WEST RAND DISTRICT MUNICIPALITY

BUDGET AND TREASURY OFFICE

REQUEST FOR FORMAL WRITTEN QUOTATIONS

West Rand District Municipality is hereby inviting prospective Service Providers to quote on the following:

Bid No.	Description	Evaluation
WR/CORP/14/2026	Refurbishment of the Executive Mayor's Official Residence Located at 31 Aloe Street, Greenhills, Randfontein	▪ Administrative compliance ▪ Functionality criteria ▪ Price and Specific goals

Closing Date **: 29 April 2026 at 11:00 am**

Contact person **: Mr Niklaas Mofokeng**

Contact Number **: 011 411 5108**

Email Address **: nmofokeng@wrdm.gov.za**

Instructions dealing with the depositing of quotations:

Specifications, and bidding documents must be obtained at the West Rand District Municipality and WRDM Website and be returned in a sealed envelope clearly marked with the **bid number, description** and **closing date.** Deposit it in the RFQ Box situated at the Entrance of Supply Chain Department (**Inside the building**), Municipal Building, Corner Park & 6th Str. Randfontein.

Terms and Conditions relating to tendering:

- The West District Municipality's Supply Chain Management Policy and Preferential Procurement Policy shall apply;
- Bids must only be submitted on the bid documentation (MBD1, Ethics Commitment Form, 4, 6.1,8 and 9) provided by the West Rand District Municipality.
- The bids will be evaluated and adjudicated in terms of Preferential Procurement Policy Framework, Act No.5 of 2000, Preferential Procurement Regulations 2022, West Rand District Municipality Preferential Procurement Policy and Supply Chain Management Policy of the West Rand District Municipality.
- Please make use of table 1 in MBD 6.1 to claim points for specific goals. Non completion thereof will be interpreted to mean that specific points are not claimed.
- Points claimed on disability must be substantiated through the submission of relevant medical documentation issued by a qualified medical practitioner.
- Bidders must attach an original/certified copy of the BBBEE Certificate issued by the verification agencies or professionals who are accredited by South African National Accreditation Systems ("SANAS"). Exempted Micro-Enterprises (EMEs) and Qualifying Small Enterprises (QSEs) must attach sworn affidavit declaring the BBEE status.
- The municipality reserves the right to require of a bidder, either before a quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the municipality.
- The lowest or any quote will not necessarily be accepted and the Municipality reserves the right to accept where applicable a portion of any quotation;
- Emailed, faxed and late quotations will not be considered;
- Persons in the service of the state are not allowed to bid; and
- The bids will be evaluated and adjudicated in terms of Preferential Procurement Policy Framework, Act No.5 of 2000, Preferential Procurement Regulations 2022, West Rand District Municipality Preferential Procurement Policy and Supply Chain Management Policy of the West Rand District Municipality.
- The following documents must be attached to the quotations / proposals:
  - **Company registration documents**
  - **A copy of SARS pin number Certificate**
  - **MAAA – National Treasury Central Supplier Database registration reference number**
- Recent Municipal Statement of account (not older than 3 months) for the **company and all directors** not in arrears for more than **90 days or** lease agreement with a recent rental invoice/statement must be attached. Attention is drawn to the "Clearance Certificate for Municipal Account". The Clearance Certificate must be completed by the Municipality where the business resides or the Landlord in case of a tenant. Lease agreement must also be attached and is the responsibility of the bidder to ensure that the "Clearance Certificate for Municipal Accounts" is completed in full and stamped by the landlord.

FAILURE TO ADHERE TO THESE NOTES WILL RESULT IN THE BIDDER BEING DECLARED AS "NON-RESPONSIVE"

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MR M.E KOLOI
MUNICIPAL MANAGER

TERMS OF REFERENCE/ SPECIFICATIONS

REFURBISHMENT OF THE EXECUTIVE MAYOR`S OFFICIAL RESIDENCE LOCATED AT 31 ALOE STREET, GREENHILLS, RANDFONTEIN: WR/CORP/14/2026.

1. PURPOSE:

The purpose of this bid is to appoint accredited service provider for the refurbishment of the Executive Mayor`s official house located at 31 Aloe Street, Greenhills in order to restore the property to an acceptable standard, and further ensuring compliance with health and safety requirements, and preserve the municipality`s asset value.

1. BACKROUND:

The property is a meaningful asset that has experienced deterioration due to normal wear and tear and limited recent maintenance. A technical assessment has identified required refurbishment works to ensure property meets safety standards and is suitable for occupation.

