



**QUOTATION: “SUPPLY AND DELIVER INDIGENOUS PLANTS,  
HERMANUS”**

**QUOTATION No: SC 986/2010**

Name of Tenderer: \_\_\_\_\_

Tender amount: \_\_\_\_\_  
(Incl. VAT, in figures)

[Pricing Schedule on page 6]

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

**ISSUED BY:  
OVERSTRAND MUNICIPALITY  
P.O.BOX 20  
HERMANUS  
7200**

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

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Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_



**QUOTATION NO. SC 986/2010**

**SUPPLY AND DELIVERY OF INDIGENOUS PLANTS: HERMANUS**

Documents, in English, are obtainable at the offices of Overstrand Municipality at Hermanus Administration – Magnolia Avenue, Hermanus, between 08h00 and 15h00. Please contact Lauren Rainbird at the following number 028 3138923 for any technical information required. *Alternatively the documents can be downloaded our website: [www.overstrand.gov.za](http://www.overstrand.gov.za).*

Sealed quotations, with “SUPPLY AND DELIVERY of INDIGENOUS PLANTS, HERMANUS” clearly endorsed on the envelope, must be deposited in Tender Box No.4 at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus.

The closing date and time is on 19 November 2010 at 12h00 and will be opened in public immediately thereafter in the Committee Room, Hermanus Administration.

Tenders must be valid for EIGHT (8) weeks after the closing date

The Overstrand Municipality does not bind itself to accept the lowest or any quotation and reserves the right to accept any quotation, as it may deem expedient. Quotations are subject to the Standard Conditions of Tender, the Preferential Procurement Regulations of 2001 and the Supply Chain Management Policy of the Overstrand Municipality.

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_



**KWOTASIE NR. SC986/2010**  
**VOORSIEN EN AFLEWERING VAN INHEEMSE PLANTE: HERMANUS**

Dokumente, in Engels, is verkrygbaar by die kantore van Munisipaliteit Overstrand te Hermanus Administrasie, Magnolialaan, Hermanus, tussen 08h:00 en 15h30. Tegnieuse navrae kan aan Lauren Rainbird by telefoon nommer 028 3138923 gerig word. *Dokumente is ook beskikbaar op web-werf: [www.overstrand.gov.za](http://www.overstrand.gov.za).*

Kwotasies, voltooi in elke opsig en duidelik gemerk: "VOORSIEN EN AFLEWERING VAN PLANTE, HERMANUS" en in 'n verseelde koevert moet in die tenderbus Nr.4 by die kantore van die Munisipaliteit Overstrand, Magnolialaan, Hermanus, geplaas word.

Die datum en sluitingstyd van die kwotasie is 19 November 2010 om 12h00. Kwotasies sal direk na die sluitingstyd in die openbaar oopgemaak word in die Komiteekamer, Hermanus Administrasie.

Kwotasies moet geldig wees vir AGT (8) weke na sluitingsdatum.

Die Munisipaliteit Overstrand is nie verplig om die laagste of enige kwotasies wat ingedien word te aanvaar nie. Kwotasies is onderworpe aan die Standaard Tender Voorwaardes, Voorkeur Verkrygings Regulasies van 2001 en die Voorkeur Verkrygingsbeleid van die Overstrand Munisipaliteit.

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_



**UQIKELELO-XABISO NOMBOLO: SC 986/ 2010  
UKUBONELELA KUNYE NOKUNIKA IZITYALO ZEMVELI: EHERMANUS**

Amaxwebhu, abhalwe ngesiNgesi, ayafumaneka kwii-ofisi zika Masipala wase Overstrand kuLawulo lwase Hermanus – eMagnolia Avenyu, eHermanus, kulenombolo 028 313 8923 phakathi kwentsimbi ye-08h00 kunye ne 15h30. Nceda nxibelelana no Lauren Rainbird kule nombolo ilandelayo 028 3138923 ngazo naziphi iinkcukacha ezingacacanga ozifunayo. Okanye lamaxwebhu ungawakhuphela simahla kwiwebhusayithi yethu: [www.overstrand.gov.za](http://www.overstrand.gov.za)

Uqikelelo-xabiso olutywiniweyo kwabhalwa, **“UKUBONELELA KUNYE NOKUNIKA IZITYALO ZEMVELI, EHERMANUS”** ibhalwe ngokucacileyo kwimvulophu, mayifakwe kwi Bhokisi yeZiniki-maxabiso No 4 Kwii-ofisi zikaMasipala wase-Overstrand, Magnolia Avenue, Hermanus

Umhla nosuku lokuvala ngumhla we 19 Novemba 2010 ngentsimbi ye 12h00 kwaye emva koko ziya kuvulwa ngokukhawuleza kwiGumbi leKomiti, kuLawulo lwase Hermanus.

