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QUOTATIONS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE MANAGEMENT ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00.

ADVERTISEMENT DATE	**12 November 2026**
DEPARTMENT	**FM**
RFQ NUMBER	**JCPZ/RFQ/FM05/2026**
RFQ VALIDITY PERIOD	30 DAYS (COMMENCING FROM THE RFQ CLOSING DATE)
DESCRIPTION OF GOODS/SERVICES	**Repairs and Servicing of Elevator Lifts at Head Office**
CIDB GRADING	**1ME/1SI**
DOCUMENTS ARE OBTAINABLE AT NO COST FROM:	The JCPZ's website- www.jhbcityparksandzoo.com
SUBMISSION OF QUOTES: Due to the COVID-19 restrictions, Service Providers are to submit quotations in the boxes provided at the entrance of JCPZ House office, **ONLY ON THE CLOSING DATE between 8am-12:00pm**	**Quotation Box, 40 De Korte Street, JCP House Braamfontein. Telegraphic, telephonic, telex, facsimile and late quotations will not be accepted. City Parks does not take responsibility for any quotations submitted in the wrong box.**
CLOSING DATE & TIME	**19 November 2026 @ 12:00pm**
COMPULSORY SITE MEETING	Monday 16 November 2026 at 09:30am Venue: 40 De Korte Street Braamfontein JHB CITY PARKS & ZOO. Head Office.
ENQUIRIES	**Nomsa Funcuza– 0732643564** nfuncuza@jhbcityparks.com

Name of Bidder: ……..

Total Amount excl. VAT: ……

VAT Amount: ……..

Total Amount Incl. VAT: ……..

VAT VENDOR: ☐ **YES** ☐ **NO**

NB: ATTACH FORMAL QUOTATION IMMIDIATELY AFTER FIRST PAGE

For more information on Tenders and Quotations visit our website www.jhbcityparksandzoo.com

COMPILED BY	**CLIFFORD MAAKE**

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "RFQ FOR - JCPZ/RFQ/FM05/2026

Mandatory Requirements

Completion in full of the Bill of Quantities (BOQ)/ Specification

Attendance of the compulsory site briefing session.

CIDB Grading of 1ME/1SI

Administrative Requirements:

- Provide valid Companies' proof of address and/ or Director's proof of residence – If there are two or more directors, all must submit proof of residence (Only latest municipal statement not older than three (3) months (not in arrears for more than 90 days) or valid lease agreement in their area of jurisdiction
- Provide Valid COIDA Certificate from Department of Labor (Letter of good standing);
- Provide company shareholder certificate/s or CK Document reflecting percentage ownership
- Provide ID copy of owner/s of the company
- Provide a valid Joint Venture (JV) agreement signed by all parties with all individual parties' mandatory documents submitted; if applicable. A good joint venture agreement:
  - should clearly and comprehensively set out the contributions to be made by each member towards the activities of the joint venture in securing and executing the contract and should allocate monetary values to such contributions.
  - should record the percentage participation by each member in all aspects of the fortunes of the joint venture, including risks, rewards, losses and liabilities.
  - should provide for meaningful input by all members to the policy making and management activities of the joint venture.
  - should provide for the establishment of a management body for the joint venture.
  - should provide measures to limit, as far as possible, losses to the joint venture by the default of a member.
  - should promote consensus between the members whilst ensuring that the activities of the joint venture will not be unduly hindered by failure to achieve it;
  - should provide for rapid, cheap and easy interim dispute resolution and for effective final dispute resolution, if required; and
  - should be sufficiently flexible to allow for joint ventures which differ in nature, objectives, inputs by members, management systems, etc.
- Provide Proof of registration with CSD (Central Supplier Database) at National Treasury compliant with all regulatory requirements;
- The use of correction fluid is strictly prohibited and shall lead to disqualification;
- All corrections must be initialed by the bidder.
- Completion of the entire tender document as issued or downloaded is compulsory

Special Conditions

- *RFQ's would state the evaluation criteria that would among others:*
  a) State out clearly all mandatory as well as administrative requirements specific to that bid;
  b) Special conditions that apply to that bid if there are any;
  c)Evaluation process to be followed either functionality and/or price
  d)That compliance documents should only be requested from qualifying, shortlisted or recommended service providers that passed the previous stages mentioned above;
  e) Clause 5(d) should be implemented by giving service providers within seven (7) days from a day when a letter of request was issued to respond, of which failure to adhere to that timeline should result to elimination
- Accepted RFQ's will be communicated by way of an official order. Accordingly, no goods, work or service must be prepared or delivered before an official order is received by the respondent
- The process of closing and opening of RFQ's is open for all service providers who submitted quotations

