

MUNISIPALITEIT  
VAN  
PRINS ALBERT



MUNICIPALITY  
OF  
PRINCE ALBERT

Rig alle korrespondensie  
aan:

DIE MUNISIPALE BESTUURDER  
Privaatsak X53, Prins Albert, 6930  
E-Pos / E-Mail: [adminklerk@pamun.gov.za](mailto:adminklerk@pamun.gov.za)

Address all correspondence  
to:

THE MUNICIPAL MANAGER  
Private Bag X53, Prince Albert, 6930  
Tel: 023-541 1036, Fax: 023-541 1035

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

<b>QUOTATION NUMBER:</b>	<b>182/2020</b>
<b>QUOTATION DESCRIPTION:</b>	<b>SUPPLY, DELIVERY AND INSTALLATION OF PLAYGROUND EQUIPMENT FOR THE ADULT PARK IN KLAARSTROOM, FOR THE PRINCE ALBERT MUNICIPALITY.</b>
<b>DATE PUBLISHED:</b>	<b>25 SEPTEMBER 2020</b>
<b>CLOSING DATE &amp; TIME:</b>	<b>02 OCTOBER 2020 @ 23H59</b>

Prince Albert Municipality hereby invites quotations from bidders for the supply of the goods/ services as detailed in the enclosed schedule.

The following conditions will apply:

1. Price(s) quoted must be valid for at least **thirty (30) days** from date of your offer.
2. Price(s) quoted must be firm and inclusive of VAT (if applicable).
3. This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the MBD 6.1 and MBD 6.2 (**Local content**) form must be scrutinized, completed and submitted together with your quotation.
4. **NB: No quotations will be considered from persons in the service of the state.** The Declaration of Interest (MBD 4) form must be completed.
5. **No awards will be made to persons whose tax affairs are not in order.** Please attach a valid tax clearance certificate obtained from SARS, and/or a tax status pin letter.
6. **To combat abuse of the supply chain management process, the bidder must complete the declaration of his/her past supply chain management practices (MBD 8).**

7. **To prevent collusion, the Certificate for Independent Bid Determination Form (MDB 9) must be completed.**
8. Quotations received after the closing date will not be considered and evaluated.
9. Quotations may only be submitted on the bid documentation that is issued. Failure to comply will result in the bid being non-responsive.
10. Should your offer be accepted, the contract will be governed by the General Conditions of Contract issued by National Treasury. You will also be required to be registered on the Central Supplier Database ( [www.csd.gov.za](http://www.csd.gov.za) ). Registration is free of charge and can be done online.
11. All municipal bidding documentation (MBD) forms are available on the municipality's website at [www.pamun.gov.za](http://www.pamun.gov.za), or can be requested from the Finance Department (Supply Chain Management Division).
12. Contact details for enquiries:

**Technical/Specification Enquiries**

Charlton Jafta  
Manager: Community Services  
Office: 023 541 1320  
Cell: 073 256 8587  
Email: [charlton@pamun.gov.za](mailto:charlton@pamun.gov.za)

**SCM Enquiries**

David-Leigh Willemse  
Office: 023 541 1036  
Cell: 082 895 9261  
Email: [scm@pamun.gov.za](mailto:scm@pamun.gov.za)

13. The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.
14. Bidders may submit their quotations to Prince Albert Municipality using one of the following options:
  - **Electronic submission (Email, no faxes allowed)**  
Documentation to be emailed to the Supply Chain Management Unit  
[scm@pamun.gov.za](mailto:scm@pamun.gov.za)
  - **Hand-delivered submission** to the following address:  
Supply Chain Management Unit (Finance Building)  
23 Church Street  
Prince Albert  
6930

Yours faithfully,

**ANNELEEN VORSTER  
MUNICIPAL MANAGER**

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**CHECKLIST FOR COMPLETENESS OF BIDDING DOCUMENTATION**

The bidder must ensure that the following checklist is completed, all necessary documentaton is attached to this bid and that all declarations are signed:

