



ELIAS MOTSOALEDI LOCAL MUNICIPALITY

EMLM 06/2024

APPOINTMENT OF MAXIMUM OF THREE (03) SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF CARTRIDGES, TONERS AND STATIONERY FOR A PERIOD OF THREE YEARS (AS AND WHEN REQUIRED)

CLOSING DATE:	06 OCTOBER 2023	TIME	11H00
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NAME OF TENDERER	
TOTAL AMOUNT	
CENTRAL SUPPLIER DATABASE NUMBER	MAAA
CONTACT PERSON	
TELEPHONE NUMBER	
FAX NUMBER	

ENQUIRIES REGARDING BID PROCEDURES		TECHNICAL ENQUIRIES	
DIRECTORATE: BUDGET AND TREASURY		DIRECTORATE: BUDGET AND TREASURY	
V MASILELA		C TJIANE	
MANAGER: SUPPLY CHAIN MANAGEMENT		MANAGER: ASSETS	
TEL. NUMBER	TEL.013 262 3056	TEL. NUMBER	013 262 3056
TENDER ISSUED BY			
SUPPLY CHAIN MANAGEMENT UNIT			
ELIAS MOTSOALEDI LOCAL MUNICIPALITY		P.O. BOX 48, GROBLERSDAL, 0470	

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

TENDER DETAILS						
TENDER NUMBER	EMLM 06/2024					
TENDER TITLE	APPOINTMENT OF MAXIMUM OF THREE (03) SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF CARTRIDGES, TONERS AND STATIONERY FOR A PERIOD OF THREE YEARS (AS AND WHEN REQUIRED)					
CLOSING DATE	06 OCTOBER 2023		CLOSING TIME		11H00	
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	
TENDER DOCUMENT FEE	R1000.00(if collecting from the Municipality) Free when uploading from e-tender portal		PREFERENCE POINT SYSTEM		80/20	
BID BOX SITUATED AT	MAIN OFFICES, 2ND GROBLER AVENUE, Elias Motsoaledi Local Municipality					
OPERATING HOURS	The bid box is open during office hours, Monday to Friday from 07h30 to 16h15.					
OFFER TO BE VALID FOR	90	DAYS FROM THE CLOSING DATE OF TENDER.				
<p>PLEASE NOTE:</p> <ol style="list-style-type: none"> 1. Prospective suppliers must be registered on CSD prior to submitting bid (open tender) 2. Tenders that are deposited in the incorrect box will not be considered. 3. Mailed, telegraphic, telex, or faxed tenders will not be accepted. 4. No late bids after closing date and time will be accepted. 5. Bids not clearly marked and unamend will not be accepted. 6. Bids may only be submitted on the bid documentation provided by the municipality. 7. No awards will be made to a person: <ol style="list-style-type: none"> 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 						

BIDDER'S TENDER DOCUMENTATION DECLARATION CERTIFICATION

I, the undersigned certify that the information furnished on this declaration form is correct, completed and submitted.

NAME OF REPRESENTATIVE	
POSITION / DESIGNATION	
SIGNATURE	
DATE	

T1.1 TENDER NOTICE & INVITATION

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

TENDER NO: EMLM 06/2024

CLOSING DATE: 06 OCTOBER 2023 AT 11H00

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for **APPOINTMENT OF MAXIMUM OF THREE (03) SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF CARTRIDGES, TONERS AND STATIONERY FOR A PERIOD OF THREE YEARS (AS AND WHEN REQUIRED)**

Tender documents and specifications are available and can be obtained from CASHIERS OFFICE IN THE MAIN OFFICES, 2nd Grobler Avenue Groblersdal, P.O. Box 48, Groblersdal, 0470 (Tel: [013] 262 3056, at a non-refundable deposit of **R1000.00** when the bidder request/need a document from the municipality and it is free of charge when downloaded from the e-Tender Portal. Payments can be made through cash payable to the Elias Motsoaledi Local Municipality.

The closing time for receipt of tenders is **06 OCTOBER 2023 at 11H00**. Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late tenders** will under no circumstances be considered and accepted. The tender box will be emptied just after closing time on the closing date. Hereafter all bids will be open in public.