Iziniki-maxabiso mazibesemthethweni kangangeveki ezisibhozo (8) emva komhla wokuvala.

UMasipala wase-Overstrand akazibopheleli ekwamkeleni ixabiso elilelona liphantsi okanye nasiphi isiniki-xabiso kwaye unelungelo lokwamkela nasiphi na isiniki-xabiso, njengoko ebona kufanelekile. Iziniki-maxabiso ziphantsi koMgangatho woLawulo lweZiniki-maxabiso, uMmiselo oKhethekileyo wokuFumana ka-2001 neNkqubo yoLawulo lweTyathanga loKubonelela kaMasipala wase-Overstrand.

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_



**3. Conditions:**

- 3.1 Alternative plants may be suggested as long as they have similar growth habits and it is authorized by the Horticulturist.
- 3.2 Each specimen shall be legibly labeled with the botanical name.
- 3.3 All plant material must be free from pests and diseases and undamaged.
- 3.4 All plant material must be available on site for inspection by the Horticulturist for quality and quantity.
- 3.5 Trees shall be no less than 2m in height and be established in the container. All other plants must be well established in their containers.
- 3.6 Delivery of approved plants must be within two weeks of the date of ordering

I ..... of ..... hereby quote the amount of R ..... (Vat excluded) for the supply and delivery of the plants described and specified above.

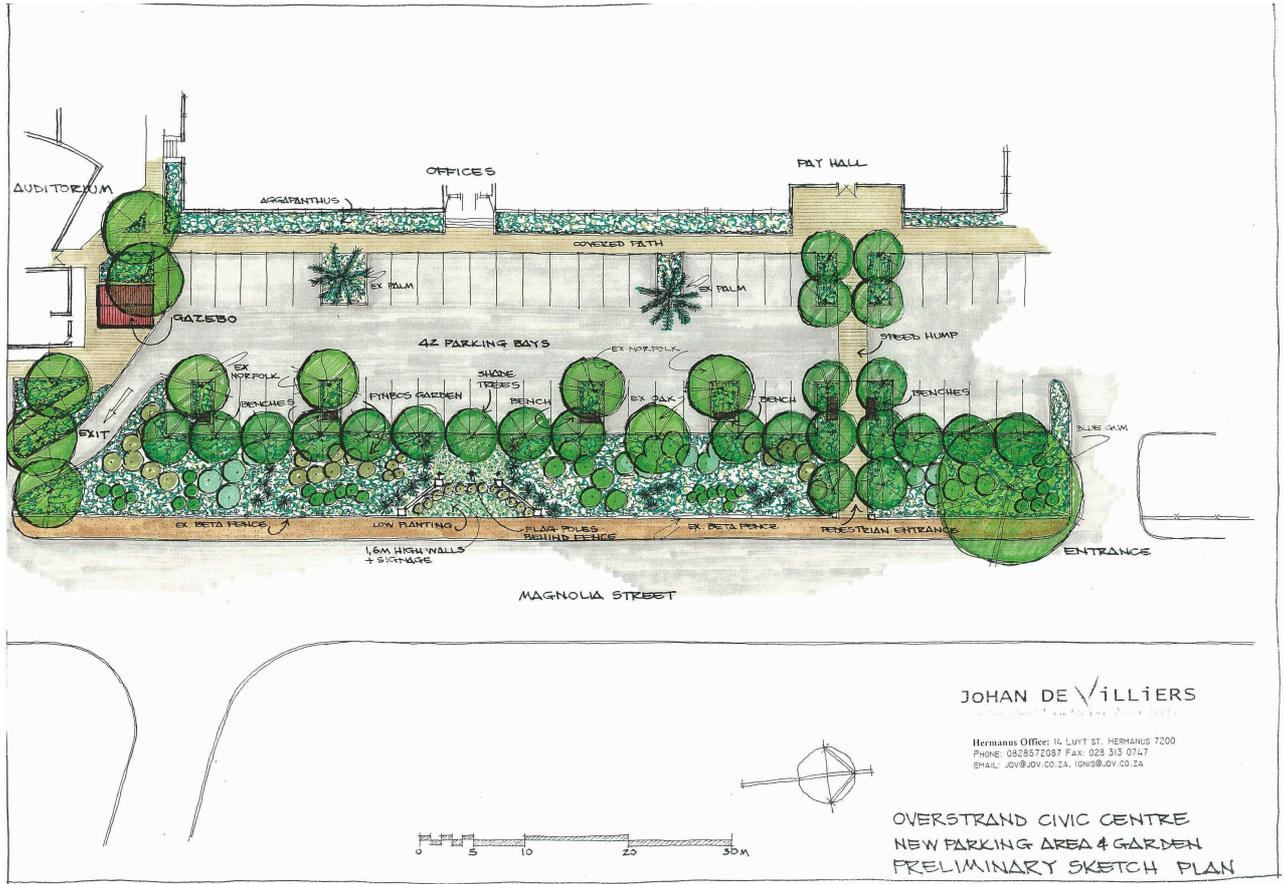
.....  
(Signature)

