



TWK 2 CLOSED QUOTATION

BF 02/2025/26– THE APPOINTMENT OF A SERVICE PROVIDER TO DESIGN AND SUPPLY PROMOTIONAL MATERIAL & DIGITAL MARKETING SUPPORT FOR THEEWATERSKLOOF MUNICIPALITY

CLOSING DATE: 11 March 2026	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

Dear Sir/ Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS
QUOTATION NUMBER: BF 02/2025/26

Kindly furnish us with a written quotation for: **THE APPOINTMENT OF A SERVICE PROVIDER TO DESIGN AND SUPPLY PROMOTIONAL MATERIAL & DIGITAL MARKETING SUPPORT FOR THEEWATERSKLOOF MUNICIPALITY**

The detailed project description and schedules are attached or can be obtained from **MS. Busisiwe Fadana** at Tel: **028 214 3300** or e-mail: busisiwefa@twk.gov.za as well as technical enquiries

A formal quotation must be submitted on the original documents 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 **Busisiwe Fadana, QUOTATION NO.:BF 02/2025/26** 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, 11 March 2026** immediately after which the quotations will be opened, **and the opening results will be published within 3 days after the closing date on the Theewaterskloof Municipality's website.**(www.twk.gov.za)

1. Standard Conditions of Quotation:

The following conditions will apply:

- a) A short proposal implementation plan must be submitted with quotation
- b) Price(s) quoted must be valid for at least sixty (60) days from closing date.
- c) Price(s) quoted must be firm and must be inclusive of VAT, clearly indicating Price, VAT and Total Price.
- d) **The project must be completed on or before 29 May 2026.**
- 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) **The municipality reserves the right to accept a quotation in full, partially or not at all and is not obligated to accept the lowest quotation received.**
- 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 certified B-BBEE certificate, EME or QSE affidavit 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 certified B-BBEE certificate, EME or QSE affidavit is attached and points are not claimed in terms of the 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 certified B- BBEE certificate or Sworn Affidavits if such is not attached to the bidder's tender at closing date of this tender.

- p) If the bidder fails to produce proof of a Municipal Account of lease Agreement in the name of the bidder, where locality points are claimed, it will be interpreted that locality points will not be claimed.
- q) 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.
- r) No Alternative offers will be accepted

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, the bidder must price on all the items in the schedule of services required and sign to declare compliance. Where no price is charged, bidders must indicate a zero (0) rate. Any item left blank or marked with anything other than a written zero rate will be considered incomplete, and the tenderer may be disqualified.

2.1.2 Scope of Works

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 Specifications

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 Past Experience

The team leader must have officially recognised tertiary qualification with 5 -10 years' experience and be able to demonstrate a deep knowledge of local tourism brand recognition and demonstrate experience and knowledge exposure in the field of marketing and design of tourism promotional material, items and collateral. The bidder must sign and declare compliance by **Schedule 3**.

2.1.5 Reference letters

The bidder must provide three (3) contactable references where above mentioned was done, two (2) of the three (3) references must indicate that the bidder's services was satisfactory. It is the bidder's responsibility to ensure that they provide reachable references. The municipality will contact references to obtain the level of performance. Contactable references must be attached to **Schedule 4**.

2.1.6 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 5**

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: 4 March 2026

SCHEDULE OF SERVICES REQUIRED

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	A	B		A & B	
		<u>ESTIMATED QUANTITY</u>	<u>UNIT PRICE EXCL VAT</u>		<u>PRICE EXCL VAT</u>	
			R	c	R	c
1.	Banner Wall	2				
2.	Standard aluminum Gazebo	1				
3.	Kidney Promo Counter	1				
4.	Pull Up Banners	2				
5.	Curved Banners	2				
6.	Social Media Management	4				
7.	Print the A3 size map	500				
8.	Print Paper Licence disk holder	100				
9.	Wood rectangular Key ring with Theewaterskloof Tourism brand	100				
10.	8 GB flash drive	50				
11.	Recycled Mini notebook & pen with Theewaterskloof Tourism brand	100				
12.	Gift Bags	100				
*NB: Prices must be inclusive of all associated costs.			Sub Total			
			Vat @ 15%			
			Total			

DELIVERY ADDRESS: Theewaterskloof Municipality
 Caledon Head Office
 6 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 No. **BF 02/2025/26 - THE APPOINTMENT OF A SERVICE PROVIDER TO DESIGN AND SUPPLY PROMOTIONAL MATERIAL & DIGITAL MARKETING SUPPORT FOR THEEWATERSKLOOF MUNICIPALITY** 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:
SCOPE OF WORKS**

