

RICHMOND MUNICIPALITY

INVITATION TO QUOTE



DATE: 21 JANUARY 2025
CLOSING DATE: 29 JANUARY 2025
CLOSING TIME: 10H00
CONTACT PERSON:
SIPHO NGCONGO/SANDILE SITHOLE
sipho.ngcongo@richmond.gov.za /
sandile.sithole@richmond.gov.za

SERVICE REQUIRED:

**SUPPLY AND DELIVERY OF OFFICE
FURNITURE AS PER DETAILED
SPECIFICATION.**

**NB: - BIDDER MUST ATTACH AT LEAST
ONE LETTER OF REFERENCE
ACCOMPANIED BY COPY OF
PURCHASE ORDER OR APPOINTMENT**

**LETTER FOR SIMILAR WORK DONE IN
A MUNICIPAL ENVIRONMENT.**

**COMPULSORY BRIEFING AND SITE
INSPECTION IS AS FOLLOWS:**

DATE: 24 JANUARY 2025

TIME: 10h00AM

VENUE: COUNCIL CHAMBERS

**DOCUMENT CAN BE
DOWNLOADED AT THE MUNICIPAL
WEBSITE:**

WWW.RICHMOND.GOV.ZA

**NB: FACSMail, ELECTRONIC
AND LATE BIDS WILL NOT BE
ACCEPTED ONLY HAND
DELIVERED IN TENDER BOX AT
57 SHEPSTONE STREET
RICHMOND**

3780
WILL BE CONSIDERED.



RICHMOND MUNICIPALITY

57 Shepstone Street
Private Bag 1028
Richmond (KZN)
3780

Telephone/Ucingo: 033 212 2155
Fax/Isikhahlamezi: 033 212 2102
Fax to Email: 033 212 4183
Email: mm@richmond.gov.za
Website: www.richmond.gov.za

RICHMOND
— Local Municipality —

All correspondence to be addressed to the Municipal Manager
Gondisa Yonke imininingwane kuMeneja kwaMasipala

ENQUIRES: SIPHOSETHU NGCONGO

Your Ref:

Date: 21 JANUARY 2025

Enquires : SIPHOSETHU NGCONGO

Company : _____

Fax/E-mail : _____

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATION

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The completed quotation document, complying with the conditions of the quotation must be sealed and endorsed. "Quotation Number and Description" and must be hand delivered and deposited in the official tender box located at the Reception area of Richmond Municipality at 57 Shepstone Street, Richmond no later than **29 JANUARY 2025 @ 10:00 during office hours from 08:00 to 16:00 Monday to Friday, not later than 10:00. No faxed or emailed document will be accepted. For enquiries email to sipho.ngcongo@richmond.gov.za simphiwe.maphumulo@richmond.gov.za**

Tenderers must be registered onto Central Suppliers Database (CSD). Bidders are encouraged to submit a detailed CSD report in order to score points for Specific Goals.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- The quotation must be submitted on the company letterhead.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Proof of company registration with CIPC must be attached.
- Valid original tax clearance certificate or Tax compliance status pin.
- Central Supplier's Database (CSD) must be attached
- Statement of account for the business premises indicating that no municipal services charges are in arrears for longer than 90days or in the case where the business premises are leased then a letter from the landlord indicating that no levies are outstanding together with a copy of the lease agreement. Statement or letters from the landlord must not be older than three months from the close of advert, or a valid sworn affidavit in the case a business is operating in the rural area or township where rates are not applicable.
- A firm delivery period must be indicated.

- Quotation above R30 000 will be evaluated in terms 80/20 specific goals system as prescribed in the Preferential Procurement Policy Framework Act (Regulation 2022) and for the purpose the enclosed forms MBD1, MBD 4, MBD 6.1, MBD 8 and MBD 9 must be scrutinized, completed and submitted together with your quotation.
- The successful provider will be the one scoring the highest points.
- Bidder must attach at least one reference letter accompanied by copy of purchase order or appointment letter for similar work done in a municipal environment.

NB: No quotations will be considered from persons in the service of the state¹, Failure to comply with this condition will invalidate your offer.

Richmond Local Municipality does not bind itself to accept the lowest quotation and reserves the right rights to accept the whole or any part of the quotation.

Should you have any queries please contact Nkosinathi Ngubane or email nkosinathi.ngubane@richmond.gov.za

Yours Faithfully



**MR NM NGUBANE
MANAGER (SCM)
RICHMOND LOCAL MUNICIPALITY
57 SHEPSTONE STREET
RICHMOND**

	QUANTITY	DESCRIPTION	PRICE
		SUPPLY AND DELIVERY OF OFFICE FURNITURE AS PER THE ATTACHED SPECIFICATION.	
	NB:	COMPULSORY BRIEFING AND SITE INSPECTION IS AS FOLLOWS: DATE: 24 JANUARY 2025 TIME: 10H00AM VENUE: COUNCIL CHAMBERS	
DELIVERY			
VAT			
		N.B. PRICE MUST BE INCLUSIVE OF VAT.	
TOTAL			

SCHEDULE

Company Stamp:

DELIVERY ADDRESS:
Richmond Municipality
57 Shepstone Street
Richmond
3780

Re: Request for furniture procurement.

