshwane.gov.za</a>  Vusi Mabona (012) 358 2962 <a href="mailto:VusiM@tshwane.gov.za">VusiM@tshwane.gov.za</a>	N/A	5 June 2026 at 10:00

**The City of Tshwane is migrating to an e-tender portal.**

**An e-tender portal is an online publication platform that enables access and response to bid opportunities published by the City of Tshwane. The portal enables interested bidders to download bid documents and respond to the bid through online submission at their convenience before the closing time no later than**

**Bidders should therefore not deposit their bid responses in the tender box but respond to the bid on the online platform not later than 10:00 on the 5 June 2026.**

**Technical enquiries: Vusi Mabona at (012) 358 2962 or [VusiM@tshwane.gov.za](mailto:VusiM@tshwane.gov.za)**

**Supply Chain enquiries: Josia Masenya at (012) 358 0658 or [josiasma@tshwane.gov.za](mailto:josiasma@tshwane.gov.za)**

**Bids will remain valid for a period of 90 days after the closing date**

- Received after the closing date and time will not be considered. CoT does not bind itself to accept the lowest or any other bid in whole or in part
- Bid documents must be completed using a black pen (not re-typed or scanned)
- Mistakes made on the price schedule must be crossed out in ink and each price alteration must be initialled.
- Price corrections may not be made with correction fluid, such as Tippex or a similar product.
- If correction fluid was used on any specific item price, such an item will not be considered. No correction fluid may be used on a bill of quantities where prices are calculated to arrive at a total amount. If correction fluid was used, the quotation as a whole will be repudiated.
- The Municipality will reject the quotation if corrections are not made in accordance with the above.

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## **COMMUNITY SAFETY: METRO POLICE DEPARTMENT**

### **BID NAME**

**ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR RENDERING A COMPREHENSIVE EQUINE (HORSE) CARE TO THE CITY OF TSHWANE: METRO POLICE DEPARTMENT FOR A PERIOD NOT EXCEEDING THREE (3) MONTHS.**

### **BID NUMBER**

**Q92-2025-26**

#### **1. INTRODUCTION AND PURPOSE**

The City of Tshwane invites bids for the appointment of a single service provider to deliver a comprehensive equine care service for approximately fifteen (15) horses used by the Tshwane Metro Police Department. The contract duration does not exceed the period of three (3) months.

#### **2. BACKGROUND**

The Tshwane Metro Police Department supports law enforcement operations in alignment with its legislative mandate, including tactical operations involving service animals. Horses are a key component of these operations and must be cared for in accordance with the Animals Protection Act (Act 71 of 1962). This Q-File specifically addresses the department's requirements for equine care and related services.

#### **3. COMPLIANCE AND STANDARDS**

The appointed service provider must comply with all relevant national legislation governing animal welfare, including:

- Societies for the Prevention of Cruelty to Animals Act (Act 169 of 1993).
- Animals Protection Act (Act 71 of 1962).
- Performing Animals Protection Act (Act 24 of 1935).

- Animal Feeds Act (Act 36 of 1947).

### 3.1 SCOPE OF WORK

#### 3.1.1 Property / Site Requirements

Location:

The service site must be located within the municipal boundaries of the City of Tshwane to comply with response and deployment time requirements and legislative mandates.

#### 3.1.2 Property Classification:

The site must be registered either as an agricultural holding under the Agricultural Holdings Registration Act (Act 22 of 1919) or as farmland.

#### 3.1.3 Minimum Size:

The property must be at least 20,000 square meters (20 hectares), dedicated exclusively to services rendered to the Tshwane Metro Police Department (TMPD).

#### 3.1.4 Paddock Requirements:

- Minimum of four (4) paddocks, each 20m x 20m, free of debris and equipped with safe access control.
- Minimum of two (2) rehabilitation paddocks, each 10m x 10m, also debris-free and safely accessible.
- No internal camps without electric tape will be accepted.
- Use of barbed wire is strictly prohibited.

#### 3.1.5 Permitted Construction Materials:

- Gum poles (minimum diameter: 90mm).
- 4mm smooth wire fencing with properly spaced droppers.
- Steel piping (50mm pipe stays and 25mm steel rope).
- Electrified fencing with generator backup in case of power failure.

#### 3.1.6 Shading:

Where natural shade is unavailable, artificial shading using well-constructed shade netting must be provided and maintained.

#### 3.1.7 Feed and Water Troughs:

- Adequately spaced feed troughs to prevent dominance-related feeding issues.
- Durable water troughs with base drainage extending at least 5 meters from paddocks.
- Troughs must be stable, cleaned, and inspected daily.
- Gates must be secure and safely constructed.

### 3.1.8 Training Facilities:

- One (1) riding arena (minimum 20m x 60m), sand-covered and fenced (minimum height: 1m), raked daily and after rain.
- One (1) lunging ring (minimum diameter: 20m), sand-covered and fenced (height: 1.2m), raked daily and after rain.
- One (1) obstacle course with at least ten (10) varied obstacles to support horse training and conditioning.

### 3.1.9 Loading Area:

A designated loading area must be provided.

### 3.1.10 Parking Facilities:

Covered parking for:

- Four (4) Metro Police double horse trailers
- Four (4) Metro Police vehicles
- Two (2) additional staff vehicles

Parking must be covered with shade netting or galvanized sheeting and maintained regularly.

### 3.1.11 Saddle Room & Storage

- Secure storage for a minimum of fifteen (15) saddles and related equipment.
- Individual saddle hooks (minimum of fifteen (15)) fixed to the wall.
- Lockers for Tshwane Metro Police Department personnel.

