



TWK 2 CLOSED QUOTATION

KOR 09/2024/25 – PROVISION FOR COMPLIANCE TRAINING: FIRST AID LEVEL 1: SAQA UNIT STANDARD 119567, HEALTH & SAFETY LEVEL 2: SAQA UNIT STANDARD 9964, FIRE FIGHTING LEVEL 2: SAQA UNIT STANDARD 13961/252250, ACCIDENT / INCIDENT INVESTIGATION: SAQA UNIT STANDARD 259617, FLAGMAN: SAQA UNIT STANDARD 258923, WORK AT HEIGHTS: SAQA UNIT STANDARD 229998/120362, LEGAL LIABILITY FOR FOREMANS/SUPERVISORS: SAQA UNIT STANDARD 120344/259601, CONFINED SPACE: SAQA UNIT STANDARD 15034, MOBILE ELEVATING WORK, PLATFORM-SAQA UNIT STANDARD 243272.

CLOSING DATE: 02 October 2024	CLOSING TIME: 12:00
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NAME OF BIDDER* :

ADDRESS* :
:
:

TEL NUMBER* :

FAX NUMBER* :

E MAIL* :

CENTRAL SUPPLIER DATABASE REG NO* :

B-BBEE LEVEL OF CONTRIBUTION* :

QUOTATION AMOUNT (VAT INCLUDED) * :

Prepared by:
Theewaterskloof Municipality
6 Plein Street
P.O.Box 24
Caledon
7230
Telephone: +27 (28) 2143300
Fax: +27 (28) 2141289
Website: www.twk.gov.za

P.O. BOX 24 CALEDON 7230
TEL: 028 – 214 3300

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS
QUOTATION NUMBER: KOR 09/2024/25

Kindly furnish us with a written quotation for:

PROVISION FOR COMPLIANCE TRAINING: FIRST AID LEVEL 1: SAQA UNIT STANDARD 119567, HEALTH & SAFETY LEVEL 2: SAQA UNIT STANDARD 9964, FIRE FIGHTING LEVEL 2: SAQA UNIT STANDARD 13961/252250, ACCIDENT / INCIDENT INVESTIGATION: SAQA UNIT STANDARD 259617, FLAGMAN: SAQA UNIT STANDARD 258923, WORK AT HEIGHTS: SAQA UNIT STANDARD 229998/120362, LEGAL LIABILITY FOR FOREMANS/SUPERVISORS: SAQA UNIT STANDARD 120344/259601, CONFINED SPACE: SAQA UNIT STANDARD 15034, MOBILE ELEVATING WORK, PLATFORM-SAQA UNIT STANDARD 243272.

The detailed project description and schedules are attached or can be obtained from **Mr. L Sheane**
Tel: **028 214 3300** or e-mail: Lefelash@twk.gov.za as well as all technical queries.

A formal quotation must be submitted on the letterhead of your business and must have attached all relevant signed schedules and additional information as requested. Failure to do so will result in the quotation to be rejected. The quotation must be in a sealed envelope and clearly marked: **Tender Box No. 2**, for attention: **L Sheane, QUOTATION NO.: KOR 09/2024/25** and the service provider's name and address. Quotations will not be accepted if they don't comply with the marking instructions. Quotations must be placed in tender box **No. 2** at the **Main Entrance** of Theewaterskloof Municipality, 6 Plein Street, Caledon by no later than **12:00 on Wednesday, 02 October 2024**, immediately after which the quotations will be opened in public in the Council Chambers. If posted, interested service providers to ensure that sufficient time are given for the post to reach us before the closing date and time. Council cannot take responsibility for any delays

1. Standard Conditions of Quotation:

The following conditions will apply:

- a) Quotations must be completed in hand written non-erasable black ink.
- b) Prices must be valid for sixty (60) days from date of your offer.
- c) Price(s) quoted must be firm and must be inclusive of VAT, clearly indicating Price, VAT and Total Price.
- d) The training dates will be set by the Municipality.**
- e) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations of 2022 and for this purpose **MBD 2, MBD 4, MBD 6.1, MBD 8 and MBD 9** forms which are available on the Municipal Website www.twk.gov.za must be completed and submitted together with your quotation.
- f) The successful provider will be the one scoring the highest points.
- g) A **Valid Tax Compliance Status Pin Certificate** and a copy of your **latest Municipal Account or Lease Agreement** should be attached to your quotation.
- h) Council may accept a quotation in full, partially or not at all.**
- i) Payments will be made not later than 30 days, after the receipt of a tax invoice.
- j) Invoices must not be issued before goods / services have been supplied / rendered.
- k) The General Conditions of Contract will apply to this quotation.
- l) Calculation errors will be corrected by the Municipality by using the unit prices.
- m) If a valid B-BBEE certificate or Sworn Affidavits is not attached it will be interpreted that the preference points for B- BBEE status level or contribution are not claimed.

- n) If a valid B-BBEE certificate or Sworn Affidavits is attached and if points is not claimed in terms of MBD 6.1 it will be interpreted that the preference points for B- BBEE status level or contribution are not claimed.
- o) Please note that the Municipality will not request a valid B- BBEE certificate or Sworn Affidavits if such is not attached to the bidders tender at closing date of this tender.
- p) The municipality reserves the right to appoint the bidder scoring first, second and third highest preference points at any time during the duration of the contract. When the tenderer scoring the highest points cannot perform on the contract, the municipality has the right to purchase from the tenderer scoring the second highest points and if the second highest points scorer cannot perform on the contract, the municipality reserves the right to purchase from the tenderer scoring the third highest points.

2. Bidders Obligations:

2.1 Eligibility Criteria

Only bidders who satisfy the following criteria are eligible to submit an offer: (**This is a requirement on submission of Bid**)

2.1.1 Pricing Instructions

- In order to be considered for a contract in terms of this quotation, bidders are required to price on items that is qualifying in the schedule of services required and sign to declare compliance.

2.1.2 Specifications

- In order to be considered for a contract in terms of this quotation, the bidder must sign and declare compliance by **Schedule 1**.

2.1.3 Special Conditions of Quotation

- In order to be considered for a contract in terms of this quotation, the bidder must sign and declare compliance by **Schedule 2**.

2.1.4 Seta Accreditation/Professional bodies

- Bidders must provide proof of SETA accreditation or registration with a professional body in respect of the course, the company as well as the facilitators. Please attach proof of registration.

3. The Employer's Undertakings

3.1 Tests for Administrative Compliance

Bidders may be found non-compliant if, inter alia: (these documents may be requested)

- The bidder has failed to complete and sign and attach requested information to all schedules not excluded in eligibility criteria;
- The bidder has failed to submit the MBD 2, MBD 4, MBD 8 and MBD 9 forms;
- The bidder has failed to submit a municipal account of where the head office of the company is registered or in case where the premise is leased, the bidder has failed to provide a copy of the lease of the premise;
- The bidder has failed to submit a valid Tax Compliance Status Pin Certificate, a valid Tax Compliance Status Pin Certificate may be requested; and
- The bidder has failed to submit a valid certified B-BBEE certificate or sworn affidavits, whereas points were claimed and a copy of certificate or affidavit was supplied, a certified copy of the B-BBEE certificate or sworn affidavit may be requested.

NB: No quotations will be considered from persons in the service of the state

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE
SUPPLY CHAIN MANAGEMENT

DATE: 25 SEPTEMBER 2024

SCHEDULE OF SERVICES

(A) X (B) = (A) X (B)

NO.	DESCRIPTION	ESTIMATED QUANTITY (NO OF STUDENTS)	UNIT PRICE		PRICE	
			R	c	R	c
1	FIRST AID LEVEL 1: SAQA UNIT STANDARD 119567	20				
2	HEALTH & SAFETY 2: SAQA UNIT STANDARD 9964	20				
3	FIRE FIGHTING LEVEL 3: SAQA UNIT STANDARD 13961/252250	20				
4	ACCIDENT / INCIDENT INVESTIGATION : SAQA UNIT STANDARD 259617	20				
5	FLAGMAN : SAQA UNIT STANDARD 258923	20				
6	WORK ON HEIGHTS : SAQA UNIT STANDARD 229998/120362	20				
7	LEGAL LIABILIBLITY FOR FOREMANS/SUPERVISORS : SAQA UNIT STANDARD 120344/259601	20				
8	CONFINED SPACE : SAQA UNIT STANDARD 15034	20				
9	MOBILE ELEVATING WORK PLATFORM- SAQA UNIT STANDARD: 243272	8				
*NB: Prices must be inclusive of all associated costs.			Sub Total			
			VAT @ 15%			
			TOTAL			

