INVITATION FOR QUOTATIONS

Q079/2017: -
APPOINTMENT OF AUCTIONEER TO AUCTION OFF CERTAIN MUNICIPAL REDUNDANT VEHICLES AND EQUIPMENT

BIDDER’S NAME: ________________________________________________________________

PHYSICAL TRADING OFFICE ADDRESS: ________________________________________

____________________________________________________________________________

____________________________________________________________________________

TEL NO: _____________________________ CELL NO: ________________________________

FAX NO: _____________________________ EMAIL ADDRESS: _______________________

Prepared for:-
Sol Plaatje Municipality
Private Bag X5030
KIMBERLEY
8300

Prepared by: -
Acquisitioner: H. Slabbert
Line Manager: R. Brooker
Private Bag X5030
KIMBERLEY
8300

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SOL PLAATJE MUNICIPALITY

INVITATION FOR QUOTATION

Directorate: Financial Services
Section: Supply Chain Management: Stores

Contact person: R. Brooker
Telephone: 053 830 6825

Date: 7 February 2017
Reference No. “Q079/2017”

Q079/2017:
APPOINTMENT OF AUCTIONEER TO AUCTION OFF
CERTAIN MUNICIPAL REDUNDANT VEHICLES AND EQUIPMENT

Documents are obtainable from:
SCU Contract Department, Abattoir Road, Stores Complex (Opposite Security), Kimberley
Telephone: 053 830 6178/053 830 6180

INVITATION FOR QUOTATIONS FOR ORDERS
ABOVE R30 000 BUT LESS THAN R200 000

ANY QUOTE WILL NOT NECESSARILY BE ACCEPTED AND THE COUNCIL RESERVES
THE RIGHT TO ACCEPT THE WHOLE OR ANY PART OF ANY QUOTE

QUOTATIONS SUBMITTED WILL ONLY BE CONSIDERED:-
IF THE BIDDER HAS BEEN APPROVED ON THE CENTRAL SUPPLIER DATABASE (CSD) ON THE NATIONAL TREASURY’S WEBSITE (www.csd.gov.za);
COMPLETED AND SUBMITTED ALL DOCUMENTS AS PER LISTING CRITERIA IN THE ATTACHED DOCUMENT; AND
THE BIDDER COMPLIES WITH THE REQUIREMENTS OF THE ATTACHED MQD 2.

GENERAL CONDITIONS

QUOTATIONS MUST BE SUBMITTED USING THIS OFFICIAL QUOTATION FORM

(1) It must be stated that such envelope contains a bid and the contract reference number must appear on the envelope.

(2) Bidders are required to confirm the status of their Municipal Rates and Service Accounts. A current (30 days) Municipal Rates and Service account, letters from Landlords or a Valid Lease Agreement and letters and or invoices from the Body Corporate will be accepted. Such confirmation documents MAY NOT be older than 30 days. See Listing Criteria in this document.

(3) Should a bidder fail to maintain this status after the contract is awarded; the Council may cancel this contract or make single or multiple deductions from any payment claims in terms of the contract to the amount equal to any outstanding amounts owed to the municipality. The bidder shall have no right whatsoever to claim damages resulting from such action.

(4) A certified copy of the B-BBEE certificate must be included in this bid document to qualify for relevant points claimed as per MQD 6.1 Certificate.

(5) Prices quoted must include value added tax, delivery charges.

(6) All quotations will be evaluated on a point system in accordance with the provisions of the Preferential Procurement Policy Framework Act No. 5 of 2000 and the revised Preferential Procurement Regulations 2011.

(7) Sealed quotations, outwardly marked: “Q079/2017: AUCTIONING” must be addressed to the Municipal Manager and placed in the: TENDER BOX (Opposite Security’s Office), Abattoir Road, Municipal Stores Complex, Kimberley not later than 11:00 on THURSDAY, 2 MARCH 2017.

(8) Quotations will be opened in public in the SCU Boardroom, Abattoir Road, Municipal Stores Complex, Kimberley, immediately after closing the same day.

(9) Invoices received before the last working day of each month will, as far as possible, be paid not later than the 15th day of the following month.
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. Bids will not be considered if these requirements are not met.

