

# **“ The City of Heritage ”**



## **BID NO. 09/2023/2024.**

**Appointment of a service provider for the subdivision of Erf 1020  
Ulundi B and Erf 131 Ulundi BA**

<b>Name of bidder</b>	
<b>Telephone/Cellphone No.:</b>	
<b>Fax No:</b>	
<b>Address:</b>	
<b>Tender sum in rands:</b>	
<b>Tender sum in words:</b>	

## ULUNDI LOCAL MUNICIPALITY

### TABLE OF CONTENT

DESCRIPTION	PAGE NUMBERS
Tender Advert/invitation	3 - 4
Specification listing of items	5 - 25
Pricing Schedule	26
MBD2 – Tax Clearance Certificate	27
MBD4 – Declaration of Interest	28-33
MBD6.1 – Preference Points Claim form	34-37
MBD7.1 – 7.2	38-42
MBD8 – Declaration of Bidder’s Past Supply Chain Management Practices	43-45
MBD9 – Certificate of Independent Bid Determination	46-54
Checklist	55

# INVITATION TO BID

**UMASIPALA  
WASOLUNDI**

Private Bag 17  
Ulundi  
3838

**“ The City of Heritage ”**



**ULUNDI MUNICIPALITY**

Tel: 035 874 5100  
Fax: 035 874 5206

## ULUNDI LOCAL MUNICIPALITY BID NOTICE AND INVITATION TO TENDER

Bids are hereby invited from suitable service providers of the following Ulundi Municipality projects:

09/2023/2024	Appointment of a service provider for the subdivision of Erf 1020 Ulundi B and Erf 131 Ulundi BA	Black>7 Women>5 Youth>5 Disability>3 <b>Total =20 Points</b>	22/03/2024	<b>100 points</b>	Mrs. NHL Buthelezi	035 874 5100
--------------	--	--	------------	-------------------	--------------------	--------------

Only service providers registered in the Ulundi Municipality suppliers' database and registered with Central Supplier Database (CSD) will be considered.

Bid documents may be obtained on the **Ulundi Municipal Website at [www.ulundi.gov.za](http://www.ulundi.gov.za)**. Bid documents must be submitted in a sealed envelope clearly marked with the bid number, closing date and, dropped off in the tender box at SCMU, Ulundi Municipality, Corner of Princess Magogo and King Zwelithini Street, Ulundi, 3838 by no later **12H00 of the above stated closing dates**. The bid box is generally open from 07h30 to 16h30 Monday to Thursday and 07h30 to 15h15 Friday. All quotes must be submitted on the official forms – (Not to be retyped). This bid is subject to the general conditions of contract (GCC) and any other special conditions of contract.

**THE FOLLOWING ARE MANDATORY:** CSD summary report, valid tax clearance or SARS login pin, a certified copy of the most recent municipal account in which the business is registered, copies of ID of members of the entity, CIPRO, and relevant Business certificates. Bidders are requested to sign where necessary and initial each page on the Bid Documents. **The tender is valid for 90 days.**

The Bids will be evaluated using 80/20 Preferential Procurement Point system where 80 points are for the price, and 20 are for specific goals according to the PPPFA 2000 Act no. 5 of 2000 and SCM Regulation 2022.

Where there's functionality two stage evaluation process will be followed, first evaluate functionality and only tenders that score the minimum threshold for functionality will be advancing to the second stage of evaluation on point for price and specific goal.

Late tenders will not be accepted, and the Ulundi Municipality reserved the right not to make an award. Failure to comply with the above conditions will invalidate your offer.

**Kindly note that the successful bidder will be subjected to a screening process prior to the bid being awarded, should it be discovered that a successful bidder provided misleading information he/she will be disqualified with immediate effect.**

SCM related enquires: Miss N.V.D Hlabe (035 874 5100)

**Mr. S.M. KHOMO**

.....  
**MUNICIPAL MANAGER**

**“ The City of Heritage ”**



<b>SPECIFICATION AND SCOPE OF WORK</b>
--

**SCOPE OF WORK:**

**DESCRIPTION OF THE PROJECT (SCOPE OF WORK)**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE SUBDIVISION OF ERF 1020 ULUNDI B AND ERF 131 ULUNDI BA.**

## **Background**

SPLUMA Section 35 provides for a Municipality to authorise a Municipal Official to consider some Development Applications and other Development applications to be considered by the Municipal Planning Tribunal as categorised in that Municipality's By-Law.

