



UMZIMVUBU LOCAL MUNICIPALITY

**Supply, Deliver and Installation of the
Advertising Billboard Structure**



ADVERT DATE: 23 MARCH 2020

SUPPLY, DELIVER AND INSTALLATION OF THE ADVERTISING BILLBOARD STRUCTURE: UMZ/2019-20/SPU/002

All prospective service providers are invited to submit their proposals for the above mentioned project.

MANDATORY DOCUMENTS TO BE SUBMITTED, FAILURE TO DO SO WILL RESULT IN THE BID BEING DEMEED TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management policy will apply. A confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Document. Certified BBBEE or sworn affidavits, exempt certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. Compulsory submission MBD forms 1, 4, 8 and 9 and Billing Clearance certificate or Statement of Municipal Accounts. Tender documents will be sold at a non-refundable fee of **R394.00. No couriered, faxed, e-mailed** and late tenders will be accepted. Certification of documents must be within a period of 90 days. Bidders must be registered on CSD and provide confirmation of registration. Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant of appointment. All tenders must be deposited in the tender box situated at **Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere** not later than **12h00** noon on **1st June 2020**, where they will be opened in public. All tenders must be clearly marked "Name of the project indicated above. **The municipality will not make any award to a person or persons working for the state.**

PRE – QUALIFICATION

All bids will be subjected to a pre-qualification and will be required to achieve a minimum of 60% in order to be evaluated further.

Criteria	Maximum Points to be scored
Experience on Supply and Installation of Billboard engineering structures or similar Project.	100
Total	100

Enquiries: All technical enquiries may be directed to SP & Communication department: Mr. Kalashe. 039 255 8500 and SCM Mr. T Mbukushe 0392558555. Other enquiries regarding this Bid may be directed to the office of the Municipal Manager: Mr. GPT Nota.

GPT NOTA
MUNICIPAL MANAGER

1. SCOPE OF THE WORK

DESCRIPTION OF THE WORKS

1.1. Employer's objectives

Umzimvubu Local Municipality intends to procure services of a suitable qualified service provider for the **Supply, Deliver and Installation of the Advertising Billboard**. The municipality accordingly invites interested parties to submit bids in order to be considered for the appointment as service provider.

The extent of the works is the Supply and Construction of the Advertising Board.

2. 1.1. OVERVIEW OF THE WORKS.

The purpose of this project is to advertise and market all municipal projects and repositioning the municipal brand.

3. EXTENT OF THE WORKS

- New painted still frame
- New painted still stand
- Certification by Engineer

4. EVALUATION CRITERIA

5.1. The 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA) will be applied to evaluate this bid. The lowest acceptable bid will score 80 points for price and maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution/sworn affidavits and Exempt certificate.

5.2 This bid shall be evaluating in two stages. On first stage bids will be evaluated on functionality, second stage in accordance with 80/20 preference points system as stipulated above.

FIRST STAGE-EVALUATION OF FUNCTIONALITY

The evaluation of the functionality will be evaluated individually by members of bid evaluation committee in accordance with the below functionality criteria and values.

The applicable values that will be utilized when scoring each criteria ranges from **1** being poor, **2** being average, **3** being good, **4** being very good and **5** being excellent.

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	MAX POINTS ALLOWED
Relevant Experience on Supply, Deliver and Installation of Billboard Engineering Structures	<ul style="list-style-type: none">• If 5 similar successfully projects (attach completion certificate and contact details of references)	100

	<ul style="list-style-type: none"> If 4 similar successfully projects (attach completion certificate and contact details of references) 	80
	<ul style="list-style-type: none"> If 3 similar successfully projects (attach completion certificate and contact details of references) 	60
	<ul style="list-style-type: none"> If 2 similar successfully projects (attach completion certificate and contact details of references). 	40
TOTAL POINTS		100

5.3. The bids that fail to achieve minimum of (40) points for functionality will be disqualified.

Second Stage-Evaluation in terms of 80/20 Preference Points System.

Only bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference system.

5.4 Calculation of points for price

10.4.1 The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis. Thus, bidders who provide the lowest management fee will get full 80 points for price.

