



## UMSOBOMVU LOCAL MUNICIPALITY

NAME OF BIDDER: .....

BID/TENDER NUMBER .....

BID DISCRIPTION: .....

PHYSICAL TRADING OFFICE ADDRESS: .....

FINANCIAL (PRICE) OFFER: ..... (INCL VAT)

**PREPARED BY:**

UMSOBOMVU LOCAL MUNICIPALITY

PRIVATE BAG X 6

9795

**BID CLOSING DATE 20 SEPTEMBER 2024 AT 12:00**

**INDEX**

<b>SECTION 1</b>		<b>Page NR</b>
1.1	INVITATION TO QUOTE	3-4
<b>SECTION 2</b>		
2.1	PRICING SCHEDULE	5-7
<b>SECTION 3</b>		
3.1	MBD1: BID REQUIREMENTS OF THE UMOBOMVU LOCAL MUNICIPALITY	8-9
<b>SECTION 4</b>		
4.1	MBD4: DECLARATION OF INTEREST	10--13
4.2	MBD6.1: PREREFENCE POINT CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022	14-18
4.3	MBD8: DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES	19-20
4.4	MBD9: CERTIFICATE OF INDEPENDENT BID DETERMINATION	21-23
<b>SECTION 5</b>		
5.1	CONTRACT FORM	24-26

**N.B.:- THIS FORM MUST BE SIGNED BY THE BIDDER**

SIGNATURE OF BIDDER:

.....

NAME OF

COMPANY:.....

## UMSOBOMVU LOCAL MUNICIPALITY

### SECTION 1.1 INVITATION TO QUOTE

Bids are hereby invited by Umsobomvu Municipality for the following:

BID NUMBER	DESCRIPTION	BRIEFING SESSION	CLOSING DATE AND TIME
ULM/FIN/STA/09/2024	SUPPLY AND DELIVERY OF STATIONERY FOR THE PERIOD OF 1 YEAR	NA	20/09/2024 AT 12:00

Bidders are advised to download, print, price and complete the document in full. Documents can be downloaded on [www.umsobomvumun.co.za](http://www.umsobomvumun.co.za).

The closing time for receipts of this RFQ is 12:00, **20 September 2024**. Bids must be completed in black ink, Sealed Written Price quotations clearly marked "**SUPPLY AND DELIVERY OF STATIONERY FOR THE PERIOD OF 1 YEAR**" must be placed in the tender box at the office of Umsobomvu Municipality, 21 A Church Street, COLESBERG, 9795, not later than 12:00 on **20 September 2024**.

**Late, incomplete quotes will not be considered.**

All quotes will be adjudicated and awarded in terms of the Umsobomvu Procurement and Supply Chain Management Policy, **the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and the regulations promulgated under this Act. This bid is subject to the General Conditions of Contract and, if applicable, any other Special Conditions of Contract.**

Suppliers must submit their quotes with the following documentation and or information (**Failure to submit any of the following (except for BBEE) and those listed on the tender data will render the bid non-responsive**)

- Bidder must submit a quotation on their company letterhead together with their formal quotation document;
- A valid original Tax Clearance certificate or pin;
- Certified ID Copy of Company Directors;
- Copy of Company registration/founding statement/CIPC;
- Certified evidence of B-B.B.E.E. contributor status by SANAS, IRBA or SANA accredited agencies / or affidavit to claim specific goals;
- A certificate certifying that the bidder has no undisputed commitments for municipal services towards a municipality or service provider i.r.o. payments which are overdue more than 90 days; if the bidder is the lessee a valid lease agreement; or a letter from a tribal authority if the bidder operates in rural areas;
- Bids to hold goods for 90 days;
- Suppliers must be registered on the Central Supplier Database (CSD) and a proof of valid CSD registration report printout must be submitted;
- Bids submitted by persons in the service of government (national, provincial, local or SOCs) will not be considered;
- Address and vat number **4700193941** of the municipality must appear on the quote.

*Do not take it apart or put documents between pages. All relevant documents must be submitted and attached to the end of this document.*

*Quotations must be completed in black ink. In the event of a mistake having been made on the quotation documents, it must be crossed out in ink and be accompanied by a full signature at each alteration. No correction fluid may be used in this quotation document.*

**NB: Bids will be evaluated according to the following criteria:**

1. Umsobomvu Supply Chain Management Policy.
2. PPPFA regulation act 2022
3. **80/20**-point system will be awarded as follows  
**80 points:** Price and  
**20 points:** Specific Goals.