2. SPECIFICATION:

The following is the specification list for the Executive Mayor's House in support of submitted motivation:

1. Installation of floor tile 10mm (Porcelain tiles, matte finish, and non-slippery)

Lounge	3.85	4.46	**7.17 m2**
Living room	4.64	4.55	**21.11 m2**
Dining room	4.67	5.5	**25.69 m2**
Main bedroom	6.15	4.46	**27.43 m2**
Bedroom 1	3.17	3.28	**10.40 m2**
Bedroom 2	3.27	3.16	**10.33 m2**
Study room	2.96	3.86	**11.43 m2**
Passage	1.5	10.78	**16.17 m2**
Bathroom	2.5	1.95	**4.88 m2**
Shower 1	0.8	0.8	**0.64 m2**
Shower 2	0.8	0.8	**0.64 m2**

Total 145.88 m2

2.1. Painting of walls

Main House (North Wing)			
Sitting room	4.46	3.36	**19.55 m2**
Dining room	4.25	4.54	**16.89 m2**
Lounge	4.4	2.65	**14.085 m2**
Study room	2.2	3.96	**26.99 m2**
East Wing:			
Main Bedroom (Bathroom)	3.3	2.48	**4.62 m2**
Main Bedroom	6.08	4.45	**47.22 m2**
Bedroom 1	3.17	3.28	**26.82 m2**
Bedroom 2	3.17	3.28	**26.82 m2**
Guest's Bathroom	1.95	3.26	**4.17 m2**
Passage	1.5	10.78	**44.84 m2**
Backrooms (North Wing)			
Hall	3.17	3.28	**26.82 m2**

Total 109.65 m2

2.2. Painting of ceiling

Lounge	3.88	4.49	**17.42 m2**
Living room	4.67	4.58	**21.39 m2**

Dining room	4.7	5.53	**25.99 m2**
Main bedroom	6.18	4.49	**27.75 m2**
Bedroom 1	3.2	3.31	**10.59 m2**
Bedroom 2	3.3	3.19	**10.53 m2**
Study room	2.99	3.89	**11.63 m2**
Passage	1.53	10.81	**16.54 m2**
Bathroom	2.53	1.98	**5.01 m2**
Shower 1	0.83	0.83	**0.69 m2**
Shower 2	0.83	0.83	**0.69 m2**

Total 148.23 m2

3. Pool Maintenance and Cleaning

Specification:

- Remove all debris and ingrown plants
- Drain pool, scrub and clean walls and floor.
- Repair any structural issues or cracks using waterproof pool plaster.
- Inspect and services pump/filter system replace faulty parts.
- Refill and balance chemical (pH , Chlorine , etc.)
- Install pool cover

Cleaning of Pool Depth 1.5 m2	Depth	**1.5m2**
	Area	**± 50m2**

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4. Installation of corrugated poly sheet clear 2.8 0.78 **2.18m2**

4.1 Cottage – Removal and Replacing Ceiling

Scope Remove old and damaged ceiling and cornice in the passage**.**

Specification:

- Removal and new replacement of old and damaged ceiling and **cornice** (498 x 379 square meter)

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5. Replace broken windows

Specification:

- 5x windows Aluminium

Measurements:

Window 1	950 cm x 275cm
Window 2	475 cm x 87cm
Window 3	144 cm x 88 cm
Window 4	144 cm x 88 cm
Window 5	475 cm x 87 cm

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6. Installation of new double garage door (steel Automated)

Specification:

- Double garage door- steel (4500 cm)

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7. Installation of New Sliding Doors for the Back Cottage

Specification:

- 1 x single sliding door Aluminium (930 cm x 100 cm)
- 2 x double sliding doors Aluminium (1500 cm x 2500 cm)

- Aluminium frame sliding doors (double- glazed for insulation)
- Safety glass, 6mm toughened glass. (Smash and Grab)
- Security locks and weather seals.
- Tracks and frame to be powder-n coated (charcoal)

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8. Installation of 2 x Showers

Scope: Cottage bathroom and main bedroom en-suite.

Specification:
- Frameless glass shower enclosures.
- Chrome-finished fixtures (showerhead).

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9. Roof Repairs and Sealing

Scope: Address existing roof leaks, confirmed by visible water stains and damp patches on the interior ceiling. Conduct a full inspection to identify all points of water ingress.

Specification:
- Replace all damaged or missing roof tiles/sheets/ skylights.
- Apply waterproof bitumen sealant or membrane to affected areas.
- Ensure ridge caps and flashing are securely fitted and sealed.
- Conduct a water test post-repair to verify that all leaks are fully resolved.
- All materials used should be weather-resistant and suitable for local climate conditions.