Various pieces of legislation and policies including National Environmental Management Act, SDF's and Town Planning Scheme are guiding legislation aligned to subdivision of land which should be considered during the process.

To correct errors from the past on registration of properties, Ulundi Municipality requires audit and survey of properties in order to determine the current situation and correct registrations through necessary conveyancing where there is a need.

Ulundi Local Municipality requires subdivision of land and registration of such land to appropriate persons or institutions to promote densification and enable maximum collection of rates.

Subdivision of land, registration of subdivisions, correction of registrations and layout amendment should be undertaken by appropriate professionals in consideration of all relevant legislation and policies. Ulundi Municipality will not compromise legislation compliance and thorough consultation during the process. To this end, Ulundi Municipality invites proposals from suitably qualified and experienced service providers with proven record of successful performance in similar projects.

## **Location**

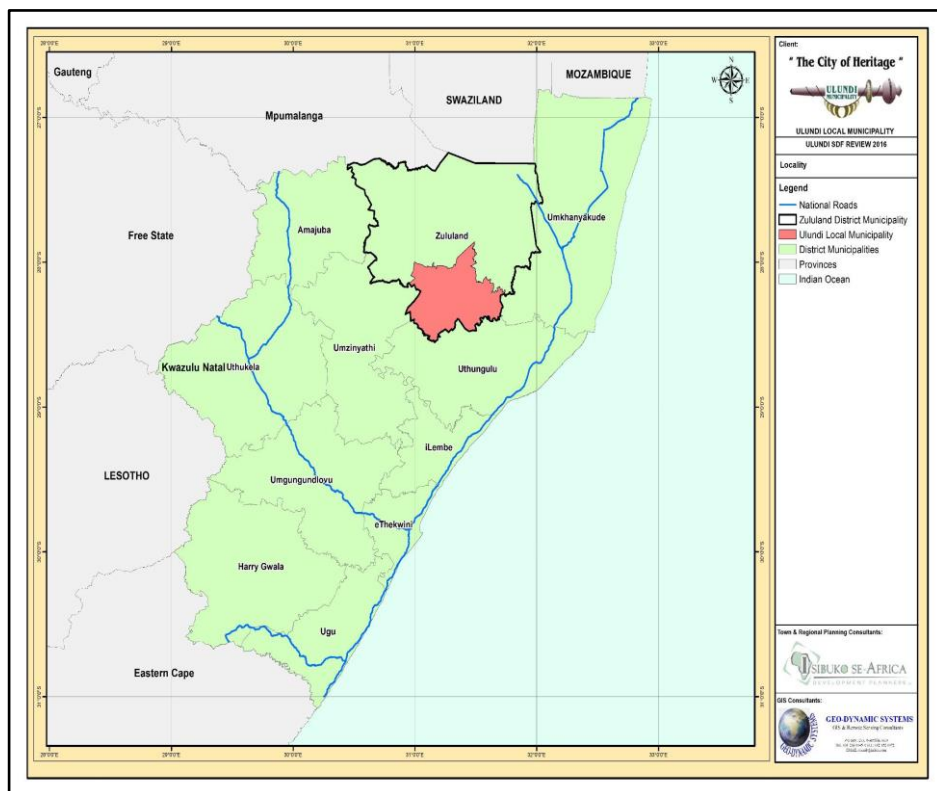
### **District context**

Ulundi Local Municipality is in the Zululand District Municipality, situated at the southern boundary of the District Municipality (See Map 1 below). Zululand District Municipality's jurisdiction comprises of five (5) local

municipalities, being Ulundi Local Municipality, Nongoma Local Municipality, uPhongolo Local Municipality, eDumbe Local Municipality and Abaqulusi Local Municipality.

The Ulundi Municipality is bordered to the north by Abaqulusi Municipality, to the north-east by Nongoma Municipality, to the east by Hlabisa Municipality, to the south by the Mthonjaneni Municipality, to the South-West by the Nkandla Municipality and to the west by Nquthu Municipality.

