



**TENDER: PROVISION OF SERVICES FOR MECHANICAL  
REPAIRS AND MAINTENANCE OF MUNICIPAL  
PLANT, FLEET AND EQUIPMENT FOR A  
PERIOD OF 2 YEARS  
MATAT/2022/2023-55**

<b>BIDDERS NAME:</b>		
<b>CONTACT NUMBERS</b>	<b>Phone:</b>	<b>Fax:</b>
<b>BBBEE STATUS LEVEL</b>		
<b>CSD REGISTRATION NR</b>	<b>MAAA</b>	
<b>BID AMOUNT OR %:</b>	<b>R</b>	<b>.</b>
	<b>Vat (inclusive)</b>	

<b>For Office Use</b>  <b>Official 1:</b> .....  <b>Official 2:</b> .....	<b>OFFICIAL STAMP</b>  <div style="border: 1px solid black; height: 100px;"></div>
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NO	DESCRIPTION	PAGE NUMBERS
1	Checklist	
2	Advert	
3	Invitation to bid <b>MBD 1</b> (Tender Invitation Information)	
4	Terms of Reference	
5	Pre-qualification criteria	
6	Pricing Schedule	
7	Tax Compliance Status Pin Requirements <b>MBD 2</b> (Only applicable to the successful bidder)	
8	Authority of Signatory (Compulsory Returnable Document)	
9	CSD Report Updated three (03) months (Compulsory Returnable Document)	
10	Payment of Municipal Accounts (Condition of Appointment)	
11	Broad-Based Black Economic Empowerment (B-BBEE) Status Level Certificates/Sworn-Affidavit (Compulsory Returnable to claim Preferential Points)	
12	Declaration of Interest <b>MBD 4</b> (Compulsory Returnable Document)	
13	Declaration of Bidder's Past Supply Chain Management Practices <b>MBD 8</b> (Compulsory Returnable Document)	
14	Declaration Certificate for Local Production and Content <b>MBD 6.2</b> (Compulsory Returnable Document only for tenders with Local Content)	
15	Certificate of Independent Bid Determination <b>MBD 9</b> (Compulsory Returnable Document)	



**CHECK LIST FOR COMPLETENESS OF BID DOCUMENT**

The bidder **MUST ENSURE** that the following checklist is completed, that the necessary documentation is attached to this bid document and that all declarations are signed:

Completed page containing the details of bidder	Yes	No
Specifications & Pricing Schedules - Is the form duly completed and signed?	Yes	No
Are a Tax Compliance status pin attached	Yes	No
Authority of Signatory - Is the form duly completed and signed?	Yes	No
CSD-Documents - Is the report recently updated three months?	Yes	No
Payment of Municipal Accounts - Is the form duly completed and signed?	Yes	No
B-BBEE certificate/Sworn Affidavit - Is an <b>originally certified Affidavit or an original certificate attached?</b>	Yes	No
Schedule of work experience of tenderer- Is the form with traceable references?	Yes	No
Form of Offer - Is the form duly completed and signed?	Yes	No
( <b>MBD 4</b> ) declaration of interest- Is the form duly completed and signed?	Yes	No
( <b>MBD 6.2</b> ) <a href="#">Declaration Certificate for Local Production and Content</a>	Yes	No
( <b>MBD 8</b> ) Signed declaration of bidder's past supply chain management practices	Yes	No
( <b>MBD 9</b> ) Prohibition of Restrictive Practices be completed and signed.	Yes	No
<b>All bids must be submitted in writing on the official forms (not re-typed and filled with a black pen</b>	Yes	No
Bidder <b>must</b> initial every page of this bid document.	Yes	No

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS CHECK LIST IS TRUE AND CORRECT.**

Signed ..... Date.....

Name ..... Position .....

Tenderer .....



## MATATIELE LOCAL MUNICIPALITY

### TENDER. PROVISION OF SERVICES FOR MECHANICAL

### REPAIRS AND MAINTENANCE OF MUNICIPAL

### PLANT, FLEET AND EQUIPMENT FOR A

### PERIOD OF 2 YEARS

### MATAT/2022/2023-55

Matatiele Local Municipality is inviting all prospective bidders to submit bids for the provision of Mechanical Repairs and Maintenance of Municipal Fleet and Plant and Equipment.