1	<p>Banner Wall</p> <p>The procurement, branding and delivery of 3x3 m banner walls with artwork on one side and must be water resistant while the frame should be made of light weigh aluminum.</p> <p>The banner wall must be portable, easy to assemble, weather-resistant and suitable for repeated promotional use.</p> <p>The service provider needs to design the artwork in consultation with Theewaterskloof tourism unit. The Skin to be used at outdoor promotional initiatives</p>
2	<p>Gazebo</p> <p>The procurement, branding and delivery of 3x3 m Gazebo with 2 x half – side wall and full back wall skins. The Skin, with artwork one-sided, to be made from Water Resistant Polyester and printed in Digital Direct Dye Sublimation while the frame should be made from a light-weight Aluminium.</p> <p>The Gazebo should come with Nylon Ropes, Steel Rope Pegs and Steel Frame Pegs to ensure strength and durability while being used. The unit should come with a durable bag.</p> <p>The service provider needs to design the artwork in consultation with Theewaterskloof tourism unit. The Skin to be used at outdoor promotional initiatives.</p>
3	<p>Kidney Promo Counter</p> <p>The procurement, branding and delivery of kidney promo counter with 940 mm X900mm x460mm. The artwork must be full colour, high quality print on durable, water-resistant material. Structure should be lightweight and suitable for indoor and outdoor use.</p> <p>Countertop surface should be suitable for displaying promotional material. Include Carry bag for storage and transport.</p>

	<p>The service provider needs to design the artwork in consultation with Theewaterskloof tourism unit. The Skin to be used at outdoor promotional initiatives.</p>
4	<p>Pull Up Banners</p> <p>The procurement, branding and delivery of 0.85 mm X 2.0m, printed single sided, rolls into base with quality aluminum. Must Come with a carry bag.</p> <p>The service provider needs to design the artwork in consultation with Theewaterskloof tourism unit. The Skin to be used at outdoor promotional initiatives</p>
5	<p>Curved Banner</p> <p>The Procurement, branding and delivery of 2.0 m curved banner, printed single sided with ground spike.</p> <p>Must Come with carry bag</p> <p>The service provider needs to design the artwork in consultation with Theewaterskloof tourism unit. The Skin to be used at outdoor promotional initiatives</p>
6	<p>Social Media Management</p> <p>A monthly retainer-based service for four months: Posting 3 times per week on Facebook, Instagram and YouTube</p>
7	<p>Print A3 size map (folded to DL) with a QR code pointing to https:twk.gov.za/twk-tourism/ QR Code and Map design to be provided</p>
8	<p>Print a branded paper license disk holders with Theewaterskloof Tourism artwork. The branded license disk holders should be standard with measurements 90mm x 90mm Licence disk design to be provided</p>
9	<p>Wood rectangular key ring Branded with Theewaterskloof Tourism artwork Design to be provided</p>
10	<p>Procure an 8 GB flash drive and load promotional video of Theewaterskloof Region. Promotional Video to be provided</p>

11	Recycled Mini notebook & pen with 80 sheets: Length 11.2 cm, width 8.6 cm, height 1cm with a QR code pointing to https:twk.gov.za/twk-tourism/
12	<p>Gift Bags</p> <p>The procurement, branding and delivery of 100 x branded poly string bags. The bags should come standard with measurements 34cm (w) x 41.5cm (h) and be a thermal-transfer print.</p> <p>The bags should be a polyester material with a dark blue color. The branding to be the Theewaterskloof Tourism logo, social media icons and QR code.</p> <p>To be used at Welcome Campaigns.</p>

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

I hereby declare that I comply with the Scope of Works.

Name of Bidder

Signature on Behalf of Tenderer

Date

**SCHEDULE 2:
SPECIFICATIONS**

ITEM

<p>1 Executive Banner Wall</p> <p>Hardware: Aluminum</p> <p>Fabric: 100% Polyester Bannerweave</p> <p>Available Size: 3m</p> <p>Colour: Full Colour Print</p> <p>Branding In Single Sided</p> <p>Closed Sides</p> <p>Include: Carry Bag</p>	
<p>2 Standard Aluminium Gazebos</p> <p>Frame: Aluminium</p> <p>Fabric: Polyester</p> <p>Size: 3m X 3m</p> <p>Colour: Full Colour Print</p> <p>Printing: Digital Direct Dye Sublimation</p> <p>Back: Full wall</p> <p>Sides: Half walls</p> <p>Include: Carry Bag</p> <p>Weight: 14.6 KG</p>	