5.5 Calculating of points for B-BBEE status of contribution

5.5.1 Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status level of Contribution	Number of Points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2

Non-compliant contributor	0
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Scoring Financial Offers

Add the following:

The financial offer will be scored using **Formula 2 (Option 1)** where a maximum of 80 or 90 points is allocated on the following basis:

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

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

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

Where

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

5.5.2 Bidders must submit original and valid B-BBEE status level verification certificate or certified copies thereof, sworn affidavit, together with their bids, to substantiate their B-BBEE claims. The exempted micro enterprise must submit a letter from the accounting officer who is appointed in terms of close corporation act.

5.5.3 Bidders who do not submit B-BBEE status level verification certificate or non-compliant contributors to be B-BBEE do not qualify for preference points for B-BBEE.

6. Additional Conditions of Tender

The additional conditions of tender are:

Compliance with Occupational Health and Safety Act 1993

Tenderers are to note the requirements of the Occupational Health and Safety Act No. 85 of 1993 and the Construction Regulations 2014 issued in terms of Section 43 of the Act. The tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith.

In this regard the Tenderer shall submit with his tender, appended to Schedule ... : Health and Safety Plan: Returnable Schedules, a detailed Health and Safety Plan in respect of the Works in order to demonstrate the necessary competencies and resources to perform the construction work all in accordance with the Act and Regulations. Such Health and Safety Plan shall cover inter-alia the following details:

- (1) Management Structure, Site Supervision and Responsible Persons including a succession plan.
- (2) Health and safety precautions and procedures to be adhered to in order to ensure compliance with the Act, Regulations and Safety Specifications.
- (4) Regular monitoring procedures to be performed.
- (5) Regular liaison, consultation and review meetings with all parties.
- (6) Site security, welfare facilities and first aid.
- (7) Site rules and fire and emergency procedures.

Tenderers are to note that the Contractor is required to ensure that all parties are engaged in the performance of the contract also comply with the above requirements.

The Contractor shall prepare and maintain a Health and Safety File in respect of the project, which shall be available for inspection on Site at all times and handed over to the Employer on Final Completion of the project.

The Contractor is required to submit to the Employer the Occupational Health and Safety Agreement (included in C1.4 of the Contract Document) and a letter of good standing from the Compensation Commissioner, or a licensed compensation insurer, within 14 days after the Commencement Date of the Contract.

7. TERMS AND CONDITIONS OF THE BID

7.1 Awarding of the bid will be subject to the service providers express acceptance of the Umzimvubu Local Municipality supply chain management general contract conditions. The Umzimvubu Local Municipality and service providers will sign a services level agreement upon appointment.

7.2 The service provider should commence with the project within five (5) days after receiving the letter of appointment and service level agreement signed.

7.3 During the execution of the project, the service provider is required to give reports on the progress of the project. It is the responsibility of the service provider to organise the progress report meetings, and have one of their representatives assigned to taking minutes and circulating them to the steering committee members.

7.4 Any deviation from the project plan should be put in writing and signed by the project manager.

7.5 Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.

7.6 Payments will be on work-completed basis i.e. on set milestones as per the project plan.

8. Legalities of contract and tender RULE

Special Conditions that apply to this contract are as follows:

8.1 The Service Provider to have access to internet as basis of communication (email).

- 8.2 The Service Provider will furnish the Municipality with an invoice upon measuring and certification of work done by the municipality (as stated on page 4).
- 8.3 The successful service provider will have submitted a clear Project Implementation Plan prior to the commencement with the work.
- 8.4 Ensure that the process is conducted in a transparent manner.
- 8.5 The Municipality reserves the right to cancel the tender
- 8.6 The Municipality is not obliged to appoint the bidder with the highest points scored.
- 8.7 Tax and CIPRO certificates must be furnished
- 8.8 The Municipality reserves the right not to appoint any competent bidder.
- 8.9 The Municipality reserves the right to seek the second opinion on each deliverable at the expense of a successful bidder.

9. Standard Conditions of Tender

As published in the Annex F of the cidb Standard for Uniformity for construction Procurement, Board Notices 136 Government Gazette No 38960 of 10 July 2015

9.1. General

9.1.1 Actions

9.1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender in their dealings with each other; they shall discharge their duties and obligations as set out in Section 9 and 10 timeously and with integrity; and behave equitably honest and transparently, comply with all legal obligation and engage in anticompetitive practices.

