



South Coast Tourism & Investment Enterprise SOC (RF)
 Address 16 Bisset Street, Port Shepstone,
 4240, KwaZulu-Natal, South Africa
 Phone +27 39 682 7944 / +27 39 682 3881
 Facsimile +27 39 682 1034
 Email info@sctie.co.za



WWW.SCTIE.CO.ZA

WWW.VISITKZNSOUTHCOAST.CO.ZA

**BID REQUEST FOR PROPOSAL FOR THE PROVISION OF OFFICE
 ACCOMODATION FOR SOUTH COAST TOURISM AND INVESTMENT
 ENTERPRISE FOR A
 36-MONTH PERIOD
 CONTRACT NO: SCTIE 2023/03**

NAME OF TENDERER:

CONTACT PERSON:

TELEPHONE N^o:

FAX N^o:

EMAIL ADDRESS:

ADDRESS:

TENDER SUM:

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TENDER CLOSES: 16 January 2023

Note: This bid document must NOT be separated and must be bound

Annexures are to be attached to the back of the document.

Initials: _____

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BID NOTICE: SCTIE 2023/03

SOUTH COAST TOURISM & INVESTMENT ENTERPRISE (SCTIE) REQUESTS SUBMISSION OF BIDS FOR THE PROVISION OF OFFICE ACCOMODATION FOR A 36-MONTH PERIOD

Bids are hereby invited from suitably qualified and compliant bidders for the **PROVISION OF OFFICE SPACE FOR SOUTH COAST TOURISM AND INVESTMENT ENTERPRISE (SCTIE) FOR A 36-MONTH PERIOD.**

Service providers or companies responding to these bids are advised to ensure that they are compliant with all related legislation and essential criteria pertaining to the individual business requirements as well as Central Supplier Database registrations.

A Compulsory Bid Briefing session will be held on Thursday, December 15, 2022 and 10H00, at the SCTIE offices at 16 Bisset Street, Port Shepstone, 4240. No service providers will be allowed into the briefing session, 15 minutes(10H15) after briefing has commenced.

The SCTIE will look at the most appropriate property aligned to its operation, compatible with its infrastructure requirements and feedback from reference checks. These will include site visits of properties and presentation by the landlords where necessary.

SCTIE subscribes to Preferential Procurement Regulations 2017, whereby bid submissions will be evaluated according to the sum of the awards points in respect of the bid and the BBBEE status of the bidder. The evaluation criteria are based on Method 1, with a prequalifying functionality criterion with a minimum threshold of 70% to move to the Price and Preference step. The evaluation of the bids received will be based on functionality, price and the 80/20 preference points method.

Bids need to comprise **one master and 3 exact paper copies** and need to be completed in accordance with the conditions indicated in the bid document, must be bound, sealed and marked with the relevant contract number and deposited in the official tender box at the reception of **South Coast Tourism & Investment Enterprise 16 Bisset Street, Port Shepstone, not later than 10h00 on Monday, January 16, 2023**, at which time bids will be opened in public.

Bids that are submitted late, incomplete, unsigned, unbound, or by facsimile, electronically, or not completed in black ink will be rejected and not accepted for further evaluation. Bids submitted are to hold good for a period of 90 days.

The bid document will be available at <https://www.sctie.co.za/open-tenders/>

All bid enquiries are to be directed in writing to the Supply Chain Officer via email: Lihle@sctie.co.za

The Company reserves the right not to accept the lowest proposal or any proposal and reserves the right to accept the whole or part of the proposal, or to reject all proposals and cancel this notice.

Kindly note: Regulation 44 of Municipal Supply Chain Management Regulations state that the Entity may not make any award to a person who is in the service of the State.

P MANGCU
CHIEF EXECUTIVE OFFICER
SOUTH COAST TOURISM & INVESTMENT ENTERPRISE (SOC)RF

Initials: _____

PRICING SCHEDULE

I / We hereby quote / tender as follows:

THE PROVISION OF OFFICE ACCOMODATION FOR SOUTH COAST TOURISM AND INVESTMENT ENTERPRISE FOR A 36-MONTH PERIOD	The offered total of the prices inclusive of VAT is: _____ _____ (in words) R _____ (in figures)
---	---

(FULL COST BREAKDOWN MUST BE ATTACHED TO END OF THIS DOCUMENT AND MUST BE COMPLETED)

This bid is valid for a period of 90 Days. These prices quoted are firm.

