

# THE MSUNDUZI MUNICIPALITY



## HEAD: SUPPLY CHAIN MANAGEMENT

### MS D NDLOVU-GAMBU

Tel No. 033 – 392 247 2; Fax No. 033 – 392 253 2

### SPECIALISED QUOTATION No. Q 12/669 OF 20/21

### APPOINTMENT OF SERVICE PROVIDER: THE QUESTIONED DOCUMENT AND HANDWRITING EXAMINER EXPERT CONSULTANT

Tenderer's Name:
Postal Address:
Telephone No.
Fax No.
Cell No.
Contact Person:
E Mail Address:

Sealed tenders endorsed on the envelope “**SPECIALISED QUOTATION No. Q12/669 OF 20/21**” must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli (Commercial) Road, Pietermaritzburg, 3201, not later than **12h00 on Thursday, 29 April 2021.** Only tenders placed in the tender box will be accepted and considered.

## MSUNDUZI MUNICIPALITY

### TENDER SUBMISSION CHECKLIST

The Checklist below is attached hereto to assist Tenderer with the completion of the tender document. Tenderers are required to **TICK** the relevant boxes for verification purposes. Where information is not applicable to the tender, the symbols **N/A** must be inserted in the space provided.

It must be noted that the Council shall not be held liable for any loss or damage incurred to the Tenderer should the Tenderer fail to fulfil the requirements of the Tender.

No.	Description	Tenderer to Tick (✓)	For Official Use Only	
1	Has the Tender Document been completed in <b>INK</b> and all corrections counter-signed? (No correction fluid used)		D	
2	Are the Tender amounts and totals correct?			
3	Has all information as required in terms of the tender document been submitted with the tender?		D	
4	Has the Site Inspection/Tender Briefing Certificate been completed and has the Compulsory Site Inspection/Tender Briefing Meeting been attended?		D	
5	Has the "Authority to Sign" Document been completed and signed?		D	
6	Has the "Statement of Previous Experience" Form been completed?		D	
7	Has the "Schedule of Resources" Form been completed?		D	
8	Has the "Proposed Sub-Contractors" Form been completed?			
9	Has the "Tender Form" been completed and signed?		D	
10	Has the "Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017" been completed in its entirety and signed?			
11	As an <b>EME</b> , is a certificate issued by an Accounting Officer or a Verification Agency accredited by SANAS or a Registered Auditor attached to the tender document?			
12	As a <b>NON-EME</b> , is an original and valid B-BBEE status level verification certificate or a certified copy thereof attached to the tender document?			
13	Is a valid Original Tax Clearance Certificate attached to the Tender Document?		D	

\*\*\* **D: Failure to comply with these Sections may prejudice the tender.**

Tenderer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **MSUNDUZI MUNICIPALITY**

### **QUOTATION NOTICE**

#### **SPECIALISED QUOTATION No. Q 12/669 OF 20/21**

#### **APPOINTMENT OF SERVICE PROVIDER: THE QUESTIONED DOCUMENT AND HANDWRITING EXAMINER EXPERT CONSULTANT**

The Msunduzi Municipality hereby invites suitably experienced tenderers to submit quotations for the above works.

Quotation documents shall be available from the Supply Chain Management Unit Offices, 5<sup>th</sup> Floor, A. S. Chetty Centre, 333 Church Street, Pietermaritzburg, from **12h00 on Thursday, 22 April 2021**. A non-refundable tender fee in the amount **R 189.55** (Including VAT) per document shall be levied. Only cash or bank guaranteed cheques will be accepted.

Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury e-Tender Publication Portal on **[www.etenders.gov.za](http://www.etenders.gov.za)**.

*For any technical related enquiries, please contact Ms. Shireen Singh (Internal Audit) on direct Telephone No. 033 392 2617 or e-mail address [shireen.singh@msunduzi.gov.za](mailto:shireen.singh@msunduzi.gov.za). For any procurement related enquiries, please contact Wendy Mkhize (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2808 or e-mail address [wendy.mkhize@msunduzi.gov.za](mailto:wendy.mkhize@msunduzi.gov.za).*

Sealed quotation endorsed on the envelope “**SPECIALISED QUOTATION No. Q12/669 OF 20/21**” must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street, Pietermaritzburg, not later than **12h00, on Thursday, 29 April 2021**, when it will be publicly opened. Only quotations placed in the Tender Box shall be accepted.

**The Validity period** shall hold firm for ninety (90) days commencing from closing date of the quotation.

**Tender Adjudication & Evaluation Criteria** will be implemented in line with the Msunduzi Municipality's approved Supply Chain and Preferential Procurement Policies on the **80/20-point** system. Adjudication criteria will be as per the tender document, the allocation of points will be in line with **B-BBEE** as prescribed in terms of the Preferential Procurement Regulations, 2017 pertaining to the **Preferential Procurement Policy Framework Act**, Act No. 5 of 2000.