### 3.1.12 Changing Facilities

A changing room in compliance with the Occupational Health and Safety Act.

### 3.1.13 Horse Feed Storage

Lockable, undercover storage maintained at 22°C, low humidity, well-ventilated, and protected from pests and sunlight. All concentrated feed must be stored in rodent-proof containers.

### 3.1.14 Sanitary Facilities

- Two (2) separate restrooms clearly marked male and female, each with a toilet and washbasin.
- Continuous hot and cold-water supply.
- Toilet paper, soap, and towels must be provided.

### 3.1.15 Accessibility & Availability

- All facilities and designated personnel (e.g., stable manager) must be available 24/7 to equine and official personnel.
- Roads to paddocks and loading areas must be accessible and maintained by the bidder.

### 3.1.16 Operational Duty Room

- Available 24/7 for Special Operations Equestrian Unit members.
- Must accommodate at least fifteen (15) members and include:
  - Adequate lighting and ventilation.
  - Adequate power outlets.
  - One (1) whiteboard (1800mm x 1200mm).
  - One animal status noticeboard (1800mm x 1200mm).

### 3.1.17 General Maintenance

- Facilities must be always kept clean and presentable. Daily cleaning is at bidder's expense.
- All maintenance and repairs are the bidder's responsibility.

### 3.1.18 Grazing Management

- No privately owned horses may graze amongst Metro Police horses.
- Mares and geldings must be grazed separately.

### 3.1.19 Access Control

The bidder is responsible for securing the property and safeguarding of municipal-owned assets.

### 3.1.20 Horse Washing Bay

- Non-slip concrete/paved floor with proper drainage.
- Continuous hot and cold-water supply.

## 3.2 STABLES

### 3.2.1 Stable Capacity & Dimensions

- Each stable must accommodate only one horse.
- Minimum size per stable: four (4) meters x four (4) meters.
- At least fifteen (15) stables must always be available, with capacity to expand to twenty (20) if required.

### 3.2.2 Ventilation & Cleanliness

- Adequate ventilation must be provided in each stable.
- Daily cleaning is mandatory to eliminate odors.

### 3.2.3 Flooring

- Compacted dirt/sand floors with a non-slip surface and downward slope for drainage.
- Concrete surfaces are not permitted to reduce joint impact on horses.

### 3.2.4 Lighting

Each stable must have sufficient natural and electric covered lighting (220V/100W or 12-15W LED or equivalent).

### 3.2.5 Feeding & Watering

- Permanent feeding troughs must be installed.
- Two (2) drinking buckets per stable (minimum 20 liters each), cleaned and refilled daily.

### 3.2.6 Bedding

- Stable floors must be covered with at least 150mm of pine wood shavings.
- Wet bedding and droppings must be removed daily and replaced with fresh shavings.

### 3.2.7 Forage Storage

- Forage containers (minimum 5kg capacity) must be installed at ground level.
- Containers must keep forage dry and separate from bedding.

### 3.2.8 Stable Doors

Doors must be safely designed to prevent injury to both personnel and horses.

### 3.2.9 Farrier Facility

A dedicated area with a non-slip hard surface, appropriate cover, and 220V/40A electrical outlet must be available.

### 3.2.10 Crush Pen

A secure, close-block pen with a non-slip hard surface, large enough for a horse to stand freely, must be available.

### 3.2.11 Insect Control

- Effective insect control measures must be in place.
- A comprehensive fly control program must be maintained.

### 3.2.12 Security

The stable area must be enclosed with adequate fencing to prevent unauthorized access.

## 3.3 CARE AND GROOMING OF HORSES

The successful bidder must ensure the following standards are met for the care and grooming of Metro Police horses:

### 3.3.1 Experience & Personnel

- Minimum of five (1) years' experience managing at least fifteen (15) horses simultaneously. References must be available upon request.
- A qualified stable manager must be on-site 24/7.
- A City-appointed, registered equine veterinary surgeon must have 24/7 access to all horses and facilities.
- One (1) dedicated competent groom per every four (4) horse must be provided. Additional grooms are required for privately owned horses.
- The bidder must notify the Chief of Police or his/her designated representative from the Equestrian Unit (or delegate) by writing within forty-eight (48) hours of any dismissal or resignation of grooms or stable managers.
- Curriculum Vitae (CV's), qualifications, and criminal record checks (if requested) for new staff must be submitted within forty-eight (48) hours of appointment.

### 3.3.2 Health Monitoring & Veterinary Services

- Horse temperatures must be recorded twice daily (morning and evening) in individual registers.
- A qualified farrier, registered with the South African Association of Professional Farriers (SAAPF), must be appointed at the bidder's expense and pre-approved by the Chief of Police or his/her designated representative from the Equestrian Unit. Hot shoeing must be performed every three (3) weeks or as needed, using tungsten nails only.

- Equine dentistry must be performed only by a qualified practitioner, pre-approved by the Chief of Police or his/her designated representative from the Equestrian Unit.

### 3.3.3 Grooming Standards

- Horses must be groomed before and after exercise, patrols, and stabling.
- Hooves must be cleaned twice daily using approved hoof picks. Shoes and nails must be inspected for wear and reported if damaged.
- Only purpose-designed grooming tools may be used; homemade tools are strictly prohibited. Monthly inspections of grooming kits will be conducted.
- Each horse must have an individual grooming kit containing:
  - Hoof pick
  - Rubber curry comb
  - Dandy brush
  - Body brush
  - Metal curry comb (for cleaning brushes)
  - Sponges
  - Dry water brush
  - Hoof oil and brush
- Grooming kits must be sterilized weekly. Separate kits must be used for horses with infectious conditions.

