



# BREED VALLEY

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

RTQ: 319036

**MANUFACTURE, SUPPLY, DELIVERY & OFFLOADING OF GROUND MOUNTED DISTRIBUTION KIOSKS.**

**Procurement Document**

**Closing Date and Time: 18 March 2022 at 11h00am**

NAME OF TENDERER:	
Total RTQ Price (Inclusive of VAT):	
Delivery period:	

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**Worcester**  
**Supply Chain Management Unit; 51B Baring Street; Worcester; 6850**  
**Tel: 023 348 2951; Fax: 086 445 0476**

**TENDER DETAILS**

TENDER NUMBER:	RTQ 319036				
TENDER TITLE:	<b>MANUFACTURE, SUPPLY, DELIVERY &amp; OFFLOADING OF GROUND MOUNTED DISTRIBUTION KIOSKS</b>				
CLOSING DATE:	<b>18 March 2022</b>		CLOSING TIME:	<b>11:00</b>	
SITE MEETING:	DATE:	<b>N/A</b>	TIME:	<b>N/A</b>	COMPULSORY: <b>N/A</b>
SITE MEETING ADDRESS:	<b>1 MARKET STREET, WORCESTER (BEHIND FIRE DEPARTMENT)</b>				
CIDB GRADING REQUIRED:		LEVEL AND CATEGORY:	<b>N/A</b>		
BID BOX NO:	<b>N/A</b>	SITUATED AT: Breede Valley Municipal SCM Offices, 23 Baring Street, Worcester The bid box (outside the office – green tender box) is generally open 24 hours a day, 7 days a week. If the tender document exceeds the size of the deposit opening of 390mm x 85mm, the tender should be delivered during office hours.			
OFFER TO BE VALID FOR:	<b>30</b>	DAYS FROM THE CLOSING DATE OF BID.			

**TENDERER DETAILS (Please indicate postal address for all correspondence relevant to this specific tender)**

NAME OF TENDERER:			
NAME OF CONTACT PERSON:			
PHYSICAL ADDRESS:		POSTAL ADDRESS:	
TELEPHONE NO:		FAX NO.	
E-MAIL ADDRESS:			
CSD Registration no.		WCSD Registration no.	
DATE:			
SIGNATURE OF TENDERER:			
CAPACITY UNDER WHICH THIS BID IS SIGNED:			

**PLEASE NOTE:**

1. Tenders that are deposited in the incorrect box will not be considered.
2. Tender box deposit slot is 390 mm x 85 mm.
3. Mailed, telegraphic or faxed tenders will not be accepted.
4. If the bid is late, it will not be accepted for consideration.
5. Bids may only be submitted on the Bid Documentation provided by the Municipality.

<b>ENQUIRIES MAY BE DIRECTED TO:</b>	<b>CONTACT PERSON</b>	<b>TEL. NUMBER</b>
<b>TECHNICAL ENQUIRIES</b>	<b>F Mkhaza</b>	<b>0233488014</b>
	<b>fmkhaza@bvm.gov.za</b>	
<b>ENQUIRIES REGARDING BID PROCEDURES &amp; COMPLETION OF BID DOCUMENTS</b>		

## INVITATION TO QUOTE

Breede Valley Municipality invites quotations from suitably qualifying suppliers (service providers) for: **RTQ 319036**

### **MANUFACTURE, SUPPLY, DELIVERY, OFFLOADING OF GROUND MOUNTED DISTRIBUTION KIOSKS**

Only suppliers who are willing and able to supply the items as listed in the schedule of quantities, within 4 weeks from receiving an order, are eligible to participate in this quotation.

#### **ELIGIBILITY CRITERIA**

##### **Eligibility criteria**

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

- Only suppliers who are willing and able to supply the items as listed in the schedule of quantities, within 4 weeks from receiving an order.

A set of Quotation Documents can be obtained from the Breede Valley Municipality, Supply Chain Management Unit's Offices, Stofberg House, 23 Baring Street, Worcester.

