Umkhandlu wakwa - NONGOMA - Local Municipality
Tel: (035) 831 7500|Fax: (035) 831 3152|P.O. Box 84|Nongoma 3950
Lot 103|Main Street|Nongoma 3950

QUOTATION DOCUMENT

REFERENCE: 9/1/1-RFQ095/2026/27

REQUEST FOR QUOTATION FOR PROVISION OF PROVISION OF MUNICIPAL ABLUTION FACILITIES CLEANING SERVICES AND PEST CONTROL FOR A PERIOD OF SIX (6) MONTHS

CLOSING TIME	:	**12H00PM**
CLOSING DATE	:	**WEDNESDAY, 25 NOVEMBER 2026**

Proposals must be properly received and deposited in the Quotation box on or before the closing date and before the closing time. No late Quotation offers will be accepted under any circumstances. Quotation offers must be submitted in a sealed envelope properly marked in terms of the Quotation number and Quotation description as indicated above, at the Municipal Office situated at Lot 103, Main Street, Nongoma, 3950. No Quotation offers will be accepted via facsimile or telegram.

SERVICE PROVIDER'S DETAILS

Name of Service Provider:	
Contact Person:	
Telephone Number:	( ) Code
Fax Number:	( ) Code
Physical Address:	
Postal Address:	
Quoted Amount	

NOTE:

The Service Provider shall be deemed to have satisfied himself/herself/themselves as to all the conditions and circumstances affecting this Quotation, including the physical aspects of working areas, and by the submission of a Quotation, will confirm acceptance of the conditions and circumstances applicable to any subsequent contract.

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Service Providers are advised to check the number of pages and, should any be missing, duplicated, reproduction indistinct, description is ambiguous, or this document contain any obvious errors, they shall inform the Supply Chain Management Unit of Nongoma Municipality at once, and have the same rectified. No liability whatsoever will be incurred in respect of errors in any quotation document due to the service provider's failure to observe this requirement.

MBD 1

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NONGOMA MUNICIPALITY

RFQ NUMBER: **9/1/1-RFQ095/2026/27** CLOSING DATE: **25 NOV 2026** CLOSING TIME: **12:00PM**

Request for Quotation
Nongoma Municipality invites qualified prospective service providers for the Provision of Municipal Ablution Facilities Cleaning Services and Pest Control for a Period of Six (6) Months.

Terms of References are Attached

- Cleaning of Ablution Facilities from 01 December 2026 to 30 June 2026
- Provision of Pest Control Services from 01 December to 30 June 2026

The Supplier/ Service Provider/ Bidder will be required to provide all resources necessary as outlined on the above specification, to carry out the work to the satisfaction of the Head of Department, Corporate Services. All work must be carried out in a manner, which is fully in accordance with all applicable safety legislation. Payments under the contract will be made upon satisfactory delivery of a required service.

Quotation documents must be submitted in a sealed envelope marked **"Description, Ref. No.9/1/1-RFQ095/2026/27**and deposited in the municipality 's **quotation box** located at the reception in Lot 103, Main Street, Nongoma, 3950 no later than **12H00PM on Wednesday, 25 November 2026**. Quotation shall be valid for **60 days**. Incomplete, faxed, emailed and late proposal documents will not be considered.

NOTE: Bidder must sign a register/ confirmation of submission in **office number 1** (**Registry Office**) prior putting the quotation in the quotation box.

Quotation documents can be downloaded as from **16 November 2026** in the Municipal website www.nongoma.gov.za and E-tender portal www.etenders.gov.za. Enquiries should be addressed to the HOD, Corporate Services, Ms. FO Ntshangase on 035 831 7500 or email: fezilen@nongoma.gov.za. Quotation document will be evaluated using Responsiveness Criteria and 80/20 of the PPPFA with its 2022 Regulations. The Municipality reserves the right not to accept the lowest or any quotation.