IS THE BIDDER REGISTERED ON THE NATIONAL TREASURY CENTRAL SUPPLIERS DATABASE? YES/NO

HAS AN ORIGINAL, SARS TAX COMPLIANCE PIN BEEN ATTACHED? YES/NO

Signature of Bidder : _____

(Of person authorised to sign the tender)

Initials: _____

I/We certify that the abovementioned information is correct and that we have due knowledge of the requirements of this Bid and have examined the document, Form of Tender, Specifications and requirements. We further agree that this Bid and the acceptance thereof by board shall constitute a legal binding contract

Dated at _____ on this _____ day of _____ 20__

Authorised Signature (Bidder)

Print Name (Bidder)

As Witness:

For South Coast Tourism & Investment Enterprise:

P MANGCU
CHIEF EXECUTIVE OFFICER

As Witness:

** The Company reserves the right not to accept the lowest or any tender and also reserves the right to accept part of a tender.*

Declaration

I/We the undersigned declare that the above information is correct. Any information found to be false will result in rejection of my /our tender and cancellation of the contract at my /our cost.

Signed

Date

Name: _____

Capacity: _____

Initials: _____

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS
(NOT TO BE RE-TYPED)**

NB!!!! Please attach copies of the following documents. Failure to provide the following duly completed and up to date documents and certified where applicable will lead to automatic disqualification.

- Company registration documents
- Certified ID documents of directors/owners/members/shareholders
- SARS Tax Pin on SARS letterhead Tax clearance verification
- Original BBBEE Certificate or Original certified copy BBBEE Certificate or Affidavit
- Company Profile (if applicable) Qualifications, Curriculum Vitae
- Declarations
- Bid Briefing Attendance Certificate
- Reference Letters
- Joint Venture agreement (where applicable)
- One master and 3 exact copies of the Bidder's Proposal
- National Treasury Central Suppliers Database registration report
- Statements of accounts for municipal rates or taxes – no arrears
- All required documents signed and complete
(Joint Ventures need to have all parties sign all documents and provide documents listed here for all parties)
- Every page must be initialled
- Ensure that where there is space for a Name, Title, Position etc in the document, that this is completed

NB: Certified copies must be within 3 months of certification by the commissioner of oaths.

STANDARD FORMS

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Relevant specifications
2. Value for money
3. Capability to execute the contract
4. PPPFA & associated regulations

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

**SOUTH COAST TOURISM & INVESTMENT ENTERPRISE
STANDARD FORM FOR TENDERS**

TENDER NO:

SCTIE 2023/03

Closing Date: Monday, 16 January 2023

Closing Time: 10h00

BIDDERS DETAILS

**THE FOLLOWING PARTICULARS MUST BE FURNISHED AND SIGNED
(FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)**

Name of Bidder _____

Postal Address _____

_____ Postal Code

Street Address _____

_____ Postal Code

Telephone Number Code _____ Number _____

Cellphone Number _____

Facsimile Number Code _____ Number _____

Email Address _____

Signature of Bidder/ Authorised Representative _____

Initials: _____

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH COAST TOURISM AND INVESTMENT ENTERPRISE. BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS. ALL LATE BIDS WILL BE RETURNED UNOPENED.

BIDDER INFORMATION

BID NUMBER : SCTIE 2023/03

BIDDER : _____

ADDRESS : _____

COMMERCIAL BANK ACCOUNT DETAILS

Bank : _____

Branch : _____

Account No. : _____

Name under which account is operated: _____

Bank Contact Person : _____

FIRM DETAILS

Name of Contactor / Company / Person: _____

Date of Inauguration : _____

Registered Address of Firm : _____

VAT Registration No. : _____

Telephone No. : _____

Cell No. : _____

Fax No. : _____

E-mail address : _____

Postal Address : _____

_____ Postal Code

Physical Address : _____

_____ Postal Code

Initials: _____

Has a SARS Pin on SARS Letterhead been submitted? YES/NO

Has A B-BBEE Status Level Verification Certificate Been Submitted? YES/NO

IF YES who was it certified by?

An Accounting Officer as Contemplated in the Close Corporation Act (CCA)

A Verification Agency Accredited by the South African Accreditation system (SANAS)

A Registered Auditor

OR is it a Declaration which has been commissioned.

PLEASE TICK APPLICABLE BOX

Signature of Bidder : _____

(Of person authorised to sign the tender)

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE or AFFIDAVIT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

Initials: _____

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPF ACT)

POINTS TO BE CLAIMED AS FOLLOWS:

- 1. Definition: BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) STATUS LEVEL CERTIFICATES**
- 1.1. Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or original certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.
- 1.2. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit the sworn affidavit.
- 1.3. Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.
- 1.4. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
- 1.5. Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.
- 1.6. If an institution is already in possession of a valid and original or certified copy of a bidder's B-BBEE Status Level Verification Certificate that was obtained for the purpose of establishing the database of possible suppliers for price quotations or that was submitted together with another bid, it is not necessary to obtain a new B-BBEE Status Level Verification Certificate each time a bid is submitted from the specific bidder. A certified copy must just be attached to each bid.
- 1.7. Such a certificate may be used to substantiate B-BBEE rating claims provided that the closing date of the bid falls within the expiry date of the certificate that is in the institution's possession.
- 1.8. Each time this provision is applied, cross-reference must be made to the B-BBEE Status Level Verification Certificate already in possession for audit purposes.
- 1.9. **VALIDITY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATES**
- 1.9.1. As a minimum requirement, all valid B-BBEE Status Level Verification Certificates should have the following information detailed on the face of the certificate:
 - The name and physical location of the measured entity;
 - The registration number and, where applicable, the VAT number of the measured entity;
 - The date of issue and date of expiry;
 - The certificate number for identification and reference;
 - The scorecard that was used (for example EME, QSE or Generic);
 - The name and / or logo of the Verification Agency;
 - The SANAS logo;

- The certificate must be signed by the authorized person from the Verification Agency; and
- The B-BBEE Status Level of Contribution obtained by the measured entity.

2. The Preference Point System

- 2.1. The bidder that obtains the highest overall points may be awarded the contract.
- 2.2. Preference points shall be calculated after prices have been brought to a comparative basis.
- 2.3. All points claimed and scored will be rounded off to 2 decimal places.

3. THE PREFERENCE POINT SYSTEMS

- 3.1. Step 1: Calculation of points for price
 - 3.1.1. The PPPFA prescribes that the lowest acceptable bid will score 80 or 90 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.
 - 3.1.2. The formulae to be utilised in calculating points scored for price are as follows:

80/20 Preference point system [(for acquisition of services, works or goods up to a Rand value of R50million) (all applicable taxes included)]

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

- 3.1.3. Points scored will be rounded off to the nearest 2 decimal places.
- 3.2. Step 2: Calculation of points for B-BBEE status level of contributor
 - 3.2.1. Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 3.2.2. A bid will not be disqualified from the bidding process if the bidder does not submit a certificate or affidavit substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 20 points respectively for B-BBEE.

3.3 Calculation of total points scored for price and B-BBEE status level of contribution

3.3.1 The points scored for price will be added to the points scored for B-BBEE status level of contribution to obtain the bidder's total points scored out of 100.

No contract will be awarded to a person who has failed to submit an original Tax Clearance Certificate from the South African Revenue Service ("SARS") certifying that the taxes of that person to be in order or that suitable arrangements have been made with SARS.

Further to this please supply SARS compliance status PIN.

NB!!!! Please attach copies of the following documents. Failure to provide the following duly completed and up to date documents and certified where applicable will lead to automatic disqualification.

- Company registration documents
- Certified ID documents of directors/owners/members/shareholders – within 3 months of certification
- SARS pin on a SARS letterhead for Tax clearance verification
- Original or Certified Copy of BBBEE Status certificate/ Affidavit
- Past experience
- Company Profile (if applicable) and or Qualifications and Curriculum Vitae of relevant project staff (as applicable)
- Declarations
- Bid Briefing Attendance Certificate
- Reference Letters
- Joint Venture agreement (where applicable)
- National Treasury Central Suppliers Database registration report
- One original Bid Proposal and 3 exact copies thereof
- All required documents signed and complete (Joint Ventures need to have all parties sign all documents and provide documents listed here for all parties)
- Statement of account for all Municipal accounts

I certify that I have the appropriate authority to furnish the above-mentioned information and that the above information is correct at the time of completion.

Name:	Signature:
Designation:	Date:

TERMS OF REFERENCE

PROVISION OF OFFICE ACCOMODATION FOR A 36-MONTH PERIOD

1. BACKGROUND

South Coast Tourism & Investment Enterprise (RF) SOC (SCTIE) is a municipal entity, wholly controlled by Ugu District Municipality which was established through Council resolution of merging the two entities: Ugu South Coast Tourism (USCT) and Ugu South Coast Development Agency (USCDA). SCTIE is registered as a State-Owned Company and regulated in terms of the Municipal Finance Management Act (MFMA) 56 of 2003.

2. SCTIE MANDATE

South Coast Tourism & Investment Enterprise (SCTIE) is mandated to drive the economy of Ugu region through positioning it as a tourism and investment destination. As the official economic development arm, SCTIE proactively identify and unlock the full tourism, trade and investment potential of the region. This involves engaging with all the role players and stakeholders to attract tourists and assist investors looking to branch out into the district uncovered opportunities. The mission of the entity is to develop and promote an inclusive and sustainable economy that is beneficial to all citizens within Ugu district municipal areas.

3. REQUIREMENTS

3.1. GENERAL

South Coast Tourism & Investment Enterprise (SCTIE) seeks proposals from interested, suitably qualified and capable service providers for the provision of Office Accommodation for the entity for a period of 36 months.

The preferred location of the office accommodation should be within the area beginning from Margate, in the South, and up to Port Shepstone in the North.

