

.....TOTAL AMOUNT

.....NAME OF BIDDER

BID NUMBER: VDM/FIN/01/02/2023/01

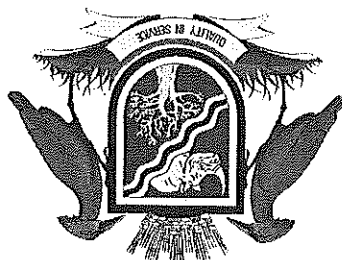
PROVISION OF AN AUCTION SERVICES FOR THE PERIOD
OF 36 MONTHS

FINANCE DEPARTMENT

TEL: (015) 960 2000
FAX: (015) 960 1017

VHEMBE DISTRICT MUNICIPALITY
P/BAG X5006
THOHYANDOU
0950

TERMS OF REFERENCES





VHEMBE District Municipality

Private Bag X6006 • Tlohozyandou • 0950 • Tel: 015 960 2000

REQUEST FOR TENDERS/PROPOSALS

BID NUMBER	DESCRIPTION	CIDB GRADING	TECHNICAL ENQUIRIES
VDM/FIN/01/02/2024/01	Provision of an auction services for the period of 36 months	None	Chief Financial Officer Ms Thangayhwele M at 015 960 2000.
VDM/TECH/01/02/2024/01	Purchase, Delivery, Installation of 110 bulk meters with valves, 148 outlet ballvalves and commissioning to reservoirs, water treatment works and bulk boreholes (Re-advert)	4CE or higher	General Manager: Technical Services Mr Malleleke W at 015 960 2000
BID FEE R1898.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website COMPULSARY BRIEFING SESSION: 12 th March 2024 at 10h00 at the entrance of Vhembe District Municipality			DOCS AVAILABLE 04 March 2024 CLOSING DATE 12 April 2024 at 12H00

Complete Tender document sealed in an envelope marked the above mentioned bids, Must be deposited in the bid box, next to the entrance of Vhembe District Municipality Offices, next to Khoroni Hotel (Former Venda Truck Hotel) wherein the bids will be opened in public.

The following documents are required and shall form part of the bid: CSD summary report, Tax clearance compliance status letter or tax clearance compliance number, Company Registration Certificate, Proof of Purchased tender document receipt (for only purchased tender documents), Bidders Certified copy of ID Document and Proof that the bidder municipal business account or any of the directors municipal account is not in arrears (N.B. Municipal Clearance not older than three months) or NB: Letter from Traditional authority indicating that they are not paying Municipal rates and taxes.

Late bid, telegraphic, e-mails or telex transmission documents will not be accepted. Vhembe District Municipality reserves the right to accept a tender as a whole or in part and does not bind itself to accept the lowest or any tender.

NB: All service providers/bidders are requested to pre-number and initial their documents before submission
No bid will be accepted from person in the service of the state.

Administrative enquiries can be directed to Supply Chain Practitioners of Vhembe District Municipality at telephone number (015) 960 2075/2093/2107/2163 & 2168.

MR. KUTAMA ZIN (MUNICIPAL MANAGER) VHEMBE DISTRICT MUNICIPALITY

SPECIFICATION FOR AUCTIONEERING SERVICES ON MUNICIPAL ASSETS FOR THE PERIOD OF THREE (3) YEARS

Vhembe District Municipality is looking for a suitable service provider to conduct the auction on behalf of the Municipality for a period of three years.

The purpose of this document is to request proposals from suitably service provider to render the type of auctioneering service as stipulated above.

1. The appointed service provider shall be responsible for the total administration of the auction including the following

- Making the necessary security arrangements on the day of the auction
- The recruitment and registration of buyers before auction
- Draft notifications of auctions to the public, which shall be placed in various newspapers by the auctioneer.
- Determine the fair value of assets in consultation with the Assets Management Unit
- The total administration before and during the auction, until the completion of the transfer of assets is concluded
- Collection of items from the different locations to a central point of auction
- The awarding of lot numbers and packaging of the items in their lots
- Reconciliation of sold and unsold items
- The receipt of all the income generated at the end of the auction
- Handling of public enquiries regarding the auctions
- Co-ordinating logistics regarding auctions
- The municipality reserve the right to combine or divide any lots before or during the auction
- The municipality reserve the right to decline any offer and to withdraw any offer from the auction at any given time.
- Tenderers must take note to tender only percentage of the total turnover of the auction
- Price must include advertisement and transport cost

➤ Deposit all monies obtained during the auction, into the Municipality's primary bank account

The following is a class of municipal assets to be auction

- Office Furniture
- Computer Equipment
- Transport Assets
- Machinery and Equipment
- And other items that may need to be auctioned

NB: The percentage rates charge should clearly be indicated on the pricing schedule and bid document.

