CITY OF TSHWANE METROPOLITAN MUNICIPALITY

ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR THE ONCE-OFF SUPPLY, DELIVERY AND OFFLOADING OF DIGITAL SLR CAMERAS AND MEETING RECORDING DEVICES TO THE TSHWANE METRO POLICE DEPARTMENT

QUOTATION NO: Q56-2026-27

NAME OF BIDDER: ……..

CSD NUMBER: …….

VENDOR NUMBER …….
(Compulsory)

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

CLOSING DATE	**20 NOVEMBER 2026**

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

CITY OF TSHWANE

METROPOLITAN MUNICIPALITY

DEPARTMENT: TSHWANE METRO POLICE

BIDS ARE HEREBY INVITED FROM SUPPLIERS FOR THE FOLLOWING BID:

Bid No	Description	Dept.	Contact Officials	Compulsory Briefing Session	Closing date
Q56-2026-27	**ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR THE ONCE-OFF SUPPLY, DELIVERY AND OFFLOADING OF DIGITAL SLR CAMERAS AND MEETING RECORDING DEVICES TO THE TSHWANE METRO POLICE DEPARTMENT**	TMPD	Josia Masenya (012) 358 0658 josiasma@tshwane.gov.za Vusi Mabona (012) 358 2962 VusiM@tshwane.gov.za	N/A	20 November 2026 at 10:00

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

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

Bidders should therefore not deposit their bid responses in the tender box but respond to the bid on the online platform not later than 10:00 on the 20 November 2026.

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

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

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

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

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COMMUNITY SAFETY: METRO POLICE DEPARTMENT

BID NAME

ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR THE ONCE-OFF SUPPLY, DELIVERY AND OFFLOADING OF DIGITAL SLR CAMERAS AND MEETING RECORDING DEVICES TO THE TSHWANE METRO POLICE DEPARTMENT

BID NUMBER

Q56-2026-27

1. INTRODUCTION AND PURPOSE

This document outlines the scope of work for the once-off supply, delivery, and offloading of Digital Single-Lens Reflex (DSLR) Camera Kits and Portable Digital Audio Recorders for the Tshwane Metro Police Department (TMPD).

The equipment is required to support operational, investigative, training, administrative, evidential, media, public relations, and documentation functions. The proposed equipment shall provide reliable performance, ease of use, high-quality image and audio capture, and include all accessories required for immediate operational deployment.

2. BACKGROUND

The Tshwane Metro Police Department requires digital imaging and audio recording equipment to support a variety of law enforcement and administrative functions.

The DSLR camera kits will be utilised for official photography, incident and scene documentation, training activities, community engagement initiatives, media

communications, public awareness campaigns, and other operational requirements requiring high-quality image and video capture.

The portable digital audio recorders will be utilised for meetings, interviews, witness statements, investigations, training sessions, dictation, and other official recording requirements. The devices must provide clear audio recording, reliable file storage, and ease of operation in both office and field environments.

The equipment must be robust, user-friendly, and suitable for regular use by personnel operating in diverse working environments.

3. PROJECT SCOPE

The project comprises the supply, delivery, and offloading of Digital Single-Lens Reflex (DSLR) Camera Kits and Portable Digital Audio Recorders that meet the requirements of this specification.

The successful bidder shall supply complete, new, and unused equipment, including all specified accessories, documentation, warranty certificates, and supporting materials required for immediate operational use upon delivery.

THE SCOPE INCLUDES:

- Supply of Digital Single-Lens Reflex (DSLR) Camera Kits, including lenses and accessories.
- Supply of Portable Digital Audio Recorders, including all specified accessories.
- Delivery and offloading at a designated municipal facility.
- Provision of manufacturer warranties and after-sales support.
- Provision of replacement parts, accessories, and technical support for the applicable warranty period.
- Supply of user manuals, warranty certificates, and associated documentation.
- Supply of charging equipment, batteries, carrying cases, and other accessories specified in this document.
- Ensuring all equipment is fully functional and ready for immediate use upon delivery.