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10. Interior Wall and Ceiling Painting

Scope: Main House (Lounge, living and dining room, 3 x bedrooms, passage, bathroom, and 2 x showers), and a cottage.

Specification:
- Walls: 2 coats of high-quality washable acrylic paint (interior)
- Colour: White
- Ceilings: White
- Wooden Ceilings: Vanish paint
- Surface preparation: Patch holes, sand surfaces, and apply primer where needed.

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11. Window Frames, Door Frames and Burglar Doors Painting

Specification:
- Colour: White Enamel paint.

12. Compulsory Site Inspection:

- Date: 23 April 2026
- Time: 11h00
- Venue: 31 Aloe Street, Greenhills, Randfontein
- The purpose of a compulsory site inspection is to assist the prospective bidders to quote on the correct specifications.

NB: Failure to conduct a compulsory site inspection will result the bid being non-responsive.

REFURBISHMENT OF THE EXECUTIVE MAYOR`S OFFICIAL RESIDENCE LOCATED AT 31 ALOE STREET, GREENHILLS, RANDFONTEIN: WR/CORP/14/2026.

Technical Enquiries and Site Inspection:	For site inspection enquiries or clarification and Technical Enquiries, please contact **Mr. Fana Nkasane on 073 770 5151 011 411 5141/Email: fnkasane@wrdm.gov.za and** Mr. Thando Nzwane (WRDM Cleaner's Supervisor) on : 011 411 5084 / 083 463 4638 Email: tnzwane@wrdm.gov.za

13. **Functionality:**

Functionality will be out of **100 points**. Bidder (s) who obtain **less than 50 points** in the functionality evaluation will be eliminated from further evaluation. The evaluation will be based on the following:

Item	Criteria	Guideline	Minimum Points	Weight
1.	**Company Experience**	**Company Experience:** Attach a company experience which must include a list of projects completed in house renovation on similar projects being done; 2 years to 3 years = 20 points. 4 years and above = 30 points **NB: Bidders must provide a company profile with a list of relevant projects and contactable references of similar work done.**	20	**30**
2.	**Experience of similar projects**	**Track Record:** Bidder must demonstrate experience in executing projects of this nature. Bidders must provide at least two (2) Appointment Letters / Purchase Order with their corresponding references of similar projects being. 2 to 3 Appointment Letters/ PO with corresponding reference Letters = 10 points 4 to 5 Appointment Letters/ PO with corresponding reference Letters = 30 points 6 and above Appointment Letters/ PO with corresponding reference Letters = 30 points **NB: Bidders must provide Appointment Letters/ Purchase Orders with their corresponding Reference Letters in line with the list of Experience of similar projects as per Item number 1 of the Evaluation Criteria.**	10	**30**
3.	**Key personnel**	**a) Team leader experience**: 2 to 3 years of experience and minimum of a relevant building construction qualification NQF Level 5 or higher. 2 to 3 years = 10 points 6 to 7 years = 20 points 8 years and above = 30 points **Bidders must provide a comprehensive CV with original certified copies of certificates/qualifications.**	10	**30**
4.	**Accreditation**	Bidders must submit CIDB Grade 1 GB or higher **(Pre-requisite).**	10	**10**
		TOTAL	**50**	**100**

14. Evaluation Criteria:

- The evaluation of this bid will be done in three (03) stages namely, (01) **Administrative compliance i.e. submission of the documents required and completion of the bid document, (02) Functionality criteria and (03) 80/20 Preference Point System:** ***where 80 points will be allocated for pricing and 20 for the specific goals of this bid.***

WEST RAND DISTRICT MUNICIPALITY

MBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF MUNICIPALITY/ MUNICIPAL ENTITY*)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
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]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	

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

ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		**TOTAL BID PRICE**	**R**
SIGNATURE OF BIDDER	……	**DATE**	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT	**SCM**	DEPARTMENT	**Corporate Services**
CONTACT PERSON	**Nkilaas Mofokeng**	CONTACT PERSON	**Fana Nkasana**
TELEPHONE NUMBER	**011 411 5108**	TELEPHONE NUMBER	**011 411 5141**
E-MAIL ADDRESS	**nmofokeng@wrdm.gov.za**	E-MAIL ADDRESS	**fnkasana@wrdm.gov.za**

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

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

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

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

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

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

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

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

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

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

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

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

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

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

DATE: ……...

WEST RAND DISTRICT MUNICIPALITY

DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:

Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

i. Name of bidder ……..….

ii. Registration Number ……..……

iii. Municipality where business is situated……..….

iv. Municipal account number for rates ……..…

v. Municipal account number for water and electricity ……..……

vi. Names of all directors, their ID numbers and municipal account number.