PRICING SCHEDULES

PERCENTAGE	DESCRIPTION
	Percentage sellers commission fee on the proceeds %



VHEMBE DISTRICT MUNICIPALITY

Evaluation: Provision of an auction services for the period of 36 months (VDM/FIN/01/02/2023/01)

1. Company's Experience & References

No.	Target goals	Weighting	Score
1.	Name reference with contact details (Experience of the company for conducting the auctioning services, attach appointment letter and completion certificate/confirmation letter)	10	
2.		10	
3.		10	
4.		10	
5.		10	
	SUBTOTAL: Experience & References	50	

Note: Please attach appointment letters and signed completion certificate/confirmation letter issued by the client as proof for having completed such project.

For completion certificate, only signed completion certificate by the client (implementing agent/institution)

If the service provider is sub contracted the main contractor's appointment letter and completion certificate should be attached, together with the appointment letter of the subcontractor and completion certificate of the work done by the subcontractor

2. Professional Body

No.	Target goals	Weighting	Score
1.	Team Leader must be registered with the South African Institute of Auctioneers (Certificate of the professional body must be attached)	10	
2.	Project Manager must be registered with the South African Institute of Auctioneers(Certificate of the professional body must be attached)	10	
	SUBTOTAL: Representative Qualification	20	

Note: Project organogram of the project team should be attached. Curriculum vitae with certified copies of qualifications and contact details should be attached to the tender document for verification by the clients.

NB foreign qualifications certified copies from SAQA must also be attached.

3. Financial Reference

30 points		<p>An undertaking by financial institution to provide a revolving credit to the bidder in the event a bidder is awarded a contract or proof of overdraft facility in the name of business or alternatively proof of company capability to self-fund (proof from the bank) to the value indicated below. (statement from the bank or letter should be within 3 months)</p> <p>R2 000 001.00 To above 30 R1 000 001.00 To R1 500 000 20 R500 000.00 To R1 000 000 10</p>
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4. Summary of table 1-5

No.	Summary of tables	Weighting	Score
1.	Experience & References	50	
2.	Professional Body	20	
3.	Financial references	30	
	Sub-Total	100	
	PRICE	80	
	Specific Goals	20	
	HDI-CSD	10	
	Locality	04	
	<p>-04 points within the district -02 points within Limpopo province -01 point within south Africa) CSD report will be used to verify the locality of the bidder</p>	02	
	Youth-ID or CSD	02	
	Women-ID or CSD	02	

	Disability(attach proof from the	02	doctor-medical certificate)
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NB: Functionality will be scored out of 100 and Bidders who do not reach the 70% threshold will not be evaluated further.

INVITATION TO BID

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

BID NUMBER: CLOSING DATE: CLOSING TIME:

DESCRIPTION:

The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).

BID DOCUMENTS MAY BE POSTED TO:

.....
.....

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

.....
.....

Bidders should ensure that bids are delivered timely to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

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

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 4 of the Local Government Municipal Supply Chain Management Regulations)

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER

NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER

CODE

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

YES/NO

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED? (MBD 2)

YES/NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1)

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

-
-
-

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
 A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)
 A REGISTERED AUDITOR
 (Tick applicable box)

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

ARE YOU THE ACCREDITED REPRESENTATIVE
 IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?

YES/NO
 (IF YES ENCLOSE PROOF)

BIDDER

OF

SIGNATURE

DATE

SIGNED

UNDER

WHICH

THIS

BID

IS

CAPACITY

TOTAL BID PRICE

TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Municipality / Municipal Entity:

Department:

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person:
Tel:
Fax:

Contact Person:
Tel:
Fax:

PRICING SCHEDULE - FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Terms of Order Bid Number Closing Date Closing Time
--

OFFER TO BE VALID FOR DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY	(average)
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** (ALL APPLICABLE TAXES INCLUDED)

Required by:

At:

Brand and Model:

Country of Origin:

Does the offer comply with the specification(s)? *YES/NO

If not to specification, indicate deviation(s)

Period required for delivery:

*Delivery: Firm/Not firm

Delivery basis:

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

PRICING SCHEDULE - NON-FIRM PRICES (PURCHASES)

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....
Bid number.....
Closing Date
Closing Time

OFFER TO BE VALID FOR..... DAYS FROM THE CLOSING DATE OF BID.....