- The lowest, or any tender will not necessarily be accepted and Johannesburg City Parks and Zoo reserves the right to accept any tender either in whole or in part.
- Evaluation Criteria: 80/20 Preference point system as presented in the preferential procurement regulations 2022, for this purpose MBD 1, MBD 3,1, MBD 4, MBD6.1, MBD 8 and MBD 9 forms should be scrutinized, completed and submitted together with your quotation.

1. All prices quoted must be firm and be inclusive of Value Added Tax (VAT).

2. The lowest, or any, offer will not necessarily be accepted and Johannesburg City Parks and Zoo reserves the right to accept any offer either in whole or in part.

3. No offer shall be considered unless it has been signed and accompanied by sufficient information to show whether or not the goods offered comply with the specifications.

4. The offer herein shall remain binding and open for acceptance by Johannesburg City Parks and Zoo during the validity period indicated and calculated from the closing time of the RFQ.

5. Blocking of Suppliers

(1) JCPZ will establish a database of suppliers and /or persons prohibited from doing business with the organization. This database may include: -

a. any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector;

b. any prospective provider or any of its directors have been found guilty of abuse of any SCM system, corruption or fraud in the past five years; and

c. Non-performing and / or under-performing suppliers.

d. Blocking of supplier/s for a period not less than a financial year.

(2) JCPZ reserves the right to reject bids from any supplier listed in the database.

All Service Providers that are currently not on the Central Supplier Database of National Treasury www.csd.gov.za are required to register and provide the CSD vendor number when submitting quotations/tenders. For more information on Tenders and Quotations visit our website www.jhbcityparks.com as well as on www.etenders.gov.za

JOHANNESBURG CITY PARKS AND ZOO is committed to combat fronting. Insofar as it is legally permitted to do so, and provided that service delivery will not be severely influenced, contracts executed by fronting enterprises will be cancelled, the service provider in question will be blacklisted on its database of service providers and reported to the applicable authorities.

Contract default and penalties
Where it appears that the supplier is not executing the contract in accordance with the true intent and meaning thereof, or that he/she is refusing or delaying to execute the contract or that he/she is carrying on the work at such rate of progress as to ensure delivery by the "date of delivery" that the time has expired within which delivery should have taken place, general poor performance or in the event of any other failure or default or has misrepresented information provided, JCPZ shall:

(i) notify the supplier to make good the failure or default (i.e. this does not apply to suppliers/contractors who deliberately provide incorrect, fraudulent or misleading information)

(ii) terminate the contract after expiration of the notice period, if his/her performance has not improved or the failure has not been remedied

(iii) impose a monetary penalty for any loss JCPZ may have suffered where required in terms of the contract terms

(iv) automatically appoint the second best supplier or agent to perform such work as the initial supplier may have neglected to do

(v) advise the CIDB to note the poor performance or termination, where it is construction related work

SUBMISSIONS MUST BE IN SEALED ENVELOPES CLEARLY MARKED WITH REFERENCE NUMBER AND DESCRIPTION "JCPZ/SCM……...

REQUEST FOR QUOTATION FORM

DESCRIPTION: Repairs and Servicing of Elevator Lifts at Head Office

SPECIFICATIONS OR TERMS OF REFERENCE (below)

Item Description	Quantities
As per Attached BOQ	
Grand Total Incl. Vat	

TENDER BILL OF QUANTITIES

NOTES TO TENDERERS

THE CONTRACTOR SHALL FULLY COMPLY WITH THE PROVISION OF THE OCCUPATIONAL HEALTH & SAFETY ACT , THE OCCUPATIONAL INJURIES & DISEASES ACT & INSURANCE COVERAGE. APPLICABLE FOR THE WORKS

SCOPE OF WORK:

The scope of work measured in this tender document in broad terms comprises of the following:

General building, electrical , glazing, plumbing, carpentery, civil, mechanical, fire systems ETC

The anticipated contract period is twelve (12) months but the contractor must indicate and plan on the period he anticipates to complete all work

GENERAL

1 It is recommended that Contractor's inspect the site before pricing this document.

2 Quantities of all items are measured nett, and tenderers shall allow in their rates for all necessary cutting & waste & laps etc.