For tender documents please liaise with **Ms N. Ngcobo** at telephone number 039-737 8197 during office hours or email [atnngcobo@matatiele.gov.za](mailto:atnngcobo@matatiele.gov.za). The document can also be downloaded from the municipal website: [www.matatiele.gov.za](http://www.matatiele.gov.za) A **non-refundable fee of R500.00** is payable for each set of documents issued (whether downloaded by the prospective bidder). Technical enquiries may be directed to **Ms M.Sabasaba** at [emailmsabasaba@matatiele.gov.za](mailto:emailmsabasaba@matatiele.gov.za).

Sealed tender marked "**Bid No: MATAT/2022/2023-55 APPOINTMENT OF PROVISION OF MECHANICAL REPAIRS AND MAINTENANCE OF MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 2 YEARS**" must be placed in the tender box at the Municipal Offices, R56 Mountain View BTO Offices, Matatiele 4730 not later than **10:00 on Friday, 22 August 2022** after which it will be opened in public. Tenders may only be submitted on the prescribed official document.

The **two-stage bidding** process will be followed in evaluating this tender. Firstly, it will be evaluated in terms of the functionality criteria detailed in the document and thereafter for price and preference. The functionality score will be 80 out of 100 to qualify for PPPFA criteria. The 80/20 preferential procurement system, as stated in the Matatiele Local Municipal Supply Chain Management Policy and all applicable legislation, will be used when considering tenders.

A Tax Compliance status pin as issued by the South African Revenue Service, must be submitted together with the tender.

Council reserves the right not to accept the lowest or any tender. No faxes or e-mails will be accepted.

**MR L. MATIWANE**  
**MUNICIPAL MANAGER**  
**PO BOX 35**  
**MATATIELE 4730**





## BID NOTICE

Bids are hereby invited from suitable qualified and experienced service providers for the following services:

BID NO	DESCRIPTION	ADVERTISING DATE	CLOSING DATE
MATAT/2022/2023-55	PROVISION OF SERVICES FOR MECHANICAL REPAIRS AND MAINTENANCE OF MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 2 YEARS	22 JULY 2022	22 AUGUST 2022@10H00

**Evaluation criteria: PPPFA-80/20 Price=80 points B-BBEE=20 points Submit an original, certified copy or Sworn Affidavit of B-BBEE certificate to claim preferential points and Functionality**

**Functionality = 100**

Experience = 30, Accreditation = 20, Personnel = 30, Workshop = 20, Total =100

**Enquiries:** Provision Of Services For Mechanical Repairs And Maintenance Of Municipal Plant, Fleet And Equipment For A Period Of 2 Years , Technical and SCM enquiries to [ZMatolo@matatiele.gov.za](mailto:ZMatolo@matatiele.gov.za)

**Tender validity period:** 90 (ninety) days after tender closing date

### REQUIRED DOCUMENTS:

Potential bidders are urged to submit the following attachments when submitting their proposals, failure to do so will lead to disqualification.

- Updated Central Supplier Database Report within (3) three months.
- Signed MBD 1, MBD 2, MBD 4, MBD 8, MBD 9 and Ethics Commitment for Suppliers of Matatiele Local Municipality attached on the tender Document

### OBTAINING OF TENDER DOCUMENTS:

Bid Documents will be available at the **Municipal Website and BTO Offices for a non – refundable tender fee of R500** payable in the Municipal bank account (Ned Bank 1011292106 branch code 198765, name of company and bid no as reference) (**Failure to attached proof of purchase will lead disqualification**) are also available from Municipal website as from **28 July 2022**.

### TENDER SUBMISSION AND OPENING

Tenders/Proposals must be submitted by hand at New Budget and Treasury Offices, Mountain View, Matatiele, 4730

Tenders should be sealed, endorsed on the envelope with:

**PROVISION OF SERVICES FOR MECHANICAL REPAIRS AND MAINTENANCE OF MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 2 YEARS\_- MATAT/2022/2023-55**

### CONDITIONS OF ACCEPTANCE:

The Matatiele Local Municipality is under no obligation to accept any proposal/tender and reserves the right to accept the whole or any part of the proposal/tender. No proposal/tenders will be considered from persons in the service of the state, the bidder or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; the bidder has not: abused the Employer's Supply Chain Management System; or failed to perform on any previous contract and has been given a written notice to this effect. Bidders must note that upon award, bidders will be required to submit rates clearance and SARS Confirmation with a Pin. The Matatiele Local Municipality's supply chain policy will apply in all bid stages. Bidders are warned any person who solicit bribes in connection with these bids. The municipality and its employees will never solicit bribes for the exchange of a tender.

