



ELIAS MOTSOLEDI LOCAL MUNICIPALITY

EMLM 05/2026

PROVISION OF PHYSICAL SECURITY SERVICES IN ELIAS MOTSOLEDI LOCAL MUNICIPALITY AREA - FOR A PERIOD OF THREE (3) YEARS

CLOSING DATE:	27 OCTOBER 2025	TIME	11H00
----------------------	------------------------	-------------	--------------

NAME OF TENDERER / BIDDER	
TOTAL BID PRICE (FOR 36 MONTHS) EXCLUDING AD-HOC SECURITY	R
CENTRAL SUPPLIER DATABASE NUMBER	MAAA
TOTAL SPECIFIC GOAL POINTS	
CONTACT PERSON	
CONTACT NUMBER	
EMAIL ADDRESS	

ENQUIRIES REGARDING BID PROCEDURES		TECHNICAL ENQUIRIES	
MANAGER: SUPPLY CHAIN MANAGEMENT		MANAGER: RISK MANAGEMENT	
V.E MASILELA		M.C MAKITLA	
TEL. NUMBER	TEL.013 262 3056	TEL. NUMBER	013 262 3056
TENDER ISSUED BY			
SUPPLY CHAIN MANAGEMENT UNIT			
ELIAS MOTSOLEDI LOCAL MUNICIPALITY			
P.O. BOX 48, GROBLERSDAL, 0470		TEL. NUMBER	013 262 3056

NB: ANY OBJECTIONS OR COMPLAINTS IN RESPECT WITH THIS TENDER SHOULD BE LODGED WITHIN 14 DAYS OF THE ADVERTISEMENT

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

TENDER DETAILS						
TENDER NUMBER	EMLM 05/2026					
TENDER TITLE	PROVISION OF PHYSICAL SECURITY SERVICES IN ELIAS MOTSOLEDI LOCAL MUNICIPALITY AREA - FOR A PERIOD OF THREE (3) YEARS					
CLOSING DATE	27 OCTOBER 2025		CLOSING TIME		11H00	
SITE MEETING	DATE	14 OCTOBER 2025	TIME	11H00	COMPULSORY	YES
SITE MEETING ADDRESS	02 GROBLER AVENUE - MUNICIPAL COUNCIL CHAMBER					
CIDB GRADING REQUIRED	NIA		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		90/10	
BID BOX SITUATED AT	MAIN OFFICES, 2 ND GROBLER AVENUE, Elias Motsoaledi Local Municipality.					
OPERATING HOURS	The bid box is open during office hours, Monday to Thursday from 07h30 to 16h30 and Friday from 7h30 to 13h30.					
OFFER TO BE VALID FOR	90	DAYS FROM THE CLOSING DATE OF TENDER.				
<p>PLEASE NOTE:</p> <ol style="list-style-type: none"> Prospective suppliers must be registered on CSD prior to submitting bid (open tender) Tenders that are deposited in the incorrect box will not be considered. Mailed, telegraphic, telex, or faxed tenders will not be accepted. No late bids after closing date and time will be accepted. Bids not clearly marked and unamend will not be accepted. Bids may only be submitted on the bid documentation provided by the municipality. No awards will be made to a person: <ol style="list-style-type: none"> Who is in the service of the state, If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state Who is an advisor or consultant contracted with the municipality or municipal entity 						

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 MOTSOALEDI LOCAL MUNICIPALITY
TENDER NO.: EMLM 05/2026
CLOSING DATE: 27 OCTOBER 2025 AT 11H00

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for

PROVISION OF PHYSICAL SECURITY SERVICES IN ELIAS MOTSOALEDI LOCAL MUNICIPALITY AREA - FOR A PERIOD OF THREE (3) YEARS

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 **27 October 2025 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 **Managers Risk Management (Mr. MC Makitla** on 013 262 3056 or at **mmakitla@emlm.gov.za** for technical assistance.

Fully completed tender documents, clearly marked **"PROVISION OF PHYSICAL SECURITY SERVICES IN ELIAS MOTSOALEDI LOCAL MUNICIPALITY AREA - FOR A PERIOD OF THREE (3) YEARS** with **"NAME of TENDERER"** must be placed in a sealed envelope and placed in the **tender box 3** on the **2nd Grobler Avenue**, Elias Motsoaledi Local Municipality, Main Offices, Groblersdal, **by no later than 27 October 2025 at 11H00**. The envelope must be endorsed with number, title and closing date as indicated above.