3 The Contractor must fully comply with the Insured Safety Plan and must ensure that his rates allow for the requirements contained therein.

4 The Physical address of the property is: 40 De Korte Street - Braamfontein, Johannesburg

SITE Information address etc

5 The Contractor must note that on signing the Agreement, his builder's lien on the site will be waived . No payment guarantee's will be issued by the Employer.
Retention will be held on all payments in lieu of a Contractor's performance Guarantee.

6 Due to the brevity of descriptions used below, it does not indemnify the Contractor from supplying & installing the relevant items in strict accordance to SANS/Trade specifications and manufacturer's instructions. Any claims in this regard will not be entertained.

7 All damaged materials removed are to be carted off site to and deposited at a dumping site located and negotiated by the Contractor at his own cost.

8 Where "cart away" (ca) is referred to this will be deemed to include for loading, carting off and dumping on the site as described above

9 The Model Preambles For Trades 2008 Edition as published by the Association of South African Quantity Surveyors will apply to this contract.

10 The "FORM OF CONTRACT FOR HOUSING AND MINOR WORKS" will be used for this project, JBCC or GCC

11 All Prime Cost amounts and Provisional Sums are nett. No discount will be allowed to the Contractor.
Note: All sub-contractors are direct contractors to the main contractor.

12 Where applicable and unless otherwise described, all rates must include for the necessary scaffolding not exceeding 5m high above bearing level AND also for dust screens & tarpaulins etc. where required

13 All rates must include for the necessary cutting & waste.

14 Profit and Attendance will be adjusted in direct proportion to the final amounts.

15 Public liability insurance effected by the Contractor = The Contract Sum + 50% with a deductible amount of Nil.
Contract's Works insurance = The Contract Sum Plus 20%

16 WATER: Water must be provided by the contractor where unavailable at JCPZ sites
TOILETS: The Contractor must provide his own toilets where unavailable at JCPZ sites

17 ELECTRICITY: Electricity used for the work must be metered & paid for by the Contractor but in most cases must be provided by the contractor

18 Where material of a hazardous nature has to be removed from site it has to be deposited at a GLB Secure dumpsite, located and negotiated by the contractor and a Safe Disposal Certificate is to be

	obtained. All related fees for this are to be included in the rates.
19	**Contract period** **12 MONTHS FROM SITE HAND OVER, EXCLUDING BUILDERS HOLIDAYS**
20	Penalties for non completion - **R 1 250.00/day until practical completion is met.**
21	The quantities in this document have been measured based on information obtained on site as well as notes provided by the Project managers. Should the tenderer think that circumstances have changed since then or if he is of the opinion that items have not been included in this document, he can draw up a specification and submit to the project manager for approval on appointment or during the project, contractors are to not undertake any works outside the scope without written approval by the PM.
22	The Successful Contractor must provide a breakdown of his Preliminary & General Cost prior to signing the Agreement and prior to occupying the site. The contractor must indicate his costs for : Hire & Maintenance of Portable toilets, Site Establishment, Transport, Telephones, Insurance , Safety & OSH act compliance, Security, Clearing, Cleaning and Handover.
23	The Electrical fixtures in the buildings are in place and is on the onus of the appointed service provider to ensure compliance prior to handover
24	The plumbing fixtures in the buildings are in place and is on the onus of the appointed service provider to ensure compliance prior to handover
25	Contractor to provide all COC's on completion including but not limited to roofing, electrical and plumbing, glazing ETC.
26	Briefing sessions are to be conducted timelously as indicated on the advert, service providers that arrive after the 15min grace period at the start of the briefing session will be considered as late and **will not be allowed to complete the attendance register**, service providers are not allowed to sign the register and then leave a briefing session but should ensure that the are present till the end of the briefing as to when a roll call will be done contractors found to be missing at the roll call will be noted as absent on the register, service providers are required to sign as one representative per company and are not allowed to represent multiple companies should it be found that service providers are signing for multiple companies on a register all the companies will be disqualified and notes made to SCM for further sanctions