**Map 1: Ulundi Locality**



## Local context

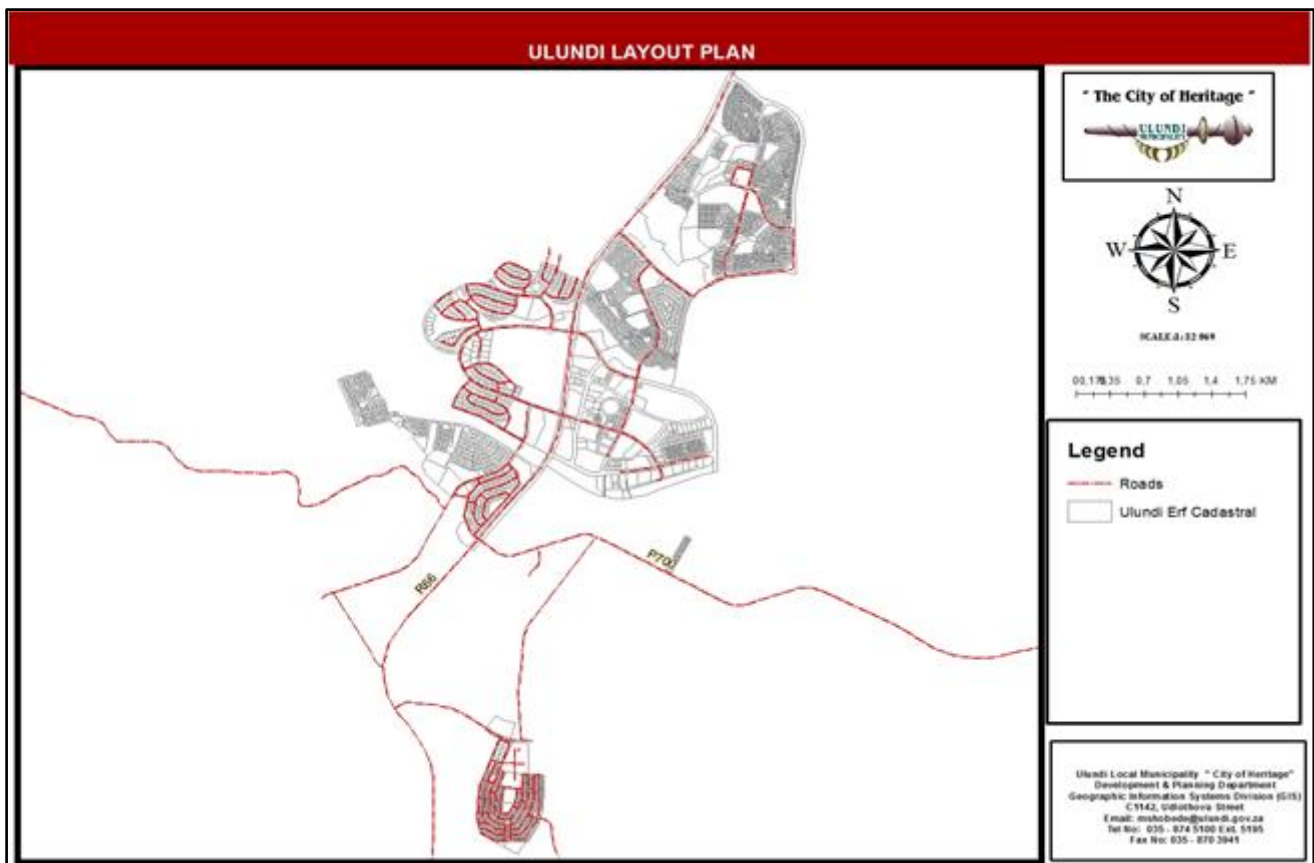
Erf 131 Ulundi BA is in the Ulundi CBD, an area formally registered as Ulundi BA. The Ulundi central business district is the most developed area in terms of infrastructure and services within Ulundi Municipality. It is in the southern part of the Municipality. Ulundi Town (Ulundi BA) is surrounded by Provincial Road R66 (King Dinizulu Highway) in the west, the railway line to Richards Bay and Vryheid in the south, Mbilane River in the east, and Ulundi Unit C is to the north.

Ulundi Town is positioned within a radius of 5 kilometres to the formal townships of Ulundi. It is located approximately 58 kilometres southwest of Nongoma Town, about 125 kilometres southeast of Vryheid, and 47 kilometres north of Melmoth Town. It is one of 5 major towns within the Zululand District Municipality.

