



STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO. **Q07.03.21**

**CALLING FOR QUOTATIONS FOR GOODS
(R 30 000 TO R 200 000.00)**

**INTEGRATED PEST CONTROL MANAGEMENT ON ALL MUNICIPAL
FACILITIES FOR THE PERIOD OF 06 MONTHS AS AND WHEN REQUIRED**

CLOSING DATE:	17/03/2021	TIME	12H00
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NAME OF COMPANY	
TOTAL AMOUNT (MBD 3.1)	
CENTRAL SUPPLIER DATABASE NUMBER	MAAA
TAX COMPLIANCE STATUS PIN	
CONTACT PERSON	
TELEPHONE NUMBER	
FAX NUMBER	

ENQUIRIES REGARDING QUOTATION PROCEDURES		TECHNICAL ENQUIRIES	
DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT		DIRECTORATE: INFRASTRUCTURE SERVICES	
KENNETH MAHLANGU		SHARON MSEBE	
CHIEF DEMAND AND ACQUISITIONING		ASSISTANT DIRECTOR MUNICIPAL BUILDING SERVICES	
TEL. NUMBER	013 249 7702	TEL. NUMBER	013 249 7020 / 7095
QUOTATION ISSUED BY			
GCINA MTHEMBU		SUPPLY CHAIN MANAGEMENT UNIT	
BUYER		TEL. NUMBER	013 249 7371
STEVE TSHWETE LOCAL MUNICIPALITY		P.O. BOX 14, MIDDELBURG, 1050	

QUOTATION DETAILS						
QUOTATION NUMBER	Q07.03.21					
TENDER TITLE	INTEGRATED PEST CONTROL MANAGEMENT ON ALL MUNICIPAL FACILITIES FOR THE PERIOD OF 06 MONTHS AS AND WHEN REQUIRED					
CLOSING DATE	17/03/2021		CLOSING TIME		12H00	
SITE MEETING	DATE	N/A	TIME	N/A	COMPULSORY	NO
SITE MEETING ADDRESS	N/A					
CIDB GRADING REQUIRED	N/A		LEVEL AND CATEGORY		N/A	
QUOTATION DOCUMENT FEE	FREE OF CHARGE		PREFERENCE POINT SYSTEM		80/20	
QUOTATION BOX SITUATED AT	SUPPLY CHAIN MANAGEMENT OFFICE ,CNR WALTER SISULU & PROTEA STREET ,MIDDELBURG.					
OPERATING HOURS	The bid box is open during office hours, Monday to Thursdays from 8h00 to 16h00 and Fridays from 8h00 to 13h00.					
OFFER TO BE VALID FOR	90 DAYS FROM THE CLOSING DATE OF QUOTATION.			LOCAL CONTENT		NO
<p>PLEASE NOTE:</p> <ol style="list-style-type: none"> Prospective suppliers must be registered on CSD prior to submitting quotation and copy of said document must be attached to quotation. Quotations that are deposited in the incorrect box will not be considered. This quotation is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017, the General Conditions of contract (GCC) and, if applicable, any other special conditions of contract. Mailed, telegraphic, telex, or faxed quotations will not be accepted. No late quotations after closing date and time will be accepted. Quotations not clearly marked and unamend will not be accepted. Quotations may only be submitted on the quotation documentation provided by the municipality. No awards will be made to a person: <ol style="list-style-type: none"> 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 Who is an advisor or consultant contracted with the municipality or municipal entity 						

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE STEVE TSHWETE LOCAL MUNICIPALITY					
BID NUMBER:	000.00.00	CLOSING DATE:	17/03/2021	CLOSING TIME:	12H00
DESCRIPTION	INTEGRATED PEST CONTROL MANAGEMENT ON ALL MUNICIPAL FACILITIES FOR THE PERIOD OF 06 MONTHS AS AND WHEN REQUIRED				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

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

Magasyn Stores
Corner Walter Sisulu & Protea Road
Middelburg
1050

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No

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

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM	CONTACT PERSON	SHARON MSEBE
CONTACT PERSON	GCINA MTHEMBU	TELEPHONE NUMBER	013 249 7095
TELEPHONE NUMBER	013 249 7371	FACSIMILE NUMBER	n/a
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	sharonm@stlm.gov.za
E-MAIL ADDRESS	gcinithembam@stlm.gov.za		