The SCTIE's approved organizational structure currently is composed of 19 positions, and as such the required space should be able to accommodate that number, and take into consideration a boardroom, reception area, kitchen, store room and toilet facilities.

3.2. CONSTRUCTION AND APPEARANCE OF THE BUILDING

The design, construction and appearance of the building, including the internal and external finishes, shall be of a standard acceptable to the SCTIE, as well as to the general public that will be served in the offices. The building shall be fully accessible to handicapped persons, that should include ramps and lifts where applicable/required.

The building must comply with the National Building Regulations as proclaimed by the National Building Regulations and Building Standards Act as well as the Occupational Health and Safety Act of 1993 – A certificate must be submitted.

3.3. SECURITY

The security of a property occupied by the municipal entity is of paramount importance due to the information and records that must be kept safe, as well as for the safety of the individuals occupying the offices, or visiting the offices. Reachable windows, doors and other entrances must be protected by burglar guards where required. The ultimate goal is to ensure that the premises are sufficiently secured.

3.4. MATERIAL AND FINISHES

All walls and ceilings, whether painted or finished otherwise, shall be of a neutral colour, suitable for municipal entity business.

Walls to kitchens, stairs, entrance halls and toilets shall be washable and hardwearing and acceptable to the entity.

3.5. AIR-CONDITIONING

Air conditioning is a requirement and should be conducive for office work environment and ICT facilities.

3.6. FACILITIES FOR CLEANERS

A cleaner's room, of not less than 3m² shall be provided as a store room for cleaning equipment and material. It shall be provided with a sink and sufficient ventilation, preferably by means of an outside window.

3.7. STORE ROOM

A store room, of standard office size is required for the storage of marketing materials and other equipment that the entity may need to store.

3.8. FLOOR COVERING

Floor covering must be of an acceptable standard and quality, and where alternatives are available, this can be discussed with the entity and agreed upon.

3.9. ROOM AREAS AND PARTITIONING

Moveable partition walls, where required or applicable shall be used to divide the total floor area of the building into offices and other areas. The walls shall have a noise reduction factor per applicable standards. The factor has a bearing on complete wall sections, including glass and doorways if any.

As a guide, the minimum size of the offices should be as follows:

Office Designation	Minimum Size
Board Room	To accommodate 20 people
Chief Executive Officer	16-20m ²
Managers X3	8-16m ²
Other Offices X15	6-8m ²

Note: This is a guide based on the number of employees currently catered for in the organizational structure. The bid may propose open plan arrangement, subject to discussion with management. The total size of the office space is estimated to be at least a minimum of 400m²

A floor plan must be included in the bid.

The bidder shall be responsible for the installation of blinds.

3.10. FLOOR AND CEILING HEIGHTS

A clear floor to ceiling height or as a close as possible to 2.7m throughout shall be maintained in all general areas of the building. Conduits, water pipes and air ducts and other services shall not be visible underneath the ceiling in offices and public areas.

3.11. DOORS, LOCKS AND KEYS

All offices shall be provided with a door of a least 900mm wide and each fitted with a good quality lock with two keys fitting one lock only and which shall be handed over to the entity's representative upon occupation of the building. Two master keys, which can unlock the locks of all the offices shall be provided.

3.12. TOILET FACILITIES

Toilet facilities must be provided as follows:

Male – Two WC and one urinary (or as permitted by space), and one wash basin for every two WC's.

Female – Two WC and one wash basin for every two WC's

Handicapped Persons: Toilet facilities for handicapped persons have to be provided according to norms and standards.

3.13. TELEPHONES AND INTERNET CONNECTIVITY

Each office, board room, security control (if available), shall be fitted with a telephone and or fibre connection facility in accordance with the requirements of a telecommunications service provider/s.

The entity will source or continue to utilize the services of Service Providers already contracted to determine the number of telephone lines that are to serve the office building, but the owner of the building shall make provision for conduits, draw wires and cable trays.

Connection points for telephones and printers and other communications infrastructure will be discussed with the successful bidder prior occupation.

3.14. POWER POINTS

Offices and other rooms where electrical appliances can be used, shall be provided with socket outlets. The wiring and securing of electrical circuits shall be such that an electrical heater as well as computer equipment can be run from the socket outlets in each office.

Sufficient provision must be made for cabling and provision of additional power points, should a need arise, as well as red plugs that can be connected to a power back up system.

The building should be supplied with a stand-by generator or invertors and a stand-by water tank.

3.15. LIGHTING

Each office shall be provided with its own light switch in a suitable position near the door. The lighting must conform to applicable standards for offices. The lighting levels, if applicable will be measured at working plane.

