BELA-BELA LOCAL MUNICIPALITY

58 Chris Hani Drive, Bela- Bela, Limpopo
Private Bag x 1609, BELA-BELA
0480
Tel: 014 736 8000 Fax :
014 736 3288
Website: www
.belabela.gov.za
OFFICE OF THE BUDGET & TREASURY

BID PROPOSAL:

TENDER NO: 9/3/1/442

PROCUREMENT OF ICT EQUIPMENT

ADVERT DATE : 26 October 2026

CLOSING DATE : 11 November 2026

CLOSING TIME : 12H00

TECHNICAL ENQUIRIES Contact Name: Mr. M Segoapa Telephone: (014) 736 8000 Email: Segoapam@belabela.gov.za	BIDDING RELATED ENQUIRIES Contact Name: Ms. K.J Makgobela Telephone: (014) 736 8000 Email: MakgobelaKJ@belabela.gov.za
Name of Bidder (Company Name)	
Contact Person for this Bid	
Postal Address	
Physical Address	
Telephone Numbers	
E-Mail Address	
CSD Number	
Price (Incl. VAT)	

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Bidder	Witness 1	Witness 2

1. FORM 1 - SUMMARY FOR BID OPENING PURPOSES

NAME OF BIDDING ENTITY: …….

VAT NUMBER: …….

PHYSICAL STREET ADDRESS:	POSTAL ADDRESS:

TELEPHONE NUMBER: ……

FAX NUMBER: ……

E-MAIL ADDRESS: ……

CONTRACT PRICE : R ……

Signed by authorised representative of the Bidding Entity: …….

DATE: ……

- Should any discrepancy occur between this figure and that stated in the Form of Offer and Acceptance, the latter shall take precedence and apply.

Bidder	Witness 1	Witness 2

ii. VERY IMPORTANT NOTICE ON DISQUALIFICATION

A Bid not complying with the peremptory requirements stated hereunder will be regarded as being a not **"Acceptable Bid"** and as such will be rejected.

"Acceptable Bid" means any bid which, in all respects, complies with the conditions of Bid and specifications as set out in the bid document, including conditions as specified in the Preferential Procurement Policy Framework Act, revised Preferential Procurement Regulations and related legislations:

1. Submit bid in the correct bid box.
2. Submit bid before closing date and time.
3. All bids must be completed and submitted on the official forms provided by the municipality not to be re-typed or online and valid for 90 days after closing date of tender submission.
4. Complete and sign all Forms/Schedules in black ink. Do not use pencils or correction fluid to make corrections.
5. Make corrections, if necessary, only by placing a line across the words/numbers to be corrected and initial next to the amended text. Do not scratch out, write over rates, paint over rates, or use correction fluid.
6. Do not remove pages from the bid document. Do not take the document apart or remove any pages.
7. Ensure that witnesses sign where required.
8. Complete the Authority for Signatory form included in the tender document and attach a certified copy or original of the members/ director's resolution. In the case of the Joint venture, such documents must be attached for all parties.
9. Only the person authorised to do so may sign the bid offer.
10. Attach a copy of a signed Joint Venture agreement (if applicable).
11. Submit company registration documents. In the case of the Joint venture, such documents must be attached for all parties.
12. Submit certified copies of identity documents for the director (s) of the company.
13. Submit proof of the Tax Compliance Status (verification Pin) issued by the South African Revenue Services (SARS) or proof that necessary arrangements have been made to meet outstanding tax obligations. In the case of the Joint venture, such documents must be attached for all parties.
14. The Form of Offer must be completed and signed by the authorised signatory.
15. Submit proof of registration on the **Central Supplier Database** (CSD) of the National Treasury. In the case of the Joint venture, such documents must be attached for all parties.
16. Copies of municipal rates and taxes accounts of both company and director(s) not older than 3 months and not in arrears for more than 90 days from the date of tender closure.
    A lease agreement may be submitted where applicable but must be accompanied by the municipal rates and taxes account of the leased property.

Bidder	Witness 1	Witness 2

If the leased property municipal account is not attached, then a statement of account from the lessor must be submitted as evidence that the lessee has met their obligations.
If municipal rates and taxes submitted are not in the name of the company and/or any of the directors, an original written affidavit stating how the account relates to the said company and/or its directors or proof of residence must be submitted.

If the bidder is operating where municipal rates are not applicable, a copy of proof of residence from the traditional authority must be submitted (not older than (3) months before the closing date). In the case of the Joint venture, such documents must be attached for all parties.

a) Furthermore, the bid will be considered as not acceptable if:
   1. The bidder attempts to influence or has in fact influenced the evaluation of the bid and/or the awarding of the contract.
   2. The bidder during the last 5 years has failed to perform satisfactorily on a previous contract with the municipality, municipal entity, or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
   3. The bidder or any of his directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.
   4. The bidder has abused the Bela-Bela LM's Supply Chain Management System.
   5. The bidder and any of its directors are in arrears for more than ninety (90) days for any municipal rates and taxes owed to the Bela-Bela LM or any other Municipality.
   6. Irrespective of the procurement process followed, no award may be given to a person-
      a) Who is in the service of the state, or
      b) If that person is not a natural person, of which any director, manager, principal shareholder, or stakeholder is a person in the service of the state; or
      c) Who is an advisor or consultant contracted with the municipality in respect of contract that would cause a conflict of interest.
   7. The bidder may only submit a bid on the original documentation provided by the Bela-Bela LM.
   8. The Bidder cannot submit more than one bid for the same project.
   9. Bids containing any one or more of the following errors or omissions ***will not be rejected***, provided that when the bid is awarded to such a bidder, the error or omission is corrected:
      - Failure to initial each page of the bid document.

Bidder	Witness 1	Witness 2

PLEASE NOTE:

1. **Section 217 of the constitution of the Republic of South Africa requires an organ of state to contract for goods and services in accordance with a system which is fair, equitable, transparent, competitive, and cost effective.**
2. **The lowest bid / proposal will not necessarily be accepted, and the Municipality reserves the right to accept where applicable a part or portion of any bid or where possible accepts bids or proposals from multiple bidders.**
3 **Municipal Supply Chain Management policy and Preferential Procurement Policy Framework Act No 5 of 2000 and its regulations will be applied.**
4. **In this document and other documents referred to but not attached, the following words are synonymous with each other:**
   a) **Client, Employer, Bela-Bela Local Municipality**
   b) **Bidder, Contractor, Service Provider**
   c) **Bid and Tender and Variations Thereof**
   d) **Joint Venture / Consortium**

APPROVED BY:

Mr T.G RAMAGAGA
Municipal Manager
Bela-Bela Local Municipality

Bidder	Witness 1	Witness 2

iii. LIST OF RETURNABLE DOCUMENTS

Returnable documents to accompany the tender document.