The Msunduzi Municipality does not bind itself to accept the lowest or any quotation and reserves the right to accept the whole or any part of a quotation. Each Service Provider will be informed of the quotation result. The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

**MR MP KHATHIDE: CITY MANAGER**

**THE MSUNDUZI MUNICIPALITY**

**SPECIALISED QUOTATION No. Q 12/669 OF 20/21**

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The Conditions of Contract governing this contract is marked below which can be inspected at the offices of offices of the Head: Supply Chain Management, 5<sup>th</sup> Floor, A S Chetty Building, 333 Church Street, Pietermaritzburg.

<b>Conditions of Contract</b>	<b>Mark Applicable Condition/s</b>
General Conditions of Contract by National Treasury (GCC 2010)	✓
Supply, Delivery and/or Installation, and/or Commissioning of Plant & Equipment	✓
General Conditions of Contract for Civil Engineering Work (GCC 2010)	
Construction Industry Development Board (CIDB) Regulations Act No. 38 of 2000	
General Conditions of Contract for Mechanical Engineering Works – The latest Model Form document shall prevail	
General Conditions of Contract for Electrical Engineering Works – The latest Model Form document shall prevail	
Professional Service Providers – Model Form 1 as published by SAACE	
Architectural Services - Guideline of Services and Tariff of Fees for Persons Registered in Terms of South African Council for the Architectural Professions Act 2000, (Act No. 44 of 2000)	
Quantity Surveying Services - Guideline of Services and Tariff of Fees for Persons Registered in Terms of Quantity Surveying Professions Act 2000, (Act No. 49 of 2000)	
Project Management Institute of S A for Project Management related works	

## THE MSUNDUZI MUNICIPALITY

### SPECIALISED QUOTATION No. Q 12/669 OF 20/21

#### APPOINTMENT OF SERVICE PROVIDER: THE QUESTIONED DOCUMENT AND HANDWRITING EXAMINER EXPERT CONSULTANT

#### **1.0 TERMS AND CONDITIONS**

- 1.1 The Msunduzi Municipality's Standard Conditions of Tender, Legislation Section, Special Conditions of Contract (if any), Supply Chain Management Policy and the Preferential Procurement Policy shall also apply. The above-mentioned documentation may be inspected at the offices of the Head: Supply Chain Management, 5<sup>th</sup> Floor, A S Chetty Building, 333 Church Street, Pietermaritzburg.

1.2 Further to the above, the following terms and conditions shall also apply: -

- a) Where in the tender document reference is made to a compulsory Site Inspection/Tender Briefing Meeting, the Tenderer shall be required to attend the Meeting prompt on the date and time mentioned in the tender document. Tenderers arriving at the meeting after the stipulated time **WILL BE DISQUALIFIED** and the Council shall not be held liable for any loss or damage due to the above. Tenderers are to ensure that they sign the Attendance Register circulated at the meeting and to also ensure that the Site Inspection/Tender Briefing Certificate attached hereto is duly signed by the authorised official.

An official will chair the meeting and answer queries raised by prospective Tenderers. Any amendment to the tender documentation arising from such answers will be circulated in terms of the meeting's attendance register.

Tenders will not be considered from Tenderers who do not attend the meeting and whose Site Inspection/Tender Briefing Certificate has not been commissioned by the authorised official.

***Tenderers shall be required to present the tender document at the meeting.***

- b) All materials must comply with the SABS 1200 or SANS 1200 specifications shall apply where applicable.

It is a condition of tender that the taxes of the successful tenderer must be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the tenderer's tax obligations.

Tenderers shall be required to submit, together with the tender document, a ***valid original*** Tax Clearance Certificate or a Tax Compliance Status Verification Pin issued by SARS. Failure to submit a valid original Tax Clearance Certificate or a Tax Compliance Status Verification Pin will result in the invalidation and disqualification of the tender. **Certified copies of the Tax Clearance Certificate will not be acceptable.**

Further to the above, Tenderers are to note that the Tax Clearance Certificate must be valid for the full duration of the tender validity period i.e. three (3) months commencing from the closing date of the tender.

Should the validity of the Tax Clearance Certificate expire prior to the final award of the contract being made, the Council reserves the right to request the Tenderer to submit a further valid Tax Clearance Certificate. In this instance, the Tenderer shall be given seven (7) working days' written notice in which to comply. Should the Tenderer fail to comply with this request, the Council further reserves the right to make no award to the Tenderer and the Council shall not be held liable for any loss or damages sustained by the Tenderer.

