



TWK 2 CLOSED QUOTATION

JR 01/2026/27 – PROVISION OF RECYCLING SERVICES IN GRABOUW, VILLIERSDORP, CALEDON, GREYTON AND RIVIERSONDEREND ON A MONTH-TO-MONTH BASIS FROM DATE OF APPOINTMENT

CLOSING DATE: 10 July 2026	CLOSING TIME: 12:00
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NAME OF BIDDER* :

ADDRESS* :
:
:

TEL NUMBER* :

FAX NUMBER* :

E MAIL* :

CENTRAL SUPPLIER DATABASE REG NO* :

B-BBEE LEVEL OF CONTRIBUTION* :

QUOTATION AMOUNT (VAT INCLUDED) * :

Prepared by:
Theewaterskloof Municipality
6 Plein Street
P.O.Box 24
Caledon
7230
Telephone: +27 (28) 2143300
Fax: +27 (28) 2141289
Website: www.twk.gov.za

P.O. BOX 24 CALEDON 7230
TEL: 028 – 214 3300

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS
QUOTATION NUMBER: JR 01/2026/27

Kindly furnish us with a written quotation for:

**PROVISION OF RECYCLING SERVICES IN GRABOUW, VILLIERSDORP, CALEDON,
GREYTON AND RIVIERSONDEREND ON A MONTH-TO-MONTH BASIS FROM DATE
OF APPOINTMENT**

The detailed project description and schedules are attached or can be obtained from **Mr. J Prins**
Tel: **028 214 3300** or e-mail: jeremypr@twk.gov.za, as well as technical enquiries.

A formal quotation must be submitted on the original documents and must have attached all relevant signed schedules and additional information as requested. Failure to do so will result in the quotation to be rejected. The quotation must be in a sealed envelope and clearly marked: **Tender Box No. 2**, for attention: **Mr. J Prins, QUOTATION NO: JR 01/2026/27** and the service provider's name and address. Quotations will not be accepted if they don't comply with the marking instructions.

Fully completed Quotations must be placed in tender box **No. 2** at the **Main Entrance** of Theewaterskloof Municipality, 6 Plein Street, Caledon by no later than **12:00 on Friday, 10 July 2026, immediately after which the quotations will be opened, and the opening results will be published, within three (3) days after the closing date, on the Theewaterskloof Municipality's website (www.twk.gov.za)**

1. Standard Conditions of Quotation:

The following conditions will apply:

- a) Prices must be valid for at least duration of contract from date of your offer.
- b) Price(s) quoted must be firm and must be inclusive of VAT, clearly indicating Price, VAT and Total Price.
- c) **The services must commence within two (2) weeks from contract signature date.**
- d) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations of 2022 and for this purpose the **MBD 2, MBD 4, MBD 6.1, MBD 8 & MBD 9** forms which are available on the Municipal Website www.twk.gov.za must be completed and submitted together with your quotation subject to the test for administrative compliance.
- e) The successful provider will be the one scoring the highest points.
- f) A **Valid Tax Compliance Status Pin Certificate** and a copy of your **latest Municipal Account / Lease Agreement** must be attached to your quotation subject to the test for administrative compliance.
- g) **The Municipality reserves the right to accept a Quotation in full, partially or not at all and is not obliged to accept the lowest Quotation received.**
- h) Payments will be made not later than 30 days, after the receipt of a tax invoice.
- i) Invoices must not be issued before goods / services have been supplied / rendered.
- j) The General Conditions of Contract will apply to this quotation.
- k) Calculation errors will be corrected by the Municipality by using the unit prices.
- l) If a valid Certified B-BBEE certificate, EME or QSE affidavit is not attached, it will be interpreted that the preference points for B-BBEE status level or contribution are not claimed.
- m) If a valid Certified B-BBEE certificate, EME or QSE affidavit is attached and points are not claimed in terms of the MBD 6.1, it will be interpreted that the preference points for B-BBEE status level or contribution are not claimed.
- n) Please note that the Municipality will not request a valid Certified B- BBEE certificate or Sworn Affidavits if such is not attached to the bidder's tender at closing date of this tender.
- o) If the bidder fails to provide proof of a Municipal Account or Lease Agreement in the name of the bidder, where locality points are claimed, it will be interpreted that locality points will not be awarded.