Any technical enquiries relating to the tender document may be directed to the **Budget and Treasury Office (Mr. C Tjiane)** on 013 262 3056 or at ctjiane@emlm.gov.za for technical assistance.

Fully completed tender documents, clearly marked "**APPOINTMENT OF MAXIMUM OF THREE (03) SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF CARTRIDGES, TONERS AND STATIONERY FOR A PERIOD OF THREE YEARS (AS AND WHEN REQUIRED)**" with "**NAME of TENDERER**" must be placed in a sealed envelope and placed in the **tender box No: 1** on the **2nd Grobler Avenue**, Elias Motsoaledi Local Municipality, Main Offices, Groblersdal, **by no later than 06 OCTOBER 2023 at 11H00**. The envelope must be endorsed with number, title and closing date as indicated above

Bidders will be evaluated on functionality whereby **80 points (80%)** 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 Elias Motsoaledi Local Municipality where **80 points** will be allocated in respect of price and **20 points** in respect of specific goals.

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



**TERMS OF REFERENCE
FOR**

**APPOINTMENT OF MAXIMUM OF THREE (03) SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF
CARTRIDGES, TONERS AND STATIONERY FOR A PERIOD OF THREE YEARS (AS AND WHEN REQUIRED)**

1. BACKGROUND

The Elias Motsoaledi Local Municipality (EMLM) is located in the Sekhukhune District of the Limpopo Province. It is one of four municipalities in the district. The seat of the municipality is Groblersdal.

2. OBJECTIVE

The objective of the proposed work is to:

Supply the Municipality with Cartridges, Toners and Stationery as an when the required.

3. SCOPE OF WORKS

In terms of this Tender the service provider is required to procure and Supply the Municipality with Genuine original Cartridges, Toners and Stationery as an when required. The service providers will be specifically contracted to:

1. To procure and supply Original Printer Cartridges, Toners and Stationery for the Municipality for a period of three years as and when required
2. Provide delivery notes

BILL OF QUANTITY

PART NUMBER	CARTRIDGES, TONERS AND STATIONERY				
		YEAR 1	YEAR 2	YEAR 3	
		QTY	UNIT PRICE	UNIT PRICE	UNIT PRICE
'R401160"	A4 WHITE PAPER – BOX (5 RIMS)	1			
'R401177"	PAPER A4 YELLOW (RIM)	1			
'R401185"	PAPER A4 GREEN (RIM)	1			
'R401202"	PAPER A4 BLUE (RIM)	1			
'R401219"	PAPER A4 PINK (RIM)	1			

'R401258"	PAPER A4 IVORY (RIM)	1			
'R401259"	A4 ORANGE PAPER (RIM)	1			
'R404901"	HP 207 A BLACK or "Equivalent"	1			
'R404902"	HP 207A CYAN or "Equivalent"	1			
'R404903"	HP 207A MAGENTA or "Equivalent"	1			
'R404904"	HP 207A YELLOW or "Equivalent"	1			
'R404905"	HP 652 BLACK or "Equivalent"	1			
'R405010"	HP 920 C or "Equivalent"	1			
'R405011"	HP 920 M or "Equivalent"	1			
'R405012"	HP 920 Y or "Equivalent"	1			
'R405013"	HP 920 BLK or "Equivalent"	1			
'R405014"	HP 85 A (CE285A) TONER or "Equivalent"	1			
'R405022"	HP 55A (LASERJET.P3015) or "Equivalent"	1			
'R405025"	CANON 521 BK or "Equivalent"	1			
'R405026"	CANON 521 M or "Equivalent"	1			
'R405027"	CANON 521 C or "Equivalent"	1			
'R405028"	CANON 521 Y or "Equivalent"	1			
'R405029"	CANON 520 PGBK or "Equivalent"	1			
'R405038"	EMLM CUSTOMISED LOG BOOKS (A4) FOR VEHICLES	1			
'R405039"	HP 128A (CE-322-A) Y or "Equivalent"	1			
'R405040"	HP 128A (CE-323-A) M or "Equivalent"	1			
'R405041"	HP 128A (CE-321-A) C or "Equivalent"	1			
'R405042"	HP 128A (CE-320-A) K or "Equivalent"	1			
'R405043"	HP 901 BLACK or "Equivalent"	1			
'R405044"	HP 901 COLOUR or "Equivalent"	1			
'R405053"	HP 131A - CF212A - Y / YELLOW or "Equivalent"	1			
'R405054"	HP 131A - CF213A - M / PURPLE or "Equivalent"	1			
'R405055"	HP 131A - CF211A - C / BLUE or "Equivalent"	1			
'R405056"	HP 131A - CF210A - K / BLACK or "Equivalent"	1			
'R405061"	HP - CB 540A (HP PRINTER CP 1215) or "Equivalent"	1			

