



STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO. Q06.10.18

CALLING FOR QUOTATIONS FOR SERVICES
(R 30 000 TO R 200 000.00)

SUPPLY, DELIVERY AND OFF-LOADING OF HUMAN SETTLEMENTS' FURNITURE

CLOSING DATE:	16/10/2018	TIME	12H00
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NAME OF COMPANY	
TOTAL AMOUNT (MBD 3.1)	
CENTRAL SUPPLIER DATABASE NUMBER	MAAA
CONTACT PERSON	
TELEPHONE NUMBER	
FAX NUMBER	

ENQUIRIES REGARDING QUOTATION PROCEDURES		TECHNICAL ENQUIRIES	
DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT		DIRECTORATE: HUMAN SETTLEMENTS	
MR KENNETH MAHLANGU		MR BRADLEY RATHUMBU	
DEMAND AND ACQUISITION MANAGER		ASSISTANT DIRECTOR: HUMAN SETTLEMENTS	
TEL. NUMBER	013-249 7702	TEL. NUMBER	013-249 7045
QUOTATION ISSUED BY			
KENNETH MAHLANGU		DEMAND AND ACQUISITION MANAGER	
DEMAND AND ACQUISITION MANAGER	TEL. NUMBER	013-249 7702	
STEVE TSHWETE LOCAL MUNICIPALITY	P O BOX 14, MIDDELBURG, 1050		

QUOTATION DETAILS

QUOTATION NUMBER	Q06.10.18					
TENDER TITLE	SUPPLY, DELIVERY AND OFF-LOADING OF HUMAN SETTLEMENTS' FURNITURE					
CLOSING DATE	16/10/2018		CLOSING TIME		12:00	
SITE MEETING	DATE	N/A	TIME	10:00	COMPULSO RY	No
SITE MEETING ADDRESS	N/A					
CIDB GRADING REQUIRED	None		LEVEL AND CATEGORY		N/A	
QUOTATION DOCUMENT FEE	FREE OF CHARGE		PREFERENCE POINT SYSTEM		80/20	
QUOTATION BOX SITUATED AT	Corner Walter Sisulu and Protea Streets, Chief Demand and Acquisition Officer, Supply Chain Management Office, Municipal Service Centre (Magasyn), Middelburg					
OPERATING HOURS	The bid box is open during office hours, Monday to Thursdays from 08:00 to 16:00 and Fridays from 08:00 to 13:00.					
OFFER TO BE VALID FOR	90	DAYS FROM THE CLOSING DATE OF QUOTATION.				

PLEASE NOTE:

1. Prospective suppliers must be registered on CSD prior to submitting quotation and copy of said document must be attached to quotation.
2. Quotations that are deposited in the incorrect box will not be considered.
3. Mailed, telegraphic, telex, or faxed quotations will not be accepted.
4. No late quotations after closing date and time will be accepted.
5. Quotations not clearly marked and unamend will not be accepted.
6. Quotations may only be submitted on the quotation documentation provided by the municipality.
7. No awards will be made to a person:
 - i. Who is in the service of the state,
 - ii. If that person is not a natural person , of which any director, manager, principal shareholder or stakeholder is a person in the service of the state
 - iii. Who is an advisor or consultant contracted with the municipality or municipal entity

Q06.10.18					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

QUOTATION NOTICE & INVITATION

STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO.: Q06.10.18

CLOSING DATE: 16/10/2018 AT 12:00



SUPPLY, DELIVERY AND OFF-LOADING OF HUMAN SETTLEMENTS' FURNITURE

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), quotations are hereby invited for conducting Heritage Impact Assessment at Aerorand South.

Quotation documents and specifications are available on the municipal website(www.stlm.gov.za)

The closing time for receipt of quotations is **12:00** on **16/10/2018**. Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late quotations** will under no circumstances be considered and accepted. The quotation box will be emptied just after closing time on the closing date. Hereafter all quotations will be public.

Any technical enquiries relating to the quotation document may be directed to the **Error! Reference source not found., Error! Reference source not found.** on 013-249 7178.

Fully completed quotation documents, clearly marked "**Quote No. Q06.10.18: SUPPLY, DELIVERY AND OFF-LOADING OF HUMAN SETTLEMENTS' FURNITURE**" with "**NAME of SUPPLIER**" must be placed in a sealed envelope and placed in the **quotation box** at **Demand and Acquisition office, Stores, Corner of Walter Sisulu and Protea Streets, MIDDELBURG** by no **later than 12:00 on 16/10/2018**. The envelope must be endorsed with number, title and closing date as indicated above.

A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Steve Tshwete Local Municipality where 80 points will be allocated in respective of price and 20 points in repective of BBBEE

No awards will be made to a person:

- Who is not registered on the Central Supplier Database
- Who is in the service of the state;
- If that person is not a natural person , of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to quote and/or to re-advertise or to reject any quote or to accept a part of it. The municipality does not bind itself to accepting the lowest quotation or award a contract to the bidder scoring the highest number of points.

NB: Only locally produced or manufactured goods, meeting the stipulated minimum threshold for local production and content, will be considered in line with Regulation 8 (2) of the Municipal Supply Chain Management Regulations and National Treasury Circular 69."

The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Bureau of Standards (SABS) approved technical specification number SATS 12863-2011 must be used to calculate local content.