DELIVERY ADDRESS: Theewaterskloof Municipality
 06 Plein Street
 Caledon
 7230

I/We, the undersigned, do hereby declare that these are the properly priced Bill / Schedules of Quantities forming part of this Contract Document containing Pages in consecutive order upon which my/our **QUOTATION NUMBER: KOR 09/2024/25** **PROVISION FOR COMPLIANCE TRAINING: FIRST AID LEVEL 1: SAQA UNIT STANDARD 119567, HEALTH & SAFETY LEVEL 2: SAQA UNIT STANDARD 9964, FIRE FIGHTING LEVEL 2: SAQA UNIT STANDARD 13961/252250, ACCIDENT / INCIDENT INVESTIGATION: SAQA UNIT STANDARD 259617, FLAGMAN: SAQA UNIT STANDARD 258923, WORK AT HEIGHTS: SAQA UNIT STANDARD 229998/120362, LEGAL LIABILIBLITY FOR FOREMANS/SUPERVISORS: SAQA UNIT STANDARD 120344/259601, CONFINED SPACE: SAQA UNIT STANDARD 15034, MOBILE ELEVATING WORK,PLATFORM-SAQA UNIT STANDARD 243272** has been based.

My/our total Contract Price for this work and above items (Total) is (in words)

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

.....
SIGNED ON BEHALF OF BIDDER:

NAME OF BIDDER:

DATE:

**SCHEDULE 1:
SPECIFICATIONS**

ITEM 1 - FIRST AID LEVEL 1: SAQA UNIT STANDARD 119567

- Identify and solve problems related to the prevention of complications regarding injuries and mechanisms of injuries sustained, treatment to be provided, improvisation where equipment is unavailable and referral systems.
- Work effectively with others as part of a team, including other health workers including casualty and other referral services, emergency services including Fire and Ambulance and disaster services.
- Organise and manage oneself and one's activities responsibly and effectively in a life support context.
- Collect analyse organise and evaluate information about clients, family and community with regard to signs and symptoms and make a correct diagnosis.
- Communicate effectively with other health workers including casualty and other referral services, emergency services including Fire and Ambulance and disaster services.

FACILITATOR

- Demonstrate an understanding of emergency scene management
- Demonstrate an understanding of elementary anatomy and physiology
- Assess an emergency
- Apply First Aid procedures to the life-threatening situation
- Treat common injuries

ITEM 2 -HEALTH & SAFETY 2: SAQA UNIT STANDARD 9964

- Identify potential hazards in the work area.
- Limit damage to persons or property in the case of an emergency
- Potential hazards are correctly identified and removed, reduced or reported.
- A health and safety plan is drawn up.
- Protective clothing requirements are identified, and protective clothing is used.
- Different fire extinguishers are identified and used correctly.
- Procedures for the identification of emergencies are known and followed promptly and correctly.

FACILITATOR

- Limit damage to persons or property in the case of an emergency.
- Identify potential hazards in the work area.
- Follow procedures that apply to illness or injury in the work area.

ITEM 3 -FIRE FIGHTING LEVEL 2: SAQA UNIT STANDARD 13961/252250

- Identifying and solving problems in which responses display that responsible decisions using critical and creative thinking have been made in applying basic firefighting techniques.
- Working effectively with others as member of the team in communicating with all role-players and ensuring safe practices in applying firefighting techniques.
- Organising and managing oneself and one's activities responsibly while applying safety requirements when fighting fires.
- Communicating effectively by using language skills in the modes of oral and/or written persuasion in interpreting instructions, signs and signals when applying firefighting techniques.