Q07.03.21					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

QUOTATION NOTICE & INVITATION



STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO.: **Q07.03.21**

CLOSING DATE: 17/03/2021 AT 12H00

INTEGRATED PEST CONTROL MANAGEMENT ON ALL MUNICIPAL FACILITIES FOR THE PERIOD OF 06 MONTHS AS AND WHEN REQUIRED

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), quotations are hereby invited for INTEGRATED PEST CONTROL MANAGEMENT ON ALL MUNICIPAL FACILITIES FOR THE PERIOD OF 06 MONTHS AS AND WHEN REQUIRED.

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

The closing time for receipt of quotations is **12:00hrs** on **17/03/2021**. 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 Sharon Msebe, ASSISTANT DIRECTOR MUNICIPAL BUILDING SERVICES on 013 249 7095.

Fully completed quotation documents, clearly marked "Quote No.**Q07.03.21**: INTEGRATED PEST CONTROL MANAGEMENT ON ALL MUNICIPAL FACILITIES FOR THE PERIOD OF 06 MONTHS AS AND WHEN REQUIRED with "**NAME of SUPPLIER**" must be placed in a sealed envelope and placed in the quotation box at Supply chain management office, Cnr Walter Sisulu and protea street, Middelburg by no later than 12h00 on **17/03/2021**. 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 BBEE.

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.

The following documents have to be attached (Bidders that fail to submit documents indicated as compulsory will be disqualified)

Q07.03.21					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

- Original certified copy of valid BBBEE Certificate (Non-compulsory but failure to submit, no points will be awarded for BBB-EE) only SANAS accredited or Affidavits will be accepted.
- Copy of company registration certificate(CK) – Compulsory
- Copy/ print Tax Compliance status pin issued by SARS - Non-Compulsory
- Copy of current municipal account (not older than 3 months) or copy of Lease Agreement (and landlord's municipal rates account) – Compulsory
- CSD summary report – Non-Compulsory
- All forms must be filled in full – Compulsory

B.KHENISA
MUNICIPAL MANAGER
STEVE TSHWETE LOCAL MUNICIPALITY
Municipal Civic Building
Wanderers Avenue
MIDDELBURG, 1050

Q07.03.21					
	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, whether the quantities are stated or not. An item against which no rate is entered and a word or phrase such as "included" or "provided elsewhere" 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. If an item against which no rate is entered at all and no reference/indication has been made as per the preceding line will invalidate your offer. Alterations must be acknowledged as per clause 2.11 of '1.3 STANDARD CONDITIONS OF TENDER'
- 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.
- 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) If the tender required firm (fixed prices) the amount indicated in Column D will be the tender amount.
- n) 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 "-"
- o) 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.

Q07.03.21					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

MBD 3.1 BID PRICE

ITEM	TASK	UNIT	EXPECTED QUANTITY PER SERVICE	RATE	AMOUNT
	Intergrated Pest Control management				
1	Termites				
1.1	Subterranean/harvester termite treatment, drilling of holes into the foundation/ground on the slab outside, +/- 1 meter intervals around the building, right on the floor. Inject SABS approved chemical underpressure. See scope of work for more details	m ²	01	R	R
2	Bees				
2.1	Removal of bee nest on trees	no	01	R	R
2.2	Removal of bee nest on the ground	no	01	R	R
2.4	Removal of bee nest inside and outside buildings, i.e. roofs, facade e.t.c on the single story building. See scope of work for more details	no	01	R	R
2.5	Removal of bee nest inside and outside buildings, i.e. roofs, facade e.t.c to maximum of 12meter high. See scope of work for more details	no	01	R	R
3	House hold pest / Insects				
3.1	Cobra fixed, lockable, tampered proof plastic bait stations, fixed against the wall or on the ground or equivalent bait station	no	01	R	R
3.2	Civic centre	m ²	9250	R	R
3.2	Infrastructure services building	m ²	1800	R	R
3.4	Hendrina Municipal offices	m ²	2500	R	R
3.5	Mhluzi offices	m ²	350	R	R
3.6	Mandla Masangu Building	m ²	1900	R	R
3.7	Supply chain management	m ²	1130	R	R
3.17	Libraries				
	Mhluzi	m ²	438	R	R