(a) A copy of a Company Registration Certificate reflecting names and identity numbers of active shareholding must be attached (except for Sole Traders and Partnerships). In the case of the Joint venture, such documents must be attached for all parties.
(b) Director's information and certified copies of Identity documents not older than 6 months. In the case of the Joint venture, such documents must be attached for all parties.
(c) CSD report of the National Treasury. In the case of the Joint venture, such documents must be attached for all parties.
(d) Valid SARS Tax Clearance Verification Code/Pin on SARS letterhead. In the case of the Joint venture, such documents must be attached for all parties.
(e) Complete the Authority for Signatory form included in the tender document and attach a certified copy or original of the members/ director's resolution. In the case of the Joint venture, such documents must be attached for all parties.
(f) Copies of municipal rates and taxes accounts of both company and director(s) not older than 3 months and not in arrears for more than 90 days from the date of tender closure.
A lease agreement may be submitted where applicable but must be accompanied by the municipal rates and taxes account of the leased property. If the leased property municipal account is not attached, then a statement of account from the lessor must be submitted as evidence that the lessee has met their obligations. If municipal rates and taxes submitted are not in the name of the company and/or any of the directors, an original written affidavit stating how the account relates to the said company and/or its directors or proof of residence must be submitted. If the bidder is operating where municipal rates are not applicable, a copy of proof of residence from the traditional authority must be submitted (not older than (3) months before the closing date). In the case of the Joint venture, such documents must be attached for all parties.
(g) Attach a copy of a signed Joint Venture agreement (if applicable).
(h) MBD forms (to be completed on the tender document)
(i) Form of offer and acceptance (to be completed on the tender document)

Bidder	Witness 1	Witness 2

PART A - ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY

2. FORM 2 - CHECKLIST

Please ensure that the following forms have been completed and signed and that all documents, as requested, are attached to the tender document:

DOCUMENT	YES	NO
Authority to Sign a Bid Is the form duly completed and is a certified copy or original copy of the resolution attached?		
MBD 1 – Invitation to Bid		
MBD 2 - Tax Clearance Verification Pin Copy of a valid Tax Clearance Verification Pin attached?		
MBD 4 (Declaration of Interest) Is the form duly competed and signed?		
MBD 6.1 – Preference Point Claim Form Is the form duly submitted as signed?		
MBD 8 (Declaration of Past Supply Chain Practices) Is the form duly completed and signed?		
MBD 7.2 (Contract Form – Rendering of Services) Is the form duly completed and signed?		
MBD 9 (Certificate of Independent Bid Determination) Is the form duly completed and signed?		
Form 5 (Certificate of Payment of Municipal Accounts) Is the form duly completed and signed? Are the Identity numbers, residential addresses and municipal account numbers of ALL members, partners, directors, and the company provided on the form as requested?		
Specifications Is the form duly completed and signed?		
Pricing Schedule Is the form duly completed and signed?		
Form of Offer and Acceptance Is the form duly completed and signed?		
GENERAL CONDITION OF CONTRACT Is the form duly completed and signed? Initials and signature bottom of the page		
Declaration of Tenderer Is the form duly completed and signed?		

Bidder	Witness 1	Witness 2

TENDER NOTICE AND INVITATION TO TENDER

Office of the Municipal Manager
Bela Bela Local Municipality
58 Chris Hani Drive, Bela Bela
Private Bag X 1609, Bela Bela, 0480

INVITATION TO BID

Suitably qualified Service Providers are hereby invited to submit bids for the following:

TENDER NUMBER	DESCRIPTION	EVALUATION CRITERIA	PRICE PER DOCUMENT *(Non-Refundable)*	COMPULSORY BRIEFING SESSION	CONTACT PERSON	CLOSING DATE AND TIME
9/3/1/442	PROCUREMENT OF ICT EQUIPMENT	**80/20** Preferential point system	**R 450.00**	Not Applicable	Mr. M.M Segoapa Tel: 014 736 8000 e-mail: Segoapam@belabela.gov.za	11 November 2026 at 12H00

Documents are available from: Records Offices 1st floor Room F58 59 Chris Hani Drive Bela-Bela, 0480	**All Applications must be submitted at**: Bela-Bela Local Municipality In the Tender Box placed at the Records Office Room F58 Chris Hani Drive Bela-Bela, 0480

	All Supply Chain Management (SCM) enquiries must be directed to: Ms. K.J Makgobela Tel: (014) 736 8000 e-mail: MakgobelaKJ@belabela.gov.za

Bidder	Witness 1	Witness 2

Minimum Requirements:

(a) Company registration document (CK). Where applicable, share Certificate and shareholding information (except for Sole Traders and Partnerships). In the case of the Joint venture, such documents must be attached for all parties.
(b) Director's information and certified copies of Identity documents not older than 6 months. In the case of the Joint venture, such documents must be attached for all parties.
(c) CSD report of the National Treasury. In the case of the Joint venture, such documents must be attached for all parties.
(d) Valid SARS Tax Clearance Verification Code/Pin on SARS letterhead. In the case of the Joint venture, such documents must be attached for all parties.
(e) Complete the Authority for Signatory form included in the tender document and attach a certified copy or original of the members/ director's resolution. In the case of the Joint venture, such documents must be attached for all parties.
(f) Copies of municipal rates and taxes accounts of both company and director(s) not older than 3 months and not in arrears for more than 90 days from the date of tender closure.
A lease agreement may be submitted where applicable but must be accompanied by the municipal rates and taxes account of the leased property. If the leased property municipal account is not attached , then a statement of account from the lessor must be submitted as evidence that the lessee has met their obligations. If municipal rates and taxes submitted is not in the name of the company and/or any of the directors, an original written affidavit stating how the account relates to the said company and/or its directors or proof of residence must be submitted. If the bidder is operating where municipal rates are not applicable, a copy of proof of residence from the traditional authority must be submitted (not older than (3) months before the closing date). In the case of the Joint venture, such documents must be attached for all parties.
(g) Attach a copy of a signed Joint Venture agreement (if applicable).
(h) MBD forms (to be completed on the tender document)
(i) Form of offer and acceptance (to be completed on the tender document)
(j) Bids received will be evaluated in terms of the 80/20 Price/Specific goals as prescribed in the amended Preferential Procurement Policy Framework Act (No 5 of 2000

The 20 specific goals will be allocated as indicated in the table below:

Category of persons	100% Youth owned = 5 points, more than 51% Youth owned =3 points, less than 51% Youth in shareholding = 1 point, Maximum points of 5 points
Gender	100% Women owned = 5 points, more than 51% Women owned = 3 points, less than 51 % Women owned = 1 point, Maximum points of 5 points
Race	100% Black owned = 5 points, more than 51% black owned = 3 points, less 51 % youth owned = 1 point, Maximum points of 5 points
Disability	100% people with disability owned = 5 points, more than 51% people with disability owned = 3 points, less 51% people with disability owned = 1 point Maximum points of 5 points

Failure to comply with the above-mentioned conditions may invalidate your Bid.

