



uMGUNGUNDLOVU DISTRICT MUNICIPALITY
QUOTATION REQ03485/2022
ISSUE DATE: 10/11/2022

INVITATION FOR QUOTATIONS TO SUPPLY AND DELIVERY OF PLAYING KITS FOR SALGA GAMES 2022

Quotations are hereby invited to provide services as detailed below:

BASKETBALL

- 2 set of twelve basketball males and female jerseys with full embroidery “UMDM COLOR LOGO” in front and written “SALGA KZN DSAC GAMES”
- Tops to be numbered in front and back. Numbered from one to twelve
- Shorts be numbered in front left hand side. Numbered from one to twelve
- Socks tight fit
- Color navy and white
- Embroidery: fully color UMDM LOGO and written SALGA KZN DSAC Games under logo

CHESS

- 8 t-shirts with full embroidery “UMDM COLOR LOGO” in front and written “TEAM CHESS” at the back
- Color navy and white

FOOTBALL

- 2 set of soccer kits jerseys
- (15 tops; 15 shorts and 15 pair of socks)
- Thera Tech Functional lightweight fabric which provides heat and moisture management through ventilation, slim fit, 100% polyester interlock. Top must be embroidery “UMDM COLOR LOGO” in front
- Color navy and white

INDIGENOUS GAMES

Hiring of Inggathu attire and purchasing of stockiest and black takkies

- 6 x boys and girls traditional attire
- Color navy

SWIMMING

BOYS ATTIRE

- 10 x speedos and swimming caps
- SIZES 2 X 13 -14years; 3 x small and 5 x mediums
- Color Navy

GIRLS ATTIRE

- 10 swimming costumes
- Sizes 3 x 13 – 14 years; 6 x small and 1 x medium
- Color navy

TABLE TENNIS

- 4 x navy golf shirts for boys with full embroidery “UMDM COLOR LOGO” in front and written “TEAM TABLE TENNIS” at the back
- 4 x navy golf shirts for girls with full embroidery “UMDM COLOR LOGO” in front and written “TEAM TABLE TENNIS” at the back
- Sizes 2 x small and 6 x medium
- Color navy

VOLLEYBALL

- 1 set of twelve male tight fit vests with with full embroidery “UMDM COLOR LOGO” in front and written “SALGA KZN DSAC GAMES” at the back
 - Tops to be numbered in front and back. Numbered from one to twelve.
 - Tight fit
 - Color Navy and white
-
- Delivery date: **02 December 2022**

Quotations submitted on the official bid document are to be submitted in a sealed envelope, clearly marked: **REQ03485/2022 – SUPPLY AND DELIVERY OF SALGA GAMES 2022 PLAYING KITS**, marked for the attention of the Acting Municipal Manager Mrs. N. Mkhize must be deposited in the tender box situated on the ground floor of 242 Langalibalele Street no later than twelve o’ clock (12H00) on the **22 NOVEMBER 2022**, when they will be publicly open. Only quotations placed in the Tender Box shall be accepted.

The evaluation and awarding of the quotations will be done in line with the uMgungundlovu District Municipality’s approved Supply Chain and Preferential Procurement Policies on an 80/20 system. The

allocation of points will be in line with B-BBEE as prescribed in terms of the Preferential Procurement Regulations 2017, pertaining to the Preferential Procurement Policy Framework Act, Act No.5 of 2000.

No bid will be accepted from persons in the service of the state. **Tenderers are required to be registered onto the Central Supplier Database (CSD).** The municipality will further check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector.

Textile, Clothing, Leather and Footwear have been designated for local production with minimum local content thresholds. The stipulated minimum threshold for local production and content is 100%. The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of this tender. Only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content. Tenderers must complete and submit the Local Production and Content form MBD 6.2 together with Annexures C, D and E.