Claim for Specific Goals for 20 Points Allocation
To claim 20 points for specific goals, the company must have the following ownership:

GOALS	POINTS	VERIFICATION METHOD
RDP Enterprises Located within ZDM District Enterprises Located within KZN Province	**10 MAX** 10 05	Submit Proof of Company Operating Address Matching the one on the CSD
Historical Disadvantaged Individual (HDI) Woman 100% Woman Ownership Equal or Greater than 51% Woman Ownership	**10 MAX** 10 05	Submit Full CSD Report not Older than 2 Months

Yours Faithfully

……

Mr. M. Zondi - Supply Chain Management (SCM) Manager

CONDITIONS OF QUOTATION

PLEASE NOTE THAT THIS QUOTATION IS SUBJECT TO SCM REGULATIONS ISSUED AND SUPPLY CHAIN MANAGEMENT POLICY AND THE GENERAL CONDITIONS OF CONTRACT.

1. Any alteration made by the Service Provider must be initialled.
2. Use of correcting fluid is prohibited
3. Quotations will be opened in public as soon as possible after the closing time of quote.
4. Where practical, prices are made public at the time of opening quotations.
5. This quotation is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and if applicable any other Special Conditions of Contract.
6. Suppliers are advised that the 80/20 preference points system shall be applied in the evaluation of this quotation. To qualify for preference points suppliers are required to submit CIPC registration document in order to claim for HDP points.
7. Suppliers must duly complete and sign the attached Municipal Bid Documents, i.e MBD 1, MBD 3.3, MBD 4 -Declaration of interest form, MBD 6.1, MBD 8 - Declaration of Suppliers past performance form and the MBD 9 - Certificate of Independent Bid Determination. Failure to complete these documents may result in your quotation being invalid.
8. Quotations must be in accordance with the specifications, unless otherwise stipulated.
9. The official quotation form must be used. Should the allocated pricing page/information be insufficient, you may include an additional copy of the price page.
10. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
11. Applications must be deposited in QUOTATION BOX situated as indicated on the quotation request form. Suppliers should ensure that quotations are delivered timeously to the correct address. If the quotation/offer is late, it will not be accepted for consideration.

1.1. Nongoma Municipality is under no obligation to accept the lowest or any bid. Further, the municipality reserves the right not to appoint or to appoint one service provider or more than one service providers.

12. The financial standing of Service Providers and their ability to manufacture or to supply goods or render services may be examined before their bids are considered for acceptance.
13. Pricing on the form of offer must be written same amount both in figures and words, failing of which your proposal shall be disqualified with an indication of **"no offer**" on the quotation closing (if applicable).
14. Each page of this quotation document must either be initialled or signed by the authorized signatory to sign on behalf of a Bidder.
15. Bidder must sign a register/ confirmation of submission in **office number 1 (Registry Office)** prior putting the quotation in the quotation box, failing of which a bidder may be disqualified.
16. **Registration on National Treasury's Central Supplier Database (CSD) is compulsory**. For more information on how to register go to www.csd.gov.za . Failure to submit a CSD supplier registration number **will** result in the disqualification of proposals.

SPECIAL TENDER CONDITIONS

- This tender and its acceptance will be subject to the terms and conditions described below. Nongoma Municipality is/will not be liable for any costs incurred in preparation and delivery of tenders.

- All documents, samples and materials submitted as part of a tender becomes the property of the Municipality, and yet in any event Nongoma Municipality will not be liable for loss or damage to any documents, samples and materials submitted.

- The municipality reserves the right to cancel part or whole of the bid should it found that there is a material irregularity in the procurement processes.

- **TENDER DOCUMENTS MARKING**
  a. Failure on the part of the tenderer to sign/mark this tender form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the tender.

  b. Tenders must be completed in black ink where mechanical devices are not used, such as typewriters and printers.

  c. Tenderers will check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability will be accepted with regard to claims arising from the fact that pages are missing or duplicated.

  d. Tenders should be hand delivered to the address provided on the Invitation to Quote above so as to reach the destination no later than the closing date and time.

  e. No tenders transmitted by telegram, telex, facsimile, E-mail or similar apparatus will be considered.

