



**INVITATION FOR QUOTATIONS FROM APPROVED SERVICE PROVIDER FOR PROVISION OF OFF-SITE STORAGE FACILITIES AND TO RENDER DOCUMENT MANAGEMENT SERVICES FOR UMGUNGUNDOLOVU DISTRICT MUNICIPALITY**

**QUOTATION NUMBER: REQ05163**

**SUBMISSION OF PROPOSALS DEADLINE**

**Date: 10 September 2024**

**Time: 12h00**

**Venue: uMgungundlovu District Municipality Offices  
242 Langalibalele Street  
Pietermaritzburg**

<b>Name of Organisation</b>	
<b>Physical Address</b>	Street Address
	Suburb
	City
	Province
	Postal Code
<b>Contact Person</b>	
<b>Telephone No.</b>	
<b>E-Mail Address</b>	
<b>Tender Price</b>	
<b>CSD Registration No.</b>	



**uMGUNGUNDOVU DISTRICT MUNICIPALITY**  
**QUOTATION REQ05163**  
**ISSUE DATE: 03/09/2024**

**INVITATION FOR QUOTATIONS FROM APPROVED SERVICE PROVIDER FOR PROVISION OF OFF-SITE STORAGE FACILITIES AND TO RENDER DOCUMENT MANAGEMENT SERVICES FOR UMGUNGUNDOVU DISTRICT MUNICIPALITY**

Quotations are hereby invited to provide services as detailed below:

- Approved Service Provider for the Provision of Off-Site Storage Facilities and To Render Document Management Services for uMgungundlovu District Municipality
- The specification/ scope of works is listed in the bid document below.
- Contract period is for Twelve (12) Months

Quotations submitted on the official bid document are to be submitted in a sealed envelope, clearly marked: **REQ05163 – PROVISION OF OFF-SITE STORAGE FACILITIES AND TO RENDER DOCUMENT MANAGEMENT SERVICES**, marked for the attention of the Acting Municipal Manager Dr. EX Muthwa must be deposited in the tender box situated on the ground floor of 242 Langalibalele Street no later than twelve o’ clock (12H00) on the **10 SEPTEMBER 2024**, when they will be publicly open. Only quotations placed in the Tender Box shall be accepted.

The 80/20 preference point system in terms of the municipality’s SCM Policy will be applicable as follows:

		<b>POINTS</b>
<b>PRICE</b>		80
<b>SPECIFIC GOALS (20 Points)</b>		
<b>Race</b> (Points are not cumulative)	<b>Sub-points</b>	
- $\geq$ 50% Black Owned (HDP)	10	10
- < 50% Black Owned (HDP)	5	
<b>Locality</b> (Points are not cumulative)	<b>Sub-points</b>	
- Office based in uMgungundlovu District	10	10
- Office based in KwaZulu-Natal (outside uMDM)	5	
- Office based outside of KwaZulu-Natal	3	
<b>Total points for Price and Specific Goals</b>		<b>100</b>

No bid will be accepted from persons in the service of the state. **Tenderers are required to be registered onto the Central Supplier Database (CSD).** The municipality will further check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector.

**Please ensure that the following compulsory documentation are attached:**

- 1. Proof of compliance with their tax obligations with the South African Revenue Service (SARS);**
- 2. Proof of registration with the central supplier database (CSD);**
- 3. Proof of Good Standing with Municipal Account**
- 4. MBD 4 – Declaration of Interest;**
- 5. MBD 8 – Declaration of bidders past SCM practices; and**
- 6. MBD 9 – Independent Bid Determination.**

**All bid documentation must be completed in its entirety and signed. Failure to submit the above documentation will disqualify your bid. Bidders must indicate their registered business address for the municipality to validate the good standing with municipal accounts.**

uMgungundlovu District Municipality does not bind itself to accept the lowest quotation and reserves the right to accept the whole or any part of the quotation. Prices must be valid for a period of 30 days from the close of advert. This Bid is subject to the General Conditions of Contract (GCC) 2010 and, if applicable, any other Special Conditions of Contract.

Should you have any queries please contact Lungisani Ngalo via email: [scm@umdm.gov.za](mailto:scm@umdm.gov.za) as telephonic enquiries are not permitted.