If a tenderer has already submitted an original Tax Clearance Certificate when registering on the Central Supplier Database (CSD), then there is no need to submit a hardcopy of another Tax Clearance Certificate provided that the Tax Clearance Certificate is still valid for the full duration of the validity period for this tender. In this instance, the Tenderer will be required to indicate below the CSD Supplier Number and Unique Registration Reference Number for verification purposes: -

<b>CSD Supplier Number</b>	
<b>Unique Registration Reference Number</b>	

**Failure to comply with these conditions will prejudice the tender.**

- c) The prices, rates or percentages quoted in the proposal shall be deemed to include all costs, including but not limited to materials, plant, labor, patent rights and royalties, freight, insurance, customs, railage, delivery, etc., unless the Tenderer states otherwise on Annexure A hereto.
- d) Tenderers are advised that this document must be completed and submitted in its entirety. All Data Sheets including the Tender Form must be completed for adjudication purposes. Where information is not applicable, the symbols **N/A** must be inserted in the space provided. **Failure to comply with these conditions will prejudice the tender.**
- e) The document **must be completed in ink**, and in neat, legible handwriting. All corrections are to be countersigned. The use of correction fluid is strictly prohibited and shall lead to disqualification.
- f) Where compliance with CIDB Regulations are required, only those Tenderers who meet the required grading mentioned herein or higher or whose status is active at the time of tender shall be considered for appointment. In this instance, Tenderers shall be required to indicate in their tender document their CIDB Registration No. for adjudication purposes **Failure to comply with these conditions will prejudice the tender.**
- g) With regards to electrical works, only Tenderers who are registered with the Electrical Contractors Board (ECB) shall be considered for appointment. In this instance, certified proof of such registration must be submitted together with the tender for adjudication purposes. **Failure to comply with these conditions will prejudice the tender.**

With regards to plumbing works, only Tenderers who are registered with the Institute of Plumbing South Africa (IOPSA) or any other relevant authority shall be considered for appointment. In this instance, certified proof of such registration must be submitted together with the tender for adjudication purposes.

**Failure to comply with these conditions will prejudice the tender.**

- h) Tenderers should propose a detailed implementation plan for the completion of works and the production of deliverables.  
The following framework should serve as a rough guide for the preparation of tenders:
- Background of the Contractor;
  - Experience and capacity relevant for the project;
  - Overall management of the project in terms of personnel;
  - Approach and understanding of the project requirements;
  - Implementation plan to achieve the objectives within the required time frame;
  - Phasing of tasks, deliverables and reports for the project; and,

Curriculum Vitae for all proposed professional personnel on the project should include biographic data, educational qualifications and experience.

Tenderers may assume any number of forms including but not restricted to a consortium/joint venture that draws on multiple disciplines, practices and experiences.

It is also strongly recommended that in selecting their partners, consortia consider “smaller” but capable organizations which, while strengthening the proposal, will also receive some developmental benefit from partnering with larger organizations. In the event the selected proposal is a consortium/joint venture, the contract will be signed with the lead organization, which must be identified in the proposal.

- i) Proposals are to be formulated using efficiency, effectiveness, economy and sustainability as a basis.
- j) Tenderers shall be required to detail their experience applicable to the works mentioned herein in Data Sheet 1 – Statement of Previous Experience for adjudication purposes.  
***Failure to comply with this condition will lead to disqualification.***
- k) In the event of late delivery, penalties in the amount of R500.00 per calendar day shall be levied. Such monies shall be deducted from any monies due to the Contractor or which shall become due to the Contractor.
- l) Tenderers claiming preference points shall be required to complete Annexure “C” hereto in its entirety and to fully comply with the General Conditions, Definitions and Directives stated therein. Failure to do so shall result in no preference points being awarded to the Tenderer and the Council shall not be held liable for any loss or damages in this regard.

Tenderers who do not submit B-BBEE Status Level Verification Certificates or a certified copy thereof or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE but will not be disqualified from the tendering process. Such Tenderers will score points out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.

<b>CSD Supplier Number</b>	
<b>Unique Registration Reference Number</b>	

Should the validity of the Verification Certificate expire prior to the closing date of the tender, no preference points will be awarded to the Tenderer and the Council shall not be held liable for any loss or damages sustained by the Tenderer.

Partial awards may be made where this is perceived by the Head: Supply Chain Management to be in the best interests of the Council.

The council reserves the right but is not obliged to take into account the principle of the distribution of work in order to empower SMME'S and BEE'S. Such distribution may take place with reference to items, sections as indicated in the price schedule or such other bases the council may decide.

The Council does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender.