Erf 1020 is in Ulundi B, also known as Ulundi B-South Township. Ulundi B-South Township is one of the townships located within Ulundi Municipality and located about 300 metres southwest of Ulundi Town.

A map showing locality of Ulundi BA and Ulundi B in relation to the surrounding areas is shown below as Map 2.

**Map 2: Ulundi BA (Ulundi CBD) and Ulundi B (B-South Township)**



### The objectives of the project

The main purpose of this project is to ensure sustainable development and community capacitation through the following:



To engage in empirical land-based research with a focus on land use audits in keeping with the requirements of the SPLUMA for the subdivision of land;  
Investigation of property occupation for the identified properties with an intention to subdivide and obtain all necessary approvals thereof;  
At all costs, avoid community conflict through proper and efficient consultation processes and involvement of Local Authority structures.

**SCOPE OF WORK AND CRITICAL MILESTONES**

The project entails the Subdivision of land for Erf 1020 Ulundi B and Erf 131 Ulundi BA.

The service provider is expected to outline a clear process to follow that considers legislative requirements in this regard. It should be noted that the first phase will have to be the development of project initiation and work plan in keeping with the Terms of Reference.

## **OUTCOMES AND DELIVERABLES**

The final documentation should be in the form of both hard and electronic versions of core documents and maps.

Mapping should be submitted in ArcGIS format (i.e. shape-files, layer files, mxd files) for use by Ulundi Municipality. The Service Provider should ensure that all GIS data and metadata is fully compatible with Ulundi Municipality and Zululand District Municipality GIS for each phase of the project before invoices are submitted for payment;

The documents and communication media should be prepared well in advance and the stakeholder engagement process should be to the satisfaction of the Steering Committee. Innovation and the use of isiZulu where appropriate is required for stakeholder engagements;

The Service Provider will be expected to submit draft reports and associated Development Communication Media and appropriate mapping for each phase of the project;

The Final Consolidated Report which consists of:

Three copies of the Consolidated Report encompassing the relevant aspects of the previous phase outcomes including all maps, tables, registers and figures in both hardcopy (printed) and softcopy (electronic such as MS word and PDF documents);

Maps at A0 level with appropriate transparent overlays;

Three copies of the Public Participation Report & associated comments; and

CD's with all data sets and consolidated reports.

## **PROJECT DURATION AND BUDGET**

**It is expected that the project be completed in a period of fourteen (14) months effective from the date of appointment. The service provider is expected to prepare a clear work-plan illustrating how the fourteen months target will be met as well as budget split over milestones within the project period.**

The budget should be in keeping with the phases of the project. *All costs such as travel, accommodation, workshop catering and disbursements, should be consolidated into single project budget estimates for each phase.* The Steering Committee will assume that all expenditure relating to the project is anticipated by the Service Provider

and is consolidated into the budget estimates for each phase. Only the consolidated budget for each phase should be shown in the proposal submitted and in subsequent invoices submitted to the Municipality.

### **RELEVANT SKILLS AND EXPERIENCE**

#### **Below is a summary of Mandatory requirements:**

The Project leader must hold a *tertiary qualification in Land Surveying and/ Town Planning* and be registered as a Professional Land Surveyor or Town Planner with the relevant professional body, i.e. the South African Geomatics Council (SAGC) or the South African Council for Planners (SACPLAN) respectively, in terms of relevant legislations. A Copy of a valid registration certificate is to be attached for each proposal.

#### **Skills and abilities required in the team to execute the project include the following:**

- Proven record of experience in Land Surveying and/ Town and Regional / Development Planning;
- Sound GIS proficiency;
- Urban and Rural Planning experience;
- Sound Participatory Planning experience;
- Proven extensive experience on land Subdivisions of land, i.e. knowledge of the Land Survey Act 8 of 1997;
- Sound understanding of land legal issues, social, land use, transport and environmental issues;
- Project Management;
- Facilitation and translation skills;
- Research, analytical, writing and communication skills;
- Ability to think strategically; and
- Use of Development Communication Media and innovative approaches to land management in local contexts.

It is recommended that the Service Provider ensures that people with relevant skills are part of the project. A list of people containing, among other things, names, qualifications, and experience who will be directly involved in each phase of the project must be submitted. The phased listing should clearly indicate what work each team

member will undertake in each phase of the project and the associated time allocation and budget allocated to each team member, per phase.