Bidders will be evaluated on functionality whereby 70 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 (as amended) 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 90 points will be allocated in respect of price and 10 points in respect of Specific goal.

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
PROVISION OF PHYSICAL SECURITY SERVICES IN ELIAS MOTSOLEDI LOCAL MUNICIPALITY AREA -
FOR A PERIOD OF THREE (3) YEARS**

1. INTRODUCTION

- 1.1. The Elias Motsoaledi Local Municipality requires suitably qualified security contractors to provide security guarding services that covers the Elias Motsoaledi Local Municipality Municipal area.

2. SCOPE

- 2.1. A service provider will be responsible to provide security guarding services at Municipal buildings and sites in the Elias Motsoaledi Local Municipality areas.
- 2.2. Service Providers are hereby invited to tender for the provision of security guarding services and supply security items listed at municipal buildings and sites in the Elias Motsoaledi Local Municipality area.

3. GENERAL

3.1. Validity period

The tender must be valid for a period of 90 days from closing date of tender.

3.2. Compulsory clarification session

A compulsory clarification session will be held on 14 October 2025 at 11:00 at the Municipal chamber, 2nd Grobler avenue, Groblersdal.

3.3. Contract period

The contract period will be for 36 months after successful conclusion of the service level agreement.

3.4. Pricing and escalation

- 3.4.1. Prices tendered shall be firm for the period of 36 months.
- 3.4.2. Price Escalation not exceeding 10% per annum will be allowed on years two and years three respectively, clearly indicated in the price quotation.

3.5. Professional registration

- 3.5.1. Service Providers and staff members must be registered with the Private Security Industry Regulatory Authority (PSIRA). Certified proof of registration of the company and staff must accompany the tender. Failure to submit these documents with the tender will result in your bid being disqualified.
- 3.5.2. Proof of PSIRA registration of all new personnel that will be deployed at the municipal sites, appointed during the duration of the contract, must be submitted to the chief Risk Officer or immediate subordinate. It will be considered a breach of contract should it be discovered that any services within the scope of this tender is carried out by an unqualified and unregistered person.
-

3.6. Workmen's Compensation

The bidder must be COIDA compliant before the execution of any work in terms of the contractual obligations. A letter of good standing in terms of COIDA or latest assessment and proof of payment thereof or proof of registration (only in cases of a new registration) will suffice

3.7. Evaluation and award

3.7.1. The estimated quantities for the contract are for pricing comparison purposes only (tender evaluation) and may vary.

3.7.2. A rate per month will be awarded per area.

3.8. Sub-contracting condition / clause:

The successful service provider is required to subcontract the portion of the contract to the local security SMME with the approval of the Municipality.

4. TECHNICAL REQUIREMENTS

4.1. Guards must be deployed at the following areas:

It should be noted that the sites listed below are the current sites which require security guards. The Elias Motsoaledi Local Municipality may reduce or increase the number of security guards. 30 days' notice will be given to the successful bidder.

	Existing sites	Quantity of Guards	Weekdays	Weekend and Public Holidays
4.1.1	GROBLERSDAL			
(a)	Main entrance Groblersdal	8	6	2
(b)	Municipal Manager Office	1	1	0
(c)	Mayor /Speaker Manager Office	1	1	0
(d)	Parking entrance Groblersdal	6	4	2
(e)	Stores Groblersdal	9	7	2
(f)	Infrastructure and Community Services	6	4	2
(g)	Groblersdal Landfill site	6	4	2
(h)	Commando Offices	6	4	2
(i)	Licensing	1	1	0
(j)	Cashier Offices	1	1	0
(k)	Library Entrance	1	1	1
(l)	Driver Licence Testing Station	4	2	2
4.1.2	HLOGOTLO SATELLITE			
(a)	Hlogotlou Office	6	4	2
(b)	Hlogotlou stadium	6	4	2
(c)	Hlogotlou Waste Transfer	4	2	2

4.1.3	ROOSSENEKAL SATELLITE			
(a)	Roossenekal Office	9	7	2
(b)	Roossenekal Landfill site	5	3	2
4.1.4	MOTETEMA AND ELANDSDOORN SATELLITE			
(a)	Motetema Office	6	4	2
(b)	Tafelkop Stadium	6	4	2
(c)	Elandsdoorn Office	6	4	2
4.1.5	CCTV Cameras upgrading and Monitoring			
4.1.6	Security Risk Assessment report on appointment			
4.1.7	Alarms and Armed Responses			
4.1.8	Ad-hoc Security Per Security Guard and including Vehicles			

