Ref:(SCM) Enquiries: email: scmenquiries@mogalecity.gov.za

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Procurement from R30 000.00 up to a transaction value of R 300 000.00 (including Vat)
(For publication on Mogale City Website and Notice Boards)

Kindly furnish Mogale City Local Municipality with a written quotation on the goods listed hereunder:

QUOTATION NUMBER	**EDS (ED) 01/2027**
ADVERT DATE	**05 NOVEMBER 2026**
CLOSING DATE AND TIME	**12 NOVEMBER 2026 @ 11:00**
DESCRIPTION OF GOODS / SERVICES	**RE-ADVERT - QUOTATIONS ARE HEREBY INVITED FROM SUITABLY QUALIFIED, EXPERIENCED, AND ACCREDITED TRAINING SERVICE PROVIDER TO CONDUCT TRAINING TO OPERATE A TRACTOR (NQF LEVEL 2), UNIT STANDARD 262804.**
DEPARTMENT	**ECONOMIC DEVELOPMENT SERVICES – ENTERPRISE AND RURAL DEVELOPMENT.**
ENQUIRIES:	Email: scmenquiries@mogalecity.gov.za
THE QUOTATION MUST BE SUBMITTED ON THE OFFICIAL QUOTATION DOCUMENT (INCLUDING ALL THE REQUIRED ANNEXURES) AND MUST BE DELIVERED BY HAND BEFORE THE OFFICIAL CLOSING DATE AND TIME TO: **THE SCM UNIT OF MCLM** **CIVIC CENTRE** **CORNER MARKET & COMMISSIONER STREETS,** **KRUGERSDORP** **UPPER-LEVEL WEST WING** **TENDER BOX**	

NAME OF BIDDING ENTITY: _____

NAME OF BIDDING ENTITY REPRESENTATIVE: _____

PHYSICAL ADDRESS OF BIDDING ENTITY: _____

_____

POSTAL ADDRESS OF BIDDING ENTITY: _____

CONTACT DETAILS OF BIDDING ENTITY: Tel: _____ Cell: _____

E-MAIL ADDRESS: _____

A. MANDATORY DOCUMENTS
(IF NOT PROVIDED, THE QUOTATION DOCUMENT WILL BE INSTANTLY DISQUALIFIED)

1. Completed and Signed Schedule of Pricing as issued in the document.
   In the event of a mistake having been made on the pricing schedule, it shall be crossed out in ink and be accompanied by initialling each and every alteration. The Municipality reserves the right to reject the quotation if corrections are not made in accordance with the above.

2. Authority of Signatory must be completed and signed in case of a business not sole proprietor or one-person business or board of director's resolution authorizing signature to sign off the bid documents.

3. Mogale City Local Municipality will not accept any quotation document with missing pages.

FAILURE TO ADHERE TO ANY OF THE ABOVE WILL RESULT IN THE QUOTATION NOT BEING FURTHER EVALUATED.

B. ESSENTIAL DOCUMENTS

(NO AWARD WILL BE MADE IF ANY OF THE INFORMATION/DOCUMENTATION LISTED BELOW IS NOT COMPLIED WITH OR SUBMITTED).

4. Completed and signed Municipal Bidding Documents:

   4.1 MBD 1: Invitation to tender.
   4.2 MBD 4: Declaration of Interest.
   4.3 MBD 6.1: Preferential Points.
   4.4 MBD 8: Declaration of bidders past supply chain management practices.
   4.5 MBD 9: Certificate of independent bid determination.

NOTE: The above documents must be submitted on the official and original forms of Mogale City and must not be re-typed or scanned or completed electronically i.e. must not be typed in. They must be completed in black ink, handwritten. Bids completed in pencil, or any erasable pen will be regarded as invalid.

5 Submit Central Supplier Database (CSD) Registration Report or Summary Report.

MUNICIPAL RATES AND TAXES OR MUNICIPAL SERVICE CHARGES

6 The bidding entity and its director(s) must submit Municipal Rates and Taxes account which is not older than three (3) months / ninety (90) days and must not be in arrears at the time of the closing date**. (NB Declaration certificate for municipal service must be completed, stamped, signed and dated, see page 5)**

7 If the bidding entity and its director(s) does not own a property it must submit a valid lease agreement which has the address of the business and its director(s) or Rental Statement which is in the name of the business and director(s).