.....  
(Date)

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_



Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

## INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE  
OVERSTRAND MUNICIPALITY

BID NUMBER: **SC986/2010**                      CLOSING DATE: 19 November 2010  
CLOSING TIME: 12h00

DESCRIPTION: SUPPLY AND DELIVER INDIGENOUS PLANTS, HERMANUS

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BID DOCUMENTS MAY BE DEPOSITED IN **BID BOX NO. 4** SITUATED AT  
OVERSTRAND MUNICIPAL BUILDING, MAGNOLIA AVENUE, HERMANUS

OVERSTRAND MUNICIPAL BUILDING, MAGNOLIA Avenue, HERMANUS

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

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

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

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Relevant specifications
2. Value for money
3. Capability to execute the contract
4. PPPFA & associated regulations

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition on MBD 4 attached)**

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

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

NAME OF BIDDER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

TELEPHONE NUMBER CODE..... NUMBER.....

CELLPHONE NUMBER .....

FACSIMILE NUMBER CODE ..... NUMBER.....

VAT REGISTRATION NUMBER .....

HAS AN ORIGINAL TAX CLEARANCE CERTIFICATE BEEN ATTACHED (MBD 2)? YES/NO

SIGNATURE OF BIDDER .....

DATE .....

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

**TOTAL BID PRICE: R\_\_\_\_\_ (transferred from summary in pricing schedule)  
VAT included.**

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**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Municipality / Municipal Entity:** OVERSTRAND MUNICIPALITY

**Contact Person:** P Peters

**Tel:** 028 313 8956

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Contact Person:** Lauren Rainbird

**Tel:** 028 313 8923

**Fax:** 028 313 8931

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

- 1 In order to meet this requirement bidders are required to complete in full form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will render the bid to be non-responsive and it will accordingly be disqualified. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. 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). <sup>1</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
  
2. Municipal Supply Management 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.
  
3. 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.
  
4. In order to give effect to the above, the following Certificate of Bid Determination must be completed and submitted with the bid:

<sup>1</sup> 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.

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

**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 consortium<sup>3</sup> will not be construed as collusive bidding.

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

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.
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

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

NAME OF THE BIDDER

FURTHER DETAILS OF THE BIDDER'S; Director / Shareholder / Partners, etc:

Table with 5 columns: Directors / Shareholders / partner, Physical address of the Business, Municipal Account number(s), Physical residential address of the Director / shareholder / partner, Municipal Account number(s)

NB: Please attach certified copy(ies) of ID document(s)

I, ..... the undersigned, (Full name in block letters)

certify that the information furnished on this declaration form is correct and that I / we have no undisputed commitments for municipal services towards a municipality in respect of which payment is overdue for more than 90 days.