- **VAT, DUTIES AND OTHER TAXES**

  a. Prices and must be quoted inclusive of VAT and all other relevant taxes and duties (where applicable) should be shown separately.

  b. The full price under this tender must be quoted in South African Rand (ZAR).

- **TENDER DEFAULTERS AND RESTRICTED SUPPLIERS**

  a. No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. Nongoma Municipality reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

- **TAX COMPLIANCE**
  a. No tender shall be awarded to a bidder who is not tax compliant. Nongoma Municipality reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to the Municipality, or whose verification against the Central Supplier Database (CSD) proves non-compliant. Nongoma Municipality further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

  b. The Central Supplier Database (CSD) and the tax compliance status PIN are the approved methods of verifying the tax compliance of a bidder. The South African Revenues Services (SARS) does not issue Tax Clearance Certificates anymore but has introduces an online provision via eFiling, for bidders to print their own Tax Clearance Certificates which they can submit with their bids or price quotations.

  c. Nongoma Municipality will therefore accept printed or copies of Tax Clearance Certificates submitted by bidders but will verify their authenticity on SARS eFiling or Central Supplier Database (CSD).

- **PRECEDENCE**
  This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

- **INDEMNITY**
  If a bidder breaches the conditions of this bid and, as a result of that breach, Nongoma Municipality incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds the Municipality harmless from any and all such costs which the Municipality may incur and for any damages or losses Nongoma Municipality may suffer.

- **CONFLICT OF INTEREST, CORRUPTION AND FRAUD**
  a. Nongoma Municipality reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of Nongoma Municipality or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

b. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;

c. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

d. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of Nongoma Municipality officers, directors, employees, advisors or other representatives;

e. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

f. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;

g. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;

h. has in the past engaged in any matter referred to above; or (h) has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

- **CONDITIONS OF PAYMENT**
  a. No service should be provided to the Municipality in terms of this tender and no amount will become due and payable by the Nongoma Municipality;

  b. an official purchase order or similar written instruction has been issued to the supplier where service delivery will be within the specified time scale after the receipt of the official purchase order or similar written instruction; and unless otherwise determined in the contract or other agreement, all payments due to creditors will be settled within 30 days from receipt of a proper invoice or, in the case of civil claims, from the date of settlement or court judgment. This implies that amounts owing will be paid within 30 days from receipt of invoice if the goods, works or services were delivered to the satisfaction of the Municipality.

- **CONTRACTUAL IMPLICATIONS**
  a. The tenderer must complete all documents in full and submit these with the proposal. Failure to comply with these requirements may invalidate the tenderer or disqualify the proposal.

  b. Upon submission of the tender response, the Tenderer is unconditionally bound by the terms and conditions of the Request for Proposal (RFP) and the tender response. In the event of any conflict or confusion arising between the terms and conditions of the RFP and the tender response, the RFP shall prevail.

  c. The Tenderer acknowledges that awarding of the Tender is based solely on the information supplied in the tender response, accordingly the relevant Terms and Conditions of the Request for Proposal and the tender response will be incorporated in the subsequent written agreement, unless otherwise provided by the Nongoma Municipality.

  d. Other than providing rights to Nongoma Municipality, nothing in this Tender Request and tender response should be construed to give rise to the Municipality having any obligations or liabilities whatsoever, express or implied.

  e. The successful Tenderer shall only be entitled to render services and/or provide goods to the Nongoma Municipality once a separate written contract, which should be aligned to "GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT" (Please visit http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/default.aspx) for further information issued in 2010 in this respect) and a service level agreement, has been signed by both the Tenderer and Nongoma Municipality, whereupon the Request for Proposal and tender response will cease to have force and effect.

Full Names of a Bidder's Representative _____

Signature of a Bidder's Representative _____
(Accepting all the above listed conditions of tender)

RESPONSIVENESS AND VALUATION CRITERIA

NB: Nongoma Municipality may verify any information submitted in terms of this bid and any information that is incorrect may result in that bid being automatically disqualified and not considered further.