- p) The municipality reserves the right to appoint the bidder scoring first, second and third highest preference points at any time during the duration of the contract. When the tenderer scoring the highest points cannot perform on the contract, the municipality has the right to purchase from the tenderer scoring the second highest points and if the second highest points scorer cannot perform on the contract, the municipality reserves the right to purchase from the tenderer scoring the third highest points.
- q) No alternative offers will be accepted.

2. Bidders Obligations:

2.1 Eligibility Criteria

Only bidders who satisfy the following criteria are eligible to submit an offer: **(This is a requirement on submission).**

2.1.1 Pricing Instruction

- In order to be considered for a contract in terms of this quotation, the bidder must price on all the items in the schedule of services required and sign to declare compliance. Where no price is charged, bidders must indicate a zero (0) rate. Any item left blank or marked with anything other than a written zero rate will be considered incomplete, and the tenderer may be disqualified.

2.1.2 Scope of Works

- In order to be considered for a contract in terms of this quotation, bidders must sign and declare compliance by **Schedule 1**.

3. The Employer's Undertakings

3.1 Tests for Administrative Compliance

Bidders may be found non-compliant if, inter alia: (these documents may be requested)

- The bidder has failed to complete and sign and attach requested information to all schedules not excluded in responsiveness criteria.
- The bidder has failed to submit the MBD 2, MBD 4, MBD 8 and MBD 9 forms.
- The bidder has failed to submit a municipal account of where the head office of the company is registered or in case where the premise is leased, the bidder has failed to provide a copy of the lease of the premise.
- The bidder has failed to submit a valid Tax Compliance Status Pin Certificate, a valid Tax Compliance Status Pin Certificate may be requested; and
- The bidder has failed to submit a certified B-BBEE certificate, EME or QSE affidavit, whereas points were claimed, and a copy of certificate or affidavit was supplied, a certified copy of the B-BBEE certificate, EME or QSE affidavit may be requested.
- **The tenderer has failed to submit proof of good standing from the Department of Labour related to good standing with regards to COIDA payments. A certified copy of proof of good standing may be requested.**

**NB: No quotations will be considered from persons in the service of the state.
Failure to comply with these conditions may invalidate your offer.**

Yours faithfully
SIGNATURE
SUPPLY CHAIN MANAGEMENT

DATE: 03 July 2026

SCHEDULE OF SERVICES REQUIRED

(A) X (B) = (A)X(B)

<u>NO</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY (Months)</u>	<u>UNIT PRICE</u>		<u>PRICE</u>	
			R	c	R	c
1	Fixed Monthly Amount: Lump Sum per month based on rendering the recycling service as specified inclusive of all resources required in the following town.					
1.1	Grabouw	3				
1.2	Supply and delivery of 750 x 950 x25um recycling Bags: Recycling bags to be distributed by Recycler to residence					
1.2.1	Grabouw	4960				
			Sub Total			
			Vat @ 15%			
			Total			

<u>NO</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY (Months)</u>	<u>UNIT PRICE</u>		<u>PRICE</u>	
			R	c	R	c
2	Fixed Monthly Amount: Lump Sum per month based on rendering the recycling service as specified inclusive of all resources required in the following towns.					
2.1	Villiersdorp	3				
2.2	Supply and delivery of 750 x 950 x25um recycling Bags: Recycling bags to be distributed by Recycler to residence					
2.2.1	Villiersdorp	1770				
			Sub Total			
			Vat @ 15%			
			Total			

NO	DESCRIPTION	ESTIMATED QUANTITY (Months)	UNIT PRICE		PRICE	
			R	c	R	c
3	Fixed Monthly Amount: Lump Sum per month based on rendering the recycling service as specified inclusive of all resources required in the following towns.					
3.1	Caledon	3				
3.2	Supply and delivery of 750 x 950 x25um recycling Bags: Recycling bags to be distributed by Recycler to residence					
3.2.1	Caledon	4045				
			Sub Total			
			Vat @ 15%			
			Total			