Bidder	Witness 1	Witness 2

Please Note:

1. Section 217 of the constitution of the Republic of South Africa requires an organ of state to contract for goods and services in accordance with a system which is fair, equitable, transparent, competitive, and cost effective.
2. No application(s) will be accepted from a person in the service of the state.
3. No telegraphic, telefax, email and late applications will be accepted.
4. The lowest bid / proposal will not necessarily be accepted, and the Municipality reserves the right to accept where applicable a part or portion of any bid or where possible accepts bids or proposals from multiple bidders.
5. The Municipal Supply Chain Management Policy and Preferential Procurement Policy Framework Act No 5 of 2000 and its regulations will be applied.

Bidder	Witness 1	Witness 2

3. FORM 3 - AUTHORITY TO SIGN A BID

3.1. Sole Proprietor (Single Owner Business) and Natural Person

3.1.1. I,_____, the undersigned, hereby confirm that I am the sole owner of the business trading as _____

OR

3.1.2. I,_____, the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.

SIGNATURE		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

3.2. Companies and Close Corporations

3.2.1. If a Bidder is a Company, a certified copy or original copy of the resolution by the board of directors, duly signed, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid.

3.2.2. In the case of a Close Corporation (CC) submitting a bid, a resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

Date Resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated Authorized Signatory			
Capacity			
Specimen Signature			
Full name and surname of all Director(s) / Member (s)			
1.		**2.**	
3.		**4.**	
5.		**6.**	
7.		**8.**	
9.		**10.**	
Is a certified copy or original of the resolution attached?		**YES**	**NO**
SIGNED ON BEHALF OF COMPANY / CC		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

Bidder	Witness 1	Witness 2

3.3. Partnership

We the undersigned partners in the business trading as_____hereby authorize Mr./ Mrs._____to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and/or contract for and on behalf of the above-mentioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Signature

SIGNED ON BEHALF OF PARTNERSHIP		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

3.4. Consortium

We the undersigned consortium partners, hereby authorize_____(Name of entity) to act as lead consortium partner and further authorize Mr./Ms._____to sign this offer as well as any contract resulting from this tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and signed by each member.

Full name of Consortium Member	Role of Consortium Member	% Participation	Signature
SIGNED ON BEHALF OF CONSORTIUM		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

Bidder	Witness 1	Witness 2

4. FORM 4 - GENERAL CONDITIONS OF CONTRACT

4.1. DEFINITIONS

4.1.1	**Closing Time**	Means the date and time specified in the bidding documents for the receipt of bids.
4.1.2	**Chief Executive Officer**	Means the Accounting Officer of the municipality or his/her duly authorized
4.1.3	**Contract**	means the written agreement entered between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein
4.1.4	**Contract Price**	means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
4.1.5	**Corrupt Practice**	means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
4.1.6	**Countervailing duties**	are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally
4.1.7	**Country of origin**	means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
4.1.8	**Day**	means calendar day.
4.1.9	**Delivery**	means delivery in compliance of the conditions of the contract or order.
4.1.10	**Delivery ex stock**	means immediate delivery directly from stock actually on hand
4.1.11	**Delivery into consignees store or to his site**	means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
4.1.12	**Dumping**	occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
4.1.13	**Force Majeure**	means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
4.1.14	**Fraudulent Practice**	means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
4.1.15	**GCC**	Means the General Conditions of Contract
4.1.16	**Goods**	means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
4.1.17	**Imported Content**	means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

Bidder	Witness 1	Witness 2

4.1.18	**Letter of Acceptance**	Means the written communication by the organisation to the contractor recording the acceptance by the Municipality recording the acceptance of the contractor's tender subject to the further terms and conditions to be itemized in the contract.
4.1.19	**Local Content**	means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
4.1.20	**Manufacture**	means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
4.1.21	**Order**	means an official written order issued for the supply of goods or works or the rendering of a service.
4.1.22	**Project Site**	where applicable, means the place indicated in bidding documents.
4.1.23	**Purchaser**	means the organization purchasing the goods.
4.1.24	**Republic**	Means the Republic of South Africa
4.1.25	**SCC**	Means the Special Conditions of Contract
4.1.26	**Services**	means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
4.1.27	**Signature Date**	Means the date of the letter or acceptance
4.1.28	**Tender**	Means an offer to supply goods/services to the organisation at a price
4.1.29	**Tenderer**	Means any person or body corporate offering to supply goods/services to the organisation
4.1.30	**Written or In Writing**	means handwritten in ink or any form of electronic or mechanical writing.

4.2. APPLICATION

4.2.1	These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise in the bidding documents.
4.2.2	Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
4.2.3	Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

4.3. GENERAL

4.3.1	Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
4.3.2	Invitations to bid are usually published in locally distributed news media and in the institution's website.