The following documents must to be attached:

- Original certified copy of valid BBBEE certificate(non-compulsory, failure to submit no points will be awarded)
- Certified copy of valid professional registration certificate (CK) - Compulsory
- Original copy of valid Tax Clearance certificate and SARS Pin and reference number
- Certified copy of current municipal account (not older than 3 months - copy of Lease Agreement - Compulsory
- Local content is applicable as per MBD 6.2 - Compulsory
- CSD summary report - Compulsory

B KHENISA

ACTING MUNICIPAL MANAGER

STEVE TSHWETE LOCAL MUNICIPALITY

Municipal Civic Building

Wanderers Avenue

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BIDDER

WITNESS

EMPLOYER

WITNESS

MIDDELBURG, 1050

Q06.10.18					
		BIDDER	WITNESS	EMPLOYER	WITNESS

C2 PRICING SCHEDULE

C2.1 PRICING INSTRUCTIONS

- a) These pricing instructions provide the tenderer with guidelines and requirements with regard to the completion of the pricing schedule. These pricing instructions also describe the criteria and assumptions which will be assumed in the contract to have been taken into account by the tenderer when developing his prices.
- b) The pricing schedule shall be read with all the documents which form part of this contract.
- c) The following words have the meaning hereby assigned to them:

Words/Abbreviation	Meaning
Example: M	Meter

- d) The rates to be inserted in the pricing schedule are to be full inclusive for the work described under the specification. Such rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit.
- e) A rate is to be entered against each item in the Schedule of Fees and Disbursements. An item against which no rate is entered will be accepted as a rate of nil having been entered against such items and covered by the other prices or rates in the schedule.
- f) All rates and sums of money quoted in the pricing schedule shall be in Rands and whole cents. Fractions of a cent shall be discarded.
- g) All travelling costs, accommodation, meals and other incidental costs are to be included in the time based costs.
- h) Provisional amounts shall only be expended on the specific instruction of the Employer.
- i) All prices and rates entered in the pricing schedule must be **exclusive of Value Added Tax (VAT)**.
- j) If registered VAT is should be added at below the schedule. If not VAT registered indicate zero or “-“
- k) Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- l) In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- m) In cases of contract periods longer than 12 months and price adjustments is applicable, it will be based on CPI. If higher inflation is required indicate CPI + and number %.
- n) If the tender required firm (fixed prices) the amount indicated in Colum D will be the tender amount.
- o) If the tender amount is payable at end of contract on delivery of goods and services, Scratch out total per month with N/A or “-“
- p) If the tender amount is based on rates (Column B), the tender will be awarded to the rate and the total contract amount will only be used for evaluation purposes.

Q06.10.18					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

MBD 3.1 BID PRICE

Bid Number: **Q06.10.18**

SUPPLY, DELIVERY AND OFF-LOADING OF HUMAN SETTLEMENTS' FURNITURE

(Note : Contract amount to be carried over to Form of Offer C1.1.1)

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
1	Supply, delivery and off- loading of L-Combination Desk with Inlay – RHS (Veneer Oak)		1		
2	Supply, delivery and off-loading of Sliding Door Credenza (Veneer Oak)		1		
3	Supply, delivery and off-loading of 90 Degree Link – RHS (Veneer Oak)		1		
4	Supply, delivery and off-loading of Hinged Door Systems Cupboard Empty (Veneer Oak)		1		
5	Supply, delivery and off-loading of 4 Tier book Case Glass Hinged Doors 3 Shelves Empty (Veneer Oak)		1		
6	Supply, delivery and off-loading of Zelda Highback Chair Black		1		
7	Supply, delivery and off-loading of Mocha Single Seater - Dark Grey		2		
8	Supply, delivery and off-loading of Linya Conference Armchair Oak Upholstery Black		10		
9	Supply, delivery and off-loading of L-Combination Desk with Inlay – RHS Veneer Mahogany		1		
10	Supply, delivery and off-loading of Sliding Door Credenza – Veneer Mahogany		1		
11	Supply, delivery and off-loading of hinged Door Systems Cupboard with shelves – Veneer Mahogany		1		
12	Supply, delivery and off-loading of a 4 Tier Book Case Glass Hinged Doors with Shelves – Veneer Mahogany		1		
13	Supply, delivery and off-loading of 7600 Highback Chair		1		
14	Supply, delivery and off-loading of Solaire Round Conference Table – 4 Seater Melamine – Mahogany		1		
15	Supply, delivery and off-loading of Tough Visitors Armchair Charcoal		4		

Q06.10.18					
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BIDDER

WITNESS

EMPLOYER

WITNESS

16	Supply, delivery and off-loading of Desk Melamine (Smoked Cedar)		2		
17	Supply, delivery and off-loading of Hinged Door System Cupboard Melamine (Smoked Cedar)		2		
18	Supply, delivery and off-loading of Central Locking Pedestal Floating pen and Pencil Tray – Melamine (Smoked Cedar)		2		
19	Supply, delivery and off-loading of Connect Operators Chair		2		
20	Supply, delivery and off-loading of 7600 Visitors Armchair Black		12		
21	Supply, delivery and off-loading of Square Punch 2 Tier Letter Tray – Black Steel		4		
22	Supply, delivery and off-loading of Square Punch Paper Cube Holder – Black Steel		4		
23	Supply, delivery and off-loading of Square Punch Paper Cube Holder – Black Steel		4		
24	Supply, delivery and off-loading of Square Punch Waste Bin 240 Diameter x 300 H – Black Steel		4		
25	3 Tier General Purpose Trolley 940Hx960Wx440D – Black Steel		1		
	Sub-Total				
	Vat at 15 %				
	TOTAL AMOUNT CARRIED FORWARD TO FORM OF OFFER (C1.1.1)				
	Delivery period from date of signing agreement to transfer funds				