1. Previously a taxpayer (bidder) was required to submit a valid, original paper Tax Clearance Certificate (TCC), the taxpayer/ bidder MUST now submit TAX COMPLIANCE STATUS PIN NO. Bids WILL NOT be considered if the correct PIN NO and Tax Reference Number are not included in this document.

2. Applications for the Tax Clearance Certificates MUST 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 or contact the SARS Contact Centre on 0800007277.

3. The bidder (Name) …………………………………………………. Hereby grants Sol Plaatje Local Municipality Permission to use the following TAX COMPLIANCE STATUS PIN NO …………………………………………………

4. The bidder (Name) …………………………………………………. Hereby further grants SARS permission to disclose the bidders TAX COMPLIANCE STATUS to Sol Plaatje Local Municipality on an on-going basis during the Contract Term.

5. A bidder who appoints a Sub-Contractor / Joint Venture / Consortia to execute a portion of a contract (Sub-Contractor in excess of National Treasury threshold) must ensure that each appointment is TAX COMPLIANT and remains TAX COMPLIANT for the duration of the contract. Successful bidders must provide Sol Plaatje Local Municipality authority from their appointments confirming that SARS may, on an on-going basis during the contract term, disclose the appointed Sub-Contractor / Joint Venture / Consortia TAX COMPLIANCE STATUS.

6. A bidder who acts on behalf of an undisclosed principal must disclose such a fact upon submission of a bid as well as identity of that principal. The TAX COMPLIANCE STATUS of that principle must be verified in the same manner as that of the bidder. The same principle applies mutatis mutandis to any Sub-Contractor / Joint Venture / Consortia appointed by a successful bidder to execute a portion of a contract.

7. The TAX COMPLIANCE STATUS of all parties must be disclosed and verified if the bidder consist of a partnership and

8. A bidder, who is not resident in the Republic of South Africa, must apply for TAX CLEARANCE at SARS.

SIGNATURE OF BIDDER …………………………………………… DATE: ……………………………

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

WITNESS 1 ………………………………………………… DATE: ……………………………

WITNESS 2 ………………………………………………… DATE: ……………………………
**MANDATORY** LISTING CRITERIA

#### CENTRAL SUPPLIER DATABASE REGISTRATION NUMBER (CSD): MAAA

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Company name</td>
<td></td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Contact details</td>
<td>Telephone Number: Fax Number: Cell phone number:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact person:</td>
<td></td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Postal Address:</td>
<td></td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>VAT registered</td>
<td>Yes ☐ No ☐ If registered, VAT Registration No:</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Settlement discount allowed</td>
<td>% for payment within days</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Bank account details</td>
<td>Account No.: Branch No.:</td>
</tr>
<tr>
<td></td>
<td>Bank Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Branch Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bank account type</td>
<td></td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Business Municipal Rates and Service Account Number: <strong>A current (30 days) account, or Lease Agreement in the case of a Landlord responsible for account, must be attached to this document</strong></td>
<td></td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>Located in Sol Plaatje Municipal Area</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td><strong>9</strong></td>
<td>% owned by black male: %</td>
<td>% owned by black female: %</td>
</tr>
<tr>
<td></td>
<td>% owned by black youth: %</td>
<td>% owned by white female: %</td>
</tr>
<tr>
<td></td>
<td>% owned by disabled persons: %</td>
<td></td>
</tr>
<tr>
<td><strong>10</strong></td>
<td>B-BBEE status level of contribution:</td>
<td></td>
</tr>
<tr>
<td><strong>11</strong></td>
<td>Indicate main sector. Please select one (1) only:</td>
<td>Agriculture ☐ Mining and Quarrying ☐ Manufacturing ☐ Electricity, Gas, Water ☐ Construction ☐ Retail &amp; Motor Trade &amp; Repairs ☐ Wholesale Trade, Commercial Agents and Allied Services ☐ Catering &amp; Accommodation &amp; other Trade ☐ Transport, Storage &amp; Communications ☐ Finance and Business Services ☐ Community, Social and Personal Services ☐</td>
</tr>
<tr>
<td><strong>12</strong></td>
<td>Amount full time employed staff:</td>
<td>Annual Turnover: R Asset Value (Excluding fixed property) R</td>
</tr>
<tr>
<td><strong>13</strong></td>
<td>It is the responsibility of the Supplier/Bidder to inform Sol Plaatje Municipality of any changes during the contract period</td>
<td></td>
</tr>
</tbody>
</table>