**Specific goals for the tender and points claimed as indicated per table below.**

<b>CATEGORY</b>	<b>VERIFICATION METHOD</b>	<b>WEIGHTING</b>
Companies 100% owned by youth	Company Registration Document and Certified ID Copy	10
100% Women Ownership	Company Registration Document and Certified ID Copy	5
Disability-Equity Ownership	Medical Report	5
<b>Total Specific Goals = 20</b>		<b>20</b>

The Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or only part of a bid if (a) the bid amounts received are too high; (b) the bids do not comply with the specific bid goals; or (c) objective criteria exist which justify or necessitate the non-acceptance of any bids.

Enquiries: Mr. S Mlenzana/ Mrs. N. Dyantyi (SCM) at Tel no. (051) 753 0040.Fax (086 403 4554) or (051) 7530574. (E-mail: [smlenzana@umsobomvumun.co.za](mailto:smlenzana@umsobomvumun.co.za)) and [nmndini@umsobomvumun.co.za](mailto:nmndini@umsobomvumun.co.za)

Mr TW Msengana (Municipal Manager)  
Umsobomvu Municipality  
Private Bag X6  
COLESBERG  
9795

Date: 13 September 2024

**SECTION 2.1 PRICING SCHEDULE**

1. The document must be completed in non-erasable black ink.
2. NO correction fluid/tape may be used.
3. In the event of a mistake having been made, it shall be crossed out in ink and accompanied by an initial at each and every alteration.
4. The bidder must indicate whether he/she/the entity is a registered VAT Vendor or not.
5. In the case of the bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.

	INDICATE WITH AN "X"									
Are you/ Is the firm a registered VAT Vendor?	<b>YES</b>					<b>NO</b>				
If <b>"YES"</b> , please provide VAT Number										

I / We

---

(full name of Bidder) the undersigned in my capacity as

---

of the firm

---

Hereby offer to Umsobomvu Local Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Umsobomvu Local Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

DESCRIPTION	UNIT OF MEASURE	QUANTITY
A4 PHOTO COPY PAPERS ROTATRIM OR TYPEK OR SIMILAR APPROVED IN QUALITY	PER REAM OF 500 SHEETS	1
A3 80GM WHITE PAPER – ROTATRIM OR TYPEK OR SIMILAR APPROVED PER REAM OF 500 SHEETS	A3 80GM WHITE PAPER – ROTATRIM OR TYPEK OR SIMILAR APPROVED PER REAM OF 500 SHEETS	
FOLDER 1-FOLD 180G BLUE, PINK & LIME	100/PACK	1
A4 2 QUIRE HARD COVER 192 PAGES	10PACK	1
GEL PEN PILOT OR EQUIVALENT	BOX	1
FINE POINT PEN - BIC OR SIMILAR APPROVED – BLACK / BLUE / RED	BOX	1
WOODEN PENCIL	BOX	1
CLUTCH PENCIL 0.5MM	BOX	1
CLUTCH PENCIL LEADS 0.5 MM	BOX	1
STAPLERS (26/6 STAPLES)	EACH	1
GIANT HEAVY DUTY STAPLER (66/14 STAPLES)	EACH	1
PACKAGING TAPE CLEAR 48MM X 50M	ROLL	1
PAPER CLIPS 33MM SILVER	BOX	1
PAPER CLIPS 50MM	BOX	1
PAPER CLIPS ASSORTED COLOURS	BOX	1
43G ORIGINALGLUE STICK (24X43G)	BOX	1
A4 LEVER ARCH FILES (10 PER BOX)	BOX	1
RED, BLUE, BLACK AND GREEN ARTLINE MARKER	24/PACK	1
A4 FILLING POCKET SLEEVES	100/PACK	1
FILE DIVIDER A4	EACH	1
12 DIGIT CALCULATOR	EACH	1
MOUSE PAD	EACH	1
HIGHLIGHTERS ASSORTED COLOURS ( PINK,ORANGE,GREEN,YELLOW&BLUE)	BOX	1
RUBBER	BOX	1
STICK'N NOTES 3X3 IN 76X76MM 400 SHEETS ASSORTED COLOURS	EACH	1
SHATTER RESISTANT RULER 30CM	EACH	1
80 GRAM PRESTIC	PACK	1
SCIENTIFIC CALCULATOR	EACH	1
BATTERY 1.5V AA – DURACELL, ENERGIZER OR SIMILAR APPROVED	10/PACK	1
BATTERY 1.5V AAA DURACELL, ENERGIZER OR SIMILAR APPROVED	10/PACK	1
BATTERY 23A 12V DURACELL, ENERGIZER OR SIMILAR APPROVED	10/PACK	1
PUNCHER	EACH	1
19MM FOLD BACK CLIPS	BOX	1
STAPLE REMOVER	BOX	1
ADHESIVE EASY- FIX 450MM X 16 M CONTACT	ROLL	1
40.5 MM X 5CM PACKAGING TAPE	ROLL	1
66M(1CM/10MM) PACKAGING TAPE	ROLL	1
100 PC – LAMINATING POUCHES A4	100/PACK	1
ELECTRICAL THERMAL BINDING MACHINE +- 200 PAGES	EACH	1
BLACK STAMP INK	20/PACK	1
PAPER SHREDDER	EACH	1
80MM FILE FASTENERS	50 SETS	1
FILLING BOX A4 (380X95X270)	BOX	1
TIER LETTER TRAYS	BOX	1