NB: The Municipality has the right to reduce or increase the scope of work subject to availability of funds

OFFER TO BE VALID FOR 90 DAYS FROM THE COSING DATE OF BID

Q06.10.18				
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FORM OF OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the following project:

CALLING FOR QUOTATIONS FOR SERVICES

Bid / Tender Number	Q06.10.18
Tender Title	SUPPLY, DELIVERY AND OFF-LOADING OF HUMAN SETTLEMENTS' FURNITURE

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the service provider / consultant under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS THE FOLLOWING:

AMOUNT IN WORDS (INCL. VAT)	AMOUNT IN FIGURES (INCL VAT)
RAND	R

This offer may be accepted by the employer by signing the acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the provider / consultant in the conditions of contract identified in the contract data.

Signature Block: Tenderer			
Signature		Date	
Name			
Capacity			
Name of organization			
Address of organization			
Signature of witness		Date	
Name of witness			

Q06.10.18					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

FORM OF ACCEPTANCE

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the service provider / consultant the amounts due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offers shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part C1 Agreements and contract data, (which includes this agreement)
- Part C2 Pricing data
- Part C3 Scope of work
- Service Level of Agreement attached to this document (if any) as amended (if applicable) and signed by the parties

and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Unless otherwise specified elsewhere in this bidding document or any subsequent written agreement entered into between the parties, this agreement comes into effect on the date when the Employer communicates the acceptance and / or conditions of acceptance of the tenderer's offer in writing or signs the acceptance part of the Offer and Acceptance, whichever occurs first.

Signature Block: Employer			
Signature		Date	
Name			
Capacity			
Name of organization	Steve Tshwete Local Municipality		
Address of organization	P O Box 14, Middelburg , 1050		
Signature of witness		Date	
Name of witness			

MBD 1

1. TAX COMPLIANCE REQUIREMENTS

1. Bidders must ensure compliance with their tax obligations.
2. Bidders are required to submit their unique personal identification number(PIN) issued by SARS to enable Organ of state to view the taxpayer's profile and tax status.
3. Application for the tax compliance status (TCS) certificate or PIN may be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za
4. Foreign suppliers have must complete the pre-award questionnaire in part 2.
5. Bidders may also submit a printed TCS certificate together with the bid.
6. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
7. Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.

2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- | | |
|---|----------|
| 1. Is the entity a resident of the Republic of South Africa? | YES / NO |
| 2. Does the entity have a branch in the RSA? | YES / NO |
| 3. Does the entity have a permanent establishment in the RSA? | YES / NO |
| 4. Does the entity have any source of income in RSA? | YES / NO |
| 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 SARS AND IF NOT REGISTER AS PER 1.3. ABOVE)

NB: Failure to provide any of the above particulars may render the bid invalid.

.....
Signature of BIDDER

.....
Date

.....
Capacity under which this bid is signed

MBD 4

Q06.10.18					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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.

No.	Information	Please provide detail	
3.1	Full name of bidder or his or her representative		
3.2	Identity number		
3.3	Position occupied in the company (director, trustee, shareholder ²)		
3.4	Company registration number		
3.5	Tax reference number		
3.6	VAT registration number		
Note	<i>(The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.)</i>		
3.7	Are you presently in the service of the state? If yes, please furnish particulars :	Yes	No
3.7.1	Name of director		
3.7.2	Service of state organization		

3.8	Have you been in the service of the state for the past twelve months? If yes, please furnish particulars :	Yes	No
3.8.1	Name of director		
3.8.2	Service of state organization		
3.9	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? If yes, please furnish particulars :	Yes	No
3.9.1	Name of person in the service of state		
3.9.2	Relationship		
3.10	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? If yes, please furnish particulars :	Yes	No
3.10.1	Name of person in the service of state		
3.10.2	Relationship		
3.11	<i>Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?</i> If yes, please furnish particulars :	Yes	No
3.11.1	Name of director		
3.11.2	Service of state organization		
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state? If yes, please furnish particulars:	Yes	No
3.12.1	Name of director		

3.12.2	Name of relative		
3.12.3	Relationship		
3.13	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? If yes, please furnish particulars:	Yes	No
3.13.1	Name of director		
3.13.2	Related company		
Note:	<p>SCM Regulations:</p> <p>"¹In the service of the state" means to be –</p> <ul style="list-style-type: none"> (a) a member of – <ul style="list-style-type: none"> (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. <p>"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.</p>		

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

Full Name	Identity Number	State Employee Number

5. I, the undersigned 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.	
NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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, 2017.

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 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

a) The value of this bid is estimated to not exceed R200 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

b) The 80/20 preference point system will be applicable to this tender points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor 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**

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“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 goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) certificate issued by an authorized body or person; B-BBEE Status level
 - 2) prescribed by the B-BBEE Codes of Good Practice; A sworn affidavit as
 - 3) requirement prescribed in terms of the B-BBEE Act; Any other
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. **POINTS AWARDED FOR PRICE**

3.1 **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**

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. **POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

Q06.10.18				
	BIDDER	WITNESS	EMPLOYER	WITNESS

4.1 In terms of Regulation 6 (2) and 7 (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:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. **BID DECLARATION**

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

6. **B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. **SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 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 or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if sub-contracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

Q06.10.18					
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8.7 **MUNICIPAL INFORMATION**

Municipality where business is situated:

Registered Account Number:

Stand Number:.....