4.4. STANDARDS

4.4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

4.5 USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION

4.5.1	The provider shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance**.**
5.5.2	The provider shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
4.5.3	Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the provider's performance under the contract if so required by the purchaser.
4.5.4	The provider shall permit the purchaser to inspect the provider's record relating to the performance of the provider and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

4.6. PATENT RIGHTS

4.6.1	The provider shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of goods or any part thereof by the purchaser.
4.6.2	When a provider developed documentation/projects the intellectual, copy and patent rights or ownership or such documents or projects will vest in the Municipality

4.7. PERFORMANCE SECURITY

4.7.1	Within thirty (30) days of receipt of the notification of contract award, the success bidder shall furnish the purchaser with the performance security of the amount specified in SCC.
4.7.2	The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the provider's failure to complete his obligations under the contract.
4.7.3	The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms: (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or (b) a cashier's or certified cheque.
4.7.4	The performance security will be discharged by the purchaser and returned to the provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

4.8. INSPECTIONS, TESTS AND ANALYSES

4.8.1	All pre-bidding testing will be for the account of the bidder.
4.8.2	If it is a bad condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
4.8.3	If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
4.8.4	If the inspections, tests and analyses referred to in clauses 8.2 & 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

Bidder	Witness 1	Witness 2

4.8.5	Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the provider.
4.8.6	Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
4.8.7	Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.
4.8.8	The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

4.9. PACKAGING

4.9.1	The provider should provide such packaging as is required to prevent damage or deterioration during transit to their destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging, case size and weights shall take into consideration, where appropriate, the remoteness of the good's destination and the absence of heavy handling facilities at all points in transit.
4.9.2	The packaging, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

4.10. DELIVERY AND DOCUMENTS

4.10.1	Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the provider in accordance with the terms specified in the contract.

4.11. INSURANCE

4.11.1	The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

4.12. TRANSPORTATION

4.12.1	Should a price other than an all-inclusive delivered price be required, this should be specified.

Bidder	Witness 1	Witness 2

4.13. INCIDENTAL SERVICES

4.13.1	The provider may be required to provide any or all the following services, including additional services, if any: (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods. (b) furnishing of tools required for assembly and/or maintenance of the supplied goods. (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods. (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period agreed by the parties, provided that this service shall not relieve the provider of any warranty obligations under this contract; and (e) training of the purchaser's personnel, at the provider's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
4.13.2	Prices charged by the provider for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the provider for similar services.

4.14. SPARE PARTS

4.14.1	As specified, the provider may be required to provide any or all the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the provider: (a) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract, and (b) in the event of termination of production of the spare parts: (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

4.15. WARRANTY

4.15.1	The provider warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The provider further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the provider, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
4.15.2	This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.
4.15.3	The purchaser shall promptly notify the provider in writing of any claims arising under this warranty.
4.15.4	Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
4.15.5	If the provider, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.

4.16. PAYMENT

4.16.1	The method and conditions of payment to be made to the provider under this contract shall be specified
4.16.2	The provider shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
4.16.3	Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the provider.
4.16.4	Payment will be made in Rand unless otherwise stipulated.

Bidder	Witness 1	Witness 2

4.17. PRICES

4.17.1	Prices charged by the provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the provider in his bid, except for any price adjustments authorized or in the purchaser's request for bid validity extension.

4.18. INCREASE / DECREASE OF QUANTITIES

4.18.1	In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised quantities. The contractor may be approached to reduce the unit price, and such offers may be accepted if there is no escalation in price.

4.19. CONTRACT AMENDMENTS

4.19.1	No variation in or modification of the terms of the contract shall be made except for a written amendment signed by the parties concerned.

4.20. ASSIGNMENT

4.20.1	The provider shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

4.21. SUBCONTRACTS

4.21.1	The provider shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.

4.22. DELAYS IN THE PROVIDER'S PERFORMANCE

4.22.1	Delivery of the goods and performance of services shall be made by the provider in accordance with the time schedule prescribed by the purchaser in the contract
4.22.2	If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
4.22.3	The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if any emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.
4.22.4	Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
4.22.5	Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the provider's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the provider.

Bidder	Witness 1	Witness 2

4.23. PENALTIES

4.23.1	Subject to GCC Clause 25, if the provider fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed good or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

4.24. TERMINATION FOR DEFAULT

4.24.1	The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the provider, may terminate this contract in whole or in part: (a) if the provider fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2. (b) if the provider fails to perform any other obligation(s) under the contract; or (c) if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
4.24.2	In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.

4.25. ANTI-DUMPING AND COUNTER-VAILING DUTIES AND RIGHTS

4.25.1	When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favorable difference shall on demand be paid forthwith by the provider to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the provider in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

4.26. FORCE MAJEURE

4.26.1	Notwithstanding the provisions of GCC Clauses 22 and 23, the provider shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that hi delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
4.26.2	If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

4.27. TERMINATIONFOR INSOLVENCY

4.27.1	The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser,

Bidder	Witness 1	Witness 2

4.28. SETTLEMENT OF DISPUTES

4.28.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
4.28.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the provider may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
4.28.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
4.28.4	Notwithstanding any reference to mediation and / or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract

4.29. LIMITATION OF LIABILITY

4.29.1	Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6; (a) the provider shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the provider to pay penalties and / or damages to the purchaser; and (b) the aggregate liability of the provider to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

4.30. GOVERNING LANGUAGE

4.30.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

4.31. APPLICABLE LAW

4.31.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

4.32. NOTICES

4.32.1	Every written acceptance of a bid shall be posted to the provider concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
4.32.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

4.33. TAXES AND DUTIES

4.33.1	A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
4.33.2	A local provider shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the contracted goods to the purchaser.
4.33.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidders are in order.

Bidder	Witness 1	Witness 2

4.34. TRANSFER OF CONTRACTS

4.34.1	The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.

4.35. AMENDMENT OF CONTRACTS

4.35.1	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such an agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing

Bidder	Witness 1	Witness 2

5. MBD 1 – INVITATION TO BID

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE BELA- BELA LOCAL MUNICIPALITY					
BID NUMBER:	9/3/1/442	CLOSING DATE:	11 November 2026	CLOSING TIME:	12H00
DESCRIPTION	**PROCUREMENT OF ICT EQUIPMENT**				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE
BID BOX SITUATED AT *(STREET ADDRESS*

1st floor Room F58
59 Chris Hani Drive
Bela-Bela
0480

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 COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		***ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?***	☐Yes ☐No [IF YES, ANSWER PART B:3]	
TOTAL NUMBER OF ITEMS OFFERED			*TOTAL BID PRICE*	**R**	
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	Supply Chain Management	CONTACT PERSON	Mr. M Segoapa
CONTACT PERSON	Ms. K.J Makgobela	TELEPHONE NUMBER	014 736 8000
TELEPHONE NUMBER	014 736 8000	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	Segoapam@belabela.gov.za
E-MAIL ADDRESS	MakgobelaKJ@belabela.gov.za		

Bidder	Witness 1	Witness 2

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 BY THE MUNICIPALITY (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 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: ……

Bidder	Witness 1	Witness 2

6. MBD 2 - TAX CLEARANCE VERIFICATION PIN REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Services (SARS) to meet the bidder's tax obligations.