8. If the Bidding Entity and its director(s) operates from Informal settlement/rural area and does not have a Municipal Rates Account,

   8.1 The bidding entity and its director(s) must submit Confirmation on Municipality / Metro letterhead signed and stamped by the ward Councillor or delegate/tribal authority with contact details which is not older than three (3) months. NB: The document must be stamped and verified by the relevant municipality head of human settlement division confirming that the address does not receive municipal services.

9. If the bidding entity and its director(s) operates from parents' place or any other place and is not responsible for Municipal account / Services.
   9.1 The bidding entity and its director(s) must submit an original Sworn Affidavit by the property owner. In instance where the property owner is unable to provide such affidavit, the bidder shall submit a sworn affidavit explaining the circumstance preventing such submission.

10. If the bidding entity and its director(s) is in the process of acquiring new property, which property has not yet been transferred to its name, a letter from the conveyancing attorney(s) must be submitted.

11. If the bidding entity and its director(s) submit a Municipal Account which is in the name of the Trust Account, and original Sworn Affidavit from The Trustee(s) must be furnished explaining that factor/relationship.

12. If the bidding entity's director(s) submit a Municipal Account in the name of the other spouse, an original Sworn Affidavit explaining the fact must be submitted by both the director and the spouse responsible for the municipal account.

13. In a case where the bidder operate business from a property that is registered or benefiting from the municipality indigent support program, the bidder shall be required to declare such status by means of a sworn affidavit.

14. Quotation document must be submitted in original.

C. QUOTATION CONDITIONS
(FAILURE TO COMPLY WITH THESE CONDITIONS SHALL RESULT IN DISQUALIFICATION)

15 All suppliers of good & services are urged to register in the National Treasury web based Central Suppliers Database with Effect from 1 July 2016.

16. As per National Treasury Instruction No.4 A of 2016/2017 National Treasury Supplier Database, organs of state must ensure that suppliers awarded business with the State are registered on the CSD prior to award letter/purchase order/signed contract being issued.

17. Quotations by joint ventures are to be accompanied by the Document Formation of the joint venture, duly registered and authenticated by a Notary Public or other official deputized to witness sworn statements. This document must define precisely the conditions under which the joint venture will function, the period for which it will function, the persons authorized to represent and obligate it, the address for correspondence, the participation of several firms forming the joint venture and any information necessary to permit a full appraisal of its functioning, including a clause to the effect that the members of the joint venture are jointly and severely bound.

18. No electronic signature will be accepted in the quotation document. The bidder's signature must always be signed by hand in black ink.

19. No late quotation will be accepted.

20. Telefax or e-mail quotations will not be accepted.

21. All quotations must be submitted on the official and original forms and must not be re-typed or typed or scanned. Quotations must only be submitted on the quotation documents as provided by Mogale City Local Municipality

22. Quotations must be completed in black ink, handwritten and must not be typed.

23. The use of tipp-ex is not allowed on the quotation documents.

24. Quotation document completed in pencil will be regarded as invalid.

25. No page(s) must be removed from the original quotation document.

26. Requirements for sealing, addressing, delivery, opening and assessment of quotations are stated in the quotation document.

27. The lowest or any quotation will not necessarily be accepted, and Mogale City reserves the right to accept a quotation in whole or in part.

28. The Municipality reserves the right to appoint and not to appoint.

29. The validity period for the quotation is sixty (60) days.

30. The Municipality reserve the right to negotiate a fair market related price with recommended bidders after price quotations.

31. All quotation prices must be inclusive of VAT for all registered VAT vendors.

REGISTRATION AS A VAT VENDOR

31.1 Non-VAT vendors do not have to include VAT in their quotation prices, however they must submit quotations for contracts that would, if successful, take their annual turnover above the threshold of R 1 million must include VAT in their price quoted and must therefore immediately upon award of the contract, register with the South African Revenue Service (SARS) as VAT vendors.

31.2 The award of contract would be (for non-VAT vendors who included VAT in their prices) conditional pending the successful bidder submitting proof of registration as VAT vendor with SARS within 21 days of award.