---

**Dr. EX Muthwa**  
**Acting Municipal Manager**  
**uMgungundlovu District Municipality**

**INVITATION TO BID – MBD 1  
PART A**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE UMGUNGUNDLOVU DISTRICT MUNICIPALITY</b>					
BID NUMBER:	REQ05163	CLOSING DATE:	10 SEPTEMBER 2024	CLOSING TIME:	12h00
DESCRIPTION	PROVISION OF OFF-SITE STORAGE FACILITIES AND TO RENDER DOCUMENT MANAGEMENT SERVICES				
<b>THE SUCCESSFUL BIDDER WILL BE ISSUED WITH A PURCHASE ORDER</b>					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT 242 LANGALIBALELE STREET, PIETERMARITZBURG

<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 QUERIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	FINANCE		DEPARTMENT	CORPORATE SERVICE	
CONTACT PERSON	Mr. L Ngalo		CONTACT PERSON	Mrs. H Makanya	
E-MAIL ADDRESS	<a href="mailto:Lungisani.Ngalo@umdm.gov.za">Lungisani.Ngalo@umdm.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:Hlengiwe.makanya@umdm.gov.za">Hlengiwe.makanya@umdm.gov.za</a>	

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE**

**QUOTATION**

1. The bidder is required to submit the quotation using the service provider's letterhead or other equivalent company documentation. Failure to do so will render the bid unresponsive.
2. The quotation must specifically identify the items being quoted for or indicate that the quotation is according to the specification advertised. Any trademark, name, type, specific origin, or producer must be clearly listed on the quotation. Where delivery is requested, the quotation must clearly indicate that delivery is included. Failure to do so may render your bid unresponsive.
3. The quotation must be a fixed price unless otherwise indicated on the advert. Unit prices must be itemised where applicable.
4. All rates are to be VAT inclusive where applicable.

**PRICING SUMMARY**

NO.	DESCRIPTION	PRICE
1	PAYMENT FOR 12 MONTH PERIOD (Storage - estimate 1000 boxes)	R
2	ONCE OFF SERVICE: Disposal – estimate 300 boxes)	R
<b>TOTAL PRICE (VAT INCLUSIVE)</b>		R

**(ATTACH QUOTATION TO THIS PAGE)**

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

## SCOPE OF WORKS

### **TERMS OF REFERENCE FOR THE APPOINTMENT OF DOCUMENT MANAGEMENT SERVICE PROVIDERS TO PROVIDE OFF-SITE STORAGE FACILITIES AND TO RENDER DOCUMENT MANAGEMENT SERVICES FOR THE UMGUNGUNDLOVU DISTRICT MUNICIPALITY (uMDM) FOR A PERIOD OF TWELVE (12) MONTHS**

#### **1. PURPOSE**

- 1.1. The purpose of the assignment is to appoint a Document Management service provider to provide an off-site storage facilities and to render document management services for uMDM in line with the provisions of the National Archives Act 43 of 1996 for a period of Twelve 12 months.

#### **2. BACKGROUND**

- 2.1. The uMgungundlovu District Municipality is committed to ensure a safe and secure document management services in line with the provisions of the National Archives Act, 43 of 1996.
- 2.2. UMDM has documents which need to be stored in a safe and secure environment and to be retrieved when the need arises.
- 2.3. Document Management service providers are requested to submit their proposals for the above-mentioned facilities and services for consideration.

#### **3. SCOPE OF WORKS**

- 3.1. Service providers are invited to provide off-site storage for storing estimated 1,000 boxes of documents (size of box 250 x 430 x 325mm) and to render document management services as per the following scope of work:
  - 3.1.1. Off-site storage and document management services that includes onsite file management, image processing, data protection, data backup and paper management, document management as when necessary
  - 3.1.2. Service provider should be able to provide packaging boxes, stationery and consumables to render labelling and indexing services before records are removed from uMDM,
  - 3.1.3. Service provider should be able to collect documents from the uMDM to the off-site storage and back in a secure transport/delivery facility when the need arises;
  - 3.1.4. Turnaround time for delivery of retrieved documents should be within 48 hours;
  - 3.1.5. Service provider should be able to provide reports such as documents due for destruction, Storage destruction list, information of the take on date, retention period, and future destruction date and other relevant reports that the service provider's system may provide;

3.1.6. Service provider should be able to destroy documents which are due for disposal in line with the disposal of documents policies and procedures upon request by the municipality and issue the Disposal Certificate;

#### **4. DELIVERABLES**

- 4.1. The successful bidder is required to provide off-site storage facilities and to render document management services for uMDM in line with the provisions of the National Archives Act 43 of 1996 for a period of Twelve (12) months.
- 4.2. Document management services required, amongst other things includes, offsite file management, image processing, data protection, backup and paper management, document management, labelling and indexing of boxes as well as document disposal.