2.1 In order to meet this requirement bidders are required to complete in full form TCC 001 "Application for a Tax Clearance verification Pin" and submit it to any SARS branch office nationally.

2.2 SARS will then furnish the bidder with a Tax Clearance Verification Pin that will be valid for a period of 1 (one) year from the date of approval.

2.3 The original Tax Clearance Verification Pin must be submitted together with the bid. Failure to submit the original Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

2.4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

2.5 Copies of the TCC001 "Application for a Tax Clearance Verification Pin" form are available from any SARS branch office nationally or on the website www.sars.gov.za

2.6 Applications for the Tax Clearance Verification Pin may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za

Bidder	Witness 1	Witness 2

7. 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, shareholder[2]):……..

3.4. Company Registration Number: ……..…….

.

3.5. Tax Reference Number:……..……

3.6. VAT Registration Number: ……..……

3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers 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. ….……..……

……..

.

[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**

3.9.1. 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.

……

……

Bidder	Witness 1	Witness 2

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.

Full Name	**Identity Number**	**State Employee Number**

…….. ……..

Signature **Date**

……. ……

Capacity **Name of Bidder**

Bidder	Witness 1	Witness 2

8. MBD 6.1 PREFERENCE POINTS CLAIM PROCUREMENT REGULATIONS 2022 – PURCHASES / SERVICES (80/20)

This preference form must form part of all the 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

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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**

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:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

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 about 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).

Bidder	Witness 1	Witness 2

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:

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 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:

80/20 **or** **90/10**

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

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	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 tender 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.

Bidder	Witness 1	Witness 2

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.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (80/20 system) (To be completed by the tenderer)	Means of Verification
100% Youth owned = 5 points,	**5 points**		**Copy of Central Suppliers Database report**
Greater than or equal to 51% Youth owned = 3 points,	**3 points**		
Greater than 0% and less than 51% Youth in shareholding = 1 point	**1 point**		
0% of Youth in owned = 0 point	**0 point**		
Maximum of 5 points			
100% Women owned = 5 points,	**5 points**		**Copy of Central Suppliers Database report**
Greater than or equal to 51% Women owned = 3 points,	**3 points**		
Greater than 0% and less than 51% Women in shareholding = 1 point	**1 point**		
0% of Women in owned = 0 point	**0 point**		
Maximum of 5 points			
100% Black owned = 5 points,	**5 points**		**Copy of Central Suppliers Database report**
Greater than or equal to 51% black owned = 3 points,	**3 points**		
Greater than 0% and less than 51% Black in shareholding = 1 point	**1 point**		
0% of Black in owned = 0 point	**0 point**		
Maximum of 5 points			
100% people with disability owned = 5 points,	**5 points**		**Certified copy of Doctor's Certificate with medical practice number**
Greater than or equal to 51% people with disability owned = 3 points,	**3 points**		
Greater than 0% and less than 51% Disability in shareholding 1 point	**1 point**		
0% of Disability in owned = 0 point	**0 point**		
Maximum of 5 points			

Suppliers are required to submit the documents listed in means of verification as per the above table for points allocation during preference point system evaluation.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...……...

Bidder	Witness 1	Witness 2

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 because 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 because of that person's conduct.

(c) cancel the contract and claim any damages which it has suffered because 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: ……

……

……

……

Bidder	Witness 1	Witness 2

9. MBD 7.2 – CONTRACT FORM – RENDERING OF SERVICES

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.
- Proof of tax compliance status.
- Pricing schedule(s).
- Filled in task directive/proposal.
- Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations.
- 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.
5. 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.

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

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

NAME (PRINT) ……..

CAPACITY ……

SIGNATURE ……

NAME OF FIRM ……

DATE ……

WITNESSES

1 ……

2 ……

DATE: ……..

Bidder	Witness 1	Witness 2

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	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED AT …… ON ……..

NAME (PRINT) …….

SIGNATURE ……

OFFICIAL STAMP

WITNESSES

1 ……..……

2 …..……..

DATE: ……..

Bidder	Witness 1	Witness 2

10. MBD 8 – DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

9.1. This Municipal Bidding Document must form part of all bids invited.

9.2. 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.

9.3. 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).

9.4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

9.4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? *(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).*	**Yes**	**No**
9.4.1.1	If so, furnish particulars:		
9.4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? *(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).*	**Yes**	**No**
9.4.2.1	If so, furnish particulars:		
9.4.3	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**
9.4.3.1	If so, furnish particulars:		
9.4.4	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**
9.4.4.1	If so, furnish particulars:		

Bidder	Witness 1	Witness 2

9.4.5	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**
9.4.5.1	If so, furnish particulars:		

9.5. 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:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			

Bidder	Witness 1	Witness 2

11. MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

10.1. This Municipal Bidding Document (MBD) must form part of all bids[2] invited.

10.2. 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).[3] Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.

10.3. 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.

10.4. 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.

10.5. To give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

[2] *Includes price quotations, advertised competitive bids, limited bids and proposals.*

[3] *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.*

Bidder	Witness 1	Witness 2

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

In response to the invitation for the bid made by:

BELA-BELA LOCAL MUNICIPALITY

I, the undersigned, in submitting the accompanying bid, hereby make the following statements that I certify to be true and complete in every respect:

1. I have read and 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 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[4] will not be construed as collusive bidding.
7. Without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
   a) prices.
   b) geographical area where product or service will be rendered (market allocation)
   c) methods, factors or formulas used to calculate prices.
   d) the intention or decision to submit or not to submit, a bid.
   e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. 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		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

[4] *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.*

Bidder	Witness 1	Witness 2

12. FORM 5 – Certificate for Payment of Municipal Services

NAME OF THE BIDDER: _____

FURTHER DETAILS OF THE BIDDER'S; Director (s) / Shareholder (s) / Partners and the Company:

Name of Director/ Shareholder/Partner/ Business	Physical address of business	Municipal account Number/s of business	Physical Residential Address of the Director/Shareholder/ Partner	Municipal account Number/s of the Director/ Shareholder/Partner

NB: **Please attach** certified copy (ies) of ID document(s)

I,_____,

(Full name in block letters) the undersigned, declare that the Bidder and any of its director(s)/ members(s) does not owe the municipality or any other municipality and/or municipal entity any amount which is in arrears in respect of any municipal rates and taxes or municipal service charges.