31.3 In all instances where the bidder has excluded VAT from the prices quoted, if the bidder is successful, the letter of contract will clearly state that the price at which the contract is awarded is exclusive of VAT and that VAT will not be added on at any stage after the contract has been signed.

31.4 The successful bidder will have to absorb the adverse financial implications of not including VAT in the price quoted.

32 All quotation prices must be in RSA currency and inclusive of Value Added Tax (VAT).

33 Quotations will be opened immediately after the closing date and time in a venue to be indicated.

34 No quotations will be accepted from persons in the service of State as it is defined in the Municipal Finance Management Act and Regulations.

35 The supply Chain Management Policy of Mogale City Local Municipality allow persons aggrieved by decisions or actions taken by the municipality in the implementation of its Supply Chain Management system, to lodge within fourteen (14) days of the decision or action a written objection or complaint to the municipality against the decision or action. All objections or complaints should be submitted via email to scmenquiries@mogalecity.gov.za.

36 Quotation documents may be downloaded from **www.mogalecity.gov.za.**

OFFICE OF THE MUNICIPAL MANAGER



DECLARATION: CERTIFICATE FOR MUNICIPAL SERVICES

PART A: PROPERTY OWNED BY ENTERPRISE OR DIRECTORS
Please complete the following if property is owned by the entity, the proprietors, directors or partners in their personal capacity, which must be confirmed by the relevant municipality **(ATTACH COPY OF MUNICIPAL ACCOUNT(S) OF THE ENTITY, ALL THE DIRECTOR/S NOT OLDER THAN 90 DAYS**:

Name of Account holder (the entity or director): ……

Account number: ……

FOR MUNICIPAL USE ONLY **I/we hereby certify that the municipal account details of our client as indicated above is correct.** **…….** **Name of municipal official (print name)** **……** **Signature of municipal official**	**Official date stamp of municipality**

I ,……., the undersigned, certify that the information furnished on this declaration form true and correct.

…… **……**

Signature for and on behalf of the bidder **Date**

NB: Where a bidding entity has more than one director, the bidder must submit Declaration Form for each director.

MOGALE CITY LOCAL MUNICIPALITY
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION

Mogale City Local Municipality requests a quotation on the goods/services listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

CENTRAL SUPPLIER DATABASE MAAA:	
TAX COMPLIANCE STATUS (TCS) PIN:	
DESCRIPTION OF SERVICE	**QUOTATIONS ARE HEREBY INVITED FROM SUITABLY QUALIFIED, EXPERIENCED, AND ACCREDITED TRAINING SERVICE PROVIDER TO CONDUCT TRAINING TO OPERATE A TRACTOR (NQF LEVEL 2), UNIT STANDARD 262804**. **SCOPE OF WORK** **BACKGROUND** Mogale City Local Municipality established a need to train and develop employees on the following compliance training: **SCOPE OF WORK** The successful training service provider will be expected to conduct training for Four (4) employees. • Machine orientation • Compliance to safety practices and procedures. • Pre - operation checks • Site preparation and plan for work activities • Site operation Procedures • Operation procedures • Post operation procedures • Training should be accredited

Course Name	**Unit standard**	**Duration**	**Number of Learners**
Operate a Tractor	262804	5 days	Four (4)

- The training service provider would be expected to deliver training on all the specific outcomes and assessments.

VENUE

- The training and demonstration will take place at Tarlton Agripark.
- Mogale City Local Municipality, through its mechanization program, will supply the tractor

Expected deliverables

- Provide training aligned to Unit Standard **262804:** Operate a Tractor.
- Provide all training materials, learning resources, and practical training equipment required for the programme.
- Conduct both theoretical and practical assessments in accordance with relevant accreditation requirements.
- Issue Statements of Results and/or Certificates of Competence to learners who are found competent.
- Ensure that facilitators, assessors, and moderators are appropriately qualified and registered where required.
- Submit attendance registers, assessment records, and training reports upon completion of the programme.
- Comply with all applicable occupational health and safety requirements during training delivery.

Time Frame

- The training should commence fourteen (14) working days after the appointment of the service provider.