4.2. Shifts

- 4.2.1. A 12-hour day shift will start at 06:00 and end at 18:00.
- 4.2.2. A 12-hour night shift will start at 18:00 and end at 06:00.
- 4.2.3. A 5-day day-shift week will commence from 06:00 on Monday and end at 18:00 on Friday.
- 4.2.4. A 5-day night-shift week will commence from 18:00 on Monday and end at 06:00 on Saturday.
- 4.2.5. A 7-day day-shift week will commence from 06:00 on Monday and end at 18:00 on Sunday.
- 4.2.6. A 7-day night-shift week will commence from 18:00 on Monday and end 06:00 on the next week's Monday.
- 4.2.7. Certain sites will require weekend guarding services and a weekend will start on Friday night from 18:00 and end on Monday at 06:00

4.3. Function of the Service Provider:

The Service Provider must:

- 4.3.1. Ensure that personnel are deployed at sites on time, in correct attire and in possession of the necessary equipment.
 - 4.3.2. Ensure that premises and guards be visited and inspected during a shift period excluding shift changes. The visit must be entered into the logbook of the guard.
 - 4.3.3. Report any emergencies and possible illegal activities to Elias Motsoaledi Local Municipality Risk Management Unit.
 - 4.3.4. Control and supervise all personnel on duty.
 - 4.3.5. Ensure that registers are up to date and available for inspection by a Safety and Security official(s) of the municipality.
 - 4.3.6. Submit a monthly report to the Risk Manager or immediate Sub-Ordinate regarding all incidents within 10 days after the end of the month.
 - 4.3.7. Make recommendations to Safety and Security official(s) with regard to improvement or preventative measures with regard to security issues relating to a site.
 - 4.3.8. Ensure that a supervisor is available at all times.
-

4.3.9. If a service provider fails to comply with any of its functions, it may result in the contract being cancelled.

4.4. Function of guards:

The guard on duty at the municipal site must:

- 4.4.1. Be on duty at least 15 minutes before the start of the shift and he/she may not leave the site before the time the shift has ended.
- 4.4.2. Fill in a daily log sheet indicating the following:
 - 4.4.2.1. Shift start time
 - 4.4.2.2. Shift end time
 - 4.4.2.3. Visitors to the site – entrance and exit times
 - 4.4.2.4. Inspections from Managers and Safety and Security Officials.
- 4.4.3. Record inspection results and activities on hourly basis.
- 4.4.4. Report all emergencies and possible illegal activities to the designated managers.
- 4.4.5. Ensure that no unauthorised person enters the premises.
- 4.4.6. Patrol the facilities and perimeters of the site.

4.5. Special Conditions

4.5.1. Security Personnel

4.5.1.1. The following is required from all security personnel:

When on duty:

- (a) Personnel must be dressed in full company security uniform when on duty.
- (b) Guards must be in possession of a truncheon, torch, and a two way communication device.
- (c) Guards must be in possession of a firearm (as and when required).
- (d) Security personnel must wear an ID card whilst on duty in such a manner that it can be clearly seen. The ID card must contain the members' name, surname, PSIRA number, employee number and a photo of the employee.

4.5.2. All personnel must be registered with PSIRA.

4.5.3. Security personnel must be registered as a company employee with PSIRA.

4.5.4. All personnel must have police clearance and may not have a criminal record. A six monthly report regarding the police clearance of all guards must be submitted with the monthly report.

4.5.5. All guards must at least have a Grade D security grading.

4.5.6. All guards must be fluent in two of the three official languages.

4.6. General requirements – Service provider

4.6.1. The service provider must have a 24 hour dedicated control room in the Elias Motsoaledi Local Municipality Area when submitting the tender. Proof of address must be submitted with the tender documents. A Risk Management Unit will inspect the control room during the evaluation of the tender.

4.6.2. The business premises must be registered with PSIRA as a security business at that location.

4.6.3. The control room must have an electronic two-way radio base set that is connected to a radio network which enables radio communication through the Over strand.