**NB.** No faxed and emailed tenders will be accepted.

The municipality reserves the right to extend the tender period by notice in the press and on the municipality's official website [www.matatiele.gov.za](http://www.matatiele.gov.za)

**Mr. L. Matiwane**  
Municipal Manager

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>					
BID NUMBER:	MATAT/2022/2023-55	CLOSING DATE:	22 AUGUST 2022	CLOSING TIME:	10H00
DESCRIPTION	PROVISION OF SERVICES FOR MECHANICAL REPAIRS AND MAINTENANCE OF MUNICIPAL PLANT, FLEET AND EQUIPMENT FOR A PERIOD OF 2 YEARS				

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).**  
 BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
 SITUATED AT (STREET ADDRESS)


**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
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SIGNATURE OF BIDDER	.....	DATE	
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CAPACITY UNDER WHICH THIS BID IS SIGNED	
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**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:      TECHNICAL INFORMATION MAY BE DIRECTED TO:**

DEPARTMENT	BTO	CONTACT PERSON	BTO
CONTACT PERSON	MR. Z.C. MATOLO	TELEPHONE NUMBER	MR. Z.C. MATOLO
TELEPHONE NUMBER	0397378263	FACSIMILE NUMBER	0397373611
FACSIMILE NUMBER	03977373611	E-MAIL ADDRESS	ZMatolo@matatiele.gov.za
E-MAIL ADDRESS	ZMatolo@matatiele.gov.za		



**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE</b>	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES    NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES    NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES    NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES    NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES    NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b>	

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

SIGNATURE OF BIDDER .....

CAPACITY UNDERWHICH THIS BID IS SIGNED .....

DATE.....





## **TERMS OF REFERENCE/ SCOPE OF WORKS**

**Non-compliance to specifications will invalidate your offer**

**Please take note of the special conditions of tender**

### **SPECIAL CONDITIONS**

- Application for all the different categories must provide a certified copy of all qualifications regarding the tender.
- The successful Contactor's workshop will be inspected prior to being appointed.

### **1. DURATION OF CONTRACT**

This is a two-year contract and each year the municipality will review the performance of the service provider. Should the service provider perform satisfactorily, the contract will be extended for the next year. If the performance is poor, the contract will not be extended for year two and will be terminated. The alternate tenderer will then be appointed.

### **2. TIME FRAMES**

All work is to commence after receipt of an official appointment letter from the municipality, and repair lead times are to be communicated with the municipality.

### **3. SERVICE LEVEL AGREEMENT**

3.1. A service level agreement will be entered into with the successful bidder.

3.2. Negotiations in respect of the service level agreement must be finalized within fourteen, (14) calendar days of receipt of the letter of acceptance by the successful bidder.

3.3. A service level agreement entered into with the successful bidder will capture the time frames of performance applying to this contract.

3.4. Should no consensus be reached within fourteen (14) calendar days of finalizing the Service Level Agreement (SLA), the Municipality will be entitled to:

3.4.1. Cancel its acceptance of the bid, or

3.4.2. Extend the negotiation period without prejudice to any of its other rights in terms of this contract or common law.



#### 4. PENALTIES

In the event of non-compliance with the agreed time frames, Penalties will be charged at a rate of 7% of the total official order issued, per day.

#### 5. BID VALIDITY

This bid shall not be withdrawn during a period of ninety (90) days from the date on which it is to be lodged and it may be accepted at any time during that period.

#### 6. BID COMPLIANCE

The Bid must comply with the following:

- VAT must be indicated separately.
- This bid or part thereof may not be ceded.

#### 7. MEETINGS

Progress meetings will be held by all parties as and when required. This will be further covered in the SLA.

### PART A: SCOPE OF REPAIRS

#### 1. INTRODUCTION

The Matatiele Local Municipality intends appointing the services of specialized repair workshops and service providers located throughout the Matatiele Local and from other areas. The preventive maintenance programmed currently in place regularly detects faults which fall outside the definition of a minor repair, but which are not a sufficient magnitude to warrant the technical expertise of the agents. These repairs can generally be performed on site, or the defective component can be removed and repaired at a local workshop. To expedite these repairs, the Municipality has decided to allow local repairmen to repair these faults within the bounds of this Contract and wherever expedient.