If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards a Municipality in respect of which payment is overdue for more than 30 days;

..... Signature

THUS DONE AND SIGNED for on behalf of the Bidder

At ..... on the ..... day of ..... 20..... (place) (date) (month) (year)

For office use (comments):

Name of Tenderer: .....

Signature of Tenderer: .....

Date: .....

## CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

### PART 1 (TO BE FILLED IN BY THE BIDDER)

5. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)Overstrand Municipality in accordance with the requirements and specifications stipulated in bid numberSC986/2010 at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
6. The following documents shall be deemed to form and be read and construed as part of this agreement:
  1. Bidding documents, viz
    - 3 Invitation to bid
    - 4 Tax clearance certificate
    - 5 Pricing schedule(s)
    - 6 Technical Specification(s)
    - 7 Preference claims in terms of the Preferential Procurement Regulations 2001
    - 8 Declaration of interest
    - 9 Special Conditions of Contract;
  2. General Conditions of Contract; and
  3. Other (specify)
7. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
8. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
9. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

**WITNESSES**

1 .....

2. ....

DATE: .....

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

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

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

ITEM NO.	PRICE (VAT INCL)	BRAND	DELIVERY PERIOD	POINTS CLAIMED FOR HDI'S	POINTS CLAIMED FOR RDP GOALS

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

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

3. ....

4. ....

DATE .....

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001**

**PURCHASES**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for Historically Disadvantaged Individual (HDI) preference points as well as a summary for preference points claimed for attainment of other specified goals

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF EQUITY OWNERSHIP BY HISTORICALLY DISADVANTAGED INDIVIDUALS (HDIs), AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001.**

**A. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R500 000; and
- the 90/10 system for requirements with a Rand value above R500 000.

1.2 The value of this bid is estimated to **not exceed R500 000** and therefore the **80/20 system** shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific contract participation goals, as specified in the attached forms.

1.3.1 The points for this bid are allocated as follows:

	<b>POINTS</b>
<b>1.3.1.1 PRICE</b>	<b>80</b>
<b>1.3.1.2 SPECIFIC CONTRACT PARTICIPATION GOALS</b>	<b>20</b>
<b>4. Historically Disadvantaged Individuals:</b>	
5. who had no franchise in national elections before the 1983 and 1993 Constitutions	4
(ii) who is a female	2
(iii) who has a disability	2
<b>(b) Other specific goals (goals of the RDP- plus local manufacture)</b>	
(i) Local tenderers MBD 6.9 (Western Cape Province)	<b>6 or</b>
(ii) Local tenderers MBD 6.10 (Overberg Region)	<b>8 or</b>
(iii) Local tenderers MBD 6.11 (Overstrand Municipality)	<b>12</b>
<b>Total points for Price, HDIs and other RDP-goals must not exceed</b>	<b>100</b>

**Separate Preference Points Claim Forms will be used for the promotion of the specific goals for which points have been allocated in paragraph 1.3.1.2 (b) above**

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

1.4 Failure on the part of a bidder to fill in and/or to sign this form may be interpreted to mean that preference points are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. GENERAL DEFINITIONS

2.1 “**Acceptable bid**” means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document.

2.2 “**Bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods, works or services.

2.3 “**Comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.

2.4 “**Consortium or joint venture**” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.

2.5 “**Contract**” means the agreement that results from the acceptance of a bid by an organ of state.

2.6 “**Specific contract participation goals**” means the goals as stipulated in the Preferential Procurement Regulations 2001.

2.6.1 In addition to above-mentioned goals, the Regulations [12.(1)] also make provision for organs of state to give particular consideration to procuring locally manufactured products.

2.7 “**Control**” means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.

2.8 “**Disability**” means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

2.9 “**Equity Ownership**” means the percentage ownership and control, exercised by individuals within an enterprise.