### 3.3.4 Stable Hygiene, Bedding & Maintenance

- Stables must be cleaned daily before horses are stabled, with a minimum 150mm bed of pine wood shavings. Wet bedding and droppings must be removed and replaced.
- Stables must be disinfected monthly or as instructed. Bedding must be fully replaced monthly. Records of cleaning and disinfection must be maintained and reported during inspections.
- Alternative bedding must be provided for horses with respiratory issues, as prescribed by a registered veterinarian.
- Monthly parasite treatment of stables is required and must be recorded and reported during inspections.

### 3.3.5 Special Events & Quarantine

- Horses designated for special events must be bathed one day prior.
- Sick horses must be quarantined and minimally groomed.

### 3.3.6 Horse Handling and Behavior Management

- The Stable Manager is responsible for daily horse handling in collaboration with Metro Police Equestrian officers.
- Problematic horses must be reported to the Stable Manager and the Chief of Police. Corrective training may only be conducted in consultation with an accredited Training Officer.
- Manure must be removed and disposed of daily.
- Any injuries or abnormalities must be reported immediately to the Stable Manager and the Chief of Police or his/her designated representative from the Equestrian Unit.

### 3.3.7 Treatment and Veterinary Oversight

- Injured or sick horses must be exercised using corrective methods under veterinary guidance and in cooperation with Metro Police officers.
- All grooms must use humane handling methods. Any cruelty or misconduct must be reported and addressed immediately.
- Restraining tools (e.g., twitches, ropes) may only be used under the Stable Manager's supervision and in cooperation with Metro Police officers.
- Abuse or mistreatment of horses is strictly prohibited. Offenders will face legal action.

### 3.3.8 Medical Treatment and Recordkeeping

The Stable Manager is responsible for:

- Weekly dipping horses for parasite control.
- Coordinating medical treatment, vaccinations, and deworming with a registered veterinarian.
- Maintaining accurate records in the Dip Register, Medical Report Register, Deworming Register, and individual horse files.
- Ensuring the Chief of Police or his/her designated representative from the Equestrian Unit is present during vaccinations and deworming
- Reporting any injuries resulting from negligence, which may lead to legal action.

### 3.3.9 Transport of Horses

- The bidder is responsible for transporting non-operational sick or injured horses to and from approved medical facilities.
- Metro Police will transport horses for operational use.
- All transport must be conducted using certified horseboxes and roadworthy towing vehicles, compliant with the National Road Traffic Act (Act 93 of 1996), and be available 24/7.

The following services and items must be included in the bidder's pricing:

#### 3.3.9.1 Services:

- One (1) qualified Farrier.
- One (1) qualified Equine Dental Practitioner.
- One (1) certified Veterinary Physician (for medication administration only).
- Post-mortem (as required) by a SAVC-registered veterinarian.
- Environmentally safe disposal of deceased horses.

#### 3.3.9.2 Vaccinations:

- African Horse Sickness Vaccine (annually).
- Equine Influenza Vaccine (biannually).
- Tetanus Vaccine (biannually).
- Deworming Vaccine (every month subject to testing results).

#### 3.3.9.3 Bedding: Wooden shavings (sawdust)

#### 3.3.9.4 Daily feed: Teff or equivalent, lucerne, and food concentrates on the veterinary diet plan.

#### 3.3.9.5 Equine insurance (minimum R20,000 per horse, covering replacement with same breed)

#### 3.3.9.6 Operational gear:

- Tail bandage (1 per horse).
- Boxing boots (1 set per horse).
- Fly mask (1 per horse).
- Fly spray (twice daily).
- Dip (weekly).
- Horse shampoo.
- Small wound treatment.
- Grooming kit (1 per horse, maintained throughout contract)

### 3.3.10 Veterinary Oversight

All medication and treatments must be administered in consultation with a certified Veterinary Physician registered with the South African Veterinary Council (SAVC).

### 3.3.11 Medication Storage and Handling

- All medication must be stored in cool, dry, and lockable facilities to prevent accidents and contamination.
- Toxic substances (e.g., dips and parasite treatments) must be stored separately from horse feed and general medication.
- Expired medication must be disposed of in accordance with manufacturer guidelines.
- Vaccines must always be stored in a functional refrigeration unit.
- Any additional medication prescribed by the approved veterinarian, not listed in this document, will be supplied by the Metro Police.

### 3.3.12 Administration and Oversight

The Stable Manager is responsible for administering such medication.

A comprehensive register must be maintained daily for each horse, documenting:

- Administered medication.
- Injuries and irregularities.
- Corrective care procedures

These records must be submitted weekly to the Ensuring **the Chief of Police or his/her designated representative from the Equestrian Unit** is present during vaccinations and deworming and will be reviewed during monthly inspections.

### 3.3.13 Horse Access Control

Only authorized personnel from the Tshwane Metro Police Department and the Stable Manager of the successful bidder are permitted to ride TMPD horses.

## 3.4 FEEDING OF HORSES

Horses must be fed in the morning, midday, and evening in accordance with the prescribed feeding program:

### 3.4.1 Feeding Schedule

Morning & Evening:

- Up to 4 kg of high-quality wheat bran concentrate per meal.
- Chopped and moistened lucerne.

- Teff or equivalent high-quality roughage.

Midday:

- Teff or similar roughage must be available throughout the day.

3.4.2 Adjustments to the feeding program may be made with the approval of the attending veterinarian.

3.4.3 Horses on patrol must be provided with appropriate feed and water as needed.

3.4.4 Fresh water and roughage must always be available. Feeding for sick or non-operational horses must be modified in consultation with the veterinarian and Stable Manager.