Q07.03.21					
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BIDDER

WITNESS

EMPLOYER

WITNESS

ITEM	TASK	UNIT	EXPECTED QUANTITY PER SERVICE	RATE	AMOUNT
	Nasaret	m ²	250	R	R
	Mhluzi ext. 7	m ²	750	R	R
	Eastdene	m ²	255	R	R
	Gerard Sekoto	m ²	2575	R	R
	Pullenshope	m ²	450	R	R
	Rietkuil	m ²	300	R	R
	Chromeville	m ²	200	R	R
	Doornkop Library	m ²	350	R	R
3.18	Paypoints				
	Mhluzi	m ²	200	R	R
	Chromville	m ²	100	R	R
	Van Calder	m ²	120	R	R
	Nasaret	m ²	150	R	R
	Pullenshope	m ²	50	R	R
	Komati	m ²	50	R	R
	Rietkuil	m ²	50	R	R
	Doornkop Paypoint	m ²	60	R	R
	Extension 7	m ²	200	R	R
	Sub-total				R
	VAT at 15%				R
	TOTAL AMOUNT CARRIED FORWARD TO FORM OF OFFER				R

- **QUANTITIES INDICATED ABOVE ARE FOR EVALUATION PURPOSES ONLY**
 - **ALLOCATION OF WORK WILL BE LIMITED TO THE AVAILABLE BUDGET**
- OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID**

Q07.03.21					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

FORM OF OFFER

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

Quotation Number	Q07.03.21
Quotation Title	INTEGRATED PEST CONTROL MANAGEMENT ON ALL MUNICIPAL FACILITIES FOR THE PERIOD OF 06 MONTHS AS AND WHEN REQUIRED

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

****AMOUNT MUST BE IN WORDS AS WELL AS FIGURES**

This offer may be accepted by the employer by communicating such acceptance in writing to the tenderer or by signing the acceptance part of this Form of Offer and Acceptance and returning one copy thereof to the tenderer,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			

Q07.03.21					
	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 Service Level Agreement and documents listed in the tender data and any addenda thereto as listed in the tender schedules, will only be valid if reduced to writing and signed by both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, 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			

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, hareholder 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?	<div style="display: inline-block; width: 40px; text-align: center;">Yes</div> <div style="display: inline-block; width: 40px; text-align: center;">No</div>
	If yes, please furnish particulars :	
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?	Yes	No
If yes, please furnish particulars :			
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?	Yes	No
If yes, please furnish particulars :			
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?	Yes	No
If yes, please furnish particulars :			
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>	Yes	No
If yes, please furnish particulars :			
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?	Yes	No
If yes, please furnish particulars:			
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?	Yes	No
	If yes, please furnish particulars:		
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** R50 000 000 (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.

- (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.

3.1

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

or

or

P_{min} = Price of lowest acceptable bid

4.

- ## 4.1

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 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 subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 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]

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

.....

.....

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.**

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

Item	Question	Yes	No
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

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.

Q07.03.21					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

TENDER: Q07.03.21 : INTEGRATED PEST CONTROL MANAGEMENT ON ALL MUNICIPAL FACILITIES FOR THE PERIOD OF 06 MONTHS AS AND WHEN REQUIRED.

in response to the invitation for the bid made by:

Steve Tshwete Local

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.