#### **5. REQUIREMENTS**

- 5.1. The off-site storage facilities should be located within Durban or Pietermaritzburg. It must +-80km radius from uMDM head office;
- 5.2. The off-site storage facilities should be accommodated in a secure, access-controlled systems site which is protected with secure fencing and is patrolled 24/7;
- 5.3. The storage facilities should be equipped with climate-controlled facilities which can prevent degradation of records e.g. adequate ventilation and humidity control as well as pest and rodents control;
- 5.4. The storage facilities should comply with Occupational Health and Safety Standards (have fire prevention facilities that include sprinkler systems, smoke detectors and relevant fire extinguishers);
- 5.5. The service provider must have experience in providing off-site storage and document management services for public services documents that includes services mentioned on paragraph 4.2 above.
- 5.6. The service provider must submit have reference letters from their clients. Letters must be on the company or departmental letter head and must be signed by the responsible records manager, dated and including contactable details.
- 5.7. Service providers must attach their valid Police/Security Clearance in their proposal
- 5.8. uMDM reserves the right to conduct another security clearance for selected bidders and service providers are required to attach copies of their company profile and copies of the ID/Passport of the Directors of the company for security clearance purpose
- 5.9. Appointment of the successful bidder will be subject to positive security clearance.

#### **6. SERVICE LEVEL AGREEMENT**

- 6.1. A Service Level Agreement (SLA) will be signed between the uMgungundlovu District Municipality and the successful bidder upon finalization of the bid process.



## 7. TERMINATION OF CONTRACT

- 7.1. The contract will be terminated immediately should the successful service provider longer qualify as document management service provider in terms of the provisions of the National Archives Act and State Security Agency prescripts.
- 7.2. Any amendment or waiving of the stipulations of the contract must occur in writing by mutual consent between the uMgungundlovu District Municipality and the successful service provider.

## 8. DETAILS

Companies with storage expertise are invited to submit a proposal to uMgungundlovu District Municipality (UMDM) for the storage of **approximately 1000 boxes** for the period of three years. The quantities indicated are not guaranteed as they may be increased and/or decreased. The following is a description of the storage services required:

### ❖ STORAGE:

- Collection of boxes from the municipal building
- Cost of Handling of containers by registering all containers barcodes on the system.
- Provide Quality assurance strategies to UMDM
- Sign a contract and SLA with UMDM for three years for storage of containers.
- Storage costs per box
- Cost of containers and lids
- Transport delivery/collection per trip
- Retrieval of documents, when necessary, cost
- Estimate of total take over cost from the current service provider
- Systems integration of requests and retrievals
- Expected turnaround time of services rendered is three days

**DECLARATION OF INTEREST – MBD 4**

1. No bid will be accepted from persons in the service of the state\*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make any 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 and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

<b>3.1</b>	<b>Full Name of Bidder/ Representative</b>	
<b>3.2</b>	<b>Identity Number</b>	
<b>3.3</b>	<b>Position Held in Company E.g., Director</b>	
<b>3.4</b>	<b>Company Registration Number</b>	
<b>3.5</b>	<b>Tax Reference Number</b>	
<b>3.6</b>	<b>VAT Registration Number</b>	

<b>3.7</b>	The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.		
<b>3.8</b>	Are you presently in the service of the State?	Yes	No
<b>3.8.1</b>	If so, furnish particulars		
<b>3.9</b>	Have you been in the service of the state for the past twelve months?	Yes	No
<b>3.9.1</b>	If so, furnish particulars		
<b>3.10</b>	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
<b>3.10.1</b>	If so, furnish particulars		

3.11	Are you aware of any relationship (family, friend, other) between 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 so, furnish particulars		
3.12	Are any of the company's director, managers, principal shareholders or stakeholders in service of the state:	Yes	No
3.12.1	If so, furnish particulars		
3.13	Are any spouse, child or parent of the company's director's trustees, managers, principal shareholders or stakeholders in service of the state?	Yes	No
3.13.1	If so, furnish particulars		
3.14	Do you or any of the directors, trustees, managers, principal 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 so, furnish particulars		

4. Full details of directors / trustees / members / shareholders. **(COMPULSORY - TO BE FULLY COMPLETED)**  
*Table to be completed as far as possible.*

Full Name	Identity Number	State Employee Number (if applicable)

**\*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 N° 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

**5. DECLARATION**

I, the undersigned (name) \_\_\_\_\_,  
certify that the information furnished in paragraph 3 is correct.

I accept that the State may act against should this declaration prove to be false.