9.1.1.2. The employer and the tenderer and all their agents employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of the interest, indicating the nature of such conflict. Tenderers shall declare any conflict of interest in their tender submission. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as become aware of such conflict, and abstain from any decision where such conflict exists or recuse themselves from the procurement process, as appropriate.

Note: *1.) A conflict of interest may arise due to a conflict role which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appropriate of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*

2.) Conflict of interest in respect of those engaged in the procurement process include direct, indirect or family interest in the tender or outcome of the

procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way decisions taken.

9.1.1.3. The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with contract.

9.1.2. Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

9.1.3. Interpretation

9.1.3.1. The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are to be part of these conditions of tender.

9.1.3.2. These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purpose, shall not form part of any contract arising from the invitation to tender.

9.1.3.3. For the purposes of these conditions of tender, the following definitions apply:

- a) **conflict of interest** means any situation in which:
 - i. someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially;
 - ii. an individual or organisation is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
 - iii. Incompatibility or contradictory interests exist between an employee and the organisation which employs that employee.
- b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;
- d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels;
- e) **organization** means a company, firm, enterprise, association or other legal entity, whether incorporated or not, or a public body;
- f) **functionality** means the measurement according to the predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, reliability, viability and durability of a service and technical capacity and ability of a tenderer.

9.1.4. Communication and employer's agent

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

9.1.5. Cancellation and Re-Invitation of Tenders

9.1.5.1. An organ of state may, prior to the award of the tender, cancel a tender if-

- (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or
- (b) funds are no longer available to cover the total envisaged expenditure; or
- (c) no acceptable tenders are received.

9.1.5.2. The decision to cancel a tender must be published in the cidb website and in the government Tender Bulletin for the media in which the original tender invitation was advertised.

9.2. Tenderer's obligations

9.2.1 Eligibility

9.2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

9.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

10. Cost of tendering

10.1. Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

10.2 The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

10.3 Check documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

10.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

10.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

10.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

10.7 Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

10.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

10.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

10.10 Pricing the tender offer

10.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

10.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

10.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

10.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

10.11 Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

10.12 Submitting a tender offer

10.12.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

10.12.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

10.10.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

10.12.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

10.12.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

10.12.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

10.13. Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

10.14 Closing time

10.14.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

10.14.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

10.15 Tender offer validity

10.15.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

10.15.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

10.15.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.

UMZIMVUBU LOCAL MUNICIPALITY
CONTRACT NO: UMZ/2019-20/SPU/002

10.16. Contract Data provided by the Employer

CONTRACT SPECIFIC DATA

The following contract specific data are applicable to this Contract:

Clause 1.1

The Employer is UMzimbvubu Local Municipality, represented by the **DIRECTOR: SPECIAL PROGRAMMES AND COMMUNICATIONS** and/or such other person or persons duly authorised thereto by the Employer in writing.

The name of the Employer is: UMzimbvubu Local MUNICIPALITY and is referred to in this Contract Document by the terms "Employer", "UMzimbvubu Local Municipality" or "Council" as the context provides.

Clause 5

The Employer's Agent, referred to in the documents, is the **Director: SP & Communication Department** or **Assistant Manager: Communication & PR**. The name of the Employer's Agent is: Kalashe K

A non –refundable fee of R394.00 will be charged for this bid

11. DURATION OF PROJECT

The duration of the project will be **1 month** from the date of concluding a hand over of the site to a successful bidder

12. SUBMISSION OF BID PROPOSALS

The bid proposals must be deposited in the Tender Box, situated in Ground Floor, Umzimbvubu Municipality Offices @ the reception in Mount Frere

Bids must be submitted in an envelope clearly marked **as follows:**

- a. Supply and Construction of the Advertising Billboard for Umzimbvubu Local Municipality "
- b. **ONLY** the Bid Price will be opened in public on the closing day. Bids faxed or emailed will not be accepted.

15. AGREEMENTS AND CONTRACT DATA

5.1. FORM OF OFFER AND ACCEPTANCE

A. OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the

Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

The offered total of the prices inclusive of Value Added Tax is:

Amount in Words.....
.....
.....