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

RESOLUTION OF BOARD OF DIRECTORS

Resolution of a meeting of the Board of *Directors / Members / Partners of:

(Enterprise Name)	
Held at	(place)
On	(date)

RESOLVED that:

1.	The enterprise submits a bid / tender to the Steve Tshwete Local Municipality in respect of the following project:	
	QUOTATION NO. Q07.03.21 : INTEGRATED PEST CONTROL MANAGEMENT ON ALL MUNICIPAL FACILITIES FOR THE PERIOD OF 06 MONTHS AS AND WHEN REQUIRED	
2.	Mr/Mrs/Ms	
	in his/her capacity a:	(Position in the Enterprise)
	and who will sign as follows:	(Authorized Signature)
	be, and is hereby, authorized to sign the bid / tender, and any and all other documents and/or correspondence in connection with and relating to the bid /tender, as well as to sign any contract, and any and all documentation, resulting from the award of the bid / tender to the enterprise mentioned above.	

Directors / Members / Partners of:

	Name	Capacity	Signature
1			
2			
3			

Note:

1. * Delete which is not applicable
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise
2. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page

ENTERPRISE STAMP

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.	Do you own a property?		
2.	Do you receive a municipal rates account?		
3.	Is your municipal rates and taxes account up to date / current (not in arrears for more than three months)?		
4.	If yes, provide the following details:		
4.1	▪ Municipality name		
4.2	▪ Municipal account number		
5.	If yes, please attach proof in the form of the original or certified copy of the bidder's municipal rates and taxes account not older than 3 months		
6.	Does the bidder lease / rent the property where the business is situated?		
7.	If yes, provide the following details:		
7.1	▪ Landlord name		
7.2	▪ Address property is situated		
7.3	▪ Contact number of landlord		
8.	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			

*** IMPORTANT: IF YOU FAIL TO COMPLETE THIS FORM, PLEASE REGARD YOUR QUOTE AS NON RESPONSIVE**

SCHEDULE 4: EVALUATION SCHEDULE : TENDERER'S EXPERIENCE

The experience of the tenderer in similar projects or nature or similar areas and conditions in relation to the scope of work will be evaluated here.

Briefly describe company or individual experience in regard to the above scope of work and attach this to this schedule.

NB: Proof of previous work history must be attached for e.g. purchase order, appointment or reference letter etc.

A summary of the relevant work experience in line with the scope of work should be indicated in the table below: (Any additional information regarding previous work experience can be attached to this schedule).

Employer, contact person and telephone number, where available	Description of work (service)	Value of work (i.e. the service provided) inclusive of VAT (Rand)	Date completed

The scoring of the tenderer's experience will be as follows:

0 point	Tenderer has no experience or no information has been provided (0 points)
15 points	Tenderer has previous work experience in Pest control project valued at at least R25 000 .00
30 points	Tenderer has previous work experience in Pest control project valued at at least R50 000.00
45 points	Tenderer has previous work experience in Pest control project valued at at least R75 000.00
60 points	Tenderer has previous work experience in Pest control project valued at at least R100 000.00

NB: Only bidders who score a minimum of 60 points will be further evaluated on price and BBBEE.

I the undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNED AT	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	NAME AND CAPACITY

Q07.03.21					
-----------	--	--	--	--	--

SCHEDULE 5 PROPOSED ORGANIZATION, STAFFING & KEY STAFF EXPERIENCE

The tenderer should indicate the company high level organizational structure and composition of their team responsible for this project. The key staff members involved with their main disciplines and or roles of responsibilities (job descriptions) must be attached to this page as well as the proposed technical and support staff allocated to work on the project to successfully implement this tender.

Experience of the key staff (assigned personnel) in relation to the scope of work will be evaluated from three different points of view:

- a) General experience (total duration of professional activity), level of education and training and positions held of each key staff member / expert member.
- b) The education, training and experience of the key staff members / experts, in the specific sector, field, subject, etc. which is directly linked to the scope of work.
- c) The key staff members' / experts' knowledge of issues which the tenderer considers pertinent to the project e.g. local conditions, affected communities, legislation, techniques etc.

In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared. The organization, staffing and key staff should be based on the implementation of one area as per project scope. Tenderers should provide organization structure for complete scope of work which includes garden waste removal and street cleaning.