**NAME (PRINT):** ____________________________ **SIGNATURE:** ____________________________ **CAPACITY:** ____________________________ **SIGNATURE:** ____________________________ **WITNESS (NAME):** ____________________________ **SIGNATURE:** ____________________________ **DATE:** ____________________________
ATTACH PROOF OF CSD DATABASE REGISTRATION HERE
ATTACH THE RECENT MUNICIPAL ACCOUNT OR AGREEMENTS AS PER GENERAL CONDITIONS NO: 2 (MQD 1)
BIDDERS ARE HEREBY INVITED TO AUCTION OFF
CERTAIN MUNICIPAL REDUNDANT VEHICLES AND EQUIPMENT

CONDITIONS OF AUCTION and SPECIAL CONDITIONS OF QUOTE

Bidders are to adhere strictly to the conditions given.
Not adhering to the conditions, will result in the quotation not being considered

CONDITIONS OF AUCTION: -

1) The Municipality by virtue of incorrect description, quantity, inferior quality, conditions or any other ground whatsoever will consider no claims. No guarantee will be given in this regard. Prospective buyers are therefore advised to inspect the lots or have the goods inspected before an offer is made.
2) All goods sold shall be removed within 5 (five) working days and will be the sole responsibility of the auctioneer.
3) The Municipality reserves the right to refuse the registration of any buyer.
4) The Municipality shall have the right, if necessary, to stop the auction, or to withdraw any lot or lots if satisfactory prices are not obtained or to sell any lot/ lots provisionally.
5) Buyers are not permitted to enter into any transaction on municipal premises for the re-sale of any goods purchased at the sale.
6) All persons, inclusive of Buyers and their representatives, enter the sale venue at their own risk.
7) The Municipality is under no obligation to provide assistance with the loading or removal of goods purchased.

SPECIAL CONDITIONS OF QUOTE: -

(1) The auctioneer will advertise the sale in the local press and deduct the cost from the amount to be paid over to the municipality. Invoices to be submitted as supporting documents.
(2) The auctioneer will be responsible to collect payment from the purchasers, failure to do so, or in the event of non-payment by any of the purchasers, does not excuse the Auctioneer from meeting it’s obligation as to payment and/or other obligations to the Municipality in terms of the quotation.
(3) Payment to the Municipality for the total sale must be made to the Municipality within 48 hours of closure of auction.
(4) A list with lot numbers of equipment to be sold must bedrafted by the successful bidder a week in advance of the auction date.
(5) A vendue roll shall be supplied by the Auctioneer upon completion of the auction, indicating: -
   a) Make and type of goods sold
   b) Names and addresses of purchasers
   c) Amount realized for each lot
   d) Gross amount realized
   e) Nett amount realized
(6) Prospective auctioneers must have a computerized accounting system
(7) Auction must take place on a date determined by the Municipality and the Auctioneer, which period will not be later than three (3) months after the appointment of an auctioneer
(8) The service provider must be an auctioneer having minimum experience of at least three(3) years in the business of conducting auctions of vehicles, condemned/unserviceable items and scrap. Experience should be supported by copies of relevant supporting documents including certificate of membership to South African Institute of Auctioneers
**PRICE SCHEDULE**

**NB:**

*The percentage offered must hold good for the duration of the process*

<table>
<thead>
<tr>
<th>Description</th>
<th>Charges</th>
<th>Commission percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidders are hereby invited to auction off certain municipal redundant vehicles and equipment at our Municipal Stores Complex, Abattoir Road, Ashburnham, Kimberley</td>
<td>(a) buyer’s commission</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) seller’s commission</td>
<td></td>
</tr>
</tbody>
</table>

I/WE AGREE TO THE CONDITIONS AS SET OUT IN THE ATTACHED SPECIFICATIONS AND CONDITIONS OF BID

SIGNATURE OF BIDDER:________________________________________________________

NAME OF COMPANY: ________________________________________________________

ADDRESS: __________________________________________________________________

___________________________________________________________________________

TELEPHONE NO. ________________________ FAX NO. _________________________

E-MAIL ADDRESS: __________________________________________________________

AS WITNESSES:

1. __________________________________

2. __________________________________

DATE: ..............................................................