8.8 Total number of years the company/firm has been in business:.....

8.9 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-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 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 paragraphs 1.4 and 6.1, 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 contributor 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

Q06.10.18				
	BIDDER	WITNESS	EMPLOYER	WITNESS

MBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - \frac{x}{y}] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

2. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
<u>Office Furniture</u>	_____ 85%
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders 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.

I, the undersigned, (full names),
 do hereby declare, in my capacity as
 of(name of bidder
 entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

(c) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

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	BIDDER	WITNESS	EMPLOYER	WITNESS

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

Annex C

Note: VAT to be excluded from all calculations

- (C1) Tender No.
- (C2) Tender description:
- (C3) Designated product(s)
- (C4) Tender Authority:
- (C5) Tendering Entity name:
- (C6) Tender Exchange Rate:
- (C7) Specified local content %

Pula EU GBP

Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)

Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C16)	(C17)	(C18)	(C19)

(C20) Total tender value

(C21) Total Exempt imported content

(C22) Total Tender value net of exempt imported content

(C23) Total Imported content

(C24) Total local content

(C25) Average local content % of tender

Signature of tenderer from Annex B

Date: _____

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

Annex D

Imported Content Declaration – Supporting Schedule to Annex C

(D1) Tender No.		Note: VAT to be excluded from all calculations		
(D2) Tender Description				
(D3) Designated Products				
(D4) Tender Authority				
(D5) Tendering Entity Name				
(D6) Tender Exchange Rate				
		Pula	EU	GBP

A. Exempted imported content				Calculation of imported content						Summary	
Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
<i>This total must correspond with Annex C - C 21</i>									(D19) Total exempt imported value		

B. Imported directly by the Tenderer				Calculation of imported content						Summary	
Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)
(D32) Total imported value by tenderer											

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BIDDER

WITNESS

EMPLOYER

WITNESS

[Redacted]

(E11)(Rental, depreciation & amortisation, utility costs, consumables etc.)

[Redacted]

(E12)(Marketing, insurance, financing, interest etc.)

(E13) Total local content

[Redacted]

Signature of tenderer from Annex B

Date:

The guidance document can be found at: www.dti.gov.za/industrial_development/docs/ip/guideline.pdf

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Q06.10.18					
		BIDDER	WITNESS	EMPLOYER	WITNESS

MBD 8

DECLARATION OF BIDDERS 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:
 - 3.1 abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 3.2 been convicted for fraud or corruption during the past five years;
 - 3.3 willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4 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.**

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:		
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
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, the undersigned 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.

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

Q06.10.18				
	BIDDER	WITNESS	EMPLOYER	WITNESS

MBD 9

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:
 - 3.1. take all reasonable steps to prevent such abuse;
 - 3.2. 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
 - 3.3. 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.

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

TENDER: Q06.10.18 : SUPPLY, DELIVERY AND OFF-LOADING OF HUMAN SETTLEMENTS' FURNITURE 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 REPRESENTATIVE

that:

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.

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	BIDDER	WITNESS	EMPLOYER	WITNESS

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:
 - 7.1 Prices;
 - 7.2 Geographical area where product or service will be rendered (market allocation);
 - 7.3 Methods, factors or formulas used to calculate prices;
 - 7.4 The intention or decision to submit or not to submit a bid;
 - 7.5 The submission of a bid which does not meet the specifications and conditions of the bid; or
 - 7.6 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.

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

Q06.10.18					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

CLARIFICATION MEETING ATTENDANCE CERTIFICATE

This is to certify that, I	
Representing	
in the company of	
attended the clarification meeting on	Error! Reference source not found. at Error! Reference source not found. Address: Error! Reference source not found.
<p>I have made myself familiar with all conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the clarification meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.</p>	

NAME OF REPRESENTATIVE	SIGNATURE	DATE

NAME OF MUNICIPAL REPRESENTATIVE	SIGNATURE	DATE

COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise

Section 2: VAT registration number, if any

Section 3: Particulars of sole proprietors and partners in partnerships

No	Name*	Identity Number*	Personal Income Tax Number*
3.1			
3.2			
3.3			

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 4: Particulars of companies and close corporations

4.1	Company Registration number	
4.2	Close corporation number	
4.3	Tax reference number	

Section 5: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

A member of any municipal council	<input type="checkbox"/>	An employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)	<input type="checkbox"/>
A member of any provincial legislation	<input type="checkbox"/>	A member of an accounting authority of any national or provincial public entity	<input type="checkbox"/>
A member of the National Assembly or the National Council of Provinces	<input type="checkbox"/>	An employee of Parliament or a provincial legislature	<input type="checkbox"/>
A member of the board of directors of any municipal entity	<input type="checkbox"/>	An official of any municipality or municipal entity	<input type="checkbox"/>

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Name of sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

Section 6: Records of spouses, children and parents in the service of the state

Indicate by making the relevant boxes with a cross, if any spouses, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

A member of any municipal council	<input type="checkbox"/>	An employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management act, 1999 (act 1 of 1999)	<input type="checkbox"/>
A member of any provincial legislature	<input type="checkbox"/>	A member of an accounting authority of any national or provincial public entity	<input type="checkbox"/>
A member of the National Assembly or the National Council of Province.	<input type="checkbox"/>	An employee of Parliament or a provincial legislature	<input type="checkbox"/>
A member of the board of directors of any municipal entity	<input type="checkbox"/>	An official of any municipality or municipal entity	<input type="checkbox"/>

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

Q06.10.18				
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The undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of frauds or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Note: insert separate page if necessary

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
CAPACITY	DATE

Q06.10.18					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

CLEARANCE CERTIFICATE FOR WATER & LIGHTS

Section 45(1)(d) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder whose municipal rates and taxes are in arrears for more than three months.