FACILITATOR

- Identify different types of fires.
- Explain and practice fire prevention.
- Operate basic firefighting equipment.
- Perform basic firefighting procedures

ITEM 4 -ACCIDENT / INCIDENT INVESTIGATION: SAQA UNIT STANDARD 259617

- Solve problems. By investigating incidents, the individual will be required to embark on remedial action, which requires problem solving.
- Work effectively with others as a member of a team / group / organization / community. The individual will have to take reasonable care of oneself and other's safety in the workplace, which shows concern for entire team and not only oneself.
- Organise and manage oneself and one's activities responsibly and effectively. As part of the team, the individual will take into account the activities around him/her and ensure that his/her actions are complementary.
- Collect, organize and critically evaluate information. When investigating incidents, the individual will have to collect and organise information in such a way that he/she will be able to evaluate it and make decisions.

FACILITATOR

- Explain the specified requirements pertaining to conducting an investigation into workplace incidents.
- Prepare to gather data for the investigation.
- Gather and evaluate data.
- Perform post-investigation functions

ITEM 5 -FLAGMAN: SAQA UNIT STANDARD 258923

- Identify and solve problems during the application and maintaining of safety at road works.
- Work effectively with others while applying and maintaining safety at road works.
- Organize and manage oneself during selection, loading, transporting, setting out of road signs and demarcating of the work site.
- Communicate through reporting of defects to equipment and vehicle.

FACILITATOR

- Plan the work task.
- Ensure the safe loading and offloading of equipment and workers on vehicles for transporting.
- Set-up temporary road signs.
- Completion of the task

ITEM 6 -WORK ON HEIGHTS: SAQA UNIT STANDARD 229998/120362

- Identify and solve problems related to the fall arrest techniques when working at heights.
- Work effectively with others by assisting in the inspecting, assembling and storing fall arrest equipment.
- Organize and manage oneself and one's activities responsibly and effectively during selecting suitable anchor points.
- Communicate effectively with others when pre-installing vertical and horizontal lifeline.

FACILITATOR

- Demonstrate basic knowledge of the limitations of a limited range of fall arrest equipment and regulations.
- Inspect, assemble and store fall arrest equipment.
- Select suitable anchor points.
- Use fall arrest systems with a double lanyard.
- Use pre-installed vertical and horizontal lifelines and explain reducing risks during rescue.

ITEM 7 - LEGAL LIABILITY FOR SUPERVISOR/FOREMAN: SAQA UNIT STANDARD

120344/259601

- Identify and solve problems and make decisions using critical and creative thinking.
- By implementing and maintaining health and safety legislation in a workplace, the individual will assist in solving problems.
- Work effectively with others as members of a team, group, organisation or community.
- The individual will have to take reasonable care of his/her' and other's safety in the workplace, which shows concern for entire team and not only him/herself.
- Organise and manage oneself and one's activities responsibly and effectively.
- As part of the team, the individual will consider the activities around him/her and ensure that his/her actions are complementary.
- Collect, organize and critically evaluate information.
- When implementing and maintaining health and safety legislation, the individual will have to collect and organise information in such a way that he/she will be able to evaluate it and make decisions.
- Communicate effectively using visual, mathematics and/or language skills in the modes of oral and/or written presentations.
- Actions resulting from the implementation and maintenance of health and safety legislation must be communicated to all relevant persons.

FACILITATOR

- Demonstrate knowledge and understanding of the basic principles of the relevant legislation.
- Explain the requirements for compliance as stipulated in the current legislation.
- Determine the management controls required under legislation to achieve compliance.
- Demonstrate knowledge and understanding of record keeping required by the legislation.
- Explain the legal obligations of the employer in terms of training and communication.

ITEM 8 -CONFINED SPACE: SAQA UNIT STANDARD 15034

- Identify and solve problems, relating to the following outcomes and assessment criteria:

Specific outcome:
Identify the hazards of working in confined space.

Assessment criteria:
Various hazards are explained.
- Work effectively with others, relating to the following outcomes and assessment criteria:

Specific outcome:
Identify the training requirements of unskilled workers working in confined space.

Assessment criteria:
Implementing training programmes.
- Employ self-management, relating to the following outcomes and assessment criteria:

Specific outcome:
Explain the relevant occupational health and safety regulations pertaining to working in a confined space.

Assessment criteria:
The application of the act is explained.
- Manage information, relating to the following outcomes and assessment criteria:

Specific outcome:

Identify appropriate protective clothing or equipment.

Assessment criteria:

The proper use of the protective clothing or equipment is demonstrated.