RESPONSIVENESS CRITERIA

No bid will be considered by Nongoma Municipality unless it meets the following responsiveness criteria (for the bid to be considered responsive, the bid **must** meet the following requirements amongst others):

COMPULSORY RETURNABLE DOCUMENTS:

- The **official Bid document** must be fully completed in indelible black ink. Where the information requested does not apply to the Bidder and the space is left blank, it will be deemed to be incomplete and may be disqualified.
- Each page of this quotation document must be initial by the authorized signatory to sign on behalf of a Bidder.
- The Bidder must be in **good standing** to do business with the public sector (not listed in the database of tender defaulters)
- The bidder must adhere to the **Pricing Instructions**,
- The **Municipal Bid Documents (MBDs) 1, 3.3, 4, 6.1, 8, and 9** must be duly completed and signed by the bidder.
- Central Supply Database (CSD) Number
- Valid Tax Clearance Certificate/ Verification PIN,
- ID certificate(s) of all company directors, members and/or shareholders/ Owner,
- Certificate of Authority for Signatory
- Valid COIDA certificate for ablution and bathroom cleaning services in the name of the bidder
- Track record and experience of the bidder in the cleaning services industry
- Bidder must provide at least 3 letters from clients attesting to similar work done previously (ablution or bathroom cleaning).
- Copy of CIPC company registration documents except Sole Traders,
- Company Account Confirmation Letter from the Bank
- Company directors' proof of resident, utility bill **on rates** proving no arrears for more than 3 months and must not be older than 2 months from the closing date, in the case where the director/ shareholder/ owner resides in areas where municipal charges are not applicable, Proof of Address from either Ward Cllr/ Inkosi must be submitted or signed lease agreement and municipal utility bill (under landlord's name) **on rates** where a director/ shareholder/ owner is renting.
- Company municipal utility bill **on rates** with a matching physical or street address to the one on CSD, proving no arrears for more than 3 months and must not be older than 2 months from the closing date, in the case where the company is operating in areas where municipal charges are not applicable, Proof of Company Address (Ward Cllr/ Inkosi) must be submitted or signed lease agreement and municipal utility bill (under landlord's name) **on rates** where a company is renting.
- Record of addendum (if applicable)

OTHER RETURNABLE DOCUMENTS THAT MAYBE SUBMITTED:

- Central Supply Database Report (CSD),
- VAT Registration certificate.

Signature: …… Date: …….

(Of a person authorized to sign on behalf of the Tenderer)
(By signing, you are agreeing to all the above-required documents)

AUTHORITY OF SIGNATORY TO SIGN

(To be completed when the Tender is submitted by a Company, Corporation or Firm)

I, the undersigned, hereby declare that I am authorized to enter into this Contract on behalf of

……

by virtue of resolution/letter dated ……, a certified copy of which is attached.

Signature: ……

Name (in capital letters) : ……..

In his/her capacity as : ……..

Date : ……..

As Witnesses:

1. Signature: …….. Name: ……..

2. Signature: …….. Name: ……

MBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NONGOMA LOCAL MUNICIPALITY					
BID NUMBER:	9/1/1-RFQ095/2026/27	CLOSING DATE:	25 NOV 2026	CLOSING TIME	12H00 PM
DESCRIPTION	ABLUTION FACILITIES CLEANING SERVICE AND PEST CONTROL FOR A PERIOD OF 6 MONTHS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

QUOTATION RESPONSE DOCUMENTS SHALL BE DEPOSITED IN THE QUOTATION BOX SITUATED AT NONGOMA MUNICIPALITY:

Lot 103, Main Street, Nongoma, 3950 and be deposited in the municipality 's **quotation box** located at Municipality's Main Office no later than **12H00 on WEDNESDAY, 25 NOVEMBER 2026**. Incomplete, faxed and late proposal documents will not be considered.

SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
	TAX PIN		**OR**	CSD No:		
CIPC REGISTRATION	☐ Yes ☐ No					

In order to claim 20 points for specific goals, the company must have the following ownership			
ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED	.....	**TOTAL BID PRICE**	.....
SIGNATURE OF BIDDER	.....	**DATE**	.....
CAPACITY UNDER WHICH THIS BID IS SIGNED	.....		