The scoring of the proposed organization and staffing will be as follows:

	Qualifications:	Years of experience:
Servicing team foreman (max 5 points)	Minimum NQF level 4 qualification: 2 points	At least 3 years of experience: 3 points
Health and safety officer (max 5 points)	Health and Safety Certificate (Level 1 Certificate) or First aid Level 1: 2 points	At least 1 years of experience: 3 points
Licensed Pest Control Operators (max 5 points)	Registration with Department of Agriculture, Forestry and Fisheries (DAFF): 2 points	At least 1 years of experience: 3 points
Office Administrator/coordinator (max 5 points)	Grade 12 and Computer Literacy: 2 points	At least 1 years of experience: 3 points

NB: Only bidders who score a minimum of 60 points will be further evaluated on price and BBBEE.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNED AT	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	NAME AND CAPACITY

SCHEDULE 6: CAPACITY TO EXECUTE & IMPLEMENT THE TENDER (PHYSICAL RESOURCES) EVALUATION

The tenderer needs to indicate the lists of equipment that they presently own or lease or will acquire or hire to successfully implement this contract if the tender is awarded.

All documents applicable to this Schedule must be attached as Annexure D

Physical and Other Resources

a) Construction equipment that will hired for this Contract (**Leased of agreement must be attached**)

1. **List of main physical resources and equipment to be used on project: (must be attached**
2. **Proof of vehicle ownership – by means of a recent copy of Motor Vehicle Licensing document (MVL1) that is not older than 12 months (must be attached)**

3. THE SCORING OF THE TENDERER'S RESOURCES WILL BE AS FOLLOWS:

NB: Proof of ownership or lease, or quotation to acquire physical resources for main physical resources, (vehicle & equipment) must be attached to the document.

Evaluation Criteria	Minimum Required	Points obtainable
Firm's Office Building location	Firm's offices outside the provincial boundaries	0
	Firm's offices within the provincial boundaries	2
	Firm's offices within the Nkangala District boundaries	3
	Firm's offices within the MP313 boundaries	5
Safety Equipment	Respirators, spill kit, disposable overalls and bee suits	3
	Health and safety first aid kit in every vehicles	2
Portable hand equipment	Foamers / Knapsack sprayer X 4 and Bait gun X 4	3
	Scaffolding/ step ladders / Climbing equipment	2
	Trailer High pressure manchine, with all accessories, ie. Nozzels, pipes, pumps etc.	3
Company's vehicles	Vehicles x 2	2

NB: Only bidders who score a minimum of 60 points will be further evaluated on price and BBBEE.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNED AT	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	NAME AND CAPACITY

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 **Q07.03.21** 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.	

MBD 7.1**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:	SHARON MSEBE, ASSISTANT DIRECTOR MUNICIPAL BUILDING SERVICES
The address for receipt of communications is:	Steve Tshwete Local Municipality Civic Centre P.O. Box 14 Middelburg 1050
Telephone:	Error! Reference source not found.
Facsimile:	013 243 2550
Email:	sharonm@stlm.gov.za
The project is:	INTEGRATED PEST CONTROL MANAGEMENT ON ALL MUNICIPAL FACILITIES FOR THE PERIOD OF 06 MONTHS AS AND WHEN REQUIRED

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 subcontractors 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.

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

1. INTRODUCTION AND BACKGROUND

The Steve Tshwete Local Municipality requires the services of a Professional private specialist service provider to carry out Integrated Pest Control Management Services on all municipal buildings for the period 6 months as and when required/needed within Steve Tshwete Municipality licenced area (MP313). These facilities include the following municipal buildings, pay points, libraries, waste water treatment plant, portable water treatment plant, potable water pump stations, MPCC including community halls, all municipal offices (including Civic Centre), all buildings at the sporting facilities, sub-stations and fixed properties around the municipal area including Hendrina, Kwazamokuhle, Rietkuil, Pullenshope, Komati, Presidentsrus, Naledi, Lesedi, Kranspoort, Blinkpan, Koornfontein, Kwamakalane and Doornkop.

2. TERMS OF REFERENCE

The successful tenderer will be expected to service, repair, supply his own tools, equipments, transportation and specialised labour to execute the services in any area in the Steve Tshwete Local Municipality Jurisdiction and beyond on instruction from a delegated Council employee.