R..... (in figures)

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature: (of person authorised to sign the tender):

Name: (of signatory in capitals):

Capacity: (of Signatory):

Name of Tenderer: (organisation):

Address:

.....

Telephone number: Fax number:

Witness:

Signature:

Name: (in capitals):

Date:

[Failure of a Tenderer to sign this form will invalidate the tender]

B. ACCEPTANCE

By signing this part of the Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in

- Part 1 Agreements and Contract Data (which includes this Agreement)
- Part 2 Pricing Data, including the Schedule of Quantities
- Part 3 Scope of Work
- Part 4 Site Information

and the schedules, forms, drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representatives of both parties.

The Tenderer shall deliver the Guarantee in terms of Clause 7 of the General Conditions of Contract 2010 within the period stated in the Contract Data, and he shall, immediately after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any other bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data, within 14 days of the date on which this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

Signature:

Name: *(in capitals)*

Capacity:

Name of Employer *(organisation)*

Address:

.....

Witness: Signature: **Name:**

Date:

C. SCHEDULE OF DEVIATIONS

The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Tender Data and the Conditions of Tender.

A Tenderer's covering letter will not necessarily be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreement reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.

Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.

Any change or addition to the tender documents arising from the above agreement and recorded here shall also be incorporated into the final draft of the Contract.

- 1. **Subject:**
Details:
.....
- 2. **Subject:**
Details:
.....
- 3. **Subject:**
Details:
.....
- 4. **Subject:**
Details:
.....
- 5. **Subject:**
Details:
.....
- 6. **Subject:**
Details:
.....

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

FOR THE TENDERER:

Signature:

Name:

Capacity:

Tenderer: *(Name and address of organisation)*

.....

Witness:

Signature:

Name:

Date:

FOR THE EMPLOYER

Signature:

.....

Name:

Capacity:

Employer: *(Name and address of organisation)*

.....

Witness:

Signature:

Name:

Date:

MBD FORM 1

INVITATION TO BID

MBD 1

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ENTITY)

BID NUMBER: UMZ/2019-20/SPU/001 CLOSING DATE: /.....2020 CLOSING TIME: 12H00.

DESCRIPTION: FENCING AND CONSTRUCTION OF THE AUCTION SITE BUILDING MATERIAL FOR UMZIMVUBU LOCAL MUNICIPALITY.

The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).

BID DOCUMENTS MAY BE POSTED TO:

MUNICIPAL MANAGER
UMZIMVUBU LOCAL MUNICIPALITY
PRIVATE BAG X 9020
KwaBhaca (MOUNT FRERE)
5090

CLEARLY STATE ON TOP THE ENVELOPE THE NAME: **SUPPLY & CONSTRUCTION OF Advertising BILLBOARD FOR UMZIMVUBU LOCAL MUNICIPALITY.**

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

UMZIMVUBU LOCAL MUNICIPALITY OFFICE, 813 MAIN STREET, KwaBhaca (MOUNT FRERE), 5090, RECEPTION AREA

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week with the assistance of municipal officials / security personnel.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT / APPLICABLE LEGISLATION

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Relevant specifications
2. Value for money
3. Capability to execute the contract
4. PPPFA & associated regulations

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition on MBD 4 attached)

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER CODENUMBER.....

VAT REGISTRATION NUMBER.....

HAS AN ORIGINAL TAX CLEARANCE CERTIFICATE BEEN ATTACHED (MBD 2)? YES/NO

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU? YES/NO

(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED.....

TOTAL BID PRICE.....

TOTAL NUMBER OF ITEMS OFFERED.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Municipality / Municipal Entity: UMZIMVUBU LOCAL MUNICIPALITY

Department: BUDGET & TREASURY: SCM UNIT

Contact Person: Mr. T. Mbukushe @ Tel: 039 255 8500 Fax: 039 255 0167

ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: SPU UNIT

Contact Person: Mrs. N. Zembe or Mr. K. Kalashe @ Tel: 039 255 8500 Fax: 039 255 8500

MBD 4

DECLARATION OF INTEREST

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

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 and/or take an oath declaring his/her interest.