The Team Leader, Land Surveyor, Town Planner, Land Legal Expert, Indigenous/Local Knowledge Team Member, and the Team Secretary will be attending all the Steering Committee Meetings. Relevant team members that are directly involved in the particular project phase will be expected to attend progress report meetings. The selected team members shall stay the same for the duration of the project and cannot be changed without prior discussions with and approval from the Steering Committee.

#### **Mandatory Capacity Building and Skills Transfer**

Skills development is an integral part of the project. The process should ensure that skills development and skills transfer occur within the project and is to be achieved with Municipal Planning staff. Proposals should indicate how skills development and transfer will be achieved, monitored, and evaluated within each phase of the project. Skills transfer is not to be seen as being made up of councillor and stakeholder meetings and feedback sessions within the project. **Genuine, hands-on planning work within the project is an essential aspect of this process. Service providers who omit this section of the proposal will automatically be disqualified from consideration.**

#### **Information Gathering, Provincial and National Guidelines**

**The successful Service Provider is expected to make contact with all the relevant Surveyor General officials, Deeds Office, GIS, Planning and other officials and units within the various spheres of government to obtain information that is required for the project**

**The Service Provider will be supplied with a letter from the Ulundi Municipality confirming the appointment. *However, the responsibility for specifying and collecting the information necessary for the successful execution of the project remains entirely with the Service Provider.***

**TERMS AND CONDITIONS OF THE PROPOSAL**

[Redacted]

**General**

[Redacted]

Awarding of the proposal will be subject to the Service Provider’s express acceptance of Ulundi Municipal Supply Chain Management general contract conditions.

The Service Provider will sign a Memorandum of Agreement with Ulundi Municipality upon appointment.

Staff allocations will be confirmed during project initiation and shall remain unchanged for the duration of the project unless prior written consent has been granted by the Steering Committee.

All secretarial services such as arranging meetings, setting of agendas and minutes taking shall be the responsibility of the Service Provider.

No material or information derived from the provision of the services under the contract may be used for any other purposes except for those of Ulundi Municipality except where duly authorised to do so in writing by the Municipality.

The successful Service Provider agrees to keep all records and information of or related to the project confidential and not disclose such records or information to any third party without the prior written consent of Ulundi Municipality.

Ulundi Municipality reserves the right to terminate the contract if there is clear evidence of non-performance and non-compliance with the contract.

The short-listed service providers may be required to do a presentation in person and at their own cost should it be deemed necessary to do so.

**REMUNERATION**

Ulundi Municipality shall remunerate the Service Provider in respect of its services in accordance with the following conditions:

The Service Provider agrees hereto that responsibility of payment for services rendered to the Municipality shall vest in the Service Provider, who shall submit a tax invoice for work completed and invoices in accordance with the items set out in the project work-plan.

The Municipality shall pay to the Service Provider the amount of such invoice within 30 days of receipt of an agreed invoice. All supporting documents must be attached to all invoices submitted.

If the Municipality is not satisfied with the performance of the Service Provider, the Municipality shall give written notice to this effect to the Service Provider providing sufficient detail and a reasonable period to enable the Service Provider to rectify such performance.

In the event of the entire amount or a portion of the invoice being disputed by the Municipality, only that portion in dispute shall be withheld from payment, until the dispute is resolved. The undisputed portion shall be paid to the Service Provider within the stipulated time frames.

The Service Provider shall immediately give notice of any circumstances preventing it from completing its obligations in terms of the contract.

#### **FEES AND DISBURSEMENTS**

Claims for recoverable costs will not be reimbursed;

The Municipality will not reimburse the successful tenderer for claims of costs associated with travel and related matters;

The basis of payment is on a phase-based product system, as set out in the project work-plan. All costs that may arise must be built into the proposal price per phase and be set out as per project work-plan. All claims in respect of disbursements, incidental expenditure, workshop and travelling costs will not be reimbursed.

#### **CONTRACT CONDITIONS**

##### **Memorandum of Agreement:**

The successful Service Provider will be required to enter into a contract with Ulundi Local Municipality in the form of a Memorandum of Agreement (MOA). A **pro-forma MOA** is attached as **Appendix 1**, and the details specific to the project will be finalised in the MOA on appointment.