The purpose of this schedule is to obtain proof that municipal services, rates and taxes of the service provider are not in arrears for more than three months, with the relevant municipality / landlord in the municipal area where the service provider conduct his / her business.

Each bidder must complete the below checklist. Important: if you fail to complete this form, the bid will be non-responsive. (Please tick with **X** where appropriate):

QUESTIONS		YES	NO
1.	Is your municipal rates and taxes account up to date / current (not in arrears for more than three months)?		
2.	If yes, provide the following details:		
2.1	▪ Municipality name		
2.2	▪ Municipal account number		
3.	If yes, please attached proof in the form of the original or certified copy of the bidder's municipal rates and taxes account not older than 3 months		
4.	Does the bidder lease* / rent the property where the business is situated?		
5.	If yes, provide the following details:		
5.1	▪ Landlord name		
5.2	▪ Address property is situated		
5.3	▪ Contact number of landlord		
6.	Please attach the copy of the lease agreement signed by the landlord / lessor and the tenant / lessee as proof		
I, (Insert full name)			
of (insert physical address)			
being a Director, Principal Shareholder, owner of company (Insert company name)			
Hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge			
SIGNATURE			

NOTICE OF SUPPLY CHAIN MANAGEMENT

APPLICATION FOR REGISTRATION ON CENTRAL SUPPLIER DATABASE

Section 14(1)(a) of the municipal supply chain management policy states that the municipality may only transact with vendors registered on the National Treasure Central Supplier Database.”

The purpose of this notice is to obtain proof that the service provider is registered on the Central Supplier Database.

Registration is COMPULSORY in order to conduct business with Steve Tshwete Local Municipality.

The database will be used to verify the accreditation of a supplier before an award can be made.

Each bidder must complete the below checklist (please tick with an X where appropriate)

QUESTIONS	YES	NO
1. Is your company registered on the Central Supplier Database?		
2. If yes, provide the following details:		
2.1 ▪ CSD registration number	MAAA	
2.2 ▪ Unique CSD number		
3. Enquiries related to par. 2.1 and 2.2 can be made to Ms. Martha Makoala and Thembi Jiyane at (013) 2497309 / 2497164		
4. If no, please register on Central Supplier Database ,website, www.csd.gov.za, before submitting tender document		
I, (insert full name)		
of (insert physical address)		
being a Director, Principal Shareholder, owner of company (insert company name)		
hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge		
SIGNATURE		
5. VERIFICATION BY STEVE TSHWETE LOCAL MUNICIPALITY OFFICIAL		
I, (insert full name)		
in the capacity as		
hereby confirms that the information submitted by the service provider was verified with the Central Supplier Database and found as correct to be the best of my knowledge		
SIGNATURE		

MBD 7.1

CONTRACT FORM – PURCHASE OF GOODS / WORKS

THIS FORM MUST BE FILLED BY BOTH THE SERVICE PROVIDER (PART 1) AND THE EMPLOYER / MUNICIPALITY (PART 2) AND SIGNED IN THE ORIGINAL.

PART 1 (TO BE FILLED IN BY THE BIDDER)

4 I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to Steve Tshwete Local Municipality in accordance with the requirements and task directives / proposals specifications stipulated in bid number Q06.10.18 at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Employer / Municipality during the validity period indicated and calculated from the closing date of the bid.

1. The following documents shall be deemed to form and be read and construed as part of this agreement:

2.1 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 2017;
- Declaration of interest;
- Declaration of Bidder's past SCM practices;
- Certificate of Independent Bid Determination;
- Special Conditions of Contract;

1.2 General Conditions of Contract;

1.3 Other (specify)

2. 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.

3. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

4. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

SIGNED AT	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	NAME AND CAPACITY
WITNESSES: (SIGNATURE)	DATE
1.	
2.	

Q06.10.18					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

CONTRACT FORM – PURCHASE OF GOODS / WORKS

PART 2 (TO BE FILLED IN BY THE EMPLOYER / MUNICIPALITY)

1. I _____ in my capacity
 as _____ accept your bid under
 reference number _____ dated _____
 for the rendering of services hereunder and/or further specified in the annexures.

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice, subject to the National Treasury’s Central Supplier Database reflecting your tax status as compliant.

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	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	NAME AND CAPACITY
WITNESSES: (SIGNATURE)	OFFICIAL STAMP
1.	
2.	