'R405062"	HP - CB 541A (HP PRINTER CP 1215) or "Equivalent"	1			
'R405063"	HP - CB 542 A - (HP PRINTER CP 1215) or "Equivalent"	1			
'R405064"	HP - CB 543A (HP PRINTER CP 1215) or "Equivalent"	1			
'R405065"	HP - CF 283A - 83A (HP LASERJET PRO MFP.M127 or "Equivalent"	1			
'R405067"	HP 72 130ML CARTRIDGE – GREY or "Equivalent"	1			
'R405068"	HP 72 130ML CARTRIDGE – BLACK or "Equivalent"	1			
'R405069"	HP 72 130ML CARTRIDGE - MATTE BLACK or "Equivalent"	1			
'R405070"	HP 72 130ML CARTRIDGE – YELLOW or "Equivalent"	1			
'R405071"	HP 72 130ML CARTRIDGE – MAGENTA or "Equivalent"	1			
'R405072"	HP 72 130ML CARTRIDGE – CYAN or "Equivalent"	1			
'R405074"	ROLL 841MMX50MM 80G BOND PAPER FOR PLOTTER	1			
'R405075"	TONER BROTHER TN -2025 or "Equivalent"	1			
'R405076"	CARTRIDGE HP CF350 A – BLACK or "Equivalent"	1			
'R405077"	CARTRIDGE HP CF 351 A CYAN(BLUE) or "Equivalent"	1			
'R405078"	CARTRIDGE HP CF 352 A YELLOW or "Equivalent"	1			
'R405079"	CARTRIDGE HP CF 353 A MAGENTA (RED) or "Equivalent"	1			
'R405081"	HP 83 A or "Equivalent"	1			
'R405086"	HP 950 BLACK or "Equivalent"	1			
'R405087"	HP 951 YELLOW or "Equivalent"	1			
'R405088"	HP 951 CYAN or "Equivalent"	1			
'R405089"	HP 951 MAGENTA or "Equivalent"	1			
'R405091"	HP 953 CYAN or "Equivalent"	1			
'R405092"	HP 953 CYAN or "Equivalent"	1			
'R405093"	HP 953 YELLOW or "Equivalent"	1			
'R405094"	HP 953 MAGENTA or "Equivalent"	1			
'R405095"	HP 953 BLACK or "Equivalent"	1			
'R405096"	HP 410A BLACK or "Equivalent"	1			
'R405097"	HP 410A CYAN or "Equivalent"	1			

'R405098"	HP 410A MAGENTA or "Equivalent"	1			
'R405099"	HP 410A YELLOW or "Equivalent"	1			
'R405100"	HP 87A or "Equivalent"	1			
'R405101"	HP 30A BLACK or "Equivalent"	1			
'R405102"	TONER BROTHER TN-3405 or "Equivalent"	1			
'R405103"	STAPLER NORMAL PAPER PRO ONE FINGER;15 SHEET or "Equivalent"	1			
'R405104"	STAPLES NORMAL	1			
'R405105"	STAPLES REMOVER NORMAL	1			
'R405106"	HIGHLIGHTERS	1			
'R4051067"	GLUE STICK 100g	1			
'R405108"	PRESTIK GLUE 100g or "Equivalent"	1			
'R405109"	CORRECTION TAPE 5mm X 8m	1			
'R405111"	RUBBER BANDS 100g	1			
'R405112"	GIANT PUNCHER	1			
'R405113"	GIANT STAPLER	1			
'R405114"	GIANT PAPER CLIPS 100 pcs X 50mm	1			
'R405115"	FILE DIVIDERS A4 pp dividers	1			
'R405117"	PRINTED FLAGS SIGN HERE45 X 12mm 150 sheets	1			
'R405120"	GIANT GEM CLIPS 100 clips 50mm	1			
'R405121"	INK STAMP-BLACK 30ml	1			
'R405122"	NOTE PAD 500 sheets 95X95mm	1			
'R405123"	PERMANENT MARKER	1			
'R405125"	PENCIL NORMAL	1			
'R405126"	RUBBER NORMAL	1			
'R405127"	BINDER CLIPS 41mm	1			
'R405128"	BINDER CLIPS 19mm	1			
'R405129"	BINDER CLIPS 25mm	1			
'R405132"	EXTRA WIDE A4 CLEAR VIEW FOLDER	1			
'R405134"	PENCIL SHARPENER-METAL	1			

'R405135"	EXPANDING FILE FOLDER PORTABLE A4 X 12 divisions	1			
'R405136"	DESK CALCULATOR-TWIN POWER	1			
'R405140"	LETTER TRAY AND ORGANIZER-BLUE A4 3 Tier	1			
'R405141"	A4 MAGAZINE FILING BOX (10 TIER) A4	1			
'R405142"	LETTER OPENER STEEL	1			
'R405143"	ARC LEVER FILE(BOX OF 10)	1			
'R405144"	CONSOL PAPER-2PLY 280mm X 370mm	1			
'R405145"	15L PLASTIC WASTE PAPER BIN	1			
'R405146"	WHITE BOARD MARKERS- WALLET OF 6 ASSORT COLOR	1			
'R405147"	MAGNETIC WHITEBOARD ERASER 145 X 55mm	1			
'R405148"	PEN REFILL-BLACK INK 1.0 MEDIUM POINT	1			
'R405149"	INFO FLAGS SHORT ARROWS-5X12X44mm	1			
'R405150"	DRAWING PINS 11mm HEAD	1			
'R405151"	56 PC METAL FILE FASTERNERS 80mm	1			
'R405152"	C4 ENVELOPS (PACK OF 100) 324mm X 229mm	1			
'R405153"	C3 ENVELOPS (PACK OF 100) 458mm X 324mm	1			
'R405154"	NOTEBOOK 2Q A4 COUNTER BOOK 192 PAGES	1			
'R405157"	TONER BROTHER 3467 or "Equivalent"	1			
'R405158"	HP 117 BLACK or "Equivalent"	1			
'R405159"	HP 117A CYAN or "Equivalent"	1			
'R405160"	HP 117A MAGENTA or "Equivalent"	1			
'R405161"	HP 117A YELLOW or "Equivalent"	1			
'R405162"	TZ231 BLACK ON WHITE 12MM LABEL MACH TAPE	1			
'R405163"	CANON 054 BLACK CARTRIDGE or "Equivalent"	1			
'R405164"	CANON 054 CYAN STARTER or "Equivalent"	1			
'R405165"	CANON 054 MAGENTA STARTER or "Equivalent"	1			
'R405166"	CANON 054 YELLOW STARTER or "Equivalent"	1			
'R405167"	HP 37A BLACK or "Equivalent"	1			
'R405168"	CANON GI 46 BLACK or "Equivalent"	1			

'R405169"	CANON GI 46 YELLOW or "Equivalent"	1			
'R405170"	CANON GI 46 MAGENTA or "Equivalent"	1			
'R405171"	CANON GI 46 CYAN or "Equivalent"	1			
'R405995"	HP 912 BLACK or "Equivalent"	1			
'R405996"	HP 912 YELLOW or "Equivalent"	1			
'R405997"	HP 912 CYAN or "Equivalent"	1			
'R405998"	HP 912 MAGENTA or "Equivalent"	1			
'R405999"	EPSON-RIBBON CARTRIDGE S015637 18M/59 FEET or "Equivalent"	1			
'R406153"	SUSPENSION/HANGING FILE ASSORTED COLOURS	1			
'R41024"	SMALL PUNCHER	1			
SUB-TOTAL					
VAT (15% If Applicable)					
TOTAL (VAT Included)					
COMBINED TOTALS FOR ALL THE YEARS FOR EVALUATION PURPOSES.		YEAR 1 TOTAL = R _____			
		YEAR 2 TOTAL = R _____			
		YEAR 3 TOTAL = R _____			
		GRAND TOTALS (VAT INC) = R _____			

NB: Municipal reserves the right to add any Cartridges, Toners and Stationery to the list as when required and they will be part of this tender. Counterfeit / Refilled /compatible cartridges and toners will not be accepted. Only Original Cartridges and Toner will be accepted

1. EVALUATION METHODOLOGY AND CRITERIA

RETURNABLE TENDER DOCUMENTS MUST BE COMPILED WITH CLEAR FILES DIVIDERS IN A NUMERICAL ORDER AS PER THE BELOW MINIMUM REQUIREMENTS

Minimum Qualifying Requirements /Compulsory Returnable Documents:

1. Fully Completed and Signed MBD Forms with a black ink (1; 4; 6.1; 8 & 9).
2. Attach CSD registration report **(Detailed)**. **(NB: Not Summary)**.
3. Valid copy Entity / Company registration certificate.
4. Any alteration on the tender document must be signed **(NB: Not Initialed)**.
5. Every page on the tender documents must be signed **(NB: Not Initialed)**.
6. CIPC Abridged Certificate Annual returns **(NB applicable to entities that are in business for more than 12 months)**.
7. Company Profile **(Detailing; Name of Client; Service Provided; Award Amount; Contact Person and Contact Number)**.
8. Proof of Municipal rates and taxes or services charges:
 - Of the company and all of its directors not in arrears for more than 90 days or
 - Confirmation from the municipality if municipal rates and taxes are not levied (for the company and all its director(s)) as per CK/Company form of address on the registration certificate or
 - if leasing, a signed lease agreement by the lessor and the lessee and a Municipal rates and taxes in the name of the lessor for both company and director(s) not in arrears for more than 90 days (3 months).
10. Original Certified copies of ID's of the Director(s) **(Certification not older than 3 months before the closing date)**.
11. **In case of a Joint Venture**, Association or Consortium a formal contract agreement must be signed by both parties and be attached and the following must be adhered to:
 - All of the above requirements must be for the both entities.

NB: FAILURE TO MEET ANY OF THE ABOVE REQUIREMENTS WILL LEAD TO IMMEDIATE DISQUALIFICATION,

2. TECHNICAL EVALUATION CRITERIA

BIDDER EVALUATION CRITERIA FOR FUNCTIONALITY	SUB CRITERIA	TOTAL POINTS
<p>COMPANY PREVIOUS EXPERIENCE</p> <p>(Attach Appointment letters / Purchase Order and Signed & Stamped Reference Letters)</p> <p style="color: red;">No points will be allocated if Appointment letters / Purchase Order are not corresponding with Signed & stamped Reference letters</p>	<p>Points will be allocated per Purchase order or Appointment letter to the maximum of 40 Points.</p> <ul style="list-style-type: none"> • Purchase Order or Appointment letter of R400,000.00 and above = 60 Points • Purchase Order or Appointment letter of R300,000.00 R 399,999.99 = 40 Points • Purchase Order or Appointment letter of R200,000.00 – R 299,999.99 = 20 Points • Purchase Order or Appointment letter of 100,000.00 – R199,999.99 = 10 Points 	60
<p>FINANCIAL STANDING / ABILITY TO EXECUTE THE PROJECT</p> <p>Bidder's stamped bank(financial) rating</p>	<p>Provide Original Stamped Bank Rating Letter:</p> <p>A - C = 20 D = 15 E = 10</p> <p style="color: red;">NB: Failure to comply with the above no points will be allocated</p>	20
<p>TURNAROUND TIME</p>	<p>Delivery within 07 Days = 20 Delivery within 14 Day = 15 Delivery within 21 Days = 10 Delivery within 30 Days = 05</p> <p>(Delivery Note signed or stamped by client must be attached) (Purchase Order or Appointment letter must be attached and correspond with the delivery note)</p> <p style="color: red;">NB: The date of the Purchased Order or Appointment Letter and the date of the Delivery Note will be used to allocate points.</p> <p style="color: red;">NB: Failure to comply with the above no points will be allocated</p>	20
TOTAL POINTS (MINIMUM QUALIFYING POINTS 80 (80%) POINTS)		100