#### 2. GENERAL

- a) The Contractor will be required, under this Contract, to undertake repair work to the Municipality's fleet of plant and vehicles as specified by the delegated person/s.



- b) Typical repairs to be undertaken by the Contractor will include, but shall not be limited to, the tasks as outlined in Number 4 (Repairs to be Provided) to this section.
- c) The Contractor will be required to provide all the transport, personnel, equipment, and spare parts as detailed in Part B of the Contract Specification, necessary to carry out the repairs.

### 3. REPAIR TYPES (ALL REPAIRS PERFORMED MUST HAVE WARRANTIES)

The “repairs” have been divided into thirty-four categories. The categories are detailed as follows:

Category 1	Major Repairs – Vehicles (trucks, bakkies, etc.)
Category 2	General Repairs (Construction Plant)
Category 3	General Repairs – Mobile
Category 4	General Machining
Category 5	Auto Electrical Repairs
Category 6	Fuel Injection Repairs
Category 7	Turbochargers
Category 8	Automotive Engineering and Engine Assembly
Category 9	Gearbox, Transmission and Differential Repairs
Category 10	Driveline Repairs
Category 11	Brake and Clutch Friction Component Repairs
Category 12	Air Brake System and Component Repairs
Category 13	Radiator, Oil Cooler Repairs & Fuel Tanks
Category 14	De-rusting and Respray
Category 15	Automotive Glass Replacement
Category 16	Hydraulic Hose Repairs
Category 17	Specialized Hydraulic Component Repairs
Category 18	Minor Plant / Machinery Repairs
Category 19	Crawler Undercarriage Component Repairs
Category 20	Fitment Centers
Category 21	Bin Lining
Category 22	Vacuum and Centrifugal Pumps
Category 23	Speedo & Rev Counter Repairs
Category 24	Spring Repairs
Category 25	Statutory Inspection and Testing of Pressure Vessels
Category 26	Statutory Inspection and Testing of Lifting Equipment
Category 27	Thread and Bolt Repairs
Category 28	Vehicle Air Conditioner Repairs
Category 29	Agents

***These categories define the number of tools and equipment required by the Contractor and therefore determines the level of the repair work that the Contractor can undertake.***

***Contractors will be required to give quotations on repair work.***



## REPAIRS TO BE PROVIDED

The repairs to be provided under the various categories shall include, but not necessarily be limited to:

- **Major Repairs** – Vehicles (trucks, bakkies, etc.)

General maintenance repairs of road vehicles (including trailers). Includes removal and replacement of components, repair of certain components (where these components are not catered for in this contract).

- **General Repairs** (Construction Plant)

General maintenance repairs of construction plant, including removal and replacement of components and repair of certain components (where these components are not catered for in this contract).

Note: The work in Category 1 and 2 will be allocated within the parameters of the Contractor's equipment and experience.

- **General Repairs** – Mobile

On-Site general maintenance repairs of construction plant, including removal and replacement of components and repair of certain components (where these components are not catered for in this contract).

- **General Machining**

Manufacture and re-building of Pins, Bushes, Shafts, etc.

Note: The work in these categories will be allocated within the parameters of the Contractor's Equipment and experience.

- **Auto Electrical repairs**

Repairs to all auto electrical components

**Note:** The supply of batteries is permitted in this category under the terms of this contract on a replacement basis only i.e., where the existing battery is faulty. Any battery supplied must conform to SANS IEC 95 and must carry the SABS mark.

- **Fuel Injection Repairs**

Repairs to all fuel injection components / overhauling of fuel pumps & injectors.

- **Turbochargers**

Repairs to turbochargers / overhauling of turbochargers.

- **Automotive Engineering** and Engine Assembly



Remove, strip, machine, rebuild and refit engines.

The Contractor may be required to send these items to firms on sub-contract: hence the Municipality should be contacted before the Contractor Sends such work out.

The Contractor will be required to provide a dynamometer test report for every engine that is overhauled.

The Contractor will be required to provide written proof that crankshafts have undergone a crack detection test with satisfactory results.

- **Gearbox, Transmission and Differential Repairs**

Remove, strip, quote, rebuild and refit manual and automatic automotive gearboxes, transfer boxes and drive axle assemblies.