2.10 “**Historically Disadvantaged Individual (HDI)**” means a South African citizen

(1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) (“the interim Constitution”); and/or

(2) who is a female; and/or

(3) who has a disability:

provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI;

2.11 “**Management**” means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

- 2.12 “**Owned**” means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.
- 2.13 “**Person**” includes reference to a juristic person.
- 2.14 “**Rand value**” means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.
- 2.15 “**Small, Medium and Micro Enterprises (SMMEs)** bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).
- 2.16 “**Sub-contracting**” means the primary contractor’s assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 2.17 “**Trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
- 2.18 “**Trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

**3. ESTABLISHMENT OF HDI EQUITY OWNERSHIP IN AN ENTERPRISE**

- 3.1 Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals classified as HDIs, or in the case of a company, the percentage shares that are owned by individuals classified as HDIs, who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.
- 3.2 Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

**4. ADJUDICATION USING A POINT SYSTEM**

- 4.1 The bidder obtaining the highest number of points will be awarded the contract.
- 4.2 Preference points shall be calculated after prices have been brought to a comparative basis.
- 4.3 Points scored will be rounded off to 2 decimal places.
- 4.4 In the event of equal points scored, the bid will be awarded to the bidder scoring the highest number of points for specified goals.

**5. POINTS AWARDED FOR PRICE**

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

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

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

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

Where

- Ps = Points scored for price of bid under consideration
- Pt = Rand value of bid under consideration
- Pmin = Rand value of lowest acceptable bid

**6. Points awarded for historically disadvantaged individuals**

6.1 In terms of Regulation 13 (2) preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed in Regulation 13 (5) (c):

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by an HDI

NOP = The maximum number of points awarded for equity ownership by an HDI in that specific category

EP = The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

6.2 Equity claims for a trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the trust.

6.3 Documentation to substantiate the validity of the credentials of the trustees contemplated above must be submitted.

6.4 Listed companies and tertiary institutions do not qualify for HDI preference points.

6.5 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their HDI-members, be entitled to preference points in respect of an HDI.

6.6 A person awarded a contract as a result of preference for contracting with, or providing equity ownership to an HDI, may not subcontract more than 25% of the value of the contract to a person who is not an HDI or does not qualify for the same number or more preference for equity ownership.

**7. BID DECLARATION**

7.1 Bidders who claim points in respect of equity ownership must complete the Bid Declaration at the end of this form.

**8. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 2.10 ABOVE. POINTS TO BE CALCULATED FROM INFORMATION FURNISHED IN PARAGRAPH 9.9.**

	<b>Ownership</b>	<b>Percentage owned</b>	<b>Points claimed</b>
8.1	Equity ownership <b>by persons who had no franchise in the national elections</b>	%	.....
8.2	Equity ownership <b>by women</b>	%	.....
8.3	Equity ownership <b>by disabled persons*</b>	%	.....

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

\*If points are claimed for disabled persons, indicate nature of impairment (see paragraph 2.8 above)

.....  
.....

**Please Note: Substantiating evidence must be provided if points are claimed for Equity ownership.**

**DECLARATION WITH REGARD TO EQUITY**

9.1 Name of firm: .....

9.2 VAT registration number: .....

9.3 Company registration number .....

**9.4 TYPE OF FIRM**

- Partnership
- One person business/sole trader
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....  
.....

**9.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

**9.7 MUNICIPAL INFORMATION**

State where business is situated: .....

Registered Account No: .....

Stand No: .....

**9.8 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS? .....**

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

**9.9 List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in paragraph 8.**

Name	Date/Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	* HDI Status			% of business / enterprise owned
				No franchise prior to elections	Women	Disabled	

\*Indicate YES or NO

**9.10 Consortium / Joint Venture**

9.10.1 In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of the HDI member:

Name of HDI member (to be consistent with paragraph 9.9)	Percentage (%) of the contract value managed or executed by the HDI member

9.10 I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, indicated in

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

paragraph 8 of the foregoing certificate, qualifies the firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The Equity ownership claimed is 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 8, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iv) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have -
  - (a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct; and
  - (b) 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;

**WITNESSES:**

1. \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE(S) OF BIDDERS(S)**

2. \_\_\_\_\_

\_\_\_\_\_  
**DATE**

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001  
PROMOTION OF ENTERPRISES LOCATED IN A SPECIFIC PROVINCE**

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES SPECIFIED IN CLAIM FORM MBD 6.1 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001.**

1. Regulation 17(3) (e) of the Preferential Procurement Regulations makes provision for the promotion of enterprises located in a specific province for work to be done or services to be rendered in that province.
2. The promotion of this goal can be achieved by acquiring goods and services from enterprises located within the **Western Cape** Province. This includes an enterprise whose head office may be situated in another province, but has established a fully-fledged branch within the Province. Enterprises located outside the borders of the Province and who only appoint agents and/or commission warehouses in the Province are expressly excluded from claiming points for this goal.