Please ensure that the following compulsory documentation are attached:

- 1. Proof of compliance with their tax obligations with the South African Revenue Service (SARS);**
- 2. Proof of registration with the central supplier database (CSD);**
- 3. Proof of Good Standing with Municipal Account**
- 4. MBD 4 – Declaration of Interest;**
- 5. MBD 6.2 – Local Production and Content Declaration + Annexure C**
- 6. MBD 8 – Declaration of bidders past SCM practices; and**
- 7. MBD 9 – Independent Bid Determination.**

All bid documentation must be completed in its entirety and signed. Failure to submit the above documentation will disqualify your bid. Bidders must indicate their registered business address for the municipality to validate the good standing with municipal accounts.

uMgungundlovu District Municipality does not bind itself to accept the lowest quotation and reserves the right to accept the whole or any part of the quotation. Prices must be valid for a period of 30 days from close of advert. This Bid is subject to the General Conditions of Contract (GCC) 2010 and, if applicable, any other Special Conditions of Contract.

Should you have any queries please contact Thembisile Khuzwayo via email: scm@umdm.gov.za as telephonic enquiries are not permitted.


Mr. B Sarawan

Divisional Manager: SCM

uMgungundlovu District Municipality

**INVITATION TO BID – MBD 1
PART A**

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

| | | | | | |
|---|---|---------------|------------------|---------------|-------|
| BID NUMBER: | REQ03485/2022 | CLOSING DATE: | 22 November 2022 | CLOSING TIME: | 12h00 |
| DESCRIPTION | SUPPLY AND DELIVERY OF SALGA PLAYING KITS | | | | |
| THE SUCCESSFUL BIDDER WILL BE ISSUED WITH A PURCHASE ORDER | | | | | |

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT 242 LANGALIBALELE STREET, PIETERMARITZBURG

SUPPLIER INFORMATION

| | | | | | |
|---|---|--|--|--|--|
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| TAX COMPLIANCE STATUS | TCS PIN: | | OR | CSD No: | |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX] | <input type="checkbox"/> Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] | | | | | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3] | |
| TOTAL NUMBER OF ITEMS OFFERED | | | TOTAL BID PRICE | R | |
| SIGNATURE OF BIDDER | | | DATE | | |
| CAPACITY UNDER WHICH THIS BID IS SIGNED | | | | | |
| BIDDING PROCEDURE QUERIES MAY BE DIRECTED TO: | | | TECHNICAL INFORMATION MAY BE DIRECTED TO: | | |
| DEPARTMENT | FINANCE | | DEPARTMENT | | |

| | | | |
|-----------------------|--|-----------------------|--|
| CONTACT PERSON | Ms. T Khuzwayo | CONTACT PERSON | |
| E-MAIL ADDRESS | scm@umdm.gov.za | E-MAIL ADDRESS | |

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
- 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

QUOTATION

1. The bidder is required to submit the quotation using the service provider’s letterhead or other equivalent company documentation. Failure to do so will render the bid unresponsive.
2. The quotation must specifically identify the items being quoted for or indicate that the quotation is according to the specification advertised. Any trademark, name, type, specific origin, or producer must be clearly listed on the quotation. Where delivery is requested, the quotation must clearly indicate that delivery is included. Failure to do so may render your bid unresponsive.
3. Delivery of all items to done within 14 calendar days unless otherwise stated.
4. The quotation must be a fixed price unless otherwise indicated on the advert. Unit prices must be itemised where applicable.

(ATTACH QUOTATION TO THIS PAGE)

| | | | |
|---------------------|--|---------------------|--|
| SIGNATURE | | NAME (PRINT) | |
| CAPACITY | | DATE | |
| NAME OF FIRM | | | |