I understand and accept that if this declaration is proved to be false, the bid shall be rejected forthwith. All other rights of the municipality (including but not limited to the right to claim damages where applicable) remain reserved in full.

THUS, DONE AND SIGNED for and on behalf of the Bidder, at_____, on the _____

_____day of_____20_____.

Bidder	Witness 1	Witness 2

PART B – SPECIFICATIONS AND PRICING SCHEDULE

13. SPECIFICATIONS

13.1. BACKGROUND

a) The Municipality intends to call for bids in respect of the PROCUREMENT OF ICT EQUIPMENT

b) The purpose of the bid is to appoint a Service Provider for the procurement of ICT equipment.

13.2. CONTRACT TERM

The duration of the contract is a once-off contract.

13.3. SPECIFICATION (SCOPE OF WORK)

The work to be carried out by the Service Provider includes but is not limited to the following:

13.3.1. General technical specifications

13.3.1.1 SAMSUNG GALAXY TAB S10 PLUS OR EQUIVALENT (18):

Display & Design:

- **Screen:** 12.4-inch Dynamic AMOLED 2X, 2800 x 1752 resolution (WQXGA+) with anti-reflection coating and 120Hz refresh rate.
- **Dimensions:** 285.4 x 185.4 x 5.6 mm
- **Weight:** 571g (Wi-Fi model) or 576g (5G model)
- **Build:** Enhanced Armor Aluminium frame with IP68 water and dust resistance.
- **Colours:** Moonstone Gray, Platinum Silver.
-

Performance & Storage:

- **Processor (SoC):** Octa-core MediaTek Dimensity 9300+ (4nm)
- **Graphics (GPU):** Immortalis-G720 MC12
- **RAM:** 12 GB
- **Storage:** 256 GB or 512 GB, expandable via microSD up to 1.5 TB.

Cameras & Audio:

- **Rear Cameras:** 13 MP wide (auto-focus) + 8 MP ultra-wide.
- **Front Camera:** 12 MP ultra-wide.
- **Video Recording:** Up to 4K at 30 fps on the rear camera.
- **Audio:** Stereo speakers and dual microphones.

Battery & Connectivity:

- **Battery:** 10,090 mAh with 45W Super-Fast Charging support.

Bidder	Witness 1	Witness 2

- **Connectivity:** Wi-Fi 6E, Bluetooth 5.3, optional 5G (Nano-SIM and eSIM).
- **Ports:** USB Type-C 3.2.

Software & Features:

- **OS:** Android with One UI.
- **AI Features:** Pre-equipped with Galaxy AI (Note Assist, Sketch to Image, Circle to Search, Gemini Live).
- **Accessories:** S Pen and Keyboard included

13.3.1.2 <u>LENOVO YOGA 9 2-IN-1 OR EQUIVALENT (1):</u>

- **Processor family:** Series 3 Intel Core Ultra 7
- **Processor model**: 355
- **Processor frequency**: 1.70 / 4.70 GHz (12MB Cache, 8 Cores)
- **NPU:** Intel AI Boost, up to 49 TOPS
- **Display diagonal:** 35.6 cm (14")
- **HD type:** WUXGA+ (2.8K)
- **Display resolution:** 2880 x 1800 pixels
- Touchscreen, OLED ,1100nits (peak) / 500nits (typical), Glossy / Anti-fingerprint, 100% DCI-P3
- **Internal memory:** 32 GB 7467 MHz (Soldered, not upgradable)
- **Internal memory type:** LPDDR5X-SDRAM
- **Total storage capacity:** 1 TB M.2 2242 PCIe 4.0x4 NVMe
- **Storage media:** SSD
- **Storage slot:** One M.2 2242 PCIe 4.0 x4 slot
- **Max storage support:** One drive, up to 2TB M.2 2242 SSD
- On-board graphics card model: Intel Graphics
- **Keyboard:** Backlit, English
- **Camera:** 5.0MP IR, with Privacy Shutter
- **Fingerprint reader:** Not supported
- **Pen:** Lenovo Yoga Pen Gen 2 with Case (Cosmic Blue)
- **Operating system installed:** Windows 11 Pro
- **Mobile broadband:** Not supported
- **Battery:** 70Wh
- **Power adapter:** 65W USB-C Slim (2-pin, Wall-mount)
- 1x USB-A (USB 10Gbps), Always On
- 2x Thunderbolt 4, with USB PD 45-65W and DisplayPort 2.1
- 1x HDMI 2.1, up to 8K/60Hz
- 1x Headphone / microphone combo jack (3.5mm)

3 YEAR WARRARY

13.3.1.3 <u>LENOVO YOGA 7 OR EQUIVALENT (6):</u>

- **Product type:** Hybrid (2-in-1)
- **Form factor:** Convertible (Folder)
- **Processor family:** 12th Generation Intel Core i7
- **Processor model:** i7-1260P
- **Processor frequency:** 3.40 / 4.70 GHz (18MB Cache, 12 Cores)
- **Display diagonal:** 14-inch

- **HD type:** 2.8K
- **Display resolution:** 2880 x 1800 pixels
- **Display:** OLED 400nits Glossy, 100% DCI-P3, 90Hz, DisplayHDR True Black 500, Dolby,Touchscreen
- **Internal memory:** 16 GB 4800 MHz Soldered, not upgradable
- **Internal memory type:** LPDDR5
- **Total storage capacity:** 512GB M.2 2242 PCIe 4.0x4 NVMe
- **Storage media:** SSD
- **Integrated Graphics:** Intel Iris Xe Graphics
- **Operating system installed:** Windows 11 Pro
- **Colour:** Storm Grey
- **Pen:** Lenovo Digital Pen

3 YEAR WARRANTY

13.3.1.4 LENOVO THINKPAD T14 G6 OR EQUIVALENT (1):

- **Processor family:** Series 2 Intel Core Ultra 7 or equivalent
- **Processor frequency:** 2.2 GHz / Up to 4.8 GHz
- **Display diagonal:** 14-inch
- **Display resolution:** 1920 x 1200
- **Display:** Non-Touch, IPS, 60Hz, 400nits, Anti-glare, 45% NTSC, DBEF5
- **Internal memory:** 64 GB
- **Internal memory type:** LPDDR5
- **Total storage capacity:** 512GB M.2 2242 PCIe 4.0x4 NVMe
- **Storage media:** SSD
- **Integrated Graphics:** Intel Iris Xe Graphics
- **Operating system installed:** Windows 11 Pro
- **Fingerprint Reader**
- **Connectivity: intel WI-FI, Bluetooth 5.4, 100/1000M Ethernet (RJ-45)**
- 1 x USB-A (USB 5Gbps / USB 3.2 Gen 1)
- 2 x USB-C (Thunderbolt 4 / USB4 40Gbps), with USB PD 15-65W and DisplayPort 2.1
- 1 x Headphone / microphone combo jack (3.5mm)
- 1 x Ethernet (RJ-45)