We kindly request the procurement of office furniture for the reception at the Mayor's office.
Please kindly order as per the description below:

- 1 - Wallstreet high back chair (120kg) x1
- 2 - Adda Wooden 14 buttons Visitors chair x 6
- 3 - Double seater St Helena 1500wx800Dx860H x2
- 4 - Aldo round coffee table 600 diam x 450H (Versasca Oak) x1
- 5 - Nevada Desktop 38x38mm, 2000w x850D with 2 drawer/1 deep health pedestal
- 6 - Chicago high back chair (140kg) x 3

EXECUTIVE CHAIRS

OFFICE CHAIRS

Wallstreet

120kg Max Weight

1. High Back Chair. Black Frame with Light Grey Pleather or White Frame with Dark Grey Pleather. 2 Lever Swivel, tilt, lock and tensioner. Gas height adjustment. With Headrest. Stylish padded arms. Maximum weight 120kg.

2. Mid Back Chair. Black Frame with Light Grey Pleather or White Frame with Dark Grey Pleather. 2 Lever Swivel, tilt, lock and tensioner. Gas height adjustment. Stylish padded arms. Maximum weight 120kg.

3. Visitors Arm Chair. Black Frame with Light Grey Pleather or White Frame with Dark Grey Pleather. Chrome Sleigh Frame. Stylish padded arms. Maximum weight 120kg.



Washington

120kg Max Weight
2 Year Guarantee

IN STOCK
SHORT LEAD TIME

1. High Back Chair. Black PU leather. 120kg Weight capacity. Chrome base. 2 Tone castor. Swivel & tilt.

2. Visitors Chair. Black PU leather. 120kg Weight capacity. Chrome sleigh base. PU Leather arm pads.



Winston

Standard without arms.

Seat: Pressed plywood. Laminated VP70 high density/VC64 chip foam.

Back: Nylon frame with netted insert, adjustable lumbar support – upholstered. 9 position height adjustable back rest.

1. High Back Chair. Synchro lock mechanism with back tension. Back height adjustment. Gas height adjustment. 700mm black nylon base. Optional: Chrome base. Standard with non-adjustable head rest with coat hanger.

2. Mid Back Chair. Synchro lock mechanism with back tension. Back height adjustment. Gas height adjustment. 700mm black nylon base. Optional: Chrome base. Standard without head rest.

3. Visitors Arm Chair. Ø25mm Round tubing sleigh base frame. Optional: chrome frame.



VISIT OUR WEBSITE TO SEE FULL PRODUCT DETAILS, OPTIONS & OTHER AVAILABLE RANGES

Adda Wooden

2

Swivel & tilt mechanism with 1 position lock in an upright position. Double taper gas height adjustment. Standard with a laminated oak wood LC80 arms. Standard with a 700mm diameter laminated oak spider base. Tension adjustment. One piece plywood shell. Foam on seat: High density. Foam on back: medium density. Shown in black bonded leather. Other fabric options available.

1. High Back Chair, 21 Buttons on backrest. Option: Forward pivot mechanism.

2. Mid Back Chair, 14 Buttons on backrest.

3. Visitors Arm Chair, One piece plywood shell. Econo 4 leg laminated oak frame. 14 Buttons on backrest. Foam on seat: High density. Foam on Back: Medium density. Fabric options available.



3



2



1



Holly Wooden



3



2



1



6



5



4

Shown in black bonded leather. Other fabric options available. Laminated wooden base. **Shell:** full pressed wooden shell. **Seat:** Laminated VP70 high density/VC64 chipfoam. Back: VP30 medium density foam.

1. High Back Chair (HWC6BIKG), Standard with boomerang oak arm. Knee tilt synchro mechanism. Gas height adjustment.

2. High Back Chair (HWC6B), Standard with boomerang oak arm. Swivel & tilt mechanism. Gas height adjustment.

3. Mid Back Chair (HWC5B), Standard with boomerang oak arm. Swivel & tilt mechanism. Gas height adjustment.

4. Visitors 4-Legged Arm Chair (HWC3B), Laminated oak veneer boomerang arm frame.

5. Visitors 4-Legged Arm Chair (HWC3), Laminated oak veneer standard arm frame.

6. Sleighbase Arm Chair (HWC3S), Laminated oak veneer frame.



VISIT OUR WEBSITE TO SEE FULL PRODUCT DETAILS, OPTIONS & OTHER AVAILABLE RANGES

Victoria

Victoria Standard with Mahogany Bun Feet. Fabric options available.



