



BID NO: COM92/2024

**APPOINTMENT OF A SERVICE PROVIDER FOR
SUPPLY, DELIVER, OFF-LOADING AND
UNPACKING ONTO SHELVES OF PROTECTIVE
CLOTHING FOR COM FOR A PERIOD OF 3
YEARS ON AN AD-HOC BASIS**

CLOSING DATE: 6 DECEMBER 2024

NAME OF BIDDER: _____

BID PRICE: _____



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**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF MBOMBELA

BID NUMBER:	COM92/2024	CLOSING DATE:	6 DECEMBER 2024	CLOSING TIME:	11:00
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DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, DELIVER, OFF-LOADING AND UNPACKING ONTO SHELVES OF PROTECTIVE CLOTHING FOR COM FOR A PERIOD OF 3 YEARS ON AN AD-HOC BASIS
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THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MUST BE SUBMITTED IN THE BID BOX LOCATED @ 1 NEL STREET, MBOMBELA CIVIC CENTRE, NEAR THE MAIN ENTRANCE

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
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SIGNATURE OF BIDDER	DATE	
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CAPACITY UNDER WHICH THIS BID IS SIGNED	
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BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:	TECHNICAL INFORMATION MAY BE DIRECTED TO:
Financial Management Supply Chain Management Christopher Nkambule Tel No: (013) 759 2358	Financial Management Logistics Management Baldwin Shongwe Tel No: (013) 759 6051

**PART B
TERMS AND CONDITIONS FOR BIDDING**

• BID SUBMISSION:
<p>1.1. BIDS MUST BE SUBMITTED AS PER INSTRUCTIONS ON THE INVITATION TO TENDER. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
• TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
• QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



BID NO: COM92/2024
CLOSING DATE: 6 DECEMBER 2024

APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, DELIVER, OFF-LOADING AND UNPACKING ONTO SHELVES OF PROTECTIVE CLOTHING FOR CoM FOR A PERIOD OF 3 YEARS ON AN AD-HOC BASIS

Bids are hereby invited from competent and experienced suppliers / manufacturers for supply, delivery, off-loading and unpacking onto shelves of protective clothing for City of Mbombela for a period of 3 years on an ad-hoc basis.

It is compulsory that service providers download a copy of the bid document that will ONLY be available as from 4 November 2024 on the National e-Tender Portal: www.etenders.gov.za, free of charge.

Duly completed bid documents and supporting documents which are TAX COMPLIANCE STATUS, ORIGINAL CERTIFIED COPY OF B-BBEE CERTIFICATE/ SWORN AFFIDAVIT, CURRENT MUNICIPAL RATES AND TAXES STATEMENT FROM RELEVANT LOCAL AUTHORITY OR PROOF OF RESIDENCE FROM TRIBAL AUTHORITY OR LEASE AGREEMENT WITH UP-TO-DATE MUNICIPAL RATES AND TAXES STATEMENT FROM A RELEVANT LOCAL AUTHORITY AND CSD REGISTRATION FULL REPORT (SUMMARY REPORT WILL NOT BE CONSIDERED), together with the bid document must be sealed in an envelope clearly marked: **“BID NO.: COM92/2024 APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, DELIVER, OFF-LOADING AND UNPACKING ONTO SHELVES OF PROTECTIVE CLOTHING FOR CoM FOR A PERIOD OF 3 YEARS ON AN AD-HOC BASIS, CLOSING DATE: 6 DECEMBER 2024”** with the name of the bidder shall be placed in the bid box at MBOMBELALA CIVIC CENTRE at 1 NEL STREET, MBOMBELA, before 11:00 on the closing date.

Bids received by telegram, fax or e-mail will not be considered. Late bids shall not be accepted or considered.

No briefing session shall be conducted for this tender. Technical enquiries may be directed to the project managers on the below contact details.

Bidders are advised not to commit fraudulent activities or forge documents. All abusers of the SCM system, including forging or faking of returnable documents, may be reported to SAPS and restricted from doing business with any Public Institutions for a period NOT exceeding 10 years which is in line with section 28 and 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004.

A preferential point system shall apply whereby this contract will be allocated to a bidder in accordance with the Preferential Procurement Policy Framework Act, No 5 of 2000 and as defined in the conditions of bid in the bid document, read in conjunction with the Preferential Procurement Regulations, 2022, where 80 points will be allocated in respect of price and 20 points in respect of specific targeted goals as per the City's Preferential Procurement Policy.

Procurement Enquiries	:	Christopher Nkambule (013) 759 2358
Technical Enquires	:	Baldwin Shongwe (013) 759 6051
Employer	:	City Manager, Mr Wiseman Khumalo City of Mbombela P.O. Box 45, Mbombela, 1200

VISIT OUR WEBSITE – www.mbombela.gov.za

NB: the results of this bid will be published on council's website as prescribed on section 75(1) (g) of the MFMA and section 23(c) of the SCM Regulations.

SPECIAL CONDITIONS OF THE BID

1. SUBMISSION OF TENDERS

The tender is to be made out on the tender form attached hereto, which must not be detached from this document, and the completed document, fully priced, extended and totalled, completed in all respects, signed and is to be sealed in an envelope which is to be enclosed and delivered in accordance with the instructions contained on the Invitation to Tender.

Proof of posting of a tender will not be accepted as proof of delivery to the appropriate place for the receipt of tender.

Tenders will be opened in public immediately after the advertised closing date.

The information to be submitted by prospective bidders will only be used for tender purposes taking into consideration the Protection of Personal Information Act (POPI Act).

2. TENDER DEPOSIT

Tender documents can be downloaded from the following link: www.mbombela.gov.za, in the tenders and notices folder and National Treasury e-Tender Portal: www.etenders.gov.za free of charge.

3. ADJUDICATION OF TENDER

The City of Mbombela will not be bound to accept the lowest or any tender and also reserves the right to cancel the tender when deemed necessary.

The tender will be adjudicated by the City in terms of the Preferential Procurement Policy Framework Act, no. 5 of 2000 and as defined in the conditions of bid in the bid document, read in conjunction with the Preferential Procurement Regulations, 2022 and the City's Preferential Procurement Policy, where 80 points will be allocated in respect of price and 20 points in respect to specific targeted goals.

Prospective service providers may not make any alterations or additions to the Bid document, except to comply with instructions issued by the employer, or necessary to correct errors made by the service provider. All signatories to the Bid offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited and failure to adhere to this condition will render your submission non responsive.

All certified copies as required from functionality MUST be not older than three month to be regarded as valid in order to claim points. The threshold for functionality will be 85/100. Copies of certified copies will not be regarded as valid. All certified copies of required document, i.e. qualifications, proof of registration with professional bodies (if applicable), appointment letters/purchase orders, B-BBEE/sworn affidavit, etc. must be originally certified.

Certified copy of B-BBEE Certificate Original Sworn Affidavit for B-BBEE / original certified copy of a Sworn Affidavit for B-BBEE. Failure to adhere will lead in non-claiming on preferential points.

A bid not complying with the mandatory requirements stated hereunder will be regarded as not being an "Acceptable bid", and as such will be rejected. If a Bid has not been properly signed by a party having the authority to do so, according to the example of "Authority for Signatory" will be rejected.

If No authority for signatory submitted – See example, where it is stated that a duly signed and dated original or certified copy of the company’s relevant resolution (for each specific bid) of their members or their board of directors. Failure to attach a resolution will render the bid non responsive.

A bid will be rejected if any municipal rates and taxes or municipal service charges owed by the bidder (business) or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months. Similarly, none submission of proof of valid and up-to-date rates and taxes statement will render the submission non-responsive.

Bids will be rejected if the bidders or any of the directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector. Bids will be rejected if the bidder has abused the CoM’s Supply Chain Management System or SCM Processes of any state institutions.

MBD 1 will regarded as a FORM OF OFFER and if the forms is not completed and signed by the authorised signatory is will regarded as non-responsive.

Tenderers will be required to provide a demonstration of their Workflow Management System. The system will be evaluated based on the specifications provided. Failure to do so or failure of the system to perform all actions as required will render the tender non-responsive.

It is compulsory for the bidders to include the delivery period or reliable lead time of manufacturing or delivery on the price schedules failure to adhere will lead to immediate disqualification.

4. COMPLETION OF TENDER DOCUMENTS

a) Bidders **must** attach the following documents:

Tenders will only be considered on receipt of this tender document correctly completed with all insertions in black ink and signed.

The following compulsory documentation **MUST** be attached in order for the bid to be considered:

- Copy of a valid Tax Compliance Status (TCS)
- Proof of company registration
- CSD full registration report must **NOT** be older than **30 days** from closing date and summary report will NOT be considered.
- Submit copies of relevant Annual Financial Statements (last 3 Financial Years, consecutively). For JV, relevant Annual Financial Statements from all parties are required. Failure to provide for all the service providers will results in disqualification.
- Certified proof of manufacture letter from DTi (Department of Trade and Industry)
- Company profile

- Tenderer must provide valid copies of current municipal rates and taxes certificate from relevant local authority / proof of residential from tribal authority (if the business is operating or the directors are residing in rural areas) / lease agreement with the lessor's up-to-date municipal rates and taxes statement for both the business and all business directors including consortium and JV partners. Prospective bidders should ensure that the physical address details of the company and directors reflected on the CSD is similar to the one reflected on the company registration certificate. The municipality reserves the right to verify both the municipal rates and taxes of the company details reflected on the CSD and company registration certificates. The municipality further reserves the right to use ID numbers of the directors to verify if any municipal rates and taxes are not owned by each director. It is prudent and remains the responsibilities of the prospective bidders to ensure that each director, lessor and company rates are cleared with regards to the municipal rates and taxes.
- b) Bidders must demonstrate their capability/capacity to deliver:
- proof of a warehouse / manufacturing facilities and location details must be attached to bid documents; OR
 - In case a bidder utilizes a third party as a warehouse / manufacturer an agreement in this regard must be attached reflecting the requested information together with the third party's up-to-date municipal rates and taxes statement from relevant authority.

5. SAMPLES

Where indicated in the bid document samples must be physically delivered at the **City of Mbombela Municipal Stores, Office M2, Kanaal Street, by no later than 11h00 of bid closing time or prior to the closing date of the bid** for technical evaluation. Bids may not be included in parcels containing samples.

If samples are not submitted by prospective bidders as required in the bid document, the bid / submission shall be declared none responsive.

The samples must be wrapped in their original packaging as set out in the specifications, indicating the following:

- Name of the bidder
- Name of manufacturer
- Bid number
- Contact person and telephone number

Office hours during which deliveries will be accepted is Monday to Friday, 8h00 to 15h00.

(Samples of unsuccessful bidders will be returned after finalizing of the SCM processes).

6. TAXES AND DUTIES PAYABLE

Bidders shall allow in their tender for the payment and recovery of all taxes and other duties. No claims for additional payment in this respect will be considered. Prices and rates quoted shall be inclusive of Value Added Tax (VAT). VAT shall be recorded as a lump sum in the tender summary and the total inclusive of VAT carried to the Form of Tender.

7. WITHDRAWAL OF TENDER

In the event of the successful tender failing to execute the service in terms of this tender, the Municipality shall be entitled to cancel the contract summarily, in which event the Bidder shall be liable for any additional expense incurred by reason of the Municipality having to call for fresh tenders or having to accept any less favourable tender.

8. NOTICE OF BIDDERS

Should any additions or alterations to the document as issued to Bidders be deemed necessary prior to the date for submission of tenders, these will be issued to Bidders in the form of Notices to Bidders and will form part of the tender document.

The Notices to Bidders shall be completed where applicable by Bidders, signed, dated and returned with the tender documents.

9. PERIOD OF VALIDITY OF TENDERS

The bids submitted by the service providers will be valid for a period of hundred and twenty (120) days and the validity period may be extended for further period of thirty (30) days. The following procedures and processes shall be followed in extension of the validity date.

- (a) Requests for the extension of validity dates must be extended to all service providers.
- (b) Proof should be provided that all services providers shown interests in the bid have been contacted.
- (c) Service providers have consented on the extension.
- (d) Bidders that have not responded or rejected the request for the extension of the validity will be eliminated from the processes.
- (e) That any prices changes resulting from the extension of the validity date shall be taken into considerations when evaluating bids.
- (f) The request for the extension for the validity date extended to interested service providers shall have a (seven) 7 working dates respond period.
- (g) Every case will be treated on its own merit, however, non-response from the services providers does not render the entire project null and void.

10. BID PRICE

All prices must include disbursement and VAT where applicable.

All prices must be stated in South African currency (ZAR) and will be regarded firm.

The total bid price is meant for the purposes of PRICE EVALUATION. This contract will be rates based due to its nature. In light of this, the total bid price will not be reflected on the appointment letter.

Prices must include delivery, offloading and packing to shelves of all commodities. Service providers might be required to deliver commodities in any identified office within the jurisdiction of the City of Mbombela in a radius of 100km.

12. CESSION OF ASSIGNMENT

Neither the Council nor the bidder shall cede or assign a contract for the required rendering of services or any part thereof or any benefit or interest therein or there under to third parties without having obtained written permission from the Council.

13. PRODUCT QUALITY AND DELIVERY PERIOD

All products to be supplied, must be in its original packaging with the name of the manufacturer, applicable approved SANS standards, ingredients and the country of origin. **ONLY LOCALLY MANUFACTURED PRODUCTS WILL BE ACCEPTABLE (RSA PRODUCTS / PROUDLY SOUTH AFRICAN).**

Successful bidders will be expected to deliver all commodities after the receipt of the official purchase order. Realistic delivery period will be taken in consideration when the contract is adjudicated.

Only products manufactured in the Republic of South Africa will be considered.

Samples delivered will serve as the standard for all deliveries for the entire contract period; any deviations must be agreed in writing with the City through Project Manager.

14. INSPECTION AND TESTING OF SUPPLIES:

Samples:

As part of the approval process, the bidders are required to provide at least one (1) sample per line item of the required goods / PPE at their own cost for the purpose of quality and workmanship evaluation.

Supplies are subject to inspection, sampling and testing by the Logistics Management, Mbombela Stores Division or the employer's duly authorized representative.

Where supplies do not comply with the requirements of the specification or they do not conform to approved standards, or their quality is not of the standard specified in the contract and these supplies will be rejected by the Council and the contractor / supplier shall be responsible for all the costs and expenses incurred as a result of such rejection.

A separate register of the samples will be provided for prospective bidders to provide information regarding the submission on or before the bid closing date. The sample report will form part of the documents that will be used when evaluating each item submitted as samples.

Where supplies delivered fail to meet the requirements of the specification and/or samples, but where it is nevertheless decided to accept such supplies at the contract price or at a reduction in price, the costs of tests and analysis shall, if so, decided by the Council, be for the contractor's account.

Samples of the awarded bidders will be kept for workmanship and quality control for the duration of the contract. All goods/ material supplied shall comply in all respects to that contract sample.

Unsuccessful bidders will be allowed to collect their samples after the awarding of the tender at their own cost, failure to collect would lead to samples being disposed of.

The protective clothing must be manufactured to fit.

A successful bidder(s) must at all times ensure proper individual measurements before manufacturing.

A successful bidder must make sure-manufacturer default protective clothing i.e uniform or shoes are exchangeable within 30 days of delivery.

15. CONTRACT IMPLEMENTATION

The City reserves the right to appoint more than one service provider per line item. Appointment of service providers will be in three classes namely;

a) Class 1. Lowest acceptable bidders

These are bidders who are compliant and offered the lowest acceptable rates per respective item.

b) Class 2. Second lowest acceptable bidders.

These are bidders who are compliant and offered the 2nd lowest acceptable rates per respective item.

c) Class 3 Third lowest acceptable bidder.

These are bidders who are compliant and offered the 3rd lowest acceptable rates per respective item.

The City will source goods from the lowest acceptable bidders. In case the lowest acceptable bidders are unable to deliver / to render the services irrespective of any reason, the City reserves the rights to source goods from 2nd lowest bidder (s) and in case the 2nd lowest acceptable bidders are unable to deliver / to render the services irrespective of any reason, the City reserves the rights to source goods from 3rd lowest bidder (s).

NOTES / CHECKLIST FOR RETURNABLE DOCUMENTS STIPULATED UNDER SPECIAL CONDITIONS OF TENDER DOCUMENTS AS MANDATORY REQUIREMENTS. THIS DOCUMENT SHALL BE APPLICABLE TO ALL TENDER DOCUMENTS OF THE CITY.

Preamble

The objective of this checklist is aimed at ensuring that interpretation and application of the special conditions and other mandatory requirements at Bid Evaluation Committee (BEC) & Bid Adjudication Committee (BAC) are aligned as envisaged by the Bid Specification Committee (BSC). This will enhance consistency and uniformity in the entire bid committee system whilst promoting “user friendly” principles by simplifying tender requirements to all interested prospective bidders.

ITEM NO:	DESCRIPTION / RETURNABLE DOCUMENTS	NOTES	FOR OFFICE USE ONLY	
			CHECKLIST	YES or NO or N/A
1.	Company Registration Certificate	<p>a) It's a certificate issued by the Companies and Intellectual Property Commission in line with section 14 of the Companies Act 78 of 2008</p> <p>b) A Certificate issued by CIPRO in line with section 2 of the Close Corporation Act 69 of 1984</p> <p>NB: The registration of Close Corporations (CCs) was replaced by introduction of the New Companies Act which came to effect in April 2011. CCs to be recognized as valid registration certificate will be up to 2010.</p>	Has the bidders attached a valid company registration document in line with the applicable legislation?	YES
2.	Company Profile	<p>a) A Company Profile is a professional introduction of your Business that aims to inform Clients about its purpose, vision, trustworthiness, products and services, and experience of your Company. It is basically a “CV for your Business/Company”</p>	Has the bidder attached a company profile and its experience is relevant to add value on this project?	YES

<p>3.</p>	<p>Certification of documents to be submitted together with the tender document.</p> <p>I.e. IDs of key personnel, qualifications, Licenses and certificates, accreditation by professional bodies, proof of ownership document, appointment letters, completion certificates (where applicable), etc.</p>	<p>a) The certification of documents must be done by a commissioner of oath as prescribed in the Justices of the Peace and Commissioners of Oaths Act 16 of 1963 and its Regulations.</p> <p>b) Acceptable certified copies are copies originally certified from any police station, post office, Lawyers or <u>notary public</u> (who are members of a recognised professional body), Actuaries or accountants (who are members of a recognised professional body), Members of the judiciary, Directors, managers or company secretaries of a banks or regulated financial services business.</p> <p>c) <i>Commissioner of Oaths stamps can be purchased at Stationary shops, but it can be custom made following the below example:</i></p> <div data-bbox="757 699 1507 1278" style="border: 1px solid black; padding: 5px;"> <p>CERTIFIED TRUE COPY OF THE ORIGINAL DOCUMENT. THERE ARE NO INDICATIONS THAT THE ORIGINAL DOCUMENT HAS BEEN ALTERED BY UNAUTHORISED PERSONS.</p> <p>Designation (rank) ex officio: RSA</p> <p>Date: Place </p> <p>Business Address: </p> <p>Commissioner of Oaths </p> <p>..... Signature Full Names</p> </div> <p>NB: All certified copies must NOT exceed three months and be originally certified.</p>	<p>Has the bidder certified all documents to be certified as per special conditions of bid? Check validity on the date, check if the commissioner of oaths stamp is compliant as per example copied from the Regulations.</p>	<p>YES</p>
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4.	Central Supplier Database (CSD) Full report, (Summary report will NOT be acceptable). N/B CSD Report date should not be more than 30 days before Bid closing date.	a) The City requires that all prospective bidders should be registered on CSD. This is aimed at verification of email addresses, phone numbers, banking details, company registration numbers, tax status with SARS, state employees, etc.	Has the bidder attached a full CSD report, are tax matters in good order, are the directors not in the employment of any state and the CSD report is not older than 30 days from the closing date?	YES
5.	Tax Compliant Status (TCS)	a) Prospective bidders are required to attach a valid TCS together with the tender document.	Has the bidder attached a valid (not expired) TCS? The designated official should verify the bidder's tax compliance status prior to finalization of the award of a bid or prize quotation. Where the recommended bidder is not tax compliant, the bidders should be notified of their non-compliant status and the bidder must be requested to submit to the City within 7 working days, written proof from SARS of their tax compliance status or proof from SARS that they have made arrangements to meet their outstanding tax obligations. The proof of tax compliance status submitted by the bidder	YES

			to the City must be verified via the CSD report or e-Filing. The City should reject a bid submitted by the bidder if such a bidder fails to provide proof of tax compliance status within the timeframe stated above (See MFMA Circular No: 90) .	
6.	Certified copy of B-BBEE Certificate / affidavit for B-BBEE status level of contributor (to claim points only) .	<p>a) EMEs in terms of the B-BBEE Act 53 of 2003 may submit a sworn affidavit confirming annual total revenue and level of black ownership or Certified Copy of B-BBEE Certificate.</p> <p>b) Bidders other than EMEs and QSEs MUST submit their certified copies of valid B-BBEE status level verification certificate, substantiating their B-BBEE rating issued by a registered auditor approved by IRBA or a verification agency accredited by SANAS.</p> <p>c) A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</p> <p>NB: There is NO consolidated affidavit for B-BBEE status level of contributor. Only consolidated B-BBEE certificate will be considered for JVs / Consortium & large companies that are making an annual turnover in excess of R50 million including value added tax (VAT). <i>This is not a disqualifying factor, non-adherence will lead to no allocation of B-BBEE points.</i></p>	<p>Is the copy B-BBEE Certificate valid?</p> <p>Is the sworn affidavit for EME / QSE in line with the threshold for EME and EME and valid?</p> <p>If the tendering entity is a JV / Consortium / Large company, has the bidder attached a certified copy of a valid and consolidated B-BBEE certificate in order to claim points as prescribed by the MSCM Regulations?</p> <p>Is the copy of B-BEE certificate certified by the Commissioner of Oaths reflects as prescribe on the regulations of the Act?</p> <p>Is the affidavit for B-BBEE stamped and</p>	YES

			signed by commissioner of oaths? I.e. full names and signature, force/practice number, designation / rank, date and address. Is the certification date not older than 3 months and original ink is clear on the document to confirm if it is originally certified?	
7.	Formal agreement must be attached in case of a joint venture (JV) or consortium.	a) The JV/consortium must amongst others, reflect clear profit and loses sharing percentages. It is compulsory that the lead partner must have at least 51% majority shares in the JV/consortium.	If the tendering entity / bidder is a JV/Consortium, has the bidder attached a detailed JV/Consortium agreement with all critical information?	YES
8.	In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit separate required returnable documents.	a) This will not be applicable to functionality and B-BBEE requirements.	If the tendering entity / bidder is a JV/Consortium, have the parties involved attached all individual required documents as per special condition of bid?	YES
9.	Latest municipal rates and taxes certificates from relevant local authority for the business and all business directors OR Proof of residence from tribal authority for the business and all business directors OR	a) If the business is operated and its director(s) are residing within a municipal area, bidders are expected to attach latest municipal rate and taxes certificates for the business and ALL its directors. b) If the business is operated and its director(s) are residing within a tribal authority. Bidders are expected to attach proof of resident for the business and ALL its directors. c) If the business directors are leasing a facility for	Has the bidder attached latest municipal rates and taxes from relevant local authority for the company / business and all company directors / owners? In case of lease, has the bidders attached lease	YES

	<p>Lease agreement with the Lessor's latest municipal rates and taxes certificates from relevant local authority.</p> <p>NB: All accounts owing any municipality for more than 90 days will be disqualified as prescribed on the MSCM Regulations.</p>	<p>residential purposes, they are required to attach individual lease agreement with lessor's latest municipal rates and taxes for a facility is within a Municipal boundary and if the business is renting office / business facility, the bidders are required to attach lease agreement for the business with lessor's latest municipal rates and taxes for a facility within a municipal boundary. If the facility leased is in a rural area, lease agreement will be accompanied with the lessor's proof of residential from a tribal authority.</p> <p>NB: <i>Domicilium citandi at executandi</i>: Domicilium citandi et executandi is a Latin legal term meaning the address nominated by a bidder in a legal contract where legal notices may be sent.</p> <p>Bidders are encouraged to update their addresses when they relocate their businesses and the preferred address on the CSD should be in line with the address on the Company Registration Document. It is the responsibility of the bidder to ensure that all physical addresses reflected either on the company registration document and CSD are not owing any municipal rates and taxes for more than three months including the Lessor's municipal account in case of lease. The rationale behind this requirement is the enhance revenue in RSA municipalities as enshrined on the Municipal Systems Act 32, 2000. Failure to attach is an immediate disqualification but failure to align addresses will not be a disqualifying factor, however all addresses reflected on the both the CSD and company registration document will be subjected to this requirement.</p>	<p>agreements and lessor's proof of res from a tribal authority or latest municipal rates and taxes certificate?</p> <p>Is the account not in areas for more than 90 days (3 months)?</p>	
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10.	<p><u>Forging of documents/certificates</u></p> <p>The City has noted that prospective bidders are allegedly submitting fraudulent and forged documents when bidding for tenders.</p> <p>Bidders are advised not to commit fraudulent activities and forge documents. The City will ensure that this Act is adhered to by reporting all abusers of the SCM system to SAPS and enlist them on the Register of Tender Defaulters as prescribed on section 29 of the Prevention and Combating of Corrupt Activities Act 12 of 2004.</p> <p>Abusers of the SCM system, amongst other penalties, may be restricted to do business with any Public Institutions for a period NOT exceeding 10 years (see section 28 of this Act).</p>	<p>Section 34(1)(b) of the Prevention and Combating of Corrupt Activities Act 12 of 2004, stipulates that: <i>“any person who holds a position of authority and who knows or ought reasonably to have known or suspected that any other person has committed the offence of theft, fraud, extortion, forgery or uttering a forged document involving an amount of R100 000 or more, must report such knowledge or suspicion or cause such knowledge or suspicion to be reported to any police official”.</i></p> <p>Section 34(2) of the same Act stipulates that: <i>“subject to the provision of section 37(2), any person who fails to comply with subsection (1), is guilty of an offence”.</i></p>	<p>Are there any suspicious / alleged fraudulent or forged documents?</p> <p>If yes, has the matter been reported to the nearest SAPS following correct institutional protocol?</p> <p>Has the matter been registered with the Registrar to enable due processes and per the Act?</p> <p>NB: The minutes of the BEC / BAC should detail all the elements of alleged fraud and forged documents.</p>	YES
11.	<p>Copy of Public Liability insurance. Only insurance covers from registered and authorized financial service providers will be accepted.</p>	<p>a) Public liability insurance may vary from one project to another on the basis of the level of risk and complexity of the project. Minimum cover to be determined by the BSC prior consultation with the project manager if deemed necessary.</p>	<p>If applicable, is the bidder compliant with the minimum cover stipulated in the bid document?</p> <p>Is the public liability insurance from a registered financial institution?</p>	N/A

12.	<p>Recent audited / independently reviewed financial statements for three consecutive years.</p> <p>NB: if a company provides any financial statements in terms of section 29 of the Companies Act, such statements must comply with the provision of the Act.</p>	<p>a) Applicable to private companies that are not managed by its owners, if:</p> <ul style="list-style-type: none"> - It compiles its financial statement internally and its public interest score is less than 100. - It has its financial statements compiled independently and its public interest score is between 100 and 349. - The public interest score is 350 points or more, is required for an audit to be conducted. 	<p>Has the bidder furnished MBD 5 as mandatory for all projects estimated to be in excess of R10 million?</p> <p>Has the bidder attached the relevant AFS as required by law and is it aligned with his/her declaration on MBD 5? False / mismatched / inconsistent declaration may lead to immediate disqualification.</p>	YES
13.	<p>Recent annual financial statement (AFS) for three consecutive years (unaudited AFS).</p> <p>NB: if a company provides any financial statements in terms of section 29 of the Companies Act, such statements must comply with the provision of the Act.</p>	<p>a) Applicable to private companies with a public interest score of less than 100.</p> <p>b) If, with respect to a particular company, every person who is a holder of, or has a beneficial interest in, any securities issued by that company is also a director of the company, that company is exempt from the requirements in this section to have its annual financial statements audited or independently reviewed.</p> <p>NB: An independent review will suffice if the company has opted to have its financial statement audited or is required by its Memorandum of Incorporation (MOI) to do so.</p>	<p>Has the bidders furnished MBD 5 as mandatory?</p> <p>Has the bidder attached the relevant AFS as required by law in line with his/her declaration on MBD 5?</p>	YES
14.	<p>Functionality / Quality for evaluation of complex projects</p>	<p>a) Functionality test refers to evaluation of bidders on various aspects of the contract to establish if the bidders has the capabilities to execute the contract or not. The various aspect may include but not limited to: track record and experience on similar projects, human resource and their individual experience, financial capabilities, relevant technology, etc.</p> <p>NB: Functionality will not be compulsory for all projects but for complex projects. Functionality criteria will vary from one</p>	<p>Has the bidder met the minimum threshold on functionality in order to qualify for further evaluation on price and B-BBEE?</p> <p>Has the bidders been scored in line with the evaluation criteria set on</p>	YES

		project to another.	the tender document? All portfolio of evidence attached and certified as stated on the bid document?	
15.	The Compensation for Occupation Injuries and Diseases Act 130 of 1993 (COIDA)	a) The COIDA provides for compensation for disablement caused by occupational injuries or diseases sustained or contracted by employees in the course of their employment, or for death resulting from such injuries or diseases, hence bidders are expected to attach COIDA certificates in line with their specialize area aligned to the type/nature of business.	If applicable, is the COIDA certification / letter of good standing attached, valid and reflects the nature of work in line with the scope of works?	N/A

APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, DELIVER, OFF-LOADING AND UNPACKING ONTO SHELVES OF PROTECTIVE CLOTHING FOR COM

This contract provides for the supply, delivery, off-loading and unpacking onto shelves of Protective Clothing in good condition at either the City of Mbombela Municipal Stores, Kanaal Street, the White River Municipal Stores, Iron Street Or Baberton Municipal Stores, of the Councils requirements of various types and sizes of Protective Clothing accordance with the specifications set out hereunder, during the period of 36 months.

1. Scope:

A. Due to the uncertainty and fluctuation of Councils requirements, no indication can be given as to the quantities of the various types and sizes of Protective Clothing which will be required under this contract. The supplier / service provider will, therefore, be required to supply the requirements in such quantities as may be required by the Council from time to time during the period of the contract. When supplies are required, the Council will endeavour to place orders as far as possible in bulk.

B. Particulars of the types and sizes of products required under this contract:

- Item (1): Two Piece Superior Conti Suits 65/35 poly cotton:**
- Item (2): Overalls (Conti Suit) J54 100% COTTON 220gm**
- Item (3): D59-Acid and Flame Conti Suit**
- Item (4): Acid Resistance Conti Suits**
- Item (5): 15 Cal /cm² Arc Flash Conti Suit (specialized suit for electricians)**
- Item (6): Ladies Skirts:**
- Item (7): Dust Coats 65/35 poly cotton**
- Item (8): Female blouse / shirt long sleeve**
- Item (9): Female blouse / shirt short sleeve**
- Item (10): Female Skirt / Trouser / pants**
- Item (11): T-Shirts 100% Cotton -Shirts**
- Item (12): Golf Shirts 100% Polyester**
- Item (13): 2 Tone Vented Reflective Shirt**
- Item (14): Poly Cotton Short Sleeve Shirt men/ ladies**
- Item (15): 2 Tone Shirts**
- Item (16): Poly Cotton Cargo Pants men/ ladies**
- Item (17): Cargo Skirts**
- Item (18): Reflective Bunny Jacket**
- Item (19): Soft Shell Jacket**

- Item (20): Rain Suit with Reflective Tape**
- Item (21): Gumboots**
- Item (22): Men's Safety Boots**
- Item (23): Men's Safety Shoes**
- Item (24): Ladies Safety Shoes**
- Item (25): Unisex Chelse Boots**
- Item (26): Unisex none steal cap-toe shoes**
- Item (27): Arc Flesh Safety Shoes**
- Item (28): Gloves: PVC Short cuff-glove, Yellow**
- Item (29): Gloves: Chrome Leather Double padded Short cuff**
- Item (30): Gloves: Pig skin**
- Item (31): Gloves: PVC Elbow**
- Item (32): Arc Flesh Leather Gloves**
- Item (33): Household latex rubber cleaning gloves**
- Item (34): Electrical Insulating Glove 1000 volts**
- Item (35): Gloves for chainsaw / brush cutter operators**
- Item (36): Hard Hats**
- Item (37): Reflective Bibs**
- Item (38): Hats Safari Brim**
- Item (39): Dust / Mist Disposable Respirator**
- Item (40): Safety goggles/ glasses clear**
- Item (41): Coverall Sewer Protective Suits**
- Item (42): Kidney belt**
- Item (43): Twin respirator cartridges with filters**
- Item (44): Brush cutter face Shield**
- Item (45): Chain Saw Trouser**
- Item (46): Brush cutter Knee Guards**
- Item (47): Hearing Protector Pole pruner**
- Item (48): Brush cutter harness**
- Item (49): Chainsaw helmet**

Item (50):	PVC Apron heavy weight
Item (51):	Road Cones
Item (52):	Men's Swimming suit
Item (53):	Dry fit T-shirt
Item (54):	Quick dry shorts
Item (55):	Guard hats
Item (56):	Track suit
Item (57):	Aqua shoes

2. SPECIFICATIONS

a) Nature and quality of the Protective Clothing CONTISUITS 2PC

- The Council requires that the garments are manufactured in an ISO 9002 South African accredited factory, and that the manufacturer is a permit holder in respect of the SABS specification 434-2001. An ISO 9002 Accredited Factory Form and a **SABS Specification 434-2001 Permit Holder Certificate must be handed in with the tender.**
- The Conti-suits, Dustcoats and Skirts will be manufactured from a locally woven and finished fabric composed of a 65/35 polyester and cotton blend or 100% cotton satin weave and weighing between 210-300g mass. The fabric will furthermore be sanforised, colour fast and perform to a maximum shrinkage of 2% in the warp and the weft during normal laundering.
- Name of manufacturer must be stated and country of manufacture
- All protective garments must bear the name "City of Mbombela Municipality: as indicated. The printing colour or embroidery of the name will be provided to the preferred bidders by the project manager.
- Material SABS Approved SANS:1387 SET:2017, Sizes must be according to table given below and SABS Approved. All garments must be according to SABS standards.

ITEM (1): CONTISUIT 2 PC

JACKET:

- 65/35 Polycotton, not less than 210g
- Top stitching on arms hole, shoulder must be triple stitched.
- Chest pocket pen division and stud fastening flap and double stitched on. Hip pocket on jacket open and double stitched on.
- Concealed zip front brass
- Colours: Royal Blue, Orange, Yellow and Navy Blue
- The Municipality logo to be printed on top left-hand side of chest and at the back
- Colours: Royal Blue, Grey, Khaki, Yellow, Bottle Green, Emerald Green, Orange, Navy and Dark Brown
- Sizes: 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58

TROUSER

- Triple stitched inside leg
- Triple stitched on back rise with swing pockets
- All stress points must be bar tacked

ITEM (2): Overalls (Conti Suit) J54 100% COTTON 220gm

JACKET:

- J54 100% cotton
- Top stitching on arms hole, shoulder and both sides must be triple stitched.
- Chest pocket pen division and stud fastening flap and double stitched on. Hip pocket on jacket open and double stitched on.
- Concealed zip front brass
- Colours: Royal Blue, Orange, Yellow and Navy Blue
- The Municipality logo to be embroidered on top left hand side of chest and at the back.
- Sizes: 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58

TROUSER

- J54 100% cotton
- Triple stitched inside leg and outside leg
- Triple stitched on back rise with swing pockets.
- Waistband half back elastic rucked
- Pockets: Ruler
- All stress points must be bar tacked
- Colour: Royal Blue, Navy blue, Yellow
- Sizes: 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58

ITEM (3): Flame and Acid Conti Suits D59

JACKET:

- D59 flame and Acid Resistant 100% cotton
- Top stitching on arms hole, shoulder and both sides must be triple stitched.
- Chest pocket pen division and stud fastening flap and double stitched on. Hip pocket on jacket open and double stitched on.
- Reflective Tape on the Sleeves for enhanced visibility
- Concealed zip front brass
- Colours: Navy Blue
- The Municipality logo to be embroidered on top left-hand side of chest and at the back.
- Sizes: 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58

TROUSER

- D59 flame and Acid Resistant 100% cotton
- Triple stitched inside leg and outside leg
- Triple stitched on back rise with swing pockets.
- Waistband half back elastic rucked
- Pockets: Ruler
- All stress points must be bar tacked
- Reflective tape on the Legs

ITEM (4): Acid Resistance Conti Suits

JACKET:

- 65/35 Polycotton Acid Resistance
- Top stitching on arms hole, shoulder and both sides must be triple stitched.
- Chest pocket pen division and stud fastening flap and double stitched on. Hip pocket on jacket open and double stitched on.
- Reflective Tape on the Sleeves for enhanced visibility
- Concealed zip front brass
- Colours: Navy Blue
- The Municipality logo to be embroidered on top left-hand side of chest and at the back.
- Sizes: 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58

TROUSER

- 65/35 Polycotton Acid Resistance
- Triple stitched inside leg and outside leg
- Triple stitched on back rise with swing pockets.
- Waistband half back elastic rucked
- Pockets: Ruler
- All stress points must be bar tacked
- Reflective tape on the Legs

ITEM (5): 15 Cal /cm² Arc Flash Conti Suit

- ATPV 15cal/cm²
- YKK concealed brass zip on jacket & pants
- Flame retardant Hook & Loop closures
- Full triple needle topstitched garment
- Flame retardant knitted rib cuffing Three jacket pockets with mitred flap, flame retardant Hook & Loop closure & side swing pockets on pants
- 50mm Flame retardant reflective tape on arms & legs
- cal/cm² Rating embroidery on jacket & pants

ITEM (6): Ladies Skirts:

- Back YKK zip with button.
- No pockets
- Slip 20cm at the back.
- 65% Polyester and 35% cotton
- 800cm-850cm in length. (Please note that the skirts required at 10cm longer than the normal pre-manufactures skirts).
- All main seams shall be triple stitched
- The stress point shall be bar tacked
- Colours: Royal Blue, Grey, Khaki, Yellow, Bottle Green, Emerald Green, Orange, Navy and Dark Brown
- Sizes: 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58

ITEM (7): Dust Coats:

- 65% Polyester and 35% Cotton.
- All main seams shall be triple stitched
- The stress point shall be bar tacked.
- City of Mbombela Logo on the front top-left side
- With the Name "City of Mbombela at the bottom
- All printing must be embroidered with clear colour logo.
- The Municipality logo to be embroidered on top left hand side of chest and at the back.
- Wording must be white
- Concealed PVC buttons.
- Colours: Royal Blue, Grey, Khaki, Yellow, Bottle Green, Emerald Green, Orange, Navy and Dark Brown
- Sizes: 32,34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58

ITEM (8) Female blouse/ shirt long sleeve

- Textile fabric
- Polyester 55 ± 3
- New wool 43 ± 3
- lycra® 2

ITEM (9) Female blouse/ shirt short sleeve

- Textile fabric
- Polyester 55 ± 3
- New wool 43 ± 3
- lycra® 2

ITEM (10) Female skirt / Trouser/ pants

- straight long cut
- lining will be a woven nylon material
- polyester
- textilefabric

ITEM (11): T-Shirts:

- 100% Polyester cotton
- Double knit
- Round neck
- Ribbing
- Short sleeves
- Colours: Red, White, Light Blue, Green, Orange, Yellow
- Sizes: Small, Medium. Large, X-Large, XX-Large, 3X-Large, 4X-Large
- **BRANDING**
- City of Mbombela Logo on the front top-left side
- With the Name "City of Mbombela at the bottom
- The Municipality logo to be embroidered on top left-hand side of chest and at the back

ITEM (12) Golf Shirts 65/35 Poly cotton

- Top stitching on arms hole and shoulder seams.
- Double Knit
- Round neck
- Short sleeves
- Colour: all municipal approved corporate colours
- Sizes: S, M, L, XL,2XL,3XL,4XL
- The Municipality logo to be embroidered on top left-hand side of chest and at the back

ITEM (13) 2 Tone Vented Reflective Shirt

- Double back pleats
- 50mm JW Reflect® 2907 silver reflective tape for increased visibility
- Button down front
- 2 front pockets with hook and loop closure
- Triple needle stitching on all seams for extra strength
- Extra length curved hem
- Bar tacks on stress points
- The Municipality logo to be embroidered on top left-hand side of chest and at the back

ITEM (14): Poly Cotton Short Sleeve shirt

- Button down front
- Two front pockets with hook & loop closure
- Extra length curved hem
- Triple needle stitching on all seams for strength
- Bar tacks on stress points
- City of Mbombela Logo with all colours embroidered back and front
- Size: S, M, L, XL, 2XL, 3XL, 4XL

Item (15): 2 Tone Shirts

- Double back pleats
- Button down front
- 2 front pockets with hook and loop closure
- Triple needle stitching on all seams for extra strength
- Extra length curved hem
- Bar tacks on stress points

ITEM (16): Poly Cotton Cargo Pants

- 2 Cargo pockets 230gm
- With cell phone division & both with hook & loop closure on flap
- 2 back pockets one with hook & loop closure
- Triple needle stitching on all seams for strength
- Bar tacks on stress points
- Concealed YKK zip
- Size: 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50
- City of Mbombela Logo with all colours embroidered back pocket.

ITEM (17) Cargo Skirts

- Front slant pockets
- Metal shank button
- Rivets on pocket edges for extra strength
- Double needle stitching on centre front seam and back rise
- Back jet pockets and Side Pockets
- Back slit for ease of movement
- Size: 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50
- City of Mbombela Logo with all colours embroidered back pocket.

ITEM (18) Reflective Bunny Jacket

- Rainproof
- Aqua Guard zip
- Heat sealed seams
- 50mm JW Reflect® 2907 silver reflective tape for increased visibility
- Polar fleece lining
- Concealed side entry pockets with zip closure & storm flap
- Concealed cell phone pocket
- Inner chest and back safety pockets
- Elasticised cuffs
- Stowaway hood (fits into collar with hook and loop)
- Toggles with Petersham tape to secure toggles to prevent snagging

ITEM (19) Soft Shell Jacket

- Outer shell with bonded fleece in contrast colour
- Zip guard
- Side pockets with zip closure
- Adjustable Cuffs
- Draw cord in hem with adjustable toggles with safety catch
- Two large inside pockets

ITEM (20): Rain Suit with Reflective Tape:

JACKET

- Elasticated cuffs
- Storm flap
- Two front patch pockets
- Reflective tape across torso, back and knees
- Trousers have an elasticated waist and double-stitching throughout
- Heat sealed seams
- 100% Waterproof Polyester PVC coated fabric
- Sizes: Small, Medium, Large, X-Large, XX-Large, 3X-Large, 4X-Large

ITEM (21): Gumboots:

- Rubber
- Heavy Duty
- Long Boots
- Colour: Black
- Steel Cap Code 121
- Non-Steel Cap Code 126
- Sizes: 5, 6, 7, 8, 9, 10, 11, 12

ITEM (22): Men's Safety Boots:

- Acid Resistant Sole
- Steel Cap
- Non-Steel Cap
- Colour: Tan
- Sizes:5, 6, 7, 8, 9, 10, 11, 12

ITEM (23): Men's Safety Shoes:

- Acid Resistant Sole
- Steel Cap
- Non-Steel Cap
- Colour: Tan
- Sizes: 5, 6, 7, 8, 9, 10, 11, 12

ITEM (24): Ladies Safety Shoes:

- Colour: Black or Navy
- Oil resistant Sole
- Heat resistant
- Steel/ non-steel toe Cap
- Colour Black
- Sizes: 4, 5, 6, 7, 8

ITEM (25): Unisex Chelse Boots

- Oil resistant Sole
- Heat resistant
- Steel/ non-steel toe Cap
- Colour Black

ITEM (26): Unisex none Still cap toe shoes.

- Colour: Brown or Black
- Upper leather
- Padded insole
- Shoe shall have a semi round toe
- Available in Narrow, Medium and wide fitting
- Size: 4,5,6,7,8

Item (27): Arc flash Safety Shoes

- 300° heat resistance
- Composite toe cap
- Slip resistant outsole
- Waterproof leather
- Oil-resistant

Item (28): Gloves: PVC short cuff-yellow:

- Short Cuff
- Colour: Yellow

Item (29): Gloves: Chrome Leather:

- Double padded
- Short Cuff

Item (30): Gloves: Pig Skin:

- Executive
- Short Cuff

Item (31): Gloves: PVC Elbow

- Heavy duty
- Chemical resistant for general purpose
- Size: standard elbow length

Item (32): Arc Flash Leather Gloves

- High leather cal
- Protection against arc and flame
- For use substations

Item (33): Household latex gloves

- Cleaning gloves
- Medium, small & large mobi-cut

Item (34): Electrical Insulating Glove 1000 volts

- Acid resistant
- None-conductive rubber
- Oil resistant
- Capable of holding high voltage up to 1000

Item (35): Gloves for chainsaw / brush cutter operators

- Heavy-duty workwear gloves
- Leather and cotton lining

Item (36): Hard Hats:

- Colours: White, Yellow, Green, Red, Orange
- One size fit all

Item (37): Reflective Vest:

- Hi-visibility
- Front and back City of Mbombela Logo

Item (38): Hats Safari Brim

- Hi-visibility Polyester 100%
- Sun Protector
- Front City of Mbombela Logo with all colours
- Hi Viz Neon Yellow Safari Hats
- 4 needle stitch twill sweatbands
- Brass eyelets and studs
- Cord with slide toggle

Item (39): Dust / Mist Disposable Respirator

- Lightweight disposable respirator - Clear vision
- Twin elastic headbands
- Comfortable foam nose seal
- Adjustable nose bridge fitting to range of face shape and size
- Easy breathing/ speaking
- Contour fit

Item (40): Safety goggles/ glasses clear Dust PVC

- Soft PVC frame and hard PVC lens
- Twin elastic headbands
- Comfortable adjustable wear
- Stable, transparent and flexible PVC curved body fit to face shape and size
- Direct air hole design preventing liquid from splashing
- Withstands medium and low energy dust particle, liquid

Item (41): Wader Suits with Boots

- Chest PVC wader hi-elastic pvc material fitted with cleated sole
- Pvc boots ideal for shallow wading
- Sizes: 5, 6, 7, 8, 9 ,10 ,11, 12, 13
- Bidders must provide samples
- Inspection and testing shall be done by the technical department for strength and quality.

Item (42): Kidney belt

- Leather kidney belt
- Colour: black or brown
- Double elastic straps with velcro fasteners
- Heavy duty elastic for strength extra support
- Size: S-5XL

Item (43): Twin respirator cartridges with filters

- Gas Vapour filter
- A1P2R -6312L or Equivalent
- For use with 3M bayonet filters to EN14387

Item (44): Brush cutter face Shield

- Brow guard
- Clear 3mm polycarbonate visor
- 350mm x 200mm
- With wing nuts

Item (45): Chain Saw Trouser

- Saw protection trouser
- Pre-bent knee for high comfort
- High visibility with reflective bands
- Tight fit + 4 way stretch material for high comfort ergonomics
- Size: 10cm inner leg length

Item (46): Brush cutter Knee Guards

- Complies with FESA Standard 001:1998 "Protective Device for users of sharp bladed tools"
- Shock Absorbing
- Penetration Resistant
- Flame Resistant Shell

Item (47): Hearing Protector Pole pruner

- Robust metal frame
- Good air circulation
- Soft pads

Item (48): Brush cutter harness

- made of high-quality nylon material
- designed to fit nearly all kinds of electric and petrol trimmers
- Simple design and easy to use

Item (49): Chainsaw helmet with hearing protection

- A lightweight entry-level model with a large nylon visor.
- Visor weather seal on the helmet peak to protect against dirt.
- Ear defenders in a slim design with good noise protection and visibility.
- Ventilation openings in the top area of the helmet shell.
- Pin lock cap for straightforward headband adjustment.
- Conforms to **EN 352, EN 397, and EN 1731.**

Item (50): PVC Apron heavy weight

- Weight 550gm, 500 micron
- Coated with printed logo
- Plastic eyelets with lace straps
- Size: 90 x 120cm
- Assorted colours

Item (51): Road Cones

- 300mm
- 500mm
- 700mm
- 900mm

Item (52): Men's Swimming suit

- Turbo water polo swimsuits offering a very comfortable fit
- Featuring secure, flat locked seams and adjustable waist tie.
- Double layered suit (fully lined front and back with same fabric).
- Side width: 6'5cm (approx).
- long lasting colour and chlorine resistant.
- Fabric Content: 55% PBT, 45% polyester.

Item (53): Dry fit T-shirt

- Ultra-light • Sweat-wicking, quick drying
- Fade resistant sun blocking polyester
- Breathable
- Wrinkle resistant
- Odor Control 100% antibacterial polyester

Item (54): Quick dry shorts

- With one convenient storage pocket and a comfortable fit, this Short is perfect for all kinds of water activities.

Features:

- Approximately 3" inseam. Side pocket
- Elastic waistband with internal drawstring closure
- 94% Polyester / 6% Spandex. Lightweight, Breathable, Elastic Waistband, No Liner
- YMCA Guard logo

Item (55): Guard hats

- Embroidered Guard logo. Adjustable chin strap
- Sewn grommets for ventilation
- Block sun to reduce fatigue. Fabric: 100% Cotton Twill

Item (56): Track suit

- Back has two pockets with zips.
- Composition: 80% Cotton, 20% Polyester

Item (57): Aqua shoes

- The Naturehike Africa Aqua Shoe is lightweight and flexible ensuring a comfortable design perfect for wearing at the beach, while fishing, rowing.
- A breathable mesh upper and drainage holes in the soles ensure they dry out quickly making them the perfect second shoe on a multi-day hike.
- Two adjustable straps mean you can adjust them for the perfect fit.

3. PRICING SCHEDULE

3.1 PRICING INSTRUCTIONS

- a) These pricing instructions provide the tenderer with guidelines and requirements with regards to the completion of the pricing schedule. These pricing instructions also describe the criteria and assumptions which will be assumed in the contract to have been taken into account by the tenderer when developing his/her prices.
- b) The pricing schedule shall be read with all the documents which forms part of this contract.
- c) The rates to be inserted in the pricing schedule are to be full inclusive for work described under the specification. Such rates shall cover all cost and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general liabilities and obligations set forth or implied in the document on which the tender is based, as well as overhead charges and profits.
- d) A rate is to be entered against each item in the schedule of fees and disbursements. An item against which no rate is entered will invalidate your offer. Alterations must be acknowledged as per instructions in the special conditions of tender.
- e) All rates and sums of money quoted in the pricing schedule shall be in Rands and whole cents. Fractions of cents shall be discarded.
- f) All travelling cost, accommodation, meal and other incidental cost are to be included in the time-based costs.
- g) Provisional amounts shall only be expended on the specific instruction of the employer.
- h) To avoid fractions of cents all prices and rates entered in the pricing schedule must be exclusive of value added tax (VAT)
- i) If registered VAT it should be added below the schedule. If not VAT registered, indicate zero or “-“
- j) Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- k) In case of contract period longer than 12 months and price adjustments is applicable, it will be based on CPI. If higher inflation is required indicate CPI + and number %.
- l) If tender amount is based on rates, the tender will be awarded to the rate and the total contract amount will only be used for evaluation purposes.

3.2 MBD 3.1 BID PRICE

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

Name of the Bidder:

Bid number: COM92/2024

Closing date: 6 DECEMBER 2024 @11:00

Closing time: 11:00

NOTE: Estimates quantity will be used for evaluation purpose only. Quantities will be specified when purchase orders are issued on an ad-hoc bases.

Brand name indicated on the bill of quantities below must match the sample that will be submitted for evaluation and failure to adhere will lead to immediate disqualification.

COMMODITY (A) 2 PC CONTI-SUITS, CONTI-SKIRT 2PC, 2PC FLAME-CONTI-SUIT, DUST – COAT, T-SHIRTS, DOMESTIC DRESS

No	ITEM DESCRIPTION	ESTIMATED QUANTITY	DELIVERY PERIOD	UNIT PRICE	TOTAL PRICE
1	2PC Conti-suit 65% -35% Orange, bottle green, grey, royal blue, khaki, size from: 30-58	10			
2	2PC Conti- Suit 100% J54: Royal Blue, Navy blue, Yellow: size from: 30-58	10			
3	D59-2PC Conti-suit 100% - Flame resistant: Navy blue Size from 30-58	10			
4	Acid Resistance Conti Suits 65% / 35% Green, Size from 30-58	10			
5	15 Cal /cm ² Arc Flash Conti Suit: navy blue. Size from 30-58	10			
6	Ladies Skirts 65% 35% Size from 30-58	10			
7	Dust coat 65% 35% Royal Blue, Navy blue, Yellow, etc	10			
8	Female blouse/ shirt long sleeve Size from 34-58	10			
9	Female blouse/ shirt short sleeve Size from 34-58	10			
10	Female skirt / trouser/ pants	10			
TOTAL VAT EXCLUSIVE					R

TOTAL TO BE CARRIED FORWARD TO SUMMARY

NOTE: Estimates quantity will be used for evaluation purpose only. Brand name indicated on the quantity below must match the sample that will be submitted for evaluation. Quantities will be specified when purchase orders are issued on an ad-hoc bases.

COMMODITY (B) WORK-WEAR

No	ITEM DESCRIPTION	ESTIMATED QUANTITY	DELIVERY PERIOD	UNIT PRICE	TOTAL PRICE
11	T- Shirt 100%: Red, blue, white, black, light blue, orange Size from: small, L, 1L, 2XL, 3XL, 4XL	10			
12	Golf Shirts 65/35 Poly cotton: Size from: S, M, L, XL,2XL,3XL,4XL	10			
13	2 Tone Vented Reflective Shirt Size from: S, M, L, XL,2XL,3XL,4XL	10			
14	Poly Cotton Short Sleeve shirt Size from: S, M, L, XL,2XL,3XL,4XL	10			
15	2 Tone Shirts Size from: S, M, L, XL,2XL,3XL,4XL	10			
16	Poly Cotton Cargo Pants Size: 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50	10			
17	Cargo Skirts Size from: S, M, L, XL,2XL,3XL,4XL	10			
18	Reflective Bunny Jacket Size from: S, M, L, XL,2XL,3XL,4XL	10			
19	Soft Shell Jacket Size from: S, M, L, XL,2XL,3XL,4XL	10			
20	Rain Suit with Reflective Tape Size from: S, M, L, XL,2XL,3XL,4XL	10			
				TOTAL VAT EXCLUSIVE	R

NOTE: Estimates quantity is used for evaluation purpose only. Brand name indicated on the quantity below must match the sample that will be Submitted for evaluation. Quantities will be specified when purchase orders are issued on an ad-hoc bases.

COMMODITY (C) FOORWEAR

No	ITEM DESCRIPTION	BRAND NAME	ESTIMATED QUANTITY	DELIVERY PERIOD	UNIT PRICE	TOTAL PRICE
21	Gum boots Pvc Nitril upper- Black. Size: 4-13		10			
22	Men's Safety Boots lace-up - Black or brown Steel Cap Toe Size: 5-13		10			
23	Men's Safety Shoe lace-up - Black or brown Steel Cap Toe Size: 5-13		10			
24	Ladies Safety Shoe lace-up - Black or brown Non-steel Cap Toe & Non steel cap toe Size: 5-13		10			
25	Unisex Chelse Boots Black, Navy, Brown Size: 3-13 Steel cap toe		10			
26	Unisex non steel toe cap shoes Black/ brown: Size: 3-10		10			
27	Arc flash Safety Shoes Black, Navy, Brown Size: 3-13 Non-Steel cap toe		10			
					TOTAL VAT EXCLUSIVE	R

NOTE: Estimates quantity is used for evaluation purpose only. Brand name indicated on the quantity below must match the sample that will be Submitted for evaluation. Quantities will be specified when purchase orders are issued on an ad-hoc bases.

COMMODITY (D) GLOVES

No	ITEM DESCRIPTION	ESTIMATED QUANTITY	DELIVERY PERIOD	UNIT PRICE	TOTAL PRICE
28	Gloves: PVC short cuff-yellow	10			
29	Gloves: Chrome Leather	10			
30	Gloves: Pig Skin:	10			
31	Gloves: PVC Elbow	10			
32	Arc Flash Leather Gloves	10			
33	Household latex gloves	10			
34	Electrical Insulating Glove 1000 volts	10			
35	Chainsaw / brush cutter operators' gloves	10			
				TOTAL VAT EXCLUSIVE	R

NOTE: Estimates quantity is used for evaluation purpose only. Brand name indicated on the quantity below must match the sample that will be Submitted for evaluation. Quantities will be specified when purchase orders are issued on an ad-hoc bases.

COMMODITY (E) Hats, Dust mask, Respirators, Traffic Cones

No	ITEM DESCRIPTION	ESTIMATED QUANTITY	DELIVERY PERIOD	UNIT PRICE	TOTAL PRICE
36	Hard Hats	10			
37	Reflective Bibs with logo	10			
38	Hats Safari Brim with logo	10			
39	Dust / Must Disposable Respirator FFP-2 no valve	10			
40	Safety goggles/ Clear glasses	10			
41	Wader Suits with Boots	10			
42	Twin respirator cartridges with filters	10			
43-1	Road Cones 300mm	10			
43-2	Road Cones 500mm	10			
43-3	Road Cones 700mm	10			
43-4	Road Cones 900mm	10			
				TOTAL VAT EXCLUSIVE	R

NOTE: Estimates quantity is used for evaluation purpose only. Brand name indicated on the quantity below must match the sample that will be Submitted for evaluation. Quantities will be specified when purchase orders are issued on an ad-hoc bases.

COMMODITY (F) Chainsaw - Brush-cutter material

No	ITEM DESCRIPTION	ESTIMATED QUANTITY	DELIVERY PERIOD	UNIT PRICE	TOTAL PRICE
44	Kidney belt	10			
45	Brush cutter face Shield	10			
46	Chain Saw Trouser	10			
47	Brush cutter Knee Guards	10			
48	Hearing Protector Pole pruner	10			
49	Brush cutter harness	10			
50	Chainsaw helmet with hearing protection	10			
51	PVC Apron heavy weight 550gm, 500 microns	10			
TOTAL VAT EXCLUSIVE					R

NOTE: Estimates quantity is used for evaluation purpose only. Brand name indicated on the quantity below must match the sample that will be Submitted for evaluation. Quantities will be specified when purchase orders are issued on an ad-hoc bases.

COMMODITY (G) Life Guard PPE

No	ITEM DESCRIPTION	ESTIMATED QUANTITY	DELIVERY PERIOD	UNIT PRICE	TOTAL PRICE
52	Men's Swimming suit	10			
53	Dry fit T-shirt	10			
54	Quick dry shorts	10			
55	Guard hats	10			
56	Track suit	10			
57	Aqua shoes	10			
				TOTAL VAT EXCLUSIVE	R

NOTE: Estimates quantity is used for evaluation purpose only. Brand name indicated on the quantity below must match the sample that will be Submitted for evaluation. Quantities will be specified when purchase orders are issued on an ad-hoc bases.

(H)- SUMMARY

NO	GROUP DESCRIPTION	TOTAL AMOUNT EXCLUDING VAT
A -1-10	2PC CONTI-SUIT, 2PC CONTI-SKIRT, 2PC FLAME RESISTANCE CONTI-SUIT, 2PC DUST COAT, T-SHIRTS, FEMALE BLOUSE, SKIRT	R
B- 11 - 20	WORK - WEAR	R
C – 21 - 27	FOOT-WEAR	R
D - 28-35	ALL GLOVES	R
E – 36-43	HATS, REFLECTIVE BIBS, WADER-SUITS, GOGGLES, DUST MUSK, RESPIRATORS, TRAFFIC CONES	R
F – 44-51	FACE SHIELD, CHAIN SAW TROUSER, KNEE GUADRS, HEARING PROTECTOR, HARNESS, HELMET, APRON	R
G – 52-57	LIFE-GUARD PPE	R
	TOTAL AMOUNT EXCLUDING VAT	R
	15% OF VAT	R
	TOTAL BID PRICE INCLUDING VAT	R

NOTE:

THE QUANTITIES REFLECTED ON THE TABLE ABOVE ARE MEANT FOR EVALUATION PURPOSES, ACTUAL QUANTITIES WILL BE REFLECTED ON THE OFFICIAL ORDERS TO BE ISSUED ON AN AD-HOC BASIS AFTER APPOINTMENT AND SIGNING OF CONTRACT.

- **FUNCTIONALITY**

FUNCTIONALITY		WEIGHTS	SCORING
1.	<p>PROOF OF COMPANY EXPERIENCE</p> <p>Bidders are required to attach certified copies of appointment letters / certified copies purchase orders for supply of Personal Protective Equipment (PPE). The minimum order amount should be R500 000.00 and 10 points will be allocated per order.</p>	30	
2.	<p>FINANCIAL CAPACITY</p> <p>Each rating to be allocated points differently as follows:</p> <p>A = 10 B = 8 C = 5 D = 3</p> <p>The bank rating should be based on R200 000.00 in order to claim points and failure to adhere will lead to forfeiture of points.</p>	10	
3.	<p>COMPLIANCE TO SABS</p> <p>Certified certificates and capability report for PPE supply in line with / relating to the above specifications.</p> <ul style="list-style-type: none"> • SABS Capability Report = (20) • SABS Approved material certificate = (20) • SABS Approved certificate for Footwear = (20) 	60	
Total Score		100	

The threshold of 70/100 points must be achieved in order to be consideration to the next stage of evaluation for price and targeted goals. Failure to score 70 points will lead to immediate disqualification.

**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 CASE WHERE DIFFERENT DELIVERY POINTS INFLUENCES THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number: COM92/2024
Closing Time 11:00 on 6 DECEMBER 2024

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QTY	DESCRIPTION	BID PRICE IN RSA CURRENTLY (INCLUDING VAT)
-	Required by
-	At:
-	Brand and model
-	Country of origin
-	Does the offer comply with specification?		*YES/NO
-	If not to specification, indicate deviation(s)
-	Period required for delivery *Delivery: Firm/not firm
-	Delivery basis (all delivery costs must be included in the bid price)

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

**Procurement Related Enquiries: Christopher Nkambule (Supply Chain Management)
Telephone No: 013 759 2358**

**Technical Related Enquiries: Baldwin Shongwe (Logistics Management)
Telephone No: 013 759 6051**

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 favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

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

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):...

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 identity Numbers and state employee numbers must be indicated in paragraph 4 below.

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

3.8.1 If yes, furnish particulars.....

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 of any national 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:

.....
.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

**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

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. **POINTS AWARDED FOR PRICE**

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

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

Item no.	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
A total of 4 preference points shall be allocated on a proportional or pro rata basis for contracting an enterprise owned by historically disadvantaged persons or individuals who meet the following requirements -			
1.	for 100% black person or people owned enterprise	2 point	
2.	for at least 30% woman or women shareholding or owned enterprise	2 point	
3.	For at least 30% youth shareholding or owned enterprise	2 point	
4.	for at least 30% people living with disability shareholding or owned enterprise	2 point	
A total of 6 preference points shall be allocated on a proportional or pro rata basis for implementing of programmes for RDP -			
5.	for enterprise located within the local area of jurisdiction	2 point	
6.	for enterprise who will sub-contract minimum of 30% of the contract value to EMEs in the ward or local communities where the services to be rendered of works to be undertaken	2 point	
7.	for Corporate Social Investment (CSI) or Social Labour Plan proposition (2% of the total budget allocated)	5 points	
8.	for valid B-BBEE level 1 contribution (SANAS verified B-BBEE certificate for generic enterprise, and for EME and SME a sworn affidavit or CIPC issued certificate confirming annual turnover and level of Black Ownership)	3 point	
The City will utilize the CSD report for the above-mentioned information.			

Corporate Social Investment (CSI)

NB: The minimum total value of the CSI should not be less than 2% of the total project value excluding vat and contingencies. The CSI project should be delivered concurrently with the project. The final product should be delivered prior to the issuing of completion certificate. The nature of the CSI project must benefit the community at large. (1 page, Arial font size 12) Prospective bidders will be expected to provide the City with a written explanation on how to implement the Corporate Service Investment on that particular ward, community or region. The investment must benefit the community at large. In order to claim points, a detailed one page report must be included in the list of returnable documents. The corporate social investment initiatives must be implemented by the company/successful bidder. The final details of the CSI project will be finalized prior to the signing of the contract in consultations with relevant stakeholders.

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:

THIS MBD FORM MUST NOT BE COMPLETED PRIOR TO APPOINTMENT. IT WILL BE ONLY BE FURNISHED AND SIGNED BY THE SUCCESSFUL BIDDER/SERVICE PROVIDER

CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and 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 time of 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);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
 - 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 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 fulfilment 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
2.
DATE:	

(BIDDERS / SERVICE PROVIDERS MUST NOT FILL THIS PART TWO OF THIS MBD 7)

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER /CITY OF MBOMBELA)

1. I..... in my capacity as..... accept your bid under reference numberdated.....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.

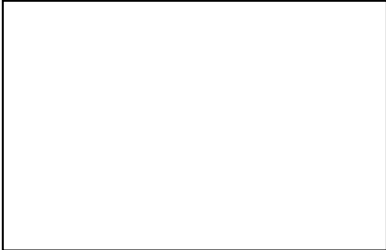
ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP 

WITNESSES
 1.
 2.
 DATE

2.2 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 municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

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

CERTIFICATION

**I, THE UNDERSIGNED (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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ 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:
 - (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.

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.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

AUTHORITY TO SIGN A BID

1. COMPANIES AND CLOSE CORPORATIONS

- a. If a Bidder is a **COMPANY**, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company **must be submitted with this bid**, that is, before the closing time and date of the bid
- b. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, a resolution by its members, authorizing a member or other official of the corporation to sign the documents on their behalf, **shall be included with the bid**.

PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY / MEMBERS OF THE CC

Date Resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated Authorized Signatory			
Capacity			
Specimen Signature			
Full name and surname of ALL Director(s) / Member (s)			
Is a CERTIFIED COPY of the resolution attached?		YES	NO
SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

2. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)

I, _____, the undersigned, hereby confirm

that I am the sole owner of the business trading as _____

3. PARTNERSHIP

We, the undersigned partners in the business trading as _____

hereby authorize Mr/Ms _____ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Signature

SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

CERTIFICATE OF AUTHORITY FOR JOINT VENTURES
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This returnable schedule is to be completed by JOINT VENTURES

We, the undersigned, are submitting this tender offer in joint venture and hereby authorize Mr/Ms _____
 _____ authorized signatory of the Company/Close
 Corporation/Partnership (name) _____, acting in the capacity of
 lead partner, to sign all documents in connection with the tender offer and any contract resulting
 from it on our behalf.

1. Name of firm (Lead partner)			
Address			
		Tel. No.	
Signature		Designation	

2. Name of firm			
Address			
		Tel. No.	
Signature		Designation	

3. Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

4. Name of firm			
Address			
		Tel. No.	
Signature		Designation	

NOTE: A copy of the Joint Venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture, shall be appended to this Schedule.

SUPPLY CHAIN POLICY USING 80/20 PREFERENCE POINT SYSTEM

		MAXIMUM POINTS TO BE ALLOCATED	POINTS CLAIMED BY BIDDER	ALLOCATED POINTS
PRICE AND COMPETENCE GOALS (80 POINTS)	PRICE	80		
	SUB TOTAL	80		
EQUITY PROMOTION GOALS (20 POINTS)				
	B-BBEE STATUS LEVEL OF CONTRIBUTION	20		
	SUB TOTAL	20		
	TOTAL	100		