**Any enquiries regarding technical information shall be directed to Ms. F Mkhaza at telephone number 0233488014 or [fmkhaza@bvm.gov.za](mailto:fmkhaza@bvm.gov.za).**

Completed offers, in properly sealed envelopes and clearly marked on the outside with the corresponding quotation number and description, must timeously submitted on or before the closing date and time in either one of the following ways

- (1) To be placed in the municipality's tender box situated at the Finance Credit Control Section, 53 Baring Street, Worcester, or
- (2) By fax at: 086 560 7956
- (3) By e-mail at: [evaluations@bvm.gov.za](mailto:evaluations@bvm.gov.za)

***The closing date and time of this quotation is: 11h00 on 18/03/2022 If the quotation is submitted late, it shall not be accepted for consideration.***

## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)**

BID NUMBER:	319036	CLOSING DATE:	18/ 03 / 2022	CLOSING TIME:	11:00 AM
DESCRIPTION	MANUFACTURE, SUPPLY, DELIVERY & OFFLOADING OF GROUND MOUNTED DISTRIBUTION KIOSKS				

**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)

**Finance Credit Control Section, 53 Baring Street, Worcester**

### 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]**

(a) <b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	(b) <b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER PART B:3 ]
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(c) TOTAL NUMBER OF ITEMS OFFERED		(d) TOTAL BID PRICE	R
(e) SIGNATURE OF BIDDER	.....	(f) DATE	
(g) CAPACITY UNDER WHICH THIS BID IS SIGNED			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	<b>SUPPLY CHAIN</b>	CONTACT PERSON	<b>Ms. F Mkhaza</b>
CONTACT PERSON	<b>Mr. A. Sithole</b>	TELEPHONE NUMBER	<b>023 348 8014</b>
TELEPHONE NUMBER	<b>023 348 2965</b>	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	<b>fmkhaza@bvm.gov.za</b>
E-MAIL ADDRESS			

**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](http://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)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?                       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?           | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?       | <input type="checkbox"/> YES <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.**

**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: .....

## REQUEST FOR WRITTEN QUOTATION

REF NR: 319036

FAXED TO NO.:

In terms of paragraph 16 and 17 of the Municipal Supply Chain Management Policy, you are hereby invited to quote for the goods and or services as contained in the attached request to quote form and, in addition to the general conditions of contract, as per the following special conditions:

### CONDITIONS OF QUOTE:

1. This quotation consists of two parts, which are Part A (Returnable Schedules) and Part B (Contract Details and Pricing Schedule). All the schedules of Part A, as well as the pricing schedule, must be completed.
2. Quotes MUST be submitted before the closing date and time as indicated in the request to quote form attached;
3. Quotes MUST be completed and submitted on the attached request to quote form;
4. Quotes MUST be for the product or service as specified. If alternate product(s) is quoted for, it MUST be of the same quality and equivalent to the product specified. Full details of alternate products MUST be supplied. Non-compliance to this condition will invalidate your quote;
5. Delivery charges MUST be specified, where applicable. If not specified, it will be regarded as included in the quoted amount;
6. Amount(s) quoted MUST remain valid for at least thirty (30) days from the specified closing date;
7. Amount(s) quoted MUST be firm and must be inclusive of VAT. If the supplier is NOT registered for VAT, no VAT may be claimed;
8. Calculation errors will be corrected; tariffs will be regarded as correct where the bid is based on quantities. The corrected prices shall be used for the purposes of evaluating quotations.
9. A firm delivery period MUST be indicated, which shall be taken into consideration for the purposes of evaluating quotations
10. Quotes MUST be duly signed by an authorised person;
11. An original and valid Tax Clearance Certificate MUST be submitted and No quotation may be awarded to any person whose tax matters have not been declared by the South African Revenue Service to be in order.
12. A certificate stating that neither the enterprise or its Director(s) or Member(s) or Owners' municipal account(s) are in arrears for longer than three (3) months;
13. The municipality may accept the whole or a part of the bid (offer) where the bid request comprise of more than one item;
14. The municipality does not bind itself to accept the lowest or any bid;
15. Quotes received shall be evaluated on a comparative basis in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act, 2000 (Act no 5 of 2000); Amended by Government Gazette 20 January 2017 (no 40553)
16. The successful provider will be the provider scoring the highest points;
17. The acceptance of the quote and the subsequent issuing of an official order constitute a legal binding document and may not be cancelled;
18. Goods or Services may only be provided after and according to the issued official order;
19. Payment will only be made after the goods is delivered and or service is rendered, to the satisfaction of the Municipality, as per official order; and
20. **RECTIFICATION OF INCORRECT ENTRIES:**