4.6.4. Emergency Radio's with spare battery in the case of power failure.

- 4.6.5. Operational computer with email/fax facilities and capable to do live tracker monitoring to ensure that the security guard patrols the designated area regularly.
 - 4.6.6. The Control room must have at least a table, chair, toilet, basin and a landline.
 - 4.6.7. The registered premises must have an administration officer from Monday to Friday during normal office hours.
 - 4.6.8. The control room must have strict access control and it must be according to PSIRA standards. A PSIRA certificate with regard to the control room standard must be submitted with the tender documents.
 - 4.6.9. Guards must be paid equal to or above required PSIRA salary rates. Proof of salary rates of the service provider must be submitted with the tender documents.
 - 4.6.10. All personnel must belong to a provident fund. A compliance letter from the fund must be attached to the tender.
 - 4.6.11. The Service Provider must submit proof of a Public Liability Insurance Policy to the value of at least R5 Million providing cover against all claims (including claims related to the use or misuse of fire-arms), against the Council, Contractor or its employees.
 - 4.6.12. The Service Provider must have at least 10 vehicles in road worthy condition and must submit a certified copy of the registration certificate and road worthy certificate of the vehicles. Where a Service Provider leases a vehicle a copy of the lease agreement must accompany the tender documents.
-

Minimum Qualifying Requirements /Compulsory Returnable Documents:

1. Fully Completed and Signed MBD Forms with black ink (1; 4;5; 6.1; 8 & 9).
2. Attach CSD registration report (**Detailed; NB Not Summary**).
3. Valid copy of CIPC registration certificate.
4. Any alteration on the tender document must be signed (**NB: Not Initialed**).
5. Every page of the tender documents must be signed (**NB: Not Initialed**).
6. Attendance of Compulsory Briefing Session.
7. PSIRA certificate of registration for the Company and all its Director(s).
8. PSIRA valid Letter of Good Standing for the Company.
9. Proof of valid radio frequency license with the Independent Communications Authority of South Africa (ICASA).
10. Certified copy of firearm licenses for the company
11. Certified copy of firearm competency certificates of 10 employees.
12. Proof of Public Liability Insurance Policy to the value of at least R5 Million providing cover against all claims (including claims related to the use or misuse of firearms), against the Council, service provider or its employees.
13. Annual financial statement: **if the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements - for the past three years; or since their establishment if established during the past three years; NB (Approved/ Signed by the Member(s) / Director(s).**
14. Letter of good standing (Compensation for Occupational Injuries and Disease Act (COIDA) from Department of Labour OR any company accredited by the Department of Labour (**To be verified**) OR Tender Letter.
15. Company Profile (**Detailing; Name of Client; Service Provided; Award Amount; Contact Person and Contact Number**).
16. CIPC Abridged Certificate Annual returns (**NB applicable to entities that are in business for more than 12 months and must be paid before the closing date of the tender**). (**To be verified**)
17. 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 Municipal rates in the name of the lessor for both company and director(s).
18. Original Certified copies of IDs of the Director(s) (Certification not older than 3 months before the closing date).
19. **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:

- The above requirements must be for both entities (Excluding 7,9,10,11 and 13).

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

NB: PLEASE NOTE THAT IT WILL BE COMPULSORY FOR THE APPOINTED SERVICE PROVIDER TO SUBMIT COIDA BEFORE APPOINTMENT LETTER CAN BE ISSUED IF THE TENDER LETTER WAS SUBMITTED.

Mandatory Compliance

1. Submission of a Bid Price indicating a detailed breakdown
 2. The 1st phase will be the evaluation of bids on functionality and during this stage bids that do not meet the minimum threshold for functionality will be disqualified and will not be considered for the second phase of evaluation, i.e.
 3. Commercial evaluation based on price and specific goals. The 2nd phase evaluation will be on price points (90 points) and specific goals (10)
 - Price = 90 points
 - Specific goal = 10 points
-

2. EVALUATION ON QUALITY/FUNCTIONALITY = 100

The bids will be evaluated based on the following criteria for functionality and site inspection, whereby the bidder must obtain a minimum score of 70 points to qualify for further evaluation on Price.

