



STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO. Q04.04.20

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

SANITISATION OF MUNICIPAL BUILDINGS AS AND WHEN REQUIRED IN MHLUZI AND SURROUNDING MUNICIPAL OFFICES

| | | | |
|----------------------|-------------------|-------------|--------------|
| CLOSING DATE: | 06/05/2020 | TIME | 12H00 |
|----------------------|-------------------|-------------|--------------|

| | | | |
|--|--------------------|--|---------------------|
| 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: COMMUNITY SERVICES | |
| KENNETH MAHLANGU | | T ZULU | |
| CHIEF DEMAND AND ACQUISITIONING | | EXECUTIVE DIRECTOR: COMMUNITY SERCVICES | |
| TEL. NUMBER | TEL. NUMBER | TEL. NUMBER | 013 249 7202 |
| QUOTATION ISSUED BY | | | |
| GCINA MTHEMBU | | DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT | |
| BUYER | | | |
| | | TEL. NUMBER | 013 249 7309 |
| STEVE TSHWETE LOCAL MUNICIPALITY | | P.O. BOX 14, MIDDELBURG, 1050 | |

QUOTATION DETAILS

| | | | | | | |
|---------------------------|---|-----|-------------------------|---------------|--------------|-----------|
| QUOTATION NUMBER | Q04.04.20 | | | | | |
| TENDER TITLE | SANITISATION OF MUNICIPAL BUILDINGS AS AND WHEN REQUIRED IN MHLUZI AND SURROUNDING MUNICIPAL OFFICES | | | | | |
| CLOSING DATE | 06/05/2020 | | CLOSING TIME | | 12H00 | |
| SITE MEETING | DATE | N/A | TIME | N/A | COMPULSORY | N/A |
| 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 PROTEA & WALTER SISULU 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 |

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. 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.
4. Mailed, telegraphic, telex, or faxed quotations will not be accepted.
5. No late quotations after closing date and time will be accepted.
6. Quotations not clearly marked and unamend will not be accepted.
7. Quotations may only be submitted on the quotation documentation provided by the municipality. **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

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BIDDER

WITNESS

EMPLOYER

WITNESS

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE STEVE TSHWETE LOCAL MUNICIPALITY

| | | | | | |
|-------------|--|---------------|------------|---------------|-------|
| BID NUMBER: | | CLOSING DATE: | 06/05/2020 | CLOSING TIME: | 12H00 |
| DESCRIPTION | SANITISATION OF MUNICIPAL BUILDINGS AS AND WHEN REQUIRED IN MHLUZI AND SURROUNDING MUNICIPAL OFFICES | | | | |

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]

| | | | |
|--|---|---|---|
| <i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No <small>[IF YES ENCLOSE PROOF]</small> | <i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No <small>[IF YES, ANSWER PART B:3]</small> |
|--|---|---|---|

| | | |
|--------------------------------------|------------------------|---|
| <i>TOTAL NUMBER OF ITEMS OFFERED</i> | <i>TOTAL BID PRICE</i> | R |
|--------------------------------------|------------------------|---|

| | |
|-------------------------------------|-------------|
| <i>SIGNATURE OF BIDDER</i> | <i>DATE</i> |
|-------------------------------------|-------------|

CAPACITY UNDER WHICH THIS BID IS SIGNED

| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: | | TECHNICAL INFORMATION MAY BE DIRECTED TO: | |
|---|--|---|--|
| DEPARTMENT | FINANCE | CONTACT PERSON | T Zulu |
| CONTACT PERSON | Gcinitumba Mthembu | TELEPHONE NUMBER | 013 249 7202 |
| TELEPHONE NUMBER | 013 249 7371 | FACSIMILE NUMBER | n/a |
| FACSIMILE NUMBER | n/a | E-MAIL ADDRESS | thokozilez@stlm.gov.za |
| E-MAIL ADDRESS | gcinitembam@stlm.gov.za | | |

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| Q04.04.20 | | | | |
| BIDDER | WITNESS | EMPLOYER | WITNESS | |