Mistakes made by the bidder with the completion of the documents shall not be erased. A line shall be drawn through the incorrect entry and the correct entry shall be written above and the correction initialled by the bidder. The use of products

such as Tippex is strictly forbidden. Failure to observe this rule will lead to the bid being disqualified. Arithmetic errors shall be corrected during evaluation and the corrected amounts shall be considered for evaluation.

21. Payment will only be made within thirty (30) days of receipt of monthly statement and the relevant VAT invoice containing the official order number and the municipalities' VAT number.

22. **All the parts of the quotation document must be completed and or submitted. Incomplete quotation documents shall lead to disqualification.**

Failure to comply with any of these conditions may invalidate your quote.

Yours sincerely

Head: Supply Chain Management

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PLEASE PHONE IF THE CORRECT NUMBER OF PAGES HAVE NOT BEEN RECEIVED, OR IF IT IS ILLEGIBLE

## PART A: RETURNABLE SCHEDULES

### Contents

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Schedule 01: Authority for Signatory

Schedule 02: Declaration in terms of the MFMA<sup>1</sup>

Schedule 03: Tax Clearance Certificate

Schedule 04: Preference Points

Schedule 05: Proof of Payment of Municipal Rates and Taxes

Schedule 06: Declaration Certificate for local production and content MBD 6.2

Schedule 07: Declaration of Bidders past Supply Chain Management Practices MBD 8

Schedule 08: MBD 9

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<sup>1</sup> Municipal Finance Management Act, 2003 (Act No. 56 of 2003)



**SCHEDULE 1**  
**AUTHORITY FOR SIGNATORY**

**I, the undersigned, warrant that I am duly authorised to do complete this quotation on behalf of the enterprise.**

Registered Name of Enterprise:

\_\_\_\_\_

Trading Name of Enterprise:

\_\_\_\_\_

ADDRESS: POSTAL: \_\_\_\_\_ STREET:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

TELEPHONE: CODE & NUMBER \_\_\_\_\_ FACSIMILE: CODE &  
NUMBER \_\_\_\_\_

CELL PHONE NUMBER \_\_\_\_\_ E-MAIL ADDRESS:

\_\_\_\_\_

**CORRESPONDENCE METHOD**

PLEASE SELECT YOUR PREFERRED METHOD OF CORRESPONDENCE. ALL CORRESPONDENCE WILL BE SEND USING THE METHOD YOU SELECT BELOW.

EXPLANATION OF ABBREVIATIONS USED IN THE FOLLOWING TABLE

Capacity		
FAX	F	
E-MAIL	E	
POSTAL	P	

LANGUAGE PREFERENCE: \_\_\_\_\_

TAX REFERENCE NUMBER: \_\_\_\_\_ VAT REGISTRATION NUMBER (if any):  
\_\_\_\_\_

CIDB<sup>2</sup> REGISTRATION NUMBER (if any): \_\_\_\_\_ GRADING: \_\_\_\_\_

**(Certified copy of registration document must be attached)**

REGISTRATION NUMBER: COMPANY / CLOSE CORPORATION / TRUST: \_\_\_\_\_ (delete if not applicable)

**(Certified copy of registration document must be attached)**

SIGNATURE OF THE **AUTHORISED PERSON** \_\_\_\_\_ DATE: \_\_\_\_\_

CAPACITY UNDER WHICH THIS QUOTATION IS  
SIGNED \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

IDENTITY NUMBER: \_\_\_\_\_

ADDRESS:

Physical: \_\_\_\_\_ Postal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

CONTACT NUMBER: TEL. No. \_\_\_\_\_ CELL No. \_\_\_\_\_ FAX No. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>2</sup> Construction Industry Development Board.