The Municipality is entitled to reduce and/or increase the scope of work to accommodate the budgeted amount. Price should include all household pest, cockroaches, ants, moths, rats, mice, termites (underground), wood destroying pests, flying and crawling. External plastic baits station must be placed for rats and mice.

All work must be coordinated and scheduled through the employers representative and instruction will be done in a form of works job card. Risk assessment and Pre-task planning must be done with each task.

On the submittal of tenders Service providers must submit a list of chemicals/pesticides to be used on the project (MSDS), these chemicals should comply legislation set up by Department of Agriculture, Forestry and Fisheries as well as SABS standards. The appointed service provider will be expected to use chemical/pesticides that appear on the MSDS.

The successful tenderer must comply with all health and safety requirements and all necessary PPE must be used by employees at all times during services.

Should the successful tenderer not comply with the special conditions of the contract, the Municipal Building Services will give a written warning. All work will be stopped until the contractor has given a written response on how he will rectify the situation to the acceptance of the Municipal Building Services. If there is a reoccurrence, the contract will be cancelled.

The successful tenderer must provide water to the site as and when necessary. Must be prepared to undergo practical assessment before commencing with the work

First aid box must be in the vehicle when work is being carried out. All work must be done in accordance with the Occupational Health and Safety Act.

(a) SUBTERRANEAN/HARVESTER TERMITE TREATMENT.

Processes of treating Subterranean/Harvester Termite Treatment should be as follows:

Drill holes into the foundation/ground of the building to gain access to the compacted soil under the concrete slab. Minimum drill bits sizes should be 12mm wide X 450mm long. Holes are drilled at +- 1000mm intervals all around the outer perimeter of the building, right under the floor level.

Q07.03.21					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

Inject an approved SABS Chemical (for underground termites) with High pressure machine into the holes, at an average rate of 3 – 5 liters per hole, into the soil of the foundation to penetrate all existing termite tunnels and to prevent any new infestation. Chemicals used for treatment must be approved by the SABS and Department of Agriculture and the fumes of the chemical must not be harmful to the public or any other person.

The chemical crystalizes and binds with the soil and is active within the wall cavities below foundation level. This thus forms a barrier to prevent any further tunnels to be built by the Termites. All holes that were drilled are then closed up again with cement, to keep the Chemical active as it is not exposed to water or sunlight.

A 5 year Guarantee should be issued in writing by the successful tenderer on such treatment. Chemicals used should not have a strong odour, but as most of the Chemical is Injected underground, it minimizes the exposure to bystanders.

Any chemical spillages that may occur as the machine nozzle is pulled out of the hole it must be properly cleaned by service technicians on site. All PCO undertaking such treatment must be registered with Department of Agriculture and have enough experience.

(b) BEE REMOVAL.

NB: Save ALL Bees, do NOT kill bees under any circumstances.

NB: The successful tenderer must have all of the necessary tools, machinery, plant, equipment, PPE e.t.c available to perform the works. It is also expected of the successful tenderer to ensure that the required work is performed by suitably qualified staff members or under the supervision of suitable qualified individuals.

Humane bee removing is a process and it should be followed at all times:

Bees must not be killed regardless of the circumstances at all times, the process should take minimum of 5 to 7 days for all the bees to leave the removal site. As we work during the day, around 10% to 15% of the hive is not in the nest at the time of the removal

Initially the queen should be removed along with the bees in the hive with her. Sometimes this may entail making an opening in a wall, roof, chimney etc . to gain access to the hive so that we can remove.

During the removal process, there will be a number of bees flying around. At this stage they are angry and aggressive and this may last for a couple of hours after the removal. The working area must be barricaded and the service provider must place a note to keep the site clear of animals, workers, children and livestock in a radius of approximately 10m – 15m during this period.

If the above bulletin is not properly followed, the service provider will take full responsibility for any injuries or hospitalization sustained to any person that may be injured. Should you not adhere to this the working site should be formally closed and work called off.

(c) HOUSE HOLD PEST / INSECTS.