C1.2 CONTRACT DATA

PART 1 - DATA PROVIDED BY THE EMPLOYER

The employer is the Steve Tshwete Local Municipality .	
The authorized and designated representative of the employer is:	
Name:	Bradley Rathumbu, Assistant Director: Human Settlements
The address for receipt of communications is:	Steve Tshwete Local Municipality Civic Centre P O Box 14 Middelburg 1050
Telephone:	013-249 7045
Facsimile:	013-243 2550
Email:	bradleyr@stlm.gov.za
The project is:	SUPPLY, DELIVERY AND OFF-LOADING OF HUMAN SETTLEMENTS' FURNITURE
<p>NOTE: The location for the performance of the Project is the Municipal Area of Steve Tshwete. The service provider is required to provide the service with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards. The service provider is required to obtain the employer's prior approval in writing before taking any of the following actions: Appointing sub-contractors for the performance of any part of the services. Appointing key persons or personnel not listed by name in the contract data. Copyright of documents prepared for the project shall be vested with the employer.</p>	

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	BIDDER	WITNESS	EMPLOYER	WITNESS

The service provider is

Name	
Address	
Telephone:	
Facsimile:	

The authorized and designated representative of the service provider is

Name	
The address for receipt of communications is	
Telephone	
Facsimile	
Email	
Address	

C3 SCOPE OF WORKS / SPECIFICATIONS:

SUPPLY, DELIVERY AND OFF-LOADING OF HUMAN SETTLEMENTS' FURNITURE

1. PROJECT DESCRIPTION AND SCOPE OF SERVICES

1.1 PURPOSE

The Department Human Settlements would like to procure (replace) office furniture in the Department's Assistant Director: Human Settlements and Administration Offices Human Settlements.

2. TERMS OF REFERENCE

Description of the goods required

Assistant Director: Human Settlements' Office - Room D223), 1st Floor

L-COMBINATION DESK WITH INLAY - RHS VENEER (OAK)

- 1 x L-Combination Desk with inlay - 1800 mm x 2000 mm

SLIDING DOOR CREDENZA (OAK)

- 1 x Veneer Mahogany sliding door Credenza 1000 mm x 600 mm

90 DEGREE LINK - RHS - VENEER OAK

- 1 x 900 mm x 600 mm - Veneer Oak

HINGED DOOR SYSTEMS CUPBOARD WITH SHELVES VENEER (OAK)

- 1 x Hinged Door Systems Cupboard 1500 mm x 950 mm x 490 mm

4 TIER BOOK CASE GLASS HINGED DOORS WITH SHELVES VENEER (OAK)

- 1 x 4 Tier Book Case Glass Hinged Doors 1500 mm x 950 mm x 490 mm

EXECUTIVE CHAIR

- 1 x Managerial Chair - Zelda Highback Chair - Full Syncro Mechanism - Nylon Base –Y600 arms (Black)

MOCHA SINGLE SEATER - OAK LEGS

- 2 x Mocha Single Seater chairs - Fabric – dark grey, legs oak – 750 mm W x 780 mm D x 790 mm H

CONFERENCE CHAIRS

- 10 x Conference Armchair - Oak Frame - 4 leg – half back - (Upholstery – Black)

7600 VISITORS CHAIRS

- 6 x Bonded Leather, Frame - Matt Black Epoxy Integral Frame

Administrative Assistant Office - Room D222), 1st Floor

L-COMBINATION DESK WITH INLAY - RHS VENEER (MAHOGANY)

- 1 x L-Combination Desk with inlay - 1800 mm x 2000 mm

SLIDING DOOR CREDENZA (MAHOGANY)

- 1 x Veneer Mahogany sliding door Credenza 1000 mm x 600 mm

HINGED DOOR SYSTEMS CUPBOARD WITH SHELVES VENEER (MAHOGANY)

Q06.10.18					
		BIDDER	WITNESS	EMPLOYER	WITNESS

- 1 x Hinged Door Systems Cupboard 1500 mm x 950 mm x 490 mm

4 TIER BOOK CASE GLASS HINGED DOORS WITH SHELVES (MAHOGANY)

- 1 x 4 Tier Book Case Glass Hinged Doors 1500 mm x 950 mm x 490 mm

7600 HIGHBACK CHAIR

- Bonded Leather Black, Highback, Swivel and Tilt Mechanism, Nylon Base, Flexi Arms

CONFERENCE TABLE

- 1 x Solaire Round Conference Table - 4 seater, Melamine (Mahogany), 1200 mm, 4 Stiletto legs

VISITORS' CHAIRS

- 4 x Tough Visitors Armchair - Fabric: Charcoal, Back – Black Netted Back, Frame - Black Epoxy Sleigh, Arms - Trio Fixed Arms

Administrative Officers' Office - (Room D220), 1st Floor

DESK: MELAMINE (SMOKED CEDAR)

- 2 x Desks 2200x900 – Modesty Panel - 4 legs

HINGED DOOR SYSTEM CUPBOARD WITH SHELVES (SMOKED CEDAR)

- 2 x Hinged Door Cupboard 1526X900X450

CENTRAL LOCKING PEDESTAL FLOATING PEN AND PENCIL TRAY - MELAMINE – (SMOKED CEDAR)

- 2 x Central Locking Pedestal

CONNECT OPERATORS CHAIR

- 2 x Bonded Leather, Back – black netted back / lumber support, Roma mechanism, Nylon Base - 1D Height adjustable arms

7600 VISITORS CHAIRS

- 6 x Bonded Leather, Frame - Matt Black Epoxy Integral Frame

Office Accessories

- 4 x Square Punch 2 Tier Letter tray Black Steel
- 4 x Square Punch Waste Bin 240Dx300H Black Steel
- 4 x Square Punch Paper Cube Holder Black Steel
- 1 x 3 Tier General Purpose Trolley 940x960x440 Black Steel