SCHEDULE 2

**DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT,  
NO. 56 OF 2003. (Section 3)**

The Bidder shall duly complete undermentioned. An authorized person shall duly undersign in this regard. **Failure to duly complete this statement shall subject the quote to rejection.**

**CERTIFICATE in terms of SECTION 112(1) of the MUNICIPAL FINANCE MANAGEMENT ACT 2003 (Act No. 56 of 2003) and**

**in terms of CLAUSES 44 and 45 of the MUNICIPAL SUPPLY CHAIN MANAGEMENT POLICY**

I, the undersigned, warrants that I am duly authorised to act on behalf of the enterprise mentioned below and do hereby certify that, to the best of my personal knowledge, neither the enterprise nor any of its owners, directors, members or partners has—

- i) failed to pay any municipal rates and taxes or municipal service charges;
- ii) been in arrears with any municipal accounts with any municipality or municipal entity in the Republic of South Africa, for a period longer than 3 (three) months;
- iii) been convicted of fraud or corruption during the past 5 (five) years;
- iv) abused the supply chain management system of the Municipality or has committed any improper conduct in relation to this system;
- v) failed, during the past 5 (five) years, to perform satisfactory on a previous contract with the Municipality or any other organ of state after written notice was given to the enterprise that performance was unsatisfactory;
- vi) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past 5 (five) years;
- vii) been listed with the Register of Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act 2004 (Act no. 12 of 2004);
- viii) been listed on National Treasury's database as a person or enterprise prohibited from doing business with the public sector;
- ix) any tax matters that is not cleared by the South African Revenue Services;
- x) been in the service of the state for the past 12 (twelve) months or is in the service of the state; or
- xi) been or is an advisor or consultant contracted with the Municipality.

Further to the above I, the undersigned, herewith disclose the particulars of any kinship (parent, brother, sister or child) with a person that is in the service of the state (see footnote<sup>3</sup>), or has been in the service of the state in the previous twelve months of any of its owners, directors, members or partners:

Full Name of that person:

<sup>3</sup> MSCM Regulations: "in the service of the state" means to be –

- (a) a member of any municipal council; any provincial legislature; or 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.

Kinship/Relationship

Identity Number of that person(s):

Particulars of Employer:

Capacity in which that person is in the service of the state:

I acknowledge that any misrepresentation in respect of this certificate may be regarded as a reason to cancel the listing or bid as accredited prospective provider and any contract arising out of this information supplied.

Duly authorised to sign on behalf of \_\_\_\_\_  
(insert name of enterprise<sup>4</sup>)

Print name in full: \_\_\_\_\_ Signature: \_\_\_\_\_

Identity number: \_\_\_\_\_

**SCHEDULE 03: VALID AND ORIGINAL TAX CLEARANCE CERTIFICATE—**

Where the bidder has got a reason to believe that he or she has updated his or her database affairs with the municipality or Centralised Supplier Database, the bidder may choose not to attach the updated Tax Clearance Certificate. Otherwise, bidders must attach to this quotation, a **valid** and **original** tax clearance certificate.

<sup>4</sup> Where the enterprise is a joint venture, each party to the joint venture must sign a declaration in terms of the Municipal Finance Management Act.

#### **SCHEDULE 04: PREFERENCE POINTS**

Please attach certified BEE certificate to quotes above R30,000

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

#### **SCHEDULE 05: PROOF OF PAYMENT OF MUNICIPAL RATES AND TAXES—**

The Bidder must attach to this application a certificate from his / her municipality indicating that all rates and taxes are fully paid or not in arrears for more than three (3) months. Please note that the Municipality reserves it's right to have the account checked before any business is awarded. (Copy of latest Municipal Account(s) or Affidavit confirming of residential address or renting of business premises or Rental Agreement.)

## **SCHEDULE 06**

### **DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT - MBD 6.2**

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

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

#### **1. General Conditions**

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8 (1) and 8(2) make provision for the promotion of local production and content.
- 1.2. Regulation 8(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Regulation 8(2) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.
- 1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.5. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.6. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

$$LC = 1 - \left( \frac{x}{y} \right) \times 100$$

Where

- x imported content
- y bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid as required in paragraph 4.1 below.