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

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 - MBD 6.1

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

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

---

### 1. GENERAL CONDITIONS

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

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

#### 1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.

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

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

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and Specific Goals</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

#### 80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

#### 80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated	Number of points claimed. (To be completed by the tenderer)
<b>RACE</b> – Points are not cumulative. <i>Proof: CSD/ CIPC Certificate / BEE Certificate or Affidavit</i>	10 Points Maximum	
➤ Race – ≥ 50% Black Owned (HDP)	10	
➤ Race – < 50% Black Owned (HDP)	5	
<b>LOCALITY</b> – Points are not cumulative. <i>Proof: Municipal Account or Letter from Councillor</i>	10 Points Maximum	
➤ Locality – Office based in uMgungundlovu District	10	
➤ Locality – Office based in KwaZulu-Natal (outside uMDM)	5	
➤ Office based outside of KwaZulu-Natal	3	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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



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

1. This Municipal Bidding Document must form part of the 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 an improper conduct in relation to such system;
  - (b) been convicted for fraud or corruption during the past five (5) years;
  - (c) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five (5) 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	Response	
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?  <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied)</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 Corrupt Activities Act (No. 12 of 2004)?  <b>(To access this Register enter the National Treasury's website <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number 012-3265445)</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 (5) 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 taxed or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity that is in arrears for more than three (3) 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 the State terminated during the past five (5) years on account of failure to perform on or comply with the contract?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
4.5.1	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.

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

## CERTIFICATE OF INDEPENDENT BID DETERMINATION – MBD 9

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. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<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:

<b>Bid Number and Description</b>	
<b>Municipality</b>	uMgungundlovu District Municipality

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.

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

## PROOF OF GOOD STANDING WITH MUNICIPAL ACCOUNTS

The tenderer is to affix to this page either:

- 1) Proof that they are not in arrears for more than 90 days (30 days if the tender price exceeds R10 Million) with municipal rates and taxes and municipal service charges. The latest municipal account is to be attached. **Attach latest municipal account statement behind this page. The statement must not be older than three months from the close of this tender;** or
- 2) Signed copy of the lease agreement if the tenderer is currently leasing premises and not responsible paying municipal accounts **together with a letter/statement from the landlord** (not older than three months from the close of this tender) stating that no levies are in arrears (*only if applicable*); or
- 3) An affidavit signed and stamped by a Commissioner of Oaths stating that **the business** is not required to pay municipal charges and providing for the reasons thereof (*only if applicable*). In cases where **the business** resides in an area that does not pay for municipal rates and taxes and municipal service charges, a letter from the **Ward Councillor**, must be submitted together with the affidavit.

Note:

- The tender hereby acknowledges that the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors/members/partners.
- It is the responsibility of the service provider to ensure that the statement/proof of municipal good standing being submitted includes proof that the account is not more than 90 days (30 days if the tender price exceeds R10 Million) in arrears. Where statements do not have an ageing analysis on outstanding debts, the service provider **must** provide alternative written confirmation signed by the relevant authority.
- For service providers with more than one office branch, the proof of municipal account provided must reflect that of the nominated branch which will undertake the required works.
- Failure to affix such documentation as prescribed to this page shall result in this tender not being further considered for the award of the contract.
- Should this tender be considered for award of the contract, based on proof of submission and should proof of such submission be found to be invalid, erroneous or inaccurate, this tender will no longer be considered for the award of the contract.
- Statements, letters, and affidavits must not be older than three months from the closing date of this tender.

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

**CENTRAL SUPPLIER DATABASE REGISTRATION**

<b>Name of Tenderer</b>	
<b>Supplier Number</b>	

**No awards will be made to a tenderer who is not registered on the Central Supplier Database (CSD).**

The establishment of a Central Supplier Database (CSD) will result in one single database to serve as the source of all supplier information for all spheres of government. The purpose of centralising government's supplier database is to reduce duplication of effort and cost for both supplier and government while enabling electronic procurement processes.

Registration on the Central Supplier Database must be done online via the website:

<https://secure.csd.gov.za/>

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

**SPECIAL CONDITIONS OF TENDER**

- 1. **Penalty for Delay:** Failure to complete the required goods and/or services by the due completion, the municipality shall deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.
  
- 2. **Poor Performance:**
  - 2.1. Issues of poor/ unsatisfactory performance will be communicated in writing, compelling the service provider to perform according to the contract and thus to rectify or to restrain from unacceptable actions.
  
  - 2.2. Where the supplier fails to render the services within the stipulated period, or should services rendered be deemed not to the satisfaction of the uMgungundlovu District Municipality, the tenderer will receive written notice of poor performance. Failure to address performance issues could result in penalties being applied and/or the entire contract being reviewed or cancelled.
  
  - 2.3. The municipality further reserves the right to refer matters of poor performance and/or fraudulent conduct by the supplier to National Treasury for inclusion in their Restricted Supplier Database.

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