1. ……..……

2. ……

3. ……

4. ……

5. ……

6. ……

7. ……

C Documents to be attached.

i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)

ii. A copy of municipal accounts of all directors mentioned in B (vi) (Not older than 3 months)

iii. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form: ……

……

_____ _____

Bidder's Signature **Date**

CLEARANCE CERTIFICATE FOR MUNICIPAL ACCOUNTS

Section 38 (d) (i) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder whose municipal services, rates and taxes are in arrears for more than 90 days.

The purpose of this form is to obtain proof that municipal services, rates and taxes of the service provider and director(s) are not in arrears for more than 90 days, with the relevant municipality / landlord in the municipal area where the director(s) resides and service provider conduct the business.

PART A -to be completed by the relevant municipality in the case where the service provider is the registered owner of the site / owner pays for municipal services / tenant pays for municipal services. Part A to be completed only in the event that prospective bidders do not receive municipal rates & taxes statements.

OR

PART B -to be completed by the landlord in the case where the service provider is renting the premises / rental paid by tenant include municipal services. Part B to be completed by the landlord only in the event that prospective bidder does not receive a rental invoice.

PART A (TO BE COMPLETED BY THE RELEVANT MUNICIPALITY)
Name of the Municipality:
Property Physical Address:
Registered Name:

Official's Name: _____

Signature : _____

Date: _____

Municipality Stamp Here

Please circle whether the account is in arrears or up-to-date

Rates and taxes : Up-to-date / in arrears for more than (90 Days) 3 months
Water: Up-to-date / in arrears for more than (90 Days) 3 months
Electricity: Up-to-date / in arrears for more than (90 Days) 3 months
Refuse : Up-to-date / in arrears for more than (90 Days) 3 months
Other services : Up-to-date / in arrears for more than (90 Days) 3 months

PART B (TO BE COMPLETED BY THE LANDLORD)
Name of the Tenant:
Name of the Landlord:
Property Physical Address:
Landlord Signature:

Date: _____

Landlord's business stamp here
Or an Affidavit from SAPS (in the event the landlord does not have a business stamp)

Please circle whether the account is up-to-date or in arrears

Rental: Up-to-date / in arrears for more than (90 Days) 3 months
Municipal services: Up-to-date / in arrears for more than (90 Days) 3 months

WEST RAND

DISTRICT MUNICIPALITY

GAUTENG
it starts here

ETHICS COMMITMENT FOR ALL SUPPLIERS OF THE WEST RAND MUNICIPALITY

In our dealings with the West Rand District 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 West Rand District Municipality.

This is our commitment to help build an ethical community.

Name of Company:_____

Name of authorised person:_____

Signature:_____

Date:_____

MBD 4

DECLARATION OF INTEREST

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

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

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

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, hareholder[2]).....

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

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

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

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

.....

[1]MSCM Regulations: "in the service of the state" means to be –

(a) a member of –
  (i) any municipal council;
  (ii) any provincial legislature; or
  (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) an employee of Parliament or a provincial legislature.

[2] Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

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

.....

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

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

.....

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

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

.....

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

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

.....

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

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

.....

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

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

.....

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

Full Name	Identity Number	State Employee Number

…….. ……..

Signature **Date**

…… ……

Capacity **Name of Bidder**

SUPPLY CHAIN MANAGEMENT

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **Applicable Preference Point System**

a)The applicable preference point system for this quotation is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

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

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the RFQ and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

***Note to bidders: The bidders must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this bid	**Number of points allocated (80/20 system)**	**Number of points claimed (80/20 system) (To be completed by the bidder)**
Black ownership	6	
Women	3	
People living with disability	2	
EME or QSE	2	
Youth	3	
Enterprises located in Gauteng Province – Within Gauteng = 2 Within West Rand = 4	4	
Total	**20**	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. **TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

……
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……
DATE: ……

ADDRESS: ……

……

……

……

WEST RAND DISTRICT MUNICIPALITY

GAUTENG
it starts here

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.

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.

4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		

4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐

Private Bag X033, RANDFONTEIN 1760
Cnr 6th & Park Street, RANDFONTEIN 1760
Tel: (011) 411-5000/412-2701 Fax: (011) 412-3663
E-mail: wgsc@netline.co.za

4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM 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[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

a. take all reasonable steps to prevent such abuse;

b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

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[3] will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
   (a) prices;
   (b) geographical area where product or service will be rendered (market allocation)
   (c) methods, factors or formulas used to calculate prices;
   (d) the intention or decision to submit or not to submit, a bid;
   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

……	……
Signature	Date
…….	……
Position	Name of Bidder