- **Drive Line Repairs**

Repair and rebalance propeller shafts. Rebuild constant velocity joints.

- **Brake and Clutch friction Component Repairs**

Repairs to all brake and clutch system friction and hydraulic components.

Note: The work in this category will be allocated within the parameters for the contractor's Equipment and experience.

- **Air Brake System and Component Repairs**

Repairs to pipework and components on air brake systems including air/hydraulic braking systems.

- **Radiator, Oil Cooler Repairs & Fuel Tanks**

Repairs to and reconditioning of radiators, oil coolers and fuel tanks.

- **De-rusting and Respray**

Carry out de-rusting and respray to plant and vehicles.

- **Automotive Glass**

Replacement of windscreens and other safety glass.

- **Hydraulic Hose and Pipe Repair**

Repair and replacement of hydraulic pipes and hoses including automotive brake pipes and hoses.

- **Specialized Hydraulic component Repairs (excluding replacement & manufacture of hydraulic hoses & pipes)**

Repairs to hydraulic cylinders, pumps, motors, valves, jacks, etc. An Efficiency Certificate from an approved testing institution will be required for each pump or motor that has been repaired.



To maintain the warranty on pumps that have been repaired, it is a requirement that the contractor sets the pressure relief valves on installation.

- **Minor Plant / Machinery Repairs**

Repairs to mowers (pedestrian and ride-on), brush cutters, chain saws, rammers, cutters, and other equipment powered by small two- and four-stroke petrol engines (up to 12kW).

- **Crawler Undercarriage component Repairs**

Repair and Re-building of track chain assemblies, rollers, idlers, sprockets, & grouser plates.

- **Fitment Centers (Vehicles <3500kg)**

Supply and fit exhaust systems, shock absorbers and tow bars, replace number plates.

- **Category 19 Bin Lining** Carry out lining of bins.

- **Vacuum and Centrifugal Pump**

Repairs and Maintenance to vacuum and Centrifugal Pumps.

## 5. CAUSE OF FAILURE

Before commencing with a repair, the Contractor shall, where possible, make every endeavor to determine the cause of a failure and then proceed to rectify such cause before allowing the repaired plant to continue operating. If the work involved in rectifying the cause of the failure is extensive, the Contractor shall notify the Municipality who will decide on what course of action to take.

## 6. WARRANTY

The Contractor Shall unconditionally guarantee any work performed on the Municipality's plant and vehicles for twelve (12) months on new parts supplied and six (6) months for labour, irrespective of hours worked or kilometers travelled:

If the standard warranty period on any parts that are supplied by the contractor is more favorable to the Municipality than that stated above, then the standard warranty shall apply.

## 7. MAINTENANCE OF RECORDS

To facilitate the monitoring of this repair contract, it is essential that accurate and detailed records be kept of all work executed and materials used.



## **CONTRACT SPECIFICATIONS**

### **PART B: PERSONNEL, EQUIPMENT AND FACILITIES TO BE PROVIDED BY THE CONTRACTOR**

#### **A. GENERAL**

The Contractor will supply all labour, transport, materials, tools consumables and facilities required to carry out the repair work. It is expected that the Contractor will undertake all repair work “in-house” using his own labour and facilities.

#### **B. PERSONNEL**

The Contractor will provide Artisans, or otherwise Skilled Workers (as indicated in Clauses 5.5 to 5.37 below). Each Artisan or Skilled Worker must have at least (4) years' experience in the type of work to be undertaken. The Contractor must submit proof of qualifications and experience of all Artisans, Competent Persons and Skilled Workers, who will be performing work on this contract.

Apprentices and Learners may only perform work on this contract if they are at all times supervised by an artisan or similar appropriately qualified person.

#### **C. TRANSPORT**

Where required, the Contractor will use his own transport for work performed away from his premises.

#### **D. MATERIALS**

The parts required to perform the repairs will generally be provided by the Contractor, the Municipality is not expected in any to supply any parts as part of this contract.

NOTE: In general, parts supplied by Contractors must be new and must conform to the original equipment manufacturer's specifications. Contractors will be required to obtain permission from the Municipality if a “non-genuine “or “second hand” spare part is utilized for a repair.

All parts which have been replaced must be clearly identified with the machine number and order number and must be returned to the Municipality immediately on completion of the repair. The only exception is any item that has been supplied on a parts exchange basis.