Liquid insecticide (provided on the MSDS) should be applied around the perimeter of the facilities or structure at least once every three months. For both indoor and outdoor treatments, mix a liquid insecticide in a hand-pump spray. Consult the label of the insecticide for the recommended product-to-water ratio. Wear long-sleeves, protective goggles, and gloves when mixing and spraying insecticide.

Apply the odorless insecticide solution in the following areas:

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

- Spray around the building on the bottom of walls and inside of the building.
- Spray around areas where cables, pipes, and wires enter the structure.
- Spray around door frames and window frames.
- Spray around vents and soffits.
- In any areas on the structure where pests have been active.
- Place glue board/gels traps in your cabinets, under appliances, and in areas where items are stored such as closets, garages, and attics, to monitor for any potential pests that may have found a way inside.

Below is the picture of normal house hold pests, but not limited to the below:



3. LOCATION OF WORKS

Intergrated Pest control and fumigation management will be conducted on all Municipal Buildings as indicated on the scope of work/bills of quantity (MP313) area.

4. INFORMATION THAT WILL BE PROVIDED BY THE MUNICIPALITY

Plans and other necessary

5. KEY PERFORMANCE INDICATORS

The following Key Performance Indicators will be used to assess the performance of the Service Provider:

- Only one return call will be allowed, at the service providers cost.
- Completion of service within 5 working days.

1. All callouts should be timeous and high quality of responsiveness should be maintained
2. Detailed service report to be provided after each and every service within seven (7) working days.

6. **PAYMENTS**

Payment will be in accordance with the tendered pricing schedule. All prices should be inclusive of VAT. A valid tax invoice must be submitted by the 25 of each month with all mandatory information and reporting as indicated above.

N.B. Payment will not be processed without the submission of reports as indicated above.

Payment will be made within 30 days from receipt of invoice by the finance department.

7. **ELIGIBILITY CRITERIA**

Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders:

- 7.1 Tenderer receives the minimum required points for functionality (60)
- 7.2 Tenderer has the managerial capacity, reliability and experience regarding the nature of the tender.
- 7.3 The tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges;
- 7.4 The tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and
- 7.5 The tenderer has not:
 - Abused the Employer's Supply Chain Management System; or
 - Failed to perform on any previous contract and has been given written notice to this effect.
 - It is considered that the performance of the services will not be compromised through any conflict of interest.)

8. **MANDATORY INFORMATION TO BE SUBMITTED**

All attachments as indicated on the tender advert and all supporting documents requested for evaluation purposes.

9. **JOINT VENTURES AND CONSORTIUMS**

The following documents must be attached:

- Copy of Signed Joint Venture Agreement
- Combined Joint Venture BBBEE certificate / CIDB certificate
- Summary report of Central Supplier Database of JV

10. **PERIOD OF CONTRACT**

The period of the contract will be 06 months but should work rendered be unsatisfactory the contract will be summarily terminated and a new contractor will be appointed.

11. **SERVICE LEVEL AGREEMENT**

A service level agreement will be entered into on appointment of the contractor.

12. **ACCEPTANCE OF OFFER**

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

The Municipality reserves a right to appoint more than one service provider to achieve the objective set out in this bid document.

13. **EVALUATION**

Tenders will be evaluated on functionality first. Only tenders who receives the minimum eligible points of 60 and above will be further evaluated on price and preference points.

14. **PENALTIES**

Penalties for which the successful bidder will be liable in terms of this Agreement, will include non-performance and/or failure to timeously deliver on the Key Performance Indicators. The events or requirements for which penalties shall be applied, and the corresponding values of the penalties are as follows:

In the event the successful bidder fails within 5 (five) working days of the commencement date stipulated in the relevant / specific works order to complete the works / Services, or any specific portion thereof, then the Service Provider shall be liable to the Municipality for the sum(s) stated below as (a) penalty(ies) for every day which shall elapse between the due completion date (which is five days from the specified commencement date and is calculated inclusive of the specified commencement date) for the works or the specific portion of the works and the actual date of practical completion of the works or of the specific portion: **The penalty for delay shall be R1 000.00 per working day.**

15. **VALIDITY PERIOD**

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

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract are not included in this document and may be downloaded from the following website – <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>