- m)** Payment will be made by the Chief Financial Officer within 30 days on receipt of a certificate of payment issued by the Engineer and will be made by means of a cheque drawn upon the Council's bankers in Pietermaritzburg. No cash payments shall be made.

Where the value of the works exceeds R3 000.00 excluding VAT, the Tenderer must quote the Council's VAT Registration No. (460 010 783 5) on all Tax Invoices for payment purposes.

Where offers of discounts, e.g. for payment within 30 days of rendering accounts, are made by Contractor, these will be taken into account in the adjudication of tenders.

Tenderers shall be required to have a bank account in the legal name of the Tenderer as indicated on the Tax Clearance Certificate. No payment whatsoever will be made should the Tenderer fail to comply with this requirement and the Council shall not be held liable for any loss or damages sustained by the Tenderer in this regard.

- n)** Where Insurances or any other information as requested for in the tender are required, the Tenderer shall submit such Insurances and/or information within fourteen (14) days from date of letter of provisional acceptance. In cases of Insurances, these are to be kept in force for the full duration of the contract period.
- o)** Once the requirements of the provisional letter of acceptance have been satisfied, a final letter of acceptance will be forwarded by the Head: Supply Chain Management to the Tenderer and the tender, provisional letter of acceptance together with the final letter of acceptance shall constitute a binding agreement between the Tenderer and the Council.
- p)** If the Tenderer fails to enter a contract when called upon to do so, then the Council may refuse to receive or consider for such period as it may think fit, any further tenders from that tenderer.
- q)** Where awards of contracts are not subject to (p) above, a final letter of acceptance will be forwarded by the Head: Supply Chain Management to the Tenderer and the tender together with the final letter of acceptance shall constitute a binding agreement between the Tenderer and the Council.
- r)** In the event of a presentation being required, all costs arising from such presentations shall be borne by the Tenderer.
- s)** In the event of samples being required, all samples supplied shall be at no extra cost to Council. The onus shall rest with the Tenderer for the removal of the same. No liability for damages shall be accepted whilst samples are on Council's premises.



- t) The onus rests with the Tenderer to ensure the safekeeping of all property belonging to the Tenderer whilst working on Council's sites as no claims for any loss or damages will be entertained.
- u) Unless otherwise specified in these documents, the Tenderer shall state the period within which the complete delivery of all items described in these tender documents and covered by this contract is offered. Such period(s) shall form part of the Conditions of Contract and may be taken into consideration in the adjudication of tenders.
- v) If a Tenderer wishes to submit alternative proposals for consideration or wishes to change the Conditions of Contract, Specification, Quantities or Drawing, or to qualify the tender in any way, such changes and or proposals are to be listed in Annexure "A" hereto, failing which the tender will be deemed to be unqualified. It must be clearly understood that the Council will be under no obligation to accept any such qualification.

w)

#### **REGISTRATION WITH THE CENTRAL SUPPLIER DATABASE (CSD)**

The National Treasury's Central Supplier Database (CSD) has been open for registration from 01 September 2015. The CSD serves as one single source of supplier information to all spheres of government.

Within this system, suppliers are required to register once when they do business with the state. This will significantly reduce the administrative burden for businesses, especially small and medium sized enterprises. The database interfaces with the South African Revenue Service (SARS), the Companies and Intellectual Property Commission (CIPC) and the payroll system. It will electronically verify a supplier's tax and B-BBEE status and enable public sector officials doing business with the state to be identified.

All prospective suppliers can register any time on the CSD website [www.csd.gov.za](http://www.csd.gov.za). Prospective suppliers may also visit the Provincial Treasury Database office situated at Treasury House, Ground Floor, 145 Chief Albert Luthuli Road, Pietermaritzburg from 08h00 to 15h00, Mondays to Fridays, for any assistance with on-line registration on CSD.

For further information or enquiries, please contact 033 – 897 4516 / 033 – 897 4212 / 033 – 897 4624 / 033 – 897 4535 / 033 – 897 4676 / 033 – 897 4509 or Toll-Free at 0800 201 049 during office hours or via e-mail at [database@kzntreasury.gov.za](mailto:database@kzntreasury.gov.za).

**With effect from 01 July 2016, the Msunduzi Municipality will not award any tender to a supplier not registered as a prospective supplier on the CSD.** Negotiations for the tender award will only be concluded with the qualify tenderer(s) who is/are registered on the CSD on or after 01 April 2016.

In order for Council to verify your Company's registration with CSD, please provide the following information for verification purposes: -

<b>CSD Supplier Number</b>	
<b>Unique Registration Reference</b>	

**Failure to provide the above information shall render the tender to be disqualified.**

**THE MSUNDUZI MUNICIPALITY**

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**SPECIFICATIONS**

**1.0 SCOPE OF WORKS**

The contract calls for a qualified and experienced Questioned Document and Handwriting Examiner Expert Consultant.