The bidder must obtain a minimum score of 80 functionality to qualify for further evaluation

PHASE 2: PRICE AND PREFERENTIAL POINTS ALLOCATIONS

For quotes with a Rand value up to R50 000 000, the preference point system of 80/20 will apply, where 80 points will be for **(Price)** and 20 points will be for **Specific Goals** (Black, Women, Disability & people living in rural underdeveloped areas) in terms of section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000, (Act No 5 Of 2000)

Price	=	80 Points
Specific Goals	=	20 Points
Total	=	100 Points

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
▪ 51% Black owned Company	10	
▪ Company which 51% is owned by people living in rural underdeveloped areas	10	
TOTAL POINTS	20	

**M.M KGWALE
MUNICIPAL MANAGER.**

CONCLUSION

Any false information given by the Prospective Service Provider and not meeting the minimum qualifying requirement, will lead to automatic disqualification of the PSP.

The council reserves the right to accept either the whole or part of any Bid, or not to appoint at all. Faxes or e-mail is not acceptable. Bidders will be required to show compliance with the New Preferential Procurement Regulation of 2022

COMPULSORY MUNICIPAL BID DOCUMENTATION

- | | |
|------------|--|
| a) MBD 1 | : Invitation to tender |
| b) MBD 4 | : Declaration of interest |
| c) MBD 6.1 | : Preference points in terms of Preferential Policy Regulations |
| d) MBD 8 | : Declaration of bidder's past supply chain management practices |
| e) MBD 9 | : Certificate of Independent Bid Determination |

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (ELIAS MOTSOALEDI LOCAL MUNICIPALITY)					
BID NUMBER:	EMLM 06/2024	CLOSING DATE:	06 OCTOBER 2023	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF MAXIMUM OF THREE (03) SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF CARTRIDGES, TONERS AND STATIONERY FOR A PERIOD OF THREE YEARS (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					
02 GROBLER AVENUE					
GROBLERSDAL					
0470					
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	BUDGET AND TREASURY		DEPARTMENT	BUDGET AND TREASURY	
CONTACT PERSON	V.E MASILELA		CONTACT PERSON	C TJIANE	
TELEPHONE NUMBER	013 262 3056		TELEPHONE NUMBER	013 262 3056	
FACSIMILE NUMBER	013 262 2547		FACSIMILE NUMBER	013 262 2547	
E-MAIL ADDRESS	vmasilela@emlm.gov.za		E-MAIL ADDRESS	ctjiane@emlm.gov.za	

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:

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1. Full Name of bidder or his or her representative: _____

3.2. Identity Number: _____

3.3. Position occupied in the Company (director, trustee, shareholder²): _____

3.4. Company Registration Number: _____

3.5. Tax Reference Number: _____

3.6. VAT Registration Number: _____

3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8. Are you presently in the service of the state? **YES / NO**

3.8.1. If yes, furnish particulars.

MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9. Have you been in the service of the state for the past twelve months? ... **YES / NO**

3.9.1. If yes, furnish particulars.....

3.10. Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1. If yes, furnish particulars.....

3.11. 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**

3.11.1. If yes, furnish particulars.....

3.12. Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?..... **YES / NO**

3.12.1. If yes, furnish particulars.....

3.13. Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1. If yes, furnish particulars.....

3.14. 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**

3.14.1. If yes, furnish particulars:

.....
.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% black owned company	10	
Company which 51% is owned by people living in rural underdeveloped areas	10	
TOTAL POINTS	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in

addition to any other remedy it may have –

- (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

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

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

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 <input type="checkbox"/>	No <input type="checkbox"/>

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 <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME): _____ CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Bidder / Company

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder / Company)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Signature

Date

Position

Name of Bidder / Company

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](http://www.treasury.gov.za/legislation):