### 3.5 DISPOSAL OF DECEASED HORSES

3.5.1 A certified veterinarian, registered with the South African Veterinary Council (SAVC), must issue a death certificate for any Tshwane Metro Police Department horse under the service provider's care.

3.5.2 At their discretion, the veterinarian may request a post-mortem and submit a report to both the Tshwane Metro Police Department and the service provider. All costs related to the post-mortem must be included in the service provider's contract price per horse.

3.5.3 The service provider is responsible for the environmentally safe disposal of deceased horses. Disposal methods must be approved in writing by **the Chief of Police or his/her designated representative from the Equestrian Unit** is present during vaccinations and deworming prior to execution. All disposal costs must be covered under the service provider's all-inclusive contract price per horse.

### 3.6 INCIDENT/DEFECTS REPORTING

3.6.1 The Tshwane Metro Police Department will immediately report any defective equipment or infrastructure related to this contract to the Stable Manager.

3.6.2 All necessary repairs or replacements must be completed within 24 hours. These incidents must also be recorded in the on-site daily occurrence book. As a further measure, **the Chief of Police or his/her designated representative from the Equestrian Unit** will formally notify the service provider in writing of any irregularities.

### 3.7 PENALTIES

#### IMPORTANT NOTICE:

Prior to imposing any penalties, an internal investigation will be conducted to determine the cause of non-performance. The following parties will participate in this process:

- By the Chief of Police or his/her designated representative from the Equestrian Unit
- Group Legal and Secretariat Services.
- Group Financial Services: Supply Chain Management (Contract Management).
- Contracted Service Provider

Penalties, if applicable, will be deducted from the monthly fees payable to the service provider by the City of Tshwane.

3.7.1 Failure to complete required repairs or replacements within 24 hours will constitute a breach of contract. In such cases, the City of Tshwane will apply penalties as stipulated in the contract.

#### 3.7.2 Penalty Schedule

NUMBER	DESCRIPTION OF DEFICIENCY	PENALTY BASIS	PENALTY AMOUNT
3.2.1.1	Failure to clean each stable daily.	Per stable, per day.	R 500.00
3.2.1.2	Failure to maintain 15 cm wood shavings bedding.	Per stable, per day.	R 200.00
3.2.1.3	Failure to remove wet bedding daily.	Per stable, per day.	R 200.00
3.2.1.4	Lack of sufficient and functional insect control measures.	Per stable, per day.	R 1,000.00
3.2.1.5	Paddocks not cleared of debris or lacking access control.	Per occurrence, per day.	R 500.00
3.2.1.6	Failure to clean office and provide soap and toilet paper.	Per occurrence, per day.	R 200.00

3.2.1.7	Insufficient number of stable hands/grooms.	Per groom, per day.	R 200.00
3.2.1.8	Failure to report dismissal or resignation of staff.	Per groom, per day.	R 200.00
3.2.1.9	Failure to groom horses before or after exercise.	Per horse, per day.	R 500.00
3.2.1.10	Failure to sterilize grooming kits weekly.	Per occurrence, per day.	R 1,000.00
3.2.1.11	Failure to disinfect stables monthly.	Per occurrence, per day.	R 1,000.00
3.2.1.12	Failure to report horse injuries or incidents immediately	Per horse, per day.	R 2,000.00
3.2.1.13	Failure to dip horses weekly.	Per horse, per week.	R 500.00
3.2.1.14	Failure to vaccinate and deworm as scheduled.	Per horse, per missed treatment.	R 2,000.00
3.2.1.15	Failure to maintain daily medical register.	Per occurrence, per day.	R 250.00
3.2.1.16	Failure to feed horses per prescribed program.	Per occurrence, per day.	R 1,500.00
3.2.1.17	Failure to provide food before patrol.	Per horse, per day	R 1,500.00
3.2.1.18	Injury due to negligence.	Per occurrence, per horse.	R 10,000.00
3.2.1.19	Inhumane use of equipment.	Per occurrence, per horse.	R 5,000.00
3.2.1.20	Working unfit or injured animals.	Per occurrence, per horse.	R 2,500.00
3.2.1.21	Improper transport or restraint of horses.	Per occurrence, per horse.	R 2,500.00
3.2.1.22	Failure to euthanize suffering animals (with veterinarian approval)	Per occurrence, per horse.	R 5,000.00

3.2.1.23	Inhumane treatment of horses.	Per occurrence, per horse.	R 5,000.00
3.2.1.24	Death due to negligence.	Per occurrence, per horse.	Minimum of R 20,000.00 or as per court ruling.
3.2.1.25	Medical costs are due to negligence.	Per occurrence, per horse	Actual cost payable to contracted veterinarian of the City of Tshwane.

#### **IMPORTANT NOTICE: PENALTY REPORTING**

Whenever penalties are instituted, the Tshwane Metro Police Department will compile a Monthly Penalty Report, which must be signed by the service provider. This report will accompany the monthly invoice to ensure that the applicable credits are processed accordingly.

#### **4. APPLICABLE NATIONAL AND INTERNATIONAL STANDARDS: COMPLIANCE WITH LAWS AND REGULATIONS**

4.1 All services rendered under this contract must fully comply with the following applicable legislation and regulations:

- City of Tshwane Health By-laws: Governing the keeping of animals, birds, and poultry, and businesses involving such activities. These by-laws outline requirements for premises, duties of animal keepers, and public health standards.
- Animals Protection Act, 1962 (Act No. 71 of 1962): Consolidates and amends laws relating to the prevention of cruelty to animals. It defines offences such as mistreatment, neglect, and unnecessary confinement, and prescribes penalties including fines and imprisonment.
- Performing Animals Protection Act, 1935 (Act No. 24 of 1935): Regulates the exhibition and training of performing animals. It requires licensing for such

activities and empowers police officers to inspect premises and animals to ensure humane treatment.