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

* FOR OFFICE USE ONLY*

**AS AGREED BY:**

LINE/PROJECT MANAGER: ________________________________ DATE: ____________________

MANAGER ACQUISITIONING: ______________________________ DATE: ____________________

**APPROVED BY:**

MANAGER: SUPPLY CHAIN: ______________________________ DATE: ____________________
DECLARATION OF INTEREST

BIDDERS WHO FAIL TO DECLARE ACCURATELY AND HONESTLY SHALL BE DISQUALIFIED AND THEIR NAMES AND COMPANY DETAILS WILL BE SUBMITTED TO NATIONAL TREASURY AND PROVINCIAL TREASURY TO BE BLACK LISTED. SHOULD YOUR INTEREST BE DISCOVERED AFTER THE AWARD OF THE CONTRACT THE MUNICIPALITY SHALL TERMINATE YOUR CONTRACT ON THE BASIS OF THE ABOVE.

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 (employed by the state) of the state? (EMPLOYED BY 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) an executive 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 (employed by the state) 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 (EMPLOYED BY THE STATE) ☐YES / ☐NO in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ………………………
### Declaration

I, the undersigned (Name)……………………………………………………certify that the information furnished in paragraphs 2 & 3 above is correct. I accept that the state may reject the bid or act against me in terms of paragraph 23 of the general conditions of contract should this declaration prove to be false.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>State Employee Number</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Failure to sign the document will lead to disqualification**
This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

**NB:** BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. **GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRICE</strong></td>
</tr>
<tr>
<td><strong>B-BBEE STATUS LEVEL OF CONTRIBUTION</strong></td>
</tr>
</tbody>
</table>

Total points for Price and B-BBEE must not exceed 100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
2. DEFINITIONS

2.1 “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;

2.7 “consortium or joint venture” 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;

2.8 “contract” means the agreement that results from the acceptance of a bid by an organ of state;

2.9 “EME” means any enterprise with an annual total revenue of R5 million or less;

2.10 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 “non-firm prices” means all prices other than “firm” prices;

2.13 “person” includes a juristic person;

2.14 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.15 “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

2.16 “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
2.17 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points, including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

\[
P_s = 80 \left(1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right)
\]

Where

\[P_s\] = Points scored for comparative price of bid under consideration

\[P_t\] = Comparative price of bid under consideration

\[P_{\text{min}}\] = Comparative price of lowest acceptable bid
5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
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<td>5</td>
<td>8</td>
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<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>
ATTACH CERTIFIED COPY OF B-BBEE CERTIFICATE HERE
5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: .......... = ..........(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO *(delete which is not applicable)*

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?.........................%
(ii) the name of the sub-contractor?.................................................................
(iii) the B-BBEE status level of the sub-contractor? ...........................................
(iv) whether the sub-contractor is an EME? YES / NO *(delete which is not applicable)*

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of firm :...........................................................................................

9.2 VAT registration number :.............................................................................

9.3 Company registration number ......................................................................
9.4 Type of Company/Firm *[Tick Applicable Box]*
- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

9.5 Describe Principal Business Activities

9.6 Company Classification *[Tick Applicable Box]*
- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

9.7 Municipal Information
- Municipality where business is situated
- Registered Account Number
- Stand Number

9.8 Total Number of Years the Company/Firm Has Been in Business?

9.9 I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
(iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
(a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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;
(e) forward the matter for criminal prosecution

Witnesses:
1…………………………………………………… 2…………………………………………………….

Signature(s) of bidder(s) …………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………

Date: Address:
……………………………………………………………………………………………………………………………………
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DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

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

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
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</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>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 <em>audi alteram partem</em> rule was applied). 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.</td>
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<td>No</td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
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### 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?

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**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.

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DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Municipal Bidding Document must form part of all bids invited.

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4.1.1 If so, furnish particulars:
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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.

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4.7.1 If so, furnish particulars:

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**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:______________________________________

(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