3 YEAR WARRANTY

13.3.1.5 LENOVO THINKPAD L14 G6 OR EQUIVALENT (4):

- **Processor family:** Series 2 Intel Core Ultra 7 or equivalent
- **Processor frequency:** 2.2 GHz / Up to 4.8 GHz (12 MB Cache, 8 Cores)
- **Display diagonal:** 14-inch
- **Display resolution:** 1920 x 1200
- **Display:** Non-Touch, IPS, 60Hz, 400nits, Anti-glare, 45% NTSC, DBEF5
- **Internal memory:** 16 GB
- **Internal memory type:** LPDDR5
- **Total storage capacity:** 512GB M.2 2242 PCIe 4.0x4 NVMe
- **Storage media:** SSD
- **Integrated Graphics:** Intel Iris Xe Graphics

- **Operating system installed:** Windows 11 Pro
- **Fingerprint Reader**
- **Connectivity:** intel WI-FI, Bluetooth 5.4, 100/1000M Ethernet (RJ-45)
- 1 x USB-A (USB 5Gbps / USB 3.2 Gen 1)
- 2 x USB-C (Thunderbolt 4 / USB4 40Gbps), with USB PD 15-65W and DisplayPort 2.1
- 1 x Headphone / microphone combo jack (3.5mm)
- 1 x Ethernet (RJ-45)

3 YEAR WARRANTY

13.3.1.6 <u>LENOVO THINKCENTRE neo 50a G5 ALL-IN-ONE PC OR EQUIVALENT (3):</u>

- **Product type:** All-in-One PC
- **Processor family:** Intel Core I 5
- **Display diagonal:** 60.5 cm (23.8")
- **HD type:** Full HD
- **Display resolution:** 1920 x 1080 pixels
- **Display:** Non-Touch, IPS, Anti-glare, 250nits, 99% sRGB
- **Internal memory:** 8 GB
- **Total storage capacity:** 256 GB M.2 2280 PCIe 4.0×4 NVMe
- **Storage media:** SSD
- **On-board graphics card model:** Integrated Intel Graphics
- **Keyboard and Mouse:** USB Calliope English (EU) Black Keyboard and Mouse Combo
- **Connectivity:** Intel Wi-Fi 6 AX201 + Bluetooth 5.2
- **Camera:** 5.0MP
- **Operating system installed:** Windows 11 Pro
- 1x USB-A (USB 10Gbps / USB 3.2 Gen 2)
- 2x USB-A (Hi-Speed USB / USB 2.0)
- 1x HDMI-in 1.4
- 1x HDMI-out 2.1 TMDS
- 1x Gigabit Ethernet (RJ-45)
- 1x Power connector

3 YEAR WARRANTY

13.3.1.7 LAPTOP BAGS (13)

13.3.1.8 <u>LENOVO DOCKING STATIONS OR EQUIVALENT (7):</u>

- **Ethernet:** 1 x Gigabit Ethernet
- 2 x USB-A 3.2 Gen 2
- 1 x HDMI 2.1
- 2 x DisplayPort

13.4 EVALUATION CRITERIA

The evaluation will be conducted based on compulsory compliance requirements as indicated above. The responsive bidders will be further evaluated on functionality. The preferential point scoring will be conducted only for bidders who scored more than 70 on functionality.

FUNCTIONALITY

Functionality
Company Experience **100 points**
Total **100 points**

NB! The minimum cut off points for functionality is 70 points out of 100 points and any bidder scoring less than 70 points will not be considered. The winning bidders will be selected based on the highest points scored on functionality.

If two or more bidders are equal in points, the following criteria to break the deadlock will be applied as per Section 08 of PPPFA Preferential Procurement Regulations,2022

ASPECT	TARGETED GOALS	WEIGHT
Company Experience	The Bidder must submit proof of Supply and delivery of ICT related equipment **(100 points)**: The points for company experience will be allocated as follows: **100** ❖ 10 Supply and delivery of ICT related equipment **(100 points)** ❖ 9 Supply and delivery of ICT related equipment **(90 points)** ❖ 8 Supply and delivery of ICT related equipment **(80 points)** ❖ 7 Supply and delivery of ICT related equipment **(70 points)** ❖ 6 Supply and delivery of ICT related equipment **(60 points)** ❖ 5 Supply and delivery of ICT related equipment **(50 points)** ❖ 4 Supply and delivery of ICT related equipment **(40 points)** ❖ 3 Supply and delivery of ICT related equipment **30 points)** ❖ 2 Supply and delivery of ICT related equipment **(20 points)** ❖ 1 Supply and delivery of ICT related equipment **10 points)** ❖ 0 Supply and delivery of ICT related equipment (**0 points)** **TOTAL** **100** (Attach copies of appointment letters or Purchase orders)	**60**
Total		**100**

Preferential Point Scoring

The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value equal to or below 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).

Bidder	Witness 1	Witness 2

The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

Points for this bid shall be awarded for:

DESCRIPTION	Points
Price	80
Specific Goals	20
Total points for price and specific Goals	100

POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the basis formular below:

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

- Price; and
- Specific Goals:

POINTS AWARDED FOR SPECIFIC GOALS

The specific goals allocated points in terms of this tender	Points	Means of Verification
100% Youth owned = 5 points, Greater than or equal to 51% Youth owned = 3 points, Greater than 0% and less than 51% Youth in shareholding = 1 point 0% of Youth in owned = 0 point **Maximum of 5 points**	5	Copy of Central Suppliers Database report
100% Women owned = 5 points, Greater than or equal to 51% Women owned = 3 points, Greater than 0% and less than 51% Women in shareholding = 1 point 0% of Women in owned = 0 point **Maximum of 5 points**	5	Copy of Central Suppliers Database report
100% Black owned = 5 points, Greater than or equal to 51% Black owned = 3 points, Greater than 0% and less than 51% Black in shareholding = 1 point 0% of Black in owned = 0 point **Maximum of 5 points**	5	Copy of Central Suppliers Database report

Bidder	Witness 1	Witness 2

The specific goals allocated points in terms of this tender	Points	Means of Verification
100% people with Disability owned = 5 points, Greater than or equal to 51% people with Disability owned = 3 points, Greater than 0% and less than 51% Disability in shareholding 1 point 0% of Disability in owned = 0 point **Maximum of 5 points**	5	Certified copy of Doctor's Certificate with medical practice number
Total points for Specific Goals	**20**	

If two or more bidders are equal in points, the following criteria to break the deadlock will be applied as per Section 08 of PPPFA Preferential Procurement Regulations,2022

13.6. REQUIRED BIDDER PROFILE

A company profile should be submitted, while interested parties should also indicate in their proposals their expertise and capacity to undertake the project in question. Previous experience reference list with recent contacts telephone numbers must be attached.