## Budget

The Municipality has a limited budget for this project. It is estimated that the project will require in the order of 14 months of professional time in accordance with Supply Chain policy and criteria **for invitations to Service Providers submitting proposals.**

The charge out rates and budget for the project must be set down by the Pricing Schedule as per project work-plan to be prepared by the Service Provider.

## **JOINT VENTURE/CONSORTIUM**

--

**Service providers who submit quotations as a Joint Venture or Consortium must include the following documentation as part of the Proposal Documentation:**

- (i) An agreement entered into between all parties confirming the joint venture or consortium;
- (ii) Proof of mandate of signatories to the agreement above;
- (iii) Details of the percentage interest and participation held by members of the joint venture or consortium;
- (iv) A mandate to the principal tenderer leading the joint venture or consortium; and
- (v) A valid original Tax Clearance Certificate in respect of each party in the joint venture or consortium.

The failure to submit any of the above-mentioned documentation will lead to a disqualification of the quotation.

**Documentation to be included;**

- Company resume;
- Project reference (letters signed by references confirming successful completion of projects);
- An original valid Tax Clearance from SARS;
- B-BBEE Certificate;
- CV's detailing personal details, qualifications, competence and experience of each staff member to be involved in this particular project;
- Company registration certificate from CIPRO;
- Water and electricity statement (utility bill) from the municipality where business is operating;
- Company registration with relevant professional bodies;
- SAGC and SACPLAN registration numbers and certificates for professional employees that will be used on the project.

All proposals will be evaluated in terms of 80 points for Price and 20 points for Gender, Black Ownership, Disability, and Location (breakdown as follows: Gender= 5, Black Ownership= 5, Disability= 5, and Location= 5) with maximum points at 100.

On the evaluation, the tenders would be ranked in accordance with the points obtained, the tender scoring the highest points being ranked first, and so on. In the event of a tie, the municipality will rank the tenderer whose company is majority by PPG higher than the other one(s).

The ranking will qualify the top tenderer to be considered for the award of the contract but would be expected to fulfil the last requirement. At this time, the municipality will prepare an agreement contract, which will have to be agreed to by the successful tenderer for this signature.

Therefore, the minimum functionality score to qualify for further evaluation is 60%



The Tenderer shall provide a record for relevant projects. The bidder shall provide details of projects of a similar size and nature to the Contract executed in the past 3 years. It is essential that full details of these projects and the Employer references be provided for the project to be evaluated and points awarded accordingly.

**Form 2**

**D. RECORD OF ADDENDA TO BID DOCUMENTS**

I /We confirm that the following communications received from the Employer or his representative before the date of submission of this bid offer, amending the bid documents, have been taken into account in this bid offer and is attached hereto.

ADD. NO.	DATE	TITLE OR DETAILS
1		
2		
3		

4		
5		

*Please attach all Addenda hereto*

**SIGNATURE:** .....

**DATE:** .....

**(Of person authorised to sign on behalf of the bidder)**

Form 3

[Empty rectangular box]

**CERTIFICATE OF AUTHORITY**

[Empty rectangular box]

**DECLARATION WITH REGARD TO EQUITY**

[Empty rectangular box]

Name of firm :.....

VAT registration number :.....

[Empty rectangular box]

Company registration number :.....

[Empty rectangular box]

**TYPE OF FIRM**

- Partnership
- One person business/Sole Trader
- Close Corporation
- Company
- Proprietary Limited (Pty) Ltd

[TICK APPLICABLE BOX]

**DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....  
.....

**COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporters, etc.

[TICK APPLICABLE BOX]

**MUNICIPAL INFORMATION**

Municipality where business is situated: .....

Registered Account No: .....

Stand No: .....

**Form 4**

**EVALUATION CRITERIA**

**Evaluation Methodology**

- Proposal will be evaluated on the 80/20 system where 80 points is for Price and 20 points for Gender, Black Ownership, Disability, and Location (breakdown as follows: Gender= 5, Black Ownership= 5, Disability= 5, and Location= 5).