*Further information may be obtained from Ms. Shireen Singh on Telephone No.  
033 392 2617.*

**2.0 DETAILED SPECIFICATION**

The provider will be required to provide the following:

Description
Examination & Comparison of document(s)/ handwriting, typewriting, fingerprints, photography, as well as preparation of demonstration/illustrations with conclusions.
Drafting affidavit / Expert Report of findings.
Examination in Msunduzi premises.
Testifying in court / Court attendance / Assistance with cross-examination in a civil or criminal or disciplinary or arbitration proceedings.
Consultation, correspondence, preparation of photographic/ photostatic copies and travelling time per hour or part thereof.

The bidder to provide proven record of accomplishment as a Questioned Document and Handwriting Examiner Expert (provide 2 letters from previous clients for conducting a similar project). Provide profile with professional history, Tertiary qualifications and specialized training and any other relevant information.

**3.0 CONTRACT PERIOD**

As and when required for a period of 6 months and the total expenditure that can be incurred on this type of work shall not exceeding. R200 000.00 inclusive of VAT

**4.0 TENDER BRIEFING MEETING/SITE INSPECTION MEETINGS**

N/A

**5.0 PLACE OF DELIVERY AND DELIVERY PERIOD**

Work could either be done on site or off site and the decision will be based on cost containment measures of the municipality.

## 6.0 **PENALTIES**

A Penalty of R500 per calendar day to be levied for late completion within specified delivery period.

## 7.0 **COMPLIANCE WITH ANY LEGISLATION, BYLAWS, ETC**

- Skills Development Act No.97, 1998
- South African Qualification Act, 1995
- Employment Equity Act, 1998
- The National Skills Development Strategy for South Africa
- Human Resource Development Strategy for the Public Service, 2008 – 2013
- Adult Education and Training Act No.52, 2000
- Occupational Health and Safety Act No. 181 of 1993

## 8.0 **GUARANTEE/WARRANTY/DEFECTS LIABILITY PERIOD**

The service provider will guarantee/warranty to offer the Questioned Document and Handwriting Examination according to the specifications from the inception of the Project until its agreed completion date. The service provider will further guarantee/warranty to accept and abide by the mode of payment stipulated or agreed upon by the parties.

## 9.0 **ESCALATION**

The price is subject to remain firm for the contract period and **will not** be subject to escalation.

## 11.0 **COST OF THE WORKS**

Rate based as per the specification.

## 12.0 **MATERIALS**

Not Applicable.

## 13.0 **EVALUATION CRITERIA**

- The project shall be evaluated on 80/20 procurement point system as follows:

PRICE	80 Points
BBBEE	20 Points

### **Mandatory requirements**

- I. Submit a detailed Company Profile, Qualifications, and Experience of the Questioned Document and Handwriting Examiner Expert.
- II. Provide proven track record as a Questioned Document and Handwriting Examiner Expert.

## 14.0 **ANY OTHER IMPORTANT INFORMATION**

Not Applicable.

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**PRICING SCHEDULE**

DESCRIPTION	RATE
Examination & Comparison of document(s)/ handwriting, typewriting, fingerprints, photography, as well as preparation of demonstration/illustrations with conclusions. Rate is per hour	R
Drafting affidavit / Expert Report of findings. Rate per hour or part of an hour	R
Examination in Msunduzi premises. Rate per hour/part of an hour from the rest of the time spent during such examination	R
Testifying in court / Court attendance / Assistance with cross examination in a civil or criminal or disciplinary or arbitration proceedings. The rate is per day or part of the day	R
Consultation, correspondence, preparation of photographic/ photostatic copies and travelling time per hour or part thereof.	R
Travelling by own vehicle per kilometer and toll fees will be at cost and proof of original receipts must be submitted with the invoice	R
Air travel will be at cost using economy class and proof of original receipts must be submitted with the invoice	R
Parking, postage & accommodation shall be at cost supported by original receipts	R

Name of Tenderer: .....

Name of Signatory: .....

Capacity of Signatory.....

Signature ..... Date .....