Mark with "X" where applicable

ITEMS TO BE CHECKED	YES	NO	COMMENTS
1. Valid and original Tax Clearance Certificate, attached to bid document (MBD2 ). - <b>An original valid Tax Clearance Certificate must be attached to the bid document. Bidders must indicate their pin as provided by SARS to confirm validity of their Tax Clearance Certificate.</b>			
2. Adhering to the price instructions (MBD 3.1)			
3. Attached a quotation/pricing schedule on the official letterhead of the bidder's company.			
4. Completed and signed declaration of interest (MBD4).			
5. Preference points claimed and signed declarations (MBD 6.1), where applicable.			
6. Completed and signed declaration certificate for Local production and content (MBD 6.2), where applicable.			
7. Signed declaration of the bidder's past Supply Chain Management practices (MBD 8)			
8. Completed and signed Certificate of Independent Bid Determination (MBD 9).			
9. Attached a valid B-BBEE Certificate or Sworn Affidavit, where applicable.			
10. Attached registration at Construction Industry Development Board (CIDB), where applicable.			
11. Attached Central Supplier Database (CSD) report.			

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name**

## TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF AN AWARD THAT -

1. The taxes of the successful awardee must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her tax obligations.
2. The attached form "Information for Application for Tax Clearance Certificate", must be completed in all respects and returned to the municipality. **If you are in possession of an valid tax clearance certificate please attach a copy to speed up the process**
3. In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificates are available at any Receiver' s Office.



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**25 SEPTEMBER 2020**

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

**THE SUPPLY, DELIVERY AND INSTALLATION OF PLAYGROUND EQUIPMENT  
FOR THE ADULT PARK IN KLAARSTROOM, FOR THE PRINCE ALBERT  
MUNICIPALITY.**

**1. BACKGROUND**

- Prince Albert Municipality is looking for a suitable service provider to supply, deliver and install playground equipment at the adult park in Klaarstroom.
- The specific sites, where the installations shall occur will be indicated by the municipality, once the service provider has been appointed.

**2. SPECIFICATIONS OF MATERIAL TO BE PROVIDED**

a) Steel construction, pipework and timber

1. Unless otherwise directed all pipework shall be Class B galvanized pipe, free of joints and with an internal diameter as specified.
2. All pipework shall comply with BS 1387/1985 for steel tubes.
3. All steelwork shall be hot dipped galvanised in accordance with BS 729/1971 and SABS 763/1988. The galvanising process shall penetrate all areas (inside and out) of any item of equipment.
4. Tenderers shall note that prior to painting of the finish coat, all iron and steel work, be it galvanised, or black, shall be pre-treated with Calcium Plumbate weldable primer (NS4) or equal approved primer and in accordance with SABS 064/1979 (latest amended edition). At least two final high gloss finish coats (each with a DFT of 30 micron) shall be applied to the colour specified for each item. The primer coat and one coating of the final colour shall be applied in the workshop with the final coat being applied on site. Final coating shall be approved high gloss enamel paint, tenderer to state products and brand.

5. All open pipe ends shall be fully closed, either by steel capping or sealed crimping and shall be ground smooth. Joints between all pipework shall be mitred. A slight degree of flattening the ends is allowable but this should not exceed 10 mm out of round when measured end on. The intent must be to ensure a profiled end on any pipe which allows a small (+ - 2 mm) acceptable gap for welding when placed in position with its mating component. Multiple welds to fill gaps is not acceptable.
6. All welds shall be ground smooth, free from blow holes and zinc sprayed.
7. Any timber used shall be well seasoned, flat Meranti free from knots, cracks or splinters and shall have been treated with raw Linseed oil or equivalent. Timber used for the slide side guides shall be planed smooth.