## **First Stage of Evaluation: Assessment of Proposals for Functionality**

The proposal will be assessed in terms of:-

- Relevant experience – that is relevant experience of the Consulting Planning Firm in carrying out similar projects;
- Relevancy of the Key Personnel – the qualification and experience of the proposed key personnel;
- Methodology – the Consulting Planning Firm must demonstrate that he/she understands the scope of the project and the tasks required to effect its successful completion; and
- Company finance and resources – Company cash flow and resource.

## **Second Stage of Evaluation: Assessment of Proposals for Price and preferential points for Gender, Black Ownership, Disability, and Location.**

The proposals will be assessed in terms of:-

The maximum score for price shall be 80

The maximum score for Gender, Black Ownership, Disability, and youth shall be 20

(breakdown as follows: Gender= 5, Black Ownership= 7, Disability= 3, and youth= 5)

Criteria	YES/NO	COMMENT/ PROOF TO BE PROVIDED
<b>Organisational Capacity and Resources</b>		
<p>1. Proposals must provide a valid Tax Clearance Certificate from SARS</p> <p>2. Company profile and CV's of all individuals allocated to this contract.</p>		<p>Tax Clearance Certificate provided</p> <p>Company profile and CV's</p> <p>References of experience in project management, Land Surveying, Town Planning, GIS, and knowledge of strategic planning and scheme guidelines. (Minimum of 3 references)</p> <p>CV and reference checks</p>
<b>Experience</b>		
1. Experience in Project Management		Members experience and CV's
2. Experience in Land Surveying / Town Planning projects		Appointment Letters and Completion Certificates.
3. Experience in rural and urban land management regulation and processing of applications		Members experience and CV's
4. Experience in land legal		
5. Experience in land rights audit		
6. Skills Transfer experience.		CV and Reference Checks
<b>Project Managers capability – qualifications</b>		
1. Project Management		<b>Certified</b> Copies of Qualifications
2. Registration with SAGC and SACPLAN		<b>Certified</b> Copies of the SAGC and SACPLAN Certificates.
3. Tertiary qualification in Land Surveying and/or Town and Regional Planning		<b>Certified</b> Copies of Qualifications

## FUNCTIONALITY EVALUATION CRITERIA

The Department will measure functionality as follows:

- a) Service Provider’s relevant experience for the assignment, the quality of the method proposed, the qualifications of the key staff to be employed on this project, and the proposed transfer of skills, etc.
  
- b) The following criteria will be used to determine compliance to the minimum required functionality score of 60% in order to be further evaluated and will be weighted and scored as set out below:

Criteria	Weighting	Scoring measurement
<b>Qualification of Project Leader</b>	<b>25</b>	Degree /B.Tech = 10 Honours Degree = 15 Master’s degree = 25
Experience in Land Surveying of all team members including Project Manager (Total score divided by Number of team members with experience)	5	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10
Experience in Rural and Urban Land Management, Regulation and development applications processing of all team members including Project Manager (Total score divided by Number of team members with experience)	5	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10
Registration of all team members including Project Manager as Professional Land Surveyors and Town Planners (Total score divided by Number of team members with experience)	10	5 points per Registered Land Surveyor and Planner

Experience in Land Legal matters of all team members including Project Manager (Total score divided by Number of team members with experience)	5	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10
Experience in development application processes of all team members including Project Manager (Total score divided by Number of team members with experience)	10	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10
Experience in land rights audits and land rights register development of all team members including Project Manager (Total score divided by Number of team members with experience)	10	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10
Experience in SPLUMA Regulations and By-laws of all team members including Project Manager (Total score divided by Number of team members with experience)	10	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10
Experience in skills transfer of all team members including Project Manager (Total score divided by Number of team members with experience)	5	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10
GIS Specialist Experience of all team members including project manager (Total score divided by Number of team members with experience)	5	Less than 6 year= 0 6 – 9 years = 3 10 years = 5
Understanding of Method and Approach. <b>All direct repetition of TOR without demonstrated core understanding will be limited to a score of</b> Poor = 1	10	Poor = 1 Acceptable = 2 Good = 3 Very good = 4,



		Excellent = 5
<b>Total scores</b>		

**“ The City of Heritage ”**



<b>PRICING SCHEDULE</b>	
<b>Description</b>	<b>Price (Amount) R</b>
Pricing	
<b>Subtotal</b>	
<b>Vat (Only if you are registered as a vendor)</b>	
<b>Total</b>	
<b>Company stamp below</b>	

## TAX CLEARANCE CERTIFICATE

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

- 1 To meet this requirement bidders are required to complete in full form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 3 Applications for the Tax Clearance Certificates may also be made via eFiling. To use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).
- 4 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 5 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 6 In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party must submit a separate Tax Clearance Certificate.
- 7 Copies of the TCC 001 "Application for a Tax Clearance" form are available from any SARS branch office nationally or on the website: [www.sars.gov.za](http://www.sars.gov.za).