3.16. INSPECTION

The entity considers it a condition of contract that in consultation with the lessor and with reasonable frequency during the process of refurbishment or readying the building for occupation, its inspector shall be given access to the building to ensure that the specified minimum standards are complied with. The inspector's approval of any part of the building does not exempt the owner from complying with any of the minimum standard requirements.

3.17. SIGNAGE

The lessor must provide signage indicating office numbers, fire escapes, fire hoses/cylinders, as well as toilets and disabled routes/facilities.

3.18. PEOPLE WITH DISABILITIES

The entity makes it a condition that the building must be sensitive to the people living with disabilities, giving them ease of access and usage and this must be in compliance with National Building Regulations.

3.19. OTHER GENERAL MATTERS

- a) Emergency exits and fire-fighting equipment must be provided according to the National Building Regulations.
- b) Parking spaces must be available in the premises
- c) This office accommodation is needed **from July 01, 2023**, and as such it should be ready for occupation at that time.

4. Functionality Score – Criteria

4.1 This tender is based on functionality, price and preference. Therefore, bidders must ensure all evidence is supplied.

4.2 All bids will be scored according to the following functionality criteria, any bids received scoring below 70% will be invalid and not considered further.

4.3 All evidence submitted must be in hardcopy. No electronic files will be accepted for review.

4.4 The evaluation panel will evaluate proposals according to the supply chain policy however, SCTIE is insistent that the successful appointee meets the following in that they **MUST** have provable experience and supply evidence in:

Competence	Key Aspects	Weight	Points
1. Ownership			
1.1 Proof of Ownership	Provide copy of the title deed of the building or other proof of ownership. Also attach the current municipal rates and taxes billing/statements for the offered building.	20	20
	An agent/entity of the landlord must provide a relationship agreement with detailed responsibilities that the owner of the building has granted. Bidder must submit a confirmation letter in the company's letterhead. Letter must be signed by delegated authority as per company's resolution. Also attach the current municipal rates and taxes billing/statements for the offered building.		
	No Information or insufficient information	0	
2. Building Compliance			
The SCTIE will look at the most appropriate property aligned to its operation, compatible with its infrastructure requirements and feedback from reference checks. These will include site visits of properties and presentation by the landlords where necessary. The building will be evaluated on the following criteria:			
2.1 Building Location	The office accommodation offered must be within the specified jurisdiction, i.e., area extending from Margate to Port Shepstone	10	30
	The office accommodation offered must be within reasonable walking distance from public transportation route	10	
	The office accommodation offered must be accessible to people living with disabilities - (Ramps, lifts if the offices are not on the ground floor, as well as signage	10	
2.2 Building Requirements	Office building with: a) air-conditioners, b) electrical plugs per office, c) minimum ablution facilities as per space norm, d) fire escape routes/emergency exits.	10	10
	Office building with: a) electrical plugs per office, b) minimum ablution facilities as per space norm, c) fire escape routes/emergency exits.	5	
	No Information or insufficient information	0	
2.3 Parking Space	A building with: a) minimum 15 required parking bays, b) secured and lockable parking for SCTIE's vehicles (2 light vehicles). c) additional free open parking bays for SCTIE's employees, visitors and clients.	10	10

Competence	Key Aspects	Weight	Points
	A building with: a) less than minimum 15 required parking bays, b) No secured and lockable parking for SCTIE's vehicles (2 light vehicles). c) Limited additional free open parking bays for SCTIE's employees, visitors and clients.	5	
	No Information or insufficient information	0	
2.4 Building Documentation	Approved Building Plan	2.5	15
	Completion Certificate and Occupancy Certificate	2.5	
	Fire Protection and Evacuation Plan	2.5	
	Electrical Compliance Certificate	2.5	
	Pests Control Certificate	2.5	
	Maintenance Plan	2.5	
3. Building Conditions and availability			
	a) The premises must be within a safe and secure office environment, as deemed acceptable by the SCTIE in its sole and absolute discretion, which <i>interalia</i> means that the property and the buildings (including the office offered to the SCTIE) comprising the bidder's proposal and that of neighbouring properties must have acceptable look, promote SCTIE's image and its business objectives.	15	15
	b). The premises must be made available for occupation by the 01 July 2023 .		
Total Points for functionality			100
Only bids that score 70 points or more will be evaluated further			

5. Mandatory Requirements:

If a bidder does not comply fully with each of the mandatory requirements, it shall be regarded as mandatory non-compliance and the bid SHALL be disqualified. No "unanswered" questions will be allowed. If a response to a question has been indicated as complied to but not elaborated upon or substantiated, the bidder will receive less points for that particular requirement. Any bidder who scores less than 70% on functionality will be automatically disqualified.