b) Fasteners and Anchor Bolts

1. All bolts, nuts and washers utilised in the construction of any item of equipment shall be galvanised.
2. Base plate anchor bolts shall be constructed in an "L" shape or equivalent and only one washer shall be fitted under each anchor nut. No washers, wedges or distance pieces shall be fitted between the concrete base and steel base plate of any item. Anchor bolt size in the bent position, unless otherwise stated, shall be 250 mm long and 16 mm in diameter. All base plate holes shall be drilled as specified on the individual play equipment plans.
3. After bolting tight, no bolt anywhere on the structure shall protrude more than two thread pitches above the nut. Either these threads are to be filed flat or a sacrificial nut must be used to destroy the thread on tightening. This is to ensure that the nut cannot be loosened by vibration or vandalism. Fasteners will be ground off should they require removal. All base plates shall rest flat and square on the pedestal bases. Bolt threads shall pass completely through the nut.
4. If sawn off, anchor bolt shall be filed free of burs and bolts or fasteners to be cold galvanised after installation. These shall be torqued to a torque not less than 65Nm.
5. Holding down bolts for bearing pedestals shall each be fitted with a lock washer.
6. Where specified locknuts shall be provided.

## **SPECIFICATIONS FOR PLAYGROUND EQUIPMENT**

### • **TWO (2) SEATER SWING**

Overall dimensions for the swing structure are 3000. This specification should be read in conjunction with "General Specifications for Playground Equipment".

- 1.1) These shall be of 50mm diameter pipe inclined at a 65° angle to the ground.
- 1.2) There shall be 2 pairs of stays 3m apart for the 2-seater swings.
- 1.3) The legs shall be joined together at the top by a joint assembly.

#### **1. END STAYS**

- 1.1) An end stay, inclined at 65° to the ground, shall be bolted to both the outer leg joint assemblies using 12mm thick lugs welded to the top flattened end of each stay.

#### **2. ANCHOR BASE PLATES**

- 2.1) All legs and stays shall be welded to 200 x 200 x 12mm base plates each symmetrically drilled to accommodate four 16mm diameter anchor bolts spaced.

#### **3. CROSS BAR**

- 3.1) This shall be continuous 50mm diameter pipe held in place by the joint assemblies and shall be 3,3m above ground level.

#### **4. JOINT ASSEMBLY**

- 4.1) This shall consist of three thick walled 70mm O D pipes, machined to accommodate in a slide fit the 50mm diameter legs and cross bars, welded to two 6mm end plates.
- 4.2) A 12mm weld nut shall be suitably positioned on each of these thick-walled pipes to enable satisfactory locking of the legs and crossbar after assembly using 12mm lock bolts.
- 4.3) The two outer joint assemblies shall each have a 19mm thick lug welded to its centre pipe for bolting to end stays.

#### **5. BEARING AND CHAIN**

- 5.1) All bearings shall be sealed for life ball bearings mounted in either fabricated steel or cast steel housings which are to be bolted to the crossbar using 12mm diameter bolts. The bearings shall suit a chain swivel shaft of not less than 12mm diameter. A grease nipple is to be provided in the bearing housing for greasing of the bearing assemblies.
- 5.2) The swing chain shall be a short link No. 13 galvanised 7,1mm chain attached to the bearing assembly using a 10mm galvanised "D" shackle and to the seat using an 8mm galvanised "D" shackle. Chain length shall ensure that the shackle point of the seat is 1 100mm above the ground.
- 5.3) There shall be two swing seats evenly spaced between each pair of legs.



## **6. FINISH**

- 6.1) The final paint colour shall be bright yellow (see item B49, SABS 1091 – 1975 latest amended edition).

## **7. INSTALLATION**

- 7.1) Concrete pedestal bases shall be 300 x 300 x 450mm deep each set with four 16mm diameter anchor bolts.

## **SPECIFICATION FOR SWING SEATS (BABY AND CHILD)**

The tenderer shall manufacture the swing seats from old motor car tyres and shall comply with the following specifications.

### **Tyre Seat**

- This shall be used 330 mm (13 inch) diameter, cross ply, unretreaded motor car tyre cut to the shape and size as shown on the accompanying drawing. The tyre shall be turned inside out to form a seat as shown and when in this form shall have no bumps or bulges.
- No steel capped tyres shall be used.
- The tyre used shall not be torn or have any steel beading showing or protruding. All sharp edges shall be cut away or rounded off.
- A rain water drain hole, 20 mm diameter, shall be drilled in the centre of the seat so as to ensure proper drainage once the seating is hung.