**SPECIFIC GOAL**

**POINTS ALLOCATED**

The stimulation of the Provincial economy by procuring locally

**6**

3. Preference points may only be claimed by enterprises located within the borders of the **Western Cape** Province. (See paragraph 2 above).

**4. BID DECLARATION**

Bidders who wish to claim points in respect of this specific goal must complete the declaration part of this form.

**5. POINTS CLAIMED**

Bidder to indicate whether the point(s) allocated for enterprises situated within the borders of the **Western Cape** Province is/are claimed.

Yes / No

**6. DECLARATION WITH REGARD TO LOCALITY**

State full particulars of locality of enterprise as well as that of Head Office:

Address of local enterprise: Physical: .....

Postal:.....

.....

Telephone: ..... Fax: .....

Address of Head Office: Physical: .....

Postal:.....

.....

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: ..... Fax: .....

I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise certify that the enterprise is entitled to the points allocated in paragraph 2 of this form and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claim is correct.
- (iii) If the claim is found to be incorrect, the purchaser may, in addition to any other remedy it may have-
  - (a) recover all costs, losses or damages it has incurred or suffered as a result of wrong information furnished; and
  - (b) 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;

**WITNESSES:**

1. \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE(S) OF BIDDERS(S)**

2. \_\_\_\_\_

\_\_\_\_\_  
**DATE**

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001  
PROMOTION OF ENTERPRISES LOCATED IN A SPECIFIC REGION**

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES SPECIFIED IN CLAIM FORM MBD 6.1 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001.**

1. Regulation 17(3) (f) of the Preferential Procurement Regulations makes provision for the promotion of enterprises located in a specific region for work to be done or services to be rendered in that region.
2. The promotion of this goal can be achieved by acquiring goods and services from enterprises located within the **Overberg** Region of the **Cape** Province. This includes an enterprise whose head office may be situated in elsewhere, but has established a fully-fledged branch within this Region. Enterprises located outside the borders of this Region and who only appoint agents and/or commission warehouses in this Region are expressly excluded from claiming points for this goal.

**SPECIFIC GOAL**

**POINTS ALLOCATED**

The stimulation of the Provincial economy by procuring locally from enterprises located in the **Overberg** Region

**8**

3. Preference points may only be claimed by enterprises located within the **Overberg** Region. (See paragraph 2 above).

**4. BID DECLARATION**

Bidders who wish to claim points in respect of this specific goal must complete the declaration part of this form.

**5. POINTS CLAIMED**

Bidder to indicate whether the point(s) allocated for enterprises situated within the **Overberg** Region is/are claimed.

Yes / No

**6. DECLARATION WITH REGARD TO LOCALITY**

State full particulars of locality of enterprise as well as that of Head Office:

Address of local enterprise: Physical: .....

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

Postal:.....

.....

Telephone: ..... Fax: .....

Address of Head Office: Physical: .....

Postal:.....

.....

Telephone: ..... Fax: .....

I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise certify that the enterprise is entitled to the points allocated in paragraph 2 of this form and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claim is correct.
- (iii) If the claim is found to be incorrect, the purchaser may, in addition to any other remedy it may have-
  - (a) recover all costs, losses or damages it has incurred or suffered as a result of wrong information furnished; and
  - (b) 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;

**WITNESSES:**

1. \_\_\_\_\_

_____ <b>SIGNATURE(S) OF BIDDERS(S)</b>
--

2. \_\_\_\_\_

\_\_\_\_\_ **DATE**

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT  
REGULATIONS 2001  
PROMOTION OF ENTERPRISES LOCATED IN A SPECIFIC MUNICIPAL AREA**

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES SPECIFIED IN CLAIM FORM MBD 6.1 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2001.**

1. Regulation 17(3) (g) of the Preferential Procurement Regulations makes provision for the promotion of enterprises located in a specific municipal area for work to be done or services to be rendered in that municipal area.
2. The promotion of this goal can be achieved by acquiring goods and services from enterprises located within the **Overstrand Municipality**. This includes an enterprise whose head office may be situated in elsewhere, but has established a fully-fledged branch within this municipal area. Enterprises located outside the borders of this Municipality and who only appoint agents and/or commission warehouses in this municipal area are expressly excluded from claiming points for this goal.