4. SCOPE OF WORKS

4.1 ITEM 1: DIGITAL CAMERA SINGLE-LENS REFLEX (SLR) (INCLUDING LENSES AND ACCESSORIES)

GENERAL DESIGN REQUIREMENTS

The Digital Camera Single-Lens Reflex (SLR) (including lenses and accessories) shall meet or exceed the following minimum requirements:

- Be supplied as a new and unused product.
- All items are to be supplied in original packaging.
- All accessories, manuals, warranty certificates, and supporting documentation upon delivery.

CAMERA BODY

General

- Digital Single-Lens Reflex (DSLR) camera.
- New and unused.
- Current production model.
- Ergonomic design is suitable for handheld operation.
- Suitable for professional and operational photography applications.

Image Sensor

- APS-C CMOS sensor or equivalent.
- Effective resolution: Minimum 24 Megapixels.
- High-resolution still captures capability.
- Low-noise image performance across the specified ISO range.

Image Processing

- Advanced image-processing engine or equivalent technology.
- Support for JPEG and RAW image formats.
- In-camera image optimisation and noise reduction functionality.

ISO Performance

- Native ISO range: Minimum ISO 100 to ISO 6400.
- Expandable ISO capability to a minimum ISO 12800.

Shutter

- Shutter speeds range from at least 30 seconds to 1/4000 second.
- Bulb mode for extended exposure photography.

Continuous Shooting

- Minimum continuous shooting rate of 3 frames per second.

Display

- Minimum 3.0-inch colour LCD display.
- Minimum resolution of 920 000 dots or equivalent.
- Image review and menu navigation functionality.

Viewfinder

- Optical viewfinder.
- Minimum 95% frame coverage.

Storage

- Compatible with SD, SDHC and SDXC memory cards.
- Support for high-speed memory cards.

Connectivity

- Built-in Wi-Fi capability.
- Wireless image transfer functionality.
- Remote camera control capability via compatible devices.
- USB connectivity.

Battery Performance

- Rechargeable lithium-ion battery system.
- Minimum battery life of 600 photographs per charge under normal operating conditions.

Construction

- Durable lightweight body construction.
- Ergonomic grip design.
- Suitable for routine field use.

LENS REQUIREMENTS

The camera kit shall include interchangeable Original Equipment Manufacturer (OEM) lenses compatible with the camera body supplied.

Original Equipment Manufacturer (OEM) Wide-Angle Lens

- Focal length ranges between 14 mm and 35 mm.
- Suitable for landscape photography, scene documentation, group photography, and architectural photography.
- Auto-focus capability.
- Optical stabilisation preferred.

Original Equipment Manufacturer (OEM) Standard Zoom Lens

- Focal length range between 35 mm and 70 mm.
- Suitable for general-purpose photography.
- Auto-focus capability.
- Optical stabilisation preferred.

Lens Construction

- Multi-coated optical elements.
- Durable construction suitable for operational use.
- Compatible lens mount supplied by the camera manufacturer.

VIDEO CAPABILITIES

The camera shall provide:

- Full HD video recording capability.
- Minimum resolution: 1920 × 1080 (1080p).
- Minimum frame rate: 30 frames per second.
- Built-in microphone.
- External microphone input preferred.
- Video playback functionality.

ACCESSORIES

The following accessories shall be supplied as part of the complete package:

Original Equipment Manufacturer (OEM) External Flash Unit

Compatible with the supplied camera.

Through-the-lens (TTL) metering or equivalent automatic flash control.

Adjustable flash output.

Suitable for indoor and low-light photography.

Monopod

- Lightweight aluminium or equivalent construction.
- Minimum extended height: 1.5 metres.
- Durable locking mechanisms.

Camera Bag

- Padded carrying bag.
- Weather-resistant construction.
- Capable of accommodating the camera body, lenses, flash unit, batteries, and accessories.

Original Equipment Manufacturer (OEM) Batteries

- Minimum two (2) rechargeable batteries.
- One installed and one spare.

Original Equipment Manufacturer (OEM) Battery Charger

- Compatible with the supplied battery system.
- AC charging capability.

Cleaning Kit

- Lens cleaning cloth.
- Lens cleaning solution.

Original Equipment Manufacturer (OEM) USB Cable

- Compatible with the camera supplied.

Documentation

- Printed or electronic user manual.
- Warranty documentation.

PACKAGE CONTENTS

The complete delivery shall include:

- One (1) DSLR camera body.
- One (1) Original Equipment Manufacturer (OEM) wide-angle lens.
- One (1) Original Equipment Manufacturer (OEM) standard zoom lens.
- One (1) Original Equipment Manufacturer (OEM) external flash unit.
- One (1) monopod.
- One (1) weather-resistant padded camera bag.
- Two (2) rechargeable batteries.
- One (1) Original Equipment Manufacturer (OEM) battery charger.
- One (1) lens cleaning kit.
- One (1) Original Equipment Manufacturer (OEM) USB cable.
- One (1) user manual.
- One (1) set of warranty documentation.

WARRANTY AND SUPPORT

The supplier shall provide:

- Minimum twelve (12) month manufacturer's warranty on the camera body and supplied accessories.
- Availability of spare parts and service support for a minimum period of five (5) years.
- Access to local repair and maintenance services.
- Technical support during the warranty period.

DELIVERY REQUIREMENTS

The supplier shall:

- Supply all equipment as new and unused products.
- Deliver and offload the equipment at the designated municipal facility.
- Ensure that all items are supplied in original packaging.
- Provide all accessories, manuals, warranty certificates, and supporting documentation upon delivery.

4.2 ITEM 2: PORTABLE DIGITAL AUDIO RECORDER (INCLUDING ACCESSORIES)

GENERAL DESIGN REQUIREMENTS

The portable digital audio recorder shall meet or exceed the following minimum requirements:

- Be supplied as a new and unused product.
- All items are to be supplied in original packaging.
- All accessories, manuals, warranty certificates, and supporting documentation upon delivery.

GENERAL REQUIREMENTS

- Portable handheld digital audio recorder.
- New and unused.
- Compact and lightweight design.
- Suitable for professional and operational use.
- Easy-to-use controls and menu system.
- Colour or monochrome display screen for status and playback information.

AUDIO RECORDING

Recording Formats

- Support for WAV and MP3 recording formats or equivalent.
- High-quality uncompressed audio recording capability.
- Adjustable recording quality settings.

Microphones

- Integrated stereo microphones.
- High-sensitivity microphone system.
- Noise-reduction capability for improved speech intelligibility.
- Suitable for close-range and room-scale recording.

Recording Quality

- Clear recording of speech and ambient audio.
- Adjustable microphone sensitivity settings.
- Automatic and manual recording level control.
- Voice-activated recording capability preferred.

Playback Functions

- Built-in speaker.

- Headphone output for private playback.
- Playback speed adjustment preferred.
- File search and playback navigation functions.

Memory and Storage

- Internal memory: Minimum 8 GB.
- Expandable memory via MicroSD or equivalent memory card.
- Storage capacity sufficient for extended recording sessions.
- USB file transfer capability.

Display

- Integrated display screen.
- Recording status indicators.
- Battery status indication.
- Remaining recording time indication.
- File management functionality.

Connectivity

- USB connectivity for file transfer and charging where applicable.
- Headphone output socket.
- External microphone input preferred.
- Plug-and-play compatibility with commonly used computer operating systems.

Original Equipment Manufacturer (OEM) Power Supply

- Rechargeable battery system or replaceable batteries.
- Minimum operating time of 20 hours under normal recording conditions.
- Battery level indicator.
- Charging cable and/or charger included.

Construction

- Durable housing suitable for daily operational use.