### **Attachments for Tyre Seat**

- All attachments shall be of galvanised iron with any sharp edges ground smooth.
- Bolts and nuts used shall be of the wide headed cup type fitted with flat washers.
- The hanger bracket shall be of 3 mm galvanised plate and shall be drilled to allow fitting of an 8 mm pin diameter Screw Pin Chain shackle.
- Each swing seat shall be supplied with two such shackles attached to it. All nuts shall be locked by peening over the bolt end.



- **TWO (2) SEATER SWING**

All pipework shall be galvanised pipe, prepared as detailed in the "General Specification for Playground Equipment".

**1. PLATFORM**

- 1.1) The platform base shall be of 8 mm over 6 mm "Vastrap" steel plate 1 200 x 600 mm in size and shall be reinforced on the underside using 75 x 38 mm channel.
- 1.2) This platform shall be bolted lengthwise to the slide chute to facilitate attaching the ladder assembly next to the chute.
- 1.3) Two 50 mm diameter pipe legs, 1.86 m long / 2.5 m long, shall be bolted/welded to the underside of the platform as shown. An end stay leg shall be centrally bolted to the underside of the platform and positioned as shown. A 230 x 230 x 12 mm base plate shall be welded to each leg and drilled to accommodate four 16 mm diameter anchor bolts.

**2. HAND RAILINGS**

- 2.1) All hand railings shall be of 25 mm diameter pipe and shall be welded to 25 mm pipe uprights. The platform handrail shall be 760 mm high with the uprights first welded to 50 x 50 x 6 mm steel base lugs and then these lugs welded to the platform.
- 2.2) The hand railing from the ladder shall be joined to the two platform handrails in a smooth, pinch-free joint. Nine vertical 19 mm diameter uprights and two horizontal 12 mm diameter bars shall be welded, evenly spaced between the platform handrails.
- 2.3) Both outer and inner hand rails on the platform shall extend down the chute for approximately 1 metre and shall be bent to follow the incline of the slide. Suitable bracing shall be provided.

**3. ACCESS LADDER**

- 3.1) This shall be made from 65 x 6 mm flat iron sides having 400 x 100 x 8 over 6 mm 'Vastrap' plate steps welded between them at 175 mm pitch.
- 3.2) The ladder shall be positioned as shown on the picture.
- 3.3) Hand railings on the ladder shall be 25 mm pipe. Each rail shall be welded to three 300 mm x 25 mm diameter pipe uprights evenly spaced along the length of the ladder.
- 3.4) The ladder shall be securely bolted to the platform and anchored at the ground using two 16 mm diameter anchor bolts for each leg. 150 x 150 x 12 mm anchor bases shall be welded to the base of each leg.

**4. SLIDING CHUTE**

- 4.1) The chute slide shall be 2,5 mm (12 gauge) sheet steel plate, 3.6 m / 5.5 m / 6.4 m long bent as shown on the respective drawings and shall level off to 300 mm above the tarmac base for the last 1,2 m of its length. Any joints shall be fillet welded and ground smooth. This chute shall be sandblasted and zinc sprayed both inside and out after fabrication.