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT	FINANCE SERVICES/ SCM UNIT	DEPARTMENT	CORPORATE SERVICES
CONTACT PERSON	MSAWENKOSI ZONDI	CONTACT PERSON	MS. FO NTSHANGASE
TELEPHONE NUMBER	035 831 7500	TELEPHONE NO.:	035 831 7500
FACSIMILE NUMBER	035 831 3152	FACSIMILE NO.:	035 831 3152
E-MAIL ADDRESS	scmmanager@nongoma.gov.za	E-MAIL ADDRESS	fezilen@nongoma.gov.za

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2.	**TAX COMPLIANCE REQUIREMENTS**
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.
3.	**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

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.

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 3.3

PRICING SCHEDULE

(Professional Services)

Name of Bidder: ……RFQ Number: RFQ……

Closing Time: ……H……. Closing Date ……/…….. / 2026

OFFER TO BE VALID FOR……DAYS FROM THE CLOSING DATE OF A QUOTE.

Item	Description	Qty	Rate	Amount
1	Ablution Facilities Cleaning Services	6 Months	R	R
2	Pest Control Service	Twice in 6 Months	R	R
	Sub Total		**R**	
	Add VAT 15%		**R**	
	Total tendered price		**R**	

The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

   R……..……

3. Persons who will be involved in the project and rates applicable (certified invoices must be rendered in terms hereof)

4. **PERSON AND POSITION**	**HOURLY RATE**	**DAILY RATE**
----------	**R** ……..	**R** ……
----------	**R** ……..	**R** ……
----------	**R** ……..	**R** ……
_____	R……..	R……
TOTAL	**R**……..……	

5. Period required for commencement with project after acceptance of bid .....Days

6. Estimated man-days for completion of project ..... Days

7. Are the rates quoted firm for the full period of contract? ***YES/ NO.**

8. **If not** firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.....

   .....

   .....

Signature: …… Date: …….

(Of a person authorized to sign on behalf of the Tenderer)
(By signing, you are agreeing to all the above-required documents)

TERMS OF REFERENCES

SCOPE OF WORK FOR CO-ORDINATION OF HYGIENE UNITS

Kindly approve the attached scope of work for the hygiene co-ordination in main municipal ablution facilities/ Bathrooms for six months period.
Bathroom hygiene services:

- Sanitary towel bins **(Change twice a month)**
- Air care (***twice a month)***
- Toilet seats sanitary covers (***Disposable) (twice a month)***
- Soap dispensers
- Soap refill (***twice a month***)
- Professional disinfection treatments (***twice a month***)
- Sanitary bins service discreet schedule waste disposal for total compliance (***twice a month***).
- Pest control once a quarter indoors (***2 times in 6 Months)***
- Sanitary bin liners micron Hygiene Waste Bags (610x580mm) Red.(twice a month).

Number of ablution facilities

Main municipal building 8

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

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[2]): ……..

3.4 Company Registration Number: …….

3.5 Tax Reference Number: ……

3.6 VAT Registration Number: ……

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

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

3.8.1If yes, furnish particulars……
……

[1]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.

[2] 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**

3.9.1Ifyes,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**

3.10.1Ifyes, 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**

3.11.1Ifyes, 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**

3.13.1Ifyes, 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 **ONLY** as per the below table requirements:
Where space provided is not sufficient, please attach a similar table

Director Name	CSD Number	Company Status		
		Active	Inactive	Deleted

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

Full Name	Identity Number	State Employee Number

…….. ……..
Signature **Date**

……. ……
Capacity **Name of Bidder**

MBD 6.1

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for **Specific Goals.**

---

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 R30 000.00 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 to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

(a) Price; and

(b) Specific Goal.