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

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

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

3.6.1 If so, furnish particulars.

.....
.....

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

If so, furnish particulars.

.....
.....

3.8. 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**

3.8.1 If so, furnish particulars.

.....
.....

3.9 Are you, aware of any relationship (family, friend, other) between a 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**

3.9.1 If so, furnish particulars

.....
.....

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

3.10.1 If so, furnish particulars.

.....
.....

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

3.11.1 If so, furnish particulars.

.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
CORRECT.**

**I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

MBD 8

FORM

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

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

16. Returnable Schedules

The Service Provider must ensure that the following documents are completed and returned with the response to proposal:

MBD 9

FORM

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.
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

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.

MBD 9

SCHEDULE 1: COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Address of enterprise:.....

Postal:

Physical:

Telephone:

Facsimile:

E-mail:.....

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name* Identity number* Personal income tax number*

*** Complete only if sole proprietor or partnership and attach separate page if more than 3 partners**

Section 5: Particulars of companies and close corporations

(Attach a certified copy of the company/companies founding statement(s) to this page)

Company registration number

Close corporation number

Tax reference number

SIGNED ON BEHALF OF TENDERER:

SCHEDULE 2: SITE VISIT/CLARIFICATION MEETING CERTIFICATE

This is to certify that I,

Representative of (bidder)

.....

Of (address)
.....
.....

Telephone number(.....).....

Fax number..... (.....).....

Attended a briefing session (date).....@ UMZIMVUBU LOCAL MUNICIPALITY in the company of

(Client's Representative:.....

TENDERER'S REPRESENTATIVE (Signature)

Name (print)

Client's REPRESENTATIVE (Signature).....

Name (print)

17. Returnable Schedule

The Service Provider must ensure that the following documents are completed and returned with the response to proposal:

- A: FORM OF OFFER
- B: CERTIFICATE OF AUTHORITY FOR SIGNATORY
- C: BID ACCEPTANCE FORM
- D: PREVIOUS EXPERIENCE SHOULD BE BIDDERS OWN ATTACHMENTS (**NOTE**)

ANNEXURES

- ANNEXURE A EMPLOYMENT OF ABEs
- ANNEXURE B EQUITY OWNERSHIP DECLARATION
- ANNEXURE C DECLARATION OF GOOD STANDING REGARDING TAX
- ANNEXURE D DECLARATION OF INTERESTS MBD 4, 8 & 9
- ANNEXURE E TENDER CHECK LIST
- ANNEXURE F FORM OF AGREEMENT-



NOTE: BIDDERS MUST COMPLETE THE ABOVE FORMS IN BLACK INK

18. BRIEFING SESSION AND BID CLOSING DATE

- 18.1. Briefing Session (None)
- 18.2. Closing Date for the Bid



All responses to this tender should reach the Municipality Offices Kwa-Bhaca not later than the

19. OUTCLAUSE

19.1. The Umzimvubu Local Municipality reserves the right not to appoint if suitable candidates are not found, at the complete discretion of the Department.

19.2. The department reserves the right to terminate the contract in the event that there is clear evidence of non-performance

19.3. CONTACTS



CONTACT PERSON FOR TECHNICAL ENQUIRIES

All enquiries related to this bid call must be forwarded to:

Mr Kalashe (Project Manager)

TEL: 039 255 8548/ 039 255 8500 (Respectively)



CONTACT PERSON FOR SUPPLY CHAIN MANAGEMENT ENQUIRIES:

Mr. T. Mbukushe

TEL: 039 255 8500

SUPPLY, DELIVER AND INSTALLATION OF ULM STEEL ADVERTISING BILLBOARD

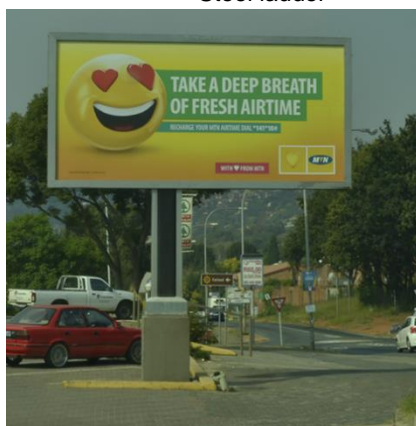
1. AIM / PURPOSE

The primary purpose of the project is to appoint a service provider who will build and install a static billboard for the municipal. This billboard will be utilized as a tool to convey the message to the public. Moreover, this item aids to assist the local municipality with regards to marketing as it will also be situated along N2.