13.7. REFEREES

The proposal should include a client reference list with contact details and a brief description of projects successfully completed with clear indication of project awarded amounts, time frame and description of the relevant project. Similar references of other district and local municipalities or provincial government will be an added advantage.

13.8. FORM OF AGREEMENT

A Service Level Agreement will be signed with the successful Bidders.

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

Bidder	Witness 1	Witness 2

14. FORM 6 PRICING

14.1. PRICING INSTRUCTIONS

14.1.1. The price to be inserted in Total Bid Price must be the full inclusive price to the Municipality for the work described under the Specifications (Scope of Work).

14.1.2. Procurement of ICT Equipment.

14.1.3. The price to be inserted in the Total Bid Price is for evaluation purposes. The final contract amount will be determined upon conclusion of the service level agreement with successful Bidder.

14.2. PRICING

14.2.1. SUMMARY

14.2.1.1	**PROCUREMENT OF ICT EQUIPMENT**			
Item no	**Description**	**Quantity (A)**	**Unit Price (B)**	**Total Amount (C) (C = A x B)**
1	SAMSUNG GALAXY TAB S10 PLUS **OR EQUIVALENT**	**18**		
2	LENOVO YOGA 9 2-IN-1 **OR EQUIVALENT**	**1**		
3	LENOVO YOGA 7 **OR EQUIVALENT**	**6**		
4	LENOVO THINKPAD T14 G6 **OR EQUIVALENT**	**1**		
5	LENOVO THINKPAD L14 G6 **OR EQUIVALENT**	**4**		
6	LENOVO THINKCENTRE neo 50a G5 ALL-IN-ONE PC **OR EQUIVALENT**	**3**		
7	LENOVO DOCKING STATIONS **OR EQUIVALENT**	**7**		
8	LAPTOP BAGS	**13**		
			Sub Total	
			VAT	
			TOTAL BID PRICE (Incl. VAT)	

Bidder	Witness 1	Witness 2

15. FORM 7 - DECLARATION BY TENDERER

I/We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this tender document and that I / we accept the conditions in all respects.

I/We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of my / our tender and that I / we elect *domicillium ditandi et executandi* (physical address at which legal proceedings may be instituted) is the Republic at:

_____

_____

_____

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

I/We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender; that the price quoted cover all work / items specified in the tender documents and that the price(s) cover all my / our obligations under a resulting contract and that I / we accept that any mistake (s) regarding price and calculations will be at my / our risk.

I/We furthermore confirm that my / our offer remained binding upon me / us and open for acceptance by the Purchaser / Employer during the validity period indicated and calculated from closing date of the bid.

SIGNATURE:		NAME (PRINT):	
CAPACITY:		DATE	
NAME OF FIRM			
WITNESS 1		WITNESS 2	
DATE		DATE	

Bidder	Witness 1	Witness 2

16. FORM 8 - FORM OF OFFER AND ACCEPTANCE

Offer:

The employer, identified in the acceptance signature block, has solicited offers to enter a contract for the procurement of:

PROCUREMENT OF ICT EQUIPMENT

The tender, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE TOTAL OF OFFERED THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

R _____ (in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

For the tenderer
(Name and address of organization)_____

_____

SIGNATURE OF WITNESS:		NAME (PRINT):	
DATE:			

Bidder	Witness 1	Witness 2

Acceptance by the Municipality

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorized representative(s) of both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data at, or just after, the date this agreement comes into effect. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

SIGNATURE:		NAME (PRINT):	
CAPACITY:		DATE	

SIGNATURE OF WITNESS:		NAME (PRINT):	
DATE:			

Bidder	Witness 1	Witness 2

For the bidder:

SIGNATURE:		NAME (PRINT):	
CAPACITY:		DATE:	

SIGNATURE OF WITNESS:		NAME (PRINT):	
DATE:			

Schedule of Deviations

1 Subject

Details

2 Subject

Details

3 Subject

Details

4 Subject

Details

By the duly authorized representatives signing this schedule of deviations, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

Bidder	Witness 1	Witness 2

19. ATTACHMENTS

The required attachments must be attached hereto:

(a) Company registration document (CK). Where applicable, share Certificate and shareholding information (except for Sole Traders and Partnerships). In the case of the Joint venture, such documents must be attached for all parties.
(b) Director's information and certified copies of Identity documents not older than 6 months. In the case of the Joint venture, such documents must be attached for all parties.
(c) CSD report of the National Treasury. In the case of the Joint venture, such documents must be attached for all parties.
(d) Valid SARS Tax Clearance Verification Code/Pin on SARS letterhead. In the case of the Joint venture, such documents must be attached for all parties.
(e) Certified copy or Original Certificate of Authority of signature in company's letter head. In the case of the Joint venture, such documents must be attached for all parties.
(f) Copies of municipal rates and taxes accounts of both company and director(s) not older than 3 months and not in arrears for more than 90 days from the date of tender closure.
A lease agreement may be submitted where applicable but must be accompanied by the municipal rates and taxes account of the leased property.
If the leased property municipal account is not attached, then a statement of account from the lessor must be submitted as evidence that the lessee has met their obligations.
If municipal rates and taxes submitted is not in the name of the company and/or any of the directors, an original written affidavit stating how the account relates to the said company or its directors or proof of residence for company and/or directors must be submitted.
If the bidder is operating where municipal rates are not applicable, a copy of proof of residence from the traditional authority must be submitted (not older than (3) months before the closing date). In the case of the Joint venture, such documents must be attached for all parties.
(g) Attach a copy of a signed Joint Venture agreement (if applicable).
(h) MBD forms (to be completed on the tender document)
(i) Form of offer and acceptance (to be completed on the tender document)

Bidder	Witness 1	Witness 2