

**SOL PLAATJE
MUNICIPALITY
SUPPLY CHAIN MANAGEMENT**

**GUIDELINES FOR
COMPLETIONS OF BIDS AND
PRE-CONDITIONS
ADHERENCE**

MUNICIPAL ACCOUNTS / TAX INVOICE / LEASE AGREEMENT

Municipal accounts – bidders must ensure that all municipal accounts (physical trading address and that of directors, members, partners, etc.) are up to date (less than 60 days old) and are not more than 30 days in arrears, if not the bidder will be deemed non-responsive

Tax invoice – bidders can provide the municipality with tax invoices, however that must be accompanied with a valid lease agreement, so that during evaluation we can establish the party responsible for municipal service, failure to do so will deem a bidder non-responsive.

MUNICIPAL ACCOUNTS / TAX INVOICE / LEASE AGREEMENT

Lease agreement – bidders may provide the municipal with a lease agreement, in doing so, they must also ensure that the lease agreement is valid signed by both parties, has a commencement date, expiry date, it has a physical trading address of the company, its for commercial purpose and not for residential, it clearly stipulates between the lessor and lessee as to who is responsible for municipal services or utilities and rates.

In the case where the lessee is responsible for municipal services, a municipal account or tax invoice of the physical trading address which is the same as the physical trading address of the valid lease agreement must be attached, so as to establish if the lessee (bidder) is really taking responsibility for municipal services.

CSD AND SARS COMPLIANCE

- Bidders must ensure they are CSD compliant on closing date and that their SARS matter are in order
- TCS Certificate be provided for verification purposes

JOINT VENTURE (JV)

- Bidders may wish to JV on a bid, the following will apply;
 - Bidder must submit a JV agreement clearly stating JV percentages of parties involved
 - Originally certified Joint BBBEE certificate / original Joint BBBEE sworn affidavit must be attached (BBBEE or sworn affidavits of singular entities will not be considered for points scoring)
 - MBD 2, 4, 8 & 9 of respective companies must be part of the document
 - Current Municipal accounts / tax invoices / lease agreement of respective companies must be part of returnable documents.
 - CSD reports of both companies
 - Joint CIDB report
 - Joint Venture Agreement, indicated JV % and signed by both parties



CIDB

BIDDERS MUST ENSURE THAT A VALID CIDB
REPORT IS PART OF THE RETURNABLE

MBD 2, MBD 3.2, MBD 4

Bidders must ensure that MBD 2 is fully completed and signed.

As part of returnable documents, bidders **must provide us** with Tax Compliance Status Certificate (TCSC) for verification purposes .Tax clearance certificates will not be accepted

MBD 3.2 Bidders **must** ensure that either **firm or non firm options are selected**.
Selecting both options will lead to non-responsiveness.

MBD 3.2 ONLY if non firm option is selected, either A, B or C may be selected

Bidders are advised to fully complete and sign the MBD 4 to avoid disqualification

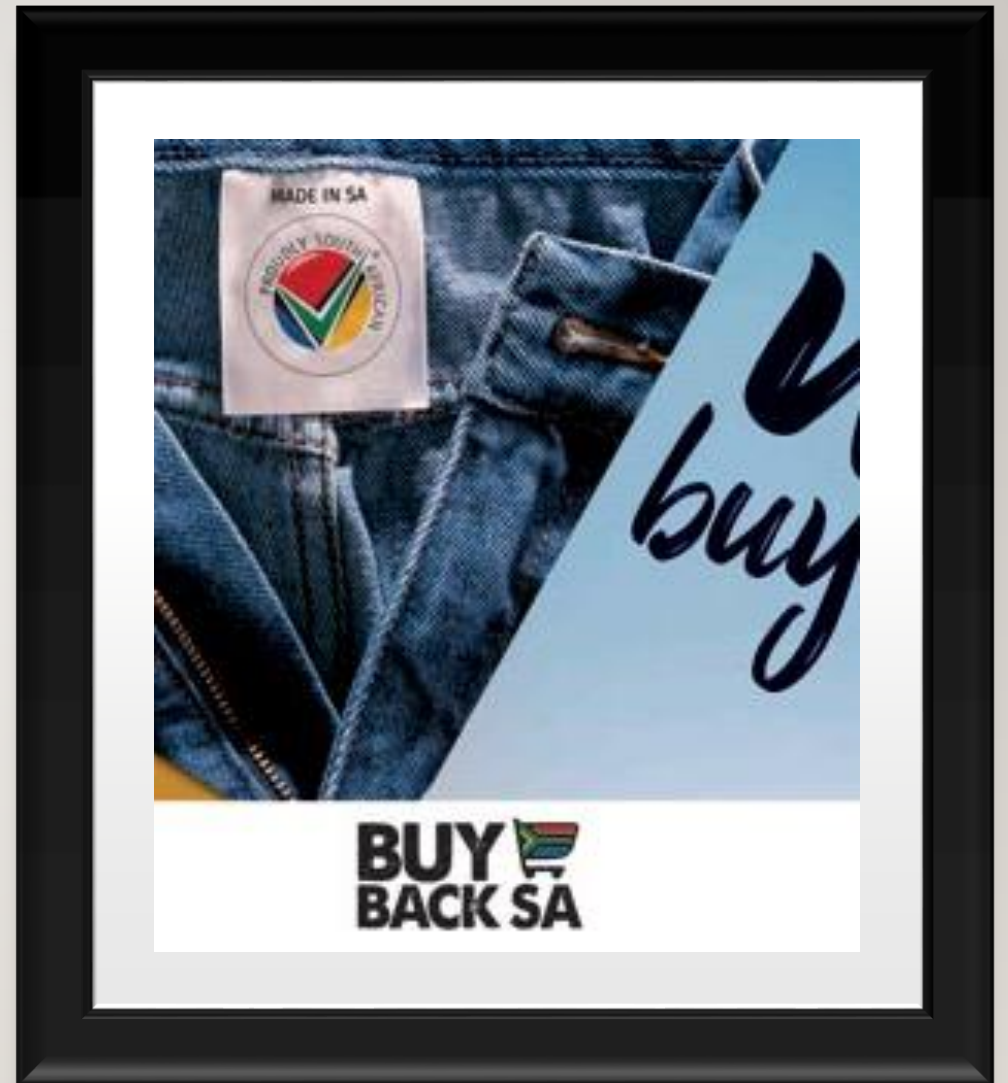
MBD 6.1 – PREFERENCE POINTS

- The following will be considered for preference points scoring;
 - Original BBBEE certificate approved by SANAS/DTI
 - **Originally certified BBBEE certificate approved by SANAS** – only for entities with an annual turnover of more than R50 000 000,00.
 - **Originally certified BBBEE sworn affidavit for Exempt Micro Enterprises (EME)** – only for entities with annual turnover of less than R10 000 000,00
 - **Originally certified BBBEE sworn affidavit for Qualifying Small Enterprises (QSE)** – only for entities with annual turnover of between R10 000 000,00 and R50 000 000,00

MBD 6.2 LOCAL CONTENT

Bidder must ensure that local content is fully completed, in particular annexure C, D and E

Bidders should first complete Declaration D. After completion Declaration D, bidder should complete Declaration E and then consolidate the information on Declaration C. Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below. Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.



MBD 6,2 LOCAL CONTENT

- THE FOLLOWING ARE EXAMPLES OF HOW LOCAL CONTENT ANNEXURES MUST BE COMPLETED;

ANNEXURE C

SATS 1286.2011

Annex C

Local Content Declaration - Summary Schedule

(C1) Tender No. [REDACTED]
 (C2) Tender description: [REDACTED]
 (C3) Designated product(s): [REDACTED]
 (C4) Tender Authority: [REDACTED]
 (C5) Tendering Entity name: [REDACTED]
 (C16) Tender Exchange Rate: Pula [REDACTED] EU [REDACTED] GBP [REDACTED]
 (C7) Specified local content%: 80%