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
SANS 1200 A	**SECTION A : PRELIMINARY AND GENERAL**				
A1	**FIXED CHARGES**				
A1.1	Contractual Requirements	SUM	1		
A1.2	Facilities required by Contractor	SUM	1		
A1.3	Site Establisment	SUM	1		
	GENERAL RESPONSIBILITIES AND OTHER FIXED CHARGES				
A1.3	OCCUPATIONAL HEALTH AND SAFETY				
A1.3.1	Make provision to provide all items as per Health & Safety checklist as specified in the document all complete	SUM	1		
A1.3.2	Removal of site establishment on completion and making good off site	SUM	1		
A2	TIME RELATED CHARGES				
A2.1.1	(For duration of contract, unless otherwise stated) Contractual requirements	SUM	1		
A2.1.2	Facility for contractor	SUM	1		
A2.1.3	General Responsibilities and other time related Obligations	SUM	1		
A2.2	ENVIRONMENTAL MANAGEMENT				
A2.2.1	Make provision to provide all items as per environmental management checklist as specified in the document all complete	SUM	1		
	Carried to Collection				

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	SECTION B **REHABILITATION OF HEAD OFFICE LIFTS**				
B1.1	Servicing and Maintainance of 2 five(5) stop lifts for a period of 12 months, service and maintenance should consist of but not be limited to general upkeep and service of all components of the lifts inclusive of all sundries and consumables required for the service	Months	12		
B1.2	Annexure b change in service provider in regulation with valid compliance certificate that needs to be issued by a registered SANAS independent inspection body for 2 lifts	no	2		
B1.3	Make allowance for call out fees during normal working hours on a as and when basis	hours	40		
B1.4	Make allowance for call out fees during after hours on a as and when basis	hours	16		
B1.5	Major Servicing and Maintainance of 2 five(5) stop lifts every six (6) months, service and maintenance should consist of but not be limited to general upkeep and service of all components of the lifts inclusive of all sundries and consumables required for the service, every six (6) months	SUM	1		
B1.6	Provisional Sum for ADHOC breakdowns and repairs of the lifts	SUM	1	R30 000.00	R30,000.00
	SPECIAL CONDITIONS (SHEQ) The following OHS conditions as stipulated in the ***LIFT,ESCALATOR AND PASSENGER CONVEYOR REGULATIONS, 2009***, under the ***Occupational Health and Safety Act, 85 of 1993*** must be adhered to. The following requirements must be met by the service provider. a) Service provider must be registered with an "accredited authority" (South African National Accreditation System established by section 3 of the Accreditation for Conformity Assessment, Calibration and Good Laboratory.) Practice Act, 2006 (Act No.19 of 2006); b) Service provider must be a "competent operator" in terms of these regulations c) Service provider must appoint a "competent lift machanic" in terms of these regulations. d) Service provider must generate a " comprehensive report" in terms of these regulations **Particulars of lifts, escalators and passenger conveyors** 5._(1) The user shall ensure that every lift, escalator and passenger conveyor is marked, in the machine compartment, in a conspicuous place, within a holder, with the following:				

	(2) Where the machinery of more than one lift, escalator or passenger conveyor is installed in a compartment, the user shall ensure that all the ***machinery and switch-gear*** of each unit are distinctly and permanently marked with the same distinguishing mark, which shall differ from the distinguishing mark of the ***machinery and switch-gear*** of any other unit in that compartment. **Inspections and tests** 6._(1) The user shall ensure that every lift, escalator or passenger conveyor is inspected and tested in accordance with the relevant health and safety standards incorporated into these Regulations under section 44 of the Act - (**Regulation 6)** **Record keeping** 8._(1) The user of a lift, escalator or passanger conveyor shall keep in a safe place in the machine compartment of every such lift, escalator or passenger conveyor a record in which he or she shall enter or cause to be entered- **Approved inspection authority** 9._(1) An inspection service provider who wishes to avail himself or herself of designation as such by the user of a lift, escalator or passenger conveyor in order to carry out an inspection in terms of regulation 6, ***shall register with the accreditation authority.*** TOTAL CARRIED FORWARD				

	SUMMARY PAGE				
1	SECTION A	Sum			
2	SECTION B	Sum			
	SUB-TOTAL				
	CONTINGINCY @ 5%				
	SUB-TOTAL				
	VAT				
	TOTAL				

Company Registered Name: _____

Company registration no: _____ VAT Reg. No: _____

Tax Reg. No: _____ CIDB No (If Applicable). _____

Central Supplier Database Vendor No (CSD): _____

For Office use only:

Evaluation criteria: Preferential Procurement Regulations 2022.