- 4.2) The slides of the chute shall be 200 mm high for the first 1,8 m from the top and then shall taper to 100 mm over the remaining length.
- 4.3) The full base sliding surface of the chute shall be covered with 1, 25 mm (18 gauge) 304 stainless steel plate, preferably without joints. If jointing takes place a full weld length, ground smooth, is required. This plate shall be curled around the discharge lip of the steel chute.
- 4.4) Rivets, running both sides and the full slide length, shall attach the stainless steel slide to the steel chute. Prior to fitting the stainless steel slide, a 1 mm thick coating of bitumen sealer compound shall be applied between the steel chute and stainless slide to prevent the ingress of water.
- 4.5) The slide to platform top joint shall be covered with a 2,5 mm (12 gauge) stainless steel cover plate suitably bent and held in place by 38 x 6 mm flat steel strips countersunk to take 8 mm diameter countersunk bolts, three per side.
- 4.6) This cover plate shall be 460 mm wide and shall extend 250 mm into the chute and 75 mm on to the platform.
- 4.7) 25 mm thick planed Meranti timber shall be attached on top of the stainless-steel slide and against the chute sides. This timber shall be fully coated on all contact surfaces with a bitumen sealer compound and shall follow the shape of steel slide sides. It shall be fastened down, using a minimum of 44 x 6 mm cup headed galvanised bolts for each side. The cup head of each bolt shall be countersunk into the wood, ensuring it to be flush with the wood surface. The bolts shall be peened over at the nut.
- 4.8) The top edge of the timber shall be covered with a 32 x 5 mm steel strip screwed down using countersunk brass screws at 150 mm pitch. On any curved portion of this strip the screw pitch shall be 50 mm. All edges shall be ground smooth.
- 4.9) No openings or gaps, however slight, shall exist between the timber and this top strip.

## **5. SLIDE SUPPORT LEGS**

- 5.1) Two pairs of 50 mm diameter pipe legs shall be bolted to suitable lugs welded underneath the chute.
- 5.2) The legs shall be positioned 460 mm and 3, 3 m respectively from the discharge end of the chute.
- 5.3) Anchor base plates shall be 200 x 200 x 12 mm, each symmetrically drilled to accommodate two 16 mm diameter anchor bolts.

## **6. FINISH**

- 6.1) The final paint colour shall be bright green.

## **7. INSTALLATION**

- 7.1) Concrete pedestal bases shall be 300 x 300 x 460 mm deep, each set with the appropriate number of 16 mm diameter anchor bolts.



- **2-SEATER SEE-SAW**

- 1. BEAM AND FITTINGS**

- 1.1) The beam shall be a 4,5 m long x 125 mm diameter black steel pipe reinforced at the centre pivot point, welded to a steel rib 1 000 x 50 x 10 mm positioned in a vertical plane to the top and bottom centre line of this pipe. These reinforcing ribs shall be chamfered at 45o at either end and shall have all sharp edges removed. This complete beam assembly shall be hot dipped galvanised after fabrication.
- 1.2) The beam shall be mounted on a 38 mm bright steel shaft running on two heavy duty plummer blocks with self-aligning pedestal bearings each fitted with easily accessible grease nipples for lubricating.
- 1.3) A bearing protection cover plate shall be bolted on to a 25 x 6 mm steel frame welded centrally on the beam so as to completely straddle the bearing assembly. This cover plate shall be bent in a square inverted U shape and be suitably braced with cross stays welded to the pipe to ensure rigidity. It shall be made from 16 gauge galvanised sheeting, 450 mm long and folded to provide 250 mm sides. All edges shall be folded over with at least a 12 mm seam to give a smooth edge all round.
- 1.4) A locking device to lock the beam in either of the fully tilted positions shall be provided, fitted near to the pivot centre.
- 1.5) The beam shall be closed off 150 mm from the ends with expanding metal mesh.
- 1.6) Cut and shaped motor car tyre buffers shall be folded over and bolted at either end of the beam.
- 1.7) Two seats made from 300 x 180 x 25 mm solid Meranti shall be fitted, one behind each Tee hand grip. Seat edges shall be rounded smooth.

Each seat shall be bolted to a suitable full size 3 mm steel plate suitably bent and welded to the pipe. The steel plate under the wooden seats should not be bent in a way that it collects water on the inside. Bolts used shall be of the wide cup headed type and shall be positioned so as to make tampering with the nuts impossible.

- 1.8) Two Tee shaped hand grips, each 230 mm high and 280 mm wide, manufactured from 25 mm galvanised pipe shall be welded vertically, two at either end and along the centre line of the pipe, and spaced 380 mm from the pipe ends. The ends of the hand grips shall be blanked off and ground smooth.