<p>3</p>	<p>Kidney Promo Counter Hardware: Melamine Top Material: 3 Years Vinyl and Lamination Sizes: 940mm X 900mm X 460mm Colour: Full Colour Print Branding : Single Sided Only Include: Carry Bag</p>	
<p>4</p>	<p>Pull Up Banners Hardware: Aluminum Fabric: PVC Sizes: 0.85MMX2.0M Colour: Full Colour Print Base Base: Standard Branding: Single sided Include: Carry Bag</p>	
<p>5</p>	<p>Curved Banners Hardware: Powder Coated Steel Tube Fabric: 100% Polyester Ultra Sheen Size: 2 m Print area – 501 mm X 2026 mm Colour: Full Colour Print Branding: Single Sided Include: Carry Bag & Ground spike</p>	
<p>6</p>	<p>Social Media Management A monthly retainer-based service for four months: Posting 3 times per week on Facebook, Instagram, YouTube</p>	
<p>7</p>	<p>Print A3 size map (folded to DL) with a QR code pointing to https://twk.gov.za/twk-tourism/</p>	

8	Print a branded paper license disk holders with Theewaterskloof Tourism artwork. The branded license disk holders should be standard with measurements 90mm x 90mm	
9	Wood rectangular key ring Branded with Theewaterskloof Tourism artwork	
10	8 GB flash drive with promotional video of Theewaterskloof Region	
11	Recycle Notebook & Pen Material: Recycled Paper Size: Closed - 14cm (w) x 18cm (l) 120 Lined Pages with a QR code pointing to https:twk.gov.za/twk-tourism/ and social media icons	
12	Gift Bags Poly string bags , should come standard with measurements 34cm (w) x 41.5cm (h) and be a thermal-transfer print. The bags should be a polyester material with blue color. The branding to be the Theewaterskloof Tourism logo, social media icons and QR code. To be used at Welcome Campaigns.	

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 3:
PAST EXPERIENCE**

The bidder should attach to this page an example of each of their previous tourism strategy listed on schedule of services required.

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

I hereby declare that I comply with the Past Experiences.

Name of Bidder

Signature on Behalf of Tenderer

Date

**SCHEDULE 4:
REFERENCES**

The bidder should attach to this page references for each of their projects that was successfully completed.

CONTACTABLE REFERENCE	
Company Name	
Contact Person	
Contactable Telephone/Cell phone number	
Contract/Project name	/ Poor / Satisfactory / Good /

CONTACTABLE REFERENCE	
Company Name	
Contact Person	
Contactable Telephone/Cell phone number	
Contract/Project name	/ Poor / Satisfactory / Good /

CONTACTABLE REFERENCE	
Company Name	
Contact Person	
Contactable Telephone/Cell phone number	
Contract/Project name	/ Poor / Satisfactory / Good /

This page may be reproduced for all contactable reference

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

I hereby declare that I comply with the References.

Name of Bidder

Signature on Behalf of Tenderer

Date

**SCHEDULE 5:
SPECIAL CONDITIONS OF QUOTATION**

The successful bidder must have appropriate tertiary qualification and be able to demonstrate a deep knowledge of local tourism brand recognition and demonstrate experience and exposure in the field of marketing and design of tourism promotional material, items and collateral.

The service provider needs to provide proof of a track record, of at least 5 years' experience in digital marketing, & promotional material design.

The bidder must have some knowledge of tourism demands on the Theewaterskloof Municipal area

The successful bidder needs to provide a company profile as proof of above as part of the quotation submitted and indicate above in the submission of quote i.e. proposal.

The successful bidder must have proper knowledge and experience in design, and branding and submit previous work done in this field.

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:	BF 02/2025/26	Closing Date:	11 March 2026	Closing Time:	12:00
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Description: **THE APPOINTMENT OF A SERVICE PROVIDER TO DESIGN AND SUPPLY PROMOTIONAL MATERIAL & DIGITAL MARKETING SUPPORT FOR THEEWATERSKLOOF MUNICIPALITY.**

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 **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	Busisiwe Fadana
CONTACT PERSON	Ingemar Julius	TELEPHONE NUMBER	028 214 3310
TELEPHONE NUMBER	028 214 3300	FACSIMILE NUMBER	
E-MAIL ADDRESS	ingemarju@twk.gov.za	E-MAIL ADDRESS	busisiwefa@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-Fileers 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:

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

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:

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

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.

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	Points claimed by the bidder (bidder to indicate
1	10	5
2	9	4.5
3	8	4
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 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 30 000 – 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	
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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	
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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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
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.

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.

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