- Lightweight, portable design.
- Ergonomic button layout.
- Scratch-resistant display preferred.

Audio Features

The recorder shall provide:

- Noise reduction technology or equivalent.
- Automatic gain control or adjustable recording levels.
- File lock/protection function to prevent accidental deletion.
- Time and date stamping of recordings.
- Folder management functionality.
- Indexing or bookmarking capability preferred.

STANDARD SUPPLY PACKAGE

The complete package shall include:

- One (1) portable digital audio recorder.
- One (1) rechargeable battery or battery set.
- One (1) Original Equipment Manufacturer (OEM) USB cable.
- One (1) Original Equipment Manufacturer (OEM) charger or charging adapter, where applicable.
- One (1) carrying pouch or protective case.
- One (1) Original Equipment Manufacturer (OEM) set of earphones or headphones.
- One (1) user manual.
- One (1) warranty certificate.

PERFORMANCE REQUIREMENTS

The recorder shall:

- Deliver clear speech recording suitable for evidential, administrative, and operational purposes.
- Operate reliably in office and field environments.
- Support long-duration recording sessions.
- Allow rapid transfer of recordings to a computer system.
- Maintain recorded files without data corruption during normal operation.

WARRANTY AND SUPPORT

The supplier shall provide:

- Minimum twelve (12) month manufacturer's warranty.
- Local after-sales support and repair services.
- Availability of spare parts and accessories for a minimum of three (3) years.
- Technical support during the warranty period.
- Documentation confirming warranty periods and after-sales support arrangements.

DELIVERY REQUIREMENTS

The supplier shall:

- Deliver and offload all equipment at the designated municipal facility.
- Supply all equipment in original manufacturer's packaging.
- Ensure all accessories, cables, manuals, and warranty documentation are included.
- Deliver equipment fully functional and ready for immediate use.

4.3 CONDITION OF CONTRACT

4.3.1 WARRANTY AND AFTER-SALES SUPPORT

The bidder must provide written confirmation of the following:

- A minimum manufacturer's warranty period of twelve (12) months on all equipment supplied.
- Availability of local after-sales support, maintenance, and repair services.
- Availability of spare parts, consumables, accessories, and technical support for a minimum period of three (3) years from the date of delivery.
- Repair, replacement, or warranty claim procedures during the warranty period.
- Access to technical assistance and product support during the warranty period.

TECHNICAL CAPABILITY AND DELIVERY CAPACITY

- The bidder must have the necessary infrastructure, equipment, transport resources, and personnel to supply, deliver, and offload the equipment at the designated municipal facility.
- Provide a brief implementation plan outlining delivery lead times, delivery arrangements, and support resources.

Confirm that all equipment will be supplied complete with all specified accessories and ready for immediate use upon delivery.

4.3.2 PRODUCT SUITABILITY DECLARATION

- The bidder shall provide a written declaration confirming that the proposed equipment fully complies with the minimum requirements stipulated in the technical specification for
- **Item 1: Digital Single-Lens Reflex (DSLR) Camera Kit (Including Lenses and Accessories)** and/or
- **Item 2: Portable Digital Audio Recorder**, as applicable.
- Any deviations from the specification must be clearly identified and fully detailed.

Failure to disclose deviations may result in disqualification or rejection of the proposed equipment.

5. STAGES OF EVALUATION

The evaluation of proposals will be conducted in the following three stages:

5.1 Stage 1: Administrative Compliance

5.2 Stage 2: Mandatory Requirements

5.3 Stage 3: Preference Point System

5.1 STAGE 1: ADMINISTRATIVE COMPLIANCE

All the bids will be evaluated against the administrative responsiveness requirements as set out in the list of returnable documents.