NO	DESCRIPTION	ESTIMATED QUANTITY (Months)	UNIT PRICE		PRICE	
			R	c	R	c
4	Fixed Monthly Amount: Lump Sum per month based on rendering the recycling service as specified inclusive of all resources required in the following towns.					
4.1	Greyton	3				
4.3	Supply and delivery of 750 x 950 x25um recycling Bags: Recycling bags to be distributed by Recycler to residence					
4.3.1	Greyton	500				
			Sub Total			
			Vat @ 15%			
			Total			

NO	DESCRIPTION	ESTIMATED QUANTITY (Months)	UNIT PRICE		PRICE	
			R	c	R	c
5	Fixed Monthly Amount: Lump Sum per month based on rendering the recycling service as specified inclusive of all resources required in the following towns.					
5.1	Riviersonderend	3				
5.2	Supply and delivery of 750 x 950 x25um recycling Bags: Recycling bags to be distributed by Recycler to residence as identified on page 77.					
5.2.1	Riviersonderend	450				
			Sub Total			
			Vat @ 15%			
			Total			

Total summary per Town

	<u>Total carried forward from schedule of services.</u>
Grabouw	
Villiersdorp	
Caledon	
Greyton	
Riviersonderend	
Total	

DELIVERY ADDRESS:

As per Scope of Works

I/We, the undersigned, do hereby declare that these are the properly priced Bill / Schedules of Quantities forming part of this Contract Document containing Pages in consecutive order upon which my/our **Quotation No: JR 01/2026/27 – PROVISION OF RECYCLING SERVICES IN GRABOUW, VILLIERSDORP, CALEDON, GREYTON AND RIVIERSONDEREND ON A MONTH-TO-MONTH BASIS FROM DATE OF APPOINTMENT**

My/our total Contract Price for this work and above items (Total) is (in words)

.....

.....
SIGNED ON BEHALF OF BIDDER:

NAME OF BIDDER:

DATE:

SCHEDULE 1: SCOPE OF WORKS

EMPLOYER'S OBJECTIVES

The Theewaterskloof Municipality invites proposals to render a recycling service in Grabouw, Villiersdorp, Caledon, Greyton and Riviersonderend to **implement a two-bag** system by collecting recyclable material on a month-to-month basis.

Grabouw:	Villiersdorp	Caledon	Greyton	RSE
Swannie river: 89	Town area: 867	Middleton: 284	Greyton: 500	RSE: 450
Pine View North: 69	Nuwe Dorp: 903	Caledon Town area: 1 309		
Pine view: 3 984		Uitsig: 1 028		
Town area: 548		Bergsig: 1 424		
4960	1770	4 045	500	450

Total: 11 455 households.

OVERVIEW OF THE SERVICE

The service consists of the supply and delivering of clear bags to residence, collection of source separated municipal solid waste (clear bags) as well as separation of selected loads of non-separated municipal solid waste (black bags & Wheelie bins) at the Grabouw, Villiersdorp, Caledon, Riviersonderend Transfer stations and Greyton Drop Off, to manually perform sorting to remove materials of value from the waste stream. Materials that are of no value or that is not removed from the waste stream shall be placed in the Transfer Facility's containers for removal when full.

All material recovered will be sorted into types and grades. The Service Provider is to negotiate the sale of these materials for his own account.

EXTENT OF THE SERVICE

The Service in general includes but is not restricted to the following:

1. Supply and delivery of 750 x 950 x 25um clear recycling bags. These bags should be delivered to participating residence.
2. Collecting source separated waste (clear bags), delivering empty clear bags at the same time, Monday – Friday: 07:45 – 13:00
3. Receiving of general waste at the waste facilities and sorting according to 4.
4. Removing of the different recoverable materials from the waste stream by manual sorting,
5. Place all non-recyclable waste into the Transfer Facility's containers,
6. Submit monthly tonnages of different recoverable materials that were removed from waste stream to Municipality before the third of the following month.
7. The service provider to provide the necessary PPE to all employees.

DEFINITIONS

Recycling: The recovery of any material from the incoming waste, with the intention of re-use or benefit.

EMPLOYMENT OF LOCAL COMMUNITY LABOUR

The maximum possible number of workers is to be employed from the local community (with South African ID's as per EPWP requirements). To this end the Contractor is required to give preference to the use of local community labour and limit the use of non-local labour to key personnel only. Local community labour is defined as people who reside in the local community.