1.7. A bid will be disqualified if:

- the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below; and.
- this declaration certificate is not submitted as part of the bid documentation.

## 2. Definitions

2.1. **“bid”** includes advertised competitive bids, written price quotations or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **“sub-contract”** means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:

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

4. Does any portion of the services, works or goods offered have any imported content? YES / NO

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

Indicate the rate(s) of exchange against the appropriate currency in the table below:

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

**IN RESPECT OF BID No. ....**

**ISSUED BY:** (Procurement Authority / Name of Municipality / Municipal Entity):

.....



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

I, the undersigned, ..... (full names),

do hereby declare, in my capacity as .....

of .....(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.
- (c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:

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

If the bid is for more than one product, a schedule of the local content by product shall be attached.

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

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ 20.....

WITNESS No. 1 \_\_\_\_\_

DATE: \_\_\_\_\_ 20.....

WITNESS No. 2 \_\_\_\_\_

DATE: \_\_\_\_\_ 20.....

## SCHEDULE 07: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES – MBD 8

- 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. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of Schedule 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).  <b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	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 Schedule 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) 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:		
4.4	<p><i>he 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?</i></p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
4.4.1	If so, furnish particulars:		
4.5	<p>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?</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
4.5.1	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.

.....20.....

Signature

Date

.....Position Name of Bidder

### **SCHEDULE 08: MBD 9**

## 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)

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 consortium<sup>3</sup> 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.

**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

DESCRIPTION OF THE WORKS
--------------------------

1 EMPLOYER'S OBJECTIVE

The Employer's objective is to purchase ground mounted distribution kiosks for Worcester, Western Cape.

2 OVERVIEW OF THE WORKS

Purchase of ground mounted distribution kiosks for Worcester, Western Cape.

3 EXTENT OF THE WORKS

The work included in this contract involves the following.

- a) Manufacture.
- b) Supply
- c) Deliver
- d) Offload

4 LOCATION OF WORKS

Electrical Services Department BVM Worcester.

## **PARTICULAR SPECIFICATION**

### **MANUFACTURE, SUPPLY, DELIVERY & OFF-LOADING OF GROUND MOUNTED DISTRIBUTION**

#### **KIOSKS**

##### **GROUND MOUNTED DISTRIBUTION KIOSK (DK)**

The DK shall be of the 2-door "Fatboy" type kiosk with a pitched roof manufactured from 2mm 3CR12 stainless steel as per the tender drawings and data sheets.

The kiosk finish shall be powder coated – Avocado green.

The kiosk shall include two removable doors for access to the busbar compartment at the back and the metering compartment at the front. The doors shall be kept in position with a three-point pad lockable locking mechanism. A lock protection box shall be fitted over the swing handle and padlock and welded to the removable doors.

Braided earth straps shall be provided for both doors and the back and front removable cover plates. The earth straps shall have a minimum length of 200mm.

The kiosk shall be supplied complete with the following circuit breakers and busbars:

- Phase and neutral busbars mounted on colour coded pin insulators.
- Main earth bar accessible from the front and the back
- Consumer neutral busbar
- 9x 63 Amp single pole 6kA curve 1 circuit breakers wired from the busbars.
- Din rail for fitment of split prepayment meters

Note: The main earth bar and neutral bars must be solidly linked with a 25 x 5mm solid link.

A bracket for mounting a Landis & Gyr E470 meter (BS footprint) shall further be provided in the front of the kiosk. The bracket must be fitted at an angle to aid metering reading.

In addition, the kiosk shall be supplied with a 250A isolator in the busbar compartment to allow for local isolation of the kiosk busbars and consumer circuit breakers. The isolator must be supplied with copper tails to allow for termination of the incoming and outgoing feeder cables. A cut-out must be provided in the Perspex busbar cover to allow for switching the isolator without the need to remove the cover. In addition, a cover must be provided over the copper tails of the isolator to prevent inadvertent contact with the live feeder cables when the busbar cover is removed. A label must be provided to state that the isolator is operating in reverse mode and labels must be provided to clearly indicate the supply side and the load side.