2. PROJECT SPECIFICATION

The successful bidder is required to supply and install a 6 X 4 m steel advertising billboard structure in a location identified by the municipality.

- 6 X4 m frame advertising billboard
- Painted steel structure (steel profiles & pipes)
- Angle profiles and foot plates to reinforce concrete foundation
- 6 meter high
- 30W solar floodlight
- Steel ladder



DURATION: CONSTRUCTION PERIOD FOR STEEL BILLBOARD STRUCTURE

The successful bidder is required to install a 6X4m steel billboard structure in 30 days after receiving the purchase order from SCM / the project manager. Failure to install the structure as per the agreement, the municipality will then

reserve the right not to accept the structure after 30 days have elapsed. The successful bidder is required to present a sample of the project within 11 days after the purchase order has been issued.

PROJECT MANAGEMENT

The successful bidder is required to work closely with the project manager in ensuring that all deliverables are well encrypted from the specification. Moreover the successful bidder is to ensure all accuracy of information pertaining dates & national public holidays. It's the sole responsibility of the successful bidder to exercise prompt and rapid communication with regards to challenges in delivering these items.

PROPOSALS/SUBMISSION OF REQUIREMENTS

All proposals are to cover the following aspects:

PROPOSED METHODOLOGY

The successful bidder is expected to develop a comprehensive schedule of deliverables to be shared with the project manager. This is to ensure that the project manager is well update to date with the project.

DETAILED COMPANY PROFILE

The successful bidder is required to present a detailed company profile with highlights from previous work done. This will include a brief history of the company, field of expertise, staff resources, a proven track record of deliverables and any other relevant item to the project that would complement the company's experience / profile.

COMPULSORY TERMS AND CONDITIONS

- The municipality reserves the right to amend any conditions, validity period, etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitable.
- The successful bidder will need to be prepared to commence work within 30 working days of being informed of the awarding of the tender.
- Failure to comply with these conditions will result in the termination of the process.
- The successful bidder will sign a lease agreement with the municipality.
- The successful bidder will abide to the guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy.

WHERE TO SUBMIT

All submissions must be **clearly marked** "SUPPLY AND DELIVERY OF MUNICIPAL DIARIES" and be addressed for the attention of the **Municipal Manager, Mr G.P.T Nota**.

Submissions must be hand delivered to the Supply Chain Management Municipal Offices in Mount Frere (KwaBhaca) at 813 Main Street, Mount Frere.

Due date for the submission of proposals is **At 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.**

INFORMATION AND ENQUIRES

9.1 TECHNICAL ENQUIRIES

To the attention of the SP and Communications: Mr K Kalashe, Supply Chain Management: Mr T. Mbukushe
Phone: 039 255 8531 / 8556
Fax: 039 255 0167

9.2 OTHER ENQUIRIES

Any other queries related to the bid must be addressed to the attention of Municipal Manager:
Mr. G.P.T NOTA
813 Main Street
Private Bag X 9020

Mount Frere
5090

Phone: 039 255 8531 / 8556

Fax: 039 255 0167

VERY IMPORTANT NOTICE ON DISQUALIFICATIONS:

A bid not complying with the peremptory/mandatory requirements stated hereunder will be regarded as not being an "Acceptable bid", and as such will be rejected.

"Acceptable bid" means any bid which, in all respects, complies with the conditions of bid and specifications as set out in the bid documents.

A BID WILL BE REJECTED:

- 7.1. Tax clearance certificate or copy thereof or TCS Pin number (or in the case of a joint venture or consortium, of all the partners in the joint venture or consortium) has not been submitted with the bid document on closing date of the bid. **(An expired tax clearance certificate submitted at the closure of the bid will NOT be accepted).**

As per Supply Chain Management Circular No. 1/2013 – recommended bidders that did not submit a valid tax clearance certificate with their bid will be requested in writing to submit their tax clearance certificate within five working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit before 12:00 on the 5th working day after the date of request, the relevant bid will be rejected.

