



**QUOTATION NO: SC 1013/2010: SUPPLY AND APPLICATION OF FERTILIZER
FOR THE OVERSTRAND SPORTS FIELDS**

Name of Tenderer: _____

Tender amount: _____
(Incl. VAT, in figures)

[Pricing Schedule on **page 7**]

Signature of Tenderer: _____

Date: _____

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

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

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

7200

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

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***COMPLETION & SUBMISSION OF THE ABOVE-MENTIONED DOCUMENTS ARE
COMPULSORY**

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____



QUOTATION NO: SC 1013/2010

SUPPLY AND APPLICATION OF FERTILIZER FOR ALL SPORTS FIELDS IN THE OVERSTRAND AREA

Documents, in English, are obtainable at the offices of Overstrand Municipality at Hermanus Administration – Magnolia Ave, Hermanus, between 08h00 and 15h30. Please contact Mrs. Lauren Rainbird at the following number 028 3138923 for any technical information required. *Alternatively the documents can be downloaded from our website: www.overstrand.gov.za.*

Sealed quotations with “**Quotation No. SC 1013/2010: SUPPLY AND APPLICATION OF FERTILIZER FOR ALL SPORTS FIELDS IN THE OVERSTRAND AREA**” clearly endorsed on the envelope, must be deposited in **Tender Box No. 1** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus.

The closing date and time is on Friday the **3rd of December 2010 at 12h00** and will be opened in public as soon as possible thereafter in the Committee Room, Hermanus Administration.

Quotations 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: SC 1013/2010

VERSKAFFING EN AANWENDING VAN KUNSMIS OP ALLE SPORTVELDE IN DIE OVERSTRAND AREA

Dokumente, in Engels, is verkrygbaar by die kantore van Munisipaliteit Overstrand te Hermanus Administrasie, Magnolialaan, Hermanus, tussen 08h00 en 15h30. Tegniese navrae kan aan Mev. Lauren Rainbird by telefoon nommer 028 3138923 gerig word. *Dokumente is ook beskikbaar op web-werf:* www.overstrand.gov.za.

Kwotasies, voltooi in elke opsig en duidelik gemerk: **“Kwotasie Nr. SC 1013/2010: Verskaffing en aanwending van kunsmis op alle sportvelde in die Overstrand Area”** en in ‘n verseelde koevert moet in die **Tenderbus Nr. 1** by die kantore van die Munisipaliteit Overstrand, Magnolialaan, Hermanus, geplaas word.

Die datum en sluitingstyd van die kwotasie is Vrydag die 3^{de} Desember 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 kwotasie wat ingedien word te aanvaar nie. Kwotasies is onderworpe aan die Standaard Tender Voorwaardes, Voorkeur Verkrygings Regulasies van 2001 en die Voorkeur Verkrygingsbeleid van Overstrand Munisipaliteit.

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____



UQIKELELO-XABISO NOMBOLO: SC 1013/2010

NIKA UFAKE IFETALIYIZA KUMABALA OKUDLALA ASE-OVERSTRAND

Amaxwebhu, abhalwe ngesiNgesi, ayafumaneka kwii-ofisi zika Masipala wase Overstrand kuLawulo lwase Hermanus – eMagnolia Avenyu, eHermanus, 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

Uqikelelo-xabiso olutywiniweyo kwabhalwa, **“UQIKELELO-XABISO NOMBOLO SC 1013/2010:**

NIKA UFAKE IFETALIYIZA KUMABALA OKUDLALA ASE-OVERSTRAND” ibhalwe ngokucacileyo kwimvulophu, mayifakwe kwi Bhokisi yeZiniki-maxabiso No 1 Kwii-ofisi zikaMasipala wase-Overstrand, Magnolia Avenue, Hermanus

Umhla nosuku lokuvala ngumhla we 3 Decemba 2010 ngentsimbi ye 12h00 ngolwesihlanu, 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: _____

**QUOTATION NO: SC 1013/2010: SUPPLY AND APPLICATION OF FERTILIZER FOR THE
OVERSTRAND SPORTS FIELDS**

Name of Bidder.....	
Closing Time: 12h00	Closing Date : 3 December 2010

**BID DOCUMENTS MUST BE DEPOSITED IN BID BOX NO. 1 SITUATED AT OVERSTRAND
MUNICIPAL BUILDING, MAGNOLIA AVENUE, HERMANUS**

OFFER TO BE VALID FOR 8 WEEKS FROM THE CLOSING DATE OF BID.

Prices must include VAT

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

1. Extent of works:

Quotations are herewith invited for the supply and application of fertilizer for the Overstrand sports fields.