FUNCTIONALITY

TECHNICAL EVALUATION

- The below mentioned criteria regarding Functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each bidder to successfully execute the contract according to specifications.
- Failure to score the minimum of **22 points** out of **39 points** will lead to non-compliance and bidder will be rejected after this phase and not continue for price scoring.
- A score of **zero (0)** in any criteria/sub-criteria will lead to disqualification of the bidder, regardless of the total or minimum points.
- These criteria shall only determine whether a bidder will further be evaluated and will not influence the points scored on Price.

No	Description	Minimum Score	Maximum Score
1.	The bidder must submit a minimum of one (1) signed, dated and contactable reference letter indicating successful completion of project as per the scope of work. • One (01) signed and contactable reference letter = **2 Points** • Two (02) or more signed and contactable reference letters = **4 points**	**2**	**4**
2.	Training institution/training company must submit the CVs of the facilitator, assessor and the moderator indicating a minimum of two (2) years' experience and attach applicable proof of accreditation certificate with relevant Sector Education and Training Authority (SETA) OR QCTO. **a. Facilitator:** • Attach Facilitator's CV with a minimum of two (2) years' but less than three (3) years of relevant experience and an applicable proof of accreditation certificate = **5 points** • Attach Facilitator's CV with three (3) or more years' experience and an applicable proof of accreditation certificate = **10 points** **b. Assessor:** • Attach Facilitator's CV with a minimum of two (2) years' but less than three (3) years of relevant experience and an applicable proof of accreditation certificate = **5 points** • Attach Assessor's CV with three (3) or more years' experience and an applicable proof of accreditation certificate = **10 points**	**5** **5**	**10** **10**

		c. Moderator: • Attach Facilitator's CV with a minimum of two (2) years' but less than three (3) years of relevant experience and an applicable proof of accreditation certificate = **5 points** • Attach Assessor's CV with three (3) or more years' experience and an applicable proof of accreditation certificate **= 10 points** **NB: Failure to submit the CVs and the accreditation certificates of the Facilitator, Assessor and Moderator will score zero.** **Alternatively, bidders may use the CV templates provided in this document or strike them out if their own CVs are submitted as separate attachments.**	**5**	**10**
	3.	**PROOF OF VALID ACCREDITATION CERTIFICATE FROM RELEVANT SETA OR SIGNED AND DATED LETTER FROM RELEVANT SETA OR QCTO** Bidders are required to attach a valid proof of accreditation certificate in the name of the bidding company reflecting unit standard **262804** (where accreditation has expired, due to QCTO process, kindly attach a signed letter from the relevant SETA) Proof of a valid accreditation certificate must be submitted or a signed letter from a relevant SETA) <u>Distribution of points based on evidence provided:</u> ✓ **5 points** for submission of a valid proof of accreditation certificate reflecting unit standard **262804** (where accreditation has expired, due to QCTO process, kindly attach a signed letter from the relevant SETA) **0 points** for no submission of a valid proof of accreditation certificate reflecting unit standard **262804** **NB: A valid Accreditation certificate for the bidding company or a signed and dated letter from relevant SETA reflecting unit standard 262804**	**5**	**5**
		TOTAL	**22**	**39**

- The purpose of the comparison is to ensure a meaningful evaluation; bidders are requested to furnish detailed information of substantiation of compliance to the evaluation criteria. The service provider should score at least the minimum of **22 points** out of the **39 points** in order to be considered to the next evaluation phase.

- All information and particulars necessary to properly evaluate the quotation must be furnished on submission. Incomplete particulars and documents required substantiating or insufficient documentary proof thereof will be construed to mean that the service provider is forfeiting the evaluation points in that regard.

CURRICULUM VITAE TEMPLATE

FACILITATOR

Curriculum Vitae	
Name:	**Date of birth:**
Profession:	**Nationality:**
Qualifications:	
Name of Employer (firm):	
Current position:	**Total Months Relevant Experience:**
Employment Record:	

Experience Record Pertinent to Required service:

START DATE dd month year	**End DATE dd month year**	**ROLE WHICH PROVES RELEVANT EXPERIENCE**

Certification:
I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

..... …….....
Signature of person named in the schedule *Date*

CURRICULUM VITAE TEMPLATE

ASSESSOR

Curriculum Vitae	
Name:	**Date of birth:**
Profession:	**Nationality:**
Qualifications:	
Name of Employer (firm):	
Current position:	**Total Months Relevant Experience:**
Employment Record:	