Key personnel are defined as supervisors and skilled labourers without whom a specific task cannot be executed. As far as possible these people should impart their management and other skills to individuals within the local workforce who show a keen interest and display a willingness to learn.

A monthly report on employment of local labour in relation to other employees must be submitted for information to the Employer.

The Contract must, where reasonably possible, source 100% unskilled labour from the benefitting community. Contractor must comply with EPWP requirements for all unskilled labour and to supply the necessary documents to the Employer to register them. Industry related wages to be paid for unskilled labour.

SITE FACILITIES AVAILABLE

No facilities are available for the housing of employees on site nor will the Service Provider be allowed to house any of the employees on site.

No engineering services are available at Villiersdorp and Grabouw Transfer Station as well as Greyton Drop Off. The Contractor will be responsible for facilities such as toilets and water for workers.

The following facilities will be made available at Caledon and Riviersonderend Material Recovery Facility for the use of the service provider at no cost to the service provider:

- Water Supply
- Electric Supply
- Material Recovery Facility
- Ablution facilities and Mess/ Office room.

No bailing equipment and no conveyor equipment available, however the facility can accommodate such equipment.

The Service Provider is required to provide all plant, staff, tools, equipment, furniture, computer and printer, workshop and office consumables, fuel and lubricants and any other resources necessary for the rendering of the service.

The Service Provider shall ensure that the Employer is, at all times, in possession of an up-to-date register of all resources on the site.

TYPES OF WASTE

Only Municipal Solid Waste will be sorted at this facility.

The Service Provider shall ensure that non-permitted waste types are not disposed at the transfer facility.

SALVAGING RIGHTS

The Service Provider shall have the privilege to salvage material from the apron of the Refuse Transfer Facilities, but his operation may not negatively impact the operation of the Transfer Facilities.

CHARGES FOR DISPOSAL

The Service Provider shall not be charged for the disposal of the tailings of the sorting process in the containers of the Transfer Facilities.

OPERATING HOURS

The Service Provider shall render the service five days a week, including public holidays. However, the Employer reserves the right to call for the service to be rendered over weekends in the case of emergencies.

Unless otherwise negotiated, normal operating hours shall be from 07:45 to 16:45, Monday to Thursday, 07:45 to 15:30 Fridays and closed on Saturdays and Sundays.

Should it prove that the above operating hours are impractical; the Service Provider shall make written representation to the Employer.

Collection of recycle bags must commence no later than 08h30 on collection day.

Record keeping

The Service Provider shall maintain detailed daily records of the following aspects and these shall be available for inspection by the Employer at all times:

- Complaints lodged
- Accidents
- Site Protocol Violations
- Breakdowns and stoppages
- Site Diary to record unusual incidents
- Quantities (mass and type) of recovered material leaving the site
- Delays in the removal and replacement of the tailings bin