In bids where Consortia and Joint Ventures are involved, each party must submit a separate Tax Clearance Certificate.

Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.

Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFiling through the website www.sars.gov.za.

- 7.2 If any of the evaluation criteria pages have been removed from the bid document, and have therefore, not been submitted.
- 7.3.1 In the event of a failure to complete and sign in full the schedule of quantities as required.
- 7.3.2 In the event of there being scratching out, writing over or painting out rates or information, affecting the evaluation of the bid, without initialing next to the amended rates or information, however in cases where the total amount has not been affected the bid will still be acceptable.
- 7.3.3 In the event of the use of correction fluid (eg. tippex), any erasable ink, or any erasable writing instrument (e.g. pencil)
- 7.3.4 If the Bid has not been properly signed by a person having the authority to do so. **(Refer to Declaration)**
- 7.3.5 If the bidder attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract.
- 7.3.6 If the bid has been submitted either in the wrong bid box or after the relevant closing date and time.

- 7.3.7 If any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors/members to the municipality or municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months
- 7.3.8 If any bidder who during the last five years has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
- 7.3.9 The accounting officer must ensure that irrespective of the procurement process followed, no award may be given to a person –
- (a) who is in the service of the state, or;
 - (b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder, is a person in the service of the state; or;
 - (c) Who is an advisor or consultant contracted with the municipality in respect of contract that would cause a conflict of interest?

If the bidder is not registered in the required CIDB contractor grading designation (category) or higher, if required in this bid documentation.

- 8 If the bidder or any of its directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.
- 9 In the event of non-submission of financial statements if required (**SEE BID DATA OR PRICING SCHEDULE**). In this regard please note:
- (10.1). If a bidder is a registered company required by law to have its annual financial statements audited or independently reviewed in compliance with the requirements of the Companies Act ,Act No.71 of 2008, or any other law, audited or independently reviewed annual financial statements, as the case may be, prepared within six (6) months of the end of the bidders **most recent** financial year **together with** the audited or independently reviewed annual financial statements **for the two immediately preceding financial years**, unless the bidder was only established within the past three (3) years in which case **all** of its annual financial statements must be submitted.
 - (10.2). If a bidder is a registered close corporation, annual financial statements in compliance with the provisions of the Close Corporations Act, Act No. 69 of 1984, prepared within nine (9) months of the end of the bidders **most recent** financial year **together with** the annual financial statements **for the two immediately preceding financial years**, unless the bidder was only established within the past three (3) years in which case **all** of its annual financial statements must be submitted.
 - (10.3). If the bidder only commenced business within the past three years, the bidder is required to submit annual financial statements in compliance with the provisions of (10.1) and (10.2) above for each of its financial years since commencing business.
 - (10.4). If a bidder is not required by law to have its annual financial statements audited or independently reviewed, or is not a Close Corporation, then non-audited annual financial statements for the periods referred to above must be submitted. As per Supply Chain Management Circular No. 1/2013 – recommended bidders that did not submit Annual Financial Statements (if required) with their bid will be requested in writing to submit their Annual Financial Statements within five working days for

inclusion in the Bid Evaluation Committee item, if a bidder fails to submit before 12:00 on the 5th working day after the date of request, the relevant bid will be rejected.

- 10 Please check special requirements in scope of work in document for additional attachments
- 11 If the following have not been fully completed and signed:
 - FORM "A" - Declaration of Interest MBD 4
 - FORM "B" - Declaration for Procurement above R10 Million (if applicable)
 - FORM "C" - Declaration of Bidder's Past SCM Practices (MBD 8)
 - FORM "D" - Certificate of Independent Bid Determination (MB9)
 - FORM "E" - Declaration Certificate for Local Production and Content MBD 6.2 (if applicable)
13. As per Supply Chain Management Circular No. 1/2013 – recommended bidders that did not complete and sign all relevant declarations in the bid document will be requested in writing to complete and sign relevant declarations within five working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to complete and sign before 12:00 on the 5th working day after the date of request, the relevant bid will be rejected.