Experience Record Pertinent to Required service:

START DATE dd month year	**End DATE dd month year**	**ROLE WHICH PROVES RELEVANT EXPERIENCE**

Certification:
I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....…… …….....
Signature of person named in the schedule *Date*

CURRICULUM VITAE TEMPLATE

MODERATOR

Curriculum Vitae	
Name:	**Date of birth:**
Profession:	**Nationality:**
Qualifications:	
Name of Employer (firm):	
Current position:	**Total Months Relevant Experience:**
Employment Record:	

Experience Record Pertinent to Required service:

START DATE dd month year	End DATE dd month year	ROLE WHICH PROVES RELEVANT EXPERIENCE

Certification:
I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....…… …….....
Signature of person named in the schedule *Date*

POINTS FOR SPECIFIC GOALS	All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price, 20 points for specific goals to promote transformation and economic development in accordance with the table below: Preferential Procurement Policy Framework Act. • 80 points for Price • 20 Points for Specific Goals

The specific goals allocated points in terms of this quotation	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)
Within the boundaries of the Municipality (Municipal account/ lease agreement/rental statement will be utilized to verify area of jurisdiction of bidder).	10	
Outside the boundaries of the Municipality, but within the West Rand District Municipality. (Municipal account/ lease agreement/rental statement will be utilized to verify area of jurisdiction of bidder).	6	
Within the boundaries of Gauteng Province (Municipal account/ lease agreement/rental statement will be utilized to verify area of jurisdiction of bidder).	4	
Outside the boundaries of Gauteng Province (Municipal account/ lease agreement/rental statement will be utilized to verify area of jurisdiction of bidder).	0	
Disability (enterprises located and operated by disabled persons). (Central Supplier Database will be utilized to verify enterprises located and operated by disabled persons).	2	
Youth (Enterprise owned by persons younger than 35 years). (Central Supplier Database will be utilized to verify enterprises owned by persons younger than 35 years points of bidder).	3	
Gender (woman owned enterprises). (Central Supplier Database will be utilized to verify women-owned enterprise points of bidder)	5	

QUOTATIONS ARE HEREBY INVITED FROM SUITABLY QUALIFIED, EXPERIENCED, AND ACCREDITED TRAINING SERVICE PROVIDER TO CONDUCT TRAINING TO OPERATE A TRACTOR (NQF LEVEL 2), UNIT STANDARD 262804.

PRICING SCHEDULE

NO.	DESCRIPTION	QUANTITY	Costs (Excl Vat)	Costs (Incl Vat)
1.	Facilitation	Per session	**R**	**R**
2.	**Course Fee** • Assessment and Certification. • Learner registration with the relevant SETA • Learner support. • Supply of training material and training equipment	Per Learner	**R**	**R**
	TOTAL COSTS (*for evaluation purposes only*		**R**	**R**

The prices must include all costs, labour, delivery, etc, all related costs of bringing the service to Mogale city Local Municipality, without any hidden costs.

NB: Total costs shall be inclusive of delivery

NB: If the bidder/supplier is a VAT Vendor, they must complete the pricing schedule indicating price including VAT

OR

If the bidder/supplier is not registered as a VAT Vendor they must complete the pricing schedule indicating price excluding VAT.

Name of Bidder: …… Date: ……..

Signature: …… Position: ……..



PART A
INVITATION TO BID
MBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF MOGALE CITY LOCAL MUNICIPALITY					
RFQ NUMBER:	**EDS(ED) 01/2027**	**CLOSING DATE:**	**12 NOVEMBER 2026**	**CLOSING TIME:**	**11:00**
DESCRIPTION	**RE-ADVERT- QUOTATIONS ARE HEREBY INVITED FROM SUITABLY QUALIFIED, EXPERIENCED, AND ACCREDITED TRAINING SERVICE PROVIDER TO CONDUCT TRAINING TO OPERATE A TRACTOR (NQF LEVEL 2), UNIT STANDARD 262804.**				
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)*

CNR. COMMISSIONER & MARKET STREET				
CIVIC CENTRE				
MOGALE CITY				
KRUGERSDORP				
1740				
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]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ 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?***	☐Yes ☐No [IF YES ENCLOSE PROOF]		*ARE YOU A FOREIGN BASED SUPPLIER FOR* ***THE GOODS /SERVICES /WORKS OFFERED?***		☐Yes ☐No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED			***TOTAL BID PRICE***		**R**
SIGNATURE OF BIDDER	……		***DATE***		
CAPACITY UNDER WHICH THIS BID IS SIGNED					

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.

2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

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

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

SIGNATURE OF BIDDER: ……
CAPACITY UNDER WHICH THIS BID IS SIGNED: ……
DATE: ……

MBD 4

DECLARATION OF INTEREST

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

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, hareholder[2]):…….

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**

3.8.1If yes, furnish particulars. ……
……...
……

[1]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.

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**

MBD 6.1

MOGALE CITY LOCAL MUNICIPALITY

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

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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

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

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 quotation 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:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 **or** **90/10**

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

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 quotation 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 quotation	**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)**
Within the boundaries of the Municipality (Municipal account/ lease agreement/rental statement will be utilized to verify area of jurisdiction of bidder).	10	
Outside the boundaries of the Municipality, but within the West Rand District Municipality. (Municipal account/ lease agreement/rental statement will be utilized to verify area of jurisdiction of bidder).	6	
Within the boundaries of Gauteng Province (Municipal account/ lease agreement/rental statement will be utilized to verify area of jurisdiction of bidder).	4	
Outside the boundaries of Gauteng Province (Municipal account/ lease agreement/rental statement will be utilized to verify area of jurisdiction of bidder).	0	
Disability (enterprises located and operated by disabled persons). (Central Supplier Database will be utilized to verify enterprises located and operated by disabled persons).	2	
Youth (Enterprise owned by persons younger than 35 years).	3	

(Central Supplier Database will be utilized to verify enterprises owned by persons younger than 35 years points of bidder).		
Gender (woman owned enterprises). (Central Supplier Database will be utilized to verify women-owned enterprise points of bidder)	5	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

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

5. PREVIOUS EXPERIENCE

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work).

Description	Value (R, VAT excluded)	Year(s) executed	Reference		
			Name	Organization	Tel no

6. STAFFING PROFILE

Provide information on key staff you intend utilizing on this contract, should it be awarded to you.

Name	Position in your organization	Qualifications	Experience

7. INFRASTRUCTURE AND RESOURCES AVAILABLE TO EXECUTE THIS CONTRACT

7.1 PHYSICAL FACILITIES

Description	Address	Area (m²)

7.2 PLANT AND EQUIPMENT

Description: Plant and equipment owned (or to be rented)	Number of units

7.3 List of <u>SHAREHOLDERS</u> by Name, Position, Identity number, Citizenship, HDI status and ownership as relevant.

Name	Date/Position Occupied in Enterprise	ID Number (please attach copies of ID's	Date RSA Citizenship obtained	HDI	Women	Disabled	Youth (person not older than 35 years of age)	% of business/ enterprise owned
							Total	**100%**

7.4 List of <u>SHAREHOLDERS</u> by Name, percentage (%) of business/enterprise owned, residential address.

Full Name	Identity (ID) Number (please attached copies of ID's)	% of business/ enterprise owned	Residential address

8. AUTHORITY FOR SIGNATORY

Please note that the sole proprietors or "one-person business" are not required to submit an official and duly signed authority of signatory.

Signatories for close corporations and companies shall confirm their authority by signing on behalf of the company/firm **by attaching to this page** a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An <u>example</u> for a company is shown below:

Printed on company letterhead:

"By resolution of the board of directors passed on_____20_____

Mr _____

has been duly authorized to sign all documents in connection with the bid for

Tender _____ No_____

and any Contract, which may arise there from on behalf of

_____

SIGNED ON BEHALF OF THE COMPANY _____

IN HIS CAPACITY AS _____CAPACITY AS _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

AS WITNESSES: 1_____

2_____

9. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

   (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been

fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

.....



MBD 8

MOGALE CITY LOCAL MUNICIPALITY

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 of Restricted Suppliers as companies or persons 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 Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
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)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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**

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids[1] 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:

EDS (ED) 01/2027: RE-ADVERT- QUOTATIONS ARE HEREBY INVITED FROM SUITABLY QUALIFIED, EXPERIENCED, AND ACCREDITED TRAINING SERVICE PROVIDER TO CONDUCT TRAINING TO OPERATE A TRACTOR (NQF LEVEL 2), UNIT STANDARD 262804.

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

MOGALE CITY LOCAL 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
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium[3] 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

BID CHECKLIST

This list is aimed at assisting all bidders to submit complete quotation documents.

Bidders are to check the following points before the submission of their quotation document and to complete YES/NO next to each item as an indication that the bidder has complied with the provision of the item concerned.

ITEM	DESCRIPTION	YES	NO
1.	Bidder must attach the Central Supplier Database (CSD) registration report.		
2.	The bidding entity and its director(s) must submit Municipal Rates and Taxes account which is not older than three (3) months / ninety (90) days in arrears at the time of the closing date.		
3	Declaration: Certificate for Municipal Services		
4.	If the bidding entity and its director(s) does not have a Municipal Rates and Taxes account, it must submit a Municipal Service Charges Statement (water statement or electricity statement or refuse removal statement or sewerage statement).		
5.	If the bidding entity and its director(s) does not own a property it must submit a valid lease agreement which has the address of the business or Rental Statement which is in the name of the business.		
6.	If the Bidding Entity and its director(s) operates from Informal settlement and does not have a Municipal Rates Account, ❖ the bidder must submit Confirmation on Municipality / Metro letterhead signed and stamped by the ward Councillor / delegate with contact details and not older than three (3) months. ❖ An original letter from a tribal authority not older than three (3) months indicating that the business is operating on tribal land.		
7.	If the bidding entity and its director(s) operates from parents' place or any other place and is not responsible for Municipal account / Services. ❖ The bidding entity must submit an original Sworn Affidavit by the property owner.		
8.	If the bidding entity and its director(s) is in the process of acquiring new property, which property has not yet been transferred to its name, a letter from the conveyancing attorney(s) must be submitted.		
9.	If the bidding entity and its director(s) submit a Municipal Account which is in the name of the Trust Account, and original Sworn Affidavit from the Trustees must be furnished explaining that factor.		
10.	If the bidding entity's director(s) submit a Municipal Account in the name of the other spouse, an original Sworn Affidavit explaining the fact must be submitted.		

11.	All pages of the bid document have been read by the bidder and the returnable schedules and MBD 's forms duly completed and signed. e.g. MBD1, MBD 4, MBD 6.1, MBD 8 AND MBD 9.		
12.	All pages requiring information have been completed in full and in black ink.		
13.	Bids must be submitted in original.		
14.	No pages removed from the quotation document		
15.	A copy of the resolution of your Board of Directors, similar to the attached specimen, authorizing the signatory to sign the quotation and the subsequent contracts, has been attached and signed.		
16.	Joint Venture (JV) agreement has been attached and signed (if applicable)		
17.	Pricing Schedule must be completed and signed		
18.	In case of any amendments made, must be initialled in each alteration by the authorized signatory? Please note that the use of tipp-ex will lead to immediate disqualification.		
19.	Please declare any interest as required in terms of MBD - 4 truthfully and correctly as incorrect declarations are considered a criminal offence. ▪ Personal Tax Numbers included ▪ State Employee Number / Persal Number ▪ Identity number ▪ Name		
20.	Please take note of the functionality evaluation criteria that will be applied to your submission in order to ensure that your company has the necessary capacity and capability to successfully execute this tender, if appointed. Ensure that sufficient information is included in your submission to ensure successful evaluation of your bid.		

PLEASE NOTE:

- **No contract will be awarded to a service provider, if the service provider or its directors are in arrears with their municipal accounts for more than three (3) months.**
- **In case of a Joint Venture, please note that individual documents have to be submitted for all parties in the JV, such as CSD, municipal accounts, etc.**
- **No communication with Mogale City Municipal officials is allowed after the closing date of the quotation.**

- **The only authorized form of communication will be through the Supply Chain Management Office email address at SCMEnquiries@mogalecity.gov.za**

_____ _____

Signature of person duly authorized to sign a quotation Date