## **2. CENTRE BEARING SUPPORT**

- 2.1) This shall be designed to accommodate the bearing pedestals and shall be made from four 38 mm diameter galvanised steel pipes welded trapeziodally with the legs spaced approximately 470 mm apart at the bottom and 230 mm at the top.
- 2.2) Overall height of the beam above ground and in the horizontal position shall be 700 mm.
- 2.3) The complete structure shall be braced with 38 mm diameter galvanised pipe stays welded horizontally 300 mm above the ground.
- 2.4) The bearing base plate shall be robustly constructed to prevent failure due to side sway of the beam.
- 2.5) The legs shall be welded and joined at their base to a 50 x 12 mm steel strip. Eight anchor bolt holes to suit 16 mm diameter anchor bolts shall be symmetrically drilled in this steel base strip.

## **3. FINISH**

- 3.1) The complete structure shall be finished in blue enamel paint colour.

## **4. INSTALLATION**

- 4.1) Eight x 16 mm diameter anchor bolts shall be set into a concrete pedestal base 900 x 900 x 1 000 mm deep.
- 4.2) The tarmac base shall be 5, 5 m x 1,70 m in size with the See Saw centrally positioned.
- 4.3) Two motor car tyres shall be set into the tarmac base one at either end of the beam to act as bump stops.



## PRICING SCHEDULE

Item no.	Description	Quantity	Price (VAT inclusive)
1.	Material Costs	Sum	
2.	Labour & Assembly Costs	1	
3.	Delivery Costs to Klaarstroom	1	
<b>GRAND TOTAL</b>			

### **INSTRUCTIONS:**

1. Bidders must take note of the following conditions:
  - The bidder must submit **TWO (2)** quotations:
    - i) One quotation for material costs. All materials to be used must be listed on the quotation.
    - ii) One quotation for labour and assembly costs.
  - The total quote price will be the sum of the labour and assembly costs, plus the material costs.
2. This Bid is subject to Regulation 8 of the PPPFA, 2000: Preferential Procurement Regulations, 2017 pertaining to Local Production and Content. The declaration for local production and content (MBD 6.2) must be duly completed and signed off. All relevant annexures must be completed and signed off.
3. The following designated sectors and its stipulated minimum thresholds for local production and content is applicable on this bid:
  - **Steel value-added products** **100%**

All items listed on the material quotation, which falls in the above-mentioned designated sector, must be listed on Annexure C.

4. Delivery and installation should be completed **within 4-6 weeks** from the date the official purchase order was issued or a timeframe that has been agreed by both parties.
5. Delivery to be made to the following address:  
Klaarstroom Adult Park  
Bloekom Street  
Klaarstroom  
6932

**CONTACT PERSON:**

Charlton Jafta (Manager: Community Services)

Office: 023 541 1320

Cell: 073 256 8587

Email: [danvor@pamun.gov.za](mailto:danvor@pamun.gov.za)

## MBD 4

## DECLARATION OF INTEREST

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

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

3.2 Identity Number: .....

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

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

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

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

3.8.1 If yes, furnish particulars. ....

.....

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

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

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



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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....

.....

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

3.11.1 If yes, furnish particulars

.....

.....

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

3.12.1 If yes, furnish particulars.

.....

.....

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

3.13.1 If yes, furnish particulars.

.....

.....

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

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

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

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

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

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

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

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

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



B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

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

## 7. SUB-CONTRACTING

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

(*Tick applicable box*)

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

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

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

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

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

Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

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

8.2 VAT \_\_\_\_\_ registration  
number:.....

8.3 Company \_\_\_\_\_ registration  
number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

**8.7 MUNICIPAL INFORMATION**

**Municipality where business is situated:**  
 .....

**Registered Account Number:** .....

**Stand Number:**.....

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

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

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

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>
---

## DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand  
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**



1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

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

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY:** (Procurement Authority / Name of Institution):

.....  
NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder  
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017

promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_









## 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	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b>	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**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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

**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:

Prince Albert Municipality  
(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

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