QUOTATION NOTICE & INVITATION



STEVE TSHWETE LOCAL MUNICIPALITY
QUOTATION NO.: Q04.04.20
CLOSING DATE: 06/05/2020 AT 12H00

SANITISATION OF MUNICIPAL BUILDINGS AS AND WHEN REQUIRED IN MHLUZI AND SURROUNDING MUNICIPAL OFFICES

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), quotations are hereby invited for **SANITISATION OF MUNICIPAL BUILDINGS AS AND WHEN REQUIRED WITHIN MP313 LICENSED AREA**

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 06 May 2020**. 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 Ms T Zulu on 013 249 7202

Fully completed quotation documents, clearly marked "**Quote No. Q04.04.20: SANITISATION OF MUNICIPAL BUILDINGS AS AND WHEN REQUIRED WITHIN MP313 LICENSED AREA**" with the "**NAME of SUPPLIER**" must be placed in a sealed envelope and placed in the **quotation box** at **DEMAND AND ACQUISITIONING MANAGEMENT,SCM OFFICE,CORNER OF WALTER SISULU AND PROTEA STREET, MIDDELBURG BY NO LATER THAN 12H00 ON** Error! Reference source not found.The envelope must be endorsed with number, title and closing date as indicated above.

Bidders will be evaluated on functionality whereby 60 points has to be attained before financial proposals can be looked at. 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):

- **Original certified copy of valid BBEE Certificate (non-compulsory, failure to submit no points will be awarded)**
- **Copy of company registration certificate(CK) - Compulsory**
- **Copy/ printed Tax compliance status Pin to enable the municipality to verify the bidder's tax compliance status - Non-Compulsory**
- **Copy of current municipal account (not older than 3 months) – copy of Lease Agreement (and landlord's municipal rates account) – Compulsory**
- **CSD summary report – Non-Compulsory**

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

| | | | | | |
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BIDDER

WITNESS

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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.

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MBD 3.1 BID PRICE

Bid Number: **Q04.04.20**

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

| ITEM | TASK / ITEM | (A) QUANTITY | (B) UNIT RATE (VAT EXCL) | (C) UNIT RATE MEASUREMENT | (D) TOTAL COST (VAT EXCL) |
|-------------------------|---|-----------------|--------------------------------|---------------------------------|---------------------------------|
| 1.1 | Application of Sanitiser on municipal buildings | 1 | R | m ² | R |
| 1.2 | | | | | |
| SUB - TOTAL | | | | R | |
| VAT at 15% | | | | R | |
| TOTAL BID AMOUNT | | | | R | |

- **QUANTITIES INDICATED ABOVE ARE FOR EVALUATION PURPOSES ONLY**
 - **THE QUOTED PRICE MUST INCLUDE DELIVERY**
 - **ALLOCATION OF WORK WILL BE LIMITED TO THE AVAILABLE BUDGET**
 - **COPY OF A CLEAR PICTURE OR BROCHURE OF THE PRODUCT MUST BE ATTACHED**
- OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID**

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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:

| | |
|------------------|---|
| Quotation Number | Q04.04.20 |
| Quotation Title | SANITISATION OF MUNICIPAL BUILDINGS AS AND WHEN REQUIRED IN MHLUZI AND SURROUNDING MUNICIPAL OFFICES |

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 | | | |

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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 | | | |

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**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? If yes, please furnish particulars : | Yes | No |
| 3.7.1 | Name of director | | |
| 3.7.2 | Service of state organization | | |

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| 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 | | |

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 |

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BIDDER

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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.

| | | | | | |
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BIDDER

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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. |

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|-------------------------------------|
| 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 | <p>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?</p> <p>(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).</p> <p>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</p> | Yes | No |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | <p>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)?</p> <p>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.</p> | 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 | Yes | No |

| | | | | | |
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| Q04.04.20 | | | | | |
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| Item | Question | Yes | No |
|-------|--|-----|----|
| | the past five years? | | |
| 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 |

| | | | | | |
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| Q04.04.20 | | | | | |
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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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| Q04.04.20 | | | | | |
| | BIDDER | WITNESS | EMPLOYER | WITNESS | |