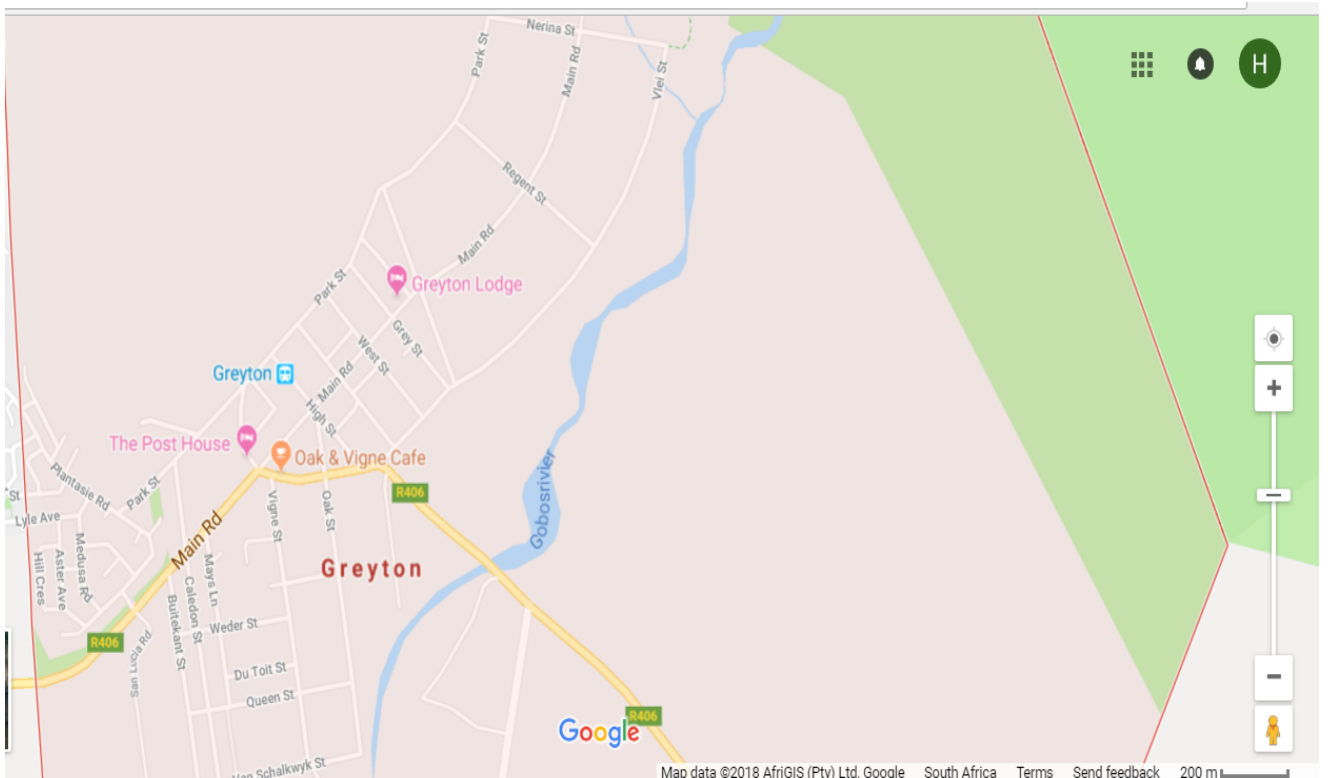
The supply of consumables for record keeping is the responsibility of the Service Provider.

Cancellation of Contract:

The municipality reserves the right to cancel the contract at any stage.

Areas







COLLECTION SCHEDULE

Area Grabouw	Day of collection
Swannie Rivier	Wednesday
Pine view North	Wednesday
Pine view	Tuesday
Town area Grabouw	Tuesday
Area Villiersdorp	Day of collection
Town area (Lower Town)	Thursday
Nuwe Dorp (Upper Town)	Tuesday
Area Caledon	Day of collection
Middleton	Friday
Caledon Town area	Wednesday
Uitsig	Tuesday
Bergsig	Tuesday
Area Greyton	Day of collection
Greyton	Monday
Area RSE	Day of collection
RSE	Thursday

If the bidder fails to sign this schedule, it will be interpreted that the bidder does not comply with the Scope of Works and therefore will be regarded as being non-eligible.

I hereby declare that I comply with the Scope of Works.

Name of Bidder

Signature on Behalf of Tenderer

Date

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THEEWATERSKLOOF MUNICIPALITY					
Bid Number:	JR 01/2026/27	Closing Date:	10 July 2026	Closing Time:	12:00
Description:	PROVISION OF RECYCLING SERVICES IN GRABOUW, VILLIERSDORP, CALEDON, GREYTON AND RIVIERSONDEREND ON A MONTH-TO-MONTH BASIS FROM DATE OF APPOINTMENT				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (CONTRACT FOR THE RENDERING OF SERVICES)					
Bid Response Documents may be Deposited in the Bid Box NO. 2 situated at:					
MUNICIPAL HEAD OFFICE					
06 PLEIN STREET					
CALEDON					
7230					
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]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
3. TOTAL NUMBER OF ITEMS OFFERED			4. TOTAL BID PRICE	R	
5. SIGNATURE OF BIDDER		6. DATE		
7. CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	SCM		CONTACT PERSON	J Prins	
CONTACT PERSON	Hanro September		TELEPHONE NUMBER	028 214 3300	
TELEPHONE NUMBER	028 214 3300		FACSIMILE NUMBER	N/A	
FACSIMILE NUMBER	028 212 1229		E-MAIL ADDRESS	jeremypr@twk.gov.za	
E-MAIL ADDRESS	hanrose@twk.gov.za				