6. Questionnaire Relating to the Building

If the required information regarding each item cannot be completed in the space allowed, additional information may be supplied on a separate sheet with distinct reference to the particular questionnaire number

A. DETAIL OF THE PROPERTY OR ACCOMODATION PRESENTED

1. PHYSICAL ADDRESS _____

2. STAND NUMBER _____

3. NAME OF THE BUILDING _____

4. SHORT DISCRPTION OF IMPROVEMENTS _____

5. FINISHES OF ACCOMODATION

FLOORS _____

WALLS _____

CEILINGS _____

6. GROSS FLOOR AREA FOR PREMISES _____

7. NETT AREA AVAILABLE FOR OFFICE AND RELATED FACILITIES _____

8. AIR CONDITIONING: TYPE _____

9. RENTABLE OFFICE AREA (Monthly Rate)

Offices: R _____ /m ² VAT _____ /m ² Total R _____ m ²
Stores: R _____ /m ² VAT _____ /m ² Total R _____ m ²
Other: R _____ /m ² VAT _____ /m ² Total R _____ m ²

10. AVAILABLE PARKING

Garage : _____ (Quantity) _____ (Area)
Covered/Shaded: _____ (Quantity) _____ (Area)
Open : _____ (Quantity) _____ (Area)
Other : _____ (Quantity) _____ (Area)

Initials: _____

11. LETTABLE PARKING (Monthly Rate)

Garage	: R_____	/m ² VAT_____	/m ² Total R_____	m ²
Covered:	R_____	/m ² VAT_____	/m ² Total R_____	m ²
Open	: R_____	/m ² VAT_____	/m ² Total R_____	m ²
Other	: R_____	/m ² VAT_____	/m ² Total R_____	m ²

12. TOTAL RENT PER MONTH

TOTAL FOR:	AMOUNT	VAT	TOTAL
OFFICES			
PARKING			
GRAND TOTAL			

13. RENT ADJUSTMENT (Escalation per annum, not exceeding CPI) _____

14. RESPONSIBILITIES (Indicate where applicable)

Indicate, where applicable, the party that will be responsible for the payment of maintenance, repairs and other expenses.

	SCTIE	LESSOR	ESTIMATED COST PER MONTH (Must be indicated)
1. Water Consumption			
2. Electricity Consumption			
3. Sanitary Services			
4. Refuse Removal			
5. Cleaning Services			
6. Toilet paper, soap towels, etc.			
7. Overheads			
8. Maintenance a. Internal: Overall			

b. Internal: Normal Wear and Tear			
c. External:			
d. Garden:			
9. Air Conditioning Maintenance			
10. Escalator Maintenance			
11. Security System Maintenance			
12. Floor finishes: Normal wear and tear			
13. Assessment Rates			
14. SASRIA Insurance			
15. Fire Extinguishing Equipment			
16. Other conditions not listed			

DATE

SIGNATURE BY BIDDER

7. Evaluation

The bid will be subject to the 80/20 preference points principal, 80 points for price and 20 points for empowerment / social economic goals, subject to having successfully achieved the 70% functionality criteria.

Factor	Points
Price Points	80
Preference points for BBEE	20
Total	100

Initials: _____

8. Contract Period

The contract shall be for a period not exceeding thirty-six (36) months from the date of appointment.

9. Briefing Session

9.1 A compulsory briefing session will be held on **Thursday, December 15, 2022, at 10H00**, at SCTIE Offices at 16 Bisset Street, Port Shepstone, 4240.

9.2 All questions relating to the bid must be e-mailed to: Thembalihle Ncane on lihle@sctie.co.za - No telephonic communications will be allowed.

9.3 The cut-off date for questions will be the **22 December 2022 at 10h00** – whereafter no further communication will be entered into.

10. TERMINATION OF SERVICE

The stipulations of the Supply Chain Management Policies and Procedures and General Conditions of contract apply in particular to cases of any failure with any of the conditions of contract, or where an unsatisfactory service is rendered. The contract is **NOT** automatically renewable.

NOTE: Any amendment(s) or waiving from the stipulations of this contract must occur in writing by mutual consent with parties.

11. MINIMUM SPECIFICATIONS

These specifications are only minimum specifications. Any shortcomings in the specifications should be pointed out in the quote/bid and provided for in the price. Any additional costs incurred by the service provider because of shortcomings in the quote specifications will be for the service provider's own account.

12. COMPLIANCE

Where necessary the service provider must attach explanatory information reference to a paragraph number. The service provider must fully describe how the required functionality will be achieved. Failure to provide sufficient information may disqualify the service provider. Any condition imposed by the service provider that is restrictive or contrary to any part of this tender will automatically disqualify the service provider.

13. BID PRICE

Please give all the prices, itemized as far as possible, and indicating prices including Value Added Tax (VAT).

14. BID FORMAT

1 (one) original bid and 3 exact copies must be submitted in the following format: -

- must be **SIGNED IN BLACK INK** by an authorized employee, agent or representative of the Bidder and all pages of the Bid must be initialled
- Bid response and supporting documents must be neatly bound in one file.