STICK POP -UP FLAGS (SIGN HERE) 45MMX12MM 150PER PAD	5 PER PACK	1
A4 ENVELOPES	BOX	1
FLASH DISK 64GB	EACH	1
COLOUR PROJECT PAPERS	100 PER SHEET	1
EXAMINATION BOOK	EACH	1
BANTEX POCKET	EACH	1
COLOUR PUSH PINS	50PC	1
BLUE PENS	BOX	1
REVOLVING DATE STAMP	EACH	1
A4 CLIP BOARD	EACH	1

Bidder must submit a formal price written quotation on their company letterhead together with their formal quotation document

The municipality requires a single supplier that meets the specification. No additional fees other than those included in the table above will be allowed

**SECTION 3.1 INVITATION TO BID**

**MBD 1**

**PART A INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (UMSOBOMVU LOCAL MUNICIPALITY)</b>					
BID NUMBER:	ULM/FIN/STA/09/2024	CLOSING DATE:	20/09/2024	CLOSING TIME:	12H00
DESCRIPTION	<b>SUPPLY AND DELIVERY OF STATIONERY FOR THE PERIOF OF 1 YEAR</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<b>21 A Church Street</b>					
<b>COLESBERG</b>					
<b>9795</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]		
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R		
SIGNATURE OF BIDDER	..... ...	DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
CONTACT PERSON	N. Dyantyi		CONTACT PERSON	S Mlenzana	
TELEPHONE NUMBER	051 753 0040		TELEPHONE NUMBER	051 753 0040	
FACSIMILE NUMBER	051 753 0574		FACSIMILE NUMBER		



E-MAIL ADDRESS	nasiphi@umsobomvumun.co.za	E-MAIL ADDRESS	smlenzana@umsobomvumun.co.za
----------------	----------------------------	----------------	------------------------------

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b>	
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.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>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.</b>	

SIGNATURE OF BIDDER:.....

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

DATE:.....

**SECTION 4.1 MBD4: DECLARATION OF INTEREST**

**DECLARATION OF INTEREST**

1.	No bid will be accepted from persons in the service of the state*.	
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 the 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.	<b>In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</b>	
3.1	Full Name of bidder or his / her representative: .....	
3.2	Identity number: .....	
3.3	Position occupied in the Company (director, trustee, shareholder <sup>2</sup> ): .....	
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 (where applicable) must be indicated in paragraph 4 below.	
3.8	Are you presently in the service of the state?*	<b>YES / NO</b>
3.8.1	If yes, furnish the following particulars:  Name of person / director / trustee / shareholder member: .....  Name of state institution at which you or the person connected to the bidder is employed: .....  Position occupied in the state institution: .....  Any other particulars: ..... .....	