- Societies for the Prevention of Cruelty to Animals Act, 1993 (Act No. 169 of 1993): Provides for the control and governance of SPCAs in South Africa, establishing the National Council and outlining its responsibilities in promoting animal welfare.
- Any other relevant South African legislation pertaining to animal care, welfare, and public health, including but not limited to veterinary, environmental, and municipal regulations.

### **CONDITION OF CONTRACT**

Upon award the following documents will be requested

- Equine insurance (minimum R20,000 per horse, covering replacement with same breed) upon award the service provider will need to secure the insurance for the period of three months.
- One (1) dedicated competent groom per every four (4) horse must be provided. Additional grooms are required for privately owned horses.
- The bidder must notify the Chief of Police or his/her designated representative from the Equestrian Unit (or delegate) by writing within forty-eight (48) hours of any dismissal or resignation of grooms or stable managers.
- Curriculum Vitae (CV's), qualifications, and criminal record checks (if requested) for new staff must be submitted within forty-eight (48) hours of appointment

The following services and must ensure that the following items must be included in the bidder's pricing: Services:

- One (1) qualified Farrier.
- One (1) qualified Equine Dental Practitioner.
- One (1) certified Veterinary Physician (for medication administration only).
- Post-mortem (as required) by a SAVC-registered veterinarian.
- Environmentally safe disposal of deceased horses.

## 5. STAGES OF EVALUATION

The evaluation of this bid will be conducted in four (4) stages:

### 5.1 Stage 1: Administrative Compliance

Assessment of compliance with the City of Tshwane's Supply Chain Management administrative requirements.

### 5.2 Stage 2: Mandatory Requirements

Evaluation of the bidder's adherence to all mandatory technical and functional specifications.

### 5.3 Stage 3: Evaluation of Property and Site

Physical inspection and assessment of the bidder's facilities to ensure suitability for the required services.

### 5.4 Stage 4: Preference Point System

Application of the Preferential Procurement Policy Framework Act (PPPFA) to allocate points based on price and B-BBEE status level of contribution.

## 5.1 STAGE 1: ADMINISTRATIVE COMPLIANCE

Bidders shall be evaluated for administrative compliance as requested by the City of Tshwane's Supply Chain Management requirements.

<b>Compulsory Returnable Documentation (Submission of these are compulsory)</b>	<b>Submitted (YES or NO)</b>	<b>Checklist (Guide for Bidder and the Bid Evaluation Committee)</b>
a) To enable The City to verify the bidder's tax compliance status, the bidder must provide; <ul style="list-style-type: none"> <li>• Tax compliance status PIN.</li> <li>or</li> <li>• Central Supplier Database (CSD)</li> </ul>		Tax status must be compliant before the award.
b) A copy of their Central Supplier Database (CSD) registration; or indicate their Master Registration Number / CSD Number;		CSD must be valid.
c) Confirmation that the bidding company's rates and taxes are up to date: Original or copy of Municipal Account Statement of the Bidder (bidding company) not older than 3 months and account must not be in arrears for more than ninety (90) days; or ,signed lease agreement or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are operating in that area		Was a Municipal Account Statement or landlord letter provided for the bidding company? The name and / or addresses of the bidder's statement correspond with CIPC document, Address on CSD or Company profile? Are all payment(s) up to date (i.e. not in arrears for more than 90 days?
d) In addition to the above, confirmation that all the bidding company's owners / members / directors / major shareholders rates and taxes are up to date: <ul style="list-style-type: none"> <li>• Original or copy of Municipal Account Statement</li> </ul>		Was a Municipal Account Statement or landlord letter provided for the bidding company? The name and / or

<b>Compulsory Returnable Documentation (Submission of these are compulsory)</b>	<b>Submitted (YES or NO)</b>	<b>Checklist (Guide for Bidder and the Bid Evaluation Committee)</b>
<p>of all the South African based owners / members / directors / major shareholders not older than 3 months and the account/s may not be in arrears for more than ninety (90) days; or a signed lease agreement of owners / members / directors / major shareholders or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are residing in that area</p>		<p>addresses of the bidder's statement correspond with CIPC document, Address on CSD or Company profile? Are all payment(s) up to date (i.e. not in arrears for more than 90 days?</p>
<p>e) Duly Signed and completed MBD forms (MBD 1, 4, 5, 8 and 9) The person signing the bid documentation must be authorized to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.</p> <p><b>NB: Bidders must ensure that the directors, trustees, managers, principal shareholders, or stakeholders of this company, declare any interest in any other related companies or business, whether or not they are bidding for this contract. <u>See Question 3.14 of MBD 4. Failure to declare interest will result in a disqualification</u></b></p>		<p>All documents fully completed (i.e. no blank spaces)? All documents fully signed by (any director / member / trustee as indicated on the CIPC document, alternatively a delegation of authority would be required? Documents completed in black ink (i.e. no "Tippex" corrections, no pencil, no other colour ink, or <b>non-submission of the MBD forms</b>, will be considered)?</p>
<p>f) Audited Financial Statements for the most recent three (3) years or Audited Financial Statements from date of existence for companies less than three years old.</p> <p><b>NB:</b> The bidder must submit signed audited annual financial statements for the most recent three years, or if established for a shorter period, submit audited annual financial statements from date of establishment.</p> <p>If the bidder is not required by law to prepare signed annual financial statements for auditing purposes, then the bidder must submit proof that the bidder is not required by law to prepare audited financial statements.</p>		<p>Applicable for tenders above R10m in conjunction with MBD 5)</p> <p>Are Audited financial statements provided (Audited financials must be signed by auditor) Or proof that the bidder is not required by law to prepare audited financial statements.</p>
<p>g) Joint Ventures (JV) – (Only applicable when the bidder tenders as a joint venture) Where the bidder bids as a joint venture (JV), the required or relevant documents as per (a) to (f) above must be provided for all JV parties. In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties.</p> <p><b>NB:</b> It is a condition of this bid that the successful bidder will continue with the same Joint Venture (JV) for the duration of the contract unless prior approval is obtained from the City.</p>		<p>If applicable. JV agreement provided? JV agreement complete and relevant? Agreement signed by all parties? All required documents as per (i.e. a to f) must be provided for all partners of the JV.</p>
<p>h) Bidder attended a compulsory briefing session where applicable</p>	<b>N/A</b>	<p>A compulsory briefing register must be signed by the bidder.</p>