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

		POINTS
1.3.1.1	**PRICE**	80
1.3.1.2	**SPECIFIC GOALS**	20
	Total points for Price and Specific Goals	**100**

1.4 Failure to submit CIPC Registration document and/or Central Data Base Report.

1.4. 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

2.1 **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance
fund contributions and skills development levies;

2.2 "**Highest acceptable tender"** means a tender that complies with all specifications and conditions of tender and that has the highest price compared to the other tenders;

2.3 "**lowest acceptable tender"** means a tender that complies with all the specifications and conditions of tender and has lowest price compared to the other tenders;

2.4 **"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;

2.5 **"price"** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts;

2.6 **"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;

2.7 **"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;

2.8 **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;

2.9 **"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;

2.10 **"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;

2.11 **"non-firm prices"** means all prices other than "firm" prices;

2.12 **"person"** includes a juristic person;

2.13 **"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;

2.14 **"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;

2.15 **"specific goals"** means specific goals as contemplated in section 2 (1)(d) of the Act which may include contracting with persons or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;

2.16 **"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

2.17 **"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.

3. ADJUDICATION USING A POINT SYSTEM

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 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;

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 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 specific goals.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for specific goals, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 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

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

5. Points awarded for a Specific Goals

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for a specific goal stated in the tender advert in accordance with the table below:

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

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

Specific Goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points allocated (80/20 system) To be completed by the bidder	Verification Method, a Bidder must submit:
RDP Enterprises Located within ZDM District Enterprises Located within KZN Province	**10 MAX** 10 05		Proof of Company Operating Address Matching the One on the CSD
Historical Disadvantaged Individual (HDI) Woman 100% Woman Ownership Equal or Greater than 51% Woman Ownership	**10 MAX** 10 05		CSD Report not Older than 2 Months
TOTAL POINTS	**20**		

6 DECLARATIONS WITH REGARD TO COMPANY/FIRM

6.1 Name of firm :.....

6.2 VAT registration number :.....

6.3 Company registration number ……
:

6.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……..…

……..…

6.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

6.7 MUNICIPAL INFORMATION

Municipality where business is situated ……

Registered Account Number ……

Stand Number ……

6.8 TOTAL **NUMBER OF YEARS** THE COMPANY/FIRM HAS BEEN IN BUSINESS. ……

6.9 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 Specific Goals indicated in paragraph 5 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.

(iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 5, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

(iv) If the Specific Goals has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

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

(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 BIDDER(S)

DATE:……..

ADDRESS:……..

……

……..

……..

MBD 7.1

CONTRACT FORM – PURCHASE OF GOODS/ SERVICES

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) **Nongoma Municipality** in accordance with the requirements and specifications stipulated in bid number **RFQ:** ……. at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
   (i) Bidding documents,
   - Invitation to bid;
   - Tax clearance certificate;
   - Pricing schedule(s);
   - Technical Specification(s);
   - Preference claims for specific goals 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 goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

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

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

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

NAME (PRINT) : .....

CAPACITY : .....

SIGNATURE : .....

NAME OF FIRM : .....

DATE : .....

WITNESSES

1. ……..

2. ……

DATE: ……

MBD 7.1

CONTRACT FORM – PURCHASE OF GOODS/ SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I **MPUMELELO B. MNGUNI** in my capacity as **ACTING MUNICIPAL MANAGER** accept your bid under reference number **9/1/1-RFQ095/2026/27** date……for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating delivery instructions is forthcoming.

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

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	SPECIFIC GOALS POINTS
1				
2				RDP – 10 Points
3				HDI Woman – 10 Points
4			……Days	

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

SIGNED AT ……ON……

NAME (PRINT) ……

SIGNATURE ……

OFFICIAL STAMP

WITNESSES

1. ……

2. ……

DATE ……

MBD 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 of Restricted Suppliers as companies or persons 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 Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
4.7.1	If so, furnish particulars:		

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**

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids[1] 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.

I, the undersigned, in submitting the accompanying bid:

RFQ Number _____

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

    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[3] will not be construed as collusive bidding.

6. 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.
7. 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.
8. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

…… ……

Signature Date

…… ……..

Position Name of Bidder