BIDDER EVALUATION CRITERIA FOR FUNCTIONALITY	DESCRIPTION	MAXIMUM POINTS
COMPANY EXPERIENCE: Previous experience of the company in providing physical security services; Riots or crowd control (attach appointment letters and stamped reference letters. The reference letter must indicate contract/Bid number and the value of the contract.	The bidder has successfully rendered security services in the (public or private sector) (Attach appointment letters and stamped reference letters from previous clients.) <ul style="list-style-type: none"> Between R40 Million & above = 50 Points Between R30 Million & R39 Million = 25 Points Between R20 Million & R 29 Million = 15 Points Between R10 Million & R19 Million = 10 Points Between R5 Million & R 9 Million = 5 Points 	50
KEY PERSONNEL KNOWLEDGE: (Area Manager, Manager; Areas Supervisor, Supervisor) Attached ID, C.V and certified copy of qualifications. <i>NB: Certification is not older than 6 months before the closing date.</i>	<ul style="list-style-type: none"> Manager with a minimum of 10 years' experience in the security industry and post graduate Diploma in security management or equivalent = 10 points Area Manager with 5 to 9 years' experience in the security industry and National Diploma in Security Management or equivalent = 5 points Area Supervisor with 2 to 5 years' experience and Certificate in security management or equivalent = 3 points Supervisor with 2 to 5 years' experience and Certificate in security management or equivalent = 2 points <p><i>Non-attachment of the CV, ID and qualification will result in No points allocation.</i></p>	20
Control Room <ul style="list-style-type: none"> Immovable structure made of bricks and cement walls 24/7 operational call centre with fixed telephone line and e-mail. Lockable door to control room Ablution facility with easy access for control room operators and employees. Screens that are operational and used for monitoring <p>NB: Inspection on site will be contacted before appointment</p>	Attach Proof of Ownership or Lease Agreement and Control room Pictures <ul style="list-style-type: none"> Building = 4 points Functional test to be conducted on site = 4 points Functional test to be conducted on site = 4 points Functional test to be conducted on site = 4 points Functional test to be conducted on site = 4 points 	20

<ul style="list-style-type: none"> Response vehicle registered on the company name 	Attach vehicle registration certificate <ul style="list-style-type: none"> 2 points per vehicle 	10
	MINIMUM QUALIFYING SCORE 70 POINTS	TOTAL 100

The bidder must obtain a minimum score of 70 of points allocated for quality (functionality) to qualify for further evaluation.

The bidders who complied with the administrative evaluation criteria including the special conditions and obtained a minimum of 70% on functionality will be evaluated further in terms of phase 2 of the tendering process.

PRICE AND PREFERENTIAL POINTS ALLOCATIONS

For bids with a Rand value above R50,000,000.00, 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)

Description	Points
Price	90
Specific Goals	10
Total	100

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
Company which at least 51% is owned by Black	05	
Company which is owned by people in underdevelopment areas	05	
TOTAL POINTS	10	

BILL OF QUANTITY (BOQ):

Groblersdal

Shift	Quantity	Rate Per Month e.g R500 x 46 =R23,000.00	Year 1	Year 2	Year 3
			Price VAT Incl. e.g R23,000.00 x 12 =R276,000.00	Price VAT Incl. e.g R276,000.00 + 10% =R303,600.00	Price VAT Incl. e.g R303,600.00 + 10% = R333,960.00
Number of Guards	50				
Day Shift (5 day week)		Rate per month			
Night Shift (5 day week)		Rate per month			
Day and Night Shift (5 day week)		Rate per month			
Day shift (7 day week)		Rate per month			
Night shift (7 day week)		Rate per month			
Day and night shift (7 day week)		Rate per month			
Weekend		Rate per month			
Guard duties (as and when required)					
Day Shift (5 day week)		Rate per shift			
Night Shift (5 day week)		Rate per shift			
Day and Night Shift (5 day week)		Rate per shift			
Day shift (7 day week)		Rate per shift			
Night shift (7 day week)		Rate per shift			
Day and night shift (7 day week)		Rate per shift			
Weekend		Rate per shift			
Day shift (per 12 hour shift)		per 12 hour shift			
Night shift (per 12 hour shift)		per 12 hour shift			

Shift	QUANTITY	Rate Per Month e.g R500 x 15 =R7,500.00	HLOGOTLOU SATELLITE		
			Year 1	Year 2	Year 3
			Price VAT Incl. e.g R7,500.00 x 12 =R90,000.00	Price VAT Incl. e.g R90,000.00 + 10% =R99,000.00	Price VAT Incl. e.g R99,000.00 + 10% = R108,900.00
Number of Guards	16				
Day Shift (5 day week)		Rate per month			
Night Shift (5 day week)		Rate per month			
Day and Night Shift (5 day week)		Rate per month			
Day shift (7 day week)		Rate per month			
Night shift (7 day week)		Rate per month			
Day and night shift (7 day week)		Rate per month			
Weekend		Rate per month			
Guard duties (as and when required)					
Day Shift (5 day week)		Rate per shift			
Night Shift (5 day week)		Rate per shift			
Day and Night Shift (5 day week)		Rate per shift			
Day shift (7 day week)		Rate per shift			
Night shift (7 day week)		Rate per shift			
Day and night shift (7 day week)		Rate per shift			
Weekend		Rate per shift			
Day shift (per 12 hour shift)		per 12 hour shift			
Night shift (per 12 hour shift)		per 12 hour shift			