DECLARATION OF INTEREST – MBD 4

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make any offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
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/ Representative | |
| 3.2 | Identity Number | |
| 3.3 | Position Held in Company E.g., Director | |
| 3.4 | Company Registration Number | |
| 3.5 | Tax Reference Number | |
| 3.6 | VAT Registration Number | |

| | | | |
|--------|--|-----|----|
| 3.7 | The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below. | | |
| 3.8 | Are you presently in the service of the State? | Yes | No |
| 3.8.1 | If so, furnish particulars | | |
| | | | |
| 3.9 | Have you been in the service of the state for the past twelve months? | Yes | No |
| 3.9.1 | If so, 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 so, furnish particulars | | |
| | | | |

| | | | |
|--------|---|-----|----|
| 3.11 | Are you aware of any relationship (family, friend, other) between 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 so, furnish particulars | | |
| 3.12 | Are any of the company's director, managers, principle shareholders or stakeholders in service of the state: | Yes | No |
| 3.12.1 | If so, 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? | Yes | No |
| 3.13.1 | If so, 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 so, furnish particulars | | |

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

| Full Name | Identity Number | State Employee Number |
|-----------|-----------------|-----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

***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 N° 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

5. DECLARATION

I, the undersigned (name) _____,
certify that the information furnished in paragraph 3 is correct.

I accept that the State may act against should this declaration prove to be false.

| | | | |
|---------------------|--|---------------------|--|
| SIGNATURE | | NAME (PRINT) | |
| CAPACITY | | DATE | |
| NAME OF FIRM | | | |

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES – MBD 8

1. This Municipal Bidding Document must form part of the 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 an improper conduct in relation to such system;
 - (b) been convicted for fraud or corruption during the past five (5) years;
 - (c) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five (5) 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 | Response | |
|-------|--|---------------------------------|--------------------------------|
| 4.1 | Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied) | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars | | |
| 4.2 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating Corrupt Activities Act (No. 12 of 2004)? (To access this Register enter the National Treasury's website www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number 012-3265445) | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five (5) years? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

| | | | |
|-------|---|---------------------------------|--------------------------------|
| 4.3.1 | If so, furnish particulars | | |
| 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 (3) months? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars | | |
| 4.5 | Was any contract between the bidder and the municipality / municipal entity or any other organ of the State terminated during the past five (5) years on account of failure to perform on or comply with the contract? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4.5.1 | If so, furnish particulars | | |

CERTIFICATION

I, THE UNDERSIGNED (Name)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

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

| | | | |
|---------------------|--|---------------------|--|
| SIGNATURE | | NAME (PRINT) | |
| CAPACITY | | DATE | |
| NAME OF FIRM | | | |

CERTIFICATE OF INDEPENDENT BID DETERMINATION – MBD 9

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

| | | | |
|--------------|--|--------------|--|
| SIGNATURE | | NAME (PRINT) | |
| CAPACITY | | DATE | |
| NAME OF FIRM | | | |

PROOF OF GOOD STANDING WITH MUNICIPAL ACCOUNTS

The tenderer is to affix to this page either:

- 1) Proof that they are not in arrears for more than 90 days (30 days if the tender price exceeds R10 Million) with municipal rates and taxes and municipal service charges. The latest municipal account is to be attached. **Attach latest municipal account statement behind this page. The statement must not be older than three months from the close of this tender.**; or
- 2) Signed copy of the lease agreement if the tenderer is currently leasing premises and not responsible paying municipal accounts **together with a letter/statement from the landlord** (not older than three months from the close of this tender) stating that no levies are in arrears (*only if applicable*); or
- 3) An affidavit signed and stamped by a Commissioner of Oaths stating that **the business** is not required to pay municipal charges and providing for the reasons thereof (*only if applicable*). In cases where **the business** resides in an area that does not pay for municipal rates and taxes and municipal service charges, a letter from the **Ward Councillor**, must be submitted together with the affidavit.