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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Required by:

At:

Brand and model

Country of origin

Does the offer comply with the specification(s)?

If not to specification, indicate deviation(s)

Period required for delivery

Delivery:

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

*Firm/Not firm

*YES/NO

PRICE ADJUSTMENTS

NON-FIRM PRICES SUBJECT TO ESCALATION

IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$P_a = (1-V)P_i \left(D1 \frac{R_{10}}{R_{11}} + D2 \frac{R_{20}}{R_{21}} + D3 \frac{R_{30}}{R_{31}} + D4 \frac{R_{40}}{R_{41}} \right) + VP_i$$

Where:

- = P_a The new escalated price to be calculated.
- = $(1-V)P_i$ 85% of the original bid price. Note that P_i must always be the original bid price and not an escalated price.
- = $D1, D2, \dots$ Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors $D1, D2, \dots$ etc. must add up to 100%.
- = R_{11}, R_{21}, \dots Index figure obtained from new index (depends on the number of factors used).
- = R_{10}, R_{20}, \dots Index figure at time of bidding.
- = VP_i 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

The following index/indices must be used to calculate your bid price:

- Index..... Dated.....
- Index..... Dated.....
- Index..... Dated.....
- Index..... Dated.....

FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

AMOUNT OF FOREIGN CURRENCY REMITTED ABROAD	PORTION OF PRICE SUBJECT TO RATE	RATE	CURRENCY	PRICE	ITEM NO	PARTICULARS OF FINANCIAL INSTITUTION
		ZAR=				
		ZAR=				
		ZAR=				
		ZAR=				
		ZAR=				
		ZAR=				

Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder. (Proof from bank required)

DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:

2.

1.

B

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:

3.2 Identify Number:

3.3 Position occupied in the Company (director, trustee, shareholder?):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identify numbers and state employee numbers must be indicated in paragraph 4 below.

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

3.8.1 If yes, furnish particulars.

¹MSCM 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 or provincial public entity; or

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

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.

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

3.10.1 If yes, furnish particulars.

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

3.11.1 If yes, furnish particulars.

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

3.12.1 If yes, furnish particulars.

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

3.13.1 If yes, furnish particulars.

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

3.14.1 If yes, furnish particulars.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

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** *(delete whichever is not applicable for this tender).*

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
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean

that preference points for specific goals are not claimed.

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

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 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left(1 - \frac{P_{min}}{P_{t-P_{min}}} \right) \text{ OR } Ps = 90 \left(1 - \frac{P_{min}}{P_{t-P_{min}}} \right)$$

80/20 or 90/10

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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 tenders: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3 Name of company/firm.....
- 4.4 Company registration number:.....
- 4.5 TYPE OF COMPANY/ FIRM
- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Public Company
 - Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

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

SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME: DATE: ADDRESS:	

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

MBD 6.2

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

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

1. General Conditions

1.1. Preferential Procurement Regulations, 2011-(Regulation 9.(1) and 9.(3) make provision for the promotion of local production and content.

1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

1.3. Regulation 9.(3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.

1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

1.5. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

1.6. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:201x as follows:

$$LC = 1 - \left[\frac{x}{y} \right] \times 100$$

Where

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

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

1.7. A bid will be disqualified if:

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

2. Definitions

- 2.1. "bid" includes advertised competitive bids, written price quotations or proposals;
- 2.2. "bid price" price offered by the bidder, excluding value added tax (VAT);
- 2.3. "contract" means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. "designated sector" means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

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

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

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

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

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

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

MINIMUM THRESHOLD FOR THE LOCAL CONTENT	Stipulated minimum threshold	Description of services, works or goods
100%		Corporate desk with conference end and boardroom table made of Mahogany Veneer inclusive of chairs and with the following specifications

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

IN RESPECT OF BID No. ISSUED BY: (Procurement Authority / Municipality / Municipal Entity):

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

I, the undersigned, (full names),

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

The relevant rates of exchange information is accessible on www.reservebank.co.za.

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

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

2500mm x 1200mm Desk with conference end	100%
1200mm x 600mm L-extension from Desk to rear Table	100%
2000mm x 600mm Rear Table	100%
4x Drawer Pedestal with no top	100%
2400mm x 1200 Boardroom Table	100%
Swivel and Tilt Mechanism Managing Director Hing Back Chair with combo of bonded leather on the front and PVC on the back and armrests	100%
Swivel and Tilt Mechanism black powder coated sleigh base Managing Director Visitors High Back chair with combo of bonded leather on the front and PVC on the back and armrests	100%

do hereby declare, in my capacity as(name of bidder of entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.

(c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:

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

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

(d) I accept that the Procurement Authority / Municipality / Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data or data that are not verifiable as described in SATS 1286, may result in the Procurement Authority / Municipality / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____ DATE: _____

WITNESS No. 1 _____ DATE: _____

WITNESS No. 2 _____ DATE: _____

CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) at the price/s quoted. My offers remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

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);
 - Technical Specification(s);
 - 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;
 - General Conditions of Contract; and
 - Other (specify) _____
- (ii) _____
- (iii) _____

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 goods and/or works 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 fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment 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	
1	DATE:
2	DATE:

DATE:
2
1
WITNESSES

DATE

NAME OF FIRM

SIGNATURE

CAPACITY

NAME (PRINT)

6. I confirm that I am duly authorized to sign 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.
4. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
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) will be at my own risk.

- (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;
 - General Conditions of Contract; and
 - Other (specify)
- (ii)
- (iii)

2. The following documents shall be deemed to form and be read and construed as part of this agreement and calculated from the closing date of the bid.

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) at the prices quoted. My offers / proposals specified in Bid Number in accordance with the requirements and task directives / 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.

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

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.

CONTRACT FORM - RENDERING OF SERVICES

CONTRACT FORM - RENDERING OF SERVICES
PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I, in my capacity as....., dated..... for 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.

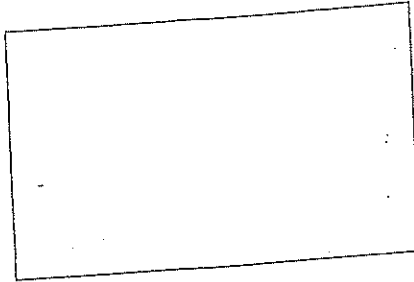
DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT ON

NAME (PRINT)
SIGNATURE

OFFICIAL STAMP



WITNESSES

1
2
DATE:

DATE
2.
1.
WITNESSES	

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

1. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) cover all my obligations and I accept that any mistakes regarding price(s) and calculations will be at my own risk.
2. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
3. I undertake to make payment for the goods/works as specified in the bidding documents.
4. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
5. I confirm that I am duly authorized to sign this contract.

- (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Declaration of Bidder's past SCM practices;
 - Special Conditions of Contract;
 - General Conditions of Contract; and
 - Other (specify)
- (ii)
- (iii)

1. I hereby undertake to purchase all or any of the goods and/or works described in the attached bidding documents from (name of institution)..... at the price/s quoted. My offer's remain binding upon me and open for acceptance by the seller during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

CONTRACT FORM - SALE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

CONTRACT FORM - PURCHASE OF GOODS/WORKS
PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. In my capacity as dated for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery/ instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTRIBUTION (if applicable)

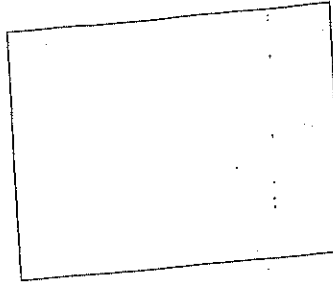
4. I confirm that I am duly authorized to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP



WITNESSES	DATE
1.
2.

CONTRACT FORM - SALE OF GOODS/WORKS
PART 2 (TO BE FILLED IN BY THE SELLER)

1. I, _____, in my capacity as _____, dated _____, for the purchase of goods/works indicated hereunder and/or further specified in the annexure(s).
2. I undertake to make the goods/works available in accordance with the terms and conditions of the contract.

ITEM NO.	DESCRIPTION	PRICE (ALL APPLICABLE TAXES INCLUDED)			

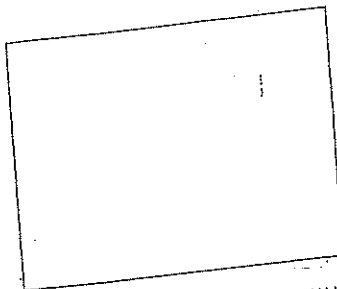
4. I confirm that I am duly authorized to sign this contract.

SIGNED AT _____ ON _____

NAME (PRINT) _____

SIGNATURE _____

OFFICIAL STAMP



WITNESSES	1.	DATE
	2.	

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Municipal Bidding Document must form part of all bids invited.
 2 If serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
- a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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

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