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		BIDDER	WITNESS	EMPLOYER	WITNESS



L-COMBINATION DESK WITH INLAY VENEER (OAK) - RHS

No	Specification	Schedule A	Schedule B
1.	Material	Veneer - Oak	
2.	Length	1800 mm	
3.	Width	600 mm	

SLIDING DOOR CREDENZA – VENEER (OAK)

No	Specification	Schedule A	Schedule B
1.	Material	Veneer - Oak	
2.	Length	1000 mm	
3.	Width	600 mm	

90 DEGREE LINK – RHS - VENEER (OAK)

No	Specification	Schedule A	Schedule B
1.	Material	Veneer - Oak	
2.	Length	900 mm	
3.	Width	600 mm	

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HINGED DOOR SYSTEMS CUPBOARD WITH SHELVES - VENEER (OAK)

<u>No</u>	<u>Specification</u>	<u>Schedule A</u>	<u>Schedule B</u>
1.	Material	Veneer - Oak	
2.	Height	1500 mm	
3.	Width	950 mm	
4.	Depth	490 mm	

4 TIER BOOK CASE GLASS HINGED DOORS WITH SHELVES - VENEER (OAK)

<u>No</u>	<u>Specification</u>	<u>Schedule A</u>	<u>Schedule B</u>
1.	Material	Veneer - Oak	
2.	Height	1500 mm	
3.	Width	950 mm	
4.	Depth	490 mm	

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ZELDA HIGHBACK CHAIR

<u>No</u>	<u>Specification</u>	<u>Schedule A</u>	<u>Schedule B</u>
1.	Upholstery	Fabric: Bonded Leather (Colour: Black)	
2.	Back	Highback	
3.	Mechanism	Full Synchron Mechanism	
4.	Base	Nylon Base	
5.	Arms	Y600 Arms	

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		BIDDER	WITNESS	EMPLOYER	WITNESS



MOCHA SINGLE SEATER - OAK LEGS

<u>No</u>	<u>Specification</u>	<u>Schedule A</u>	<u>Schedule B</u>
1.	Upholstery	Fabric: Dark Grey	
2.	Legs	Oak	
3.	Width	750 mm	
4.	Depth	780 mm	
5.	Height	790 mm	

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	BIDDER	WITNESS	EMPLOYER	WITNESS	



LINYA CONFERENCE ARMCHAIR

<u>No</u>	<u>Specification</u>	<u>Schedule A</u>	<u>Schedule B</u>
1.	Upholstery	Fabric: Colour - Black	
2.	Frame	Oak	

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	BIDDER	WITNESS	EMPLOYER	WITNESS	



L-COMBINATION DESK WITH INLAY - RHS - VENEER (MAHOGANY)

<u>No</u>	<u>Specification</u>	<u>Schedule A</u>	<u>Schedule B</u>
1.	Material	Veneer - Mahogany	
2.	Length	1800 mm	
3.	Width	600 mm	

SLIDING DOOR CREDENZA - VENEER (MAHOGANY)

<u>No</u>	<u>Specification</u>	<u>Schedule A</u>	<u>Schedule B</u>
1.	Material	Veneer - Mahogany	
2.	Length	1000 mm	
3.	Width	600 mm	

HINGED DOOR SYSTEMS CUPBOARD WITH SHELVES - VENEER (MAHOGANY)

<u>No</u>	<u>Specification</u>	<u>Schedule A</u>	<u>Schedule B</u>
1.	Material	Veneer - Oak	
2.	Height	1500 mm	
3.	Width	950 mm	
4.	Depth	490 mm	

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4 TIER BOOK CASE GLASS HINGED DOORS WITH SHELVES - VENEER (MAHOGANY)

<u>No</u>	<u>Specification</u>	<u>Schedule A</u>	<u>Schedule B</u>
1.	Material	Veneer - Mahogany	
2.	Height	1500 mm	
3.	Width	950 mm	
4.	Depth	490 mm	

Q06.10.18					
	BIDDER	WITNESS	EMPLOYER	WITNESS	



7600 HIGHBACK CHAIR

<u>No</u>	<u>Specification</u>	<u>Schedule A</u>	<u>Schedule B</u>
1.	Upholstery	Fabric: Bonded Leather (Colour: Black)	
2.	Back	Highback	
3.	Mechanism	Swivel and Tilt Mechanism	
4.	Base	Nylon Base	
5.	Arms	Flexi Arms	

Q06.10.18					
	BIDDER	WITNESS	EMPLOYER	WITNESS	



SOLAIRE ROUND CONFERENCE TABLE - 4 SEATER – MELAMINE (MAHOGANY)

<u>No</u>	<u>Specification</u>	<u>Schedule A</u>	<u>Schedule B</u>
1.	Material	Melamine - Mahogany	
2.	Diameter	1200 mm	
3.	Legs	4 Stiletto	

Q06.10.18					
		BIDDER	WITNESS	EMPLOYER	WITNESS



TOUGH VISITORS ARMCHAIR

<u>No</u>	<u>Specification</u>	<u>Schedule A</u>	<u>Schedule B</u>
1.	Upholstery	Fabric: Charcoal	
2.	Back	Coloured Netted Back	
3.	Frame	Black Epoxy Sleigh	
4.	Arms	Trio Fixed Arms	