#### **E. TOOLS AND EQUIPMENT**

##### **E-Mail**

The successful Contractors in all categories will be required to have access to an email account. Official Orders for the repair of plant and vehicles will be e-mailed to the respective Contractors where it is considered expedient.

### Membership of Trade Associations

It is a requirement of certain Repair Categories that the Contractor is a member of the Retail Motor Industry Organization (RMI) and, in addition, is accredited by one of the constituent bodies of the RMI. This membership and accreditation must be maintained for the duration of the contract period. The constituent bodies referred to in the paragraph describing the requirements for each repair category (paragraph 5.5 onwards) are as follows:

- ACRA Automotive Component Remanufacturers' Association**
- ERA Engine Remanufacturers 'Association**
- MIWA Motor Industry Workshop Association**
- SADFIAN South African Diesel Fuel Injection Association**
- SAMBRA South African Motor and Body Repairers 'Association**

### PRE-QUALIFICATION SCORE CARD:

NO	DESCRIPTION ITEMS	MAXIMUM POTENTIAL SCORE	POINTS CLAIMED	FUNCTIONALITY PANE SCORES
1	<b>Have successfully completed work for three or more municipalities/state departments (10 point per municipality/state</b>	30		
2	Must be accredited with the relevant body for the category applies. Proof to be attached	20		
3	Number of qualified artisans (proof required) 5 Points per artisan	30		
4	The service provider has a workshop where defective plant, fleet and equipment can be taken in for repairs where repairs cannot be done on site.  Proof of workshop and utility bill = 20 No proof = 0	20		
	<b>TOTAL SCORED</b>	100	/100	





**NOTE: BIDDERS ARE REQUIRED TO PROVIDE PROOF FOR EACH OF THE ABOVE. FAILURE TO DO SO WILL INVALIDATE YOUR BID**

Bid documents may only be submitted on the bid documentation that is issued.

Bidders need to score a minimum of **70 points** under Pre-Qualification. The 80/20 Preference Points will be applicable.



## PRICING SCHEDULE

SCHEDULE OF RATES						
Contractors must use the table below to indicate the category or categories they wish to bid on be considered for by completing in the relevant price offer (s) I/we the undersigned offer to render						
REPAIR CATEGORY	DISCRIPTION	QTY	FIXED LABOUR RATE PER HOUR			
			1st	2nd	Not	
1	Major Repairs (trucks, Bakkies, etc)	1				
2	General Repairs (Construction Plant)	1				
3	General Repairs (Mobile)	1				
4	Replacing GET	1				
5	On site Welding (mobile)	1				
6	Welding & Fabrication	1				
7	General Machining	1				
8	Auto Electrical Repairs	1				
9	Fuel Injection Repairs	1				
10	Turbochargers	1				
11	Automotive Eng. & Engine Assembly	1				
12	Gearbox & Diff. (incl. wet brakes)	1				
13	Prop shaft & Driveline Repairs	1				
14	Brake & Clutch Friction Components	1				
15	Air Brake & Component / Mobile	1				
16	Radiator, Oil Cooler & Fuel Tanks	1				
17	De-rusting & respray	1				
18	Accident Repairs	1	0.00			
19	Automotive Glass Replacement	1				
20	Upholstery & Automotive body trim	1	0.00			
21	Hydraulic Hose Repairs	1				
22	Hydraulic Component Repairs	1				
23	Minor Plant / Machinery Repairs	1				
24	Crawler Undercarriage Repairs	1				
25	Fitment Centres	1				
26	Bin Lining	1				
27	Vacuum and Centrifugal Pumps: Service & Repairs	1				
28	Speedo & Rev. Counter Repairs	1				
29	Spring Repairs	1				
30	Statutory Insp. & Testing of Vessels	Testing	1			
		Repairing	1			
31	Statutory & Insp. & Testing of Lifting Equipment	Testing	1			
		Repairing	1			
32	Thread & Bolt Repairs	1				
33	Vehicle Air Conditioner Repairs	1				
34	Agents	1				
	Light delivery vehicle per KM					



Travelling	Small truck < 4 ton per KM				
	Medium Truck < 8 ton per KM				
	Low bed truck per KM				
<b>TOTAL EXCL VAT</b>					
<b>VAT@15%</b>					
<b>GRAND TOTAL</b>					
<b>TOTAL OVER 3 YEARS (CARRIED OVER TO COVER PAGE &amp; FORM OF</b>					



### 3. AUTHORITY TO SIGN

#### 1. SOLE PROPRIETOR (SINGLE OWNER BUSINESS) AND NATURAL PERSON

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

OR

1.2. I, \_\_\_\_\_, the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

#### 2. COMPANIES AND CLOSE CORPORATIONS

2.1. If a Bidder is a **COMPANY**, a certified copy of the resolution by the board of directors, duly

signed, 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

2.2. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, a **resolution by its members**, authorizing a member or other official of the corporation to sign the documents on their behalf, **shall be included with the bid**.

#### PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY/MEMBERS OF THE CC

Date Resolution was taken	
Resolution signed by (name and surname)	
Capacity	
Name and surname of delegated Authorised Signatory	
Capacity	
Specimen Signature	

Full name and surname of ALL Director(s) / Member (s)			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	



Is a CERTIFIED COPY of the resolution attached?		YES	NO
SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

### 3. PARTNERSHIP

We, the undersigned partners in the business trading as \_\_\_\_\_ hereby authorize Mr/Ms \_\_\_\_\_ 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 for and on behalf of the abovementioned partnership.

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

Full name of partner		Signature	
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

### 4. CONSORTIUM

We, the undersigned consortium partners, hereby authorize \_\_\_\_\_  
 \_\_\_\_\_ (Name of entity) to act as lead consortium partner and further authorize Mr./Ms.

To sign this offer as well as any contract resulting from this tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and signed by each member:

Full Name of Consortium Member	Role of Consortium Member	% Participation	Signature



SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	





## Ethics Commitment for Suppliers of the Matatiele Local Municipality

**In our dealings with the Matatiele Local Municipality we commit to uphold high standards of ethics. Among other things this means:**

- We will be honest and deal in good faith;
- We will not try to improperly influence any municipal official or decision;
- We will avoid all conflicts of interest;
- We will not engage in any form of corruption (e.g. paying bribes, giving kickbacks);
- We will not give gifts to municipal officials or councillors;
- We will not be involved in collusion with other service providers (i.e. price-fixing);
- We will ensure that all information we submit to the municipality is accurate and truthful (e.g. we will not engage in BBBEE fronting).
- We will inform the Municipality of any unethical behaviour which we become aware of in the procurement process, either related to other suppliers or to municipal officials.\*
- We will, through all our dealings, contribute to building a positive ethical culture in the Matatiele Local Municipality.

This is our commitment to help build an ethical community.

Name of Company: \_\_\_\_\_

Name of authorised person: \_\_\_\_\_

Signature: \_\_\_\_\_

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

\* If you wish to report unethical conduct you can contact or \*If you are aware of any fraud/ corruption within the municipality. These may be reported anonymously, to

The Municipal manager: [IMatiwane@matatiele.gov.za](mailto:IMatiwane@matatiele.gov.za)



## MBD 2

### TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF BIDDING THAT -

1. The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her tax obligations.
2. The attached form "Application for Tax Clearance Certificate (in respect of bidders)", must be completed in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes. The Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of twelve (12) months from date of issue.
3. In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificates are available at any Receiver' s Office.



**APPLICATION FOR TAX CLEARANCE CERTIFICATE  
(IN RESPECT OF BIDDERS)**

1. Name of taxpayer / bidder: .....

2. Trade name: .....

3. Identification number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Company / Close Corporation registration number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5. Income tax reference number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6. VAT registration number (if applicable): 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7. PAYE employer's registration number (if applicable): 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature of contact person requiring Tax Clearance Certificate: .....

Name: .....

Telephone number: Code:..... Number: .....

Address: .....

.....

.....

DATE: 20 \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PLEASE NOTE THAT THE COMMISSIONER FOR THE SOUTH AFRICAN REVENUE SERVICE (SARS) WILL NOT EXERCISE HIS DISCRETIONARY POWERS IN FAVOUR OF ANY PERSON WITH REGARD TO ANY INTEREST, PENALTIES AND / OR ADDITIONAL TAX LEVIABLE DUE TO THE LATE- OR UNDERPAYMENT OF TAXES, DUTIES OR LEVIES OR THE RENDITION RETURNS BY ANY PERSON AS A RESULT OF ANY SYSTEM NOT BEING YEAR 2000 COMPLIANT.

## MBD 4

### DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.....

.....