**MBD 4**

**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.	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 / 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.

<p>3.8</p> <p>3.8.1</p>	<p>Are you presently 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>.....</p> <p>Any other particulars: .....</p> <p>.....</p>	<p><b>YES / NO</b></p>
<p>3.9</p>	<p>Have you been in the service of the state for the past twelve</p>	<p><b>YES / NO</b></p>
<p>3.9.1</p>	<p>months?</p> <p>If so, furnish particulars.</p> <p>.....</p> <p>.....</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><b>YES / NO</b></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>3.13</p> <p>3.13.1</p>	<p>Is any spouse, child or parent of the company’s directors, trustees, 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>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>

3.14	Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether they are bidding for this contract?	<b>YES / NO</b>
3.14.1	If yes, furnish particulars:  .....  .....	

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

.....  
Name of Bidder

..... Capacity



<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.

**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 municipal entity.**

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

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
Black ownership with at least 51%	7

disabilities as defined by Empowerment Equity Act of 1998. (Attach certificate)	3
women ownership with at least 30% ownership	5
youth ownership by at least 30%	5
<b>Total points for Price and SPECIFIC GOALS</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 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:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

Pmin = Price of lowest 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.)*

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
<b>PRICE</b>		<b>80</b>		
<b>SPECIFIC GOALS</b>		<b>20</b>		
Black ownership with at least 51%		7		
disabilities as defined by Empowerment Equity Act of 1998. (Attach certificate)		3		
women ownership with at least 30% ownership		5		
youth ownership by at least 30%		5		

<b>Total points for Price and SPECIFIC GOALS</b>		<b>100</b>		
--	--	------------	--	--

**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 fulfilment 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: .....

WITNESSES

**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  
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 .....



## **MBD 7.2**

### **CONTRACT FORM - RENDERING OF SERVICES**

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

#### **PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) ..... in accordance with the requirements and task directives / proposals 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 date of the 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); - Filled in task directive/proposal; - 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 services 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 fulfilments 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 .....

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</p> <p><b>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.</b></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

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

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME) ..... CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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<sup>1</sup> 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).<sup>2</sup> 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 To give effect to the above, the attached Certificate of Bid Determination (MBD9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids, and proposals.

**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.**

**<sup>3</sup> 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.**

**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:

**ULINDI LOCAL MUNICIPALITY**

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



- (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. 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 bids 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**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 service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

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

3.1 Full  
Name:.....

3.2 Identity  
Number:.....

3.3 Company Registration  
Number:.....

3.4 Tax Reference  
Number:.....

3.5 VAT Registration  
Number:.....

3.6 Cell  
Number:.....

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

3.6.1 If so, furnish particulars.

.....

3.7 Have you been in the service of the state for the past twelve months? **YES / NO**

3.7.1 If so, furnish particulars.

.....

**YES/ NO**

.....

3.8 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?

3.8.1 If so, furnish particulars.

.....

**YES /NO**

.....

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in? the service of the state who may be. involved with the evaluation and or adjudication of this. bid?

3.9.1 If so, furnish particulars

.....

**YES /NO**

.....

10. Are any of the company's directors, managers, principal? shareholders or stakeholders in service of the state? **YES /NO**

YES / NO

**CERTIFICATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## 9. CHECKLIST

### CHECK LIST

No	Description	Ticked by Bidder	Ticked by Municipal Representative
1	Initial/ Sign of all pages		
2	Form of bid completed		
3	Original Tax Clearance Certificate attached		
4	Preferential Points Claimed		
5	Preferential % Calculated and claimed		
6	All witnesses signed where it required		
7	Bid Declaration regarding Equity completed		
8	Particulars of Bidders Completed		
9	Bid Declaration of interest Completed		
10	Declaration of Bidders Past SCM Practice MBD Form 8 completed		
11	Certificate of Independent Bid Determination MBD Form 9 completed		