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

**TENDER: Q04.04.20 :THE SUPPLY AND DELIVERY OF A WIRELESS RF BASE SINGLE PHASE
SPLIT ELECTRICAL METER WITH CUSTOMER INTERFACE UNIT.**

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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| Q04.04.20 | | | | | |
| | 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 |

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 entry 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 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"/> |

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 |

| | | | | | |
|-----------|--------|---------|----------|---------|--|
| Q04.04.20 | | | | | |
| | 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. | 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**

| | | | |
|-----------|--|--|--|
| Q04.04.20 | | | |
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BIDDER

WITNESS

EMPLOYER

WITNESS

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 Treasury 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 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">▪ CSD registration number</td> <td>MAAA</td> </tr> </table> | ▪ CSD registration number | MAAA | | |
| ▪ CSD registration number | MAAA | | | | |
| 2.2 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">▪ Unique CSD number</td> <td></td> </tr> </table> | ▪ Unique CSD number | | | |
| ▪ Unique CSD number | | | | | |
| 3. | Enquiries related to par. 2.1 and 2.2 can be made to Ms 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 **Q04.04.20** 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. | |

| | | | | | |
|-----------|--------|---------|----------|---------|--|
| Q04.04.20 | | | | | |
| | BIDDER | WITNESS | EMPLOYER | WITNESS | |

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: | J.Mahlangu, Stores Controller |
| The address for receipt of communications is: | Steve Tshwete Local Municipality Civic Centre P.O. Box 14 Middelburg 1050 |
| Telephone: | 013 249 7301 |
| Facsimile: | 013 255 |
| Email: | jabum@stlm.gov.za |
| The project is: | SANITISATION OF MUNICIPAL BUILDINGS AS AND WHEN REQUIRED IN MHLUZI AND SURROUNDING MUNICIPAL OFFICES |
| | |

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.

| | | | | | |
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| Q04.04.20 | | | | | |
| | 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

1. Description of the goods required

SANITISATION OF MUNICIPAL BUILDINGS AS AND WHEN REQUIRED IN MHLUZI AND SURROUNDING MUNICIPAL OFFICES

2. Warrantees required

The supplier should ensure that a suitable truck for the delivery and suitable pump for transferring the chemical from the truck into our storage tanks is available and working on delivery.

3. Information to be provided with the bid

Cost of application of sanitiser per m² including travelling to the relevant areas

4. Information that will be provided by the Municipality

Sanitiser will be provided by the municipality

5. Payments

Payment will be in accordance with the tendered pricing schedule and all prices should be inclusive of VAT.

Payment will be made within 30 working days from receipt of invoice and a tax compliant csd report by the Municipality.

6. Eligible Criteria

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

Tenderer has submitted the mandatory information.

- 6.1. Tenderer has conducted required tests in the case of an alternative product.
- 6.2. The tenderer has in his or her possession an original valid tax clearance certificate issued by the South African Revenue Services.
- 6.3. The tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges;
- 6.4. 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
- 6.5. 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.)
- 6.6. The tenderer needs to complete the compulsory questionair, Failure to comply to this criteria will lead to disqualification.

7. Mandatory information to be Submitted.

Confirmation of the availability of the product to be supplied should be made by means of completion of the compulsory quitionaire below.

6 Service Level Aggeement

A Service Level Agreement will not be entered into with the successful bidder since the services is only to deliver required goods once-off, within the prescribed delivery period.

7 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.

8 Evaluation

The evaluation of bids will be based on price and BBBEE status. Only bids that meet the eligibility criteria will be considered.

9 Validiy period

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

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.

| | | | | | |
|-----------|--------|---------|----------|---------|--|
| Q04.04.20 | | | | | |
| | BIDDER | WITNESS | EMPLOYER | WITNESS | |