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
		<b>Bidders will be disqualified should they fail to attend compulsory briefing session</b>
i) Pricing schedule (All items must be quoted for in pricing schedule and if not, all items are quoted the bidder will be disqualified). Unless the tender is awarded per item or per section where the bidder only quoted the items or sections, they are interested in.		<p>Incomplete pricing schedule results in totals being incomparable. Bidder must be disqualified.</p> <p><b>Bidder will be disqualified should they make corrections on the price schedule without attaching a signature or initialising thereto.</b></p> <p><b>Bidder will be disqualified should they use tippex/ correction ink, on the price schedule.</b></p>

## 5.2 STAGE 2: MANDATORY REQUIREMENTS

### IMPORTANT NOTICE:

- Due to the operational demands and decentralized nature of policing functions, particularly the rapid deployment requirements of the Equestrian Unit, the service provider's property and facilities **MUST BE LOCATED WITHIN** the municipal boundaries of the City of Tshwane.
- Bids from entities located **OUTSIDE** the City of Tshwane's jurisdiction will not be considered.

### 5.2.1 MANDATORY COMPLIANCE CHECKLIST

NUMBER	REQUIREMENT FOR COMPLIANCE	COMPLY (✓)	
		YES	NO
<b>PROPERTY / SITE REQUIREMENTS</b>			
1.	Property is located within City of Tshwane jurisdiction. - Economic benefits in terms of having this service, within the jurisdiction of Tshwane provided by the service provider of Tshwane there by supporting the municipal economic development strategy of city. (Proof of Address and municipal accounts)		
2.	<b>Bidders MUST</b> submit proof of Minimum one (1) Years' Experience in managing horses as indicated in the specifications. Attach one(1) or more reference letters from (previous) clients must be in a (previous) client letterhead with the following information: Project description 1. Client name and contactable details. 2. The nature of service rendered - (relevant to this project) 3. The rand value of the contract/project. 4. The start and end of the contract /project  Provide proof in the form of signed contactable reference letter in company letterhead with an official stamp and contactable references		
3.	Property size $\geq 20,000 \text{ m}^2$ (or 20 hectares).		
<b>IMPORTANT NOTICE: MANDATORY COMPLIANCE</b>			
<ul style="list-style-type: none"> <li>• Prospective bidders <b>MUST</b> achieve 100% compliance with all listed mandatory requirements to proceed to the next stage of evaluation.</li> <li>• Failure to meet any single requirement will result in immediate disqualification of the <b>bid</b>.</li> </ul>			

### 5.3 STAGE 3: EVALUATION OF PROPERTY AND SITE

This stage involves a physical inspection of the bidder's proposed property and facilities to verify compliance with the technical specifications outlined in the quotation.

- The site inspection forms part of the technical evaluation process.
- Items (Point /Nr) 1 to 35 are important for the technical evaluation.
- Each point is equal 2 points  
(Points are calculated as follows, each point is allocated 2 points multiple by 35 is equal 70 points)
- Bidders MUST achieve a minimum score of 60 out of 70 points in the technical evaluation. Failure to meet this threshold of 60 out of 70 points will also result in immediate disqualification.

The evaluation will be conducted using the scoring table attached as Annexure A, which outlines the functional criteria and corresponding point allocations.

#### Annexure A

NUMBER	REQUIREMENT FOR COMPLIANCE	COMPLY (✓)	
		YES	NO
<b>PROPERTY / SITE REQUIREMENTS</b>			
1.	Minimum four (4) paddocks (20m x 20m each).		
2.	Minimum two (2) rehabilitation paddocks (10m x 10m each).		
3.	Camps cordoned off with electric tape.		
4.	No barbed wire is used in camps or paddocks.		
5.	Camps/paddocks built with approved materials.		
6.	Artificial shading provided where natural shade is absent.		
7.	Sufficient feeding troughs for safe, unhindered feeding.		
8.	Sufficient water troughs with durable source and drainage.		
9.	One (1) riding ring (20m x 60m).		
10.	One (1) lunging ring (20m diameter)		
11.	One (1) obstacle course with ≥ 10 obstacles.		