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**DATA SHEET 1 – INVITATION TO BID**

**PART A**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>					
BID NUMBER:	Q12/669 of 20/21	CLOSING DATE:	29/04/2021	CLOSING TIME:	12:00PM
DESCRIPTION	<b><u>APPOINTMENT OF SERVICE PROVIDER: THE QUESTIONED DOCUMENT AND HANDWRITING EXAMINER EXPERT CONSULTANT</u></b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
169 Chief Albert Luthuli Street					
Pietermaritzburg					
3201					
<b>SUPPLIER INFORMATION</b>					
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
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT: Msunduzi Municipality		CONTACT PERSON	Shireen Singh
CONTACT PERSON: Wendy Mkhize		TELEPHONE NUMBER	033 392 2617
TELEPHONE NUMBER: 033 3928 8108		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	Shireen.singh@msunduzi.gov.za
E-MAIL ADDRESS: wendy.mkhize@msunduzi.gov.za			

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>										
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR <span style="color: red;">ONLINE</span></b></p> <p>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.</p>										
<b>2. TAX COMPLIANCE REQUIREMENTS</b>										
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a>.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>										
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>										
<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="width: 20%; text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p><b>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.</b></p>	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
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									

**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: .....





**THE MSUNDUZI MUNICIPALITY**

**SPECIALISED QUOTATION No. Q 12/669 OF 20/21**

**APPOINTMENT OF SERVICE PROVIDER: THE QUESTIONED DOCUMENT AND  
HANDWRITING EXAMINER EXPERT CONSULTANT**

**DATA SHEET 3 – DECLARATION OF MUNICIPAL FEES**

I/We do hereby declare that the Municipal Fees of \_\_\_\_\_

Is/are, as at the date of the tender closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said Fees: -

**Description**

**Account No.**

Electricity \_\_\_\_\_

Water \_\_\_\_\_

Rates \_\_\_\_\_

I/We acknowledge that should it be found that the Municipal Fees are not up to date, the Council may take such remedial action as it required, including termination of contract, and any income due to the Contractor shall be utilised to offset any monies due to the Council.

Full Name of Signatory.....

Capacity of Signatory.....

I.D. Number.....

Duly Authorised to sign on behalf of: -.....

Physical Address.....

.....

.....

**SIGNATURE.....DATES.....**

**THE MSUNDUZI MUNICIPALITY**

**SPECIALISED QUOTATION No. Q 12/669 OF 20/21**

**APPOINTMENT OF SERVICE PROVIDER: THE QUESTIONED DOCUMENT AND  
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**DATA SHEET 4 – DECLARATION OF INTEREST**

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

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

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>) .....

3.4 Company Registration Number: .....

3.5 Tax Reference Number.....

3.6 VAT Registration Number: .....

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

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

3.8.1 If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

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

3.10.1 If yes, furnish particulars.

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

3.11.1 If yes, furnish particulars

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

3.12.1 If yes, furnish particulars.

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

3.13.1 If yes, furnish particulars.

.....  
3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES/NO**

3.14.1 If yes, furnish particulars:

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

Full Name	Identity Number	State Employee Number

\_\_\_\_\_  
**Name of Signatory**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of Bidder**

**Company Stamp:**

**THE MSUNDUZI MUNICIPALITY**

**SPECIALISED QUOTATION No. Q 12/669 OF 20/21**

**APPOINTMENT OF SERVICE PROVIDER: THE QUESTIONED DOCUMENT AND  
HANDWRITING EXAMINER EXPERT CONSULTANT**

**DATA SHEET 5 - AUTHORITY TO SIGN DOCUMENT**

I/We\*, the undersigned, am/are\* duly authorised to sign the tender document on behalf of

.....

by virtue of the Articles of Association/Resolution of the Board of Directors\*, of which a certified  
copy is attached, or .....

Full Name of Signatory: .....

Capacity of Signatory: .....

Signature: .....

Date: .....

**Witnesses: -**

(1) Full Name: .....

Signature: .....Date.....

(2) Full Name: .....

Signature: .....Date.....

\* ***Delete whichever is inapplicable or complete as indicated if none are applicable.***

**THE MSUNDUZI MUNICIPALITY**

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HANDWRITING EXAMINER EXPERT CONSULTANT**

**MANAGEMENT PRACTICES**

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. 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 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	<b><u>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?</u></b>  (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 section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The 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.</b>	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	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

### **CERTIFICATION**

I, THE UNDERSIGNED (NAME) .....

.....  
 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.**

Signature.....Date.....

**THE MSUNDUZI MUNICIPALITY**

**SPECIALISED QUOTATION No. Q 12/669 OF 20/21**

**APPOINTMENT OF SERVICE PROVIDER: THE QUESTIONED DOCUMENT AND  
HANDWRITING EXAMINER EXPERT CONSULTANT**

**DATA SHEET 7: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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). <sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. takes all reasonable steps to prevent such abuse;
  - b. rejects the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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



## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

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.

<sup>3</sup> 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

THE MSUNDUZI MUNICIPALITY

SPECIALISED QUOTATION No. Q 12/669 OF 20/21

APPOINTMENT OF SERVICE PROVIDER: THE QUESTIONED DOCUMENT AND  
HANDWRITING EXAMINER EXPERT CONSULTANT

DATA SHEET 8: TAX CLEARANCE CERTIFICATE

Please attach hereto an  
Original Valid Tax Clearance  
Certificate as required in  
terms of Regulation 16 of the  
Preferential Procurement  
Regulations, 2001.