Compulsory Returnable Documentation (Submission of these are compulsory)	**Submitted (YES or NO)**	**Checklist (Guide for Bidder and the Bid Evaluation Committee)**
a) To enable The City to verify the bidder's tax compliance status, the bidder must provide; • Tax compliance status PIN. or • Central Supplier Database (CSD)		Tax status must be compliant before the award.
b) A copy of their Central Supplier Database (CSD) registration; or indicate their Master Registration Number / CSD Number;		CSD must be valid.
c) Confirmation that the bidding company's municipal service charges, rates and taxes are up to date: Original or copy of Municipal Account Statement of the Bidder (bidding company) not older than 3 months		Was a Municipal Account Statement, or signed lease agreement or letter from the local councillor provided for the bidding company? The name and

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

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
NB: It is a condition of this bid that the successful bidder will continue with the same Joint Venture (JV) for the duration of the contract unless prior approval is obtained from the City.		
h) Bidder attended a compulsory briefing session where applicable		A compulsory briefing register must be signed by the bidder. **Bidders will be disqualified should they fail to attend compulsory briefing session**
i) Pricing schedule (All items must be quoted for in pricing schedule and if not, all items are quoted the bidder will be disqualified). Unless the tender is awarded per item or per section where the bidder only quoted the items or sections, they are interested in.		Incomplete pricing schedule results in totals being incomparable. Bidder must be disqualified. **Bidder will be disqualified should they make corrections on the price schedule without attaching a signature or initialising thereto.** **Bidder will be disqualified should they use tippex/ correction ink, on the price schedule.**

5.2 STAGE 2: MANDATORY REQUIRMENTS

NOTE TO BIDDERS:

- Documentation requested in the table below **MUST** be submitted with the quotation. Quotations received without the required supporting documentation will not be considered.
- Failure by a bidder to comply with **ANY** of the mandatory requirements listed below shall render the quotation non-responsive and may result in disqualification from further evaluation.
- These requirements apply to both **Item 1: Digital Single-Lens Reflex (DSLR) Camera Kit (Including Lenses and Accessories)** and **Item 2: Portable Digital Audio Recorder (including accessories).**

NO	MANDATORY REQUIREMENT	COMMENT YES/NO
1.	PRODUCT COMPLIANCE AND TECHNICAL DOCUMENTATION • Attach detailed product **brochures and / or technical data sheets for** specifications for each camera and audio recorder model offered.	

	- Provide evidence that the proposed equipment complies with applicable South African and/or internationally recognised safety, quality, and performance standards. - Submit documentation confirming technical specifications, functionality, and compatibility of all accessories offered. - Provide product illustrations, or catalogue information for all proposed equipment.	

5.3 STAGE 3: PREFERENCE POINT SYSTEM

The preferential points to be used will be the 80/20 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2022.

- 80 points for price
- 20 points for specific goals

Specific goals	**80/20 preference point system**	**Proof of specific goals to be submitted**
BB-BEE score of companies • Level 1 • Level 2 • Level 3 • Level 4 • Level 5 • Level 6 • Level 7 • Level 8 • Non-compliant	• 8 Points • 7 Points • 6 Points • 5 Points • 4 Points • 3 Points • 2 Points • 1 Point • 0 Points	Valid Certified copy of BBBEE certificate. Sworn Affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate.
EME and/ or QSE	2 Points	Valid Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate
At least 51% of Women-owned companies	2 Points	Certified copy of Identity Document/s **and** proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC

Specific goals	**80/20 preference point system**	**Proof of specific goals to be submitted**
		registration or any other proof of ownership)
At least 51% owned companies by People with disability	2 Points	Medical Certificate with doctor's details (Practice Number, Physical Address, and contact numbers) and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership
At least 51% owned companies by Youth	2 Points	Certified copy of Identity Document/s **and** proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership
Local Economic Participation • City of Tshwane • Gauteng • National	4 Points 2 Points 1 Point	Municipal Account statement/Lease agreement.

6. **PRICING SCHEDULE**

Bidders should note that the quotation will be awarded to one bidder only.

This quotation will be awarded per item. Estimated quantities in the table below is indicative of the planned procured subject to the availability of funding.

NOTE TO PROSPECTIVE BIDDERS:

- All prices must be quoted in South African Rand (ZAR).
- Prices must include the supply, delivery, offloading, warranty support, and all associated costs.
- Prices must remain fixed for the duration specified in the quotation documents, unless otherwise indicated.
- The estimated quantities provided are for evaluation purposes only.

ITEM 1: DIGITAL SINGLE-LENS REFLEX (DSLR) CAMERA KIT (INCLUDING LENSES AND ACCESSORIES)					
ITEM	MATERIAL NUMBER	DESCRIPTION	QUANTITY (PER UNIT)	UNIT PRICE INCL.VAT	
				R	c
1.	200000009687	DIGITAL SINGLE-LENS REFLEX (DSLR) CAMERA KIT (INCLUDING LENSES AND ACCESSORIES)	1		
TOTAL EXCL. OF VAT				R	
15% VAT					
TOTAL INCL. OF VAT					

ITEM 2: PORTABLE DIGITAL AUDIO RECORDER (INCLUDING ACCESSORIES)					
ITEM	MATERIAL NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE INCL.VAT	
				R	c
1.	200000009691	PORTABLE DIGITAL AUDIO RECORDER (INCLUDING ACCESSORIES)	1		
TOTAL EXCL. OF VAT					
15% VAT					
TOTAL INCL. OF VAT				R	

IMPORTANT:

THE CITY OF TSHWANE RESERVES THE RIGHT TO INCREASE OR DECREASE THE QUANTITIES PROCURED AND/OR SERVICES WHICH MAY BE REQUIRED UNDER THIS CONTRACT WITH CURRENT MARKET RELATED PRICES PER ADDITIONAL RESOURCES.

7. VALIDITY PERIOD

The validity period for the tender after closure is 90 days. The City of Tshwane shall have right and power to extent any tender validity period beyond any initial validity period set and subsequent extensions. The Supply Chain Management Division shall ensure that an extension of validity is requested in writing from all bidders before the validity expiry date. Extension of validity shall be finalised while the quotations/bids are still valid.

8. **MARKET ANALYSIS**

The City of Tshwane reserves the right to conduct market analysis. Should the city exercise this option, where a tenderer offers a price that is deemed not to be viable to supply goods or services as required, written confirmation will be made with the tenderer if they will be able to deliver on the price, if a tenderer confirm that they cannot, the bidder will be disqualified on the basis of being non-responsive. If they confirm that they can deliver, a tight contract to mitigate the risk of non-performance will be entered into with the service provider. Further action on failures by the supplier to deliver will be handled in terms of the contract including performance warnings and listing on the database of restricted suppliers.

The city further reserves the right to negotiate a market related price with a tenderer scoring the highest points. If the tenderer does not agree to a market-related price, the city reserves the right to negotiate a market-related price with the tenderer scoring the second highest points, if the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points. If a market-related price is not agreed, the city reserves the right to cancel the quotation.

9. **SERVICE LEVEL AGREEMENTS**

Should it be considered as a requirement by the City of Tshwane: Group Legal & Secretariat Services Department, a Service Level Agreement will be finalized upon award of this quotation. Such Service Level Agreement will be signed between the City of Tshwane and the Successful bidder, if not, the condition of this Tender will serve as the contract between the City of Tshwane and Successful Service Provider.

10. **AWARD**

This quotation will be awarded to one (1) service provider only.

MBD1
COMPULSORY
PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF MUNICIPALITY/ MUNICIPAL ENTITY*)					
QUOTATION NUMBER:	Q56-2026-27	CLOSING DATE:	20 November 2026	CLOSING TIME:	10:00
DESCRIPTION	**ADVERTISEMENT: APPOINTMENT OF A SERVICE PROVIDER FOR THE ONCE-OFF SUPPLY, DELIVERY AND OFFLOADING OF DIGITAL SLR CAMERAS AND MEETING RECORDING DEVICES TO THE TSHWANE METRO POLICE DEPARTMENT**				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BIDDERS SHOULD THEREFORE NOT DEPOSIT THEIR RESPONSES IN THE TENDER BOX BUT RESPOND TO BID ON THE ONLINE PLATFORM

Tshwane House

Supply Chain Management

320 Madiba Street

Pretoria

GPS coordinates: 25.74431°S, 28.19464°E

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	
[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]					
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]	
SIGNATURE OF BIDDER	.....		**DATE**		
CAPACITY UNDER WHICH THIS BID IS SIGNED					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT	Supply Chain Management	CONTACT PERSON	Vusi Mabona
CONTACT PERSON	Josia Masenya		
TELEPHONE NUMBER	(012) 358 0658	TELEPHONE NUMBER	(012) 358 2962
		E-MAIL ADDRESS	VusiM@tshwane.gov.za
E-MAIL ADDRESS	josiasma@tshwane.gov.za		

MBD1
COMPULSORY
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, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

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

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

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

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

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

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

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

DATE: ……...

MBD 4
COMPULSORY

DECLARATION OF INTEREST

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

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

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

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

3.2 Identity Number: …….

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

3.4 Company Registration Number: …….

3.5 Tax Reference Number:……

3.6 VAT Registration Number: ……

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

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

3.8.1 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.

……

……

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

……

……

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

3.12.1 If yes, furnish particulars.

……

……

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

3.13.1 If yes, furnish particulars.

……

……

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

……..

……..

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

Full Name	Identity Number	State Employee Number

…….. ……..
Signature **Date**

……. ……
Capacity **Name of Bidder**

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

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	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:

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:

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

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

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

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

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

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

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

Specific goals	80/20 preference point system	Number of points claimed (80/20 system) (To be completed by the tenderer)
BB-BEE score of companies • Level 1 • Level 2 • Level 3 • Level 4 • Level 5 • Level 6 • Level 7 • Level 8 • Non-compliant	• 8 Points • 7 Points • 6 Points • 5 Points • 4 Points • 3 Points • 2 Points • 1 Point • 0 Points	
EME and/ or QSE	2 Points	
At least 51% of Women-owned companies	2 Points	
At least 51% owned companies by People with disability	2 Points	
At least 51% owned companies by Youth	2 Point	
Local Economic Participation • City of Tshwane • Gauteng • National	4 Points 2 Points 1 Point	

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

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

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

☐ State Owned Company [TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

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

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

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

(a) disqualify the person from the tendering process;

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

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

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

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

……

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……

DATE: ……

ADDRESS: ……

……

……

CONTRACT FORM: PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

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

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

   (i) Bidding documents, *viz*

   - Invitation to bid;
   - Tax clearance certificate;
   - Pricing schedule(s);
   - Technical Specification(s);
   - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
   - Declaration of interest;
   - Declaration of bidder's past SCM practices;
   - Certificate of Independent Bid Determination;
   - Special Conditions of Contract;

   (ii) General Conditions of Contract; and

   (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

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

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

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

NAME (PRINT)	……
CAPACITY	……
SIGNATURE	……
NAME OF FIRM	……
DATE	……

WITNESSES

1. ……

2. ……

DATE: ……

MBD 7.1

CONTRACT FORM: PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I … ……..... in my capacity as ……accept your bid under reference number …… dated for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating delivery instructions is forthcoming.

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

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION

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

SIGNED AT ……ON……..

NAME (PRINT) …….

SIGNATURE …….

OFFICIAL STAMP

WITNESSES

1. ……..

2. ……..

DATE: ……

COMPULSORY

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

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

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

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

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

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

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 bids[1] invited.

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

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

a. take all reasonable steps to prevent such abuse;

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

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

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

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

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

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

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of:_____that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

    (a) has been requested to submit a bid in response to this bid invitation;
    (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
    (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium[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.

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

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

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