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	BIDDER	WITNESS	EMPLOYER	WITNESS	



DESK MELAMINE (SMOKED CEDAR)			
No	Specification	Schedule A	Schedule B
1.	Material	Black Melamine Modesty Panel	
2.	Length	2200 mm	
3.	Width	900 mm	
5.	Legs	4 Black Square Steel Legs 100 mm	

HINGED DOOR SYSTEM CUPBOARD WITH SHELVES MELAMINE (SMOKED CEDAR)			
No	Specification	Schedule A	Schedule B
1.	Material	Melamine (Smoked Cedar)	
2.	Height	1526 mm	
3.	Width	900 mm	
5.	Depth	450 mm	
6.	Shelves	3 shelves	

CENTRAL LOCKING PEDESTAL FLOATING PEN AND PENCIL TRAY - (SMOKED CEDAR)			
No	Specification	Schedule A	Schedule B
1.	Material	Melamine - Smoked Cedar	
2.	Length	900 mm	
3.	Width	600 mm	
4.	Drawers	3 Standard Drawers	

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CONNECT OPERATORS CHAIR

<u>No</u>	<u>Specification</u>	<u>Schedule A</u>	<u>Schedule B</u>
1.	Upholstery	Bonded Leather	
2.	Back	Black Netted Back / Lumber Support	
3.	Mechanism	Roma Mechanism	
3.	Base	Nylon Base	
4.	Arms	1D Height Adjustable Arms	

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	BIDDER	WITNESS	EMPLOYER	WITNESS	



7600 VISITORS ARMCHAIR 542294

<u>No</u>	<u>Specification</u>	<u>Schedule A</u>	<u>Schedule B</u>
1.	Fabric	Bonded Leather	
2.	Frame	Matt Black Epoxy Integral Frame	

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	BIDDER	WITNESS	EMPLOYER	WITNESS	



4 X SQUARE PUNCH 2 TIER LETTER TRAY (BLACK STEEL)



4 X SQUARE PUNCH PAPER CUBE HOLDER (BLACK STEEL)



4 X SQUARE PUNCH WASTE BIN 240 DIAMETER X 300H (BLACK STEEL)



1 X 3 TIER GENERAL PURPOSE TROLLEY 940Hx960Wx440D BLACK STEEL

Q06.10.18					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

1. LOCATION OF WORKS

These must be delivered and off loaded at the Civic Centre, 1st Floor, Human Settlements Department, c/o Wanderers – and Church Street, Middelburg, 1054.

2. INFORMATION THAT WILL BE PROVIDED BY THE MUNICIPALITY

Pricing Schedule / Bills and quantity and detailed specification under terms of reference

3. PAYMENTS

Payment will be in accordance with the tendered pricing Schedule / Bills of quantity. All prices should be inclusive of VAT. A valid tax invoice must be submitted as soon as all items have been delivered and off loaded at the said location. A payment can only be made after it has been verified all items meet the required specification. No escalation on prices will occur.

Payment will be made within 14 working days from receipt of invoice by the Financial Department.

4. ELIGIBILITY CRITERIA

N/A

5. MANDATORY INFORMATION TO BE SUBMITTED

N/A

6. JOINT VENTURES AND CONSORTIUMS

N/A

7. PERIOD OF TENDER

This is a once off bid process and it is expected of the bidder to deliver 4 – 6 weeks after they have received the order. The bid will be a fixed period based on delivery time.

8. SERVICE LEVEL AGREEMENT

(A Service Level Agreement will be entered into on appointment of the contract).

9. ACCEPTANCE OF OFFER

The municipality reserves the right not to award the tender of any part of the tender subject to the availability of budgetary funds.

10. EVALUATION

Only one supplier will be appointed for the supply of these furniture. That 80/20 preferation point system will be applicable on evaluation.

11. VALIDITY PERIOD

The quotation shall be valid for 90 days from date of opening the quote.

Q06.10.18					
		BIDDER	WITNESS	EMPLOYER	WITNESS

12. ESTIMATE TIME FRAMES

No.	Activity	Estimate Date
1.	Advertisement and invitation	5 October 2018
2.	Closing date for submission of quotations	16 October 2018
3.	Evaluation Process	24 October 2018
4.	Signing of Final Award	1 November 2018

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract are not included in this document and may be downloaded from the following website – www.treasury.gov.za/legislation.

Q06.10.18					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

C.4. Supporting documents for quotation:

Service providers are requested to file all relevant supporting documents according to this list.

<u>Annexure</u>	<u>Description</u>	<u>Applicable Yes / No</u>
A	Tax Clearance Certificate & SARS reference pin	Yes
B	Original certified copy of BBBEE Certificate	Yes
C	Central Supplier Database report	Yes
D	Copy of Municipal Water & Lights Account or Lease Agreement	Ye
E	Original certified copy of CIDB Grading certificate	No
F	Accreditation certificate for: (professional bodies)	Yes
G	Company registration certificate (CK 1)	Yes
H	Functionality report: Tenderer's experience	Yes
I	Functionality report: Proposed organization, staffing and key staff experience evaluation	Yes
J	Functionality report: Capacity to execute & implement the tender (physical resources) evaluation	No
K	Functionality report: Tenderer's implementation plan for the project	Yes
L	JV Agreement (If applicable)	Yes / No
M	Sub Contractor's information and documents (If applicable)	Yes / No