Note: VAT to be excluded from all calculations

Tender item no's	List of item	Tender price - each (excl VAT)	Calculation of local content				Tender summary				
			Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content% (per item)	Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)	(C16)	(C17)	(C18)	(C19)
1	No Quote										
2	P/M TRANSFORMER 100KVA T/Phase	13579-94	2679-98	10899-96	2679-98	10719-96	80%	-	13579-94	2679-98	20%
3	P/M TRANSFORMER 150KVA T/Phase	14405-19	2821-03	11584-16	2821-03	11202-16	80%	-	14405-19	2821-03	20%
4	P/M TRANSFORMER 250KVA T/Phase	17245-82	3449-16	13796-66	3449-16	13346-66	80%	-	17245-82	3449-16	20%
5	P/M TRANSFORMER 350KVA T/Phase	15672-43	3134-48	12537-95	3134-48	12223-48	80%	-	15672-43	3134-48	20%
6	P/M TRANSFORMER 500KVA T/Phase	21446-87	4289-77	17157-10	4289-77	16727-10	80%	-	21446-87	4289-77	20%
7	P/M TRANSFORMER 600KVA T/Phase	27362-50	5472-50	21890-00	5472-50	21342-50	80%	-	27362-50	5472-50	20%
8	P/M TRANSFORMER 800KVA T/Phase	38674-22	7734-84	30939-38	7734-84	29164-54	80%	-	38674-22	7734-84	20%
9	P/M TRANSFORMER 1000KVA T/Phase	57628-86	11525-77	46103-09	11525-77	44577-32	80%	-	57628-86	11525-77	20%
10	P/M TRANSFORMER 1250KVA T/Phase	72731-95	14546-39	58185-56	14546-39	53639-17	80%	-	72731-95	14546-39	20%
11	P/M TRANSFORMER 1500KVA T/Phase	72731-95	14546-39	58185-56	14546-39	53639-17	80%	-	72731-95	14546-39	20%

Signature of tenderer from Annex B

Date

Update bid document: 23.06.2017

(C20) Total tender value
 (C21) Total Exempt imported content
 (C22) Total Tender value net of exempt imported content
 (C23) T
 (C24) Average Lr

ANNEXURE D

Annex D

Tender No: [REDACTED] BIDDING PACKAGE: [REDACTED] BIDDING PACKAGE: [REDACTED]

Tender Description: [REDACTED] BIDDING PACKAGE: [REDACTED] BIDDING PACKAGE: [REDACTED]

Designated Product: [REDACTED] BIDDING PACKAGE: [REDACTED] BIDDING PACKAGE: [REDACTED]

Tender Authority: [REDACTED] BIDDING PACKAGE: [REDACTED] BIDDING PACKAGE: [REDACTED]

Tendering Entry Name: [REDACTED] BIDDING PACKAGE: [REDACTED] BIDDING PACKAGE: [REDACTED]

Tender Reference Code: [REDACTED] BIDDING PACKAGE: [REDACTED] BIDDING PACKAGE: [REDACTED]

EU: [REDACTED] GSA: [REDACTED]

A. Exempted imported content

Tender Item No.	Description of imported content	Local supplier	Overseas supplier	Foreign currency value of net Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost incl VAT	Tender Qty	Exempted imported value
(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)	(D32)
(D32) Total exempted											

B. Imported directly by the Tenderer

Tender Item No.	Description of imported content	Unit of measure	Overseas supplier	Foreign currency value of net Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost incl VAT	Tender Qty	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
(D44) Total imported value by tenderer											

C. Imported by a 3rd party and supplied to the Tenderer

Description of imported content	Unit of measure	Local supplier	Overseas supplier	Foreign currency value of net Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost incl VAT	Quantity imported	Total imported value
(D45)	(D46)	(D47)	(D48)	(D49)	(D50)	(D51)	(D52)	(D53)	(D54)	(D55)	(D56)
2-1											10,800.00
(D56) Total imported value by 3rd party											10,800.00

D. Other foreign currency payments

Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments						
(D57)	(D58)	(D59)	(D60)	(D61)	(D62)						
(D62) Total of foreign currency payments declared by tenderer and/or 3rd party											
(D59) Total of imported content & foreign currency payments - (D32), (D44), (D56), (D62)											

22/09/2017

MBD 6.2 CONTINUE, MBD 8 AND 9

In additional, an audited local content letter from DTI supporting the claimed local content on annexure C, D and E



MBD 8 and 9 must be fully completed and signed as stated on the document .



THANK YOU

SCM CONTRACTS
MANAGEMENT

MRS RENEÉ NORTJÉ / BONTLÉ
MR. KAGISHO TAU