Shift	QUANTITY	Rate Per Month e.g R500 x 12 =R6000.00	ROOSENEKAL SATELLITE		
			Year 1	Year 2	Year 3
			Price VAT Incl. e.g R6000.00 x 12 =R72,000.00	Price VAT Incl. e.g R72,000.00 + 10% =R79,200.00	Price VAT Incl. e.g R79,200.00 + 10% = R87,120.00
Number of Guards	14				
Day Shift (5 day week)		Rate per month			
Night Shift (5 day week)		Rate per month			
Day and Night Shift (5 day week)		Rate per month			
Day shift (7 day week)		Rate per month			
Night shift (7 day week)		Rate per month			
Day and night shift (7 day week)		Rate per month			
Weekend		Rate per month			
Guard duties (as and when required)					
Day Shift (5 day week)		Rate per shift			
Night Shift (5 day week)		Rate per shift			
Day and Night Shift (5 day week)		Rate per shift			
Day shift (7 day week)		Rate per shift			
Night shift (7 day week)		Rate per shift			
Day and night shift (7 day week)		Rate per shift			
Weekend		Rate per shift			
Day shift (per 12 hour shift)		per 12 hour shift			
Night shift (per 12 hour shift)		per 12 hour shift			

Shift	QUANTITY	Rate Per Month e.g R500 x 18 =R9000.00	MOTETEMA & ELANDSDOORN SATELLITE		
			Year 1	Year 2	Year 3
			Price VAT Incl. e.g R9000.00 x 12 =R108,000.00	Price VAT Incl. e.g R108,000.00 + 10% =R118,800.00	Price VAT Incl. e.g R + 10% = R130,680.00
Number of Guards	18				
Day Shift (5 day week)		Rate per month			
Night Shift (5 day week)		Rate per month			
Day and Night Shift (5 day week)		Rate per month			
Day shift (7 day week)		Rate per month			
Night shift (7 day week)		Rate per month			
Day and night shift (7 day week)		Rate per month			
Weekend		Rate per month			
Guard duties (as and when required)					
Day Shift (5 day week)		Rate per shift			
Night Shift (5 day week)		Rate per shift			
Day and Night Shift (5 day week)		Rate per shift			
Day shift (7 day week)		Rate per shift			
Night shift (7 day week)		Rate per shift			
Day and night shift (7 day week)		Rate per shift			
Weekend		Rate per shift			
Day shift (per 12 hour shift)		per 12 hour shift			
Night shift (per 12 hour shift)		per 12 hour shift			

CCTV CAMERAS MONITORING**NB: The Services Providers must do site inspection to identify number of camera to be Monitored**

DESCRIPTION	QUANTITY	Rate Per Camera for Monitoring and Installation	Year 1	Year 2	Year 3
			Price VAT Incl.	Price VAT Incl.	Price VAT Incl.
CCTV CAMERAS MONITORING	1				
CCTV CAMERA INSTALLATION	1				

Security Risk Assessment report on appointment.

DESCRIPTION	Year 1	Year 2	Year 3
	Price VAT Incl.	Price VAT Incl.	Price VAT Incl.
Security Risk Assessment report on once per year			

Alarm and Armed Responses

Alarm and Armed Responses					
DESCRIPTION	QUANTITY	RATE PER MONTH (INCLUDING ESCALATION OF NOT MORE THAN 10% FOR YEAR 2 AND 3	Years 1 Total	Years 2 Total	Years 3 Total
Alarm and Armed Response (Including maintenance and repairs on the alarm system infrastructure)	1				

PRICING SCHEDULE SUMMARY

GROBLERSDAL AND SATELITE OFFICES	
DESCRIPTION	BID PRICE
PHYSICAL SECURITY SERVICES TOTAL AMOUNT FOR YEAR 1	R
PHYSICAL SECURITY SERVICES TOTAL AMOUNT FOR YEAR 2	R
PHYSICAL SECURITY SERVICES TOTAL AMOUNT FOR YEAR 3	R
CCTV CAMERAS MONITORING	R
Security Risk Assessment	R
Alarm and Armed Response	R
Sub-Total	R
Vat @ 15%	R
Grand Total (TOTAL BID PRICE FOR 3 YEARS)	R

Attach a clear quote noting the quantities above (Monthly quote and three years) include escalation on year 2 and 3.

1. DECLARATION BY TENDERER

I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this tender document and that I / we accept the conditions in all respects.

I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of *my / our tender and that I / we elect *domicillium citandi et executandi* (physical address at which legal proceedings may be instituted) in the Republic at:

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

I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender; that the price quoted cover all the work / items specified in the tender documents and that the price(s) cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.

I / We furthermore confirm that my / our offer remains binding upon me / us and open for acceptance by the Purchases / Employer during the validity period indicated and calculated from the closing date of the bid.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			
WITNESS 1		WITNESS 2	

EMLM wishes you all good luck in the preparation of your proposal.

Ms. N.R MAKGATA Pr Tech Eng.
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 5 | : | Declaration of Bid above R10 Million |
| d) | MBD 6.1 | : | Preference points in terms of Preferential Policy Regulations 2022 |
| e) | MBD 8 | : | Declaration of bidder's past supply chain management practices |
| f) | MBD 9 | : | Certificate of Independent Bid Determination |

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (ELIAS MOTSOLEDI LOCAL MUNICIPALITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
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:	
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
<i>TOTAL NUMBER OF ITEMS OFFERED</i>			<i>TOTAL BID PRICE</i>	R	
<i>SIGNATURE OF BIDDER</i>		<i>DATE</i>		
<i>CAPACITY UNDER WHICH THIS BID IS SIGNED</i>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
CONTACT PERSON	V MASILELA		CONTACT PERSON	M MAKITLA	
TELEPHONE NUMBER	013 262 3056		TELEPHONE NUMBER	013 262 3056	
E-MAIL ADDRESS	vmasilela@emlm.gov.za		E-MAIL ADDRESS	mmakitla@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, 2022, 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 | <input type="checkbox"/> | <input type="checkbox"/> | NO |
| 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? | YES | <input type="checkbox"/> | <input type="checkbox"/> | NO |
| 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | YES | <input type="checkbox"/> | <input type="checkbox"/> | NO |
| 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | YES | <input type="checkbox"/> | <input type="checkbox"/> | NO |
| 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | YES | <input type="checkbox"/> | <input type="checkbox"/> | 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.

3. Service Providers Declaration and Privacy Notice

- 3.1 I declare that I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.
- 3.2 I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,
- 3.2.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality;
 - 3.2.2 conducting service provider vetting; and
 - 3.2.3 rendering services or providing goods to Elias Motsoaledi Local Municipality.
- 3.3 I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.
- 3.4 I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
- 3.5 I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
- 3.6 I confirm that I have read the notice and understand the contents.

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.

4. I, the undersigned certify that the information furnished on this declaration form is correct.

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 state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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

	If yes, please furnish particulars :		
3.8.1	Name of director		
3.8.2	Service of state organization		
3.9	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?	Yes	No
	If yes, please furnish particulars :		
3.9.1	Name of person in the service of state		
3.9.2	Relationship		
3.10	Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	Yes	No
	If yes, please furnish particulars :		
3.10.1	Name of person in the service of state		
3.10.2	Relationship		
3.11	<i>Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?</i>	Yes	No
	If yes, please furnish particulars :		
3.11.1	Name of director		
3.11.2	Service of state organization		
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state?	Yes	No
	If yes, please furnish particulars:		
3.12.1	Name of director		
3.12.2	Name of relative		
3.12.3	Relationship		
3.13	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	Yes	No

	If yes, please furnish particulars:	
3.13.1	Name of director	
3.13.2	Related company	
Note:	<p>SCM Regulations:</p> <p>"¹In the service of the state" means to be –</p> <ul style="list-style-type: none"> (a) a member of – <ul style="list-style-type: none"> (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces; (b) a member of the board of directors of any municipal entity; (c) an official of any municipality or municipal entity; (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); (e) a member of the accounting authority of any national or provincial public entity; or (f) an employee of Parliament or a provincial legislature. <p>"² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.</p>	

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

Full Name	Identity Number	State Employee Number

5. Service Providers Declaration and Privacy Notice

- 5.1 I declare that all the personal information furnished by me on this form is true and correct, and I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.
- 5.2 I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,
- 5.2.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality.
- 5.2.2 conducting service provider vetting; and
- 5.2.3 rendering services or providing goods to Elias Motsoaledi Local Municipality.
- 5.3 I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.
- 5.4 I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
- 5.5 I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
- 5.6 I confirm that I have read the notice and understand the contents.