- The written delegation of authority to sign all documents must form part of the Bid.
- All documents as required MUST be included in the bid in order for the bid to be considered.

South Coast Tourism & Investment Enterprise (SOC) RF reserves the right to investigate and verify all the information supplied by the bidder.

15. MEETINGS

The successful service provider must make themselves available for regular progress or update meetings with the SCTIE management.

16. OWNERSHIP

All documents, materials, data, assets and information in whatever format (whether hard copy, digital, video or otherwise) produced as part of the successful bid during the contract period will be the property and copyright of South Coast Tourism & Investment Enterprise and will be handed over within the stipulated time should a new supplier be appointed.

17. CRITERIA FOR AWARDING CONTRACT

- **Contracting**

Acceptance of the successful bidder's Proposal is subject to entering a formal written and signed Service Level Agreement with South Coast Tourism & Investment Enterprise, which Agreement will contain the terms of the contract between the parties.

- **Methodology**

Bidders are required to describe in detail the methodology to be employed, which is required to illustrate what approach will be taken and why this approach is believed to be the best suited to achieve the project objectives.

18. DOMICILIUM

The parties hereby choose as their domicilium citandi et executandi for the service of notices and legal document the following street addresses:

Bidder:

.....
.....
.....

Tel Number: -

South Coast Tourism & Investment Enterprise

The Chief Executive Officer
16 Bisset Street
Port Shepstone
4240

19. CONTACT DETAILS

The following person may be contacted for more information, in writing only: -

Ms T Ncane
E-mail : Lihle@sctie.co.za
Tel: 039 682 7944

I/We hereby declare that all the information supplied is true and exact.

SIGNATURE of Bidder

WITNESS SIGNATURE

Name & Designation

Witness Name & Designation

Date: _____

Date: _____

If it is found that any of the above-mentioned information provided is false, the Company reserves the right to terminate this contract with immediate effect. The Company may VET the successful bidder.

Initials: _____

TAX CLEARANCE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South Africa Revenue Services (SARS) to meet the bidder's tax obligation.

- 1 In order to meet the requirements bidders are required to complete in full the attached TCC1 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance PIN that will be valid for a period of 1 (one) year from date of approval / issue.
- 3 The official Tax Clearance PIN must be submitted together with the bid. Failure to submit the official and valid Tax PIN will result in the invalidation of the bid.
- 4 In the bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Application for a "Tax Clearance PIN" forms are available from any SARS branch office nationally or on the website www.sars.gov/za
- 6 Applications for the Tax Clearance PIN may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
- 7 Provide Tax compliance Status PIN, issued by SARS for Tax Compliance Verification

DECLARATION OF INTEREST

(In case of Joint Ventures, separate form must be completed by each partner of the Joint Venture)
(Please circle the applicable answer)

1. No bid will be accepted from persons in the service of the state.

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 and/or take an oath declaring his/her interest.

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

2.1 Full Name: _____

2.2 Identity Number: _____

2.3 Company Registration Number: _____

2.4 Tax Reference Number: _____

2.5 VAT Registration Number: _____

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

2.6.1 If so, furnish particulars.

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

2.7.1 If so, furnish particulars.

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

2.8.1 If so, furnish particulars.

SCM 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.

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

3.9.1 If so, furnish particulars

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

3.10.1 If so, furnish particulars.

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

3.11.1 If so, furnish particulars.

CERTIFICATION

I, _____ **THE UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.**

ACCEPT THAT THE COUNCIL MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

SIGNATURE

DATE

NAME OF BIDDER

POSITION

Initials: _____

DECLARATION FOR PROCUREMENT

*** Delete if not applicable**

For all procurement bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing? ***YES / NO**

1.1 If yes, submit audited annual financial statements for the last financial year

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

***YES / NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....
.....
.....
.....

3. Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

***YES / NO**

3.1 If yes, furnish particulars

.....
.....
.....
.....

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality/municipal entity is expected to be transferred out of the Republic?

***YES / NO**

4.1 If yes, furnish particulars

.....
.....
.....

Initials: _____

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

.....
Name of Bidder

.....
Position

Initials: _____

CONTRACT FORM – PAST EXPERIENCE WITH UGU SOUTH COAST TOURISM/UGU SOUTH COAST DEVELOPMENT AGENCY

Bidders must furnish hereunder details of similar works / service, which they have satisfactorily completed in the past. The information shall include a description of the works, the contract value and the name of the employer.