**SPECIFIC GOAL**

**POINTS ALLOCATED**

The stimulation of the local economy by procuring from enterprises located within the borders of the **Overstrand Municipality**. **12**

3. Preference points may only be claimed by enterprises located within the **Overstrand Municipality**. (See paragraph 2 above).

**4. BID DECLARATION**

Bidders who wish to claim points in respect of this specific goal must complete the declaration part of this form.

**5. POINTS CLAIMED**

Bidder to indicate whether the point(s) allocated for enterprises situated within the **Overstrand Municipality** is/are claimed. Yes / No

**6. DECLARATION WITH REGARD TO LOCALITY**

State full particulars of locality of enterprise as well as that of Head Office:

Physical: .....

Postal: .....

Telephone: ..... Fax: .....

Municipal Account No: ..... Stand No: .....

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

Address of Head Office: Physical: .....

Postal: .....

Telephone: ..... Fax: .....

Municipal Account No: ..... Stand No: .....

I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise certify that the enterprise is entitled to the points allocated in paragraph 2 of this form and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claim is correct.
- (iii) If the claim is found to be incorrect, the purchaser may, in addition to any other remedy it may have-
  - (a) recover all costs, losses or damages it has incurred or suffered as a result of wrong information furnished; and
  - (b) 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.

**WITNESSES:**

1. \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE(S) OF BIDDERS(S)**

2. \_\_\_\_\_

\_\_\_\_\_  
**DATE**

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state\*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

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

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, shareholder etc):.....

2.4 Company Registration Number:.....

2.5 Tax Reference Number:.....

2.6 VAT Registration Number:.....

\* "State" means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member:.....

Name of state institution to which the person is connected:.....

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

Position occupied in the state institution:.....

Any other particulars:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**  
shareholders / members or their spouses conduct business with the state in the previous twelve  
months?

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**  
any relationship (family, friend, other) with a person employed by the state and who may be involved  
with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, **YES / NO**  
aware of any relationship (family, friend, other) between the bidder and any person employed by the  
state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.11 Do you or any of the directors /shareholders/ **YES / NO**  
members of the company have any interest in any other related companies whether or not they are  
bidding for this contract?

2.11.1 If so, furnish particulars:

.....  
.....  
.....

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

# DECLARATION

I, THE UNDERSIGNED (NAME).....  
.....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL  
CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

11. This Municipal Bidding Document must form part of all bids invited.
12. 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.
13. The bid of any bidder may be rejected if that bidder, or any of its directors have:
  14. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  15. been convicted for fraud or corruption during the past five years;
  16. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  17. 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).
18. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? <b>(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).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, 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).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS  
DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,  
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE  
TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

**AUTHORITY TO SIGN A BID**

**A. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on.....20.....,

Mr/Mrs.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of (Name of Company)

.....

**IN HIS/HER CAPACITY AS:**.....

**SIGNED ON BEHALF OF COMPANY:**.....  
(PRINT NAME)

**SIGNATURE OF SIGNATORY:** .....

**DATE:** .....

**WITNESSES: 1** .....

2 .....

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

**B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned..... hereby confirm that I am the sole owner of the business trading as

.....  
.....

.....  
**SIGNATURE** **DATE**

**C. PARTNERSHIP**

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

Full name of partner	Residential address	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the undersigned partners in the business trading as.....

hereby authorise .....to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

.....

.....  
**SIGNATURE** **SIGNATURE** **SIGNATURE**

.....  
**DATE** **DATE** **DATE**

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

**D. CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20.....

at.....Mr/Ms.....,

whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of Close Corporation)

.....  
.....

**SIGNED ON BEHALF OF CLOSE CORPORATION:** .....  
(PRINT NAME)

**IN HIS/HER CAPACITY AS** .....

**DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES: 1** .....

2 .....

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_