	POINTS	POINTS CLAIMED
PRICE:	**80**	**_____**
SPECIFIC GOALS 1 : 51% OR MORE WOMEN OWNED	**10**	**_____**
SPECIFIC GOALS 2: LOCALITY (WITHIN COJ)	**10**	**_____**
TOTAL POINTS FOR THE PRICE AND GOALS:	**100**	**_____**

Conditions:

1. Return all MBD Forms and signed
2. All prices quoted must be firm and be inclusive of Value Added Tax (VAT).
3. The lowest, or any, offer will not necessarily be accepted and Johannesburg City Parks and Zoo reserves the right to accept any offer either in whole or in part.
4. No offer shall be considered unless it has been signed and accompanied by sufficient information to show whether or not the goods offered comply with the specifications.
5. The offer herein shall remain binding and open for acceptance by Johannesburg City Parks and Zoo during the validity period indicated and calculated from the closing time of the RFQ.

NAME: _____ SIGNATURE: _____

CAPACITY: _____ DATE: _____

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF MUNICIPALITY/ MUNICIPAL ENTITY***)**					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
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*

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:			
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No			

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[A VALID CK DOCUMENT AND SHARE CERTIFICATE AS WELL AS RATES AND TAXES OR LEASE AGREEMENT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS]			
ARE YOU THE ACCREDITED REPRESENTATIVE ***IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?***	☐Yes ☐No [IF YES ENCLOSE PROOF]	*ARE YOU A FOREIGN BASED SUPPLIER FOR* ***THE GOODS /SERVICES /WORKS OFFERED?***	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		***TOTAL BID PRICE***	**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		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.

2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

4

MBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING,

A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder……. Bid Number……...

Closing Time ……. ….. Closing Date ……..

OFFER TO BE VALID FOR **30 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY (QTY)	DESCRIPTION	UNIT PRICE (P)	TOTAL PRICE (QTY*P)
		SUB-TOTAL		**R**
		VAT AT 15%		**R**
GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)				**R**
I (full name)_____, in my capacity as _____, the duly authorized representative of _____(company name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/ clauses contained in the said documents.				
Signature of duly authorized representative			**Date:**	

5

- Required by: …….

- At: …….

……

- Brand and Model …….

- Country of Origin
…….

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s) …….

- Period required for delivery …….
*Delivery: Firm/Not firm

- Delivery basis …….

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

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MBD 4

DECLARATION OF INTEREST

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

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

3.1 Full Name of bidder or his or her representative

:……..

3.2 Identity Number:

…….

3.3 Position occupied in the Company (director, trustee, hareholder[2])

……..

3.4 Company Registration Number:

…….

3.5 Tax Reference number

……

3.6 VAT Registration Number:

……

7

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……

……

8

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:

……..

……

9

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

Full Name	Identity Number	State Employee Number

…….. ……..

Signature **Date**

…… ……

Capacity **Name of Bidder**

MBD 6.1

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

This preference form must form part of all 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

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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.

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1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

PRICE	80
SPECIFIC GOALS 1 : 51% OR MORE WOMEN OWNED	10
SPECIFIC GOALS 2: LOCALITY (WITHIN COJ)	10
Total points for Price and SPECIFIC GOALS	**100**

1.1 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.

1.2 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

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

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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

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**

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

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 tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Price	N/A	80	N/A	
SPECIFIC GOALS 1 : 51% OR MORE WOMEN OWNED	N/A	10	N/A	
SPECIFIC GOALS 2: LOCALITY (WITHIN COJ)	N/A	10	N/A	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

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i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result

of that person's conduct;

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

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

	.....
	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	.....
DATE:	.....
ADDRESS:	.....
	.....
	.....

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MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be rejected if that bidder, or any of its directors have:

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
b. been convicted for fraud or corruption during the past five years;
c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐

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

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4.7.1	If so, furnish particulars:

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CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) ……..……..……

CERTIFY THAT THE INFORMATION FURNISHED ON THIS

DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

…….. **……..**

Signature **Date**

…… **……..**

Position **Name of Bidder**

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MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

a. take all reasonable steps to prevent such abuse;

b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

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CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of:_____that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

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(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

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MBD 9

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

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

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10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

……	……
Signature	Date
……	……
Position	Name of Bidder