NUMBER	REQUIREMENT FOR COMPLIANCE	COMPLY (✓)	
		YES	NO
12.	One (1) proper loading area.		
13.	≥ 10 covered secure parking bays for Metro Police.		
14.	Lockable storage for ≥ 15 saddles with hooks.		
15.	One (1) changing facility.		
16.	≥ 2 sanitary facilities (each with basin and toilet).		
17.	Lockable feed storage facility.		
18.	Rodent-proof storage for feed concentrates.		
19.	One (1) operational duty room for ≥ 15 Metro Police members.		
20.	Duty room has sufficient lighting.		
21.	Duty room has ventilation (air conditioning).		
22.	Duty room has sufficient electrical power points.		
23.	24/7 access control measures in place.		
24.	Designated washing bay provided.		
25.	Washing bay has hot and cold-water supply.		
26.	Separate grazing area for Metro Police horses.		
27.	Separate grazing for mares and geldings.		
<b>STABLE REQUIREMENTS</b>			
28.	≥ Fifteen (15) single stables provided.		
29.	Each stable ≥ four (4) meters x four (4) meters.		
30.	Adequate ventilation in all stables.		
31.	Skid-proof dirt/sand floors with drainage (no concrete).		
32.	Natural and electric lighting in all stables.		
33.	Each stable has a permanent feeding trough.		
34.	Each stable has ≥ two (2) water buckets (≥ 20 liters (L) each).		
35.	No other animals (e.g., cattle, goats) share horse space.		
Total Points calculations are			
(each point is allocated 2 points multiple by 35 is equal 70 points)			

#### 5.4 STAGE 4: PREFERENTIAL POINTS SYSTEM

This bid will be evaluated using the 80/20 Preference Point System in accordance with the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and its 2022 Regulations.

- 80 Points will be allocated for Price.
- 20 Points will be allocated for Specific Goals.

##### SPECIFIC GOALS

- Bidders must submit supporting documentation to claim points under specific goals.
- Non-compliance with specific goals will not result in disqualification, but bidders will receive zero (0) points out of 20 for specific goals and will only be scored on price.
- The City of Tshwane reserves the right to act against any bidder found to have claimed specific goal points fraudulently.

The specific goals applicable to this bid are outlined below. Bidders must submit the required supporting documents to be eligible for these points.

SPECIFIC GOALS	80/20 PREFERENCE POINT SYSTEM	PROOF OF SPECIFIC GOALS TO BE SUBMITTED
BB-BEE score of companies <ul style="list-style-type: none"> <li>• Level 1</li> <li>• Level 2</li> <li>• Level 3</li> <li>• Level 4</li> <li>• Level 5</li> <li>• Level 6</li> <li>• Level 7</li> <li>• Level 8</li> <li>• Non-compliant</li> </ul>	<ul style="list-style-type: none"> <li>• 8 Points</li> <li>• 7 Points</li> <li>• 6 Points</li> <li>• 5 Points</li> <li>• 4 Points</li> <li>• 3 Points</li> <li>• 2 Points</li> <li>• 1 Point</li> <li>• 0 Points</li> </ul>	Valid Certified copy of BBBEE certificate. Affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate.
EME and/ or QSE	2 Points	Valid Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate

SPECIFIC GOALS	80/20 PREFERENCE POINT SYSTEM	PROOF OF SPECIFIC GOALS TO BE SUBMITTED
At least 51% of Women-owned companies	2 Points	Certified copy of Identity Document/s <u>and</u> proof of ownership (affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
At least 51% owned companies by People with disability	2 Points	Medical Certificate with doctor's details (Practice Number, Physical Address, and contact numbers) and proof of ownership (affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
At least 51% owned companies by Youth	2 Point	Certified copy of Identity Document/s <u>and</u> proof of ownership (affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
Local Economic Participation <ul style="list-style-type: none"> <li>• City of Tshwane</li> <li>• Gauteng</li> <li>• National</li> </ul>	4 Points 2 Points 1 Point	Municipal Account statement/Lease agreement.

#### 5.4.1 SUPPORTING DOCUMENTATION FOR SPECIFIC GOALS

- To be eligible for points under the Specific Goals category, bidders are required to submit valid supporting documentation as evidence for each claim made.
- Failure to submit the required documentation will result in the bidder receiving zero (0) points for specific goals.
- Such failure will not result in disqualification, but the bidder will only be scored out of 80 points for price.
- The City of Tshwane reserves the right to investigate and take appropriate action against any bidder found to have submitted fraudulent claims in respect of specific goals.

## 6. PRICING SCHEDULE

The City of Tshwane currently owns approximately fifteen (15) horses, which must be catered for under this contract. The City reserves the right to increase or decrease the number of horses as they are procured, retired, or deceased. The contract price will be adjusted accordingly.

### 6.1 ITEM 1: ALL-INCLUSIVE EQUINE (HORSE) CARE

ITEM NO.	MATERIAL NUMBER	DESCRIPTION	UNIT	RATE PER HORSE (EXCL. VAT)	
				R	c
6.1		All-inclusive equine (horse) care.	1	R	
TOTAL PRICE PER HORSE EXCLUDING VAT				R	
VAT (15%)				R	
TOTAL INCLUDING VAT				R	

**NOTE:**

THE CITY OF TSHWANE RESERVES THE RIGHT TO ADJUST THE NUMBER OF HORSES UNDER THIS CONTRACT BASED ON OPERATIONAL NEEDS.

## 7. AWARD

Only one (1) bidder will be appointed or awarded.

## 8. SERVICE LEVEL AGREEMENT

Should the Group Legal & Secretariat Services Department deem it necessary, a formal Service Level Agreement (SLA) will be concluded between the City of Tshwane and the successful bidder upon award.

If no Service Level Agreement (SLA) is required, the General Conditions of Contract on the terms and conditions of this tender will serve as the binding contract.