Note:

- The tender hereby acknowledges that the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors/members/partners.
- It is the responsibility of the service provider to ensure that the statement/proof of municipal good standing being submitted includes proof that the account is not more than 90 days (30 days if the tender price exceeds R10 Million) in arrears.
- For service providers with more than one office branch, the proof of municipal account provided must reflect that of the nominated branch which will undertake the required works.
- Failure to affix such documentation as prescribed to this page shall result in this tender not being further considered for the award of the contract.
- Should this tender be considered for award of the contract, based on proof of submission and should proof of such submission be found to be invalid, erroneous or inaccurate, this tender will no longer be considered for the award of the contract.
- Statements, letters, and affidavits must not be older than three months from the closing date of this tender.

| | | | |
|--------------|--|--------------|--|
| SIGNATURE | | NAME (PRINT) | |
| CAPACITY | | DATE | |
| NAME OF FIRM | | | |

CENTRAL SUPPLIER DATABASE REGISTRATION

| | |
|-------------------------|--|
| Name of Tenderer | |
| Supplier Number | |

No awards will be made to a tenderer who is not registered on the Central Supplier Database (CSD).

The establishment of a Central Supplier Database (CSD) will result in one single database to serve as the source of all supplier information for all spheres of government. The purpose of centralising government’s supplier database is to reduce duplication of effort and cost for both supplier and government while enabling electronic procurement processes.

Registration on the Central Supplier Database must be done online via the website:

<https://secure.csd.gov.za/>

| | | | |
|---------------------|--|---------------------|--|
| SIGNATURE | | NAME (PRINT) | |
| CAPACITY | | DATE | |
| NAME OF FIRM | | | |

SPECIAL CONDITIONS OF TENDER

1. **Penalty for Delay:** Failure to complete the required goods and/or services by the due completion, the municipality shall deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

2. **Poor Performance:**
 - 2.1. Issues of poor/ unsatisfactory performance will be communicated in writing, compelling the service provider to perform according to the contract and thus to rectify or to restrain from unacceptable actions.

 - 2.2. Where the supplier fails to render the services within the stipulated period, or should services rendered be deemed not to the satisfaction of the uMgungundlovu District Municipality, the tenderer will receive written notice of poor performance. Failure to address performance issues could result in penalties being applied and/or the entire contract being reviewed or cancelled.

 - 2.3. The municipality further reserves the right to refer matters of poor performance and/or fraudulent conduct by the supplier to National Treasury for inclusion in their Restricted Supplier Database.

| | | | |
|---------------------|--|---------------------|--|
| SIGNATURE | | NAME (PRINT) | |
| CAPACITY | | DATE | |
| NAME OF FIRM | | | |

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS - MBD 6.2

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

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

| <u>Description of services, works or goods</u> | <u>Stipulated minimum threshold</u> |
|--|-------------------------------------|
| _____ | _____ % |
| _____ | _____ % |
| _____ | _____ % |

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

| | | | |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

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

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

| Currency | Rates of exchange |
|----------------|-------------------|
| US Dollar | |
| Pound Sterling | |
| Euro | |
| Yen | |
| Other | |

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

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

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

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):
.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

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

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

| | |
|--|---|
| Bid price, excluding VAT (y) | R |
| Imported content (x), as calculated in terms of SATS 1286:2011 | R |
| Stipulated minimum threshold for local content (paragraph 3 above) | |
| Local content %, as calculated in terms of SATS 1286:2011 | |

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Local Content Declaration - Summary Schedule

(C1) Tender No.
)
 (C2) Tender description:
)
 (C3) Designated product(s)
)
 (C4) Tender Authority:
)
 (C5) Tendering Entity name:
)
 (C6) Tender Exchange Rate: Pula EU GBP
)
 (C7) Specified local content %
)

Note: VAT to be excluded from all calculations

Calculation of local content

Tender summary

| Tender item (C8) | List of items (C9) | Tender price - each (C10) | Exempted imported value (C11) | Tender value-net (C12) | Imported value (C13) | Local value (C14) | Local cont (C15) | Tender Qty (C16) | Total tender value (C17) | Total exempted imported content (C18) | Total Imported content (C19) |
|---------------------|-----------------------|------------------------------|----------------------------------|---------------------------|-------------------------|----------------------|---------------------|---------------------|-----------------------------|--|---------------------------------|
| | | | | | | | | | | | |
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Signature of tenderer

Date: _____

| | |
|---|--|
| (C20) Total tender value | |
| (C21) Total Exempt imported content | |
| (C22) Total Tender value net of exempt imported content | |
| (C23) Total Imported content | |
| (C24) Total local content | |
| (C25) Average local content % of tender | |

Imported Content Declaration - Supporting Schedule to Annex C

Annexure D

| | | | |
|-------------------------------|------|----------------------|--|
| Tender No. | | | |
| Tender description: | | | |
| Designated Products: | | | |
| Tender Authority: | | | |
| Tendering Entity name: | | | |
| Tender Exchange Rate: | Pula | <input type="text"/> | EU <input type="text"/> GBP <input type="text"/> |

A. Exempted imported content

| Calculation of imported content | | | | | | | | | | Summary | |
|--|-------------------------|-------|----------|---------|--------|-------|---------|-------------|--------------|---------|-------------------|
| Tender | Description of imported | Local | Overseas | Foreign | Tender | Local | Freight | All locally | Total landed | Tender | Exempted imported |
| (D7) | (D8) | (D9) | (D10) | (D11) | (D12) | (D13) | (D14) | (D15) | (D16) | (D17) | (D18) |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| (D19) Total exempt imported value | | | | | | | | | | | |

This total must correspond with Annex C - C 21

B. Imported directly by the Tenderer

| Calculation of imported content | | | | | | | | | | Summary | |
|---|-------------------------|---------|----------|---------|--------|-------|---------|-------------|--------------|---------|----------------------|
| Tender | Description of imported | Unit of | Overseas | Foreign | Tender | Local | Freight | All locally | Total landed | Tender | Total imported value |
| (D20) | (D21) | (D22) | (D23) | (D24) | (D25) | (D26) | (D27) | (D28) | (D29) | (D30) | (D31) |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |
| (D32) Total imported value by tenderer | | | | | | | | | | | |

C. Imported by a 3rd party and supplied to the Tenderer

| Calculation of imported content | | | | | | | | | | Summary | |
|--|--------------------------|-------------------------|----------------------------|---------------------------|-------------------------|---------------------------------|---------------------------|-------------------------------|-------------------------------------|----------------------------|-------------------------------|
| Description of imported content (D33) | Unit of measure (D34) | Local supplier (D35) | Overseas Supplier (D36) | Foreign currency (D37) | Tender Rate of (D38) | Local value of imports (D39) | Freight costs to (D40) | All locally incurred (D41) | Total landed cost excl VAT (D42) | Quantity imported (D43) | Total imported value (D44) |
| | | | | | | | | | | | |
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| (D45) Total imported value by 3rd party | | | | | | | | | | | |

| D. Other foreign currency payments | | | Calculation of foreign currency payments | |
|------------------------------------|-------------------------|-------------------------------|--|----------------------------------|
| Type of payment (D46) | Local supplier (D47) | Overseas beneficiary (D48) | Foreign currency (D49) | Tender Rate of Exchange (D50) |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

| Summary of payments |
|----------------------------------|
| Local value of payments (D51) |
| |
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| |

This total must correspond with Annex C - C 23

Local Content Declaration - Supporting Schedule to Annex C

| | | |
|------|-------------------------------|--|
| (E1) | Tender No. | |
| (E2) | Tender description: | |
| (E3) | Designated products: | |
| (E4) | Tender Authority: | |
| (E5) | Tendering Entity name: | |

Note: VAT to be excluded from all calculations

| Local Products (Goods, Services and Works) | Description of items purchased (E6) | Local suppliers (E7) | Value (E8) |
|--|--|-------------------------|---------------|
| | | | |
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| | | | |
| | | | |
| (E9) Total local products (Goods, Services and Works) | | | |

(E10) **Manpower costs** (Tenderer's manpower)

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.)

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.)

(E13) Total local content

This total must correspond with Annex C - C24

Signature of tenderer