1



2

1. Mahogany Bun Feet Single Seater, 1100W x 840D x 750H. Seat depth: 620mm. Seat width: 620mm.
2. Mahogany Bun Feet Double Seater, 1800W x 840D x 750H. Seat depth: 620mm. Seat width: 1280mm

Lima

The locally manufactured Lima range with plush seating and stylish brass button detailed features suitable to any executive occasional and reception seating space. Standard features also include Mahogany bun feet to suit the executive design and no alternative leg options are available. Make this range stand out with any of our classic or luxury leathers to suit your space and style. Various fabrics and upholstery options also available if required.

15 Year Guarantee



1



2

1. Single Seater, 1100W x 940D x 780H. Seat width: 600mm. Seat depth: 520mm.
2. Double Seater, 1800W x 940D x 780H. Seat width: 1240mm. Seat depth: 520mm.

St Helena

Standard with AT-05 legs.
Fabric options available.



1



2

1. Single Seater, 800W x 800D x 860H. Seat depth: 650mm. Seat width: 620mm.
2. Double Seater, 1500W x 800D x 860H. Seat depth: 650mm. Seat width: 1240mm.

VISIT OUR WEBSITE TO SEE FULL PRODUCT DETAILS, OPTIONS & OTHER AVAILABLE RANGES

Round Steel

Standard melamine finishes / Including two tone & Montana melamine finishes. 16mm top with no overhang (top flush with frame). Powder coated steel frame 25 x 25mm. Black / White / Silver (rigid as standard). 16mm - 1mm matching edging. **16mm Top. Melamine. 5 Year Guarantee!**



Tapered Frame Side Table, 500 Diam. x 500H.



Curio

The Curio Coffee Table exudes a contemporary appeal. Featuring wooden panels and a refined glass insert. A trendy focal point for your any space. **(Veneer or Melamine. 5 Year Guarantee)**



1. **Square Coffee Table**, with glass insert. 600W x 600D x 450H.
2. **Rectangular Coffee Table**. 1200W x 600D x 450H.

Veneer



Melamine



Aldo

Discover the essence of simplicity of the Aldo Range. The coffee table offers clean lines and modern look. A 22mm top with a 25mm steel frame provides durability with a modern touch. Elevate your space with minimalist charm. **22mm Top. Melamine. 5 Year Guarantee!**



1. **Square Coffee Table**. 600W x 600D x 450H.
2. **Rectangular Coffee Table**. 1200W x 600D x 450H.
3. **Round Coffee Table**. 600 Diam. x 450H.

Veneer

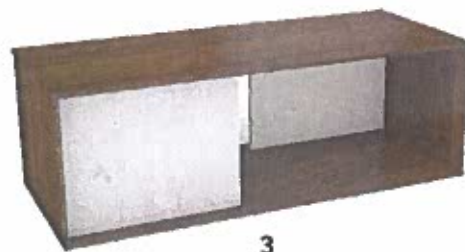
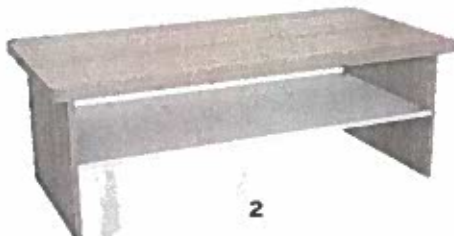
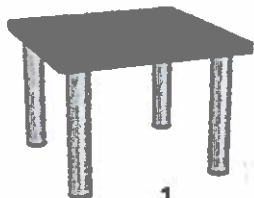


Melamine



Coffee Tables

Melamine Finishes / Two Tone / Coloured Melamine Finishes. 32mm Tops / 16mm Legs / 16mm Shelf. 16mm - 1mm Matching Edging. 32mm - 2mm Matching Edging. **(Melamine. 5 Year Guarantee)**



1. **Pole Leg**, available in 76mm round tube. White/Black/Silver. 600W x 600D x 500H.
2. **Flat Shelf**, 600W / 800W / 1200W x 600D x 500H.
3. **Box**, 1200W x 600D x 500H.



DESKS

MANAGERIAL DESKS

Nevada

Powder coated steel frame (top support), 32mm - 2mm matching edging.
[32mm Top, Melamine, 5 Year Guarantee]



5



- 1. Main Desk Top, 38 x 38mm steel frame (white or black), 1800W x 850D or 2000W x 850D.
- 2. 2 Drawer / 1 Deep Filer Desk Height Pedestal - standard without lock.
- 3. Desk Height Pedestal, 4 Drawer with 1 pen & pencil drawer - standard without lock.
- 4. Systems Cabinet, 2 glass doors with handles, lockable, 4 shelves, 900W x 400D x 1800H.
- 5. Modesty Panel, 16mm - 1mm matching edging.