## 9. VALIDITY PERIOD

The tender shall remain valid for 30 days from the closing date. The City of Tshwane reserves the right to extend the validity period beyond the initial term. Extensions will

be requested in writing from all bidders prior to expiry and must be finalized while the bids are still valid.

**10. MARKET ANALYSIS**

The City of Tshwane reserves the right to conduct a market analysis to assess the viability of submitted pricing. If a bidder’s price is deemed non-viable, the city will request written confirmation of the bidder’s ability to deliver at the quoted rate.

- If the bidder confirms inability, they will be disqualified as non-responsive.
- If the bidder confirms ability, a risk-mitigating contract will be implemented. Non-performance will be addressed per contract terms, including potential listing on the restricted supplier’s database.
- The City also reserves the right to negotiate a market-related price:
  - First with the highest-scoring bidder.
  - If unsuccessful, then with the second-highest, and subsequently the third highest.
  - If no agreement is reached, the city may cancel the tender.

**APPROVALS TO BE COMPLETED BY THE DEPARTMENT**

**Compiled by:**

Name: Vusi P Mabona – Functional Head: Contract Management (Finance Admin)

.....

Signature:

.....

Date:

**Reviewed by:**

**Name:**

.....

Signature

.....

Date:

**Reviewed by:**

**Name: Simon S. Motshwane – Acting Deputy Chief: Specialise Policing**

.....

Signature

.....

Date:

**PRE-SPECIFICATION CONDUCTED BY DEMAND MANAGEMENT OFFICIAL WITH THE RELEVANT DEPARTMENT**

**Date for pre-spec:**

Demand Official

.....

Signature

.....

Department official

.....

Signature

.....

**Comments if any on the specification**

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

**APPROVALS BY BID SPECIFICATION COMMITTEE**

Date:

Chairperson

.....

Signature

.....

**Approval status**

Approved Yes

Approved with amendments Yes

Proposed amendments

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

Rejected Yes

Reasons for rejection:

.....

.....

.....

**MBD1  
COMPULSORY  
PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>					
QUOTATION NUMBER:	Q92-2025-26	CLOSING DATE:	5 June 2026	CLOSING TIME:	10:00
DESCRIPTION	<b>ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER TO RENDER COMPREHENSIVE EQUINE (HORSE) CARE TO THE TSHWANE METRO POLICE DEPARTMENT FOR A PERIOD NOT EXCEEDING THREE MONTHS</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7). BIDDERS SHOULD THEREFORE NOT DEPOSIT THEIR RESPONSES IN THE TENDER BOX BUT RESPOND TO BID ON THE ONLINE PLATFORM</b>					
<b>Tshwane House</b>					
<b>Supply Chain Management</b>					
<b>320 Madiba Street</b>					
<b>Pretoria</b>					
<b>GPS coordinates: 25.74431°S, 28.19464°E</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	Supply Management	Chain	CONTACT PERSON	Vusi Mabona	
CONTACT PERSON	Josia Masenya		TELEPHONE NUMBER	(012) 358 2962	
TELEPHONE NUMBER	(012) 358 0658		E-MAIL ADDRESS	<a href="mailto:VusiM@tshwane.gov.za">VusiM@tshwane.gov.za</a>	
E-MAIL ADDRESS	<a href="mailto:josiasma@tshwane.gov.za">josiasma@tshwane.gov.za</a>				

**MBD1  
COMPULSORY  
PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b>	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

**MBD 4  
COMPULSORY**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

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

3.8.1 If yes, furnish particulars. ....  
.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ..... **YES / NO**

3.10.1 If yes, 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 and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....  
.....

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

3.12.1 If yes, 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, 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 this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....  
.....

4. Full details of directors / trustees / members / shareholders.

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee Number</b>

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to invitations to tender:
- 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 To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
  - (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

$P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

Specific goals	80/20 preference point system	Number of points claimed (80/20 system) (To be completed by the tenderer)
BB-BEE score of companies <ul style="list-style-type: none"> <li>• Level 1</li> <li>• Level 2</li> <li>• Level 3</li> <li>• Level 4</li> <li>• Level 5</li> <li>• Level 6</li> <li>• Level 7</li> <li>• Level 8</li> <li>• Non-compliant</li> </ul>	<ul style="list-style-type: none"> <li>• 8 Points</li> <li>• 7 Points</li> <li>• 6 Points</li> <li>• 5 Points</li> <li>• 4 Points</li> <li>• 3 Points</li> <li>• 2 Points</li> <li>• 1 Point</li> <li>• 0 Points</li> </ul>	
EME and/ or QSE	2 Points	
At least 51% of Women-owned companies	2 Points	
At least 51% owned companies by People with disability	2 Points	
At least 51% owned companies by Youth	2 Point	
Local Economic Participation <ul style="list-style-type: none"> <li>• City of Tshwane</li> <li>• Gauteng</li> <li>• National</li> </ul>	4 Points 2 Points 1 Point	

**N.B** For points to be allocated as per above the tenderers will be required to submit proof of documentation as evidence for claims made. Any tenderer that does not submit evidence as stated in the bid document to claim applicable points will be allocated zero points.

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company

State Owned  
Company [TICK  
APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering 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;
    - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

**CONTRACT FORM - RENDERING OF SERVICES**

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
  
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
  
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
  
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
  
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
  
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

<b>WITNESSES</b>	
1	.....
2	.....
DATE:	.....

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....

**COMPULSORY  
DECLARATION OF BIDDER'S PAST SUPPLY CHAIN  
MANAGEMENT PRACTICES**

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

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

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	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 Bidder**

**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.

**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

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.

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

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