Rates must include:

- Supply of specified fertilizer
- Application of fertilizer at the required rates
- Supply and use of equipment and any other incidentals

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

2. Schedule of quantities & Rates

FIELD	AREA/ HA	FERTILIZER				RATE/HA	COST
Kleinmond	1.4	300kg/ha Starter plus	3kg/ha Mn- chelate				
Hawston Rugby A	1.2	200 kg/ha Duce C	3kg/ha Mn- chelate	2kg/ha Cu- chelates			
Hawston Rugby B	1.2	200 kg/ha Duce C	3kg/ha Mn- chelate	2kg/ha Cu- chelates			
Hawston Soccer A	1.2	300kg/ha Starter plus	3kg/ha Mn- chelate	2kg/ha Cu- chelates			
Hawston Soccer B	1.2	300kg/ha Starter plus		2kg/ha Cu- chelates	2kg/ha ZN- chelates		
Mount Pleasant Rugby A	1.5	200kg/ha Turbo 31	3kg/ha Mn- chelate				
Mount Pleasant Rugby B	1.5	200kg/ha Turbo 31	3kg/ha Mn- chelate				
Zwelihle Soccer A	1	200kg/ha Turbo 31		2kg/ha Cu- chelates			
Zwelihle Soccer B	1	300kg/ha Starter plus		2kg/ha Cu- chelates			
Zwelihle Soccer C	1	200kg/ha Duce C					
Stanford Soccer	2	200kg/ha Duce C	3kg/ha Mn- chelate	2kg/ha Cu- chelates			
Stanford Rugby	1.5	300kg/ha Starter plus	3kg/ha Mn- chelate	2kg/ha Cu- chelates			
Gansbaai Rugby A	1.25	200kg/ha Duce C	3kg/ha Mn- chelate	2kg/ha Cu- chelates	2kg/ha ZN- chelates		
Gansbaai Rugby B	1.25	300kg/ha Starter plus	3kg/ha Mn- chelate	2kg/ha Cu- chelates			
Gansbaai Hockey	1.25	300kg/ha Starter plus	3kg/ha Mn- chelate	2kg/ha Cu- chelates	2kg/ha ZN- chelates		
Gansbaai Soccer	1.25	200kg/ha Duce C	3kg/ha Mn- chelate	2kg/ha Cu- chelates	2kg/ha ZN- chelates		
Blompark	1.7	200kg/ha Duce C	3kg/ha Mn- chelate	2kg/ha Cu- chelates			
Masekane	1	200kg/ha Duce C	3kg/ha Mn- chelate	2kg/ha Cu- chelates			
Pearly Beach	1	200kg/ha Duce C	3kg/ha Mn- chelate	2kg/ha Cu- chelates			

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

Total Tender Amount (Excl VAT)		
14% VAT		
Tender Amount (Incl. VAT @ 14%)		

3. Conditions:

- Work must commence within five days of the quotation being awarded.
- Work must be completed within fourteen days of starting.
- Fertilizers must be spread evenly with a fertilizer spreader over every hectare.

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

.....
 (Signature)

.....
 (Date)

MBD 2

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.

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

- 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.
- 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.

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). ¹ 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:

¹ 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 consortium³ 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:

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)

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

For office use (comments):

.....

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:

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 SPECIFIC CONTRACT PARTICIPATION GOALS	20
1. Historically Disadvantaged Individuals:	
2. who had no franchise in national elections before the 1983 and 1993 Constitutions	6
(ii) who is a female	4
(iii) who has a disability	2
(b) Other specific goals (goals of the RDP- plus local manufacture)	
(i) tenderers MBD 6.9 (Western Cape Province)	Local 6 or
(ii) tenderers MBD 6.10 (Overberg Region)	Local
	8 or
(iii) tenderers MBD 6.11 (Overstrand Municipality)	Local 8

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

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

- 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:

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

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.
- 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:

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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.

Ownership	Percentage owned	Points claimed
8.1 Equity ownership by persons who had no franchise in the national elections	%

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

8.2 Equity ownership **by women** %

8.3 Equity ownership **by disabled persons*** %

*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:

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

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 businesses / 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

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

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 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

6 The stimulation of the Provincial economy by procuring locally

3. Preference points may only be claimed by enterprises located With in 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:

.....

.....

..

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

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. _____

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. _____

SIGNATURE(S) OF BIDDERS(S)

2. _____

DATE

Name of Tenderer: _____

Signature of Tenderer: _____

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**. **8**

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:.....

.....

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

Telephone:Fax:

Municipal Account No: Stand No:

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 Tenderer: _____

Signature of Tenderer: _____

Date: _____

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

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

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

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 1. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 2. been convicted for fraud or corruption during the past five years;
 3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years;
 - or
 4. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

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

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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 authoriseto 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: _____