THE MSUNDUZI MUNICIPALITY

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APPOINTMENT OF SERVICE PROVIDER: THE QUESTIONED DOCUMENT AND  
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DATA SHEET 9: B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE

Please attach hereto a  
certified copy of the B-BBEE  
Status Level Verification  
Certificate as required in  
terms of Preferential  
Procurement Regulations  
2017, issued in terms of  
section 5 of the Preferential  
Procurement Policy  
Framework Act, Act No. 5 of  
2000

**THE MSUNDUZI MUNICIPALITY**

**SPECIALISED QUOTATION No. Q 12/669 OF 20/21**

**APPOINTMENT OF SERVICE PROVIDER: THE QUESTIONED DOCUMENT AND  
HANDWRITING EXAMINER EXPERT CONSULTANT**

**TENDER FORM**

The Municipal Manager  
City Hall  
PIETERMARITZBURG  
3201

Sir,

Having examined the Specification, Conditions of Tender, tender and legislation of the above-named Works, I/we offer to supply and deliver the whole of the said Works in conformity with the specification, Conditions of Contract and tender and legislation, save as amended by the modifications set out in Annexure A attached hereto, at the rates as set out in the price schedule hereto.

R\_\_\_\_\_ (in words) \_\_\_\_\_

\_\_\_\_\_ **(INCLUDING VAT)**

In the event of there being any errors of extension or addition in the priced Schedule of Quantities, I/we agree to their being corrected, the rates being taken as correct.

I/We confirm that I am/We are fully acquainted with the current South African laws and regulations applicable to this contract including inter alia those laws to which my/our attention has been drawn in the Legislation Section of this document.

I/We are formally associated by written agreement with the following firms, corporations or companies: -

\_\_\_\_\_  
(enter Nil if no affiliations)

I/We are fully paid up members in good standing of the following organisation(s): -

\_\_\_\_\_  
(enter Nil if no affiliations)

My/Our VAT vendor registration number is: - \_\_\_\_\_  
(enter Nil if a non VAT vendor)

I/We bank at the \_\_\_\_\_ branch of \_\_\_\_\_

where I/we have a \_\_\_\_\_ account.

Tender Deposit Receipt No \_\_\_\_\_

My/Our tender fee receipt number as issued by the Council is: \_\_\_\_\_

I/We bank at the \_\_\_\_\_ branch of \_\_\_\_\_

where I/we have a \_\_\_\_\_ account.

It is agreed and understood that should there be any changes on the banking details provided for the entity, a duly signed resolution by all its directors and minutes whereby a resolution for changing the banking details was passed will be submitted to Council including the original letter from the bank confirming the details.

It is agreed and understood that this tender is valid for three (3) months from the date hereof and that it, together with your final letter of acceptance, shall constitute a binding Contract between us.

I/We understand that the Council is not bound to accept the lowest or any tender and acknowledge that the Head: Supply Chain Management may, in her absolute discretion good and sufficient grounds are brought to her attention in writing within five (5) working days from the date hereof, decline to consider my/our offer.

I/we the Undersigned, Warrants That I Am/ We Are Duly Authorised to Do So on Behalf of the Enterprise, Certifies That the Enterprise Complies with All Statutory and Municipal Requirements and That the Information Supplied in Terms of this Documents with Additional Information is Correct and Accurate and Acknowledges That if the information supplied is found to be incorrect then the Msunduzi Municipality in addition to any remedies, it may have: may

- i Recover from the Enterprise all costs, losses or damages incurred or sustained by the Municipality as result of the award of the contract, and /or
- ii Cancel the contract and claim any damages which the Municipality may suffer by having to make less favourable arrangements after such cancellations, and/or
- iii Impose a penalty on the Enterprise as provided in the Tender Document, and/or
- iv Take any other action as may be deemed necessary.

I/we further undertake to submit documentary proof regarding any tendering issue to the Council when so required.

Full Name of Signatory.....

Capacity of Signatory.....

I.D. Number.....

Duly Authorised to sign on behalf of: - .....

Physical Address.....

.....

**SIGNATURE.....DATE.....**

**ANNEXURE A**

**ALTERATIONS BY TENDERER**

Should the Tenderer desire to make any departures from or modifications to the Standard Conditions of Contract or Specification, or to qualify his tender in any way, he shall set out his proposals clearly hereunder or, alternatively, state them in a covering letter attached to his tender and referred to hereunder, failing which the tender will be deemed to be unqualified.