A removable gland plate shall be fitted 650mm from the bottom. The gland plate shall be provided with an earth stud and pre-drilled the following gland holes:

- 9 x holes sized for No 1 glands.
- 3 x holes sized for No 3 glands.
- 2 x holes sized for No 4 glands.
- 2 x holes sized for No 5 glands.

All external labels and warning signs shall be fastened using stainless steel pop-rivets. The name label of the kiosk shall be pop-riveted in the middle as well.

All internal erf labels shall be fastened using brass screws.

**DRAWING**

(Attached separately)

**Pricing schedule**

**GROUND MOUNTED DISTRIBUTION KIOSKS**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	<u>Manufacture/Supply/Deliver/offload of.</u>  <b>Ground Mounted Distribution Kiosks.</b>  Manufacture, Supply, Deliver and Offload of ground mounted Distribution Kiosks as per specifications.	sum	7		
	<b>SUBTOTAL</b>				<b>R</b>
	<b>VALUE ADDED TAX (VAT) @ 15%</b>				<b>R</b>
	<b>TOTAL INCLUDING VAT, TRANSFER TO PRISING SCHEDULE</b>				<b>R</b>



**SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – COMPLETED CONTRACTS**

The following is a statement of similar work successfully executed by myself / ourselves:

COMPLETED CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE COMPLETED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)

<b>SIGNATURE</b>		<b>NAME (PRINT)</b>	
<b>CAPACITY</b>		<b>DATE</b>	
<b>NAME OF FIRM</b>			

#### 4. PRICING AND SCHEDULE

##### NOTE:

1. Only firm prices will be accepted. Non-firm prices will not be considered.
2. All delivery and off-loading costs **MUST** be included in the bid price, for delivery at the prescribed destination.
3. Document **MUST** be completed in non-erasable black ink
4. Bidders must cast prices on all items listed. Tender will be evaluated and awarded as a whole to one successful bidder.
5. **NO** correction fluid/tape may be used.
  - a. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
6. The Bidder **MUST** indicate whether he/she/the entity is a registered VAT Vendor or not.
  - a. In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.

	INDICATE WITH AN 'X'									
Are you/is the firm a registered VAT Vendor	YES					NO				
If "YES", please provide VAT number										

I / We \_\_\_\_\_

(full name of Bidder) the undersigned in my capacity as \_\_\_\_\_

of the firm \_\_\_\_\_

hereby offer to Breede Valley Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Breede Valley Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

## 2. ACCEPTANCE

- 2.1. By signing this part of this form of offer and acceptance, the employer identified below accepts the bidder's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the bidder's offer shall form an agreement between the employer and the bidder upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.
- 2.2. Deviations from and amendments to the documents listed in the bid data and any addenda thereto listed in the returnable schedules as well as any changes to the terms of the offer agreed by the bidder and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.
- 2.3. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the bid documents and the receipt by the bidder of a completed signed copy of this agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

Signature(s):		
Name(s):		
Capacity:		
For the employer:	<b>Breede Valley Municipality</b> <b>23 Baring Street</b> <b>Worcester</b>	
Name of witness:		Date:
Signature of witness:		

## 6. 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:

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---

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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	



**BREED VALLEY**  
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

**PART C – DATABASE REGISTRATION**

<b>A</b>	If you are a bidder, <b>DULY REGISTERED</b> as a Preferred Supplier on the Supply Chain Management Database of the Breede Valley Municipality, <b>COMPLETE THIS SECTION</b> , however if your organization's circumstances changed, without notifying Breede Valley Municipality, section B shall apply.		
<b>SCM DATABASE REGISTRATION NUMBER</b>			
<b>NAME OF FIRM</b>			
<b>SIGNATURE</b>		<b>CAPACITY</b>	
<b>NAME (PRINT)</b>			

<b>B</b>	If you are a bidder, <b>NOT DULY REGISTERED</b> as a Preferred Supplier on the Supply Chain Management Database of the Breede Valley Municipality, it is compulsory to complete and attach the following forms:
1	Database Registration Form
2	
3	
4	
5	
6	
7	