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

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

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

3.9 Have you been in the service of the state for the past twelve months? ..... **YES / NO**

3.9.1 If yes, furnish particulars.....  
.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ..... **YES / NO**

3.10.1 If yes, furnish particulars .....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?..... **YES / NO**

3.11.1 If yes, furnish particulars.....  
.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state?..... **YES / NO**

3.12.1 If yes, furnish particulars.....  
.....

3.13 Are any spouse, child or parent of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state?..... **YES / NO**

3.13.1 If yes, furnish particulars.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars.....  
.....

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**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 R50 000 000 (all applicable taxes included); and  
 -the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:  
 (a) Price; and  
 (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 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.

**DEFINITIONS**

(a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) **“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 or services, through price quotations, advertised competitive bidding processes or proposals;

(d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the BroadBased Black Economic Empowerment Act;

(f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents. (g) **“prices”** includes all applicable taxes less all unconditional discounts; (h) **“proof of B-BBEE status level of contributor”** means:

- 1) B-BBEE Status level certificate issued by an authorized body or person;
- 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

- $P_s$  = Points scored for price of bid under consideration  
 $P_t$  = Price of bid under consideration  
 $P_{\min}$  = Price of lowest acceptable bid

## POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
------------------------------------	---------------------------------	---------------------------------



1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following: **B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF**

PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?  
*(Tick applicable box)*

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the subcontractor..... iii) The B-BBEE status level of the subcontractor.....
- iv) Whether the sub-contractor is an EME or QSE *(Tick applicable box)*

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		

Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company
  - (Pty) Limited
- [TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

**8.7 MUNICIPAL INFORMATION**

**Municipality where business is situated:**  
 .....  
**Registered Account Number:** .....  
**Stand Number:**.....

8.8 Total number of years the company/firm has been in business:.....

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct; ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES
1. ....
2. ....

.....
SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....
.....
.....

MBD 8

**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.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	<p>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?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	<p>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?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
- a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

## MBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</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.

**MBD 9**

**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.
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.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



## CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

### DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003) - (To be signed in the presence of a Commissioner of Oaths)

I, \_\_\_\_\_, \_\_\_\_\_ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Matatiele Local Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of \_\_\_\_\_ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

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

Director / Shareholder / 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)  
 If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender.

Signature	Position	Date

<p style="text-align: center;"><b>COMMISSIONER OF OATHS</b></p> <p>Signed and sworn to before me at _____, on this _____ day of _____ 20__</p> <p>by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath and that the prescribed oath will be binding on his/her conscience.</p> <p><b>COMMISSIONER OF OATHS:-</b></p> <p>Position: _____</p> <p>Address: _____</p>	<p style="text-align: center;"><b>Apply official stamp of authority on this page:</b></p>
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**SCHEDULE A –**

**CONFIRMATION OF REGISTRATION OF TENDERER ON NATIONAL TREASURY DATABASE**

<b>TENDERER NAME</b>	<b>NATIONAL TREASURY DATABASE REGISTRATION NUMBER</b>

A tenderer who is not registered on the National Treasury Database (CSD) is not precluded from submitting a tender; however such tenderer must be registered on the database prior to the finalisation of the evaluation of the tender in order for its bid to be considered responsive.

It is the responsibility of a tenderer to ensure that this requirement is complied with. In the case of Joint Ventures and Consortia, this requirement will apply to each party to the Joint Venture or Consortium.

Note:

**TENDERER'S SIGNATURE:** .....

**SCHEDULE B –**

**TENDERER’S PAST EXPERIENCE**

Tenderers must furnish hereunder, details of similar works/service which they have satisfactorily completed in the past. The information shall include a description of the works/service, the contract value and the name of the employer. All the consultants/experts involved, must have at least performed three different projects in municipal Supply Chain Management environment; (Attach CV’s of consultants as evidence of personnel to be involved in the project) Attach the Company profile / projects where team members were involved in and contactable references must clearly be reflected on the proposal.

<b>SIMILAR COMPLETED / CURRENT PROJECTS</b>					
<b>PROJECT NAME</b>	<b>EMPLOYER</b>	<b>EMPLOYER TEL. NUMBER</b>	<b>AWARDED AMOUNT</b>	<b>CONTRACT START DATE</b>	<b>ANTICIPATED/ ACTUAL COMPLETION DATE</b>

.....

**DATE**

**SIGNATURE OF BIDDERS**