If no departures or modifications are desired, the Schedule hereunder is to be marked NIL and signed by the Tenderer.

PAGE	SECTION OR ITEM	PROPOSED DEPARTURE/MODIFICATION

DATE \_\_\_\_\_ TENDERER \_\_\_\_\_



**MSUNDUZI MUNICIPALITY**

WRITTEN AGREEMENT BETWEEN THE HEAD: SUPPLY CHAIN MANAGEMENT WHO IS THE PRIMARY AGENT OF THE MSUNDUZI MUNICIPALITY (EMPLOYER/MANDATOR) AND

.....  
(TENDERER/ MANDATARY) AS ENVISAGED BY SECTION 37(2) OF THE OCCUPATIONAL HEALTH & SAFETY ACT, NO. 85 OF 1993, AS AMENDED.

I/we ..... representing..... (mandatary) do hereby acknowledge that ..... (mandatory) is an employer in its own right with duties as prescribed in the Occupational Health & Safety Act, No. 85 of 1993, as amended. I/we agree to ensure that all work will be performed and/or machinery and plant will be used in accordance with the provisions of the said Act. I/we furthermore agree to comply with the arrangements and procedures contained in the documents attached hereto for the full duration of the contract including the defects liability period.

Signature [Tenderer] .....

Signed this..... day of ..... 20..... at.....

for and on behalf of ..... (Tenderer/mandatary).

Signature [Engineer] .....

Signed this..... day of ..... 20..... at.....  
for and on behalf of the Msunduzi Municipality (employer/mandatory).

**General information for mandataries:**

1. The Occupational Health & Safety Act comprises Sections 1 to 50 and all unrepealed Regulations promulgated in terms of the former Machinery & Occupational Safety Act No. 6 of 1983, as amended, as well as other Regulations which may be promulgated in terms of the new Act.
2. "Mandatary" is defined as including an agent, a Tenderer or a sub Tenderer for work, but without derogating from his status in his own right as an employer or user of plant or machinery.
3. Section 37 of the Occupational Health & Safety Act potentially punishes employers (principals) for the unlawful acts or omissions of mandataries (Tenderers), save where a written agreement between the parties has been concluded containing arrangements and procedures to ensure compliance with the said Act by the mandatary.
4. All documents attached or referred to in the above Agreement form an integral part of the Agreement.
5. To perform in terms of this Agreement, mandataries must be familiar with the relevant provisions of the Act.
6. Mandataries who utilise the services of their own mandataries (sub-Tenderers) are advised to conclude a similar written Agreement.
7. Be advised that this Agreement places the onus on the mandatary to contact the employer in the event of inability to perform as per this Agreement. The employer, however, reserves the right to unilaterally take any steps as may be necessary to enforce this Agreement.
8. Mandataries are advised that any acts or omissions on the part of the mandatary, that are a breach of the Act may cause this contract to become null and void.

**MBD 6.1 FORM****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 Preference Point System shall be applicable.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“Bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“Prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“Proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“Rand Value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 2. POINTS AWARDED FOR PRICE

### 2.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

Where:-

$P_s$  = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

### 3. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 3.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
<b>Non-compliant contributor</b>	0	0

### 4. BID DECLARATION

- 4.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### 5. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 5.1 B-BBEE Status Level of Contributor: ..... = .....  
(Maximum of 10 or 20 points)

*(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor)*

### 6. SUB-CONTRACTING

- 6.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

YES		NO	
-----	--	----	--

6.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%?

ii) The name of the sub-contractor.....

.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

**(Tick applicable box)**

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Co-operative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

## 7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1 Name of company/firm.....

.....

7.2 VAT registration number.....

7.3 Company registration number.....

### 7.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety

- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

***[TICK APPLICABLE BOX]***

## **7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

## **7.6 COMPANY CLASSIFICATION**

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

***[TICK APPLICABLE BOX]***

## **7.7 MUNICIPAL INFORMATION**

Municipality where business is situated: .....

Registered Account Number: .....

Stand Number: .....

**7.8** Total number of years the company/firm has been in business.....

**7.9** I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in

paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

**WITNESSES:**

1. .... 2. ....

.....  
**SIGNATURE(S) OF BIDDER(S)**

**DATE:** .....

**ADDRESS:** .....

.....  
.....

**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE**

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:
  - The enterprise is \_\_\_\_\_% black owned;
  - The enterprise is \_\_\_\_\_% black woman owned;
  - Based on the management accounts and other information available on the \_\_\_\_\_ financial year, the income did not exceed R10,000,000.00 (ten million rands);
  - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	<b>Level One</b> (135% B-BBEE procurement recognition)	
More than 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition)	
Less than 51% black owned	<b>Level Four</b> (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp