REQUEST FOR QUOTATION FOR GOODS/SERVICES FOR UGU DISTRICT MUNICIPALITY

Ugu District Municipality is requesting quotations for the goods and/or services listed hereunder. Request for quotation documents may be obtained from Ugu District Municipality, Treasury Department, Supply Chain Management Office at 96 Marine Drive, Phase 3, Oslo Beach or be downloaded from Ugu Website: https://www.ugu.gov.za from **05 November 2026** to closing date, during office hours.

SUPPLY, DELIVER AND INSTALL NEW ENTRANCE ALUMINIUM DOORS

Requisition/Ref Number:	**REQ26792**

Item	Description/ Specification/ Scope of Work	Qty	Unit Price	Total (excl Vat)
	Request for a suitable service provider that will supply, deliver and install new entrance aluminium doors at Harding and Marburg Admin Office Please quote as per BOQ on page 3 A compulsory site briefing will be held at Marburg workshop on 09 November 2026 at 13h00 **For More Information Contact Phumlani Sithole On 060 633 5777 / 082 718 8804 Or Phumlani.Sithole@ugu.gov.za**			
Delivery Date After receipt of an order: ……Days				
			SUB TOTAL	
			15%Vat	
			GRAND TOTAL	

Bids completed in accordance with the conditions indicated in documents, must be sealed, and endorsed with **REQ26792 and** be deposited in the official tender box at the Reception of **Ugu District Municipality on 96 Marine Drive, Phase 3, Oslo Beach** no later than **12h00 on 12 November 2026.**

Faxed, emailed, typed and late quotations will not be accepted. Please furnish all information as requested. Late and incomplete submissions will invalidate the quotation submitted. Quotation submitted must be valid for a period of **30** days from the closing date.Ugu District Municipality subscribes to the Preferential Procurement Regulations **2022**, pertaining to the Preferential Procurement Policy Framework Act (PPPFA) principles whereby a bidder's submission will be evaluated according to the sum of the award of points in respect of the tender value and **Specific Goals**.

Price, and Preference will be used for evaluation. The **80/20 preferential point** system will be applicable, with **80 points for price and 20 points for Specific Goals** (*See below table)*, in terms of revised Preferential Procurement Regulation in effect from **16 January 2023 Gazette Notice No. 47452 dated 04 November 2022**.

Specific Goal(s) Points to be allocated as follows:

	Categories	Weight	80|20	Supporting Documents
1	Ownership	60%	12	
2	Reconstruction & Development Programme	30%	6	
3	Other Specific Goals-	10%	2	
		100%	**20**	
#	**Specific Goal(s)**	**Weight**	**80|20 PP**	
	Ownership Categories:			
1.	1. an EME or QSE which is at least 100% owned by black people;	100%	12	CIPC: Shareholders Certificate and Sworn Affidavit confirming QSE/EME
	2. an EME or QSE which is at least 51% owned by black people;	66.7%	8	CIPC: Shareholders Certificate and Sworn Affidavit confirming QSE/EME
2	**Promotion of Local Business(s)**			
	1. Enterprise Located within the District Municipality - Rural	100%	6	CSD & Utilities: POR*: SAPS Affidavit
	2. Enterprise Located within the District Municipality - Urban	66.7%	4	CSD & Utilities: POR*: SAPS Affidavit
	3. Enterprise Located within the Province	33.3%	2	CSD & Utilities: POR*: SAPS Affidavit
3	***Other Specific Goals***			
	1. Enterprise 100% owned by Youth/Women/Disabled	100%	2	CIPC: Shareholders Certificate and Directors ID

The Council reserves the right not to accept the lowest bid or any bid and reserves the right to accept the whole or part of the bid, or to reject all bids and cancel the notice to tender.

COMPANY STAMP

COMPANY FULL NAME: _____

AUTHORISED PERSON FULL NAME: _____

SIGNATURE: _____

CAPACITY UNDER WHICH THIS BID IS SIGNED _____

DATE: _____

	BOQ for REQ 26792 Harding Administration Building & Marburg Main Building		
	Main Entrance Double Glass Office Door		
Item No.	**Description (Harding)**	**Qty**	**Unit Price**
1	Remove and carefully dismantle the existing sliding aluminium door with its frame from facebrick wall opening, plaster inside and keep it for re-use.	**1**	
2	Prepare and install the aluminium brown double door with tinted grey S10 shutter-proof glass on powder-coated satin brown finish and with a type of double swing door. A size of 1770mm Width X 2010mm Heigth, 885mm per leaf and with a central locking system plus flush bolt on inactive leaf, and a stainless-steel lever handle. Provide friction hold open arm.	**1**	
3	Finishing up the reveals as per client experts	**1**	
	Description (Marburg main building)		
4	Remove the existing sliding rail system and carefully dismantle the two-piece sliding aluminium door from its frame. Prepare and modify the frame opening to accommodate a swing door configuration. Re-install the same door panels converting from sliding to swing operation: the primary leaf (active door) shall be fitted with friction hold open arm, hinges, and a stainless-steel galvanised lever handle to allow swing open and close functionality; the secondary leaf (inactive door) shall be fixed in position with a latch mechanism and flush bolt for securing when not in use. Ensure all hardware is properly aligned, and the door operates smoothly with proper clearance.	**1**	
5	Door must have stainless steel galvanised lever handle	**1**	
		Sub-Total	
		Vat 15%	
		Grand Total	

TERMS OF REFERENCE:

FOR THE PROVISION OF GENERAL MAINTENANCE SERVICES

INTRODUCTION:

Ugu District Municipality seeks to appoint suitably qualified, experienced and reputable external service provider(s) to undertake handyman and general maintenance work at municipal buildings and facilities, on an as-and-when-required basis. The appointment must support lawful, transparent and value-for-money procurement, while ensuring that all work is carried out safely, professionally and to acceptable workmanship and quality standards.

OBJECTIVE:

The objective of these Terms of Reference is to source competent external service provider(s) where internal municipal capacity or resources are not available, while ensuring compliance with applicable legislation, regulations, municipal supply chain management requirements, construction industry prescripts, occupational health and safety requirements, recognised industry procedures and relevant product or material standards. The Terms of Reference further seek to secure work guarantees after services have been rendered, without compromising workmanship, durability, safety or service quality.

LEGISLATIVE AND REGULATORY FRAMEWORK

The procurement and execution of the required services must be aligned, where applicable, with the Municipal Finance Management Act, 2003, the Municipal Supply Chain Management Regulations, the municipality's Supply Chain Management Policy, the Construction Industry Development Board requirements and prescripts, the Occupational Health and Safety Act, 1993 and applicable regulations, South African National Standards or SABS-approved materials and products, and any other relevant municipal by-laws, policies, instructions or industry procedures applicable to the nature of the work.

DURATION OF CONTRACT:

The contract period will be for a short-term assignment of approximately two weeks to one month, or as otherwise specified in the appointment letter, purchase order, scope of work or instruction issued by the municipality. Work must be completed within the approved timeframe, subject to written approval for any extension where justified by the nature of the work or circumstances beyond the service provider's control.

MINIMUM SERVICE PROVIDER REQUIREMENTS

- Hold a valid and appropriate CIDB grading, where the nature and value of the work falls within construction or building-related work, with a minimum 1GB grading or higher where required by the scope and estimated value.
- Demonstrate relevant experience in handyman, building maintenance, minor repairs, plumbing, carpentry, painting, ceiling, roofing, tiling, glazing, door and lock repairs, or related general maintenance work.
- Have access to suitably skilled personnel, tools, equipment, transport and supervision required to complete the work safely and within agreed timeframes.
- Submit a written quotation, work method, implementation plan and estimated completion period, where required by the municipality.

SERVICE PROVIDER COMPLIANCE, SAFETY AND QUALITY OBLIGATIONS

- Comply with the Occupational Health and Safety Act and applicable regulations, including the provision and use of appropriate personal protective equipment by all personnel on site.
- Prepare and maintain the required safety documentation, risk assessments, method statements, appointments, toolbox talks and incident reporting records, where applicable to the work.
- Use only good-quality, durable and fit-for-purpose materials, products and fittings that comply with SANS, SABS or recognised industry standards, where applicable.
- Carry out all work in accordance with accepted trade practice, manufacturer specifications, municipal instructions and the approved scope of work.
- Protect municipal property, staff, visitors and the public from avoidable damage, disruption or safety risks during the execution of the work.
- Remove rubble, waste, packaging and unused materials from site and leave the work area clean, safe and fit for use after completion.
- Provide a written workmanship guarantee and, where applicable, manufacturer warranties for materials, fittings or components supplied and installed.

RESPONSIBILITIES OF THE AUXILIARY SERVICES UNIT

- Identify, assess and prioritise maintenance requirements before requesting external services.
- Prepare a clear scope of work, including the location, nature of defects, expected deliverables, quality expectations and completion timeframe.
- Confirm whether the work can be performed internally before recommending outsourcing.
- Facilitate site handover, access arrangements and coordination with affected municipal departments or building occupants.
- Monitor progress, verify compliance with the approved scope and inspect workmanship before recommending payment.
- Record defects, non-conformances or poor workmanship and require the service provider to remedy such issues before final acceptance.
- Maintain records of quotations, instructions, inspections, completion certificates, guarantees, warranties and service provider performance for audit and future reference.

QUALITY ASSURANCE, INSPECTIONS AND ACCEPTANCE OF WORK

- A compulsory site briefing will be held where the nature of the work requires clarification of the scope, risks, access arrangements or quality expectations.
- The Auxiliary Services Unit will conduct progress inspections, including first phase, second phase and final inspections, on all work.
- No work will be regarded as complete until the municipality has inspected the work, confirmed that it meets the approved scope and accepted the completed work in writing.
- The service provider must rectify any defects, poor workmanship, incomplete work or non-compliance identified during inspection at its own cost, within a reasonable period determined by the municipality.
- Payment may only be recommended after satisfactory completion, submission of required supporting documents and confirmation that applicable guarantees or warranties have been provided.

WORKMANSHIP GUARANTEE AND DEFECTS LIABILITY

The successful service provider must provide a written workmanship guarantee for the work performed. The guarantee period must be appropriate to the nature of the work and must be clearly stated in the quotation, appointment letter or completion documentation. During the guarantee period, the service provider must attend to defects arising from poor workmanship, incorrect installation or non-compliance with the approved scope at no additional cost to the municipality, unless the defect is caused by misuse, vandalism, normal wear and tear or circumstances outside the service provider's control.

SERVICE PROVIDER REPRESENTATIVE

Signed by: _____

Full Name **Capacity** **Signature**

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS (NOT TO BE RE-TYPED)

Please attach copies of the following documents. Failure to provide the following duly completed and up to date documents and certified where applicable will lead to automatic disqualification.

- **Registration with the Companies and Intellectual Property Commission (CIPC)**
- **Certified ID Copies of directors/owners/members/shareholders**
- **Registered on the Central Supplier Database (CSD) of National Treasury. (Note: full updated report not older than 3 months),**
- **Copy of a valid SARS tax compliance or Tax compliance Status Pin Sheet.**
- **Declaration Forms (MBD1, 4, 6.1, 8 and 9)**
- **To claim specific goals points, attach certified certificate/affidavit confirming EME/QSE**
- **Proof of payment for Municipal Services (water account/ lease agreement/SAPS Affidavit),**
- **Letter from Department of Health or SASSA grant document as a proof of disability, if applicable.**

STANDARD FORMS

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF THE CONTRACT (GCC) AND IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Relevant Specification.
2. Value for money
3. Capability to execute the contract and
4. PPPFA and associated regulations

***Kindly note: Regulation 44 of Municipal Supply Chain Management Regulations states that the Municipality may not make any award to a person who is in the service of the state*.**

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (UGU DISTRICT MUNICIPALITY)					
BID NUMBER:	REQ26792	CLOSING DATE:	12 November 2026.	CLOSING TIME:	12h00
DESCRIPTION	**SUPPLY, DELIVER AND INSTALL NEW ENTRANCE ALUMINIUM DOORS**				

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

UGU DISTRICT MUNICIPALITY
96 MARINE DRIVE
PHASE 3
OSLO BEACH
PORT SHEPSTONE

SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
TAX COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN-BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES, ANSWER PART B:3]		
TOTAL NUMBER OF ITEMS OFFERED			**TOTAL BID PRICE**	**R**		
SIGNATURE OF BIDDER	.....		**DATE**			
CAPACITY UNDER WHICH THIS BID IS SIGNED						

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT	SCM unit	CONTACT PERSON	Phumlani Sithole
CONTACT PERSON	Andiswa.Khumalo	TELEPHONE NUMBER	060 633 5777 / 082 718 8804
TELEPHONE NUMBER	039 688 3447	FACSIMILE NUMBER	
FACSIMILE NUMBER	039 682 2646	E-MAIL ADDRESS	Phumlani.Sithole@ugu.gov.za
E-MAIL ADDRESS	Andiswa.Khumalo@ugu.gov.za		

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

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

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

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

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

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

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

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

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

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

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

DATE: ……..

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 favoritism, 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 authorized representative declare their positioning relation to the evaluating/adjudicating authority.

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

   3.1 Full Name of bidder or his or her representative: _ _ _ _ _ _ _ _ _ _

   3.2 Identity Number: _

   3.3 Position occupied in the Company (director, trustee/shareholder")… _ _ _ _ _ _

   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 or any Directors/trustees/shareholders/ members 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**

3.10.1If 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**

3.11.1If yes, furnish particulars

_ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _...

1. 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**

3.13.1If 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	Are you employed by National Provincial Local Government? YES/ NO	If YES, please give details

5. I duly confirm that the above information is correct until otherwise advised in writing and the company undertakes to immediately, in writing on same day of appointment, advise the Ugu District Municipality immediately if any of its directors/trustees/ members/shareholders assumes appointment as an employee in national, provincial and/or local government and the company will deregister from the Ugu District Municipality Supplier Database and cease forthwith from doing business with the Ugu District Municipality and the company shall be subject to a penalty of forfeiting all payments for services rendered or products delivered or installed if it fails to immediately disclose in writing the employment of any of its directors/trustees/ members/shareholders in national, provincial and/or local government.

- - - - - - - - - - - - - - - - -
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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

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

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

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

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

(a) Price; and

(b) Specific Goals.

1.3 **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**

1.4 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.

1.5 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 regarding 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**

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

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**

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

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

3. POINTS AWARDED FOR SPECIFIC GOALS

3.1. 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:

3.2. 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: the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	**Number of points allocated (80/20 system) (To be completed by the Organ of state)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
Ownership:		
1. an EME or QSE which is at least 100% owned by black people;	12	
2. an EME or QSE which is at least 51% owned by black people;	8	
Promotion of Local Business(s)		
1. Enterprise Located within the District Municipality - Rural	6	
2. Enterprise Located within the District Municipality - Urban	4	
3. Enterprise Located within the Province	2	
Other Specific Goal		
1. Enterprise 100% owned by Youth/Women/Disabled	2	
TOTAL POINTS	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3. Name of company/firm…….

3.4. Company registration number: ……...

3.5. 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]

3.6. 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: .....

.....

.....

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. wilfully 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.**

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ITEM	QUESTION	YES	NO
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? **(Companies or persons who are listed on this database were informed in writing of this restriction by the Accounting Officer1Authority of the institution that imposed the restriction after the audit 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 Bid Defaulters in terms of section 29 of the Prevention and Combating of Corruption Activities Act (No 12 of 2004)? **(The Register for Bid 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:		
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 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 ☐
4.5.1	4.5.1. If so, furnish particulars:		

5.1 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 to combat the abuse of the supply chain management system.

5.2 The bid of any bidder may be rejected if the bidder, or any of its directors have:

5.2.1 Abused the Municipality's Supply Chain Management System or committed any improper conduct in relation to such a system:

5.2.2 Been convicted for fraud or corruption during the past five years:

5.2.3 Willfully neglected, reneged or failed to comply with any government, municipal or public sector contract during the past five years; or

5.2.4 Been listed in the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corruption Activities Act (No 12 of 2004).

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) ---------- CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE 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.

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Signature **Date**

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Position **Name of Bidder**

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids' 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 1 or services for purchasers who wish to acquire goods and 1 or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

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.

MBD9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, 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" will not be construed as collusive bidding.

7., without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

a) prices;

b) geographical area where product or service will be rendered (market allocation)

c) methods, factors or formulas used to calculate prices;

d) the intention or decision to submit or not to submit, a bid;

e) the submission of a bid which does not meet the specifications and conditions of the bid; or

f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

10. 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.

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Signature	Date
- -	- - - - - - - - - - -
Position	Name of Bidder