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 Bidders must ensure compliance with their tax obligations.	
2.2 Bidders are required to submit their unique personal identification number (pin) issued by sars to enable the organ of state to view the taxpayer's profile and tax status.	
2.3 Application for the tax compliance status (tcs) certificate or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with sars as e-filers through the website www.sars.gov.za .	
2.4 Foreign suppliers must complete the pre-award questionnaire in part b:3.	
2.5 Bidders may also submit a printed tcs certificate together with the bid.	
2.6 In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate tcs certificate / pin / csd number.	
2.7 Where no tcs is available but the bidder is registered on the central supplier database (csd), a csd number must be provided.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> 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:

.....

MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS AND APPLICATION FORM

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.

1. In order to meet this requirement, bidders are required to complete in full the TCC 0001 form, "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally or on the website www.sars.gov.za. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2. Applications for the Tax Clearance Certificates 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

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

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

5. Tax Compliance Status (TCS) Pin as of 18 April 2016

- a. In terms of the new Tax Compliance Status System implemented by SARS on 18 April 2016, taxpayers are now able to issue the municipality with a TCS Pin which can be used to verify a bidder's tax status online via SARS E-filing.
- b. The taxpayer must issue the municipality with the following:

Bidders who are not in possession of an original Tax Clearance Certificate must provide at least 2 of the 3 numbers listed below in order to verify the Tax Clearance Certificate via SARS e-filing.

1. Tax Reference Number	
2. Tax Compliance Status Pin	
3. Tax Clearance Certificate Number:	

c. If a bidder is registered on the Theewaterskloof Municipality Supplier's Database and the Municipality is already in possession of an original tax clearance certificate which is valid on closing date of bid, it MUST be indicated as such on this page, whereby the attaching of a new tax clearance certificate to this page will not be needed.

6. Should a Tax Clearance Certificate not be verifiable on the SARS e-filing system, the bidder will be afforded an opportunity to submit a valid, verifiable Tax Clearance Certificate. It will result in the invalidation of the bid, should the bidder fail to provide a valid, verifiable Tax Clearance Certificate.

MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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, hareholder²):.....

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.

.....

¹MSCM 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.
.....
.....

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:
.....
.....

**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

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***

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.

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 in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- 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:
- 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.

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

B-BBEE status level of contributor	Number of points allocated in terms of B-BBEE score card (80/20)	Number of points allocated in terms of B-BBEE score card (90/10)
1	10	5
2	9	4.5
3	8	4
4	6	2.5
5	4	2
6	3	1.5
7	2	1
8	1	0.5
Non-Compliant contributor	0	0

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

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

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 and proof thereof attached)
BBBEE (10)	LEVEL POINTS ÷ 2 (For example, Level 1 = 20 Points ÷ 2 = 10)	
LOCALITY (10) (Latest Municipal account/ Lease agreement in the name of the company must be attached to claim points)	Within the boundaries of Theewaterskloof Municipality 10 Within the boundaries of Overberg District 6 Within the boundaries of the Western Cape 4 Outside of the boundaries of the Western Cape 0	

POINTS WILL BE ALLOCATED AS FOLLOWS BETWEEN R 30 000–R 300 000 (80/20)	
	POINTS
PRICE	80
SPECIFIC PARTICIPATION GOALS	
Within the boundaries of Theewaterskloof Municipality	10
Within the boundaries of Overberg District	6
Within the boundaries of the Western Cape	4
Outside of the boundaries of the Western Cape	0
BBBEE SCORE CARD	
BBBEE points	10
Total	100

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. Sub-Contractor

4.6.1 Will any portion of the contract be sub-contracted? [TICK

APPLICABLE BOX]

YES		NO	
-----	--	----	--

4.6.2 If yes, indicate:

- i) What percentage of the contract will be sub- contracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub- contractor.....
- iv) Whether the sub-contractor is an EME or QSE [TICK

APPLICABLE BOX]

YES		NO	
-----	--	----	--

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

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	<p>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

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

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality/Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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