- 6. Roller Door Credenza, includes shelf, 1000W x 600D with Side PC Holder Cabinet, includes shelf, 800W x 600D.
- 7. Systems Cupboard (2x Glass Doors & 2x 16mm Hinge Doors), lockable, 3 shelves, 900W x 400D x 1800H.
- 8. Systems Cupboard (3 Tier Open Top & 2x 16mm Hinge Doors), lockable, 3 shelves, 900W x 400D x 1800H.
- 9. Systems Cabinet, 4 shelves, lockable, 900W x 400D x 1800H.

Chicago

140kg Max Weight



Black

IN STOCK

SHORT LEAD TIME

Leather Look High Back Chair. Chrome arm with leather look arm pad. Swivel & tilt gas height adjuster. Chrome base 2 Tone castor.

XXL

160kg Max Weight



Black

Tommy XL

160kg Max Weight



1



2

1. Executive Heavy
Extra strong - up to Netted back with tu metal arms - nylon base - 700mm. Hee Knee-tilt synchroni duty gas spindle.
2. Visitors Chair with Netted back.

Downtown XL

160kg Max Weight



High Back Chair. Extra strong - Up to 160kg capacity. Extra width - 650mm. Thickened full shell - reinforced. Heavy duty brackets to secure arms. Rigid nylon arms - non flexible. 5-Star chrome loop base - 700mm. Heavy duty 4x4 castors - Each rated at 80kgs. Heavy Duty Swivel & Tilt Mechanism. New "Super-Seat" foam.

Texas Heavy Duty

150kg Max Weight



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**PART A
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/
MUNICIPAL ENTITY)**

BID NUMBER:	RICH: 71/2024/2025	CLOSING DATE:	29 JANUARY 2025	CLOSING TIME:	10H00 AM
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DESCRIPTION SUPPLY AND DELIVERY OF OFFICE FURNITURE AS PER DETAILED SPECIFICATION.

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

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

57 SHEPSTONE STREET

PRIVATE BAG 1028

RICHMOND (KZN)

3780

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
+STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:	OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes
	☐ No		☐ No

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs)
MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

<u>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</u>	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	<u>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</u>	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
<u>TOTAL NUMBER OF ITEMS OFFERED</u>		<u>TOTAL BID</u>	
<u>SIGNATURE OF BIDDER</u>		<u>DATE</u>	
<u>CAPACITY UNDER WHICH THIS BID IS SIGNED</u>			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	BUDGET & TREASURY SCM	CONTACT PERSON	G.M. Maphumulo
CONTACT PERSON	Mr S. Ngcongo	TELEPHONE NUMBER	033 212 2155
TELEPHONE NUMBER	033 212 2155	FACSIMILE NUMBER	033 212 4668
FACSIMILE NUMBER	033 212 4668	E-MAIL ADDRESS	
E-MAIL ADDRESS		gugu.maphumulo@richmond.gov.za	

PART B**TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILEING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.

- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

.....

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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. In order to meet this requirement bidders are required to complete in full the attached 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. 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.
3. 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.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party must submit a separate Tax Clearance Certificate.
5. 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.
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 3.1 Full Name of bidder or his or her representative:
 - 3.2 Identity Number:
 - 3.3 Position occupied in the Company (director, trustee, shareholder²):
 - 3.4 Company Registration Number:
 - 3.5 Tax Reference Number:
 - 3.6 VAT Registration Number:
 - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state? **YES / NO**
 - 3.8.1 If yes, furnish particulars.

¹MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public

entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....
.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.10.1 If yes, furnish particulars.....
.....

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

3.11.1 If yes, furnish particulars
.....

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

3.12.1 If yes, furnish particulars
.....

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

3.13.1 If yes, furnish particulars
.....

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

3.14.1 If yes, furnish particulars:

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or
$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- 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
 - 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.)

NO	DESCRIPTION	POINTS
1	Price	80
2	Specific goals as follows; EME or QSE; - an EME or QSE which is at least 51% owned by black people (5 points) (proof e.g Full CSD report) - an EME or QSE which is at least 51% owned by black people who are youth (5 points) (proof e.g Full CSD report) - an EME or QSE which is at least 51% owned by black people who are women (5 points) (proof e.g Full CSD report)	20

	• an EME or QSE which is at least 51% owned by black people with disabilities (5 points) (proof e.g. Disability certificate from medical practitioner)	
	Price	100

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:
.....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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

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

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
- 4 The bid of any bidder may be rejected if that bidder, or any of its directors have:
- 5
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 6 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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

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

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM
TRUE AND CORRECT.**

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

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

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

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

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf

of: _____ that:

(Name of Bidder)

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

- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
- 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder