

# Sedibeng District Municipality



## BID DOCUMENT

<b>Tender No.</b>	8/2/8/3-2024
<b>Closing Date and Time</b>	Tuesday, 11 June 2024@12H00
<b>Description</b>	Proposal for Catering for 180 VIP People at the Vaal Technorama
<b>Contractor / Bidder</b>	
<b>Bid amount</b>	R
<b>Physical address</b>	
<b>Contact person</b>	
<b>Telephone no.</b>	
<b>Fax no.</b>	
<b>Cell no.</b>	
<b>Email address</b>	
<b>Central Supplier Database No.</b>	
<b>*****SUBMIT TWO COPIES (02) MARKED CLEARLY:“ ORIGINAL” AND “COPY”</b>	

## CONDITIONS OF TENDER

1. The prospective bidder's attention is drawn to the following list of forms, attached to this document and other documents that **shall** be completed and submitted with his/her bid documents:
  - a) Tender Form
  - b) Form of Offer
  - c) Declaration of interest
  - d) Certificate of independent Bid Determination
  - e) Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order.
  - f) A current account or proof that utilities account (municipal rates and taxes, water and lights account) of the bidder is up to date. (Not in arrears for more than 3 months).
  - g) Proof of registration for VAT (if applicable).
  - h) Valid B-BBEE Certificate Certified copy
  - i) Central Supplier Database (CSD) Registration Number.

In terms of Section 112 (1)I of the Local Government Municipal Finance Management Act, (Act 56 of 2003), persons who were convicted of fraud or corruption or who willfully neglected, reneged on or failed to comply with a government tender during the past 5 years, or whose tax matters are not cleared by the South African Revenue Services may not participate in the tendering process and the Tenderer shall submit a sworn statement to this effect.

2. **The official tender form shall be completed in BLACK ink and any corrections to the official tender form must also be made in BLACK ink and signed by the bidder. Any tender documents received with correction fluid (Tippex) corrections shall be disqualified.**
3. Bids shall be sealed and endorsed (with bid number and bid description) and must be deposited at Sedibeng District Municipality's tender box (Ground Floor, outside the main building).
4. Sedibeng District Municipality's Supply Chain Management Policy shall apply.
5. Late, Telexed, faxed or emailed tenders will not be accepted.
6. The Council does not bind itself to accept the lowest or any tender and reserves the right to accept any tender in whole or in part.
7. Persons in the service of the state are not allowed to bid.

8. In the event that you are awarded a tender the strict compliance with terms have to observed and in so doing within a period (3 days) (\*after an order is issued) a confirmation letter must be forwarded by you in terms of which you need to indicate whether or not you will be in a position to source the items per the tender and deliver same by the due date.
9. In the event that you do not furnish us with the said letter as requested and fail to comply as per the tender the Sedibeng District Municipality reserves in terms of rights to cancel this tender automatically after 3 days on the basis of your non-compliance and furthermore should you fail to deliver said goods which may necessitate the allocation of a new supplier the Sedibeng District Municipality may impose any further penalty or charges against you.
10. **In the case where all MBD Documents are not completely filled and returned, your quotation will be disqualified.**
11. **The 80/20 Preferential Procurement System will be used to evaluate all the Formal Written Quotations.**
12. Bidders must ensure that, the company status is “**in business**” with the **Company and Intellectual Property Commission (CIPC)**.
13. Bidders who are not registered on the Central Supplier Database are requested to contact National Treasury at [csd@treasury.gov.za](mailto:csd@treasury.gov.za) or 012 406 9222 for any assistance.
14. Exempted Micro Enterprises can submit a letter from the accounting officer; and
15. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.

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**Sedibeng District Municipality**  
**RFQ Number: 8/2/8/3-2024**

<b>DOCUMENT</b>	
INVITATION TO BID	<b>MBD 1</b>
CLEARANCE CERTIFICATE FOR WATER & LIGHTS	
TERMS OF REFERENCE/SPECIFICATIONS	
PRICING SCHEDULE – PROFESSIONAL SERVICES	<b>MBD 3.3</b>
DECLARATION OF INTEREST	<b>MBD 4</b>
PREFERENCE POINTS CLAIM FORM	<b>MBD 6.1</b>
CONTRACT FORM – RENDERING OF SERVICES	<b>MBD 7</b>
DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	<b>MBD 8</b>
CERTIFICATE OF INDEPENDENT BID DETERMINATION	<b>MBD 9</b>
FORM OF OFFER AND ACCEPTANCE	
CREDIT ORDER INSTRUCTION	

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**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SEDIBENG DISTRICT MUNICIPALITY**

BID NUMBER:	8/2/8/3-2024	CLOSING DATE:	Tuesday, 11 June 2024	CLOSING TIME:	12:00AM
DESCRIPTION	Proposal for Catering for 180 VIP People at the Vaal Technorama				

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).**

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS**

**MUNICIPAL BUILDING  
GROUND FLOOR  
CORNER BEACONSFIELD AND LESLIE  
VEREENIGING**

**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
TAX COMPLIANCE STATUS	TCS PIN ATTACHED:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CSD REPORT ATTACHED:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**B-BBEE STATUS [TICK APPLICABLE BOX]**

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>OR,</b>	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
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***[AN ORIGINAL 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?**

Yes [IF YES ENCLOSE PROOF]  No

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<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>			
<input type="checkbox"/> Yes [IF YES, ANSWER PART B:3 ]		<input type="checkbox"/> No	
<b>TOTAL NUMBER OF ITEMS OFFERED</b>		<b>TOTAL BID PRICE</b>	<b>R</b>
<b>SIGNATURE OF BIDDER</b>	.....	<b>DATE</b>	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	Supply Chain Management	DEPARTMENT	Executive Mayors Office
CONTACT PERSON	Madikgomo Ramonana	CONTACT PERSON	Mrs. Busi Shabalala
TELEPHONE NUMBER	066 472 7253	TELEPHONE NUMBER	078 637 8191
E-MAIL ADDRESS	<a href="mailto:madikgomor@sedibeng.gov.za">madikgomor@sedibeng.gov.za</a>	E-MAIL ADDRESS	<a href="mailto:busis@sedibeng.gov.za">busis@sedibeng.gov.za</a>

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**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. This bid is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2017, The General Conditions Of Contract (GCC) and, if applicable, any other special conditions of contract.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 Bidders must ensure compliance with their tax obligations.
- 2.2 Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer’s profile and tax status.
- 2.3 Application for the tax compliance status (TCS) certificate or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 2.4 Foreign suppliers must complete the pre-award questionnaire in part b: 3.
- 2.5 Bidders may also submit a printed TCS certificate together with the bid.
- 2.6 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
- 2.7 Where no TCS is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

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

**If the answer is “NO” to all the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE:.....

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**MBD1-A  
ATTACH SARS  
TAX CLEARANCE PIN  
HERE**

(NB: Failure to attach a current SARS PIN may result in your bid being non-responsive)

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MIBD2:  
DISCONTINUED  
MIFMA CIRCULAR  
NO.90



**Proposal for Catering for 180 VIP People at the Vaal Technorama**  
**BID NO: 8/2/8/3-2024**

**Background**

Sedibeng District Municipality is a cradle of the human rights with number of epochs in our constitutional development and democracy. State of the District Address will be held at Sedibeng District Municipality, Vaal Technorama on the 14<sup>th</sup> June 2024. The event will target 180 audience to attend the delivery of 2024/25 IDP/Budget.

Description	Quantity	Minimum Requirement
<p><b>Breakfast 2</b></p> <ul style="list-style-type: none"> <li>• Variety of sandwiches</li> <li>• Scones with filling</li> <li>• Fresh muffins</li> <li>• Fruit platter</li> <li>• Tea/ coffee station</li> <li>• 125ml chicken/mushroom soup</li> </ul>	180 VIP	Health Certificate
<p><b>Lunch 2</b></p> <ul style="list-style-type: none"> <li>• 2x starch</li> <li>• 2x veggie</li> <li>• 2x salad</li> <li>• Beef stews</li> <li>• Grilled Chicken</li> <li>• 340ml assorted cold drink/ 100% Juice</li> <li>• Dessert (hot custard &amp; pudding)</li> </ul>	180 VIP	Health Certificate

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### Note to Bidders

1. The bidding company must have extensive proven experience in catering.
2. Staff profiling : they must wear uniform, each serving point must have at least 2 people per serving point
3. The bidding company must provide, with bidding documents, three contactable references of similar work undertaken.
4. **The** bidding company must have operational presence within the Sedibeng Region

### Minimum Requirements

1. Up to date account e.g Municipal Rates and Taxes account or A Valid Lease Agreement  
(Please note that if the Water and Lights statement is not in the company's name , kindly submit a lease agreement between the company and the landlord)
2. Tax compliance status pin ( to enable the municipality to verify the bidders tax compliance status)
3. Registered on Central Supplier Database (CSD).
4. Submission of a valid health certificate

**Non-compliance with the above will result in bids being non-responsive.**

### TECHNICAL EVALUATION

*VALUES: 1 = POOR: 2 = AVERAGE: 3 = GOOD: 4 = VERY GOOD: 5 = EXCELLENT*

*NB: A threshold of a minimum of 70 average points is required for further evaluation*

No	Category	Points	Value(max of 5 points per criteria Max 5	Score = (weight x value) (max score of 500) Max 500
1.	Track Record ( Attach 3 contactable reference letters of similar work)  1=1 Point 2=3 Points 3=5 Points	25		
2.	<b>CAPACITY AND CAPABILITY</b> Project Implementation Plan <ul style="list-style-type: none"><li>• Staff complement (10 uniformed staff)</li><li>• Time Lines</li><li>• Financial Capacity</li></ul>	50		

3.	Experience of similar work <ul style="list-style-type: none"> <li>• 3 years – 5 Points</li> <li>• 2 years – 3 Points</li> <li>• 1 year – 1 Point</li> </ul>	25		
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### **BID EVALUATION**

The bid will be based on Point System 80:20 point system.

<b>1<sup>ST</sup> STAGE</b>	FUNCTIONALITY TOTAL SCORE : 100%
	THRESHOLD (MINIMUM SCORE REQUIRED = 70%)

<b>2<sup>nd</sup> stage</b>		<b>POINTS</b>
<b>PRICE</b>		80
<b>SPECIFIC GOALS</b>		20
Youth-owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Person with Disability owned <i>(medical certificate needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Locality <i>(Municipal rates account / lease agreement needed)</i>	4 points (Sedibeng or Gauteng TER Township based) 2 Points (Non-TER Gauteng based) 0 points (outside Gauteng Province)	
Women-owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
51 % Black owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
<b>Total points for Price and SPECIFIC GOALS</b>		<b>100</b>

<b><u>Technical Enquiries</u></b>	Mrs. Busi Shabalala Tel: 078 637 8191 <a href="mailto:busis@sedibeng.gov.za">busis@sedibeng.gov.za</a>
<b><u>Supply Chain Enquiries</u></b>	Ms. Madikgomo Ramonana Tel:066 472 7253 <a href="mailto:madikgomor@sedibeng.gov.za">madikgomor@sedibeng.gov.za</a>

**PRICING SCHEDULE**  
**(Professional Services)**

Name of Bidder.....	Bid Number: <b>8/2/8/3-2024</b>
Closing Time: <b>12H00</b> Closing Date: <b>Tuesday, 11 June 2024</b>	

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING

SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

ITEM NO.

QUANTITY

DESCRIPTION BID PRICE IN RSA

CURRENCY

\*\*(ALL APPLICABLE TAXES INCLUDED)

- Required by: .....

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- At: .....

- Brand and Model .....

- Country of Origin .....

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

- If not to specification, indicate deviation(s) .....

- Period required for delivery .....

\*Delivery: Firm/Not firm

- Delivery basis .....

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

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

\*Delete if not applicable

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**DECLARATION OF INTEREST**

- 2. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 3. 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 positioning relation to the evaluating/adjudicating authority.
- 4. **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, hareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholder 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?

<b>Please ✓ one option:</b>			
<b>YES</b>		<b>NO</b>	

3.8.1 If yes, furnish particulars. ....

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

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.

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

3.9 Have you been in the service of the state for the past twelve months?

<b>Please ✓ one option:</b>			
<b>YES</b>		<b>NO</b>	

3.9.1 If yes, furnish particulars.....

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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?

<b>Please ✓ one option:</b>			
<b>YES</b>		<b>NO</b>	

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?

<b>Please ✓ one option:</b>			
<b>YES</b>		<b>NO</b>	

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?

<b>Please ✓ one option:</b>			
<b>YES</b>		<b>NO</b>	

3.12.1 If yes, furnish particulars.

.....  
.....

3.13 Are any spouse, child or parent of the company's director's trustees, managers, principle shareholders or stakeholders in service of the state?

<b>Please ✓ one option:</b>			
<b>YES</b>		<b>NO</b>	

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?

<b>Please ✓ one option:</b>			
<b>YES</b>		<b>NO</b>	

3.14.1 If yes, furnish particulars:

.....

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3.15 Please provide full details of directors / trustees / members / shareholders.

**\*\* THIS IS COMPULSORY\*\***

<b>Full Name (KINDLY PROVIDE DETAILS OF <u>ALL</u> DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS )</b>	<b>Identity Number (KINDLY PROVIDE DETAILS OF <u>ALL</u> DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS )</b>	<b>State Employee Number (ONLY IF APPLICABLE)</b>

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**



MBD 4-A  
ATTACH COMPANY  
REGISTRATION DOCUMENTS  
HERE

**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.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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:

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

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

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

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide

goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

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

**3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

**3.1. POINTS AWARDED FOR PRICE**

**3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

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

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:

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

Where

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

**4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must

be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Youth-owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Person with Disability owned <i>(medical certificate needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Locality <i>(Municipal rates account / lease agreement needed)</i>	4 points (Sedibeng or Gauteng TER Township based) 2 Points (Non-TER Gauteng based) 0 points (outside Gauteng Province)	
Women-owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
51 % Black owned <i>(BBBEE Certificate / Affidavit needed)</i>	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	

NB: For the Tenderer to complete

**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:** .....

.....



**MBD 6-A  
ATTACH BBB-EE CERTIFICATE / SWORN AFFIDAVIT  
HERE**



**CONTRACT FORM - RENDERING OF SERVICES**

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) **SEDIBENG DISTRICT MUNICIPALITY** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **8/2/8/3-2024** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
  
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, *viz*
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
  
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
  
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

- 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 .....

Initial here

[Empty box for initials]

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number 8/2/8/3-2024 dated .....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

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

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

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1 .....

2 .....

---



**DEPARTMENT: SUPPLY CHAIN  
MANAGEMENT**

Sedibeng District Municipality  
P.O. Box 471  
Vereeniging, 1930  
Republic of South Africa  
Tel: +27 16 450 3110  
Fax: +27 86 682 9892

**PLEASE NOTE THAT THIS IS COMPULSORY  
FAILURE TO PROVIDE AT LEAST 3 CONTACTEABLE REFERENCES MAY RENDER YOUR  
SUBMISSION AS NON-RESPONSIVE**

**Please provide at least 3 references**

1. **Name:**.....  
**Company:**.....  
**Position Held:**.....  
**Contact Number (s) work:**.....  
**Mobile:**.....
2. **Name:**.....  
**Company:**.....  
**Position Held:**.....  
**Contact Number (s) work:**.....  
**Mobile:**.....
3. **Name:**.....  
**Company:**.....  
**Position Held:**.....  
**Contact Number (s) work:**.....  
**Mobile:**.....
4. **Name:**.....  
**Company:**.....  
**Position Held:**.....  
**Contact Number (s) work:**.....  
**Mobile:**.....
5. **Name:**.....  
**Company:**.....

Position Held:.....

Contact Number (s) work.....

Mobile.....

**CLEARANCE CERTIFICATE FOR WATER & LIGHTS**

Section 38 (d) (i) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder, or any of its directors, whose municipal rates and taxes are in arrears for more than three months.

The purpose of this form is to obtain prove that municipal services, rates and taxes of the service provider, or any of its directors, are not more than three months in arrears with the relevant municipality / landlord in the municipal area where the service provider conduct his / her business. **This form is to be completed only if the service provider’s rates and taxes are not in arrears for more than three months.**

**EACH BIDDER MUST COMPLETE THE BELOW CHECKLIST (Please tick with X where appropriate):**

QUESTIONS	YES	NO
1. Is your municipal rates and taxes account up to date/current (not in arrears for more than three months)?		
2. If yes, please submit proof in the form of the <b>original or certified copy</b> of the bidder’s municipal rates and taxes account.		
3. Does the bidder lease/rent the property where the business is situated?		
4. If yes provide the contact name and contact number of the lessor/landlord:		
<b>Contact Name:</b>	<b>Contact Number:</b>	
5. Please attach the copy of the lease agreement signed by the Landlord/ lessor and the tenant/lessee as proof.		

I (FULL NAMES), \_\_\_\_\_ OF (PHYSICAL ADDRESS)

\_\_\_\_\_ being a Director / principal shareholder, owner of company<sup>1</sup>

(COMPANY NAME): \_\_\_\_\_

Hereby confirm that, the information submitted in this form is accurate, to the best of my knowledge.

\_\_\_\_\_

Initial here

\_\_\_\_\_  
Signature

**NB: IF YOU FAIL TO COMPLETE THIS FORM, PLEASE REGARD YOUR BID AS NON RESPONSIVE!**

**MBD 8-A  
ATTACH UTILITIES ACCOUNT OF  
BIDDING COMPANY  
HERE**

MBD 8-B  
ATTACH UTILITIES ACCOUNT OF  
ALL DIRECTORS / OWNERS  
HERE



MBD 8-C  
ATTACH ADDITIONAL  
LETTERS OF REFERENCE  
(IF APPLICABLE)  
HERE

DESCRIPTION	YES (√)	NO (X)
1. All pages are completely filled and signed by the authorized person:		
2. Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order.		
3. Original BBBEE Certificate or Sworn Affidavit for exempted micro enterprise signed and stamped by Commissioner of Oaths. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.		
4. Original current account of water and lights/Rates and Taxes obtainable from any Local or Metropolitan Municipality has been attached		
5. In a case of Joint Ventures (JV)/Consortium, the JV agreement has been attached		
6. The bidder has provided at least three contactable references		
7. Company registration documents e.g. CK document has been attached, in a case of a Private/Public company, shareholding information e.g. share certificate, has been attached		
8. Central Supplier Database summary report.		
9. Submitted 2 copies		

ATTACH CENTRAL SUPPLIER DATABASE  
REGISTRATION  
HERE

Initial here

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

**Proposal for Catering for 180 VIP People at the Vaal Technorama**

(Bid Number 8/2/8/3-2024

in response to the invitation for the bid made by:

SEDIBENG DISTRICT MUNICIPALITY

(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

--

**FORM OF OFFER AND ACCEPTANCE**

**1) OFFER**

The Employer, identified in the acceptance signature block, has solicited offer to enter into a Contract in respect of the following service:

**TENDER No: 8/2/8/3-2024**

The tenderer, identified in the offer signature block has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offer to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount of R..... be determined in accordance with the conditions of contract identified in the Conditions of Contract.

**THE OFFERED PRICE IS R.....  
(INCLUSIVE OF ALL APPLICABLE TAXES)**

This offer may be accepted by the Employer by signing the Acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Conditions of Tender, whereupon the Tenderer becomes the party named as the Service Provider in the Condition of Contract.

Signature(s):.....  
.....

Name(s):.....  
.....

Capacity for the  
Tenderer: .....  
...

Name and address of  
organization).....

Name and  
Signature of  
Witness:.....

Date:.....

**2) ACCEPTANCE (TO BE COMPLETED BY SEDIBENG DISTRICT MUNICIPALITY REPRESENTATIVE)**

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the Conditions of Contract identified in the contract that is the subject of this agreement.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender scheduled as well as any changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to, and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorized representative(s) of both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

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

Signature(s):

.....

Name(s):

.....

Capacity for the SEDIBENG DISTRICT MUNICIPALITY (Employer):

.....

(Name and address of organization)

SEDIBENG DISTRICT MUNICIPALITY  
CORNER BEACONSFIELD AVENUE & LESLIE STREET, VEREENIGING, 1930

Witness:..... Date:.....

--



**3) CREDIT ORDER INSTRUCTION**

It is the policy of the Sedibeng District Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker’s confirmation.

Name of Account Holder.....

Address:.....

.....

Name of Bank:.....

Name of Branch:.....

Branch Code:.....

Account Number:.....

Type of Account:.....

I/we hereby requested and authorize the Sedibeng District Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.

I/we understand that a payment advice will be supplied by the Sedibeng District Municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.

I/we further undertake the inform the Sedibeng District Municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days’ notice by prepaid registered post.

.....  
Initials and Surname

.....  
Authorized Signature

Date:.....

**FOR BANK USE ONLY**

I/We hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct:

.....  
**AUTHORISED SIGNATURE(S)**

**OFFICIAL DATE STAMP**

ALTERNATIVELY ATTACH A BANK STAMPED LETTER OF CONFIRMATION OF BANKING DETAILS NOT OLDER THAN 3 MONTHS