6. 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 REP: _____

SIGNATURE: _____

DATE: _____

CAPACITY: _____

**DECLARATION FOR PROCUREMENT ABOVE R10-MILLION
(ALL APPLICABLE TAXES INCLUDED)**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

		Tick applicable box	
1.	Are you by law required to prepare annual financial statements for auditing?	Yes	No
1.1	If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.	Yes	No
2.	Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?	Yes	No
2.1	If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.	Yes	No
2.2	If yes, provide particulars:		
3.	Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	Yes	No
3.1	If yes, provide particulars:		
4.	Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	Yes	No
4.1	If yes, provide particulars:		

AUDITED/INDEPENDENTLY REVIEWED ANNUAL FINANCIAL STATEMENT DECLARATION

SECTION A - COMPANY TYPE

	Yes	No	Comment
Is the bidder a public company? Tick applicable box			If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.
			If no, complete section B

SECTION B - PUBLIC INTEREST (PI) SCORE COMPUTATION

		Allocate points
Workforce (Number of employees in prior financial year) - 1 point per employee	Number:	
Third party liabilities – 1 point per R1 million (or portion of)	R	
Turnover – 1 point per R1 million (or portion of)	R	
Number of shareholders – 1 point per shareholder (irrespective of how many shares they hold individually).	Number:	

Total

If the PI score is more than 350, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

If the PI score is less than 350, proceed to section C

SECTION C

Submit independently reviewed annual financial statements for the past three years or since the date of establishment if established during the past three years.

CERTIFICATION

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:	
Capacity:	
Authorised signature (undersigned)	
Date:	

CERTIFICATION

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.

Service Providers Declaration and Privacy Notice

I declare that all the personal information furnished by me on this form is true and correct, and I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.

I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,

- internal administrative processes pertaining to services rendered or goods provided to the Municipality.
- conducting service provider vetting; and
- rendering services or providing goods to Elias Motsoaledi Local Municipality.
- I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.
- I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
- I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
- I confirm that I have read the notice and understand the contents.

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

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

GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 90/10 system for requirements with a Rand value of above R50 000 000 (all applicable taxes included).
- 1.2 **To be completed by the organ of state**
- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The 90/10 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 | 90 |
| SPECIFIC GOALS | 10 |
| 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.

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).

2. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

90/10

$$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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 90 points is allocated for price on the following basis:

90/10

$$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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 80/20 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 80/20 and 90/10 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 80/20 or 90/10 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 (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
Company which at least 51% is owned by Black	05	
Company which is owned by people in underdevelopment areas	05	
TOTAL POINTS	10	

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 BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This municipal bidding document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - 3.1 abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 3.2 been convicted for fraud or corruption during the past five years;
 - 3.3 willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4 been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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

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	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:		
5.	Service Providers Declaration and Privacy Notice 5.1 I declare that I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information. 5.2 I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to, 5.2.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality; 5.2.2 conducting service provider vetting; and 5.2.3 rendering services or providing goods to Elias Motsoaledi Local Municipality. 5.3 I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations. 5.4 I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available. 5.5 I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control. 5.6 I confirm that I have read the notice and understand the contents.		

5.7 I, the undersigned certify that the information furnished on this declaration form is correct.

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 REP: _____	SIGNATURE: _____
DATE: _____	CAPACITY: _____

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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Tender 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)

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.

Service Providers Declaration and Privacy Notice

10. I declare that I undertake to inform Elias Motsoaledi Local Municipality of any changes in my personal information.
11. I, as a Service Provider of the Municipality hereby consent that the Municipality may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to,
 - 11.1 internal administrative processes pertaining to services rendered or goods provided to the Municipality;
 - 11.2 conducting service provider vetting; and
 - 11.3 rendering services or providing goods to Elias Motsoaledi Local Municipality.
12. I also consent that the Municipality may share my personal information with the South African Revenue Service, Companies and Intellectual Property Commission, Department of Trade and Industry, Provincial Treasury, Black Economic Empowerment Commission, Competition Commission, South African Police Service, Banks, External Auditors, Suppliers Vetting Agencies, relevant governance structures, relevant government institutions and legal entities which may lawfully require such information for legal obligations.
13. I understand that in terms of the Protection of Personal Information Act (POPIA) and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to investigations, litigation, compliance with legislative requirements or when personal information is publicly available.
14. I will not hold the Municipality responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
15. I confirm that I have read the notice and understand the contents.
16. I, the undersigned certify that the information furnished on this declaration form is correct.

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.

17. 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

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)