- Communicate effectively, relating to the following outcomes and assessment criteria:

Specific outcome:

Identify the training requirements of unskilled workers working in confined spaces and train the workers.

Assessment criteria:

Implementing training programmes.

FACILITATOR

- Identify the hazards of working in confined spaces.
- Identify appropriate protective clothing or equipment.
- Identify training requirements for unskilled workers working in confined spaces & train the workers.
- Plan and Implement emergency procedures.
- Explain the relevant Occupational Health and safety regulations.

ITEM 9 - MOBILE ELEVATING WORK PLATFORM- SAQA UNIT STANDARD: 243272

- Identify and solve problems when assessing the risk in the work environment to prevent and eliminate safety hazards.
- Work effectively with others when operating a Mobile Elevating Work Platform to ensure safe working practices.
- Organise oneself and one's activities when conducting pre-operation inspections of the Mobile Elevating Work Platform.
- Collect, analyse, organise and critically evaluate information when identifying applications in order to decide on appropriate Mobile Elevating Work Platform.
- Communicate effectively when reporting on faults or defects.

FACILITATOR

- Identify applications to decide on appropriate Mobile Elevating Work Platform to be used.
- Assess risks in the work environment to prevent and eliminate safety hazards.
- Conduct pre-operation inspection of Mobile Elevating Work Platform.
- Place people, tools and equipment correctly and safely on Mobile Elevating Work Platform.
- Operate a Mobile Elevating Work Platform.
- Conduct shut-down procedures and stow Mobile Elevating Work Platform safely.

If the bidder fails to sign this schedule, it will be interpreted that the bidder does not comply with the Specifications and therefore will be regarded as being not eligible.

I hereby declare that I comply with the Specifications.

Name of Bidder

Signature on Behalf of Tenderer

Date

**SCHEDULE 2:
SPECIAL CONDITIONS OF QUOTATION**

Facilitator must be a subject matter expert in the field;
Practical training must be part of the training in order for the delegates to demonstrate skills;
Provide learners with certificates of competence on completion of the course;
Be willing to commence the course on a date set by the Municipality;
Course must be customized to suit Municipal setup;
Course material / manual must be accredited;
Course Facilitator must be able to communicate in at least two (2) official languages of the Western Cape, namely English, Xhosa & Afrikaans;
Provider price must include everything (e.g. assessment, certification, accommodation, manuals, transport, stationery etc.); and
The training must take place in Caledon.
Training must be conducted over a period of five (5) days or less

If the bidder fails to sign this schedule, it will be interpreted that the bidder does not comply with the Special Conditions of Quotation and therefore will be regarded as being not eligible.

I hereby declare that I comply with the Special Conditions of Quotation.

Name of Bidder

Signature on Behalf of Tenderer

Date

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THEEWATERSKLOOF MUNICIPALITY					
Bid Number:	KOR 09/2024/25	Closing Date:	02 October 2024	Closing Time:	12:00
Description:	PROVISION FOR COMPLIANCE TRAINING: FIRST AID LEVEL 1: SAQA UNIT STANDARD 119567, HEALTH & SAFETY LEVEL 2: SAQA UNIT STANDARD 9964, FIRE FIGHTING LEVEL 2: SAQA UNIT STANDARD 13961/252250, ACCIDENT / INCIDENT INVESTIGATION: SAQA UNIT STANDARD 259617, FLAGMAN: SAQA UNIT STANDARD 258923, WORK AT HEIGHTS: SAQA UNIT STANDARD 229998/120362, LEGAL LIABILITY FOR FOREMANS/SUPERVISORS: SAQA UNIT STANDARD 120344/259601, CONFINED SPACE: SAQA UNIT STANDARD 15034, MOBILE ELEVATING WORK, PLATFORM-SAQA UNIT STANDARD 243272.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (CONTRACT FOR THE RENDERING OF SERVICES)					
Bid Response Documents may be Deposited in the Bid Box NO. 2 situated at:					
MUNICIPAL HEAD OFFICE					
06 PLEIN STREET					
CALEDON					
7230					
SUPPLIER INFORMATION					
NAME OF BIDDER					
CONTACT PERSON					
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]					
1. 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]	2. 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]		
3. TOTAL NUMBER OF ITEMS OFFERED		4. TOTAL BID PRICE	R		
5. SIGNATURE OF BIDDER	6. DATE			
7. CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	SCM	CONTACT PERSON	Lefela Sheane		
CONTACT PERSON	Shanell Newman	TELEPHONE NUMBER	028 214 3300		
TELEPHONE NUMBER	028 214 3391	FACSIMILE NUMBER	N/A		
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	Lefelash@twk.gov.za		
E-MAIL ADDRESS	shanelldu@twk.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:

MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

1. In order to meet this requirement, bidders are required to complete in full the TCC 0001 form, "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally or on the website www.sars.gov.za. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. Applications for the Tax Clearance Certificates 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
3. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
4. In bids where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Tax Compliance Status (TCS) Pin as of 18 April 2016
 - a. In terms of the new Tax Compliance Status System implemented by SARS on 18 April 2016, taxpayers are now able to issue the municipality with a TCS Pin which can be used to verify a bidder's tax status online via SARS E-filing.
 - b. The taxpayer must issue the municipality with the following:

Bidders who are not in possession of an original Tax Clearance Certificate must provide at least 2 of the 3 numbers listed below in order to verify the Tax Clearance Certificate via SARS e-filing.

1. Tax Reference Number	
2. Tax Compliance Status Pin	
3. Tax Clearance Certificate Number:	

- c. If a bidder is registered on the Theewaterskloof Municipality Supplier's Database and the Municipality is already in possession of an original tax clearance certificate which is valid on closing date of bid, it MUST be indicated as such on this page, whereby the attaching of a new tax clearance certificate to this page will not be needed.
6. Should a Tax Clearance Certificate not be verifiable on the SARS e-filing system, the bidder will be afforded an opportunity to submit a valid, verifiable Tax Clearance Certificate. It will result in the invalidation of the bid, should the bidder fail to provide a valid, verifiable Tax Clearance Certificate.

**SCHEDULE 2:
MBD 4 – DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state¹.
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, shareholder²):.....

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.

.....
.....

¹MSCM 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, domestic partner, dependent child or relative living in a common household, a grandparent, parent, nondependent child, grandchild, brother or sister, a parent-in-law, a brother-in-law or a sister-in-law 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:
.....
.....
.....
.....

**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

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 To be completed by the organ of state

The 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

- 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:

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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:

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

Where

P_s = 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.

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

B-BBEE status level of contributor	Number of points allocated in terms of B-BBEE score card (80/20)	Number of points allocated in terms of B-BBEE score card (90/10)
1	10	5
2	9	4.5
3	7	3
4	6	2.5
5	4	2
6	3	1.5
7	2	1
8	1	0.5
Non-Compliant contributor	0	0

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

Note to tenderers: The tenderer must indicate how they claim points for each

preference point system.)

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer and proof thereof attached)
BBBEE (10)	LEVEL POINTS ÷ 2 (For example, Level 1 = 20 Points ÷ 2 = 10)	
LOCALITY (10) (Latest Certified Municipal account/ Lease agreement in the name of the company must be attached to claim points)	Within the boundaries of Theewaterskloof Municipality 10 Within the boundaries of Overberg District 6 Within the boundaries of Western Cape 4 Outside of the boundaries of Western Cape 0	

POINTS WILL BE ALLOCATED AS FOLLOWS BETWEEN R 30 001 – R 300 000		POINTS CLAIMED
	POINTS	
PRICE	80	
SPECIFIC PARTICIPATION GOALS		
Within the boundaries of Theewaterskloof Municipality	10	
Within the boundaries of Overberg District	6	
Within the boundaries of Western Cape	4	
Outside of the boundaries of Western Cape	0	
BBBEE SCORE CARD		
BBBEE points	10	
Total	100	

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. **Sub-Contractor**

4.6.1 Will any portion of the contract be sub-contracted?

[TICK APPLICABLE BOX]

YES		NO	
-----	--	----	--

4.6.2 If yes, indicate:

- i) What percentage of the contract will be sub-contracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

[TICK APPLICABLE BOX]

YES		NO	
-----	--	----	--

4.7. 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:

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.

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>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.</p>	Yes <input type="checkbox"/>	No <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>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.</p>	Yes <input type="checkbox"/>	No <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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.
I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

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