PROJECT NAME	VALUE OF WORK	CONTRACT START DATE	ANTICIPATED / ACTUAL COMPLETION DATE

DATE

SIGNATURE OF BIDDER

Initials: _____

BID DECLARATION FORM**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPF ACT) POINTS ENTITLEMENT**

1. Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

2. A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 10 or 20 points respectively for B-BBEE.

3. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

- P_s = Points scored for price of bid under consideration
 P_t = Rand value of bid under consideration
 P_{\min} = Rand value of lowest acceptable bid

4. DECLARATION OF BIDDER

4.1 Name of firm :.....

4.2 VAT registration number :.....

4.3 Company registration number :.....

4.4 TYPE OF FIRM

- Partnership
- One person business/sole trader
- Close corporation
- Company (Pty) Ltd
- Other : Please specify

[TICK APPLICABLE BOX]

4.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

4.6 MUNICIPAL INFORMATION

Municipality where business is situated :.....

Registered Account No. :

Stand No. :

4.7 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS?

4.8 List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant.

Name	Date/Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained

Initials: _____

5.0 Consortium / Joint Venture

In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of the HDI member:

Name of HDI member (to be consistent with paragraph 4.8)	Percentage (%) of the contract value managed or executed by the HDI member

6. I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in paragraph 4.8 of the foregoing certificate, qualifies the firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The Equity ownership claimed is in accordance with the General Conditions as indicated.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 8, the contractor may be required to furnish documentary proof to the satisfaction of the Council that the claims are correct.
- (iv) If the claims are found to be incorrect, the Council may, in addition to any other remedy it may have:-
 - (a) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct; and
 - (b) 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;

SIGNATURE (S) OF BIDDER (S)

WITNESS:

NAME & SIGNATURE OF WITNESS

Initials: _____

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of Bidder’s past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES Name & Signature

Initials: _____

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as accept your bid under reference number datedfor the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESS

.....
Name & Signature

Initials: _____

FORM OF OFFER AND ACCEPTANCE

A. OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

THE PROVISION OF OFFICE ACCOMODATION FOR A 36-MONTH PERIOD

Contract Number: SCTIE 2023/02

The Tenderer, identified in the Offer Signature block below, has examined the documents listed in the Specifications and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

The offered total of the prices inclusive of Value Added Tax is: R
(In words.....),

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature: *(of person authorized to sign the tender)*:.....

Name: (of signatory in capitals):.....

Capacity: (of Signatory):.....

Name of Bidder: *(organisation)*:.....

Address:

Telephone number: **Email:**

Witness:

Signature:

Name: (in capitals):.....

Date:.....

[Failure of a Tenderer to sign this form will invalidate the tender]

Initials: _____

B. ACCEPTANCE

By signing this part of the Form of Offer and Acceptance, the Employer identified below accepts the Tenderer’s Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer’s Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in

- Part 1 Agreement, and Specifications (Agreement to be finalised after award)
- Part 2 Pricing Schedule

and the schedules, forms and documents or parts thereof, which may be incorporated by reference into Parts 1 to 2 above.

Deviations from and amendments to the documents listed in the Specifications and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representatives of both parties.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

Signature:.....

Name: *(in capitals)*.....

Capacity:

Name of Employer *(organisation)*.....

Address:

Witness:

Signature:.....

Name: *(in capitals)*.....

Date :.....

Initials: _____

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipalities / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 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.**

Initials: _____

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

	Question	Yes	No
4.4	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	<p>Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

Initials: _____

CERTIFICATION

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

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

.....
Name of Bidder

.....
Position in Organisation

.....
Signature

.....
Date

Initials: _____

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____ (Bid Number and Description)

in response to the invitation for the bid made by:

_____ (Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without Consultation, Communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

Initials: _____

- (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.
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.

NAME OF BIDDER

SIGNATURE

POSITION

DATE

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

Initials: _____

CERTIFIED CK DOCUMENTS AND ID DOCUMENTS OF OWNER/S
[Failure of a Tenderer to submit this will invalidate the tender]

Initials: _____

SARS TAX PIN ON SARS LETTERHEAD FOR TAX COMPLIANCE

[Failure of a Bidder to submit this will invalidate the tender]

Initials: _____

TENDER BRIEFING CERTIFICATE

[Failure of a Bidder to submit this will invalidate the tender]

Initials: _____

CONFIRMATION OF REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIERS DATABASE

Registration number and Unique code must be supplied.

Registration can be done via www.csd.gov.za

[Failure of a Bidder to submit this will invalidate the tender]

JOINT VENTURE AGREEMENT

(Where applicable)

[Failure of a Bidder to submit this will invalidate the tender, if applicable]

Initials: _____

REFERENCE LETTERS RELATED TO FUNCTIONALITY SPECIFICATIONS

Initials: _____

VALID BBBEE CERTIFICATE

ORIGINAL CERTIFICATE/ ORIGINAL CERTIFIED COPY OF THE CERTIFICATE/ ORIGINAL AFFIDAVIT

[Bidder that fails to submit this will NOT be awarded BBBEE points]