<p>3.9</p> <p>3.9.1</p>	<p>Have you been in the service of the state for the past twelve months?</p> <p>If so, furnish particulars.</p> <p>.....</p> <p>.....</p>	<p><b>YES / NO</b></p>
<p>3.10</p> <p>3.10.1</p>	<p>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?</p> <p>If yes, furnish the following particulars:</p> <p>Name of person: .....</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>.....</p> <p>Position occupied in the state institution:</p> <p>.....</p> <p>Any other particulars: .....</p> <p>.....</p>	<p><b>YES / NO</b></p>
<p>3.11</p> <p>3.11.1</p>	<p>Are you aware of any relationship (family, friend, other) between the bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid?</p> <p>If yes, furnish the following particulars:</p> <p>Name of person: .....</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>.....</p> <p>Position occupied in the state institution: .....</p> <p>Any other particulars: .....</p> <p>.....</p>	<p><b>YES / NO</b></p>

<p>3.12</p> <p>3.12.1</p>	<p>Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?</p> <p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member:</p> <p>.....</p>	<p><b>YES / NO</b></p>
	<p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>.....</p> <p>Position occupied in the state institution: .....</p> <p>Any other particulars: .....</p> <p>.....</p>	
<p>3.13</p> <p>3.13.1</p>	<p>Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?</p> <p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member:</p> <p>.....</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>.....</p> <p>Position occupied in the state institution: .....</p> <p>Any other particulars: .....</p> <p>.....</p>	<p><b>YES / NO</b></p>
<p>3.14</p> <p>3.14.1</p>	<p>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?</p> <p>If yes, furnish particulars:</p> <p>.....</p> <p>.....</p>	<p><b>YES / NO</b></p>

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

**THE FOLLOWING INFORMATION IS COMPULSORY TO COMPLETE:**

Full Name	Identity Number	Individual Tax Number for each Director	State Employee Number (where applicable)

5. **The contract will be automatically cancelled if there is a conflict of interest which is not disclosed by the bidder.**

.....  
Signature

.....  
Date

.....  
Capacity

.....  
Name of Bidder

<sup>1</sup>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 or 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 entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercise control over the company.

**SECTION 4.2 MBD6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

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

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

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

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

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

- a) Price; and
- b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS	POINTS
PRICE	80	90
SPECIFIC GOALS	20	10
<b>TOTAL POINTS</b>	<b>100</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

## 2. DEFINITIONS

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

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

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

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

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

c) **Where**

$P_s$  = 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:

d) **80/20** or **90/10**

$$Ps = \left(1 + \frac{Pt - Pmax}{Pmax}\right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

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 Umsobomvu Local Municipality Preferential Procurement Policy, 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.)**

The specific goals allocated points in terms of this tender	Number of points allocated(80/20 system) (To be allocated by the municipality)	Number of points claimed (80/20 system) (To be completed by the tender)
<b>PRICE</b>	<b>80</b>	
<b>SPECIFIC GOALS</b>	<b>20</b>	
Companies 100% owned by youth	Company Registration Document and Certified ID Copy	
100% Women Ownership	Company Registration Document and Certified ID Copy	
Disability-Equity Ownership	Medical Report	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3 Name of company/firm.....

4.4 Company registration number: .....

4.5 **TYPE OF COMPANY/ FIRM:** [TICK APPLICABLE BOX]

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

4.9 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)**  
**DATE** .....

**ADDRESS:** .....

.....

.....

WITNESSES

1. ....

2. ....

**SECTION 4.3 MBD8: DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

**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 2015).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p><b>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 <i>audi alteram partem</i> rule was applied).</b></p> <p>The Database of Restricted Suppliers now resides on the National Treasury’s website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2015)? <b>The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
Item	Question	Yes	No

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	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**

**SECTION 4.4 MBD9: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

**UMS/TS/EPWP/08/2024 SUPPLY AND DELIVERY OF EPWP PPE**

---

(Bid Number and Description)

in response to the invitation for the bid made by:

**UMSOBOMVU LOCAL MUNICIPALITY**

---

(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 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

## **MBD 9**

- (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<sup>3</sup> 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.

**MBD 9**

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 2015 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

SECTION 5.1 CONTRACT FORM

**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 (name of institution)..... 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 2011;
  - 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 .....

<b>WITNESSES</b>	
1	.....
2.	.....
DATE: .....	

**CONTRACT FORM - PURCHASE OF GOODS/WORKS PART 2 (TO BE FILLED IN BY THE PURCHASER)**

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).

1. An official order indicating delivery instructions is forthcoming.
2. 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.
- 3.


ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP 

WITNESSES  
 1. ....  
 2. ....  
 DATE .....